



2011 Budget/Work Program

Adopted, December 16, 2010

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PROJECT BUDGET COMPARISON YEARS 2010-2011

	<i>Project</i>	<i>Description</i>	<i>2011</i>	<i>2010</i>	<i>Difference</i>
Regional	001	Information Services Center	\$22,000	\$16,250	\$5,750
	002	Census	\$0	\$9,000	(\$9,000)
	003	Housing/Community Development Coordination	\$40,000	\$49,500	(\$9,500)
	004	Comprehensive Economic Development Strategies	\$16,400	\$9,900	\$6,500
	007	Intergovernmental Coordination	\$24,500	\$26,500	(\$2,000)
Admin	010	GIS Program	\$20,000	\$17,000	\$3,000
	999	General Administration	\$152,175	\$161,925	(\$9,750)
Transportation	021	MPO Program Management	\$93,000	\$110,000	(\$17,000)
	022	MPO Data Collection & Analysis	\$105,000	\$125,000	(\$20,000)
	023	MPO Planning Studies & Documents	\$102,000	\$124,000	(\$22,000)
	025	Coordinated Human Services Plan	\$30,000	\$60,000	(\$30,000)
	026	Regional Transportation Planning	\$175,000	\$160,000	\$15,000
	027	Transportation Systems Plan	\$125,000	\$0	\$125,000
Contracts and Grants	135	Cowlitz County Comprehensive Plan	\$100,000	\$150,000	(\$50,000)
	140	Cowlitz County Energy Efficiency Grant	\$45,000	\$0	\$45,000
	141	Cowlitz County Pathways 2020	\$34,350	\$12,560	\$21,790
	142	Cowlitz County Housing First Implementation	\$90,000	\$70,000	\$20,000
	143	Cowlitz County Boundary Review Board	\$15,213	\$15,213	\$0
	144	Cowlitz County Community Network	\$1,600	\$2,683	(\$1,083)
	145	Cowlitz County Hazard Mitigation Plan	\$10,000	\$50,000	(\$40,000)
	347	Longview CUBS	\$0	\$49,300	(\$49,300)
	348	Longview COPS Grant	\$0	\$4,500	(\$4,500)
	349	Longview Revolving Loan Program	\$7,500	\$7,500	\$0
	362	Longview Annexation Census Data	\$800	\$800	\$0
	437	Castle Rock Permits	\$0	\$1,500	(\$1,500)
	438	Castle Rock Land Use Codes Updates	\$11,000	\$8,000	\$3,000
	574	Kalama Codes Update	\$5,000	\$5,000	\$0
	670	Woodland Comprehensive Plan	\$0	\$10,000	(\$10,000)
	754	Substance Abuse Prevention Coordination	\$16,000	\$42,950	(\$26,950)
	755	Cowlitz Meth Action Team	\$10,000	\$4,595	\$5,405
	756	HIDTA Grant	\$35,000	\$35,000	\$0
	757	ESD 112 - Strengthening Families Grant	\$30,000	\$0	\$30,000
	758	DHHS Teen Mentor Program Support	\$0	\$10,000	(\$10,000)
759	Drug Free Communities Grant	\$78,000	\$100,000	(\$22,000)	
867	Economic Development Resiliency Grant	\$20,000	\$100,000	(\$80,000)	
869	Economic Development District Program	\$65,000	\$62,000	\$3,000	
Planning Asst	980	Castle Rock Planning Assistance	\$20,000	\$20,000	\$0
	983	Woodland Planning Assistance	\$5,000	\$7,500	(\$2,500)
	984	Kalama Planning Assistance	\$10,000	\$10,000	\$0
	986	Cathlamet Planning Assistance	\$2,000	\$2,000	\$0
	987	Cowlitz County Planning Assistance	\$0	\$5,000	(\$5,000)
	988	Rainier Planning Assistance	\$10,000	\$10,000	\$0
TOTAL PROJECT BUDGETS			\$1,526,538	\$1,665,176	(\$138,638)

REGIONAL PROGRAM & ADMINISTRATION BUDGET COMPARISON YEAR 2010-2011

Expenses shown are funded by Member Fees only

<i>Prj</i>	<i>Description</i>	<i>2011</i>	<i>2010</i>	<i>INCREASE/ (DECREASE)</i>	<i>% INCREASE/ (DECREASE)</i>
001	Information Services Center	22,000	16,250	5,750	35.38%
002	Census	0	9,000	(9,000)	(100.00%)
003	Housing/Community Development Coordination	40,000	49,500	(9,500)	(19.19%)
004	Comprehensive Economic Development Strategies	9,400	9,900	(500)	(5.05%)
007	Intergovernmental Coordination	24,500	26,500	(2,000)	(7.55%)
010	GIS Program	20,000	17,000	3,000	17.65%
999	Net Administration - See below	127,175	114,925	12,250	10.66%
	<i>TOTAL</i>	<u>\$243,075</u>	<u>\$243,075</u>	<u>\$0</u>	0.00%
	Estimated Carry Forward	\$25,000	40,000		
	EDA Match	7,000	7,000		
		<u>\$32,000</u>	<u>\$47,000</u>		
	<i>TOTAL REGIONAL / ADMIN</i>	\$275,075	\$290,075		

MEMBERSHIP FEES YEAR 2011
2010-2011 Comparison

ESTIMATED BEG FUND BALANCE PLUS MATCH \$32,000
ESTIMATED ADMIN/REG PLANNING EXP \$275,075

General Members	Val-Pop-Tax Formula	2011 Dues	Current % of		2010 Dues	Increase / (Decrease)	% Increase / (Decrease)	194,460
			General Membership	Total Regional Dues				
Cowlitz Co	41.01% of 80%	79,748	41.01%	32.81%	79,748	\$0	0.00%	
Wahkiakum Co	2.62% of 80%	5,095	2.62%	2.10%	5,095	\$0	0.00%	
Longview, City of	35.85% of 80%	69,714	35.85%	28.68%	69,714	\$0	0.00%	
Kelso, City of	10.76% of 80%	20,924	10.76%	8.61%	20,924	\$0	0.00%	
Woodland, City of	5.56% of 80%	10,812	5.56%	4.45%	10,812	\$0	0.00%	
Castle Rock, City of	1.74% of 80%	3,384	1.74%	1.39%	3,384	\$0	0.00%	
Kalama, City of	1.94% of 80%	3,773	1.94%	1.55%	3,773	\$0	0.00%	
Cathlamet, Town of	0.52% of 80%	1,011	0.52%	0.42%	1,011	\$0	0.00%	
		\$194,460	80.00%		\$194,460		80.00%	
Special & Associate Members								
	% of Spec/Assoc Members		Current % of Spec/Assoc Membership					48,615
Group 1								
Cowlitz Co PUD	13%/3	10,533	21.67%	4.33%	10,533	\$0	0.00%	
Kalama, Port of	13%/3	10,533	21.67%	4.33%	10,533	\$0	0.00%	
Longview, Port of	13%/3	10,533	21.67%	4.33%	10,533	\$0	0.00%	
		\$31,600	13.00%		\$31,600		13.00%	
Group 2								
Beacon Hill Water & Sewer Dist.	1.00%	2,431	5.00%	1.00%	2,431	\$0	0.00%	
	1%/1	\$2,431	1.00%		\$2,431		1.00%	
Group 3								
Kelso School District #458	22.22% of 2.5%	1,350	2.78%	0.56%	1,350	\$0	0.00%	
Longview School Dist #122	44.44% of 2.5%	2,701	5.56%	1.11%	2,701	\$0	0.00%	
Woodland, Port of	33.33% of 2.5%	2,025	4.17%	0.83%	2,025	\$0	0.00%	
	2.5%/Misc	\$6,077	2.50%		\$6,076		2.50%	
Group 4								
Castle Rock School District t# 401	2%/7	695	1.43%	0.29%	695	\$0	0.00%	
Cowlitz 2 Fire & Rescue	2%/7	695	1.43%	0.29%	695	\$0	0.00%	
Cowlitz Co Fire District #5	2%/7	695	1.43%	0.29%	695	\$0	0.00%	
Kalama School District #402	2%/7	695	1.43%	0.29%	695	\$0	0.00%	
Wahkiakum Co District 1, Port of	2%/7	695	1.43%	0.29%	695	\$0	0.00%	
Wahkiakum Co District 2, Port of	2%/7	695	1.43%	0.29%	695	\$0	0.00%	
Woodland School Dist #404	2%/7	695	1.43%	0.29%	695	\$0	0.00%	
		\$4,862	2.00%		\$4,862		2.00%	
Group 5								
Cowlitz Co Economic Dev Cncl	1.5%/7	521	1.07%	0.21%	521	\$0	0.00%	
Longview Housing Authority	1.5%/7	521	1.07%	0.21%	521	\$0	0.00%	
Kelso-Longview Chamber	1.5%/7	521	1.07%	0.21%	521	\$0	0.00%	
Lower Columbia College	1.5%/7	521	1.07%	0.21%	521	\$0	0.00%	
Lower Columbia C.A.P.	1.5%/7	521	1.07%	0.21%	521	\$0	0.00%	
Lower Columbia Econ Dev Cncl	1.5%/7	521	1.07%	0.21%	521	\$0	0.00%	
Rainier, Oregon	1.5%/7	521	1.07%	0.21%	521	\$0	0.00%	
	1.5%/7	\$3,646	1.50%		\$3,646		1.50%	
TOTAL DUES		\$243,075			\$243,075		0.00%	
			Percentage General to Spec/Assoc					
			80.00%					
			20.00%					

ECONOMIC DEVELOPMENT DISTRICT FEES 2011

Local Match Distribution

<i>Jurisdiction</i>	<i>%</i>	<i>Amount</i>
Beacon Hill Sewer District	0.75%	\$53
Castle Rock School District	0.23%	\$16
Castle Rock, City of	1.78%	\$125
Cowlitz County	49.07%	\$3,434
Kalama, City of	1.26%	\$88
Kalama, Port of	1.18%	\$83
Kelso School District	0.55%	\$39
Kelso, City of	8.81%	\$617
Longview School District	1.05%	\$74
Longview, City of	27.46%	\$1,921
Longview, Port of	4.90%	\$343
Woodland School District	0.23%	\$16
Woodland, City of	2.30%	\$161
Woodland, Port of	0.43%	<u>\$30</u>
<i>TOTAL MATCH</i>	100.00%	\$7,000

METROPOLITAN PLANNING ORGANIZATION LKRATS 2011

Approximate Local Match Distribution

<i>Jurisdiction</i>	<i>%</i>	<i>Amount</i>
<i>Federal Highway Administration (FHWA) Match</i>	<i>25% of FHWA Funds</i>	
Longview, City of	52% of 25%	\$26,976
Cowlitz County	21% of 25%	\$10,894
Kelso, City of	19% of 25%	\$9,856
Longview, Port of	5% of 25%	\$2,594
Rainier, City of	3% of 25%	\$1,556
TOTAL FHWA MATCH		<u><u>\$51,876</u></u>
<i>Federal Transit Administration (FTA) Match</i>	<i>25% of FTA Funds</i>	
Cowlitz Transit Authority (CTA)	100 of 25%	\$7,768
TOTAL FTA MATCH		<u><u>\$7,768</u></u>
TOTAL TRANSPORTATION MATCH		<u><u>\$59,644</u></u>

PATHWAYS 2020 2011

***Estimated Membership Contribution Distribution
(Contract Not Finalized)***

<i>Jurisdiction</i>	<i>%</i>	<i>Amount</i>
Castle Rock, City of	1%	\$435
Cowlitz County	32%	\$10,982
Cowlitz PUD	6%	\$2,061
Kalama, City of	1%	\$490
Kalama, Port of	4%	\$1,374
Kelso School District	6%	\$2,061
Kelso, City of	8%	\$2,690
Longview, City of	26%	\$8,968
Longview, Port of	6%	\$2,061
Longview School District	6%	\$2,061
Lower Columbia Community Action Council	1%	\$240
Lower Columbia College	1%	\$240
Woodland, Port of	2%	<u>\$687</u>
<i>TOTAL MATCH</i>	100%	<u><u>\$34,350</u></u>

EXPENDITURE COMPARISON YEARS 2010-2011

	<i>Pers</i>	<i>2011</i>	<i>FTE</i>	<i>2010</i>	<i>FTE</i>	<i>INCREASE/ (DECREASE)</i>
Salaries & Wages						
Director	<i>SH</i>	84,201	1.000	84,201	1.000	(0)
Senior Planner	<i>MT</i>	71,273	1.000	70,373	0.962	880
Senior Planner	<i>TK</i>	41,537	0.700	59,360	0.752	(17,823)
Senior Planner	<i>BKd</i>	58,887	1.000	59,360	1.000	(482)
Senior Planner P/T	<i>DM</i>	3,288	0.049	0	0.000	3,288
Associate Planner	<i>MH</i>	52,528	1.000	51,277	0.933	1,251
Associate Planner	<i>JK</i>	48,836	1.000	46,510	1.000	2,326
Transportation Planner/Manager	<i>RBS</i>	67,041	1.000	67,041	1.000	0
Transportation Planner/Manager Part-Time	<i>JS</i>	0	0.000	2,682	0.302	(2,682)
Transportation Associate Planner	<i>AA</i>	52,528	1.000	50,027	1.000	2,501
Cowlitz Meth Action Team Coordinator	<i>SM</i>	36,288	0.831	43,248	1.000	(6,960)
CSAC/Drug-Free Communities Program Coord	<i>BMc</i>	35,398	0.831	43,248	1.000	(7,850)
Office Assistant	<i>TO</i>	0	0.000	20,554	0.800	(20,554)
Office Administrator (<i>New</i>)	<i>AK</i>	45,104	1.000	0	0.000	45,104
Administrative Secretary	<i>NH</i>	0	0.000	42,931	1.000	(42,931)
Finance Assistant (<i>Revised</i>)	<i>ST</i>	38,338	1.000	33,791	1.000	4,547
Administrative Assistant (<i>New</i>)	<i>KW</i>	36,421	1.000	0	0.000	36,421
Secretary/Receptionist (<i>Revised</i>)	<i>BK</i>	40,072	1.000	40,072	1.000	0
Finance Administrator	<i>AK</i>	0	0.000	44,004	1.000	(44,004)
<i>*UF = Unfilled</i>	<i>Subtotal</i>	711,729	13.411	758,697	14.749	(46,968)
Personnel Benefits						
Industrial Insurance		3,587		3,555		31
Medical & Life Insurance		168,352		180,000		(11,648)
Medicare		9,099		9,764		(665)
Retirement		37,793		41,728		(3,936)
Unemployment Compensation		8,000		8,000		0
Severance		38,000		18,000		20,000
Deferred Compensation		34,970		37,154		(2,184)
	<i>Subtotal</i>	299,800		298,201		(1,599)
Supplies						
Office Supplies		7,631		10,937		(3,305)
Program Supplies		6,476		9,744		(3,268)
Computer Software		6,100		4,000		2,100
Hardware Updates/Repairs		0		800		(800)
Graphics / Small Tools		0		207		(207)
	<i>Subtotal</i>	20,207		25,688		(5,481)

EXPENDITURE COMPARISON YEARS 2010-2011 (continued....)

	2011	2010	INCREASE/ (DECREASE)	
Other Services & Charges				
Contracted Services	358,091	436,967	(78,876)	
Consultant Services	2,640	3,633	(993)	
Communications	8,500	8,000	500	
Postage	2,856	3,182	(326)	
Travel	9,089	10,615	(1,526)	
Tuition & Registration	3,950	5,900	(1,950)	
Public Notices & Information	2,600	1,800	800	
Operating Rentals & Leases	3,950	4,803	(853)	
Insurance	11,214	11,320	(106)	
Photocopies	2,606	2,785	(179)	
Dues / Subscriptions	18,680	13,250	5,430	
Printing	3,625	2,535	1,090	
Computer Services	20,000	16,000	4,000	
Miscellaneous	0	800	(800)	
<i>Subtotal</i>	<u>\$447,801</u>	<u>521,589</u>	<u>(73,788)</u>	
Inter-Governmental Services				
Maintenance / Janitor	24,000	24,000	0	
Inter-Govt Professional Services	7,200	15,000	(7,800)	
<i>Subtotal</i>	<u>\$31,200</u>	<u>\$39,000</u>	<u>(7,800)</u>	
Capital Outlay				
Machinery & Equipment-Tag	9,800	17,000	(7,200)	
Capital Leases	6,000	5,000	1,000	
<i>Subtotal</i>	<u>\$15,800</u>	<u>\$22,000</u>	<u>(6,200)</u>	
TOTAL EXPENSES	<u>\$1,526,538</u>	<u>\$1,665,176</u>	<u>(\$138,638)</u>	-8.33%

REVENUE COMPARISON YEARS 2010-2011

	2011	2010	INCREASE/ (DECREASE)	
Direct Federal Grants	\$163,000	\$262,000	(\$99,000)	
Indirect Federal Grants	\$345,088	\$308,592	\$36,496	
State Grants	\$326,000	\$289,009	\$36,991	
Intergovernmental Service Agreements				
Regional Dues / Carry Forward	\$268,075	\$283,075	(\$15,000)	
Contracts	\$309,131	\$386,873	(\$77,742)	
Grant Match	\$66,644	\$78,444	(\$11,800)	
Planning Assistance	\$47,000	\$54,500	(\$7,500)	
Goods & Services	<u>\$1,600</u>	<u>\$2,683</u>	<u>(\$1,083)</u>	
TOTAL REVENUES	<u>\$1,526,538</u>	<u>\$1,665,176</u>	<u>(\$138,638)</u>	-8.33%

COMPARISION OF BENEFITS

BENEFITS	Projected 2011	Actual 2010	<i>Inc/Dec</i>
Actual Industrial Insurance ¹	0.13715	0.12605	8.81%
Medical & Life Insurance	1050.00	1000.00	5.00%
Medicare (FICA)	0.0145	0.0145	0.00%
Retirement Pers I,II,III	0.0531	0.0531	0.00%
Deferred Compensation I ²	0.0765	0.0765	0.00%
Deferred Compensation II ³	0.0620	0.0620	0.00%

¹ Based on regular hours worked

² Rate for all employees hired after 04/30/86

³ Rate for all employees hired prior to 04/30/86

COWLITZ-WAHKIAKUM COUNCIL OF GOVERNMENTS

2011 STAFF

POSITION

Director
Senior Planner
Senior Planner
Senior Planner
Senior Planner/PT
Associate Planner
Associate Planner
Transportation Planner/Manager
Associate Transportation Planner
Coordinator, Cowlitz Meth Action Team
Program Coordinator, CSAC & Drug Free Communities
Office Administrator
Finance Assistant
Administrative Assistant
Secretary/Receptionist

EMPLOYEE

Steve Harvey
Melissa Taylor
TJ Keiran
Barbara Kincaid
Don Mathison
Matt Hermen
Jennifer Keene
Rosemary Brinson Siipola
Amy Asher
Shannon Miller
Brian McCrady
Anisa Kisamore
Shanda Turner
Katie Wells
Bonnie Kelley

The Cowlitz-Wahkiakum Council of Governments is a member of the Washington Cities Insurance Authority (WCIA).



Utilizing Chapter 48.62 RCW (self-insurance regulation) and Chapter 39.34 RCW (Interlocal Cooperation Act), nine cities originally formed WCIA on January 1, 1981. WCIA was created for the purpose of providing a pooling mechanism for jointly purchasing insurance, jointly self-insuring, and/or jointly contracting for risk management services. WCIA has a total of 129 Members.

New members initially contract for a three-year term, and thereafter automatically renew on an annual basis. A one-year withdrawal notice is required before membership can be terminated. Termination does not relieve a former member from its unresolved loss history incurred during membership.

Liability coverage is written on an occurrence basis, without deductibles. Coverage includes general, automobile, police, public officials' errors or omissions, stop gap, and employee benefits liability. Limits are \$4 million per occurrence self insured layer, and \$16 million per occurrence in the re-insured excess layer. The excess layer is insured by the purchase of reinsurance and insurance and is subject to aggregate limits. Total limits are \$20 million per occurrence subject to aggregate sublimits in the excess layers. The Board of Directors determines the limits and terms of coverage annually.

Insurance coverage for property, automobile physical damage, fidelity, inland marine, and boiler and machinery are purchased on a group basis. Various deductibles apply by type of coverage. Property insurance and auto physical damage are self-funded from the members' deductible to \$500,000, for all perils other than flood and earthquake, and insured above that amount by the purchase of insurance.

In-house services include risk management consultation, loss control field services, claims and litigation administration, and loss analyses. WCIA contracts for the claims investigation consultants for personnel issues and land use problems, insurance brokerage, and lobbyist services.

WCIA is fully funded by its members, who make annual assessments on a prospectively rated basis, as determined by an outside, independent actuary. The assessment covers loss, loss adjustment, and administrative expenses. As outlined in the interlocal, WCIA retains the right to additionally assess the membership for any funding shortfall.

An investment committee, using investment brokers, produces additional revenue by investment of WCIA's assets in financial instruments which comply with all State guidelines. These revenues directly offset portions of the membership's annual assessment.

A Board of Directors governs WCIA, which is comprised of one designated representative from each member. The Board elects an Executive Committee and appoints a Treasurer to provide general policy direction for the organization. The WCIA Executive Director reports to the Executive Committee and is responsible for conducting the day-to-day operations of WCIA.

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ADMINISTRATION

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General Administration (999)

Objective

To administer and manage the activities, finances and property of the Council of Governments.

Work Items

1. Supervise and manage staff and programs of the Council of Governments.
2. Prepare and implement the COG annual budget/work programs and amendments thereto.
3. Prepare and publish newsletters and an annual report.
4. Investigate grant programs and prepare applications (for regional programs).
5. Conduct general administrative services, including but not limited to:
 - a. Budget, accounting and cash flow management
 - b. Purchasing
 - c. Personnel administration
 - d. Communications and publications
 - e. Information and computer systems management
6. Inform member governments and public about the activities of the Council of Governments.
7. Respond to special needs of members and provide services as needed for short term requests.

Output

The administrative activities described above are not considered to be end products. Their purpose is to facilitate the accomplishment of programs and products undertaken by the Council of Governments and increase local knowledge and awareness of pertinent issues. Newsletters, an annual report and other information will be distributed throughout the year, along with quarterly budget and program reports to the board and, periodically, member entities.

Coordination

Not applicable to administrative work. Some special services may require coordination among affected interests.

Citizen Involvement

Not applicable to administrative work.

Community and Regional Contribution and Benefits

The benefits derived from this work program extend to member governments and the general public. Quality control of the agency and its many projects is assured and clear, accurate records of fiscal accountability are maintained. These are essential to maintain a strong, viable voluntary association.

Salaries & Wages / FTE	\$200,053
Benefits	\$103,866
Supplies	\$10,610
Travel & Training	\$2,600
Contracts	\$35,000
Capital	\$11,300
Other Services & Charges	\$64,594
Overhead & Administration	(\$275,848)
Project Total:	\$152,175

REGIONAL PLANNING

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Information Services Center (001)

Objective

To maintain, in cooperation with the state and the U.S. Census Bureau, a service center for the collection, analysis and distribution of census, demographic and other statistics. Provide full accessibility to the results of the past and current federal censuses and assist in its use. Provide updates to the geographic database for the Census Bureau.

Assist with the provision of information necessary for agency program and project planning, grant writing activities, interagency coordination, and other public and private efforts.

Work Items – The following tasks will be accomplished as funding allows:

1. Participate in Census Bureau efforts to update the geographic data base to ensure that there is as complete count as possible. Work with local governments and special districts to identify data needs and data bases that can be used to provide a complete master address file.
2. Maintain a collection of Census Bureau and other demographic and statistical information, informing members of new Census products as they become available.
3. Provide assistance to COG members and the public in identifying their data needs, identifying appropriate data sources, and in locating/assessing/interpreting demographic and economic data.
4. Attend Census Bureau and State Data Center meetings to obtain guidance, instruction and new information and to collaborate with other data centers.
5. Develop and provide required documentation of data center use to the State Office of Financial Management.

Output

The Information Services Center will offer a hard-copy and digital reference center for CWCOG members, other public agencies and private citizens and businesses. A major product will be development of an electronic regional data center containing a variety of demographic, socioeconomic, and other relevant local and regional data. The data center will provide information necessary for program and project planning, grantsmanship activities, interagency coordination, and other public and private efforts.

Coordination

State and federal coordination will the state Office of Financial Management and the U.S. Bureau of the Census will occur as required. Locally, coordination and information distribution will occur routinely between the Information Services Center, COG members, local governments, and agencies serving our region.

Citizen Involvement

Citizen and business use of the Information Services Center is strongly encouraged.

Community and Regional Contributions and Benefits

The Information Services Center will provide centralized information resources for CWCOG members and others to obtain detailed census, demographic, socioeconomic and other data. It

will strive to maintain a comprehensive data resource and assist users in locating needed information. The Service Center will host information essential to the public and private sectors to support plans and activities undertaken in member communities, by area agencies, and on a regional basis. The Service Center may also assist local data users in obtaining training in applications of U.S. census data, thus saving member staff time and maximizing local use of available data.

Salaries & Wages / FTE	\$16,241
Benefits	\$5,615
Supplies	\$144
Travel & Training	\$0
Contracts	\$0
Capital	\$0
Other Services & Charges	\$0
Overhead & Administration	\$0
Project Total:	\$22,000

Housing/Community Development Coordination (003)

Objectives

1. Be the region's information clearinghouse for community development methods and approaches, with an emphasis on affordable housing, community facilities, and public works improvements. To provide information and technical assistance regarding potential funding sources and strategies for securing funds for programs, infrastructure and facilities essential to our local government member agencies.
2. Provide technical assistance to the Housing Advisory Committee (HAC) which is tasked with:
 - a. Regional housing studies, needs assessments and information;
 - b. Promotion of local resources to increase the availability of affordable housing;
 - c. Analysis and comment on proposed housing legislation and regulations;
 - d. Review and comment for project applications;
 - e. Serving as a public awareness and education forum for housing-related issues, such as Landlord-Tenant Law, Fair Housing, Homelessness, Community Reinvestment Act, and Asset Building; and
 - f. Assist in implementation of the regional housing plan.
3. Improve coordination, collaboration and information sharing related to housing needs at the local and regional level:
 - a. Support the county's efforts to develop a disaster response plan for vulnerable populations;
 - b. Support development of a CWCOG housing resources webpage oriented towards community agencies; and
 - c. Track changes in the community's inventory of affordable housing, cost of local affordable housing relative to income, and other indicators of interest to the community.

The objectives support:

1. Implementation of the Cowlitz Regional Housing Plan;
2. Development of an Emergency Response Plan for Vulnerable Populations;
3. Increased community awareness of current housing issues and approaches;
4. Data for local agency plans/projects that affect affordable housing and fair housing compliance; and
5. Local government and agency needs for program and project funding.

Work Items

1. Provide technical assistance and staff support to the Housing Advisory Committee.
2. Conduct informational forums on a variety of housing topics to increase public awareness and education regarding fair housing, landlord-tenant act, homelessness, asset building, community reinvestment, and other issues.

3. Assist and support efforts of the Cowlitz County Emergency Management Department to develop a Disaster Response Plan for Vulnerable Populations.
4. Provide staff support for implementation of the Cowlitz County Regional Housing Plan.
5. Respond to requests for data and information on housing and community development needs and programs or methods to help meet those aims.
6. Monitor key indicators for the housing industry throughout the region, including affordable housing inventory changes and vacancy rates.
7. Respond to requests for assistance from member governments in preparing applications for housing, community development or other related requests for financial assistance.
8. Prepare annual report on local accomplishments.
9. Create a webpage of housing information and resources for interagency use.

Output

Written and verbal staff reports to the Housing Advisory Committee and Council of Governments, plan updates, grant resource information, grant reports and responses to requests for related information consistent with state requirements.

Coordination

The composition and the responsibility assigned to the Housing Advisory Committee promote intergovernmental and private sector coordination. Serving on the committee are representatives of the cities and counties, housing authorities, elderly, handicapped, low income, rental housing owners, community organizations and the general public.

The clearinghouse function for housing data, funding programs and community development tools promotes interagency and intergovernmental coordination.

Citizen Involvement

Composition of the Housing Advisory Committee ensures citizen involvement in housing and other community development issues of interest in the region. Meetings of the committee and Council of Governments are open to the public and the news media are regularly informed. Meetings of the Cowlitz Housing First! Coalition are open to the public; members represent a cross-section of local agencies, local government and private sector.

Community and Regional Contributions and Benefits

Staff regularly fulfills requests for housing and community development information from government agencies, developers, students, consultants, realtors, chambers of commerce and other civic groups. Review of proposed assisted housing projects ensures that the funding agencies act in the interest of the cities, target groups, and the applicants and that approved projects will be consistent with regional and local plans and programs. The Housing Advisory Committee is the only active public and private sector forum that discusses and helps resolve housing issues on a regional basis.

Substantial changes have taken place in federal/state housing and community development programs. Regional monitoring of the changes protects the interests of local governments, housing developers and citizens. Local advantage from new programs is realized.

Salaries & Wages / FTE	\$11,367
Benefits	\$3,525
Supplies	\$0
Travel & Training	\$0
Contracts	\$25,000
Capital	\$0
Other Services & Charges	\$108
Overhead & Administration	\$0
Project Total:	\$40,000

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Comprehensive Economic Development Strategies (004)

Objectives

To provide assistance to Cowlitz, Wahkiakum and Lewis county entities regarding economic development data, needs and issues. As required and needed, update the Cowlitz-Lewis Comprehensive Economic Development Strategy (CEDS). The CEDS ensures that local governments remain eligible for development grants from the Economic Development Administration (EDA) and other federal, state and private sources. Develop and investigate strategies to enhance diversification of the regional economy.

Work Items

1. Collect and document information on area employment, industries, development and public works activities and other related data necessary for a comprehensive update to the CEDS, as well as, annual reports.
2. Organize and staff meetings of the CEDS Committee to review the plan update. Develop, with committee direction, the list of local economic development priorities, strategies and proposals.
3. Monitor economic development activity, issues, legislation, grants and programs in the state that impact the region and capitalize on opportunities to assist local economic and infrastructure development efforts.
4. Work with officials of Cowlitz and Lewis counties and the federal EDA to carry out the functions of the Cowlitz-Lewis Economic Development District.
5. Update the 2009 CEDS as needed to meet local and regional goals, objectives and projects, especially in response to the federal economic stimulus legislation. Expand data collection efforts to incorporate recent improvements to the database. Conduct meetings of the EDD and strategy committees. Use these venues to develop appropriate products for the 2008 CEDS Plan update. Prepare and distribute the update for committee review, amendment and approval. Submit the amended plan to the Council of Governments, EDD and EDA for review and approval.
6. Develop and investigate strategies to enhance diversification of the regional economy:
 - a. Maintain informational clearinghouse for community development methods and approaches.
 - b. Prepare and provide EDCs and counties with quarterly market index data and report for Cowlitz, Wahkiakum and Lewis Counties.
 - c. Update and manage EDD website to provide marketing, data and reporting information.
 - d. Update and benchmark projects identified in the CEDS report.

Output

The update of the CEDS Plan and annual reports to EDA. Provision of assistance to members on economic development issues and opportunities. Operation of the Cowlitz-Lewis Economic Development District and the necessary contracts and documentation. Preliminary research for a Regional Market Index; collection of data points for website; a biannual CLEDD newsletter.

Coordination

All strategic plans and EDA funded projects will be coordinated through the EDD board. The board consists of representatives from local, state, and other agencies as well as special interest groups. Grants supporting this program as well as any other economic program requiring federal funding assistance are coordinated by CWCOG. Staff and the EDD board will address issues of local and regional significance. Staff will work with other development agencies and interests such as the ports and area economic development councils to improve the regional economic climate.

Citizen Involvement

Included on the CEDS committee are citizens representing labor, minorities, and industry. Program development, review and approval by the Council of Governments are subject to public scrutiny at COG meetings, through the newsletter, and notices to the news media. Public involvement will be an essential part of the operation of an economic development district.

Community and Regional Contributions and Benefits

The Comprehensive Economic Development Strategy provides a forum for the review and coordination of all public economic planning activities in the region. It identifies regional goals, objectives and priorities to further diversify and enhance the regional economy. The plan process also provides local governments the necessary link to the federal Economic Development Administration and various state agencies for both technical assistance and grants for projects and programs that enhance diversification.

Salaries & Wages / FTE	\$12,109
Benefits	\$4,009
Supplies	\$52
Travel & Training	\$0
Contracts	\$0
Capital	\$0
Other Services & Charges	\$230
Overhead & Administration	\$0
Project Total:	\$16,400

Intergovernmental Coordination (007)

Objective

To staff the regular and special meetings of the Council of Governments, Executive Committee, and other agency committees, pursue cooperative regional programs and opportunities and administer the Cowlitz-Wahkiakum intergovernmental review process.

Work Items

1. Prepare agendas and reports and staff Council of Governments meetings.
2. Identify and coordinate issues of regional concern, research and assist member entities with such issues and provide forums to address the issues.
3. Represent the Council of Governments on various boards and advisory committees at the local, state and federal levels.
4. Maintain liaison with state and federal elected officials and agencies and promote programs and opportunities that benefit the region.
5. Monitor state and federal legislation, policies and programs and respond as appropriate. Enhance opportunities for new or changed programs, funding, legislation, procedures and requirements.
6. Coordinate with regional councils around the state and actively participate in the Regional Councils of Washington.
7. Prepare for and participate in the National Association of Regional Councils' Washington, D.C. policy conference, NARC's annual conference and related conferences, when convenient and affordable.
8. Arrange for annual meetings of the Council of Governments.
9. Provide leadership training opportunities for board members.
10. Coordinate and conduct the Cowlitz-Wahkiakum Intergovernmental Review Process (C-WIRP), as required.
11. Conduct periodic regional information forums to address issues, concerns and activities that are of regional impact or significance.

Output

The activities described above are not considered to be end products. Their purpose is to facilitate the operation of the Council of Governments, coordinate programs and opportunities with and on behalf of members, and conduct the Cowlitz-Wahkiakum intergovernmental review process.

Coordination

Liaison and coordination is fostered among agency members and with state and federal agencies and regional councils around the state on a wide variety of issues through the Regional Councils

of Washington, NARC, Western Councils of Governments group, other associations and various other intergovernmental means.

C-WIRP applications are sent to Council of Governments members and other interested parties prior to action being taken by the COG. In the event problems are identified through this process, coordination meetings are held with the affected parties.

Issues of regional significance are debated at meetings and forums by representatives of local governments, with the goal of enhancing knowledge, cooperation and coordination.

Citizen Involvement

Not applicable to administrative and coordination work. Member agencies are given an opportunity to respond to C-WIRP notices and solicit public input if needed. The media is informed of COG meetings and given the opportunity to attend and report meeting results.

Community and Regional Contributions and Benefits

The COG provides a forum for regional problem solving and decision making. Benefits accrue to member governments and through them to the general public in the form of savings through increased efficiency, non-duplication of services, cost sharing and economies of scale.

Issues important to the region are identified, developed and addressed to appropriate state and federal agencies, and organizations and individuals to attempt to resolve them to the benefit of the region.

Salaries & Wages / FTE	\$15,545
Benefits	\$4,390
Supplies	\$600
Travel & Training	\$2,815
Contracts	\$0
Capital	\$0
Other Services & Charges	\$1,150
Overhead & Administration	\$0
Project Total:	\$24,500

GIS Program (010)

Objective

To build and maintain an evolving collection of geographic information. To provide members and the public with maps and geographic information suitable for display as well as for use in publications. To analyze current geographical information for local planning purposes.

Work Items

1. To support local mapping projects and provide mapping assistance for the public, local agencies, and members. Expand agency capacity through use of mapping tools such as spatial analyst, CommunityViz and the suite of Google mapping tools.
2. Produce a variety of maps to display information for the electronic data warehouse, such as thematic maps, dot-density, symbol maps, and, eventually, interactive maps.
3. Assist members with long range planning and short-term decision making through the use of visual simulation software tools in:
 - a. Comprehensive planning
 - b. Subdivision review
 - c. Rezoning analysis
 - d. Build out scenarios for ordinance revisions
 - e. Downtown planning and streetscape design
 - f. Project design and impact analysis
4. Provide technical assistance and coordination to members for digital mapping products and geographic information system development to enhance the capacity of local governments.
5. Update and maintain data layers for official display maps.
6. Work with Cowlitz County and the City of Longview GIS departments to develop and maintain new data layers.
7. Use global positioning systems to aid members with mapping projects on a contractual basis.
8. Create and maintain metadata for all GIS data.
9. Arrange for and participate in meetings of the GIS Users Group.

Output

1. A comprehensive, electronic archival map file.
2. Mapping support for the Data Warehouse.
3. Visualization simulation tools to assist local planning efforts.
4. Coordination and collaboration with COG members and others with GIS capabilities and resources.

Coordination

1. Consultation with users and local officials will ensure that the status of streets, roads, city boundaries, and geographic features is coordinated and maintained.
2. Mapping support for the Data Warehouse will provide a platform for agency coordination.
3. Visual modeling will promote inter-jurisdictional consultation regarding local policy implications and project impacts.

Citizen Involvement

1. CommunityViz is an exceptional tool capable of making the impact of planning choices visually accessible to ordinary citizens.
2. The COG's Information Services will provide a one-stop shop for citizens, members, and local agencies.

Community and Regional Contributions and Benefits

This program will ensure that current digital data and mapping will be available to all members. The Information Services Center will maximize availability and quality of information resources and minimize agency duplication. CommunityViz simulation software will give local government a tool to evaluate regional policy and project impacts.

Salaries & Wages / FTE	\$13,364
Benefits	\$3,800
Supplies	\$275
Travel & Training	\$0
Contracts	\$0
Capital	\$0
Other Services & Charges	\$2,561
Overhead & Administration	\$0
Project Total:	\$20,000

TRANSPORTATION

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Longview-Kelso-Rainier Metropolitan Planning (MPO) & Southwest Washington Regional Transportation Planning Organizations (SWRTPO) (021-027)

Objectives

To develop and establish priorities for identifying, planning and implementing transportation improvements and resolving transportation issues in the Longview-Kelso-Rainier urbanized area.

To maintain the five-county transportation planning organization which effectively addresses the transportation needs of the local governments.

Work Program Items

Longview-Kelso-Rainier MPO Area

1. SR 432/SR 433 Highway and Rail Modernization (NEPA – 30 months)
 - a. Develop agenda and work program for SR 432/SR 433 Standing Committee to carry through with project objectives:
 - 1) Complete NEPA documentation for projects by 2013. Projected cost: \$4 million.
 - 2) Develop projects ready for funding and construction start date of 2014.
 - 3) Have projects completed by 2017.
 - b. Secure funding to complete NEPA using local, state and federal resources
 - 1) Re-develop project description materials.
 - 2) Complete federal appropriations request on behalf of Cowlitz County.
 - 3) Develop a Transportation Benefit District, or similar instrument, to secure long-term funding source for projects.
 - c. Hire program assistant to manage completion of the NEPA, not to exceed 30 months.
Rosemary Siipola – CWCOG staff
2. Transportation Systems Plan (12-18 months)
 - a. Complete prospectus for project to secure \$125,000 federal STP funds.
 - b. Develop, distribute RFQ for consultants.
 - c. Negotiate final scope of work with selected consultants.
 - d. Adjust COG budget to assign \$25,000 to modeling and project management duties for Matt Hermen.
 - e. Complete TSP by June 30, 2012 – Matt Herman, CWCOG staff.
3. Vulnerable Populations Plan
 - a. Develop a strategic, universal functional planning approach for responding to persons with special needs before, during and following a disaster and integrate this approach within the existing Cowlitz County Comprehensive Emergency Management Plan.
 - b. Coordinate efforts of CWCOG, Cowlitz DEM, public safety providers from all Cowlitz jurisdictions, private and nonprofit agencies housing or serving vulnerable populations and the many agencies involved in disaster response in our community.
4. Ongoing Activities
 - a. Cowlitz Area Transportation Advisory Committee (CATAC) monthly meetings. Amy Asher, CWCOG staff
 - b. Transportation Improvement Plan (TIP) amendment processing as needed. Amy Asher, CWCOG staff

- c. Assist area transit providers to improve and enhance coordination activities, including quarterly transit coordinating meetings. Amy Asher, CWCOG staff
- d. Assist, as needed, Cowlitz Transit Authority to implement the 2010 Transit Enhancement Plan. Amy Asher, CWCOG staff
- e. Allocate STP funds for Cowlitz County projects, as approved by the CATAC. Matt Hermen and Amy Asher, CWCOG staff
- f. Continue assistance, as needed, for West Main Realignment Project in Kelso and Cowlitz Expo Center implementation strategies. Rosemary Siipola, CWCOG staff
- g. Assist in the development of the Transportation Element of the Cowlitz County Comprehensive Plan. Rosemary Siipola, CWCOG staff
- h. Continue close working relationship with WSDOT rail and marine office in implementing Cowlitz County High Speed Rail projects and enhancement of Amtrak Cascade passenger rail service. Rosemary Siipola, CWCOG staff

SOUTHWEST WASHINGTON REGIONAL TRANSPORTATION PLANNING ORGANIZATION

County-by-County Ongoing Activities

- 5. Cowlitz: Woodland (Scott Avenue/I-5)
 - a. Assist the City of Woodland, along with the Port of Woodland, Cowlitz County and WSDOT to secure funding for completing the NEPA documentation for the reconnection of Scott Avenue, intersection improvements at I-5/SR 503 interchange, and grade separate Scott Avenue extension into the Port of Woodland.
 - b. Complete the NEPA documentation by 2013, with local, state and federal secured funding.
 - c. Assist, as necessary, the City of Woodland to develop and successfully execute a Transportation Benefit District (TBD).
 - d. Develop a Standing Committee for the TBD and Scott Avenue/I-5 projects.
 - e. Hire project manager to oversee completion of the NEPA documentation. Rosemary Siipola, CWCOG staff
- 6. Grays Harbor County (*Grays Harbor Council of Governments, Lead Agency*)
 - a. Continue efforts to develop a strategic plan for the Port of Grays Harbor transportation network. This will follow recommendations for the Port Industrial Road improvements and continue to resolve future issues regarding circulation, at-grade rail crossings, utilities, truck routes and expansion of rail and marine terminal activities.
 - b. Develop regional approach to east-west urban area congestion in the Aberdeen-Hoquiam-Cosmopolis area and the need to improve access to the Port of Grays Harbor from US 12 and US 101 corridors. Begin working to implement the recommended network improvements in phases and secure the funding to get projects underway.
 - c. Complete the SR 109 Scenic Byway Corridor Management Plan, in partnership with the Quinault Indian Nation and Grays Harbor County. Seek funding through the National Scenic Byway Corridor Program to restore the Copalis Depot and caboose from the last train that provided passenger rail service to North Beach area.

7. Lewis County (*Lewis County, Lead Agency*)
 - a. Work with federal, state and local authorities to develop a flood control plan to protect the I-5 corridor, develop a local arterial system for the Centralia/Chehalis Urban Area and develop plans to improve I-5 between Exits 76 and 81.
 - b. Work with the Lewis County Transportation Strategy Council transportation planner to further assist in developing a regional approach to transportation priorities and projects through the county.
 - c. Support planning efforts for communities along the US 12 Corridor to implement components of the White Pass Scenic Byway Corridor Management Plan.
 - d. Continue staff report and review for the SR 505 (Exit 63) and South County Area planning efforts.

8. Pacific County (*Pacific Council of Governments, Lead Agency*)
 - a. Complete the legacy Lewis and Clark projects. These include continued work on the Discovery Trail, concentrating on Beards Hollow area into Ilwaco; linking Chinook Park to Station Camp with a trail through Ft. Columbia; developing bicycle routes in Chinook area, linking to the Long Beach Peninsula.
 - b. Support efforts to complete the Station Camp and Dismal Nitch units of the Lewis and Clark National Historical Park, including funding for conservation easements to protect both sites.
 - c. Work with WSDOT in the design and engineering activities for the replacement of bridges on SR 6 and US 101.
 - d. Support joint operating agreements and other collaborative activities to improve highway and marine access and dredging activities for the four public port districts in the county.

9. Wahkiakum County (*Wahkiakum County, Lead Agency*)
 - a. Continue to support the “Wahkiakum on the Move” rural transit service.
 - b. Work with Wahkiakum County officials and staff to replace the Ferry Wahkiakum and continue upgrades to Puget Island ferry landing and SR 409.

Regional Activities

10. SAFETEA-LU Planning Requirements:
 The Metropolitan Transportation Plan/Regional Transportation Plan for MPO and SWRTPO areas was adopted in 2009. Efforts to monitor project prioritization and funding activities in light of Federal Transportation Authorization will be a high priority for CWCOG staff.

11. State and Federal Required Activities:
 During 2009, staff will complete the Fiscal Year 2012 Unified Planning Work Program; the MPO Area and SWRTPO Regional TIP for 2012-2015, as well as provide services to amend the TIPs as projects receive funding.

12. State and Federal Coordination:
 Continue efforts to keep elected officials at the state and federal levels up to date on long-range transportation planning activities and seek their support in implementing prioritized transportation network improvements.

13. West Coast Corridor Coalition, National Association of Regional Councils, Association of Metropolitan Planning Organization and Women in Transportation Seminar memberships enable CWCOG staff to have access to regional and national trends in long-range planning activities, both in the policy and programming arenas.

Output

A regional and urban area transportation planning process to include:

1. Reports on various topics to the advisory committees and, if appropriate, passed on to the local legislative bodies.
2. Regional transportation goals, objectives and strategies which focus on regional issues and reflect statewide concerns.
3. Improved intergovernmental coordination for planning and implementing transportation improvements, and forecasting land use and other developments that affect the transportation system and facilities.
4. Identification of deficient facilities and services and implementation of transportation improvement strategies that take into account regional financing, private sector involvement, alternative transportation applications, and transportation demand management and system management techniques.
5. A unified planning work program and budget outlining expenditures and program activities during the state fiscal year.
6. A fiscally constrained six-year Transportation Improvement Program establishing specific street, transit and non-motorized projects in order of priority.
7. Quarterly and annual progress reports to the funding agency.

Coordination

All general and affected special purpose local governments will be represented on the MPO/RTPO committees. The policy boards will represent diverse interests throughout the region, including special purpose governments, major employers, special transportation users, and others to be determined. The technical advisory committee will consist of staff from the participating jurisdictions, WSDOT and ODOT.

Citizen Involvement

Public participation is heavily emphasized in the MPO/RTPO legislation and guidelines. It will occur through a variety of mechanisms, including special citizen advisory committees, surveys, media broadcasts, public information meetings and hearings. An adopted public involvement plan guides outreach activities on transportation issues, plans and programs.

Community and Regional Contributions and Benefits

Regional and urban area transportation planning will allow the development of a balanced transportation system that enhances mobility for all persons and the movement of people, goods and services. Projects that involve more than one local government can be planned and implemented in the most efficient and coordinated manner. Examples where this type of planning can be most important include:

1. Identification of alternative funding sources which can be used to improve regional facilities.
2. Development of a data base that can be used as a baseline for comparison with future traffic flows and movements.
3. Identification of new routes to improve access to industrial areas.

Program 021 - MPO Program Management

Salaries & Wages / FTE	\$39,456
Benefits	\$13,570
Supplies	\$900
Travel & Training	\$2,834
Contracts	\$0
Capital	\$2,500
Other Services & Charges	\$4,700
Overhead & Administration	\$29,040
Project Total:	\$93,000

Program 022 - MPO Data Collection & Analysis

Salaries & Wages / FTE	\$46,534
Benefits	\$17,430
Supplies	\$0
Travel & Training	\$0
Contracts	\$6,786
Capital	\$0
Other Services & Charges	\$0
Overhead & Administration	\$34,250
Project Total:	\$105,000

Program 023 - MPO Planning Studies & Documents

Salaries & Wages / FTE	\$32,078
Benefits	\$11,107
Supplies	\$0
Travel & Training	\$0
Contracts	\$35,206
Capital	\$0
Other Services & Charges	\$0
Overhead & Administration	\$23,609
Project Total:	\$102,000

Program 025 - Coordinated Human Services Plan

Salaries & Wages / FTE	\$4,386
Benefits	\$1,360
Supplies	\$226
Travel & Training	\$0
Contracts	\$20,000
Capital	\$0
Other Services & Charges	\$800
Overhead & Administration	\$3,228
Project Total:	\$30,000

Program 026 - Regional Transportation Planning

Salaries & Wages / FTE	\$48,477
Benefits	\$16,935
Supplies	\$910
Travel & Training	\$1,600
Contracts	\$68,000
Capital	\$2,000
Other Services & Charges	\$1,399
Overhead & Administration	\$35,679
Project Total:	\$175,000

Program 027 – Transportation Systems Plan

Salaries & Wages / FTE	\$11,799
Benefits	\$4,419
Supplies	\$0
Travel & Training	\$0
Contracts	\$100,000
Capital	\$0
Other Services & Charges	\$98
Overhead & Administration	\$8,684
Project Total:	\$125,000

CONTRACTURAL SERVICES

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Cowlitz County Comprehensive Plan (135)

Objectives

To assist Cowlitz County with the development of a new comprehensive plan. This scope is subject to amendment to reflect time, funding and resources needed to carry out tasks.

Work Items

1. Work with a project steering committee throughout the plan development process.
2. Present quarterly progress reports to county planning commission.
3. Facilitate meetings to determine and achieve agreement as to purpose, roles, mode of operations/conduct; agree to project schedule, milestones; and discuss and/or decide, at least preliminarily, subcommittees for specific topic areas.
4. Schedule and make arrangements and facilitate public involvement sessions throughout the process.
5. Determine existing conditions topics, depth of research and information to be portrayed and target dates for availability of information. Topics can include social, economic, natural resource, population, and housing conditions and trends; current land use and subdivision patterns and conditions that influence desired futures.
6. Perform existing conditions research, documentation, review draft materials and finalize for public involvement sessions; establish consistent format and theme for information reporting.
7. Work with the steering committee to refine vision statement and guide plan principles from public involvement sessions.
8. Refine plan scope of work, based upon input from citizens, stakeholders and steering committee.
9. Identify and target specific topics for more in-depth exploration: including, but not limited to, economic development and growth; urban/suburban/rural conditions and issues; agriculture & forestry; utilities and other infrastructure; quality of life, etc.
10. Work with subcommittees to develop topical reports for steering committee.
11. Schedule and make arrangements for topic specific workshops and listening sessions on high priority topics; utilize at these sessions, as appropriate, policy and technical individuals and resources.
12. At topic specific workshops, identify strengths, weaknesses, needs and opportunities of the topics that will be used to craft goals, policies, objectives, and actions.
13. Compare what we have (existing conditions in plan elements) with what's missing, desired, not desired, etc. from the public and focus groups and identify "gaps" needing to be filled through various planning mechanisms (goals, policies, actions, mapping, zoning

recommendations, ordinances, etc.) and elements (land use, housing, transportation, utilities, amenities, environmental protection, desired future).

14. Compile and organize current ordinances and develop regulations to review and import into the plan for consistency.
15. Produce a draft plan from the above, achieve review and input from Steering Committee; amend plan as appropriate.
16. Return to public sessions with draft plan. May be desirable to do preference surveys whereby citizens rate whatever issues steering committee wishes the public to measure: land use patterns, density, design, signs, etc. Surveys can be accomplished at public sessions as well as online.
17. Refine the draft plan from the above for final review by Steering Committee and submittal to Planning Commission for public workshops and hearings.
18. Assist with review of recommended plan by County Planning Commission and Commissioners: workshops, hearings, revisions, adoption, and publication.

Output

A completely updated Cowlitz County Comprehensive Plan and plethora of related products, contracts, drafts, maps and materials to get it accomplished, per the above scope of work.

Coordination

Development of the plan will be coordinated with many individuals, groups, and local and state agencies and interests throughout the process. A project steering committee of representative stakeholders will assist with this coordination and collaboration as well.

Citizen Involvement

A wide range of public involvement methods and initiative will be used, from listening sessions to workshops, focus groups, surveys, online techniques and public hearings.

Community and Regional Contributions and Benefits

Development and adoption of a new county comprehensive plan will set forth new goals, policies and objectives to guide local elected and staff official decisions regarding a variety of issues and community preferences. The new plan will establish the foundation for updating existing and developing new implementation measures that should coordinate and stimulate future growth and development.

Salaries & Wages / FTE	\$47,257
Benefits	\$16,548
Supplies	\$120
Travel & Training	\$0
Contracts	\$0
Capital	\$0
Other Services & Charges	\$1,294
Overhead & Administration	\$34,781
Project Total:	\$100,000

Cowlitz County Energy Efficiency Grant (140)

Objective

CWCOG is responsible for managing the five projects that are to be completed with federal stimulus funding from the Washington State Department of Commerce.

Work Items

1. Develop inter-local agreement with Cowlitz County and the recipients of the grant funding.
2. Complete monthly and quarterly progress reports on the projects to Washington State Department of Commerce.
3. Ensure compliance with the terms of the federal funds to include Davis-Bacon prevailing wage determination, Made in America project components and other regulations pertinent to the federal funds.
4. Write close-out reports.

Output

Property management of the grant will ensure compliance with the federal regulations associated with the Department of Energy stimulus funds. This includes the guidelines and contract between Cowlitz County, as lead agency for the project, and the Washington State Department of Commerce.

Coordination

CWCOG, as the project manager for the five projects, is working closely with the Cities of Castle Rock, Kalama, Kelso, Woodland and Cowlitz County to bring the projects in on time, within budget and in compliance with the federal regulations.

Citizen Involvement

The five projects are supported by the local jurisdictions and all contribute to the reduction of energy costs.

Community and Regional Contributions and Benefits

Reducing the amount of energy for public infrastructure improvement projects by encouraging the installation of more efficient lighting, better sidewalks for enhanced pedestrian networks and safer trails for recreational use results in the overall reduction of the cost of energy.

Salaries & Wages / FTE	\$19,432
Benefits	\$6,700
Supplies	\$100
Travel & Training	\$400
Contracts	\$3,266
Capital	\$0
Other Services & Charges	\$800
Overhead & Administration	\$14,302
Project Total:	\$45,000

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Cowlitz County Pathways 2020 (141)

Objective

To coordinate, through a contractual relationship with Pathways 2020, the provision of a variety of initiatives and resources associated with improving the overall health and economic environment of Cowlitz County, its cities and communities in order to better meet the needs of COG members.

Work Items

1. Research, publish and distribute 1000 copies of the Cowlitz County Community Report Card.
 - a. Meet with local government staff, community agencies and local officials to identify data to be collected;
 - b. Hold a community-wide event introducing the report card to the public, emphasizing the health of the community, and recognizing community successes from improving the health and well-being of Cowlitz County residents;
 - c. Present to CWCOG members, community agencies and civic groups the findings and recommendations denoted in the Report Card; and
 - d. Hold four (4) workshops, in coordination with the Cowlitz County Health Department, on social determinates of health which identify the root causes of health disparities in the County.
2. Provide the cities of Castle Rock, Kelso, Longview, Kalama and Woodland with community profiles featuring community demographics and related data.
3. Develop and support online data tables on the Pathways 2020 web page for access by community planners, grant writers and the public.

Output

Production and distribution of the Community Report Card. Pathways staff will organize focus group meetings, prepare agendas, and facilitate meetings of focus groups. Meet and collaborate with city and county elected officials and staff to derive and interpret report card data, findings and direction. Participate in numerous community meetings to present and discuss the report card. Four workshops on determinates of health, in cooperation of the Health Department. A series of 3-4 page demographic publications for the five cities in the county. Posting of data tables on Pathways web page.

Coordination

Production and distribution of the Community Report Card requires a significant degree of communication and coordination with a wide range of local governments, agencies, non-profits, service groups and interested citizens. The same is required for the data publications for the cities and the development of data tables for the Pathways web page.

Citizen Involvement

Citizen involvement is a key element of the work on these projects by Pathways 2020. Pathways will make liberal use of local media to inform and involve citizens.

Community and Regional Contributions and Benefits

These projects have immediate to long-term contributions and benefits to the economic and social health and welfare of the region. The collaboration and coordination needed to accomplish

the tasks will create improved information dissemination and decision making by a variety of local elected and staff officials whose organizations are members of the CWCOG.

Salaries & Wages / FTE	\$0
Benefits	\$0
Supplies	\$0
Travel & Training	\$0
Contracts	\$34,350
Capital	\$0
Other Services & Charges	\$0
Overhead & Administration	\$0
Project Total:	\$34,350

Cowlitz County Housing First Implementation (142)

Objective

To implement provisions of the Cowlitz County Homeless Housing Plan.

Work Items:

Organizational Support

1. Assist the Cowlitz Housing First Coalition to refine its transition to a new organizational structure:
 - a. Expand representation among the voting membership of the Coalition by involvement of the faith community, the business community and other appropriate and interested sectors of the community;
 - b. Develop Governance Policies for adoption by Coalition members, as needed to address identified issues and concerns;
 - c. Develop a coordinated funding mechanism to align county, city and other local resources with state, federal and private resources for maximum impact in reducing homelessness;
 - d. Provide a mechanism to review/recommend programs and projects in a transparent, unbiased manner that excludes lobbying and voting by any organization with a vested interest.
2. Coordinate meetings, provide resource materials and staff support for meetings of the Coalition, the Steering Committee, standing committees and ad-hoc committees.
3. Coordinate special trainings, as needed, for Coalition members that will facilitate implementation of the Ten Year Plan. (e.g. HMIS, SOAR, case management, consumer integration, performance measures, etc.)
4. Assist the Coalition and Cowlitz County to complete, adopt and implement the Ten Year Plan Update, and to:
 - a. Incorporate evidence-based best practices;
 - b. Integrate recent trends in systems planning;
 - c. Include approaches to address the needs of difficult-to-serve populations; and
 - d. Develop a short list of key project priorities that will be used as the basis for strategic RFP process for document recording fees.
5. Assist with the design and coordination of Requests for Funding Proposals for county/city document recording fees, the Consolidated Homeless Grant Program for the state of Washington and other local funding streams that express interest in coordinating resources more strategically for reducing homelessness.
6. Assist the County in transitioning for a transition to a consolidated state funding approach for homeless programs. Provide technical assistance in aligning and developing programs, creating performance measures and measuring outcomes that will comply with state requirements and the possibility of qualifying the County for bonus funding.
7. Provide staff support for annual and periodic reports as required by the Washington State Department of Commerce. Respond to requests for information by Commerce on a variety of topics. Participate in Department of Commerce monthly Homeless Steering Committee forums for implementation of Ten Year Plans.

8. Support the Coalition in development of a Communications Plan. Identify opportunities and coordinate activities necessary to implement the Communications Plan. Assist with preparation or oversight for development of collateral materials to promote awareness and generate public support and involvement.

Data Management & System Analysis

1. Coordinate activities necessary to implement the annual Point In Time Count, as mandated by state and federal funders.
2. Coordinate ongoing training and support the development of a local Homeless Management Information System (HMIS) that includes all appropriate housing and service providers. Provide general oversight and management of the HMIS program.
3. Analyze aggregated data from the Point In Time Count and the HMIS system to determine which parts of the system are functioning well and which need to be examined for possible improvement.
4. Collect, maintain and share information with Coalition members regarding evidence-based best practices for key functions of the homeless services system, such as housing, employment, health, prevention, chronic homelessness, etc.

Ten Year Plan Implementation

1. Provide general staff support (coordination, information, data, training opportunities) for implementation of the County's Ten Year Plan and the Ten Year Plan Update.
2. Assist the Coalition in implementation of "Housing First" approach by providing information on best practices, implementation strategies in use in other areas, and recommendations on realignment of existing resources.
3. Assist with development and implementation of a SOAR initiative in Cowlitz County that will provide expedited access to SSI and SSDI income benefits for homeless persons who meet requirements of the Social Security Administration. Coordinate with local health care and housing providers to create a SOA network and to facilitate access to housing for people who are disabled and homeless.
4. Support county efforts to reduce recidivism in the criminal justice center through development of re-entry networks and support services. Provide staff support to assist in developing a Re-entry Initiative for Cowlitz County that builds on the local homeless system, the mainstream services system, and the requirements of potential federal and state funders.
5. Support ad-hoc and standing committees in work to implement the Ten Year Plan and activities that promote compliance with Department of Commerce funding and potential bonus funding requirements, such as:
 - a. Coordinated assessment with customized housing/services;
 - b. Housing inventory;
 - c. Ten Year Plan (TYP) update every five years;
 - d. HMIS usage;
 - e. Point In Time Count;
 - f. Discharge/Re-entry Systems;

- g. Minimizing Time in Homelessness;
- h. Serving People with Severe and Persistent Mental Illness (potential bonus);
- i. Serving People Exiting from Institutions (potential bonus); and
- j. Serving Youth Exiting Foster Care (potential bonus).

Output

Coordination of meetings and actions among Cowlitz Housing First Coalition representatives to implement provisions of the Ten Year Plan to End Homelessness. Conducting of the Point-in-Time count and reporting of results. Development and submittal of the required annual report to the state. Development of materials, agreements and policies noted above.

Coordination

Implementation will be coordinated through the area local governments and state agencies. The Cowlitz Housing First Coalition has members from local governments, business, health and social service providers, faith-based community, homeless/formerly homeless persons, law enforcement, schools and civic organizations.

Citizen Involvement

Meetings of the Cowlitz Housing First Coalition, Housing Advisory Committee, and Council of Governments are open to the public and the news media are regularly informed. Members represent a cross-section of local service agencies, local government and private sector.

Community and Regional Contributions and Benefits

Implementation of the homeless plan will increase resources to address and reduce homelessness in Cowlitz County.

Salaries & Wages / FTE	\$42,983
Benefits	\$13,331
Supplies	\$200
Travel & Training	\$1,200
Contracts	\$0
Capital	\$0
Other Services & Charges	\$651
Overhead & Administration	\$31,635
Project Total:	\$90,000

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Cowlitz County Boundary Review Board (143)

Objective

To provide professional staff assistance in the position of Executive Officer (Chief Clerk) to the Cowlitz County Boundary Review Board on matters related to the duties and responsibilities of the Board, regarding annexations involving general and special purpose governments of Cowlitz County.

Work Items

1. Review applications (notices of intention) for annexation, boundary adjustments and sewer/water line extensions for cities and special purpose districts in Cowlitz County and ensure that all legal and procedural requirements are fulfilled prior to Boundary Review Board consideration. Work with local governments in the processing of applications.
2. Research the proposals and develop staff reports with appropriate findings of fact and graphic presentations for the Board.
3. Develop the monthly agenda of action, information and discussion items.
4. Attend all Boundary Review Board meetings and hearings and ensure that all meeting and/or hearing procedures are met.
5. Research and recommend modifications to the Board's Rules of Practice and Procedures to ensure the smooth flow of applications and their review within statute limitations.
6. Work with the legal counsel to the Board when necessary and appropriate on applications and other matters brought to the Board.
7. Perform related duties as requested by the Board and/or Chairperson of the Board.
8. Attend and assist in the conduct of the business and annual meeting of the Washington State Association of Boundary Review Boards.
9. Prepare the annual budget of the Board.

Output

Staff attendance at Boundary Review Board meetings, hearings, and workshops. Assistance to local governments in the processing of applications. Written and verbal reports on annexation and boundary change proposals. Special assistance to the Board as needed and for the development of the annual budget.

Coordination

Staff consults and coordinates with all levels of affected agencies and interests during processing and Board review of annexation and boundary change requests. These include: cities, special purpose districts (flood, dike, fire, sewer, water), county, state and federal agencies, and appropriate private interests (Burlington Northern, Northwest Pipeline, etc.).

Citizen Involvement

Citizen participation occurs at public meetings and hearings held by the Boundary Review Board. Notices are regularly made through the local news media, mailings to abutting property owners, and posting of notices on affected property.

Community and Regional Contribution and Benefits

Staff assistance to the Boundary Review Board will ensure that the Board receives information and reports needed to make consistent, informed findings and decisions. It ensures the smooth management and processing of applications, correspondence and paperwork for the board. Above all, this assistance will benefit the applicant and public because of the increased efficiency of the application process and the Board's enhanced decision-making capability.

Salaries & Wages / FTE	\$2,550
Benefits	\$1,056
Supplies	\$0
Travel & Training	\$0
Contracts	\$9,500
Capital	\$0
Other Services & Charges	\$230
Overhead & Administration	\$1,877
Project Total:	\$15,213

Cowlitz County Community Network (144)

Objective

To fulfill the responsibilities of fiscal agent for the Cowlitz County Community Network.

Work Items

1. Provide accounting and budget management assistance to the Network in coordination with the Network's coordinator and/or chair person.
2. Assist the Board with procurement, purchases and similar financial functions in accordance with federal requirements and procedures.
3. As appropriate, coordinate with state, federal and other entities to ensure proper financial management of grants for Network purposes.
4. Coordinate with the Cowlitz County Auditor and Treasurer to maintain appropriate account(s) and fund(s) for processing of claims and maintaining records which will meet all state and federal requirements.
5. Maintain accurate and up-to-date records for the Network, preparing year-end financials and state audits. Assist with programmatic audits.
6. Attend board and appropriate committee meetings upon request.

Output

To provide financial support and records maintenance to the Network that meet public accounting, state archival and related standards.

Coordination

COG staff will coordinate all fiscal activities with Network staff, their board and state personnel.

Citizen Involvement

Not applicable for this project.

Community and Regional Contributions and Benefits

By helping to ensure continued funding through proper fiscal management of Network accounts, the COG aids the Network Board in meeting its mission statement - to improve the social functioning of youth in Cowlitz County by decreasing risk factors, improving communication and problem-solving skills and fostering healthy youth/adult relationships.

Salaries & Wages / FTE	\$1,119
Benefits	\$459
Supplies	\$0
Travel & Training	\$0
Contracts	\$0
Capital	\$0
Other Services & Charges	\$22
Overhead & Administration	
Project Total:	\$1,600

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Cowlitz County Hazard Mitigation Plan (145)

Objectives

To finalize the updates of the Cowlitz County Hazard Mitigation Plan so that, at a minimum, it meets the requirements of Public Law 106-390, the Disaster Mitigation Act of 2000 and in accordance with interim and final regulations published as 44 CFR Section 201.6.

To ensure that the updated plan is derived and supported by local governments, citizens and businesses of the Cowlitz County region and is adopted and approved by the Washington State Emergency Management Division and Federal Emergency Management Agency (FEMA) in order for affected local governments to be eligible for future Hazard Mitigation Grant Program funds.

Tasks

1. Meet with DEM personnel to familiarize staff with the planning process and identify project expectations.
2. Meet regularly with DEM staff to review progress and make adjustments as necessary.
3. Work with local jurisdictions to arrange processes, appropriate personnel and timelines for reviewing and updating their plans, as needed. This includes reviewing and updating existing initiatives and developing new ones.
4. Work with adjoining jurisdictions and Washington State to identify common issues and see if multi-county or regional approaches are appropriate.
5. With local, state and federal agency assistance, as appropriate, re-affirm the type, location and extent of all natural hazards that affect local jurisdictions. This includes information on previous occurrences of hazard events and the probability of future hazard events.

Sources will be existing hazards vulnerability analyses, public records, and applicable agencies with knowledge and/or jurisdiction.

6. COG and DEM staff, with assistance of local public works, engineering and planning staff, will evaluate the current plan's risk assessment that provides the factual basis for activities proposed in the strategy to reduce losses from identified hazards. The risk assessment should provide sufficient information to enable the jurisdictions to identify existing and new appropriate mitigation actions to reduce losses from identified hazards and prioritize them.

Existing hazard vulnerability analyses, public records and plans will be used, with possible outside assistance from geologists, engineering, structural/building personnel, or similar consultants.

7. Work with DEM to arrange for public meetings to gather public input, as appropriate, during the plan update process and for the draft Hazard Mitigation Plan.
8. Work with DEM to create a uniform format and organization of the Hazard Mitigation Plan document.

9. Work with local jurisdictions to ensure timely approval of their plans, as appropriate.

Output

Updated demographic information, maps and plan text. DEM staff will format the final document.

Coordination

COG staff will coordinate with staff from local, state and federal entities.

Citizen Involvement

Updating the plan will utilize citizen input. Public participation will be solicited through local news media, DEM website, and notification via official jurisdiction or agency mailings, posting on bulletin boards, or announcements at public meetings.

Community and Regional Contributions and Benefits

Staff assistance ensures the local, state and federal planning procedures are followed and implemented in a smooth, coordinated manner to the benefit of the local government, special taxing district and the public. This approach provides a thorough analysis of each development proposal and ensures the decisions are consistent and made with all of the facts and circumstances. Finally, staff assistance ensures uniform use and enforcement of community comprehensive plans, codes and ordinances.

Salaries & Wages / FTE	\$4,848
Benefits	\$1,584
Supplies	\$0
Travel & Training	\$0
Contracts	\$0
Capital	\$0
Other Services & Charges	\$0
Overhead & Administration	\$3,568
Project Total:	\$10,000

Longview Revolving Loan Program (349)

Objective

To provide staff assistance to the City of Longview in marketing and screening applications for revolving loan funds for economic development. The primary purpose of these funds will be to create new jobs or retain existing jobs for eligible businesses and industries located within or adjacent to Longview city limits.

Work Items

1. Carry out administrative responsibilities for the Longview Revolving Loan Program as required in the RLF Plan, the COG-City of Longview contract and the contract between the COG and federal Economic Development Administration (EDA).
2. Provide staff assistance to Longview Loan Administration Board.
3. Screen prospective borrowers.
4. Evaluate applicant eligibility, evaluate financial statements, and prepare staff report for the Loan Administration Board.
5. Prepare and submit semi-annual reports on loan programs activity to the federal EDA. Meet and work with EDA to maintain and enhance the program.
6. Pursue public and private financial sources for re-capitalization and geographical expansion of the fund, as resources are needed and available.
7. Coordinate with other similar lending programs around the state and region.

Output

Reports and assistance to the Loan Administration Board in its review and decisions on loan applications. Semi-annual program reports to EDA. Participation at EDA meetings, RLF training and conferences. Work with various re-capitalization sources.

Coordination

Appropriate coordination will be facilitated between the City of Longview, the Loan Administration Board, the lending institution chosen to administer and service individual loans, and appropriate community and economic development organizations. The program will be coordinated with and adhere to federal EDA requirements.

Citizen Involvement

Citizen involvement is not relevant to processing business loan applications.

Community and Regional Contributions and Benefits

The revolving loan program will provide financing for businesses and industries which have difficulty obtaining conventional financing because of such problems as insufficient cash flow to cover debt service and lack of equity. New jobs will be developed and/or existing jobs retained.

Coordination of the program with other federal lending programs such as those of the Small Business Administration will help attract other federal loan dollars to Longview, allowing

revolving loan funds to make more loans than if the program were operated independently of these programs.

Salaries & Wages / FTE	\$2,347
Benefits	\$752
Supplies	\$0
Travel & Training	\$0
Contracts	\$2,640
Capital	\$0
Other Services & Charges	\$33
Overhead & Administration	\$1,728
Project Total:	\$7,500

Longview Annexation Census Data (362)

Objective

To assist the City of Longview with taking population census of recently annexed properties as needed.

Work Items

1. Respond to periodic requests by City of Longview staff to conduct population censuses of recently annexed properties.
2. Review the guidelines and census taking materials provided by the city, in compliance with requirements of the Washington State Office of Financial Management (OFM).
3. Conduct field census according to the guidelines in order to count the population of recently annexed areas.
4. Review the findings with city staff and submit the paperwork when completed.

Output

Reports of the census on forms provided by the city targeting the recently annexed area.

Coordination

Coordination will occur between COG staff conducting the census and the appropriate city staff, primarily from the Department of Community Development.

Citizen Involvement

Citizen involvement is not relevant to the census of annexed territories.

Community and Regional Contributions and Benefits

Completion of accurate censuses is required by the state and will ensure that all new citizens of the city are accounted for and result in the appropriate allocation of state and federal revenues that accrue to the city.

Salaries & Wages / FTE	\$0
Benefits	\$0
Supplies	\$0
Travel & Training	\$0
Contracts	\$800
Capital	\$0
Other Services & Charges	\$0
Overhead & Administration	\$0
Project Total:	\$800

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Castle Rock Land Use Codes Updates (438)

Objective

To continue the update of the Castle Rock land use ordinances in conformance with the city's comprehensive plan and provide for orderly growth and development.

Work Items

1. Prepare and present draft ordinance changes to the planning commission at monthly workshops.
2. Make corrections to draft ordinance and maps as directed by the planning commission. Prepare draft ordinances and maps for review by the public.
3. Prepare amendments to associated land use codes to link the Critical Areas Ordinance (CAO) with other codes.
4. Hold public hearing on draft ordinance(s).
5. Make final text corrections based upon public comment and planning commission direction.
6. Submit draft ordinance(s) to the City Council. Conduct workshops with council as necessary.
7. Develop and publish SEPA review as necessary.
8. Assist the planning commission with the development of other land use ordinances upon request of the city council.

Output

Castle Rock code amendments adopted in compliance with state statutes and administrative codes pertinent for code cities.

Coordination

Ordinance development will be coordinated with local building and engineering officials, the Cowlitz PUD, county officials, state and federal agencies, and private interests affected by the ordinance provisions.

Citizen Involvement

Public participation will be solicited at public meetings and hearings held by the Planning Commission and City Council. Notices of such meeting will be advertised in The Daily News.

Community and Regional Contributions and Benefits

Adoption of ordinance changes will ensure consistency in both policy and regulatory measures and improve management of the city's growth and development.

Salaries & Wages / FTE	\$5,419
Benefits	\$1,541
Supplies	\$0
Travel & Training	\$0
Contracts	\$0
Capital	\$0
Other Services & Charges	\$52
Overhead & Administration	\$3,988
Project Total:	\$11,000

Kalama Codes Update (575)

Objective

Update the City of Kalama's land use codes to clarify content and ensure that they reflect the newly adopted Kalama Comprehensive Plan, Kalama Community Action Plan and other planning documents, with the intent of providing for orderly growth and development of the city consistent with the city's vision.

Work Items

1. Review the city's zoning and other land use rules (as needed) and prepare proposed revisions designed to implement applicable plans and policies as directed by the planning commission.
2. When reviewing the land use codes and preparing proposed revisions, staff will help identify ways to:
 - Eliminate regulatory redundancies and inconsistencies;
 - Ensure that the application process is predictable for applicants and the public;
 - Clarify content and remove vagueness;
 - Integrate processes and code requirements;
 - Streamline the development review process where possible;
 - Ensure that applicable state laws are adhered to; and
 - Implement the comprehensive plan and other planning documents.
3. Hold public hearings on the draft code changes and facilitate discussion and public participation.
4. Make final text corrections based upon public comment as directed by the planning commission.
5. Submit proposed code changes to the city council. Conduct workshops with council as necessary and make modifications as directed.

Output

Land use code revisions that provide for a strong, flexible, fair and logical regulatory approach to land use planning.

Coordination

Review and revision of city codes will require coordination with various local agencies and interests.

Citizen Involvement

Public participation will be solicited at public meetings, workshops and hearings held by the planning commission and city council. Notices of such meetings will be advertised in The Daily News in accordance with state law.

Community and Regional Contributions and Benefits

The city and community will benefit from a revised land use code that helps achieve the city's vision as outlined in the comprehensive plan.

Salaries & Wages / FTE	\$2,344
Benefits	\$878
Supplies	\$0
Travel & Training	\$0
Contracts	\$0
Capital	\$0
Other Services & Charges	\$53
Overhead & Administration	\$1,725
Project Total:	\$5,000

Substance Abuse Prevention Coordination (754)

Objective

To coordinate and facilitate the application of personnel, resources, finances and programs in Cowlitz County in order to reduce the use and abuse of alcohol, tobacco and other drugs and reduce youth violence through a risk and protective factor approach. The primary areas of emphasis are in community mobilization, education, prevention, public awareness, and enforcement.

Work Items

1. Facilitate development of the Cowlitz Substance Abuse Coalition membership, structure, bylaws, procedures and other organizational matters.
2. Collaborate with other participating agencies to address countywide assessments of risk and protective factors affecting our communities resulting in prioritized risk factors with supporting data.
3. Aid the Coalition with the development, adoption and implementation of local strategies addressing the prioritized risk factors and employing protective factors in the areas of enforcement, education, prevention, mentoring, parenting skills education, and policy development to reduce the use and abuse of alcohol, tobacco and other drugs and reduce youth violence. Assist with the coordination of local plans and strategies including the Castle Rock CARE Coalition, Cowlitz Meth Action Team, Longview Drug-Free Communities project, Kalama Safe Communities Coalition, Kelso STOP Coalition, "With One Voice," Woodland Citizens United Coalition, WSU 4-H Portable Challenge activities, prevention training, and the Countywide Six Year Strategic Prevention Planning process. Design and develop educational materials.
4. Identify financial, personnel, material and other resources to support implementation of the strategies.
5. Identify public and private funding opportunities that will support coalition objectives for projects and programs.
6. Make risk and protective factor assessment data available to other area agencies and support coordinated data collection and asset mapping between agencies.
7. Assist area agencies with applications for funding by explaining guidelines and criteria and providing or assisting with obtaining supporting data.
8. Work with others to keep the Youth Yellow Pages updated.
9. Support families by implementing the best-practice parenting program, Strengthening Families, in elementary and middle schools across the county.
10. Support the development of policies that will result in a reduction in substance abuse and a reduction in youth violence.

11. Continue support of the Woodland Citizens United Coalition by supplying oversight, training, clerical support and community outreach.
12. Support coalition development in Kalama by providing training, clerical support and community outreach to the Kalama Safe Communities Coalition.

Output

Staff services to the Cowlitz Substance Abuse Coalition. Assistance to public, non-profit and private agencies, organizations and groups involved in substance abuse and youth violence issues in the county, including information and resource sharing, resource development, research into grant and other funding opportunities and consulting on grant applications to be prepared by the particular agency. A pocket-sized Youth Yellow Pages resource guide for youth. A countywide, better-coordinated effort affecting problem behaviors resulting from reducing risk factors and enhancing protective factors.

Coordination

The Coalition is composed of representatives from law enforcement, substance abuse treatment, education, prevention programs, business and industry, community organizations, government/legal entities, human services, organized labor, youth organizations, faith-based organizations, juvenile justice, job training, health services, public housing, parents, ethnic/cultural groups, the media and other interested citizens. This broad-based approach will increase opportunities to share information and resources, minimize duplication of effort, and improve chances for additional financial and technical assistance to community programs.

The program will serve the citizens and officials of Cowlitz County and all cities, school districts, social service agencies and substance abuse treatment centers and related services therein.

Citizen Involvement

Area citizens have opportunities to be involved with the Coalition through several avenues. Each major interest area composes a steering/advisory group that performs intensive work toward specific goals in concert with the general objectives of the Coalition. Additionally, citizens will benefit from community awareness programs and may contribute significantly to changing the social values of our community in relation to the use and abuse of drugs, alcohol, tobacco and reduction of youth violence.

Community and Regional Contributions and Benefits

The collaborative effort of the Coalition will enhance the effectiveness of existing programs by developing a coordinated strategy to reduce the incidence of substance abuse and youth violence. Reduction in duplication of effort will improve resource use and allow existing programs to be more effectively utilized. Specific data accumulated through the information sharing process will document the need for new or enhanced programs in the areas of prevention, intervention, treatment, and aftercare.

Salaries & Wages / FTE	\$6,851
Benefits	\$4,703
Supplies	\$2,250
Travel & Training	\$50
Contracts	\$300
Capital	\$0
Other Services & Charges	\$247
Overhead & Administration	\$1,599
Project Total:	\$16,000

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Cowlitz Meth Action Team (755)

Objective

To reduce the manufacture and use of methamphetamine in addition to other drugs in Cowlitz County. The primary areas of emphasis are in education, prevention, public awareness, criminal justice and substance abuse treatment.

Work Items

1. Increase community awareness on the availability of drug paraphernalia and its effects through the Ads and Subtract Program.
2. Work with school prevention/intervention specialists on student and parent education around methamphetamine and other drug use.
3. Support efforts of the Cowlitz Meth Action Team through community mobilization and collaboration.

Output

Staff services to the Cowlitz Meth Action Team. Provide assistance to public, non-profit and private agencies, organizations and groups involved in methamphetamine and other drug issues in the county, including information and resource sharing and resource development. Develop a better coordinated countywide effort affecting the manufacture and use of methamphetamine and other drugs. Implement an annual youth drug and alcohol prevention summit.

Coordination

The Cowlitz Meth Action Team is composed of representatives from law enforcement, service clubs, social service agencies, individuals in recovery, concerned citizens, substance abuse treatment, higher education, prevention programs. This broad-based approach will increase opportunities for information and resource sharing, minimize duplication of effort and focus on reducing the manufacture and use of methamphetamine and other drugs.

The program will serve the citizens and officials of Cowlitz County and all cities, school districts, social service agencies and substance abuse treatment centers and related services therein.

Citizen Involvement

Area citizens have opportunities to be involved with the Cowlitz Meth Action Team through public information forums, public presentations, and working on specific strategies. Additionally, citizens will benefit from community awareness programs and may contribute significantly to changing the social values of our community in relation to substance use and abuse.

Community and Regional Contributions and Benefits

The collaborative effort of CMAT will enhance the effectiveness of existing programs by developing a coordinated strategy. Reduction in duplication of effort will improve resource use and allow existing programs to be more effectively utilized. Specific data accumulated through the information sharing process will assist in designing effective strategies.

Salaries & Wages / FTE	\$6,832
Benefits	\$2,898
Supplies	\$150
Travel & Training	\$0
Contracts	\$0
Capital	\$0
Other Services & Charges	\$120
Overhead & Administration	\$0

Project Total: \$10,000

High Intensity Drug Trafficking Area Grant (HIDTA) Grant (756)

Objective

To reduce methamphetamine and other drug use within Cowlitz County through coordination of education, prevention, criminal justice, and substance abuse treatment services.

Work Items

1. Co-convene the Cowlitz Meth Action Team (CMAT) and maintain membership and structure.
2. Aid CMAT with the development, adoption and implementation of local strategies in the areas of enforcement, education, prevention, treatment and public awareness to reduce the use of methamphetamine. Assist with the coordination of local plans and strategies. Design and develop educational materials.
3. Identify financial, personnel, material and other resources to support implementation of the strategies.
4. Identify public and private funding opportunities that support CMAT objectives.
5. Support the development of policies that will result in a reduction of the manufacture and use of methamphetamine.
6. Support programs and activities surrounding the issue of drug endangered children.
7. Create partnerships with school districts to educate administration, staff, and parents.
8. Increase communication and collaboration between community, local criminal justice, and law enforcement agencies on meth, other drug use and the availability of drug paraphernalia related community consequences.
9. Support the utilization of substance abuse treatment.

Output

Staff services to the CMAT. Provide assistance to public, non-profit and private agencies, organizations and groups involved in methamphetamine and other drug issues in the county, including information and resource sharing and resource development. Develop a better coordinated countywide effort affecting the use of illegal substances. Implement an annual youth drug and alcohol prevention summit.

Coordination

The CMAT is composed of representatives from law enforcement, service clubs, social service agencies, individuals in recovery, concerned citizens, substance abuse treatment, higher education and prevention programs. This broad-based approach will increase opportunities to share information and resources, minimize duplication of effort and provide a focused effort toward reducing the manufacture and use of methamphetamine.

The program will serve the citizens and officials of Cowlitz County and all cities, school districts, social service agencies and substance abuse treatment centers and related services therein.

Citizen Involvement

Area citizens have opportunities to be involved with CMAT through public information forums, public presentations, and working on specific strategies. Additionally, citizens will benefit from community awareness programs and may contribute significantly to changing the social values of our community in relation to the manufacture and use of methamphetamines.

Community and Regional Contributions and Benefits

The collaborative effort of CMAT will enhance the effectiveness of existing programs by developing a coordinated strategy to reduce the manufacture and use of methamphetamine. Reduction in duplication of effort will improve resource use and allow existing programs to be more effectively utilized. Specific data accumulated through the information sharing process will assist in designing effective strategies.

Salaries & Wages / FTE	\$23,296
Benefits	\$9,882
Supplies	\$210
Travel & Training	\$250
Contracts	\$0
Capital	\$0
Other Services & Charges	\$1,362
Overhead & Administration	\$0
Project Total:	\$35,000

ESD #112 Strengthening Families Grant (757)

Objective

To coordinate and facilitate the Strengthening Families Program in the six school districts within Cowlitz County.

Work Items

1. Coordinate facilitation of the Strengthening Families Program in Toutle Lake, Castle Rock, Kelso, Longview, Kalama and Woodland within Cowlitz County, including supplies to conduct the program.
2. Identify financial, personnel, material and other resources to support implementation of the strategies.
3. Identify public and private funding opportunities that support coalition objectives for projects and programs.

Output

Staff services to the Cowlitz Substance Abuse Program. Assistance to public, non-profit and private agencies, organizations and groups involved in substance abuse prevention in the county, including information and resource sharing, resource development, research into grant and other funding opportunities and consulting on grant applications to be prepared by the particular agency.

Coordination

The Coalition is composed of representatives from law enforcement, substance abuse treatment, education, prevention programs, business and industry, community organizations, government/legal entities, human services, organized labor, youth organizations, faith-based organizations, juvenile justice, job training, health services, parents, ethnic/cultural groups, the media and other interested citizens. This broad-based approach will increase opportunities to share information and resources, minimize duplication of effort and improve changes for additional financial and technical assistance to community programs.

The program will serve the citizens and officials of Cowlitz County and all cities, school districts, social service agencies and substance abuse treatment centers and related services therein.

Citizen Involvement

Area citizens have opportunities to be involved with the Strengthening Families Program through facilitation, childcare, meal preparation, donations and facility usage.

Community and Regional Contributions and Benefits

The Strengthening Families program will be maintained as a result of this funding. The result will be one-to-one relationship, that, over time will build more resilient youth who have a stronger attachment to school, perform better academically, and have a reduced risk of substance abuse.

Salaries & Wages / FTE	\$0
Benefits	\$0
Supplies	\$500
Travel & Training	\$0
Contracts	\$29,500
Capital	\$0
Other Services & Charges	\$0
Overhead & Administration	\$0
Project Total:	\$30,000

Cowlitz Drug-Free Communities Grant (759)

Objective

To coordinate and facilitate the application of personnel, resources, finances and programs in Cowlitz County in order to reduce the use and abuse of alcohol, tobacco and other drugs among all citizens with an emphasis on youth grades 6-12 through a risk and protective factor approach. The primary areas of emphasis are in education, prevention, public awareness, mentoring, parenting education, reducing underage drinking, prescription drug disposal sites, enforcement, and infrastructure development in the rural communities.

Work Items

1. Facilitate expansion of the Cowlitz Substance Abuse Coalition membership, structure, bylaws, procedures and other organizational matters.
2. Conduct and coordinate with other participating agencies joint countywide assessment of risk and protective factors affecting our communities resulting in prioritized risk factors with supporting data.
3. Aid the Coalition with the development, adoption and implementation of local strategies addressing the prioritized risk factors and employing protective factors in the areas of enforcement, education, prevention, and infra-structure development to reduce the use and abuse of alcohol and other drugs. Assist with the coordination of local plans and strategies including parenting programs, mentoring programs, and reducing underage drinking strategies.
4. Identify financial, personnel, material and other resources to support implementation of the strategies.
5. Identify public and private funding opportunities that will support coalition objectives for projects and programs.
6. Support the development of policies that will result in a reduction in the use of alcohol, tobacco and other drugs.
7. Facilitate a planning and education effort around reducing underage drinking throughout Cowlitz County.

Output

Staff services to the Cowlitz Drug-Free Communities program. Assistance to public, non-profit and private agencies, organizations and groups involved in substance abuse prevention in the county, including information and resource sharing, resource development, research into grant and other funding opportunities and consulting on grant applications to be prepared by the particular agency. Collect better data regarding youth drug use. Expanded substance abuse intervention services. Environmental strategies to reduce underage drinking such as social norms, prescription drug disposal sites and educating parents and caregivers regarding the importance of their roles.

Coordination

The Coalition is composed of representatives from law enforcement, substance abuse treatment, education, prevention programs, business and industry, community organizations, government/legal entities, human services, organized labor, youth organizations, faith-based organizations, juvenile justice, job training, health services, parents, ethnic/cultural groups, the media and other interested citizens. This broad-based approach will increase opportunities to share information and resources, minimize duplication of effort and improve chances for additional financial and technical assistance to community programs.

The program serves the citizens and officials of Cowlitz County and all cities, school districts, social service agencies and substance abuse treatment centers and related services therein.

Citizen Involvement

Area citizens have opportunities to be involved with the Coalition through several avenues. Each major interest area composes a steering group that performs intensive work toward specific goals in concert with the general objectives of the Coalition. Additionally, citizens will benefit from community awareness programs and may contribute significantly to changing the social values of our community in relation to the use and abuse of alcohol, tobacco and other drugs.

Community and Regional Contributions and Benefits

The collaborative effort of the Coalition will enhance the effectiveness of existing programs by developing a coordinated strategy to reduce the incidence of substance abuse. Reduction in duplication of effort will improve resource use and allow existing programs to be more effectively utilized. Specific data accumulated through the information sharing process will document the need for new or enhanced programs in the areas of education, prevention, public awareness, mentoring, parenting education, reducing underage drinking, enforcement, and infrastructure development in the rural communities.

Salaries & Wages / FTE	\$34,707
Benefits	\$30,993
Supplies	\$2,680
Travel & Training	\$250
Contracts	\$0
Capital	\$0
Other Services & Charges	\$1,486
Overhead & Administration	\$7,884
Project Total:	\$78,000

Vulnerable Populations Emergency Plan (867)

Objective

To develop a strategic, universal functional planning approach for responding to persons with special needs before, during and following a disaster. Integrate this approach within the existing Cowlitz County Comprehensive Emergency Management Plan (CEMP). This includes populations which have functional limitations in the following areas: maintaining independence; communication; transportation; supervision; medical care; and persons with disabilities who are living in institutionalized settings, elderly, children, from diverse cultures, limited English proficient or non-English speaking, and/or transportation disadvantaged.

A functional need refers to a restriction or limited ability to perform activities normally considered routine.

Work Items

1. Conduct a community assessment and demographic analysis, including an estimate of the number of persons with special needs. Verify or modify this estimate through the planning process. Use the planning process to estimate the distribution of persons with special needs throughout the county.
2. Identify appropriate members for a Special Needs Advisory Committee consisting of persons that have experience working with special needs populations to develop, review, and oversee the plan. Support the work of the Advisory Committee through the development and distribution of meeting materials, meeting notes, and soliciting feedback on the work product.
3. Solicit information, expertise and feedback from individuals, organizations and agencies in all stages of the planning process.
4. Create a database to assist in identifying resources, needs, and gaps for adequate disaster response and recovery. At a minimum, the inventory should include the following information:
 - a. Inventory of congregate and assisted living facilities, group homes and other housing for people with special needs and the number of persons/units within such facilities that would require assistance during an emergency.
 - b. Inventory of service sites for people with special needs, such as non-profits offering walk-in or regularly scheduled services.
 - c. For each housing or service site:
 - i. Status of evacuation plans, shelter-in-place plans, and business/agency Continuity of Operations Plans, including:
 1. Procedures to alert emergency personnel when conditions or events require evacuation;
 2. Strategies for transfer of clients, staff, medical records, equipment & supplies, food and linens;
 3. Alternative housing plan for extended periods with memoranda of understanding in place; and
 4. Identification of all formal and informal partner agreements for disaster response/recovery, for each entity.

- ii. Identify the need for Emergency Response Plans and Continuity of Operations plans for community partners and organizations serving people with functional needs.
 - d. Community, agency and private resources available for disaster response and recovery, such as multi-lingual/disability communication resources, transportation, medical equipment, power generating equipment, mass feeding, medications and medical care, shelter space that can accommodate special needs, staffing resources, refrigeration needs, storage area, short- and long-term housing options, etc.
 - e. Other data determined appropriate for developing an adequate response plan for special needs populations.
5. Identify unmet needs and resource or service gaps that present barriers to effective response.
 6. Develop strategies for adequate disaster response and recovery for special needs populations.
 7. Assist individual organizations with disaster preparation through provision of planning templates and other preparedness resources, information regarding potential partners or resources to address organizational gaps, or referrals to meet other needs.
 8. Identify resources available for training and preparedness for individual organizations as well as the community at-large.
 9. Draft updated Cowlitz County Comprehensive Emergency Management Plan document following the Federal Emergency Management Agency (FEMA) strategic universal functional planning approach to integrate special needs planning and response for each emergency support function.
 10. Create a set of standardized templates to assist special needs organizations in planning for emergency operations and/or Continuity of Operations Plans, in a format available to organizations throughout the community.
 11. Develop a series of templates to assist other counties within the region to develop their own integrated CEMP for special needs populations.

Output

1. Update the Cowlitz County CEMP (2008) following the Federal Emergency Management Agency (FEMA) strategic universal functional planning approach to integrate special needs planning and response for each emergency support function.
2. Create a set of standardized templates to assist special needs organizations in planning for emergency operations and/or Continuity of Operations Plans, in a format available to organizations throughout the community.
3. Develop a series of templates to assist other counties within the region to develop their own integrated CEMP for special needs populations.

Coordination

The project is a coordinated effort between the CWCOG, Cowlitz DEM, public safety providers from all Cowlitz jurisdictions, private and non-profit agencies housing or serving vulnerable populations and the many agencies involved in disaster response in our community. The COG is overseeing the consultant(s) for the project.

Citizen Involvement

Not applicable for this project.

Community and Regional Contributions and Benefits

The overall scope of the project will assist agencies serving vulnerable populations, people with functional limitations, public safety personnel who participate in the planning process and all entities who serve or have a responsibility to assist vulnerable populations in a disaster.

Salaries & Wages / FTE	\$9,247
Benefits	\$2,868
Supplies	\$30
Travel & Training	\$0
Contracts	\$0
Capital	\$0
Other Services & Charges	\$1,049
Overhead & Administration	\$6,806
Project Total:	\$20,000

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Economic Development District Program (869)

Objectives

To conduct area wide economic development planning and local capacity building in Cowlitz and Lewis counties in order to diversify the region's economy and improve economic development opportunities. To administer the economic development district between Cowlitz and Lewis counties.

Work Items

The COG, with assistance of the Cowlitz and Lewis economic development councils, will:

1. Analyze and communicate around the region the characteristics, trends and resources of the regional and community economies through element of a Community Economic Development Strategy (CEDS), general and special meetings, and in newsletters and publications of the COG and the Cowlitz and Lewis Economic Development Councils (EDCs).
2. Update the CEDS, its database and regional economic indicators to create the most accurate, timely profile of the region and the strategies needed to address its economic improvement.
3. Review and implement changes to the EDD Board structure and other features and procedures of the EDD to comply with EDA's rules.
4. Respond to changes in the regional, state and international economies by collaborating and coordinating with local, state federal and non-profit agencies and individuals to derive, enhance and implement effective economic development strategies.
5. Enhance data gathering, analysis and dissemination using GIS-type applications, tabular data and regional economic indicator projections.
6. Improve economic opportunities in areas of the EDD region that are lagging behind regional and state growth activity, especially the smaller cities and natural resource-impacted communities in the region.
7. Improve public infrastructure development and conditions in support of economic development in local communities.
8. Improve opportunities for minority, female, the unemployed and others in economic development planning and strategy development activities.

Output

Updated documentation of the characteristics, trends and resources of the local and regional economies. Revisions to existing economic development plans and the CEDS document. Identification of deficiencies in economic data, resources and conditions of the region, improvements to these resources and communication of pertinent information to enhance business and industrial growth. Enhanced services and assistance to public agencies and the private sector, primarily by the EDCs of Cowlitz and Lewis counties. Coordination and information sharing by the EDD board. Attendance at state regional and national conferences and training activities.

Coordination

All activities will be coordinated with affected Cowlitz and Lewis County elected and staff officials, EDCs and affected state and federal agencies. An “umbrella” board oversees the two-county economic development district.

Citizen Involvement

All activities of the two EDCs, the COG and EDD are open to citizen review and input. The area news media will be informed of progress and will be encouraged to follow program activity. All formal actions on plans and programs will occur in public forums.

Community and Regional Contributions and Benefits

Activity under this grant program will coordinate economic development planning activity in the two-county region. It will enhance existing efforts of the EDCs to work with public and private entities in pursuing long-term diversification of the economy. It will help link local efforts with those resources available by state and federal agencies for improved technical assistance and grants for projects and programs that enhance diversification.

Salaries & Wages / FTE	\$29,638
Benefits	\$9,687
Supplies	\$250
Travel & Training	\$1,000
Contracts	\$850
Capital	\$0
Other Services & Charges	\$1,761
Overhead & Administration	\$21,814
Project Total:	\$65,000

PLANNING ASSISTANCE

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Castle Rock Planning Assistance (980)

Objective

To provide staff assistance to the Castle Rock Planning Commission, hearing examiner, council and staff on matters related to current land use planning administration.

Work Items

1. Attend planning commission, city council and hearing examiner meetings and workshops as necessary.
2. Review proposals for subdivisions, rezones, variance requests, conditional use permits, special uses, shoreline development permits, critical areas permits, SEPA documents and annexations. Meet with proponents to ensure adherence to appropriate procedures and forms.
3. Prepare staff reports with findings and recommendations for proposed subdivisions, rezones, and annexations, variance and conditional use permits, shoreline permits critical area permits and other issues which fall under the jurisdiction of the planning commission and hearings examiner.
4. Present staff reports at hearings and assist planning commission, hearing examiner and city council in answering concerns of the applicant and the public.
5. Provide other planning services as requested by the Castle Rock City Council.

Output

Staff attendance at planning commission, hearing examiner and city council meetings, public hearings and workshops. Written or verbal reports on subdivisions, rezones, variances, conditional use permits, special use permits, shoreline developments, critical area permits, annexations, etc. Provide for proper administration and compliance with the State Environmental Policy Act and related procedures. Assistance during annual work programming and budgeting.

Coordination

Staff planner will regularly consult with city and county agencies and departments (health, building, legal, engineering, planning), Cowlitz PUD No. 1, Urban Growth Committee, other utilities, appropriate state and federal agencies and private interests affected by land use proposals.

Citizen Involvement

Public participation will be solicited through local news media for hearings on rezones, plats, permits, and other applications requiring opportunity for public review and comment. Updating ordinances and maps will utilize citizen input.

Community and Regional Contributions and Benefits

Staff assistance ensures that current planning procedures are followed and implemented in a smooth, coordinated manner to the benefit of the local government, applicant and the public. This approach provides a thorough analysis of each development proposal and ensures that planning commission and council decisions are consistent and made with all of the facts and circumstances. Finally, staff assistance ensures uniform use and enforcement of community comprehensive plans, codes and ordinances.

Salaries & Wages / FTE	\$11,324
Benefits	\$3,220
Supplies	\$0
Travel & Training	\$40
Contracts	\$0
Capital	\$0
Other Services & Charges	\$320
Overhead & Administration	\$5,096
Project Total:	\$20,000

Woodland Planning Assistance (983)

Objective

Provide staff assistance to the City of Woodland, as determined by the city, on a variety of development proposals and current planning topics.

Work Items

1. As requested by the city, prepare and present staff reports with findings and recommendations for various land use proposals.
2. Monitor changes to the Growth Management Act and other applicable rules and ensure that the city's policies and regulations are in compliance with state law.
3. Attend planning commission and city council meetings and workshops, as determined by the city.
4. Provide other planning services as requested by the city.

Output

Staff attendance at planning commission and city council meetings, hearings and workshops. Staff reports with recommendations on planning projects as determined by the city. General assistance with city operations and land use matters (including SEPA) when requested.

Coordination

Staff will coordinate with the Director of Public Works, Woodland Planning Commission, and Woodland City Council on matters related to land use planning. The staff planner will consult with appropriate local, state and federal agencies and private interests affected by various land use proposals.

Citizen Involvement

Public participation will be solicited throughout the planning process in accordance with state law and sound planning principles. Staff planner will work with city staff to ensure that effective notice has been given and that all applicable timeframes have been met.

Community and Regional Contributions and Benefits

Staff assistance ensures that proper planning procedures are followed and implemented in a smooth, coordinated manner to the benefit of the city and all other parties.

Salaries & Wages / FTE	\$1,370
Benefits	\$391
Supplies	\$0
Travel & Training	\$0
Contracts	\$2,250
Capital	\$0
Other Services & Charges	\$374
Overhead & Administration	\$615
Project Total:	\$5,000

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Kalama Planning Assistance (984)

Objective

To provide professional planning assistance to the Kalama City Council, Planning Commission, hearings examiner and staff on matters related to current planning administration.

Work Items

1. Attend all regularly scheduled planning commission meetings as requested, and special workshops when necessary to transmit or develop a prioritized program; attend hearings examiner meetings; attend city council meetings and workshops upon request and when necessary to transmit planning commission recommendations with support rationale.
2. Prepare staff reports with findings and recommendations for planning commission consideration on applications and State Environmental Policy Act (SEPA) reviews for subdivisions, rezones, comprehensive plan amendments, street vacations, conditional/special uses, annexations, variances, critical areas and small lot developments.
3. Present staff reports at applicable public hearings and assist the planning commission and city council in answering concerns of applicants and the general public.
4. Assist with city ordinance and land use administration procedures, identify roles and responsibilities, and develop amendments as necessary. Maintain compliance with other ordinances, state and federal laws.
5. Assist city staff with the review of environmental documents and threshold determinations for proposals inside the city, as well as documents circulated by other agencies for proposals adjacent to the city.
6. Provide assistance to city staff and the public in response to questions concerning land use and development.
7. Provide general assistance for such activities as grant administration, researching special issues, short subdivisions, attend special meetings and hearings on behalf of the city, and attend city staff meetings as requested.

Output

Planning staff attendance and participation at planning commission, hearings examiner, and selected city council meetings, public hearings and workshops. Written staff reports with oral presentations on various land use applications including subdivisions, variances and critical area permits. General assistance with city operations and land use matters will also be provided (as requested) so that orderly growth and development of the city may be achieved.

Coordination

The staff planner will consult with appropriate local, state and federal agencies and private interests affected by land use proposals.

Citizen Involvement

Public participation will be solicited through the local news media for planning commission, hearings examiner, and city council public meetings and hearings on rezones, plats, permits and other applications or ordinance amendments by the Building Clerk.

Community and Regional Contributions and Benefits

Staff assistance ensures that current planning procedures are followed in a smooth, coordinated manner to the benefit of the city, the applicant and the general public. Thorough analysis is made of major development proposals, ensuring that planning commission recommendations and hearings examiner decisions are made with knowledge of all applicable facts and circumstances. Staff assistance facilitates the consistent use and enforcement of the comprehensive plan, ordinances and other city policies.

Salaries & Wages / FTE	\$5,468
Benefits	\$2,048
Supplies	\$0
Travel & Training	\$0
Contracts	\$0
Capital	\$0
Other Services & Charges	\$24
Overhead & Administration	\$2,460
Project Total:	\$10,000

Cathlamet Planning Assistance (986)

Objective

To provide staff assistance to the Cathlamet Town Council, Planning Commission, and staff on matters related to current land use planning administration.

Work Items

1. Attend planning commission and town council hearings, meetings and workshops as necessary to conduct current planning administration tasks.
2. Review applications for subdivisions, rezones, variance requests, conditional use permits, special uses, shoreline development permits, critical area permits, SEPA documents and annexations. Assist applicants through the project proposal process, as appropriate and necessary.
3. Prepare staff reports with findings and recommendations for proposed subdivisions, rezones, and annexations, variance and conditional use permits, shoreline permits, critical areas permits and other issues that are the responsibility of the planning commission and town council.
4. Present staff reports at hearings and assist planning commission and town council in answering concerns of the applicant and the public.
5. Provide other planning services as requested by the town council.

Output

Staff attendance at planning commission and town council meetings, public hearings and workshops when requested. Written and verbal reports on subdivisions, rezones, variances, conditional use permits, special use permits, shoreline developments, critical areas permits, annexations, etc. Provide for proper administration and compliance with the State Environmental Policy Act and other related procedures. Assistance during annual work programming and budgeting.

Coordination

Staff planner will regularly consult as necessary with town staff, county departments (health, building, legal, engineering, planning), Wahkiakum PUD, other utilities, appropriate state and federal agencies and private interests affected by zone changes, subdivision plats, permits, annexations and other issues listed above.

Citizen Involvement

Public participation will be solicited through local news media for hearings on rezones, plats, permits, and other applications requiring opportunity for public review and comment. Updating of ordinances and maps will utilize citizen input.

Community and Regional Contributions and Benefits

Staff assistance ensures that current planning procedures are followed and implemented in a smooth, coordinated manner to the benefit of local government, the applicant and the public. This approach provides a thorough analysis of each development proposal and ensures that planning commission and council decisions are consistent and made with all of the facts and

circumstances. Finally, staff assistance ensures consistent use and enforcement of the comprehensive plan, codes and ordinances and other town policies.

Salaries & Wages / FTE	\$0
Benefits	\$0
Supplies	\$0
Travel & Training	\$0
Contracts	\$2,000
Capital	\$0
Other Services & Charges	\$0
Overhead & Administration	\$0
Project Total:	\$2,000

Rainier Planning Assistance (988)

Objective

To provide staff assistance to the City of Rainier, Oregon, Planning Commission, and staff on matters related to current land use planning administration.

Work Items

1. Attend planning commission and city council hearings, meetings and workshops as necessary to conduct current planning administration tasks requested by the city.
2. Review applications for subdivisions, rezones, variance requests, conditional use permits, special uses, shoreline development permits, critical area permits, environmental documents and annexations. Assist applicants through the project proposal process, as appropriate and necessary.
3. Prepare staff reports with findings and recommendations for proposed short plats, boundary line adjustments, variance and special use permits and similar matters determined by the city.
4. Present staff reports at hearings and assist planning commission and city council in answering concerns of the applicant and the public.
5. Provide other planning services as requested by the city.

Output

Staff attendance at planning commission and city council meetings, public hearings and workshops when requested. Written and verbal reports on subdivisions, rezones, variances, conditional use permits, special use permits, shoreline developments, critical areas permits, annexations, etc. Provide for proper administration and compliance with procedures pursuant to State of Oregon statutes, procedures and requirements. Assistance during annual work programming and budgeting.

Coordination

Staff planner will regularly consult as necessary with city staff, city departments (health, building, legal, engineering, planning), other utilities, appropriate state and federal agencies and private interests involved in current planning matters.

Citizen Involvement

Public participation will be solicited through local news media for hearings on rezones, plats, permits, and other applications requiring opportunity for public review and comment. Updating of ordinances and maps will utilize citizen input.

Community and Regional Contributions and Benefits

Staff assistance ensures that current planning procedures are followed and implemented in a smooth, coordinated manner to the benefit of local government, the applicant and the public. This approach provides a thorough analysis of each development proposal and ensures that planning commission and council decisions are consistent and made with all of the facts and circumstances. Finally, staff assistance ensures consistent use and enforcement of the comprehensive plan, codes and ordinances and other city policies.

Salaries & Wages / FTE	\$3,288
Benefits	\$235
Supplies	\$0
Travel & Training	\$0
Contracts	\$4,997
Capital	\$0
Other Services & Charges	\$0
Overhead & Administration	\$1,480
Project Total:	\$10,000