City of Longview

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

City Council

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

Thursday, September 22, 2022 **6:00 PM** **2nd Floor, City Hall**

The City Hall is accessible for persons with disabilities. Special equipment to assist the hearing impaired is also available. Please contact the City Executive Offices at 360.442.5004 48 hours in advance if you require special accommodations to attend the meeting.

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

Telephone options (dial any of the following numbers):

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

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

   22-000543 MARK SCHMUTZ, NORTHLAKE CHURCH
3. **ROLL CALL**
4. **WORKSHOP**

   22-000596 CONSIDERATION OF ALABAMA STREET, GERHART GARDENS & MEMORIAL PARK DRIVE FOR AN EMERGENCY HOSTED SHELTER AND MANAGED SITE FOR UNSHELTERED HOMEELESS ADULTS

5. **APPROVAL OF MINUTES**

22-000539 AUGUST 23, 2022 REGULAR MEETING MINUTES
SEPTEMBER 8, 2022 REGULAR MEETING MINUTES

6. **CHANGES TO THE AGENDA**

7. **PRESENTATIONS & AWARDS**

22-000555 PROCLAMATION: FIRE PREVENTION WEEK, OCTOBER 9-15, 2022

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

9. **PUBLIC HEARINGS**

10. **BOARD & COMMISSION RECOMMENDATIONS**

22-000544 PROPOSED ZONING CODE AMENDMENTS FOR ACCESSORY DWELLING UNITS

RECOMMENDED ACTION:
MOTION TO DIRECT THE CITY ATTORNEY TO PREPARE AN ORDINANCE TO ADOPT THE PROPOSED ACCESSORY DWELLING UNIT ZONING AMENDMENTS.

11. **ORDINANCES & RESOLUTIONS**

22-000581 ORDINANCE 3464 PERIODIC UPDATE TO CHAPTER 17.24 FLOOD DAMAGE PREVENTION

RECOMMENDED ACTION:
MOTION TO ADOPT ORDINANCE 3464

12. **MAYOR'S REPORT**

13. **COUNCILMEMBERS' REPORTS**

22-000595 DEVELOPMENT OF AN ARTERIAL TRAFFIC PLAN

RECOMMENDED ACTION:
DIRECT STAFF TO DEVELOP AN ARTERIAL TRAFFIC PLAN THAT MEETS THE NEEDS OF THE CITY OF LONGVIEW TODAY AND ACCOUNTING FOR GROWTH IN RESIDENTS AND INDUSTRY. IDENTIFY NEEDED CAPITAL PROJECTS TO DELIVER SAID PLAN.

14. **CONSENT CALENDAR**

22-000542 APPROVAL OF CLAIMS

22-000538 PROJECT COMPLETION – OCEAN BEACH HIGHWAY SEWER MANHOLE RECONSTRUCTION PROJECT

RECOMMENDED ACTION:
MOTION TO ACCEPT AS COMPLETE THE OCEAN BEACH HIGHWAY SEWER MANHOLE RECONSTRUCTION PROJECT

15. **CITY MANAGER'S REPORT**

22-000582 PROJECT UPDATE – WASHINGTON WAY COMPLETE STREET PROJECT

RECOMMENDED ACTION:
NONE – INFORMATION ONLY

22-000541 2023 SOUTHWEST WASHINGTON REGIONAL AIRPORT BUDGET

RECOMMENDED ACTION:
MOTION TO ADOPT THE 2023 SOUTHWEST REGIONAL AIRPORT BUDGET

22-000597 RECOMMENDATIONS FROM LODGING TAX ADVISORY COMMITTEE ON OUTSIDE AGENCY REQUESTS FOR 2023-2024 TOURISM FUNDS

RECOMMENDED ACTION:
MOTION TO APPROVE THE RECOMMENDATIONS OF THE LODGING TAX ADVISORY COMMITTEE AND TO INCLUDE IN THE 2023-2024 TOURISM FUND BUDGET THE OUTSIDE AGENCY REQUESTS AND THE AMOUNTS AS PRESENTED IN THE SUMMARY STATEMENT ABOVE. COUNCIL MAY EITHER APPROVE OR REJECT THE RECOMMENDED INDIVIDUAL AMOUNTS IN FULL, OR REFER ANY RECOMMENDATION BACK TO THE LTAC FOR FURTHER CONSIDERATION, BUT CANNOT INCREASE OR DECREASE AN INDIVIDUAL AMOUNT.

22-000598 2022 MID YEAR GENERAL FUND 2ND QUARTER FINANCIAL REVIEW

16. MISCELLANEOUS

17. EXECUTIVE SESSION

18. ADJOURNMENT

*** Any invocation that may be offered at the Council meeting shall be the voluntary offering of a private citizen, to and for the benefit of the Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Council, and the Council does not endorse the religious beliefs or views of this, or any other speaker.**

NEXT REGULAR COUNCIL MEETINGS:
THURSDAY, OCTOBER 13, 2022 - 6:00 P.M.
THURSDAY, OCTOBER 27 2022 - 6:00 P.M.

NEXT COUNCIL WORKSHOPS:
THURSDAY, OCTOBER 13, 2022 - 6:00 P.M. - UTILITY RATES

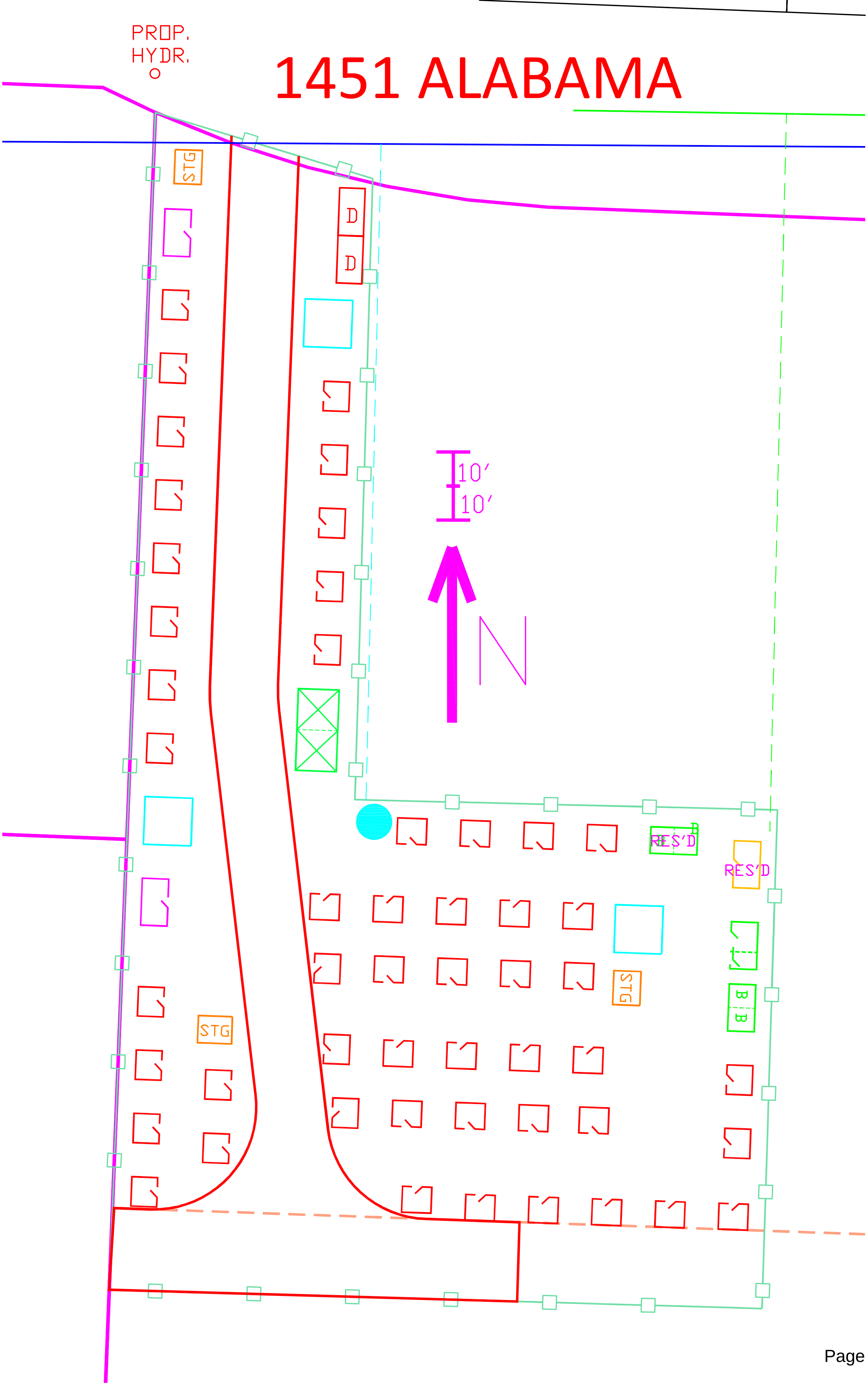
NEXT SPECIAL WORKSHOP:
Saturday, October 1, 2022 - 10:30 a.m. - budget workshop

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

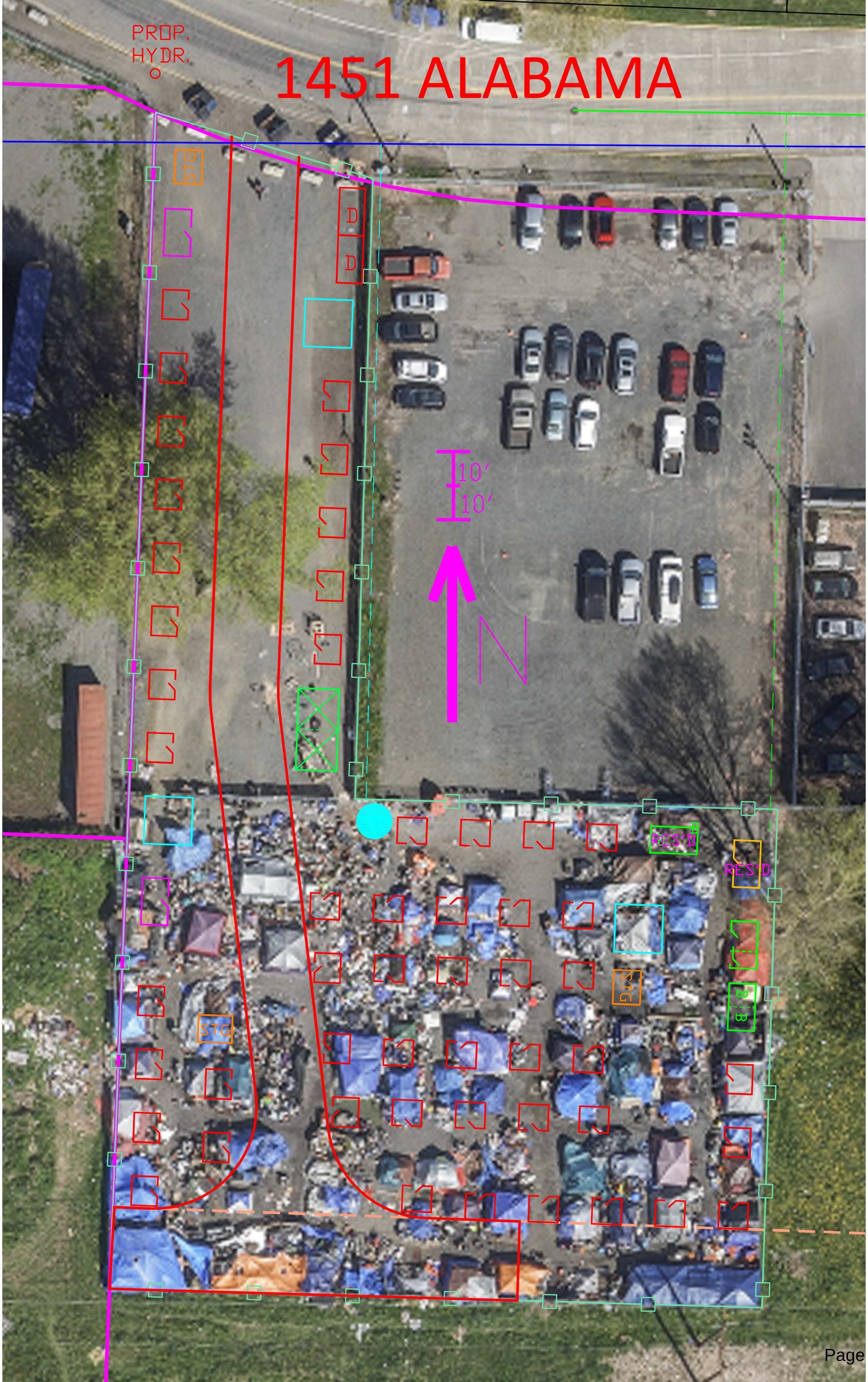
LEGEND

HM	64 SF DWELLING - PALLET INC
☐	14'x14' COMM CTR (NON-PALLET)
B ¦ B	DBL BATH
ADA BATH ¦ 1/2 B	ADA BATHROOM
LDRY	LAUNDRY UNIT - PALLET INC
ADM	ADMIN - PALLET INC
STG	8'X10' LOCKABLE "RUMMBERMAID" SHED
☒¦☒	PAC MOBILE DBL BATH/SHWR
D	10-CY DUMPSTERS
●	EX. LIGHT STANDARD
○	HYDRANT
□	PORTA-POTTY
▭	ADA PORTA-POTTY
●	SS MANHOLE
●	POTABLE WATER SPIGOT
■	PORTABLE HANDWASH STATION
——	MINIMUM FIRE LANE
——	EX. PUBLIC WATER
- - - - - -	CAMP WATER SERVICE
——	EX. PUBLIC SEWER
- - - - - -	CAMP SEWER SERVICE

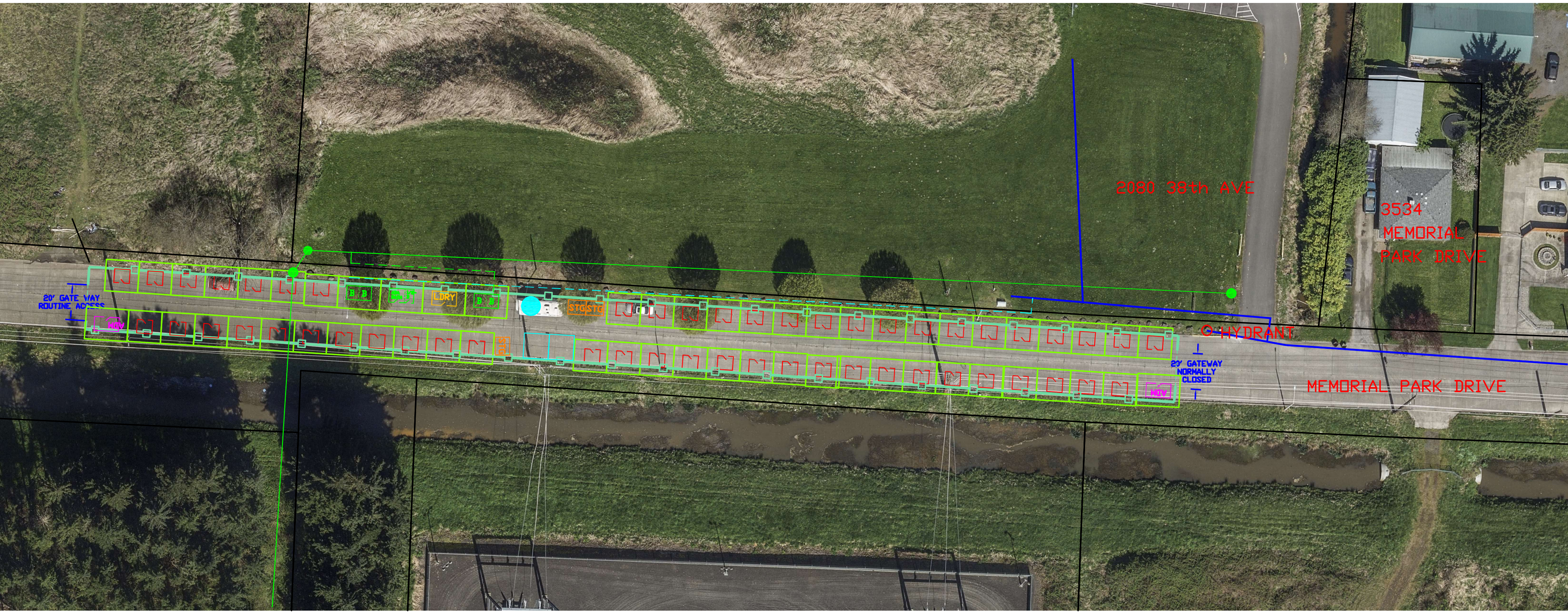
1451 ALABAMA

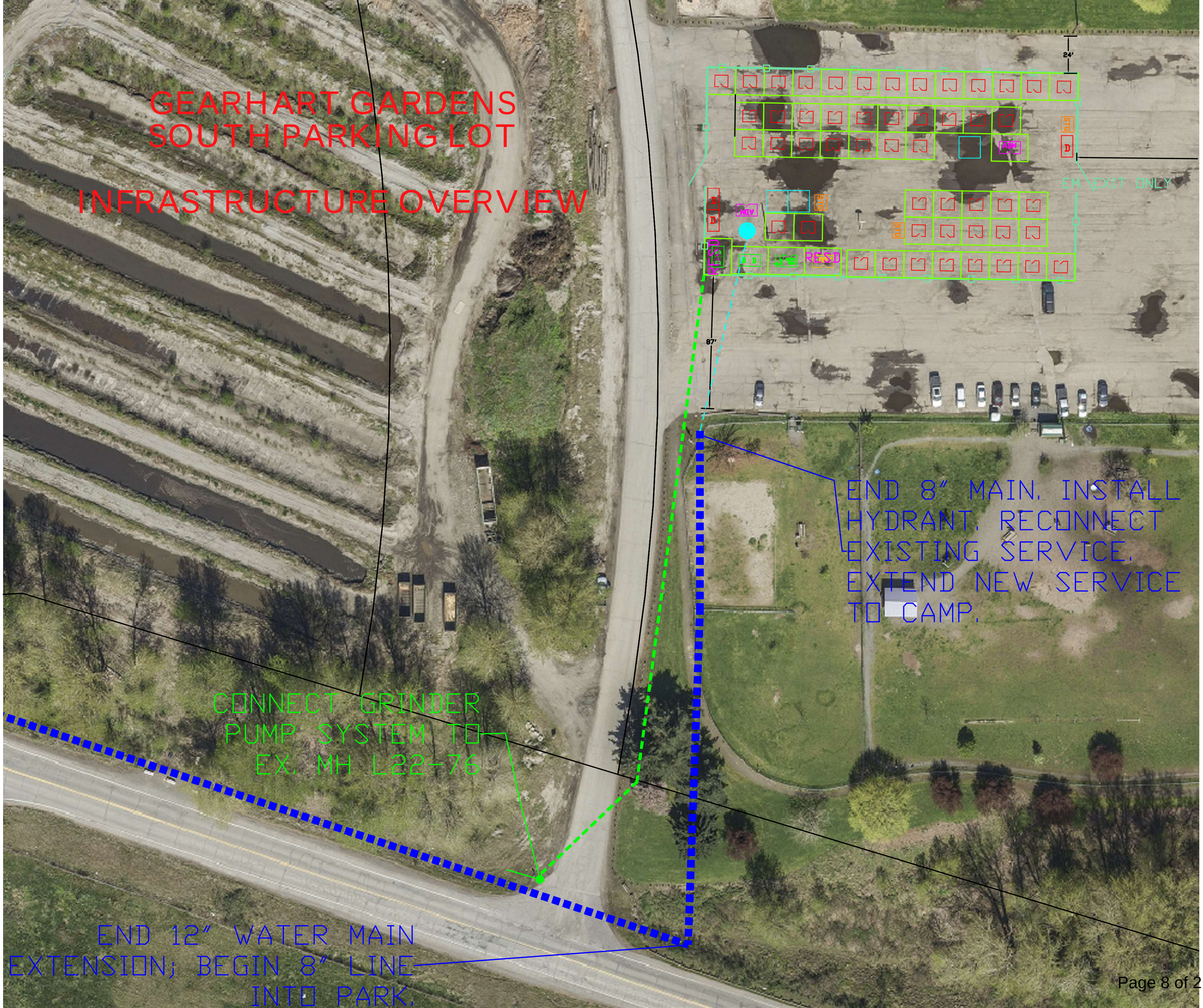


1451 ALABAMA



MEMORIAL PARK DRIVE





END 8" MAIN. INSTALL HYDRANT. RECONNECT EXISTING SERVICE. EXTEND NEW SERVICE TO CAMP.

CONNECT GRINDER PUMP SYSTEM TO EX. MH L22-76

END 12" WATER MAIN EXTENSION; BEGIN 8" LINE INTO PARK.

GEARHART GARDENS - SOUTH PARKING LOT

PARKING LOT USAGE AND CIRCULATION

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Minutes

City Council

Mayor MaryAlice Wallis
Mayor Pro Tem Michael Wallin
Council Member Ruth Kendall
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Council Member Christopher Ortiz

Tuesday, August 23, 2022 **6:00 PM** **2nd Floor, City Hall**

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Webinar ID: *821 4426 9625*

1. **CALL TO ORDER**

Mayor Wallis called the meeting to order at 6:01 p.m.

2. **INVOCATION*/FLAG SALUTE**

The flag salute was recited.

3. **ROLL CALL**

***Present**: Mayor Wallis, Mayor Pro Tem Wallin, Councilmember Kendall, Councilmember Wean, Councilmember Strobel by zoom, Councilmember Boudreau, Councilmember Ortiz*

***Staff Present**: City Manager Kurt Sacha; Assistant City Manager Kris Swanson, City Clerk Tiffany Ostreim; Public Works Director Ken Hash; Community and Economic Development Director Ann Rivers;*

Parks & Recreation Director Jen Wills; Fire Chief Jim Kambeitz; Police Chief Robert Huhta; Library Director Jacob Cole, City Attorney Jim McNamara

4. WORKSHOP

22-000526 CAPITAL PROJECTS FUND BUDGET REQUESTS (ESTIMATE 60 MINUTES)

City Manager Sacha presented the 2023-2024 Capital Projects Budget.
Library Director Jacob Cole provided information.
Parks and Recreation Director Wills provided information.
Public Works Director Ken Hash provided information.
Police Chief Robert Huhta provided information.
Fire Fire Chief Jim Kambeitz provided information.

The council discussed and made updates to the 2023-2024 Capital Projects Fund request.

The council's workshop ended at 7:44 p.m. and the council resumed their regular meeting in the council chambers at 7:55 p.m.

5. APPROVAL OF MINUTES

22-000527 AUGUST 9, 2022 REGULAR MEETING MINUTES

A motion was made by Councilmember Spencer seconded by Councilmember Wean to approve the minutes. Councilmember Ortiz offered an amendment to the minutes to reflect his councilmember report. The motion to approve the minutes with the amendment carried unanimously.

6. CHANGES TO THE AGENDA

Councilmember Kendall requested Resolution No. 2418 be moved to the top of the Agenda. All councilmembers concurred.

7. PRESENTATIONS & AWARDS

22-000521 RESOLUTION NO. 2418 - HONORING COWLITZ TRIBAL LEADERSHIP

RECOMMENDED ACTION:
MOTION TO APPROVE RESOLUTION NO. 2418
Patty Kinswa-Gaiser addressed the council and audience.

A motion was made by Councilmember Ortiz, seconded by Councilmember Wean to approve Resolution No. 2418 Honoring Cowlitz Tribal Leadership.

The council recessed at 8:01 p.m. and returned to the council chambers at 8:06 p.m.

The motion carried unanimously.

8. CONSTITUENTS' COMMENTS (Thirty Minutes)

Larry Crosby, city unstated, provided public comment.
Jeff Moore, city unstated, provided public comment.
Bill Kasch, city unstated, provided pubic comment.

Jason Still, city unstated, provided public comment.
Crystal Moldenhauer, city unstated, provided public comment.
Clint Hash, Longview, provided public comment.
Mike Peterson, Longview provided public comment.
Shannon Gillman, Longview, provided public comment.
Kathleen Owen, city unstated, provided public comment.
Dr. Rick Still, provided public comment.
Dexter Kearny, city unstated, provided public comment.
Rick Dahl, city unstated, provided public comment.
Jeff Wilson, Longview, provided public comment.
Dr. Shannon McLain, city unstated, provided public comment.
William Youngren, city unstated, provided public comment.
Donna Mucciaccio, Longview, provided public comment.
Ed Hamilton, city unstated, provided public comment.
Sandra Gaskill, Longview, provided public comment.
Sammy Adolphsen, city unstated, provided public comment.
George Robertson, city unstated, provided public comment.
Kayce Settlemeier, city unstated, provided public comment.
Major Phil Smith, Salvation Army, provided public comment.
Mary Lyons, Longview, provided public comment.
Molly Langdon, Longview, provided public comment.
Randy Knox, city unstated, provided public comment.

Mayor Wallis clarified the flag salute was recited at the beginning of the regular meeting which started at 6:00 p.m.

Matt Franett, Longview, provided public comment.
Tim Shay, city unstated, provided public comment.
Shawn Green, Longview, provided public comment.
Allison Mattocks, city unstated, provided public comment by zoom.
Tricia Junker Rodman, city unstated, provided public comment by zoom.
Citizen, name and city unstated, provided public comment.
Jerry, last name and city unstated, provided public comment.

9. PUBLIC HEARINGS

22-000511 PUBLIC HEARING – PAVEMENT PRESERVATION ON NEW STREETS ORDINANCE 3463: AMENDING CHAPTER 12.08. "CONSTRUCTION, REPAIR AND MAINTENANCE" TO ADD STREET CUTS – PROCEDURES, FEES AND EXCEPTIONS, TO PRESERVE THE INTEGRITY OF NEW STREETS

RECOMMENDED ACTION:
CONDUCT THE PUBLIC HEARING

Mayor Wallis opened the public hearing at 9:43 p.m.

Public Works Director Ken Hash, Public Works; presented.

Mayor Wallis closed the public hearing at 9:50 p.m.

22-000514 ORDINANCE NO. 3463 – PAVEMENT PRESERVATION ON NEW STREETS AMENDING CHAPTER 12.08. "CONSTRUCTION, REPAIR AND MAINTENANCE" TO ADD STREET CUTS – PROCEDURES, FEES AND EXCEPTIONS, TO PRESERVE THE INTEGRITY OF NEW STREETS

RECOMMENDED ACTION:

MOTION TO ADOPT ORDINANCE NO. 3463

A motion was made by Councilmember Wallin, seconded by Councilmember Boudreau to approve Ordinance No. 3463. The motion carried unanimously.

22-000524 PUBLIC HEARING- ALLOCATION OF HOME AMERICAN RESCUE PLAN (HOME-ARP) FUNDS TO PROJECTS

RECOMMENDED ACTION:

1) HOLD A PUBLIC HEARING ON 2022 LONGVIEW HOME-ARP PROGRAM APPLICATIONS

2) MOTION TO ALLOCATE FUNDS

Mayor Wallis opened the public hearing at 9:52 p.m.

Community & Economic Development Planner McAllister Kosar and Planning Manager Adam Trimble presented.

Ms. Westerman, provided public comment.
Trisha Johnston, provided public comment.
Citizen, provided public comment.
Kennan Harvey, Kelso, provided public comment.
Shannon Gillman, provided public comment.
Jason Still provided public comment.
Dexter Kearny provided public comment.
Nora Winters, provided public comment by zoom.
Mayor Wallis closed the public hearing at 10:19 p.m.

A motion was made by Councilmember Spencer to fund recommendation #2 - $557,896 to HOSWWA, $188,134 to CHOB and $132,627 to LCCAP. Motion failed.

A motion was made by Councilmember Wallin to fund recommendation #1 - $746,030 to HOSWWA and $132,627 to LCCAP seconded by Councilmember Ortiz. The motion carried with the following votes:
Ayes - Councilmember Wallin, Councilmember Ortiz, Councilmember Kendall, Councilmember Strobel, Councilmember Wean, Councilmember Strobel and Mayor Wallis.
Nayes - Councilmember Boudreau.

10. BOARD & COMMISSION RECOMMENDATIONS

22-000520 SECOND ROUND - NEIGHBORHOOD PARK GRANT APPLICATIONS

RECOMMENDED ACTION:

MOTION TO APPROVE THE PARK AND RECREATION ADVISORY BOARD'S FUNDING RECOMMENDATION

Parks and Recreation Director Jennifer Wills, presented.
Councilmember Wean excused herself from the council chambers at 10:35 p.m. and participated by zoom at 10:47 p.m.

Citizen, provided public comment.
Library Director Jordan Cole provided information on the books.
Citizen, provided public comment.
Jason Stil, provided public comment.
Citizen, provided public comment.
Allison Mattocks provided public comment by zoom.

A motion was made by Councilmember Kendall, seconded by Councilmember Wallin, to approve the Park and Recreation Advisory Board's funding recommendation for round two Neighborhood Park Grant Applicant. Discussion on the motion. The motion carried with the following votes:
Ayes: Councilmember Kendall, Councilmember Wallin, Councilmember Strobel, Councilmember Wean, and Mayor Wallis.
Nayes: Councilmember Boudreau and Councilmember Ortiz.

11. ORDINANCES & RESOLUTIONS

22-000510 RESOLUTION NO. 2409 – STORMWATER UTILITY RATE RESOLUTION UPDATE

RECOMMENDED ACTION:
MOTION TO ADOPT RESOLUTION NO. 2409
Public Works Director Ken Hash and Stormwater Manager Steve Haubner presented.
Councilmember Wean excused herself from zoom at 10:58 p.m.

A motion was made by Councilmember Kendall, seconded by Councilmember Strobel to approve the resolution.

Shannon Gillman, provided public comment.
Jason Still, provided public comment.
Allison Mattocks, provided public comment by zoom.

The motion carried with the following vote:
Ayes: Councilmember Kendall, Councilmember Strobel, Councilmember Ortiz, and **Mayor Wallis.**
Nayes: **Mayor Pro Tem Wallin and Councilmember Boudreau.**

22-000528 ORDINANCE NO. 3465 - TECHNICAL AMENDMENT TO LONGVIEW MUNICIPAL CODE 12.08 AND 12.10

RECOMMENDED ACTION:
MOTION TO ADOPT ORDINANCE NO. 3465
Public Works Director Ken Hash, presented.

A motion was made by Councilmember Ortiz, seconded by Councilmember Kendall to adopt the ordinance. The motion carried unanimously.

22-000537 RESOLUTION NO. 2419 - RELATING TO PUBLIC HEALTH AND SAFETY

RECOMMENDED ACTION:
MOTION TO APPROVE RESOLUTION NO. 2419
Councilmember Wean participated by zoom at 11:28 p.m.

City Manager Sacha presented. This ratifies the emergency declared a year ago and allows for an immediate course of action to remediate the existing encampment area. Plan to hire temporary outreach coordinator to assist. Will increase security and patrol. City staff will review, at the direction of council, all city-owned properties and recommend the best location for a hosted site. Site plans will be developed. Local businesses, citizens and service providers will be surveyed. Will prepare an ILA with Cowlitz County containing a scope of work to assist with the efforts.

A motion was made by Councilmember Boudreau, seconded by Councilmember Wallin to approve Resolution No. 2419 confirming and reauthorizing the state of civil emergency, and in

addition, close the unhosted site effective September 1st, with the state of emergency end date coming back for council approval by Thursday, October 13th, 2022.

Citizen, provided public comment.
Citizen, provided public comment.
Citizen, provided public comment.
Citizen, provided public comment.
Citizen, provided public comment.

Chief Huhta reported they would continue to prioritize calls for services. Have recently expended overtime dollars on safety concerns in the area of the camp. Reported on additional arrests.

Citizen, provided public comment.
Citizen, provided public comment.
Kristen Becker provided comment by zoom.

The motion to approve Resolution No. 2419 confirming and reauthorizing the state of civil emergency, and in addition, close the unhosted site effective September 1st, with the state of emergency end date coming back for council approval by Thursday, October 13th, 2022 failed with the following votes:
Aye - Councilmember Spencer and Councilmember Wallin.
Naye - Councilmember Kendall, Councilmember Strobel, Councilmember Wean, Councilmember Ortiz, and Mayor Wallis.

A motion was made by Councilmember Kendall, seconded by Councilmember Strobel to approve the original Resolution No. 2419 as presented. The motion carried unanimously.

12. MAYOR'S REPORT

Mayor Wallis thanked the citizens and staff for attending the meeting.

13. COUNCILMEMBERS' REPORTS

Councilmember Ortiz provided a report.

Councilmember Kendall provided a report from the Unhoused Committee. Discussed how to expedite the path forward for a safe and secure site for the unhoused community. Talked about the size of the Board of Directors; will defer that conversation to a later date. Received written comments from citizens that attended; committee is collaborating on answering those questions. Common theme in the comments - impact on neighbors of existing camp, focus on serving locally unhoused community members, what to do with people unwilling to follow rules, support for police department and specifics on hosted -site. Will compile new input from local businesses and citizens; Councilmember is drafting survey questions. Request staff develop ILA for September 8, 2022 council meeting. Will include single best location of all city-owned properties. Will include site plan and budget - site prep and infrastructure, temporary structures, operations and staffing and good neIghbor plan.
Councilmembers concurred unanimously with the committee's recommendations.

Councilmember Boudreau presented a report. Requested paper comment forms be provided at every council meeting in addition to taking oral comments.

Councilmember Wallin presented a report.

Councilmember Wean presented a report.

14. CONSENT CALENDAR

A motion was made by Councilmember Ortiz, seconded by Councilmember Kendall to approve the items on the Consent Calendar as though acted on individually. The motion carried unanimously.

22-000523 APPROVAL OF CLAIMS

15. CITY MANAGER'S REPORT

16. **MISCELLANEOUS**

17. **EXECUTIVE SESSION**

18. **ADJOURNMENT**

The meeting was adjourned at 12:20 a.m.

Ttiffany Ostreim
City Clerk

*Approved:*____
Mayor

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NEXT REGULAR COUNCIL MEETINGS:
THURSDAY, SEPTEMBER 8, 2022 – 6:00 P.M
THURSDAY, SEPTEMBER 22, 2022 – 6:00 P.M.

NEXT COUNCIL WORKSHOPS:
THURSDAY, SEPTEMBER 8, 2022 - 6:00 P.M. - KELSO WATER RATES
THURSDAY, SEPTEMBER 22, 2022 - 6:00 P.M. - WASHINGTON WAY ROAD DIET

NEXT SPECIAL WORKSHOPS:
THURSDAY, OCTOBER 6, 2022 - 6:00 P.M. - UTILITY RATES

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Minutes

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Thursday, September 8, 2022 **6:00 PM** **2nd Floor, City Hall**

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

1. CALL TO ORDER

Mayor Wallis called the meeting to order at 6:01 p.m.

2. INVOCATION*/FLAG SALUTE

22-000554 JEFF HOOVER, CITISERVE

After the invocation provided by Jeff Hoover, CitiServe, the flag salute was recited.

3. ROLL CALL

***Present**: Mayor Wallis, Mayor Pro Tem Wallin, Councilmember Kendall, Councilmember Wean, Councilmember Strobel, Councilmember Boudreau, Councilmember Ortiz.*

Staff Present: *City Manager Kurt Sacha; Assistant City Manager Kris Swanson, City Attorney Jim McNamara; City Clerk Tiffany Ostreim; Public Works Director Ken Hash; Peer Specialist Kayce Settlemeir, Parks and Urban Forestry Manager Joanna Martin, Public Works Maintenance Manager Chris Collins, Fire Marshall Jon Dunaway, Public Works Engineer John Axford, Police Captain John Reeves.*

4. WORKSHOP

22-000547 PROPOSED STRATEGIES TO HOUSE THE UNSHELTERED POPULATION (TIME ESTIMATE - 60 MINUTES)

RECOMMENDED ACTION:

RECOMMENDATION FROM COUNCIL UNHOUSED SUB-COMMITTEE TO LONGVIEW CITY COUNCIL FOR MOVING FORWARD WITH SELECTION OF A SITE TO PROVIDE EMERGENCY SHELTER FOR UNHOUSED INDIVIDUALS.

Assistant City Manager Kris Swanson presented the background - how we got here starting in December, 2019 to the present. Impacts of unsheltered homelessness - negative impacts on mental and physical health of those living unsheltered, increase in visible homelessness, increased solid waste, biohazardous material and belongings on both public and private property. Impact contributors - shortage of shelter space, chronic health conditions, unmet needs, untreated mental/behavioral health, homeless response system at capacity/overwhelmed, and lack of deeply affordable supportive housing. Recent efforts - Unhoused Sub-Committee met and made recommendations for staff to begin the immediate remediation of the Alabama Street site and direct staff to evaluate all city-owned properties. The council concurred with the recommendations and declared a public health and safety emergency. September 1 began the transition of moving unhoused individuals to adjacent lot. On September 6 an excavating contractor began disposing of trash and debris.

Parks and Urban Forestry Manager Joanna Martin explained the criteria for site evaluation - compatible use, size of property, distance to basic services, topography, impervious surface, utilities, adequate fire suppression and displaced use. Evaluated 176 city owned parcels; adjacent parcels were combined for a total of 99 properties. Scored each category and came up with 59 properties with a score of 1 or higher in every category. Selected four properties to work on site plans. 12th and Hemlock - site plans for 54 and 25 individuals. 1451 Alabama - site plan for 50. Safe parking - 1140 Commerce. Gehart Gardens, 200 Freedom Road, was looked at, but lacked infrastructure needed to meet November 15 deadline. The cost estimate for each site was presented.
Councilmember Ortiz voiced opposition to any downtown site and in support of Gerhart.

Assistant City Manager Kris Swanson explained the intake process performed for each unhoused individual in the current Alabama camp who wanted to move to the temporary site. Completed a total of 109 intakes.

Peer Specialist Kayce Settlemeir explained the process of moving individuals from the Alabama encampment to the temporary site. Explained the trauma for many of the individuals. Explained the efforts in reaching out to other agencies for housing supportive services.

Assistant City Manager Kris Swanson presented information obtained from the intake process - age demographic, ethnicity, 80% Cowlitz County residents for more than five years, snapshot of homeless duration, reasons for being homeless, barriers to housing, addiction, and of 65 with felony convictions, 32 noted their conviction as a barrier to housing. Ten people in case management and 85 expressed an interest. 108 people that went through the intake process indicated an interest in moving to a managed site. Four are employed and 16 people receive *social security. 55 have no family or support. 27 individuals do not live with addiction, 23 have addiction and want services, and 59 are not ready and think they can kick themselves. Shared information on Vancouver Safe Stay which utilizes 8 x 8 pallets. Secure site, door locks, weatherproof, insulated, equipment with heater and electrical outlets. Short-term mechanism to respond to escalating homelessness. Vancouver reported 30% reduction in emergency calls. Of 46 individuals, 14 have successfully transitioned into housing and 11 have jobs. Pallets can be assembled in an hour and people can keep their animals. It's a stepping stone to permanent housing. To be successful - qualified organization to manage site operations, onsite support services, including case management and housing navigation, adequate lighting, 24/7 security, privacy fencing, controlled access, and code of conduct. Need residency requirements - 18 year and older, active case management, agree to abide by a code of conduct, no drugs or alcohol, and chores and other work contributions. Good neighbor plan is also required. Pallet has a program manager to help with the success. Pallet provides for dignity standards - hygiene facilities, meals, location, safety, and supportive services. Staffing considerations - emergency outreach coordinator, behavioral health professionals and community services officers. The city needs to hire a liaison for the outcomes and success.*

Major Jonathon Harvey, Salvation Army, shared what the Salvation Army does and how it can help the community. Envision a micro-community that would be clean, orderly, healthy, safe for the citizens in it and those outside, peaceful, well managed, hopeful and dignified. Envision a micro-community that restores hope and dignity and regenerates a willing spirit and reintegrates participants with purpose and direction. Primary target outcome is to restore hope and permanently house our neighbors without homes. Propose a site that would be for adults, 24/7 safe shelter access. Requires strong partnership with local government and regional service providers. Objective is to be a drug and alcohol-free community, single occupancy, pets allowed, daily hours including curfew, hygiene services, one meal provided each day, on-site support services including case management and housing navigation, financial assistance for barrier removal and exit to permanent housing options.

Assistant City Manager Kris Swanson explained the goal is to get people into housing. The proposed structure includes a Board of Directors - two city of Longview staff, one county representative, one Longview city councilor, one local service provider representative, one emergency management representative, and one community member at-large. Measures of success - number of people getting into housing, reduction in crime in neighboring areas, reduction in demand on public and private services, survey feedback from local businesses, and feedback from local service providers.

Councilmember Strobel made a motion to eliminate downtown properties that are on the list of properties. Councilmember Wean seconded. The motion was clarified to strike properties in the DC zone from the list.
Keenan Harvey spoke to the motion.
Citizen spoke to the motion.
Arial Arze spoke to the motion.
Chris spoke to the motion.
Citizen spoke to the motion.
Citizen spoke to the motion.
Josh Mitchell spoke to the motion.
Flough Paget spoke to the motion.
Lloyd Malone spoke to the motion.
Cameron Wilkinson spoke to the motion.
Shawn Higgins spoke to the motion.
Corey Woods spoke to the motion.
Citizen spoke to the motion.

Citizen spoke to the motion.
Erik Halverson spoke to the motion.
Jordine Shuman spoke to the motion.
Madison Moore spoke to the motion.
Ann Lucas spoke to the motion.
Anna spoke to the motion.
Sammy Adophsen spoke to the motion.
Dave Miller spoke to the motion.
Alan Ledgerwood spoke to the motion.
John Peters spoke to the motion.
Judy Potter spoke to the motion.
Bob Beline spoke to the motion.
Mike spoke to the motion.
Citizen spoke to the motion.
Odine Husemoen spoke to the motion.
Paige Espinosa spoke to the motion.
Josh Lamb spoke to the motion.
Citizen spoke to the motion.
Citizen spoke to the motion.
Emily Evana spoke to the motion.
Kalei LaFave spoke to the motion.
Citizen spoke to the motion.
Amelia Besmet spoke to the motion.
Jennifer Jinks spoke to the motion.
Kathy Davenport spoke to the motion.
Citizen spoke to the motion.
Citizen spoke to the motion.
The City Council announced a recess at 8:53 p.m to correct audio issues and reconvened at 9:00 p.m. with all members present.
Mandy Davidson by phone spoke to the motion.
Ben by phone spoke to the motion.
Dian Cooper by phone spoke to the motion.
Timi Harris by phone spoke to the motion.
Elizabeth Borders by phone spoke to the motion.
Toree by phone spoke to the motion.
Dawn by phone spoke to the motion.
Kahne Hooper by phone spoke to the motion.
Sam Thompson by phone spoke to the motion.
Tricia Junker Rodman by phone spoke to the motion.
Mary Lyons by phone spoke to the motion.
Sara Richmond by phone spoke to the motion.

The motion to eliminate all properties in the DC zone from the list presented was approved unanimously.
Councilmembers Wean and Kendall explained that as members of the Council Unhoused Sub-Committee they wanted the whole Council to have this open dialog.

Councilmember Ortiz made a motion, in addition to removing the properties in the DC zone from the list, to remove Alabama Street from the list. Councilmember Boudreau seconded.
City Manager Sacha explained there was a siting committee established with the county which reviewed 13 sites owned by the county and each county-owned site was rejected.
The motion to remove Alabama Street from the list failed with the following vote:
Ayes: Councilmember Ortiz, Councilmember Boudreau and Mayor Wallis

Nays: Councilmember Strobel, Councilmember Wallin, Councilmember Wean and Councilmember Kendall opposed.

Councilmember Ortiz commented on Gerhart Gardens being a viable option for a hosted encampment not within the city.
Fire Marshall Jon Dunaway *commented on the water hydrant needs.*
Councilmember Boudreau questioned the intake process.

A motion was made by Councilmember Kendall, seconded by Councilmember Wallin to direct the City Manager to put a 50% deposit on 50 pallet homes to be delivered by November 14, 2022, paid out of the general fund.
Councilmember Wallin stated this is the next step to try to improve the situation - order pallet homes and set up a hosted site. Have to do something for individuals and businesses. Would like the committee to work with staff to put together site, rules, good neighbor agreement and use the assistance of the Salvation Army.

Councilmember Wean made an amendment to the motion, seconded by Councilmember Strobel to hire security for the existing Alabama camp 24/7 until November 14, 2022 or until a hosted site is established, as well as implement a good neighbor agreement.
Citizen spoke to the motion and amendment.
Joe Hobson spoke to the motion and amendment.
Citizen spoke to the motion and amendment.
Mike spoke to the motion and amendment.
Citizen spoke to the motion and amendment.
Citizen spoke to the motion and amendment.
Erik Halverson spoke to the motion and amendment.
Dave Miller spoke to the motion and amendment.
Clarification was made on the Cowlitz County Tennant Way Landfill; Port of Longview is expanding their rail line service through the landfill.
Citizen spoke to the motion and amendment.
Document recording fees were explained; restricted for affordable housing and homelessness.
Citizen spoke to the motion and amendment.
Citizen *spoke to the motion and amendment.*
Longview Police Captain Reeves commented on their overtime activity in the past couple weeks. Highlands Outreach office may be opened early October.
B*ryce Meyers spoke to the motion and amendment.*
Lisa Mathis spoke to the motion and amendment.
Citizen spoke to the motion and amendment.
Citizen spoke to the motion and amendment.
Citizen *spoke to the motion and amendment.*
Jay Hooper spoke to the motion and amendment.
Citizen spoke to the motion and amendment.
George Paradis spoke to the motion and amendment.
Keven Thomas spoke to the motion and amendment.

City Attorney Jim McNamara clarified the two votes. Motion in front is to amend motion - hire security for the current Alabama camp 24/7 until November 14, 2022 or until a hosted site is established, as well as implement a good neighbor agreement. Once the first vote is taken, the second motion is to put a 50% deposit on 50 pallet homes to be delivered by November 14, 2022, paid out of the general fund.

Citizen spoke to the motion and amendment.
Shawn by phone spoke to the motion and amendment.

Kirsten Markstrom by phone spoke to the motion and amendment.
Susan Johnson by phone spoke to the motion and amendment.
Citizen spoke to the motion and amendment.

Motion to hire security for the current Alabama camp 24/7 until November 14, 2022 or until a hosted site is established, as well as implement a good neighbor agreement carried with the following votes:
Ayes: Councilmember Wean, Councilmember Strobel, Councilmember Wallin, Councilmember Kendall and Mayor Wallis.
Nays: Councilmember Ortiz and Councilmember Boudreau.

Motion to put a 50% deposit on 50 pallet homes to be delivered by November 14, 2022, paid out of the general fund carried with the following votes:
Ayes: Councilmember Wean, Councilmember Strobel, Councilmember Wallin, Councilmember Kendall and Mayor Wallis.
Nays: Councilmember Ortiz and Councilmember Boudreau.

Councilmember Kendall made a motion, seconded by Councilmember Wean to pave the Alabama site.
Assistant City Manager Kris Swanson explained the cost effectiveness and cleanliness of asphalt over purchase of rock. From a financial standpoint and usability, asphalt is included in the work plan for the cleanup of the Alabama encampment.
Councilmember Wean withdrew her second and Councilmember Kendall Kendall withdrew her motion.

A motion was made by Mayor Wallis, seconded by Councilmember Kendall to adjourn the meeting and bring items not acted on to the September 22, 2022 regular council meeting. The motion carried with the following vote:
Ayes: Mayor Wallis, Councilmember Kendall, **Councilmember** ***Ortiz,*** **Councilmember** ***Kendall,*** **Councilmember** ***Wean,*** **Councilmember** ***Wallin, Councilmember Strobel.***
Nays: Councilmember Boudrea.

5. APPROVAL OF MINUTES

22-000539 AUGUST 23, 2022 REGULAR MEETING MINUTES

6. CHANGES TO THE AGENDA

7. PRESENTATIONS & AWARDS

8. CONSTITUENTS' COMMENTS (Thirty Minutes)

9. PUBLIC HEARINGS

10. BOARD & COMMISSION RECOMMENDATIONS

11. ORDINANCES & RESOLUTIONS

12. MAYOR'S REPORT

13. COUNCILMEMBERS' REPORTS

14. CONSENT CALENDAR

22-000542 APPROVAL OF CLAIMS

22-000538 PROJECT COMPLETION – OCEAN BEACH HIGHWAY SEWER MANHOLE RECONSTRUCTION PROJECT

RECOMMENDED ACTION:
MOTION TO ACCEPT AS COMPLETE THE OCEAN BEACH HIGHWAY SEWER MANHOLE RECONSTRUCTION PROJECT

15. CITY MANAGER'S REPORT

22-000541 2023 SOUTHWEST WASHINGTON REGIONAL AIRPORT BUDGET

RECOMMENDED ACTION:
MOTION TO ADOPT THE 2023 SOUTHWEST REGIONAL AIRPORT

16. MISCELLANEOUS

17. EXECUTIVE SESSION

18. ADJOURNMENT

The meeting was adjourned at 11:34 p.m.

Tiffany Ostreim
City Clerk

Approved:____________________________
Mayor

*** Any invocation that may be offered at the Council meeting shall be the voluntary offering of a private citizen, to and for the benefit of the Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Council,**

and the Council does not endorse the religious beliefs or views of this, or any other speaker.

NEXT REGULAR COUNCIL MEETINGS:

SEPTEMBER 22, 2022 - 6:00 P.M.
OCTOBER 13, 2022, - 6:00 P.M.

NEXT COUNCIL WORKSHOPS:

SEPTEMBER 22, 2022 - 6:00 P.M. - WASHINGTON WAY ROAD SAFE ROUTES PROJECT
OCTOBER 13, 2022 - 6:00 P.M. - FACILITIES CONDITION ASSESSMENT

NEXT SPECIAL COUNCIL WORKSHOP:

OCTOBER 6, 2022 - 6:00 P.M. - UTILITY RATES

Proclamation

City of Longview, Washington

National Fire Prevention Week

OCTOBER 9-15, 2022

"Fire won't wait. Plan your escape."

WHEREAS, *the City of Longview is committed to ensuring the safety and security of all those living in and visiting our community; and*

WHEREAS, *fire is a serious public safety concern both locally and nationally; and*

WHEREAS, *Longview's first responders are dedicated to reducing the occurrence of fires and fire injuries through prevention and education; and*

***WHEREA**S, Longview's residents are responsive to public education measures and are able to take personal steps to increase their safety from fire; and*

WHEREAS, *the 2022 Fire Prevention Week theme, "Fire won't wait. Plan your escape." works to educate everyone about simple but important actions they can take to keep themselves and those around them safe from home fires.*

WHEREAS, *residents who have planned and practiced a home fire escape plan are more prepared and will therefore be more likely to survive a fire.*

NOW, THEREFORE, *I, Mary Alice Wallis, Mayor of the City of Longview, do hereby proclaim Sunday, October 9th through Saturday, October 15th, 2022 to be*

"National Fire Prevention Week"

in the City of Longview, and I call upon the citizens to join in the planned observances through educational programs for school groups and attending the Longview Fire Department Open House on Saturday, October 15th 2022 at Station 81 located at 740 Commerce Avenue.

In witness whereof, I have hereunto set my hand and caused the seal of the City of Longview to be affixed this 22nd day of September 2022.

Mary Alice Wallis, Mayor

City of Longview

Agenda Summary

PROPOSED ZONING CODE AMENDMENTS FOR ACCESSORY DWELLING UNITS

RECOMMENDED ACTION:
MOTION TO DIRECT THE CITY ATTORNEY TO PREPARE AN ORDINANCE TO ADOPT THE PROPOSED ACCESSORY DWELLING UNIT ZONING AMENDMENTS.

COUNCIL STRATEGIC INITIATIVE ADDRESSED:
Preserve and enhance neighborhoods
Strengthen economic conditions & create new opportunities

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:
The Longview Comprehensive Plan adopted in 2019 includes goals, objectives and policies to encourage use of accessory dwelling units (ADU's) to meet housing goals. ADU's, like infill, take advantage of areas where infrastructure is already in place and where there are fewer environmental constraints. The Longview Planning Commission developed recommended zoning code amendments that will allow more accessory dwelling units on more properties and with fewer restrictions to achieve the goal of the Comprehensive Plan to address housing needs.

The Planning Commission recommended ADU amendments have been reviewed by City Council and now incorporate several changes requested by City Council members at an August 9, 2022 City Council workshop. Council members discussed and provided comments regarding size limits, design elements and ADU certification requirements. Concerns about use of ADU's for short term rentals, occupancy standards and limits, number of bedrooms and use as a home day care were also heard. The attached ordinance incorporates comments made during the workshop. Consideration of the draft ordinance during this regular meeting will provide an opportunity for City Council to either vote to adopt the changes as written or adopt with additional city council amendments proposed during the meeting.

Staff has prepared a presentation and the draft code for City Council consideration. A Question & Answer document to address some of the questions raised at previous meetings is also attached.

Accessory Dwelling Units Code Update Process

- 2019 Comprehensive Plan- Housing Goal: "Promote the use of accessory dwelling units to meet housing needs."
- 2020-2021 Planning Commission held three workshops, an open house and a public hearing.
- A webpage was developed for the outreach effort: https://arcg.is/0yzD5W
- April 6, 2022 Planning Commission voted unanimously to recommend City Council adoption.
- On April 28, 2022 the City Council was presented with the Planning Commission recommendation.
- August 9, 2022 City Council Workshop on ADU's
- September 22, 2022, draft proposed amendments for review and acceptance before an ordinance is drafted.
- October 8, 2022 City Council meeting: vote on ADU ordinance.

RECOMMENDED ACTION:
Motion to direct the City Attorney to prepare an ordinance to adopt the proposed Accessory Dwelling Unit zoning amendments.

STAFF CONTACT:

Adam Trimble, Planning Manager

Attachments:

1. ADU code updates Presentation CC Sept 22 mtg
2. Accessory Dwelling Units code updates City Council September 22 mtg
3. Accessory Dwelling Units workshop Q&A document

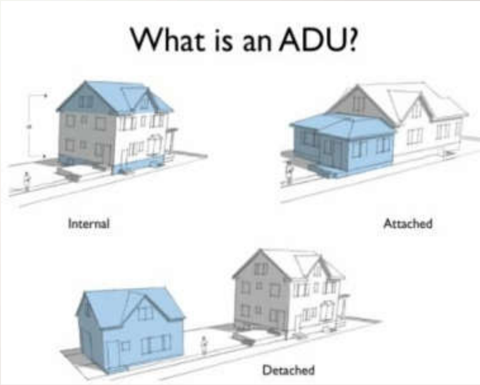
Accessory Dwelling Units zoning code updates

PLANNING COMMISSION RECOMMENDATION WITH CITY COUNCIL REVISIONS

SEPTEMBER 22, 2022 CITY COUNCIL MEETING

What are Accessory Dwelling Units (ADU's)?

- Accessory Dwelling Units or ADUs are a form of secondary housing units, like a backyard cottage, basement apartment, or "granny flat" that is part of the same property as the primary home. ADUs are not located on their own individual or separate lot and cannot be bought or sold apart from the primary home. In accordance with Longview's Development Code, the owner of the primary home on a site is also the owner of the ADU.



What is not an ADU

- RV's (recreational vehicles, trailers or tiny homes on wheels):
  - Laws of the city do not allow occupancy of RV's or trailers outside of RV parks.
  - Occupancy of these is a frequent focus of code enforcement and that will not change as a result of the proposed code changes.
  - All ADU's shall meet the requirements of the building code for permanent dwellings.
  - Manufactured homes are code compliant dwellings and can be sited as accessory dwelling units but must meet local requirements to have either a permanent foundation or cinderblock foundation to maintain the appearance of a single family home.
- A home with a second 'canning kitchen' in the basement, or a shop with a bathroom does not contain the independent living facilities for sleeping, cooking, and sanitation that would define a second dwelling.
- A room rented out within a home. When all residents are their doing their cooking on the premises exclusively as one household whether a group of roommates, renters or family members it is not an accessory dwelling unit situation.

3

Why do homeowners build ADUs?

Homeowners build ADUs for additional long-term housing options and additional sources of income. Other reasons include:

- Keeping aging parents closer to home and providing more affordable senior living options
- Providing more affordable housing options for young adult children
- Downsizing and aging in place, while keeping their main house
- Potential rental opportunities
- Long-term family or guest accommodations
- Potential increases in property values and long-term investment
- Passive income from rental property or retirement income

"A Detached Accessory Dwelling Unit in Victoria, BC" by Sightline Institute is marked with CC BY 2.0. To view the terms, visit https://creativecommons.org/licenses/by/2.0/?ref=openverse

4

Longview Examples

Detached ADU above garage on large lot.

Attached, internal ADU, not visible.

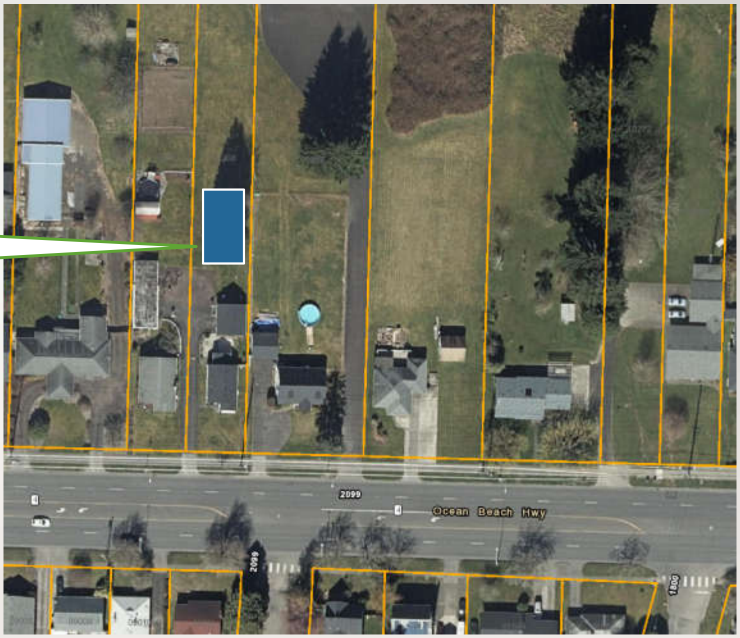
Detached ADU on large, wide lot.

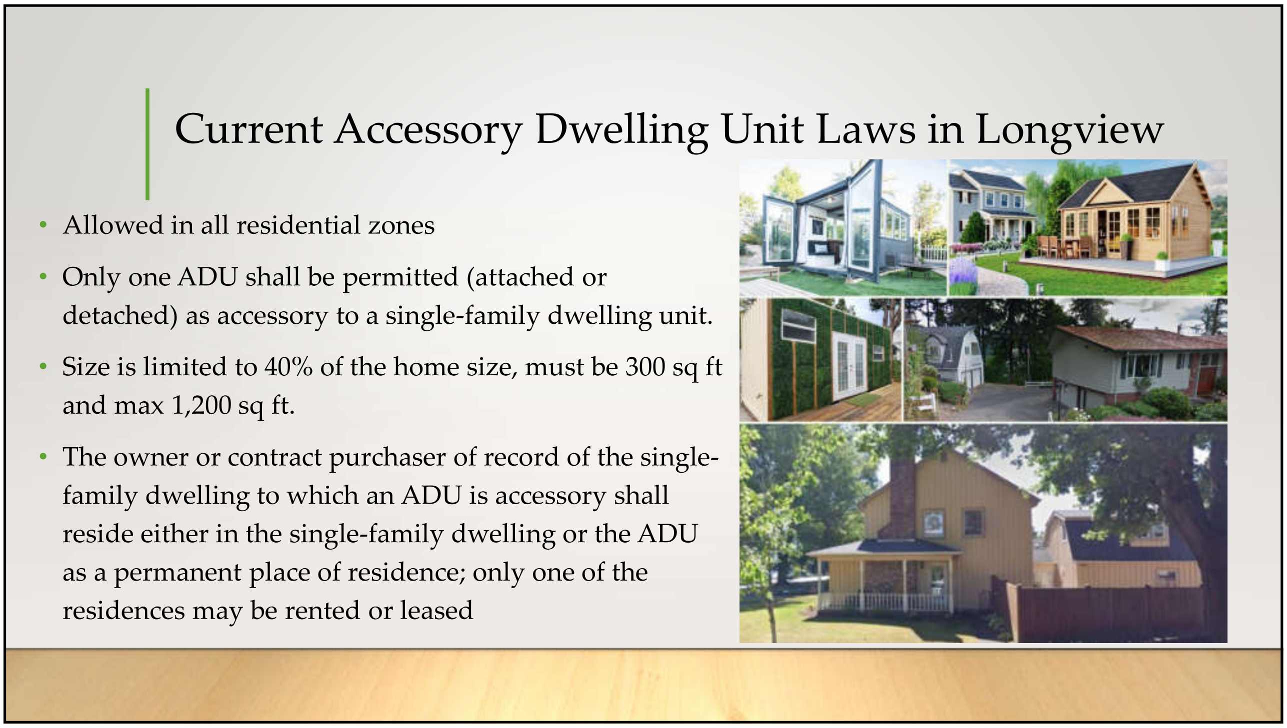
Existing Home

Detached ADU above garage on large lot.

How current law works

Detached ADU denied because lot is not 85′ wide



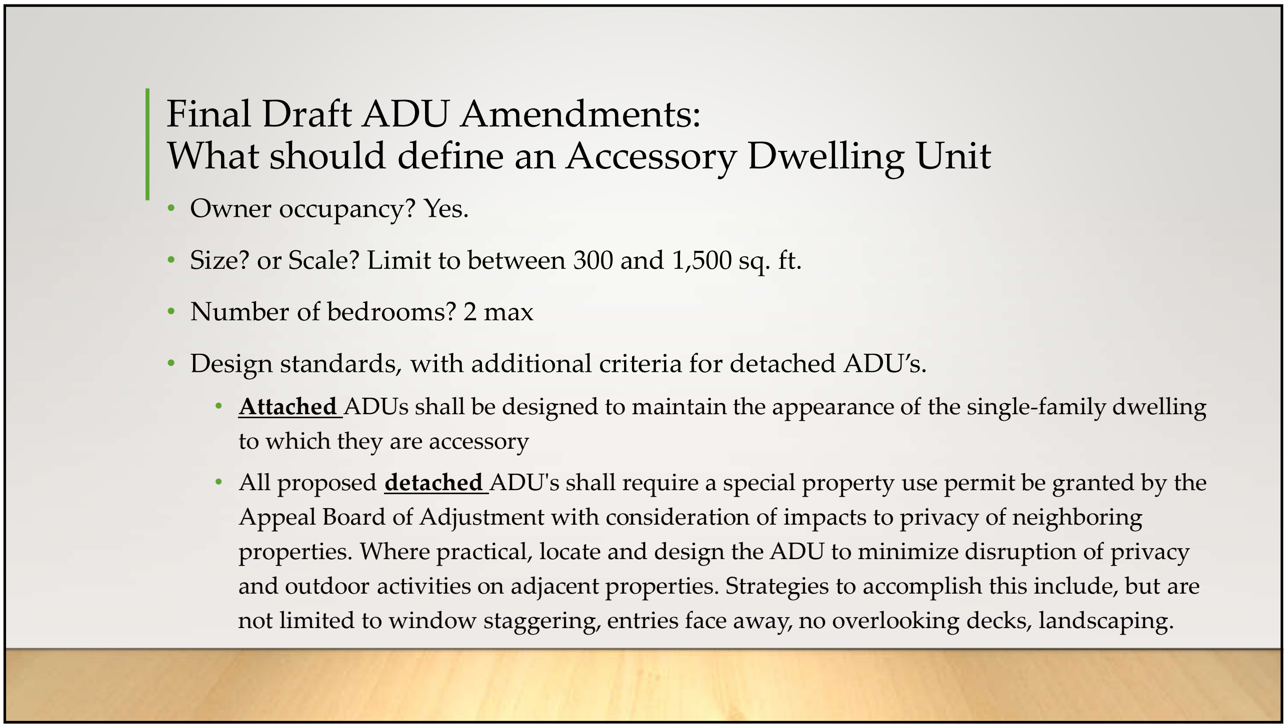


Current Accessory Dwelling Unit Laws in Longview

- Allowed in all residential zones
- Only one ADU shall be permitted (attached or detached) as accessory to a single-family dwelling unit.
- Size is limited to 40% of the home size, must be 300 sq ft and max 1,200 sq ft.
- The owner or contract purchaser of record of the single-family dwelling to which an ADU is accessory shall reside either in the single-family dwelling or the ADU as a permanent place of residence; only one of the residences may be rented or leased

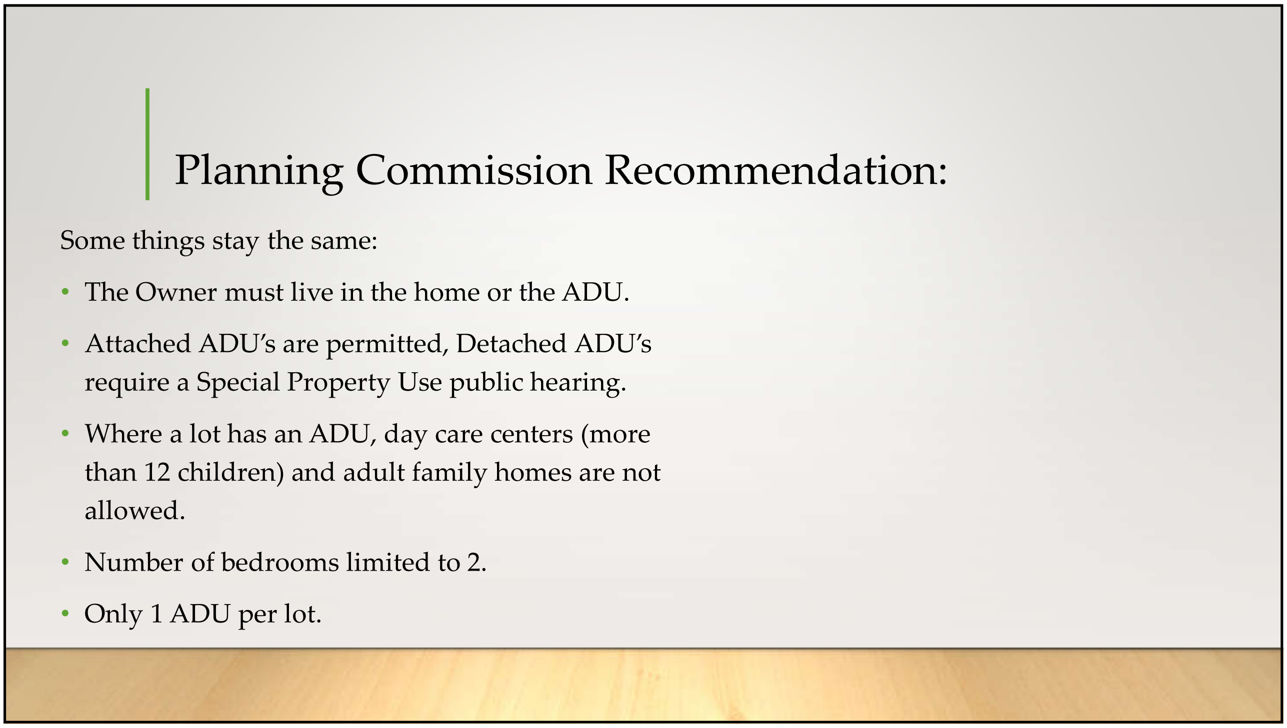
Accessory Dwelling Units Code Update Process

- 2019 Comprehensive Plan- Housing Goal: “Promote the use of accessory dwelling units to meet housing needs.”
- 2020-2021 Planning Commission held three workshops, an open house and a public hearing.
- A webpage was developed for the outreach effort: https://arcg.is/0yzD5W
- April 6, 2022, Planning Commission voted unanimously to recommend adoption.
- On April 28, 2022, the City Council was presented with the Planning Commission recommendation.
- August 9, 2022, City Council Workshop on ADU’s
- September 22, 2022, City Council meeting- vote on proposed amendments
- October 8, 2022, Vote on ordinance



Final Draft ADU Amendments: What should define an Accessory Dwelling Unit

- Owner occupancy? Yes.
- Size? or Scale? Limit to between 300 and 1,500 sq. ft.
- Number of bedrooms? 2 max
- Design standards, with additional criteria for detached ADU's.
  - **Attached** ADUs shall be designed to maintain the appearance of the single-family dwelling to which they are accessory
  - All proposed **detached** ADU's shall require a special property use permit be granted by the Appeal Board of Adjustment with consideration of impacts to privacy of neighboring properties. Where practical, locate and design the ADU to minimize disruption of privacy and outdoor activities on adjacent properties. Strategies to accomplish this include, but are not limited to window staggering, entries face away, no overlooking decks, landscaping.



Planning Commission Recommendation:

Some things stay the same:

- The Owner must live in the home or the ADU.
- Attached ADU's are permitted, Detached ADU's require a Special Property Use public hearing.
- Where a lot has an ADU, day care centers (more than 12 children) and adult family homes are not allowed.
- Number of bedrooms limited to 2.
- Only 1 ADU per lot.

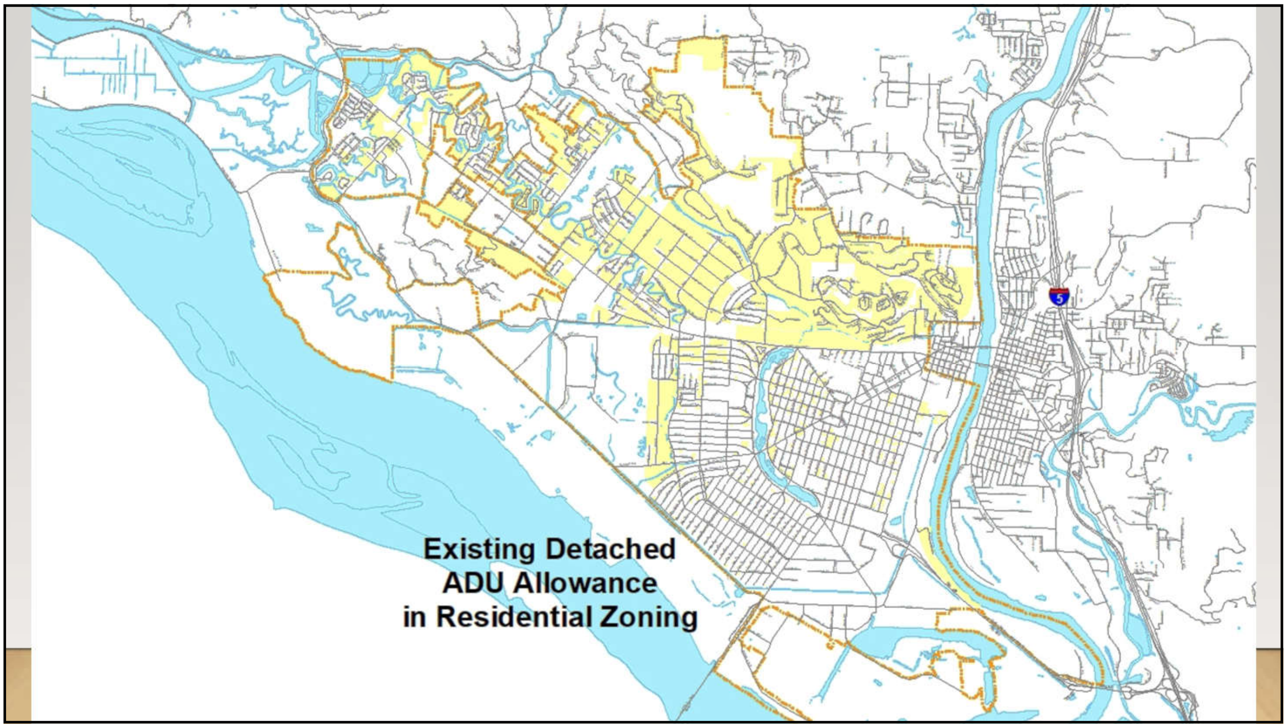
City Council Changes to Draft Code

- Prohibit short-term rentals.
- ‘Family Daycare Providers’ are allowed on properties with an ADU, but the maximum number of children under care is limited to the maximum occupancy of the ADU [4].
- Remove bi-annual inspection language.
- Allow driveways to remain when garages are converted.
- Remove some design and style approval criteria.
- Remove size limitation relative to existing home(60%).

Final Draft Amendments: 1/4

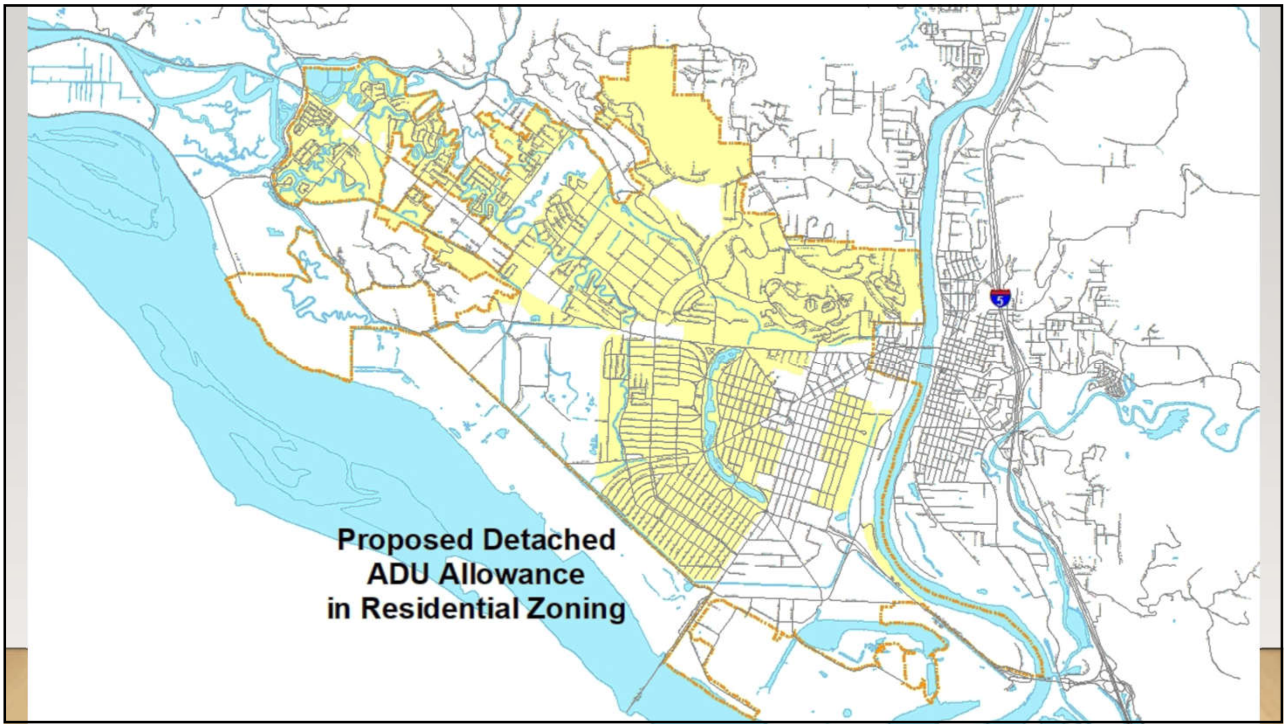
Key Changes:

- Detached ADU’s permitted on every residential lot size (but may not be feasible on every lot depending on lot coverage, parking, setbacks, and privacy for neighbors).
- ADU size increased to help small homes have ADU’s
- Required measures to provide privacy for neighboring homes backyards.
- Requirements to ensure emergency responders can find the unit from the street via a well-marked path leading to the unit.
- Fire Marshal review for safety and access – includes a note that fire department access shall extend to within 150 feet of all portions of the exterior walls of the building.
- Neighbors are invited to Public Hearing to comment on all proposed detached ADU’s measures to protect privacy or impacts to any solar/photovoltaic collection devices on adjacent properties.



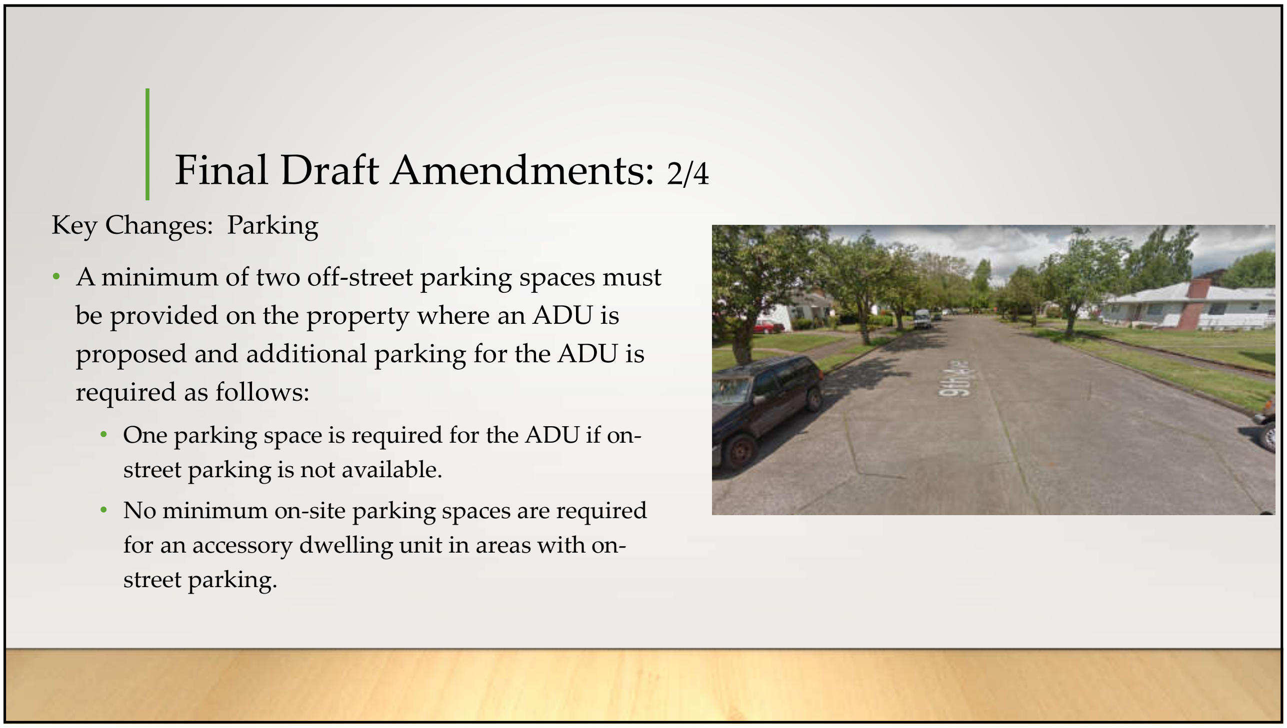
Existing Detached ADU Allowance in Residential Zoning

15



Proposed Detached ADU Allowance in Residential Zoning

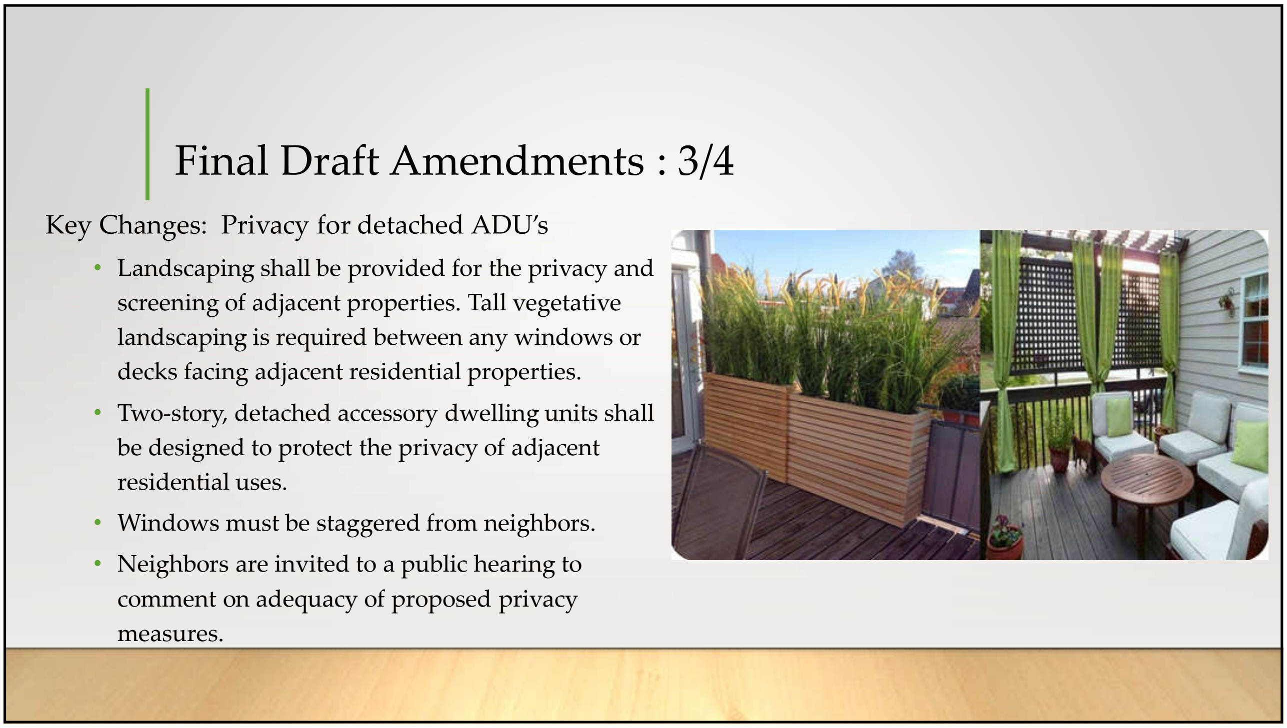
16



Final Draft Amendments: 2/4

Key Changes: Parking

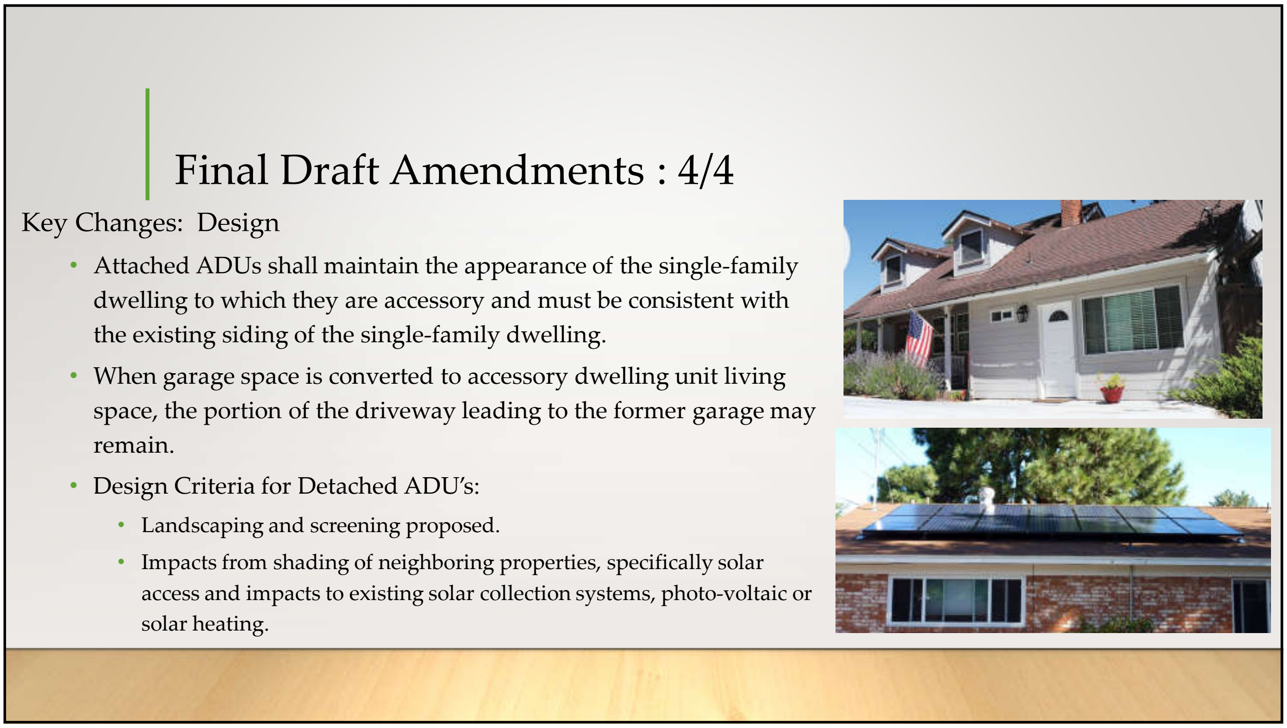
- A minimum of two off-street parking spaces must be provided on the property where an ADU is proposed and additional parking for the ADU is required as follows:
  - One parking space is required for the ADU if on-street parking is not available.
  - No minimum on-site parking spaces are required for an accessory dwelling unit in areas with on-street parking.



Final Draft Amendments : 3/4

Key Changes: Privacy for detached ADU’s

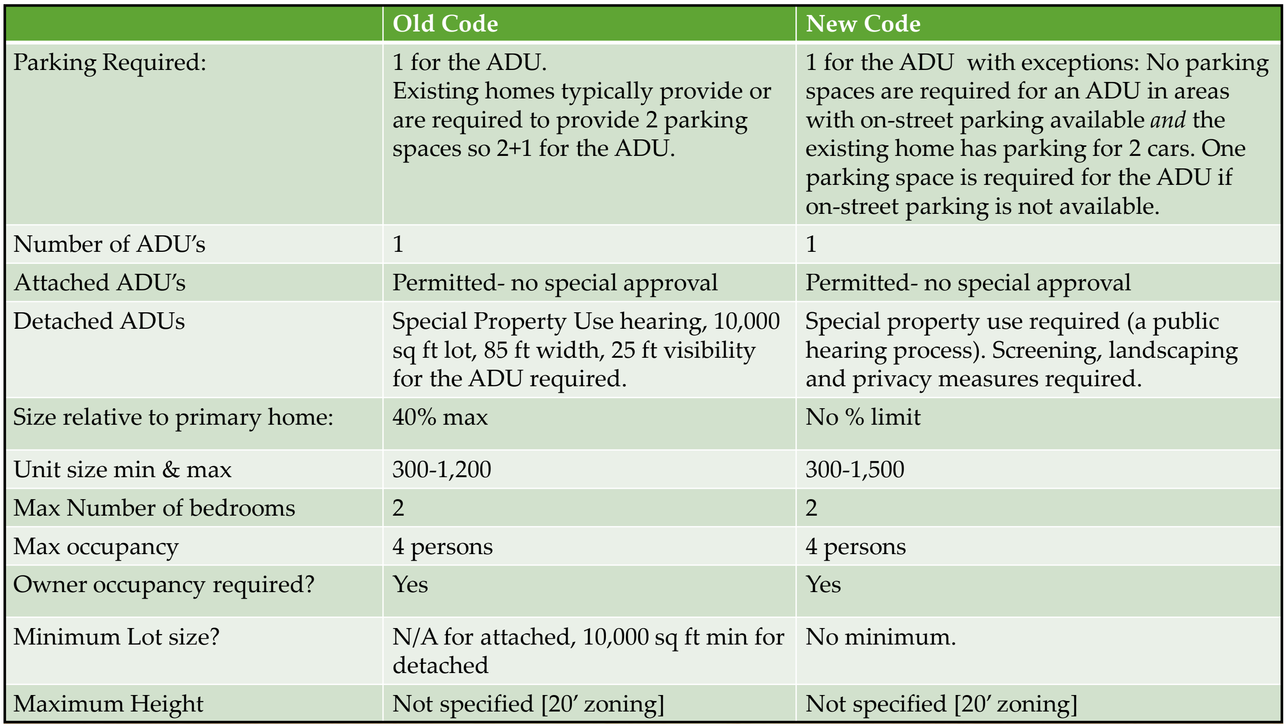
- Landscaping shall be provided for the privacy and screening of adjacent properties. Tall vegetative landscaping is required between any windows or decks facing adjacent residential properties.
- Two-story, detached accessory dwelling units shall be designed to protect the privacy of adjacent residential uses.
- Windows must be staggered from neighbors.
- Neighbors are invited to a public hearing to comment on adequacy of proposed privacy measures.



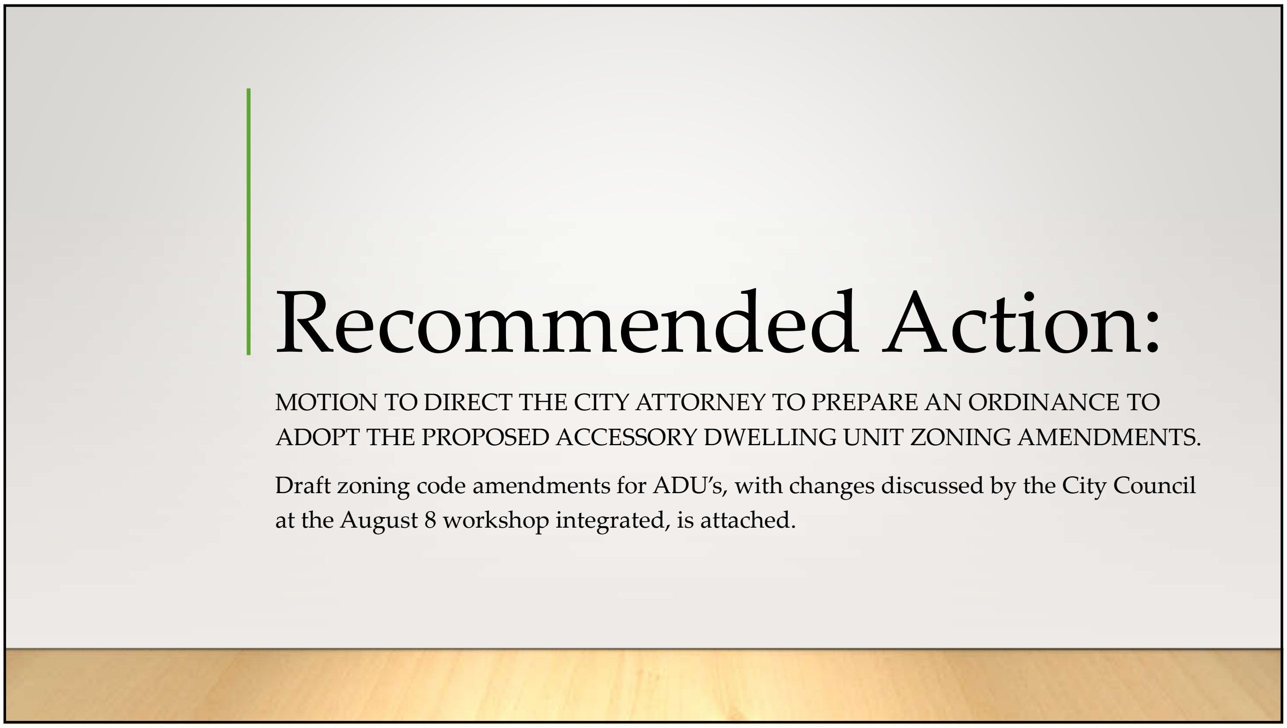
Final Draft Amendments : 4/4

Key Changes: Design

- Attached ADUs shall maintain the appearance of the single-family dwelling to which they are accessory and must be consistent with the existing siding of the single-family dwelling.
- When garage space is converted to accessory dwelling unit living space, the portion of the driveway leading to the former garage may remain.
- Design Criteria for Detached ADU's:
  - Landscaping and screening proposed.
  - Impacts from shading of neighboring properties, specifically solar access and impacts to existing solar collection systems, photo-voltaic or solar heating.



	Old Code	New Code
Parking Required:	1 for the ADU. Existing homes typically provide or are required to provide 2 parking spaces so 2+1 for the ADU.	1 for the ADU with exceptions: No parking spaces are required for an ADU in areas with on-street parking available *and* the existing home has parking for 2 cars. One parking space is required for the ADU if on-street parking is not available.
Number of ADU's	1	1
Attached ADU's	Permitted- no special approval	Permitted- no special approval
Detached ADUs	Special Property Use hearing, 10,000 sq ft lot, 85 ft width, 25 ft visibility for the ADU required.	Special property use required (a public hearing process). Screening, landscaping and privacy measures required.
Size relative to primary home:	40% max	No % limit
Unit size min & max	300-1,200	300-1,500
Max Number of bedrooms	2	2
Max occupancy	4 persons	4 persons
Owner occupancy required?	Yes	Yes
Minimum Lot size?	N/A for attached, 10,000 sq ft min for detached	No minimum.
Maximum Height	Not specified [20' zoning]	Not specified [20' zoning]



Recommended Action:

MOTION TO DIRECT THE CITY ATTORNEY TO PREPARE AN ORDINANCE TO ADOPT THE PROPOSED ACCESSORY DWELLING UNIT ZONING AMENDMENTS.

Draft zoning code amendments for ADU’s, with changes discussed by the City Council at the August 8 workshop integrated, is attached.

19.22.020 Accessory dwelling units. *Proposed ordinance with potential City Council changes*

This is a complete re-write of the existing Accessory Dwelling Units ordinance, recommended by the Planning Commission. **This draft incorporates changes discussed at the August 9 City Council workshop**. (Underlined text is added, strike-through is removed).

Purpose: The director shall have the authority to approve attached accessory dwelling units (ADUs) which are consistent with single-family neighborhood character and the regulations and provisions herein. The Appeal Board of Adjustment shall have the authority to approve detached accessory dwelling units (ADUs) which are consistent with single-family neighborhood character and the regulations and provisions herein. It is not the intent of these regulations to provide for ADUs on every residential property and they shall not be deemed to create a right or privilege to establish or maintain an ADU which is not strictly in compliance with these regulations.

1. Requirements. Accessory dwelling units (ADUs) ~~shall~~ may be permitted in residential districts R-1, R-2, R-3, R-4 and TNR as accessory to single-family dwellings, subject to the requirements that follow:

2. Site requirements.

    a. A certification from the Public Works Director that existing water and sewer facilities serving the property are adequate is required.
    b. Only one ADU shall be permitted (attached or detached) as accessory to a single-family dwelling unit.
    c. An accessory dwelling unit may not be sold as a separate piece of property, or as a condominium unit, unless allowed by the existing zoning on the property.
    d. Parking. A minimum of two off-street parking spaces must be provided on the property where an ADU is proposed and additional parking for the ADU is required as follows:
        i. No minimum on-site parking spaces are required for an accessory dwelling unit in areas with on-street parking available.
        ii. One parking space is required for the ADU if on-street parking is not available.
        iii. On-street parking is defined as parking spaces legally available for parking of vehicles. Posted time- or day-restricted parking spaces are not considered as available for purposes of this section.
    e. A street/sidewalk entrance in the form of a walkway, landscaping features, mailbox post and similar construction to direct visitors to the ADU, will be required per the determination of the Community Development Director upon recommendation by the Fire Marshal.
    f. Fire department access shall extend to within 150 feet of all portions of the exterior walls of the building as measured by an approved route. Distances in excess of 150 feet may result in additional requirements for construction as approved by the fire code official. Alleys shall not be considered for fire department access.

3. Building requirements:

   a. Accessory Dwelling Units must be on the same lot as the single-family dwelling to which they are accessory. They may be attached (added to or created within) the existing single-family dwelling as provided for in LMC 19.22.020 (6) below, or detached as provided for in LMC 19.22.020(7).
   b. All housing and building codes and standards shall be applicable to all ADUs including, but not limited to, the building code, the plumbing code, the electrical code, the mechanical code, the fire code, and all requirements of the Cowlitz County health department. Note, manufactured homes may be used for ADU's but must be less than 10 years old.
   c. ADUs are not required to have separate independent utility connections and solid waste collection.
   d. The square foot size of any ADUs, excluding any garage area~~, shall not exceed 60 percent of the square foot size of the single-family dwelling to which it is accessory; it~~ shall be of not less than 300 square feet nor in excess of 1,500 square feet, and it shall contain no more than two bedrooms.
   e. Street-facing entrances may be allowed. Exterior entrances can be located no closer than 10 feet to an adjoining property line.
   f. Any exterior stairs shall be placed in the rear or side yard and no closer than 10 feet to an adjoining property line.
   g. All ADUs shall have separate street addresses that are visible from both the street and alley that clearly identify the location of the ADU.
4. Occupancy:
   a. No ADU may be the residence of more than four persons ~~over 18 years of age~~.
   b. The owner of the property or immediate family member of the property owner, or contract purchaser of record, of the single-family dwelling to which an ADU is accessory, shall reside either in the single-family dwelling or the ADU as a permanent place of residence (must occupy one of the dwelling units on the property for more than six months of each calendar year).
   c. Only one of the residences may be rented or leased.
   d. <u>Vacation (short-term) rental, transient accommodation, and/or lodging is prohibited in ADUs or in single-family dwellings to which they are accessory. "Vacation (short-term) rental, transient accommodation and/or lodging" means the rental of any building or portion thereof used for the purpose of providing lodging for periods of less than 30 days."</u>
   e. The ownership of ADUs may not be separated from ownership of the single-family dwelling to which they are accessory.
   f. Before issuance of the certificate of occupancy for an accessory dwelling unit, the homeowner must provide a copy of a statement recorded with the Cowlitz County Auditor.
      i. The statement must read: *An application for a permit for an accessory dwelling unit has been submitted to the city of Longview by the owner of this property. Future owners are advised that the owner of the property must comply with all*

requirements of the Longview Zoning Code, as amended, if the accessory dwelling unit is to be occupied or rented.

    ii. If an accessory dwelling unit is to be removed, appropriate permits and inspections must first be received from the city. If a homeowner wants to remove the statement as required by subsection (15)(i) of this section from the property's title, then the city shall issue an appropriate release upon evidence that the accessory dwelling unit has been removed. The release shall be recorded by the homeowner with the county Auditors office and a copy of the recorded release shall be provided to the city.

g. No day care centers or adult family homes shall be permitted in ADUs or in single-family dwellings to which they are accessory. ~~Note that~~ <u>Family day care providers as defined in LMC 19.09 may be allowed but the maximum number of children under care is limited to the maximum occupancy of the ADU.</u>

h. The following permit and inspection requirements shall be met:

    i. No ADU may be added to, created within, or constructed upon the same lot as a single-family dwelling without a permit having been issued by the community development department;

    ii. All applications for ADU permits shall be on forms provided by the community development department, and the fee for such permit shall be as provided in the building code;

    iii. No ADU may be occupied unless the owner of record of the single-family dwelling to which it is accessory possesses a current certificate of occupancy for such ADU;

    iv. Before any permit for the creation or construction of an ADU is granted, the proposed site thereof and the plans and specifications therefor shall be inspected by the building <u>and fire</u> officials to assure that the provisions of this chapter are not violated; and

    v. The building official may inspect ~~all~~ ADUs ~~at least once biannually (every two years)~~ after giving proper notice, ~~or~~ at such time as a complaint alleging non-compliance with this chapter or the property maintenance code, Title 16.30, is received by the city. The purpose of such inspection shall be to determine if such ADU is in compliance with the requirements of this chapter. If such inspection reveals that such ADU is in compliance, the building official shall issue a certificate of occupancy for said ADU ~~which shall be valid for a period of two years from its date~~. If the inspection reveals the ADU is not in compliance, the building official shall not issue a certificate of occupancy for said ADU, and shall notify the owner or contract purchaser of the single-family dwelling to which said ADU is accessory that said ADU must be vacated and not occupied until it is re-inspected by the building official and found to be in compliance, or the ADU removed.

5. Standards for Attached ADUs.

a. All attached ADUs shall be designed to maintain the appearance of the single-family dwelling to which they are accessory. If an ADU extends beyond the current footprint of the single-family dwelling, it must be consistent with the existing ~~roof pitch,~~ siding ~~and windows~~ of the single-family dwelling. Any additions to an existing structure or building shall not exceed the allowable lot coverage or encroach into the required setbacks.

b. When garage space is converted to accessory dwelling unit living space ~~the garage door may be replaced with materials that match the exterior of the house.~~ the portion of the driveway leading to the former garage ~~shall also be removed~~ may remain.

6. Standards for Detached ADU’s. In the event that the appeal board of adjustment grants a special property use permit for the construction of a detached ADU (i.e., an ADU that is not added to or created within the single-family dwelling) in accordance with LMC 19.12.055, all of the provisions of this chapter shall be applicable thereto. In addition, the following provisions shall be applicable to such detached ADUs:

   a. Landscaping shall be provided for the privacy and screening of adjacent properties. Tall vegetative landscaping is required between any windows or decks facing adjacent residential properties.

   b. Two-story, detached accessory dwelling units shall be designed to protect the privacy of adjacent residential uses.

   c. Detached accessory dwelling units are not permitted in townhouse, zero lot line detached housing, or attached zero lot line housing developments.

7. Special Property Use Hearings.

   a. All proposed detached ADUs shall require a special property use permit be granted by the Appeal Board of Adjustment with consideration of impacts to privacy of neighboring properties. Where practical, locate and design the ADU to minimize disruption of privacy and outdoor activities on adjacent properties. Strategies to accomplish this include, but are not limited to: window staggering, entries face away, no overlooking decks, landscaping.

   b. In its consideration of an application, the board shall evaluate:

      i. Compliance with section 7. (a)&(b) above.

      ii. Window locations

      iii. ~~Height and massing relative to neighboring homes~~, impacts from shading of neighboring properties, specifically solar access and impacts to existing solar collection systems, photo-voltaic or solar heating.

      ~~iv. Character and style of the detached ADU relative to homes in the surrounding four block area.~~

8. Existing Illegal ADU’s

   a. Application may be made for any accessory dwelling unit existing prior to January 1, 2022, to become legally permitted, pursuant to the provisions of this section.

   b. An application to legalize an existing ADU shall include an application for an ADU permit and a building permit application, showing changes made to the main residence or detached accessory building to accommodate the ADU. Approval shall be consistent with the ADU regulations and process outlined in this section. The ADU shall be reviewed using the current editions of building codes in place at the time its owner brings the unit forward for permit.

c. Nothing in this section shall require that the city permit existing ADUs that are determined to be dangerous.

Questions raised during April 28, 2022 Council meeting:

1. Are tiny homes allowed:

   The proposal is to require all construction to meet the building code and that units be at least 300 square feet. Some incarnations of tiny homes (on wheels for example) cannot meet this requirement. A tiny home able to meet the building code and is at least 300 sq. ft. could be permitted.

2. Manufactured homes on cinderblock foundations and their ability to serve as ADU's?

   Manufactured homes are code compliant dwellings and can be sited as accessory dwelling units but must meet the proposed ADU requirements to maintain the appearance of a single family home. Current law of the city, 16.38 Manufactured Homes – Single-Family Residences, provides regulations for when a manufactured home is placed as the single-family home on a lot. The law requires a double-wide and that it be 5 years or newer. This is the primary use of that property- a single family residence that happens to be a manufactured home. Staff is interpreting Accessory Dwelling Units as not being subject to LMC 16.38 as they are accessory to the primary use. The Planning Commission recommended code amendment propose "manufactured homes may be used for ADU's but must be less than 10 years old." A manufactured home as an ADU would need to meet the size requirements and design standards of the proposed code but would not be required to be a double-wide.

3. Did the planning commission consider opening ADU code recommendations to include modular, tiny homes, manufactured/mobile homes, as the rest of the world defines them? Or is there a reason they exclude them?

   The Planning Commission recommended design standards that ADU's match a style found within a 4-block radius. There is some risk that requiring an ADU to be in alignment with the architectural character of the neighborhood will prevent modern designs from being constructed. Urban design and innovative products like those produced by Wolf Industries in Battle Ground were discussed at length by the Planning Commission. Many of the designs for modular buildings could be constructed here. As mentioned above, a single-wide manufactured home that meets the ADU code requirements could be permitted.

   Innovative ideas like purchasing a model building plan for a detached, alley adjacent backyard ADU that could be provided to the public for a minimal fee could be considered when the amendments are adopted. Every site is going to be a little different however so there is reason to let each developer figure out what works best for their property.

4. How do the proposed design standards get implemented?

   The Planning Commission Recommendation is to have detached ADU's go through a public hearing process where the Appeal Board of Adjustment will evaluate if the design takes into consideration of impacts to privacy of neighboring properties. The requirements are summarized below:

   Where practical, the applicant shall locate and design the ADU to minimize disruption of privacy and outdoor activities on adjacent properties. Strategies to accomplish this include, but are not limited to: window staggering, entries face away, no overlooking decks, landscaping. Landscaping shall be provided for the privacy and screening of adjacent properties. Tall vegetative landscaping is required between any windows or decks facing adjacent residential properties. Two-story, detached accessory dwelling units shall be designed to protect the privacy of adjacent residential uses.

   In its consideration of an application, the board shall evaluate: Window locations; Height and massing relative to neighboring homes; impacts from shading of neighboring properties, specifically solar access and impacts to existing solar collection systems, photo-voltaic or solar heating; and Character and style of the detached ADU relative to homes in the surrounding four block area.

5. The proposed changes appear to attempt to make Accessory Dwelling Units a possibility for most properties but not all properties?

   The changes recommended by the Planning Commission will make it possible for residentially zoned properties with single family homes on them to apply for an detached ADU which is a big change to the current laws which limit detached ADUs to large, wide properties. At the same time, the Planning Commission recommends retaining the owner occupancy requirement and public hearing requirement for detached ADU's which can be deterrents for some owners. The recommendation also adds new requirements to ensure privacy is protected for neighboring properties. At the very beginning of the chapter, the following statement is included: "It is not the intent of these regulations to provide for ADUs on every residential property and they shall not be deemed to create a right or privilege to establish or maintain an ADU which is not strictly in compliance with these regulations."

Questions for Staff Regarding Accessory Dwelling Units (ADU) Proposed Code Changes from Council Member Christopher Ortiz:

[responses below each question]

1. Longview is a municipal code city. My understanding is changes in the ADU code are required by HB 1220 and discussed in the Governor's supplemental budget and policy highlights.

   - Will staff be able to provide city council with a summary of HB1220, what the city is legally required to adopt and what is the legislation's required timeline for code changes?

     Staff reviewed the new law and determined the changes do not apply to Longview.

   - Is the planning department simply following the model ordinance or are the proposed code changes in alignment with the city's development master plan and tailored to our specific city?
     The proposed code changes are tailored to Longview and are based on the existing law but incorporate changes to meet the goals and objectives of the Comprehensive plan. The Planning Commission reviewed several cities ADU regulations but recommended changes they determined were suited to Longview.

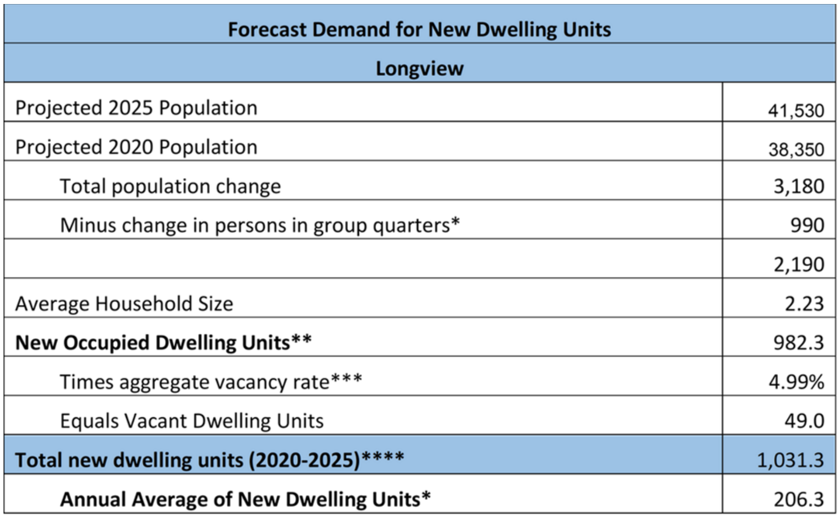
   - What are the consequences for the city if we do not adopt the requirements in HB 1220?
     None, however staff expect additional pre-emptions of local law if cities are not permitting ADU's in increasing numbers.

2. The information provided to City Council references demographic projections based on the 2010 census. Is city staff able to provide projected housing needs and in what demographic sectors based on the 2020 census data?

   The 2019 Comprehensive Plan did use 2010 census data but also relied on more current 2017 data from the Runstad center and U.S. Census Bureau, 2012-2016 American Community Survey(s) 5-Year Estimates. Keep in mind the Comprehensive Plan is intended to address needs over a 20 year period. The 2020 American Community Survey 5-Year Estimates are now out so it is possible to access updated information from the 2016 American Community Survey. The 2020 Census reported the City of Longview population as:

Population, Census, April 1, 2020	37,818
Population, Census, April 1, 2010	36,648

   The Cowlitz-Wahkiakum Council of Governments is currently working on a housing needs assessment across the county. This site provides their most updated estimate of housing needs:
   https://storymaps.arcgis.com/stories/0e03c6a7e3a743b2805af9afc6ab7191
   The table below is an excerpt, forecast for Longview.



Forecast Demand for New Dwelling Units **Longview**	
Projected 2025 Population	41,530
Projected 2020 Population	38,350
Total population change	3,180
Minus change in persons in group quarters*	990
	2,190
Average Household Size	2.23
New Occupied Dwelling Units**	982.3
Times aggregate vacancy rate***	4.99%
Equals Vacant Dwelling Units	49.0
Total new dwelling units (2020-2025)****	1,031.3
Annual Average of New Dwelling Units*	206.3

The comprehensive plan which relied in part on 2010 Census Data assumes a slow rate of growth but also identifies how the lack of recent housing development has resulted in an immediate need for more housing: 579 units needed in 2020 according to table 3-15 on page 54, growing to 1,011 units needed by 2025. So with updated data CWCOG estimates the units needed by 2025 as 1,031.3 and the Comprehensive plan put that number at 1,011.

3. Report mentions increased inquiries about ADUs by home owners. Can city planning staff provide information on how many inquiries and date range of those inquiries so city council can gauge interest. How many of those inquiries resulted in applications under current ADU codes?

   Inquiries increased from about 1 a month in 2016-2018 to one a week 2019-2022. The current ADU code allows very few detached ADU's due to the lot size and width requirements so the answer to almost every inquiry is no. There were 3 detached ADU applications between 2012 and 2020. In 2021 there were 3. Five in 2022 so far and three serious inquires where an application is anticipated.

4. Can city staff provide information for the past ten years on how many applications for ADUs have been submitted, the number of ADU permits granted, and projection of how many applications might be anticipated as a result of the code changes?
   There were three detached ADU permits issued between 2012 and 2020 and 3 plus 1 pending between 2021 and 2022. Attached ADU's are more difficult to track as they are permitted outright so permit data needs to be searched to determine this answer.

   For projections: If 48 inquiries are made per year and ¼ meet the criteria, pay the hearing fee and follow through with a project, then 12 applications could be expected per year. Staff continues to expect that most applications will be for detached ADU's.

5. How will the city provide for additional code enforcement and monitoring of pieces such as the landscaping requirement? Does the building department have enough staff to inspect and monitor the new ADUs? Is there a plan for this?

   Staff will do an initial review and provide comments back to each applicant on where landscaping is acceptable versus more permanent privacy design solutions like fences, opaque windows or screens. Since the landscaping and screening requirements are subject to approval through a public hearing there will also be opportunity for the 5 ABA members and the public to weigh in as to where permanent privacy measures such as screening or window placement are used vs. landscaping. The city will not monitor the landscaping requirement once final inspection is granted but will respond to complaints and has a fast and effective process for achieving compliance. Any conditions of approval for a detached ADU will be listed in a required deed restriction recorded against a property with a detached ADU. This will ensure subsequent owners are informed of the requirements for maintaining an ADU on the property.

6. How do the proposed code changes account for manufactured homes, Fifth Wheels or RVs sited permanently or temporarily ? Are those permitted? How does enforcement work for those types of living structures?

    a. Laws of the city do not allow occupancy of RV's or trailers outside of RV parks. Occupancy of these is a frequent focus of code enforcement and that will not change as a result of the proposed code changes. All ADU's shall meet the requirements of the building code for permanent dwellings. Manufactured homes are code compliant dwellings and can be sited as accessory dwelling units but must meet the proposed ADU requirements to maintain the appearance of a single family home. Current law of the city, 16.38 Manufactured Homes – Single-Family Residences, provides regulations for when a manufactured home is placed as the single-family home on a lot. The law requires a double-wide and that it be 5 years or newer. This is the primary use of that property- a single family residence that happens to be a manufactured home. Staff is interpreting Accessory Dwelling Units as not being subject to LMC 16.38 as they are accessory to the primary use. The Planning Commission proposes to allow "manufactured homes may be used for ADU's but must be less than 10 years old." A manufactured home as an ADU would need to meet the size requirements and design standards of the proposed code but not be required to be a double-wide.

7. I have heard complaints about parking from constituents in their neighborhoods. The code changes noted in the comparison document mention no parking restrictions. How will the code changes address this concern of residents about impact of an ADU in their block or near their home?

    The proposed amendments attempt strike a balance between accommodating new dwellings in the city and allowing flexibility where opportunity for street parking exists. The approach taken is similar to the approach adopted by City Council in 2018 when on-street parking was allowed to count toward minimum parking requirements under certain circumstances for new multi-family developments. In Longview neighborhoods such as CVG where on-street parking is not provided, the property will provide 3 spaces on site: two for the home and 1 for the ADU. In neighborhoods with alleys and on-street parking on one side, the property will need to provide 2 spaces minimum on site- even if only 1 was provided when the property was developed. In neighborhoods without alleys the Longview development codes have required two spaces on-site and streets with room for parking cars on both sides. These neighborhoods rarely have congested street parking as a result. These properties also do not typically have room to park cars beside or in back of the home. While the proposed amendments provide a minimum for required parking, residents developing ADU's will take into account the street parking situation and consider whether providing enough on-site parking to meet their needs is important.

    In general when staff is engaged in problem solving with residents asking to add more parking, choices being made by the resident have limited parking by filling a garage with storage, declining to consider adding parking spaces off an alley or reluctance to 'stack' cars in a driveway to avoid use of the street.

8. Has city staff looked at what other municipalities are doing in terms of innovations in developing ADUs? For example, the Los Angeles Innovation team has come up with a lot of promising ideas and some successful projects.

    Staff has followed the conversations and trends around ADU's and is aware of what other municipalities are doing but has not seen the two examples linked above until now. Cowlitz County recently undertook a similar The City of Portland has been a leader in ADU laws and urban design as has Washington cities like Seattle and Bellingham. Urban design and innovative products like those produced by Wolf Industries in Battle Ground were discussed at length by the Planning Commission. The proposed ADU amendments may limit which designs of those modular buildings could be built here but in general modular homes/modular

ADU's which meet the building code can be built here. Staff provided the Planning Commission with numerous resources and information on ADU's to start this effort. Publications by American Planning Association on accessory dwelling units were reviewed.

Innovative ideas like purchasing a model building plan for a detached, alley adjacent backyard ADU that could be provided to the public for a minimal fee could be considered when the amendments are adopted. Every site is going to be a little different however so there is reason to let each developer figure out what works best for their property.

- Are there any cities in Washington state with innovative approaches both in terms of code and housing already built? Puget Sound has a good overview with important questions to address when developing code revisions. Additional information from Tern Center also has some important considerations and discussion of innovations. Some of my questions reflect those.

The Puget Sound resource was among those listed under the MRSC resource page provided to the Planning Commission and the ADU code development process did consider the factors raised in the guidance. The City Lacy is listed as having a resource for 'using pre-approved' ADU designs which is an innovative approach to encouraging ADU's but also ensuring the development meets local requirements. The Planning Commission reviewed Accessory Dwelling Units: A Flexible Free-Market Housing Solution, R Street Policy Study No. 89, March 2017 http://www.rstreet.org/wp-content/uploads/2017/03/89.pdf, which is a similar discussion to the Tern Center report linked above. Staff notes that sometimes innovation means removing rules that delineate single-family neighborhoods and will result essentially in allowing duplexes and higher densities in single family zones. The Planning Commission discussed this concept at length and ultimately decided the issue being addressed by these amendments is owners/residents who want to add a unit to their property where they live.

- How can city staff address some of those questions as part of supporting documentation for city council to make an informed decision on staff code revision proposals?

City Council has options to proceed: For more time with the proposed amendments 1) a council workshop. 2) send it back to Planning commission for revisions with a motion to that effect or 3) city council can modify the proposal before adopting it. For more information generally, the planning commission meetings on this topic are a good source: the meetings are recorded on KLTV and agenda packets and minutes of the meetings are published which contain more information and links to references. Staff can also do a sit-down meeting or phone call if that would help.

9. Will ADUs be required to meet ADA requirements? Can our code require that ADUs be ADA compliant?

The residential building code is updated every other year and addresses ADA requirements. In general, residential buildings [one unit or duplexes] do not need to meet the commercial building standards for ADA. The current and proposed laws do not require ADU's to be built to a commercial standard that would be ADA compliant nor do they require versions of these standards such as 'accessible unit' or 'universal design.' Many owners developing the units may have an interest in constructing accessible units, however that is left up to the individuals to decide. City staff is prepared with information and resources to assist persons interested in accessible design for residences.

10. The municipal code changes do not provide any language on how quality of ADUs will be ensured: consistency of construction, requirement to blend into the neighborhood and be aligned with the character and architectural character of the neighborhood and surrounding housing? Puget Sound has a good overview with important questions to address when developing code revisions.

The point is well made however the longstanding approach in Longview has been that standards for design which do not spell out exact requirements outweigh more complex approaches of *design guidelines and design review* which require a design manual and design review board for implementation. As written, the Appeal Board of Adjustment will weigh questions of how the standards for design and privacy are proposed to be met for detached ADU's. There is some risk that requiring alignment with architectural character of the neighborhood will prevent modern designs from being constructed.

The proposed amendments do provide the following requirements for design and character (in addition to privacy not listed here):

- Attached ADUs shall maintain the appearance of the single-family dwelling to which they are accessory and must be consistent with the existing roof pitch, siding and windows of the single-family dwelling.
- Where garage space is converted to living space the garage door may be replaced with materials that match the exterior of the house so long as the portion of the driveway leading to the former garage shall also be removed.
- Design Criteria for Detached ADU's:
    - Landscaping and screening proposed.
    - Height and massing relative to neighboring homes, impacts from shading of neighboring properties, specifically solar access and impacts to existing solar collection systems, photo-voltaic or solar heating.
    - Character and style of the detached ADU relative to homes in the surrounding four block area.

Full text:

2. Standards for Attached ADUs.
    a. All attached ADUs shall be designed to maintain the appearance of the single-family dwelling to which they are accessory. If an ADU extends beyond the current footprint of the single-family dwelling, it must be consistent with the existing roof pitch, siding and windows of the single-family dwelling. Any additions to an existing structure or building shall not exceed the allowable lot coverage or encroach into the required setbacks.
    b. Where garage space is converted to living space the garage door may be replaced with materials that match the exterior of the house so long as the portion of the driveway leading to the former garage shall also be removed.
3. Standards for Detached ADU's. In the event that the appeal board of adjustment grants a special property use permit for the construction of a detached ADU (i.e., an ADU that is not added to or created within the single-family dwelling) in accordance with LMC 19.12.055, all of the provisions of this chapter shall be applicable thereto. In addition, the following provisions shall be applicable to such detached ADUs:
    a. Landscaping shall be provided for the privacy and screening of adjacent properties. Tall vegetative landscaping is required between any windows or decks facing adjacent residential properties.
    b. Two-story, detached accessory dwelling units shall be designed to protect the privacy of adjacent residential uses.
4. Special Property Use Hearings.
    a. All proposed detached ADUs shall require a special property use permit be granted by the Appeal Board of Adjustment with consideration of impacts to privacy of neighboring properties. Where practical, locate and design the ADU to minimize disruption of privacy and outdoor activities on adjacent properties. Strategies to accomplish this include, but are not limited to: window staggering, entries face away, no overlooking decks, landscaping.
    b. In its consideration of an application, the board shall evaluate:
        i. Compliance with section 7. (a)&(b) above.
        ii. Window locations
        iii. Height and massing relative to neighboring homes, impacts from shading of neighboring properties, specifically solar access and impacts to existing solar collection systems, photo-voltaic or solar heating.
        iv. Character and style of the detached ADU relative to homes in the surrounding four block area.

City of Longview

Agenda Summary

ORDINANCE 3464 PERIODIC UPDATE TO CHAPTER 17.24 FLOOD DAMAGE PREVENTION

RECOMMENDED ACTION:
MOTION TO ADOPT ORDINANCE 3464

COUNCIL INITIATIVE ADDRESSED:
Enhance public safety & emergency response

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:
At the July 12, 2022 City Council meeting, a recommendation from the Planning Commission to adopt periodic updates to Chapter 17.24 Flood Damage Prevention was considered, and direction was given to prepare an ordinance adopting the updates.

To participate in and maintain eligibility for flood insurance through the National Flood Insurance Rate Program and disaster relief, Longview must meet the requirements of Washington laws Chapter 86.16 RCW and Chapter 173-158 WAC. These laws change and update over time, requiring regular updates to local ordinances including LMC 17.24 Flood Damage Prevention. This periodic update will incorporate new definitions, remove outdated references and add provisions to be consistent with national and state floodplain laws.

FINANCIAL SUMMARY:
None.

STAFF CONTACT:
Adam Trimble, Planning Manager

Attachments:
1. Ord 3464 Amending LMC 17.24 FLOOD DAMAGE PREVENTION
2. 2022_09_12_Letter_from FEMA
3. Map_Flood_Policy_Holders
4. 2022 Flood Hazard Prevention Ordinance update CC presentation for packet
5. Ch.17.24 LMC_Flood_Damage_Prevention_ord_comments_vers

ORDINANCE NO. 3464

AN ORDINANCE OF THE CITY OF LONGVIEW, WASHINGTON AMENDING CHAPTER 17.24 OF THE LONGVIEW MUNICIPAL CODE, REGARDING FLOOD DAMAGE

WHEREAS, the WA Dept. of Ecology, working as partner with the Federal Emergency Management Agency (FEMA) has provided the city with planning assistance to review and produce a periodic update to Longview Municipal Code Chapter 17.24 Flood Damage Prevention which is one of the Longview Critical Areas Ordinances; and

WHEREAS, floodplain maps and federal and state flood damage prevention laws are regularly updated. As a result, local jurisdictions are required to examine and update as needed their flood hazard development codes; and

WHEREAS, the last major update of the Longview Municipal Code Chapter 17.24 Flood Damage Prevention was in the year 2015; and

WHEREAS, on May 27, 2022, the City of Longview determined that the proposed updates to LMC 17.24 will not have a probable significant adverse impact on the environment and issued a determination of non-significance under the State Environmental Policy Act, SEPA. The comment period concluded on June 10, 2022 and all timely comments were considered; and

WHEREAS, a public hearing on the proposed amendment to LMC 17.24 was held by the Longview Planning Commission on June 1, 2022 to consider the proposed changes, following which the Planning Commission voted unanimously to recommend adoption to the Longview City Council.

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

Section 1 That Chapter 17.24 of the Longview Municipal Code shall be, and is hereby amended to read as follows; provided, manifest and numbering errors shall be corrected prior to publication:

Chapter 17.24

FLOOD DAMAGE PREVENTION

Sections:

17.24.010 Findings of fact.

(1) The flood hazard areas of the city are subject to periodic inundation which results in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base, all of which adversely affect the public health, safety and general welfare.

(2) These flood losses are caused by the cumulative effect of obstructions in areas of special flood hazards which increase flood heights and velocities and, when inadequately anchored, damage uses in other areas. Uses that are inadequately floodproofed, elevated or otherwise protected from flood damage also contribute to the flood loss. (Ord. 3307 § 1, 2015; Ord. 2786 § 1, 2000).

17.24.020 Statement of purpose.
It is the purpose of this chapter to promote the public health, safety and general welfare; reduce the annual cost of flood insurance; and to minimize public and private losses due to flood conditions in specific areas by provisions designed:

(1) To protect human life and health;

(2) To minimize expenditure of public money and costly flood-control projects;

(3) To minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public;

(4) To minimize prolonged business interruptions;

(5) To minimize damage to public facilities and utilities such as water and gas mains, electric, telephone and sewer lines, streets and bridges located in areas of special flood hazard;

(6) To help maintain a stable tax base by providing for the sound use and development of areas of special flood hazard so as to minimize future flood blight areas;

(7) To ensure that potential buyers are notified that property is in an area of special flood hazard;

(8) To ensure that those who occupy the areas of special flood hazard assume responsibility for their actions; and

(9) To ~~implement the Washington State Flood Control Zone Permit Program~~ participate in and maintain eligibility for flood insurance and disaster relief pursuant to the requirements of Chapter 86.16 RCW and Chapter 173-158 WAC. (Ord. 3307 § 1, 2015; Ord. 2786 § 1, 2000).

17.24.030 Methods of reducing flood losses.
In order to accomplish its purposes this chapter includes methods and provisions for:

(1) Restricting or prohibiting uses which are dangerous to health, safety and property due to water or erosion hazards, or which result in damaging increases in erosion or in flood heights or velocities;

(2) Requiring that uses vulnerable to floods, including facilities which serve such uses, be protected against flood damage at the time of initial construction;

(3) Controlling the alteration of natural floodplains, stream channels, and natural protective barriers, which help accommodate or channel floodwaters;

(4) Controlling filling, grading, dredging and other development which may increase flood damage; and

(5) Preventing or regulating the construction of flood barriers which will unnaturally divert floodwaters or which may increase flood hazards in other areas. (Ord. 3307 § 1, 2015; Ord. 2786 § 1, 2000).

17.24.040 Definitions.

Unless specifically defined below in this section, words or phrases used in this chapter shall be interpreted so as to give them the meaning they have in common usage and to give this chapter its most reasonable application:

(1) Alteration of watercourse: Any action that will change the location of the channel occupied by water within the banks of any portion of a riverine waterbody.

a. “Area of shallow flooding” means a designated AO or AH zone on the Flood Insurance Rate Map (FIRM). The base flood depths range from one to three feet; a clearly defined channel does not exist; the path of flooding is unpredictable and indeterminate; and velocity flow may be evident. Such flooding is characterized by ponding or sheet flow. Also referred to as the sheet flow area.

b. “Area of special flood hazard” means the land in the floodplain within a community subject to a one percent or greater chance of flooding in any given year. “Special flood hazard area” is synonymous in meaning with the phrase “area of special flood hazard”.

(2) ASCE 24: The most recently published version of ASCE 24, Flood Resistant Design and Construction, published by the American Society of Civil Engineers.

(3) Base flood: The flood having a 1% chance of being equaled or exceeded in any given year (also referred to as the “100-year flood”).

(4) Base Flood Elevation (BFE): The elevation to which floodwater is anticipated to rise during the base flood.

(5) ~~(3)~~ “Basement” means any area of the building having its floor sub-grade (below ground level) on all sides.

(6) ~~(4)~~ “Critical facility” means a facility to which even a slight chance of flooding might be too great. Critical facilities include, but are not limited to, schools, nursing homes, hospitals, police, fire and emergency response installations, and installations which produce, use or store hazardous materials or hazardous waste.

(7) ~~(5)~~ “Development” means any manmade change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials located within the area of special flood hazard.

(8) Elevated Building: For insurance purposes, a non-basement building that has its lowest elevated floor raised above ground level by foundation walls, shear walls, post, piers, pilings, or columns.

(9) Elevation Certificate: An administrative tool of the National Flood Insurance Program (NFIP) that can be used to provide elevation information, to determine the proper insurance premium rate, and to support a request for a Letter of Map Amendment (LOMA) or Letter of Map Revision based on fill (LOMR-F).

(10) Essential Facility: This term has the same meaning as “Essential Facility” defined in ASCE 24. Table 1-1 in ASCE 24-14 further identifies building occupancies that are essential facilities.

(11) Existing Manufactured Home Park or Subdivision: A manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before the effective date of the floodplain management regulations adopted by the community.

(12) Expansion to an Existing Manufactured Home Park or Subdivision: The preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).

(13) ~~(6)~~ “Flood” or “flooding” means

a. Aa general and temporary condition of partial or complete inundation of normally dry land areas from:

    i. The overflow of inland or tidal waters; and/or

    ii. The unusual and rapid accumulation of runoff of surface waters from any source; .and/or

    iii. Mudslides (i.e., mudflows) which are proximately caused by flooding as defined in paragraph (1)(b) of this definition and are akin to a river of liquid and flowing mud on the surfaces of normally dry land areas, as when earth is carried by a current of water and deposited along the path of the current.

b. The collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding as defined in paragraph (a) of this definition.

(14) Flood elevation study: An examination, evaluation and determination of flood hazards and, if appropriate, corresponding water surface elevations, or an examination, evaluation and determination of mudslide (i.e., mudflow) and/or flood-related erosion hazards. Also known as a Flood Insurance Study (FIS).

(15) ~~(7)~~ “Flood Insurance Rate Map (FIRM)” means the official map on which the Federal Insurance Administration has delineated both the areas of special flood hazards and the risk premium zones applicable to the community. A FIRM that has been made available digitally is called a Digital Flood Insurance Rate Map (DFIRM).

(16) Floodplain or flood prone area: Any land area susceptible to being inundated by water from any source. See "Flood or flooding."

(17) Floodplain administrator: The community official designated by title to administer and enforce the floodplain management regulations.

(18) Flood proofing: Any combination of structural and nonstructural additions, changes, or adjustments to structures which reduce or eliminate risk of flood damage to real estate or improved real property, water and sanitary facilities, structures, and their contents. Flood proofed structures are those that have the structural integrity and design to be impervious to floodwater below the Base Flood Elevation.

(19) “Flood Insurance Study” means the official report provided by the Federal Insurance Administration that includes flood profiles, the Flood Boundary-Floodway Map, and the water surface elevation of the base flood.

(20) ~~(9)~~ “Floodway” means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one foot designated height. Also referred to as "Regulatory Floodway."

(21) Functionally dependent use: A use which cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities, and does not include long term storage or related manufacturing facilities.

(22) Highest adjacent grade: The highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

(23) Historic structure: Any structure that is:

a. Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;

b. Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;

c. Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of Interior; or

d. Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:

   i. By an approved state program as determined by the Secretary of the Interior, or

ii. Directly by the Secretary of the Interior in states without approved programs.

(24) ~~(10)~~ “Lowest floor” means the lowest floor of the lowest enclosed area (including basement). An unfinished or flood-resistant enclosure, usable solely for parking of vehicles, building access or storage, in an area other than a basement area, is not considered a building’s lowest floor; provided, that such enclosure is not built so as to render the structure in violation of the applicable nonelevation design requirements of this chapter found at LMC 17.24.160(2).

(25) ~~(11)~~ “Manufactured home” means a structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when connected to the required utilities. For floodplain management purposes the term “manufactured home” also includes park trailers, travel trailers, and other similar vehicles placed on a site for greater than 180 consecutive days. For insurance purposes the term “manufactured home” does not include park trailers, travel trailers, and other similar vehicles.

(26) ~~(12)~~ “Manufactured home park or subdivision” means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

(27) Mean Sea Level: For purposes of the National Flood Insurance Program, the vertical datum to which Base Flood Elevations shown on a community's Flood Insurance Rate Map are referenced.

(28) ~~(13)~~ “New construction” means structures for which the “start of construction” commenced on or after the effective date of the ordinance codified in this section.

(29) New Manufactured Home Park or Subdivision: A manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after the effective date of adopted floodplain management regulations adopted by the community.

(30) Reasonably Safe from Flooding: Development that is designed and built to be safe from flooding based on consideration of current flood elevation studies, historical data, high water marks and other reliable date known to the community. In unnumbered A zones where flood elevation information is not available and cannot be obtained by practicable means, reasonably safe from flooding means that the lowest floor is at least two feet above the Highest Adjacent Grade.

(31) Recreational Vehicle: A vehicle,

a. Built on a single chassis;

b. 400 square feet or less when measured at the largest horizontal projection;

c. Designed to be self-propelled or permanently towable by a light duty truck; and

    d. Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

(32) ~~(14)~~ “Start of construction” includes substantial improvement, and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, placement or other improvement was within 180 days of the permit date. The “actual start” means either the first placement of permanent construction of a structure on a site, such as the pouring of a slab or footings, the installation of piles, the construction of columns, or any work beyond the state of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundation or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For substantial improvement, the “actual start of construction” means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

(33) ~~(15)~~ “Structure” means a walled or roofed building including a gas or liquid storage tank and a manufactured home that is principally above ground.

(34) ~~(16)~~ “Substantial damage” means damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

(35) ~~(17)~~ “Substantial improvement” means any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the "start of construction" of the improvement. This term includes structures which have incurred "substantial damage," regardless of the actual repair work performed. means any repair, reconstruction, or improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure either:

    a. Before the improvement or repair is started; or
    b. If the structure has been damaged and is being restored, before the damage occurred. For the purposes of this definition “substantial improvement” is considered to occur when the first alteration of any wall, ceiling, floor, or other structural part of the building commences, whether or not that alteration affects the external dimensions of the structure.
    c. The term does not, however, include either:
        i. Any project for improvement of a structure to comply with existing state or local health, sanitary, or safety code specifications which are solely necessary to assure safe living conditions; or
        ii. Any alteration of a structure listed on the National Register of Historic Places or a State Inventory of Historic Places.

(36) ~~(18)~~ “Variance” means a grant of relief from the requirements of this chapter which permits construction in a manner that would otherwise be prohibited by this chapter. (Ord. 3307 § 1, 2015; Ord. 2786 § 1, 2000).

17.24.050 General provisions – Lands to which this chapter applies.

This chapter shall apply to all areas of special flood hazards within the jurisdiction of the city of Longview. (Ord. 3307 § 1, 2015; Ord. 2786 § 1, 2000).

17.24.060 General provisions – Basis for establishing the areas of special flood hazard.

(1) Frequently Flooded Areas. Frequently flooded areas may include lands outside of Federal Emergency Management Agency defined floodplains and shall include:

> (a) Areas Identified on the Flood Insurance Map(s). Those areas of special flood hazard identified by the Federal Insurance Administration in a scientific and engineering report entitled “The Flood Insurance Study (FIS) for Cowlitz County and Incorporated Areas,” dated December 16, 2015, with accompanying Flood Insurance Rate Maps (FIRM) and any revisions thereto. The Flood Insurance Study and accompanying map(s) are hereby adopted by reference, declared part of this chapter, and are available for public review at the county.
>
> (b) Use of Additional Information. The director may use additional flood information, such as provided by the Army Corps of Engineers, that is more restrictive or detailed than that provided in the Flood Insurance Study conducted by the Federal Emergency Management Agency to designate frequently flooded areas. The flood insurance maps are to be used as a guide for the county, project applicants and/or property owners, and the public and should be considered a minimum designation of frequently flooded areas. As flood insurance maps may be continuously updated as areas are reexamined or new areas are identified, newer and more accurate information for flood hazard area identification shall be the basis for regulation, including photographs of past flooding, location of restrictive floodways, maps showing future build-out conditions, maps that show riparian habitat areas, or similar information. (Ord. 3307 § 1, 2015; Ord. 2817 § 1, 2001; Ord. 2786 § 1, 2000).

17.24.070 General provisions – Compliance.

All development within special flood hazard areas is subject to the terms of this ordinance and other applicable regulations. No structure or land shall hereafter be constructed, located, extended, converted or altered without full compliance with the terms of this chapter and other applicable regulations. Violations of the provisions of this chapter by failure to comply with any of its requirements (including violations of conditions and safeguards established in connection with conditions) shall constitute a misdemeanor. Any person who violates this chapter or fails to comply with any of its requirements shall, upon conviction thereof, be fined or imprisoned in accordance with Chapter 1.33 LMC. (Ord. 3307 § 1, 2015; Ord. 2786 § 1, 2000).

17.24.080 General provisions – Abrogation and greater restrictions.

This chapter is not intended to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions.

However, where this chapter and another chapter, easement, covenant, or deed restriction conflict or overlap, whichever imposes the more stringent restrictions shall prevail. (Ord. 3307 § 1, 2015; Ord. 2786 § 1, 2000).

17.24.090 General provisions – Interpretation.

In the interpretation and application of this chapter, all provisions shall be:

(1) Considered as minimum requirements;

(2) Liberally construed in favor of the governing body; and

(3) Deemed neither to limit nor repeal any other powers granted under state statutes. (Ord. 3307 § 1, 2015; Ord. 2786 § 1, 2000).

17.24.100 General provisions – Warning and disclaimer of liability.

The degree of flood protection required by this chapter is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. Larger floods can and will occur on rare occasions. Flood heights may be increased by manmade or natural causes. This chapter does not imply that land outside the areas of special flood hazards or uses permitted within such areas will be free from flooding or flood damages. This chapter shall not create liability on the part of the city, any officer or employee thereof, or the Federal Insurance Administration, for any flood damages that result from reliance on this chapter or any administrative decision lawfully made thereunder. (Ord. 3307 § 1, 2015; Ord. 2786 § 1, 2000).

17.24.110 Administration – Establishment of development permit.

A development permit shall be obtained before construction or development begins within any area of special flood hazard established in LMC 17.24.060. This permit shall be for all structures including manufactured homes, as set forth in the definitions (LMC 17.24.040), and for all other development including fill and other activities, also as set forth in the definitions. Application for a development permit shall be made on forms furnished by the community development director, and may include, but not be limited to, plans in duplicate drawn to scale showing the nature, location, dimensions, and elevations of the area in question; existing or proposed structures, fill, storage of materials, drainage facilities; and the location of the foregoing. Specifically, the following information is required:

(1) Elevation in relation to mean sea level of the lowest floor (including basement) of all structures recorded on a current elevation certificate (FF 81-31) with Section B completed by the local official;

(2) Elevation in relation to mean sea level to which any structure has been floodproofed;

(3) Certification by a registered professional engineer or architect that the floodproofing methods for any nonresidential structure meet the floodproofing criteria in LMC 17.24.160(2); and

(4) Description of the extent to which any watercourse will be altered or relocated as a result of proposed development. (Ord. 3307 § 1, 2015; Ord. 2786 § 1, 2000).

(5) Where development is proposed in a floodway, an engineering analysis indicating no rise of the Base Flood Elevation, and

(6) Any other such information that may be reasonably required by the Floodplain Administrator in order to review the application.

17.24.120 Administration – Designation of community development director.

The community development director is appointed to administer and implement this chapter by granting or denying development permit applications in accordance with its provisions. (Ord. 3307 § 1, 2015; Ord. 2786 § 1, 2000).

17.24.130 Administration – Duties and responsibilities of community development director.

Duties of the community development director shall include, but not be limited to:

(1) Permit Review.

(a) Review all development permits to determine that the permit requirements of this chapter have been satisfied;

(b) Review all development permits to determine that all necessary permits have been obtained from those federal, state or local governmental agencies from which prior approval is required;

(c) Review all development permits to determine if the proposed development is located in the floodway. If located in the floodway, assure that the encroachment provisions of LMC 17.24.170(1) are met.

(d) Review all development permits to ensure the site is reasonably safe from flooding.

(e) Notify FEMA when annexations occur in the Special Flood Hazard Area.

(2) Use of Other Base Flood Data. When base flood elevation data has not been provided in accordance with LMC 17.24.060, the community development director shall obtain, review and reasonably utilize any base flood elevation data available from a federal, state or other source, in order to administer LMC 17.24.160, specific standards, and LMC 17.24.170, floodways.

(3) Information to Be Obtained and Maintained.

(a) Where base flood elevation data is provided through the Flood Insurance Study, FIRM, or required as in subsection (2) of this section, obtain and record the actual (as-built) elevation (in relation to mean sea level) of the lowest floor (including basement) of all new or substantially improved structures, and whether or not the structure contains a basement. Recorded on a current elevation certificate (FF 81-31) with Section B completed by the local official;

(b) For all new or substantially improved floodproofed nonresidential structures where base flood elevation data is provided through the FIS, FIRM, or as required in subsection (2) of this section:

(i) Obtain and record the elevation (in relation to mean sea level) to which the structure was floodproofed, and

(ii) Maintain the floodproofing certifications required in LMC 17.24.110(3);

(c) Maintain for public inspection all records pertaining to the provisions of this chapter including all records of floodplain hazards, certificates of floodproofing, floodway encroachment certifications, variance actions including justification for their issuance, improvement and damage calculations, and flood elevation data.

(4) Alteration of Watercourses.

(a) Notify adjacent communities and the Department of Ecology prior to any alteration or relocation of watercourse, and submit evidence of such notification to the Federal Insurance Administration;

(b) Require that maintenance is provided within the altered or relocated portion of the watercourse so that the flood-carrying capacity is not diminished.

(5) Interpretation of FIRM Boundaries. Make interpretations where needed, as to exact location of the boundaries of the areas of special flood hazards (for example, where there appears to be a conflict between a mapped boundary and actual field conditions). The person contesting the location of the boundary shall be given a reasonable opportunity to appeal the interpretation as provided in LMC 17.24.140. (Ord. 3307 § 1, 2015; Ord. 2786 § 1, 2000).

17.24.140 Administration – Variance procedure.

(1) The appeal board of adjustment may consider applications for variances from the requirements of this chapter, subject to the provisions of this section.

(2) Variances may be issued for new construction and substantial improvements and for other development necessary for the conduct of a functionally dependent use; provided, that (a) the criteria of subsections (3), (4), and (5) of this section are met; (b) the structure or other development is protected by measures that minimize flood damages during the regulatory flood; and (c) the development will create no additional threats to public safety.

(3) Variances shall only be granted upon:

(a) A determination that failure to grant the variance would result in exceptional hardship to the applicant; and

(b) A determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, or conflict with Chapter 86.16 RCW or other laws, regulations, or ordinances.

(4) The following requirements and guidelines apply to the granting of variances:

(a) Variances may be issued for the reconstruction, rehabilitation, or restoration of structures listed on the National Register of Historic Places or the State Inventory of Historic Places, without regard to the procedures set forth in this section.

(b) Variances shall not be issued within a floodway if any increase in flood levels during the base flood discharge would result.

(c) Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.

(d) Variances as interpreted in the National Flood Insurance Program are based on the general zoning law principle that they pertain to a physical piece of property; they are not personal in nature and do not pertain to the structure, its inhabitants, or economic or financial circumstances. They primarily address small lots in densely populated residential neighborhoods. As such, variances from the flood elevations should be quite rare.

(e) Variances may be issued for nonresidential buildings in very limited circumstances to allow a lesser degree of floodproofing than watertight or dry-floodproofing, where it can be determined there is low damage potential, and it complies with all other variance criteria.

(f) Any applicant to whom a variance from the lowest floor elevation standards is granted shall be given written notice that the cost of flood insurance will be commensurate with the increased risk resulting from the reduced lowest floor elevation.

(5) Criteria. When acting on a variance request, the appeal board of adjustment shall consider all technical evaluations, all relevant factors, standards specified in other sections of this chapter, and:

(a) The danger to life and property due to flooding, erosion damage, or materials swept onto other lands during flood events;

(b) The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner;

(c) The importance of the services provided by the proposed use to the community;

(d) The necessity to the proposed use of a waterfront location, where applicable, and the availability of alternative locations for the proposed use that are not subject to flooding or erosion damage;

(e) The relationship of the proposed use to the comprehensive plan and floodplain management program for that area;

(f) The safety or access to the property in times of flood for ordinary and emergency vehicles;

(g) The expected height, velocity, duration, rate of rise and sediment transport of the floodwaters and the effects of wave action, if applicable, expected at the site;

(h) The cost of providing governmental services during and after flood conditions including maintenance and repair of public utilities and facilities such as sewer, gas, electrical, and water systems and streets and bridges.

(6) Conditions. The appeal board of adjustment may attach such reasonable conditions to the granting of the variance as may be appropriate to further the purposes of this code. Such conditions may include a requirement that the applicant record a document reciting the granting of the variance and providing notice of flood hazards.

(7) Reporting. The director shall report any variances to the Federal Insurance Director of the Federal Emergency Management Agency and the Department of Ecology upon request.

(8) The procedure for considering a variance application is the same as provided in LMC 17.24.145 as applicable. (Ord. 3307 § 1, 2015; Ord. 2786 § 1, 2000).

17.24.145 Appeals.

(1) A person aggrieved by the issuance or denial of a permit may appeal such action to the appeal board of adjustment, appointed pursuant to LMC 19.12.010. Any such appeal shall be filed in writing with the community development department within 20 calendar days of the issuance of the community development director’s decision, with the first day being the day after the decision is issued. The appeal shall specify the reasons therefor. The director shall provide the appeal board of adjustment with the findings and documentation relating to the decision being appealed. The appeal board of adjustment, following a de novo hearing, shall affirm, modify or reverse the director’s decision. The appellant carries the burden of proof on appeal.

(2) Upon the filing of an appeal with appropriate fee, the community development director shall set the public hearing before the appeal board of adjustment. If the appeal is filed 20 calendar days or more before the appeal board of adjustment’s regularly scheduled monthly meeting, the board shall hear the appeal at that meeting as set by the director. For appeals filed within 19 calendar days of the regularly scheduled monthly meeting, the appeal board of adjustment shall hear the appeal in the subsequent month.

(3) Notice of the time, date and place of the hearing shall be sent to the appellant and the permittee by first class mail prior to the public hearing. Legal notice of the hearing shall be published in a newspaper of general circulation and the subject property shall be posted with said notice not less than 10 calendar days prior to the public hearing.

(4) Within 10 calendar days after the public hearing, the appeal board of adjustment shall issue a written decision, including findings of fact on which its decision is based. Such written decision shall be available to the appellant and the public upon request. Appeals of appeal board of adjustment decisions shall be to a court of competent jurisdiction, pursuant to the Land Use Petition Act, Chapter 347, Washington Laws, 1995. (Ord. 3307 § 1, 2015).

17.24.150 Provisions for flood hazard protection – General standards.

In all areas of special flood hazards the following standards are required:

(1) Anchoring.

> (a) All new construction and substantial improvements shall be anchored to prevent flotation, collapse or lateral movement of the structure.
>
> (b) All manufactured homes must likewise be anchored to prevent flotation, collapse or lateral movement, and shall be installed using methods and practices that minimize flood damage. Anchoring methods may include, but are not limited to, use of over-the-top or frame ties to ground anchors (reference FEMA's "Manufactured Home Installation and Flood Hazard Areas" guidebook for additional techniques).

(2) Construction Materials and Methods.

> (a) All new construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage.
>
> (b) All new construction and substantial improvements shall be constructed using methods and practices that minimize flood damage.
>
> (c) Electrical, heating, ventilation, plumbing, and air conditioning equipment and other service facilities shall be designed and/or otherwise elevated or located so as to prevent water from entering or accumulating within the components during conditions of flooding. Locating such equipment below the base flood elevation may cause annual flood insurance premiums to be increased.

(3) Utilities.

> (a) All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of floodwaters into the system. Water wells shall be located on high ground that is not in the floodway;
>
> (b) New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of floodwaters into the systems and discharge from the systems into floodwaters; and
>
> (c) On-site waste disposal systems shall be located to avoid impairment to them or contamination from them during the flooding.

(4) Subdivision Proposals.

> (a) All subdivision proposals shall be consistent with the need to minimize flood damage;
>
> (b) All subdivision proposals shall have public utilities and facilities such as sewer, gas, electrical and water systems located and constructed to minimize flood damage;

(c) All subdivision proposals shall have adequate drainage provided to reduce exposure to flood damage; and

(d) Where base flood elevation data has not been provided or is not available from another authoritative source, it shall be generated for subdivision proposals and other proposed developments which contain at least 50 lots or five acres (whichever is less).

(5) Review of Building Permits. Where elevation data is not available through the Flood Insurance Study, FIRM, or from another authoritative source (LMC 17.24.130(2)), applications for building permits shall be reviewed to assure that proposed construction will be reasonably safe from flooding. The test of reasonableness is a local judgment and includes use of historical data, high water marks, photographs of past flooding, etc., where available. Failure to elevate at least two feet above grade in these zones may result in higher insurance rates. (Ord. 3307 § 1, 2015; Ord. 2786 § 1, 2000).

17.24.160 Provisions for flood hazard protection – Specific standards.
In all areas of special flood hazards where base flood elevation data has been provided as set forth in LMC 17.24.060 or 17.24.130(2) the following provisions are required. (Additional standards were clarified in FEMA Technical Bulletin 11-01 to allow crawlspace construction for buildings located in the special flood hazard areas; however, adopting this provision can result in a 20 percent increase in flood insurance premiums.)

(1) Residential Construction. New construction and substantial improvement of any residential structure shall have the lowest floor, including basement, elevated one foot or more above the level of the base flood elevation (BFE). Mechanical equipment and utilities shall be waterproofed or elevated least one foot above the BFE.

New construction and substantial improvement of any residential structure in an Unnumbered A zone for which a BFE is not available and cannot be reasonably obtained shall be reasonably safe from flooding, but in all cases the lowest floor shall be at least two feet above the Highest Adjacent Grade.

(2) Fully enclosed areas below the lowest floor that are subject to flooding are prohibited, or shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect or must meet or exceed the following minimum criteria:

(a) A minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided;

(b) The bottom of all openings shall be no higher than one foot above grade;

(c) Openings may be equipped with screens, louvers, or other coverings or devices; provided, that they permit the automatic entry and exit of floodwaters;

(d) A garage attached to a residential structure, constructed with the garage floor slab below the BFE, must be designed to allow for the automatic entry and exit of floodwaters; and

(3) Nonresidential Construction. New construction and substantial improvement of any commercial, industrial or other nonresidential structure shall either have the lowest floor, including basement, elevated one foot or more above the level of the base flood elevation; or, together with attendant utility and sanitary facilities, shall:

(a) Be floodproofed so that below one foot above the base flood level the structure is watertight with walls substantially impermeable to the passage of water or dry flood proofed to the elevation required by ASCE 24, whichever is greater;

(b) Have structural components capable of resisting hydrostatic and hydrodynamic loads and effects of buoyancy; and

(c) Be certified by a registered professional engineer or architect that the design and methods of construction are in accordance with accepted standards of practice for meeting provisions of this subsection based on their development and/or review of the structural design, specifications and plans. Such certifications shall be provided to the official as set forth in LMC 17.24.130(3);

(d) Nonresidential structures that are elevated, not floodproofed, must meet the same standards for space below the lowest floor as is described in subsection (1) of this section;

(e) Applicants floodproofing nonresidential buildings shall be notified that flood insurance premiums will be based on rates that are one foot below the floodproofed level (e.g., a building floodproofed to one foot above the base flood level will be rated as at the base flood level). (Ord. 3307 § 1, 2015; Ord. 2786 § 1, 2000).

17.24.170 Provisions for flood hazard protection – Floodways.

Located within areas of special flood hazard established in LMC 17.24.060 are areas designated as floodways. Since the floodway is an extremely hazardous area due to the velocity of floodwaters that can carry debris, and increase erosion potential, the following provisions apply:

(1) Prohibit encroachments, including fill, new construction, substantial improvements, and other development unless certification by a registered professional engineer is provided demonstrating through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the proposed encroachment would not result in any increase in flood levels during the occurrence of the base flood discharge;

(2) Construction or reconstruction of residential structures is prohibited within designated floodways, except for (a) repairs, reconstruction, or improvements to a structure which do not increase the ground floor area; and (b) repairs, construction or improvements to a structure, the cost of which does not exceed 50 percent of the market value of the structure either (i) before the repair, reconstruction, or repair is

started; or (ii) if the structure has been damaged, and is being restored before the damage occurred. Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions, or the structures identified as historic places, may be excluded in the 50 percent;

(3) If subsection (1) of this section is satisfied, all new construction and substantial improvements shall comply with all applicable flood hazard reduction provisions of LMC 17.24.150 through 17.24.190. (Ord. 3307 § 1, 2015; Ord. 2786 § 1, 2000).

17.24.175 AE and A1-30 Zones with Base Flood Elevations but No Floodways

In areas with BFEs (but a regulatory floodway has not been designated), no new construction, substantial improvements, or other development (including fill) shall be permitted within zones A1-30 and AE on the community's FIRM, unless it is demonstrated that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one foot at any point within the community.

17.24.180 Critical facility.

Construction of new critical facilities shall be, to the extent possible, located outside the limits of the special flood hazard area (SFHA) (100-year floodplain). Construction of new critical facilities shall be permissible within the SFHA if no feasible alternative site is available. Critical facilities constructed within the SFHA shall have the lowest floor elevated to three feet or more above the level of the base flood elevation at the site or to the height of the 500-year flood, whichever is higher. Access to and from the critical facility should also be protected to the height utilized above. Floodproofing and sealing measures must be taken to ensure that toxic substances will not be displaced by or released into floodwaters. Access routes elevated to or above the level of the base flood plain shall be provided to all critical facilities to the extent possible. (Ord. 3307 § 1, 2015; Ord. 2786 § 1, 2000).

17.24.190 Manufactured homes.

All manufactured homes to be placed or substantially improved within zones AI-30, AH, and AE on the community's FIRM shall be elevated on a permanent foundation such that the lowest floor of the manufactured home is one foot or more above the base flood elevation, and be securely anchored to an adequately anchored foundation system in accordance with the provisions of LMC 17.24.150. (Ord. 3307 § 1, 2015; Ord. 2786 § 1, 2000).

17.24.200 Recreational vehicles.

Recreational vehicles placed on sites within a special flood hazard area are required to either:

(1) Be on the site for fewer than 180 consecutive days; or

(2) Be fully licensed and ready for highway use, on wheels or jacking system, attached to the site only by quick disconnect type utilities and security devices, and have no permanently attached additions; or

(3) Meet the requirements of LMC 17.24.190 and the elevation and anchoring requirements for manufactured homes. (Ord. 3307 § 1, 2015).

17.24.210 Severability

This ordinance and the various parts thereof are hereby declared to be severable. Should any Section of this ordinance be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the ordinance as a whole, or any portion thereof other than the Section so declared to be unconstitutional or invalid.

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

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

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

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

Passed by the City Council this ___ day of __________, 2022.

Approved by the Mayor this ____ day of __________, 2022.

____
MAYOR

ATTEST:

____
City Clerk

APPROVED AS TO FORM:

____
James McNamara
City Attorney

Published: ___________________________

U.S. Department of Homeland Security
FEMA Region 10
130 – 228th Street, SW
Bothell, Washington 98021

FEMA

September 12, 2022

Ann Rivers
City of Longview
PO Box 128
1525 Broadway
Longview, WA 98632

Re: Compliant Ordinance

Dear Ms. Rivers:

Please accept my congratulations on being at the end of the Community Assistance Contact (CAC) process being led by Matthew Gerlach, Floodplain Management Planner with the Washington State Department of Ecology. While a CAC is a much lighter touch than a Community Assistance Visit (CAV) it still represents time and commitment by the community.

It appears as one of the last items that needs to be accomplished prior to the CAC being closed is the update to the Longview floodplain ordinance with the items identified by Matthew in his January 2022 review as needing to be corrected or added. I would like to encourage Longview to adopt the changes to the floodplain ordinance as soon as possible to ensure that Longview remains in good standing as a community in the National Floodplain Insurance Program (NFIP).

When Longview volunteered to become a NFIP community, effective December 18, 1979, to qualify for flood insurance availability for its citizens, it was mandatory that a detailed resolution be adopted. The Longview resolution would have clearly outlined the need for floodplain management regulations per 44 CFR 59.22(a). Washington State has the ability through 44 CFR 60.1(d) to adopt floodplain regulations that represent a higher standard. This is not only encouraged by FEMA, but the higher regulatory standards take precedence. Per 44 CFR 59.24(d) if a community eligible for the sale of flood insurance which repeals its floodplain management regulations, allows its regulations to lapse, or amends its regulations so that they no longer meet the minimum program requirements shall be suspended.

Because Matthew has already outlined the corrections and additions needed to ensure that the Longview floodplain ordinance remain compliant, I would like to encourage Longview to adopt the changes to the floodplain ordinance as soon as possible to ensure that Longview remains in good standing in the NFIP.

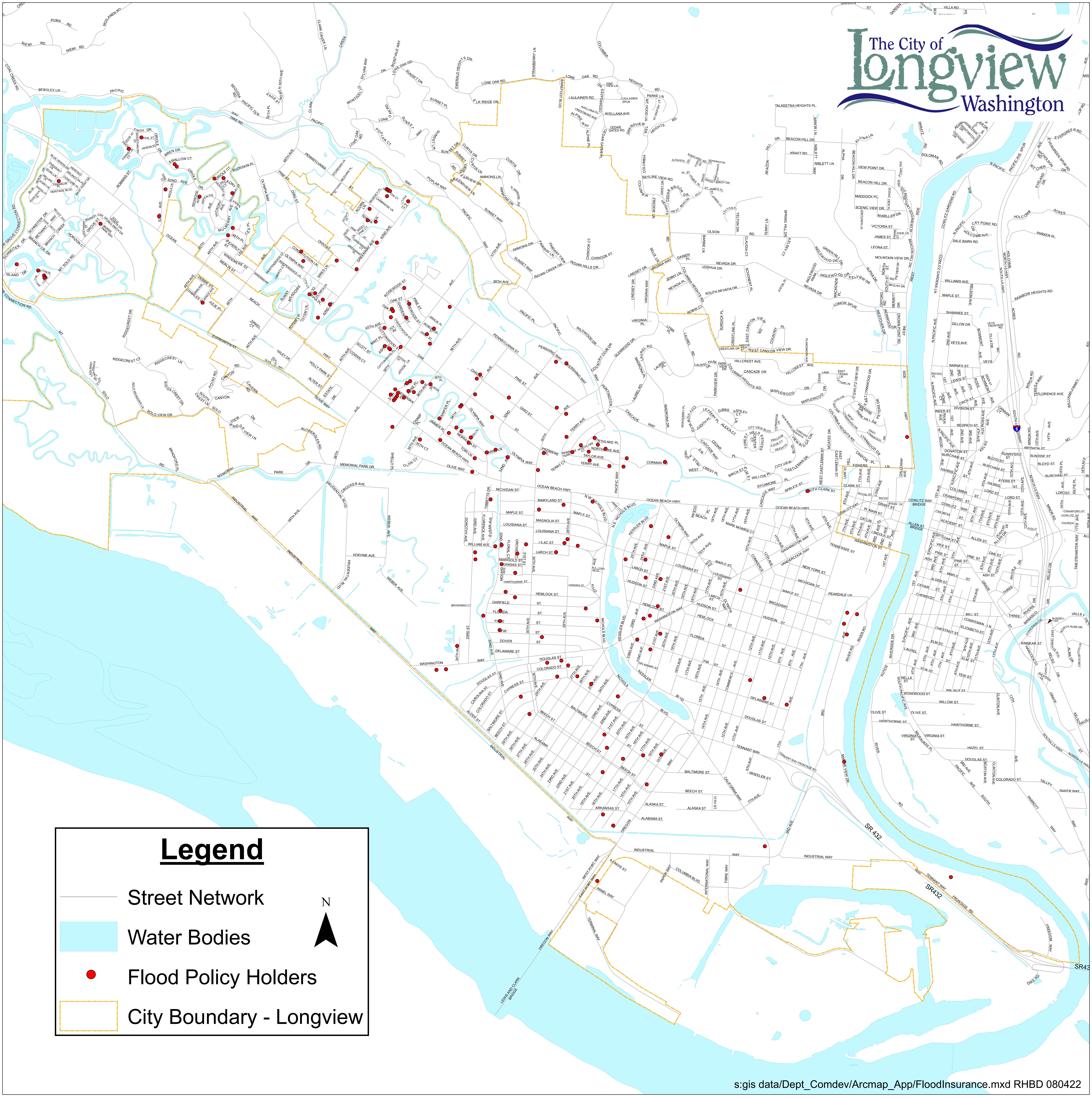
Please feel free to contact me at roxanne.reale-pilkenton@fema.dhs.gov or (425) 892-4036 to discuss anything in this letter in more detail.

Sincerely,

ROXANNE C
REALE-PILKENTON
Digitally signed by ROXANNE C REALE-PILKENTON
Date: 2022.09.12 15:20:54 -07'00'

Roxanne Reale-Pilkenton, CFM
Floodplain Management & Compliance Specialist

Cc: Matthew Gerlach, WA Department of Ecology



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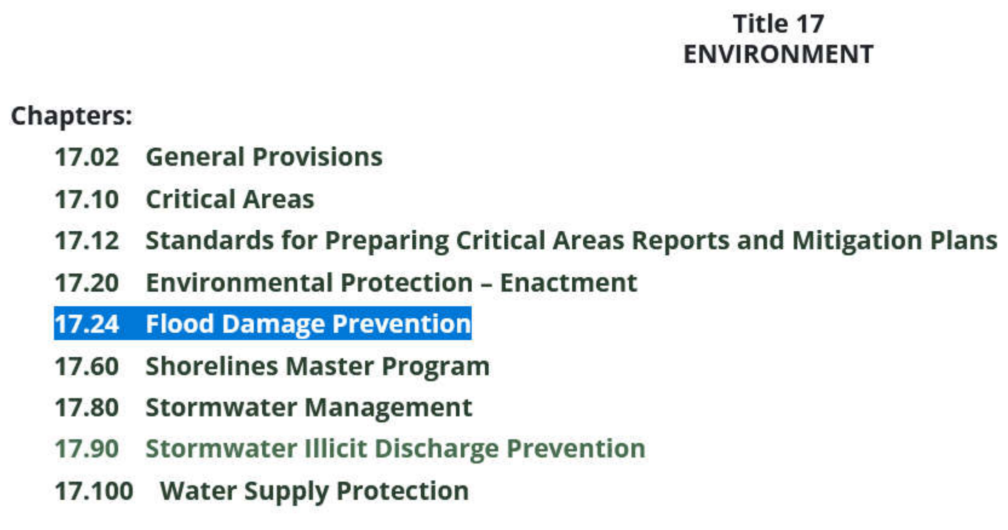
FLOOD DAMAGE PREVENTION

Ordinance 3464, A Periodic Update to Longview Municipal Code 17.24

ADOPTING LOCAL UPDATES TO MATCH THE WASHINGTON MODEL FLOODPLAIN MANAGEMENT ORDINANCE

- Longview regulates flood zones under:



Title 17
ENVIRONMENT

Chapters:

17.02	**General Provisions**
17.10	**Critical Areas**
17.12	**Standards for Preparing Critical Areas Reports and Mitigation Plans**
17.20	**Environmental Protection – Enactment**
17.24	**Flood Damage Prevention**
17.60	**Shorelines Master Program**
17.80	**Stormwater Management**
17.90	**Stormwater Illicit Discharge Prevention**
17.100	**Water Supply Protection**

- Changes to state and federal laws require periodic updates to LMC chapter 17.24, Flood Damage Prevention.
- The current ordinance was last updated in 2015.

DEPARTMENT OF
ECOLOGY
State of Washington

US Army Corps of Engineers

WA Emergency Management Division

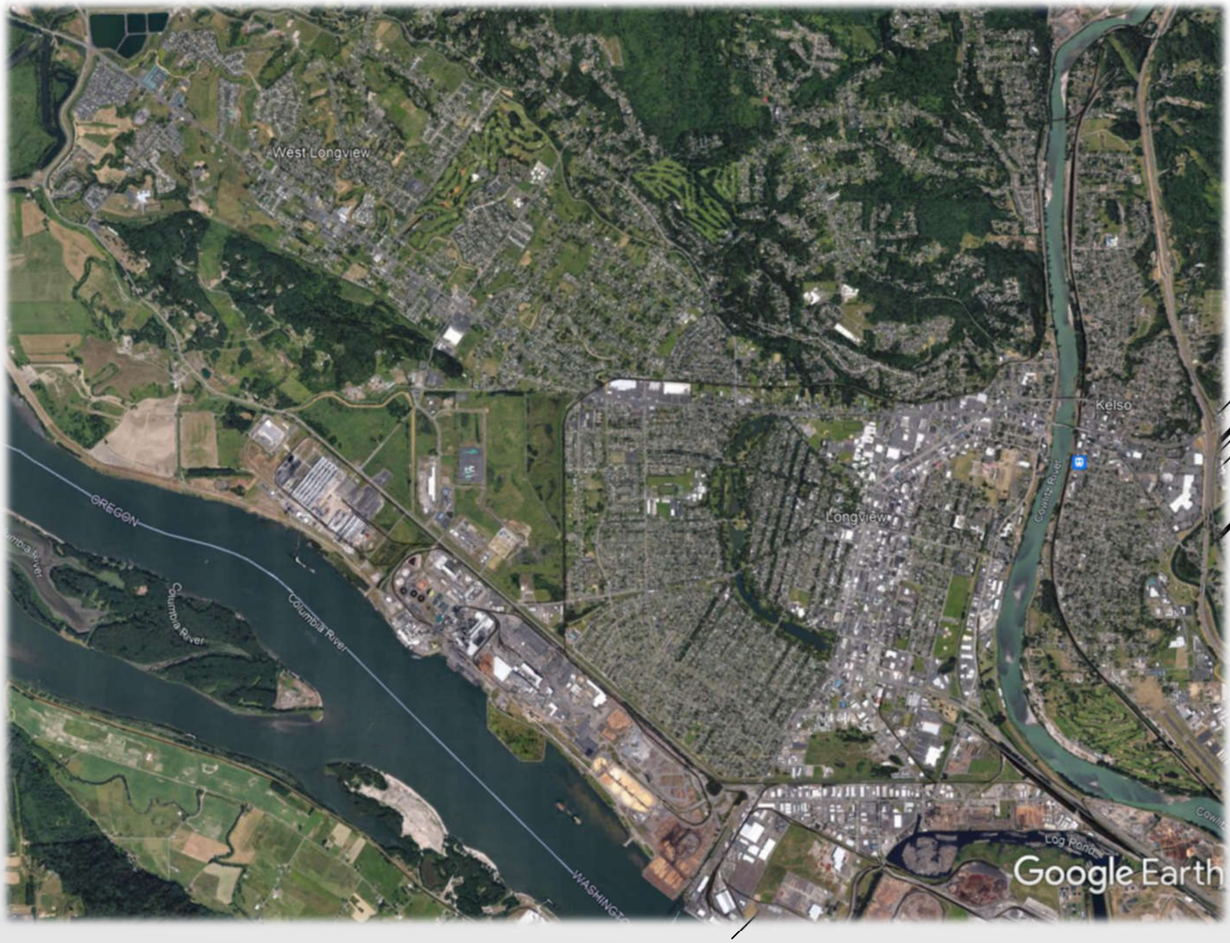
FEMA

- "To help local communities across Washington, we provide technical assistance and grants to help reduce flood risks, protect lives, homes, and property within floodplains, and improve habitat and the essential environmental functions that floodplains offer. We provide technical assistance and training, planning and regulatory guidance, flood ordinance reviews, and community assistance visits to communities." (https://ecology.wa.gov/Water-Shorelines/Shoreline -coastal-management/Hazards/Floods-floodplain-planning)

FLOODS & FLOODPLAIN PLANNING

AGENCIES WORKING TO PROTECT LIVES AND PROPERTY

- To participate in and maintain eligibility for flood insurance and disaster relief, Longview must meet the requirements of Chapter 86.16 RCW and Chapter 173-158 WAC
- FEMA’s database shows that 206 Longview property owners hold flood insurance policies with nearly $70 million dollars of insurance in force



UPDATES TO MATCH CHANGES IN STATE AND FEDERAL LAWS

- Technical assistance was provided by the state department of ecology.

- Minor updates will add:
  - New definitions to assist with interpretation and implementation
  - Remove outdated references
  - Reference modern standards for design and construction
  - Incorporate changes in state and federal laws

- MOTION ADOPT ORDINANCE 3464 TO AMEND LMC CHAPTER 17.24 FLOOD DAMAGE PREVENTION

RECOMMENDED ACTION

Chapter 17.24

FLOOD DAMAGE PREVENTION

This is a draft of the proposed amendments to the Flood Damage Prevention ordinance. ~~Strikethrough~~ text is to be removed; Underline text is to be added.

Sections:

17.24.010 Findings of fact.

(1) The flood hazard areas of the city are subject to periodic inundation which results in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base, all of which adversely affect the public health, safety and general welfare.

(2) These flood losses are caused by the cumulative effect of obstructions in areas of special flood hazards which increase flood heights and velocities and, when inadequately anchored, damage uses in other areas. Uses that are inadequately floodproofed, elevated or otherwise protected from flood damage also contribute to the flood loss. (Ord. 3307 § 1, 2015; Ord. 2786 § 1, 2000).

17.24.020 Statement of purpose.

It is the purpose of this chapter to promote the public health, safety and general welfare; reduce the annual cost of flood insurance; and to minimize public and private losses due to flood conditions in specific areas by provisions designed:

(1) To protect human life and health;

(2) To minimize expenditure of public money and costly flood-control projects;

(3) To minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public;

(4) To minimize prolonged business interruptions;

(5) To minimize damage to public facilities and utilities such as water and gas mains, electric, telephone and sewer lines, streets and bridges located in areas of special flood hazard;

(6) To help maintain a stable tax base by providing for the sound use and development of areas of special flood hazard so as to minimize future flood blight areas;

(7) To ensure that potential buyers are notified that property is in an area of special flood hazard;

(8) To ensure that those who occupy the areas of special flood hazard assume responsibility for their actions; and

(9) To ~~implement the Washington State Flood Control Zone Permit Program~~ participate in and maintain eligibility for flood insurance and disaster relief pursuant to the requirements of Chapter 86.16 RCW and Chapter 173-158 WAC. (Ord. 3307 § 1, 2015; Ord. 2786 § 1, 2000).

Commented [GM(1]: Discussion Item:

The WA Model Ordinance states:

"Participate in and maintain eligibility for flood insurance and disaster relief."

Ecology would recommend adjusting this language. There is no "Washington State Flood Control Zone Permit Program."

17.24.030 Methods of reducing flood losses.
In order to accomplish its purposes this chapter includes methods and provisions for:

(1) Restricting or prohibiting uses which are dangerous to health, safety and property due to water or erosion hazards, or which result in damaging increases in erosion or in flood heights or velocities;

(2) Requiring that uses vulnerable to floods, including facilities which serve such uses, be protected against flood damage at the time of initial construction;

(3) Controlling the alteration of natural floodplains, stream channels, and natural protective barriers, which help accommodate or channel floodwaters;

(4) Controlling filling, grading, dredging and other development which may increase flood damage; and

(5) Preventing or regulating the construction of flood barriers which will unnaturally divert floodwaters or which may increase flood hazards in other areas. (Ord. 3307 § 1, 2015; Ord. 2786 § 1, 2000).

17.24.040 Definitions.
Unless specifically defined below in this section, words or phrases used in this chapter shall be interpreted so as to give them the meaning they have in common usage and to give this chapter its most reasonable application:

(1) Alteration of watercourse: Any action that will change the location of the channel occupied by water within the banks of any portion of a riverine waterbody.

  a. "Area of shallow flooding" means a designated AO or AH zone on the Flood Insurance Rate Map (FIRM). The base flood depths range from one to three feet; a clearly defined channel does not exist; the path of flooding is unpredictable and indeterminate; and velocity flow may be evident. Such flooding is characterized by ponding or sheet flow. Also referred to as the sheet flow area.

  b. "Area of special flood hazard" means the land in the floodplain within a community subject to a one percent or greater chance of flooding in any given year. "Special flood hazard area" is synonymous in meaning with the phrase "area of special flood hazard".

(2) ASCE 24: The most recently published version of ASCE 24, Flood Resistant Design and Construction, published by the American Society of Civil Engineers.

Commented [GM(2]: Recommended addition.

(3) Base flood: The flood having a 1% chance of being equaled or exceeded in any given year (also referred to as the "100-year flood").

(4) Base Flood Elevation (BFE): The elevation to which floodwater is anticipated to rise during the base flood.

(5) ~~(3)~~ "Basement" means any area of the building having its floor sub-grade (below ground level) on all sides.

(6) ~~(4)~~ "Critical facility" means a facility to which even a slight chance of flooding might be too great. Critical facilities include, but are not limited to, schools, nursing homes, hospitals, police, fire and emergency response installations, and installations which produce, use or store hazardous materials or hazardous waste.

(7) ~~(5)~~ “Development” means any manmade change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials located within the area of special flood hazard.

(8) Elevated Building: For insurance purposes, a non-basement building that has its lowest elevated floor raised above ground level by foundation walls, shear walls, post, piers, pilings, or columns.

Commented [GM(3]: Recommended addition.

(9) Elevation Certificate: An administrative tool of the National Flood Insurance Program (NFIP) that can be used to provide elevation information, to determine the proper insurance premium rate, and to support a request for a Letter of Map Amendment (LOMA) or Letter of Map Revision based on fill (LOMR-F).

Commented [GM(4]: Recommended addition.

(10) Essential Facility: This term has the same meaning as “Essential Facility” defined in ASCE 24. Table 1-1 in ASCE 24-14 further identifies building occupancies that are essential facilities.

Commented [GM(5]: Recommended addition.

(11) Existing Manufactured Home Park or Subdivision: A manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before the effective date of the floodplain management regulations adopted by the community.

Commented [GM(6]: Recommended addition.

(12) Expansion to an Existing Manufactured Home Park or Subdivision: The preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).

Commented [GM(7]: Recommended addition.

(13) ~~(6)~~ “Flood” or “flooding” means

a. A general and temporary condition of partial or complete inundation of normally dry land areas from:

Deleted: a

   i. The overflow of inland or tidal waters;

Deleted: and/or

   ii. The unusual and rapid accumulation of runoff of surface waters from any source; and/or

Deleted: .

   iii. Mudslides (i.e., mudflows) which are proximately caused by flooding as defined in paragraph (1)(b) of this definition and are akin to a river of liquid and flowing mud on the surfaces of normally dry land areas, as when earth is carried by a current of water and deposited along the path of the current.

b. The collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding as defined in paragraph (a) of this definition.

(14) Flood elevation study: An examination, evaluation and determination of flood hazards and, if appropriate, corresponding water surface elevations, or an examination, evaluation and determination of mudslide (i.e., mudflow) and/or flood-related erosion hazards. Also known as a Flood Insurance Study (FIS).

(15) ~~(7)~~ “Flood Insurance Rate Map (FIRM)” means the official map on which the Federal Insurance Administration has delineated both the areas of special flood hazards and the risk premium zones applicable to the community. A FIRM that has been made available digitally is called a Digital Flood Insurance Rate Map (DFIRM).

(16) Floodplain or flood prone area: Any land area susceptible to being inundated by water from any source. See "Flood or flooding."

(17) Floodplain administrator: The community official designated by title to administer and enforce the floodplain management regulations.

(18) Flood proofing: Any combination of structural and nonstructural additions, changes, or adjustments to structures which reduce or eliminate risk of flood damage to real estate or improved real property, water

and sanitary facilities, structures, and their contents. Flood proofed structures are those that have the structural integrity and design to be impervious to floodwater below the Base Flood Elevation.

Deleted: (8) “Flood Insurance Study” means the official report provided by the Federal Insurance Administration that includes flood profiles, the Flood Boundary-Floodway Map, and the water surface elevation of the base flood.¶

(19) ~~(9)~~ “Floodway” means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height. Also referred to as "Regulatory Floodway."

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(20) Functionally dependent use: A use which cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities, and does not include long term storage or related manufacturing facilities.

(21) Highest adjacent grade: The highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

(22) Historic structure: Any structure that is:

a. Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;

b. Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;

c. Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of Interior; or

d. Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:

  i. By an approved state program as determined by the Secretary of the Interior, or

  ii. Directly by the Secretary of the Interior in states without approved programs.

(23) ~~(10)~~ “Lowest floor” means the lowest floor of the lowest enclosed area (including basement). An unfinished or flood-resistant enclosure, usable solely for parking of vehicles, building access or storage, in an area other than a basement area, is not considered a building’s lowest floor; provided, that such enclosure is not built so as to render the structure in violation of the applicable nonelevation design requirements of this chapter found at LMC 17.24.160(2).

(24) ~~(11)~~ “Manufactured home” means a structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when connected to the required utilities. For floodplain management purposes the term “manufactured home” also includes park trailers, travel trailers, and other similar vehicles placed on a site for greater than 180 consecutive days. For insurance purposes the term “manufactured home” does not include park trailers, travel trailers, and other similar vehicles.

(25) ~~(12)~~ “Manufactured home park or subdivision” means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

(26) Mean Sea Level: For purposes of the National Flood Insurance Program, the vertical datum to which Base Flood Elevations shown on a community's Flood Insurance Rate Map are referenced.

(27) ~~(13)~~ “New construction” means structures for which the “start of construction” commenced on or after the effective date of the ordinance codified in this section.

(28) New Manufactured Home Park or Subdivision: A manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading

Commented [GM(8]: Recommended addition.

or the pouring of concrete pads) is completed on or after the effective date of adopted floodplain management regulations adopted by the community.

(29) Reasonably Safe from Flooding: Development that is designed and built to be safe from flooding based on consideration of current flood elevation studies, historical data, high water marks and other reliable date known to the community. In unnumbered A zones where flood elevation information is not available and cannot be obtained by practicable means, reasonably safe from flooding means that the lowest floor is at least two feet above the Highest Adjacent Grade.

(30) Recreational Vehicle: A vehicle,

a. Built on a single chassis;

b. 400 square feet or less when measured at the largest horizontal projection;

c. Designed to be self-propelled or permanently towable by a light duty truck; and

d. Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

(31) ~~(14)~~ "Start of construction" includes substantial improvement, and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, placement or other improvement was within 180 days of the permit date. The "actual start" means either the first placement of permanent construction of a structure on a site, such as the pouring of a slab or footings, the installation of piles, the construction of columns, or any work beyond the state of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundation or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For substantial improvement, the "actual start of construction" means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

(32) ~~(15)~~ "Structure" means a walled or roofed building including a gas or liquid storage tank and a manufactured home that is principally above ground.

(33) ~~(16)~~ "Substantial damage" means damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

(34) ~~(17)~~ "Substantial improvement" means any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the "start of construction" of the improvement. This term includes structures which have incurred "substantial damage," regardless of the actual repair work performed.

The term does not, however, include either:

a. Any project for improvement of a structure to comply with existing state or local health, sanitary, or safety code specifications which are solely necessary to assure safe living conditions; or

b. Any alteration of a structure listed on the National Register of Historic Places or a State Inventory of Historic Places.

(35) ~~(18)~~ "Variance" means a grant of relief from the requirements of this chapter which permits construction in a manner that would otherwise be prohibited by this chapter. (Ord. 3307 § 1, 2015; Ord. 2786 § 1, 2000).

Deleted: means any repair, reconstruction, or improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure either:¶
(a) Before the improvement or repair is started; or

Deleted: (a) Before the improvement or repair is started; or

Deleted: (b) If the structure has been damaged and is being restored, before the damage occurred. For the purposes of this definition "substantial improvement" is considered to occur when the first alteration of any wall, ceiling, floor, or other structural part of the building commences, whether or not that alteration affects the external dimensions of the structure.¶

17.24.050 General provisions – Lands to which this chapter applies.
This chapter shall apply to all areas of special flood hazards within the jurisdiction of the city of Longview. (Ord. 3307 § 1, 2015; Ord. 2786 § 1, 2000).

17.24.060 General provisions – Basis for establishing the areas of special flood hazard.
(1) Frequently Flooded Areas. Frequently flooded areas may include lands outside of Federal Emergency Management Agency defined floodplains and shall include:

(a) Areas Identified on the Flood Insurance Map(s). Those areas of special flood hazard identified by the Federal Insurance Administration in a scientific and engineering report entitled "The Flood Insurance Study (FIS) for Cowlitz County and Incorporated Areas," dated December 16, 2015, with accompanying Flood Insurance Rate Maps (FIRM) and any revisions thereto. The Flood Insurance Study and accompanying map(s) are hereby adopted by reference, declared part of this chapter, and are available for public review at the county.

(b) Use of Additional Information. The director may use additional flood information, such as provided by the Army Corps of Engineers, that is more restrictive or detailed than that provided in the Flood Insurance Study conducted by the Federal Emergency Management Agency to designate frequently flooded areas. The flood insurance maps are to be used as a guide for the county, project applicants and/or property owners, and the public and should be considered a minimum designation of frequently flooded areas. As flood insurance maps may be continuously updated as areas are reexamined or new areas are identified, newer and more accurate information for flood hazard area identification shall be the basis for regulation, including photographs of past flooding, location of restrictive floodways, maps showing future build-out conditions, maps that show riparian habitat areas, or similar information. (Ord. 3307 § 1, 2015; Ord. 2817 § 1, 2001; Ord. 2786 § 1, 2000).

17.24.070 General provisions – Compliance.
All development within special flood hazard areas is subject to the terms of this ordinance and other applicable regulations. No structure or land shall hereafter be constructed, located, extended, converted or altered without full compliance with the terms of this chapter and other applicable regulations. Violations of the provisions of this chapter by failure to comply with any of its requirements (including violations of conditions and safeguards established in connection with conditions) shall constitute a misdemeanor. Any person who violates this chapter or fails to comply with any of its requirements shall, upon conviction thereof, be fined or imprisoned in accordance with Chapter 1.33 LMC. (Ord. 3307 § 1, 2015; Ord. 2786 § 1, 2000).

Commented [GM(9]: This sentence is required per "WA State Model ordinance section 3.3."

17.24.080 General provisions – Abrogation and greater restrictions.
This chapter is not intended to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions.

However, where this chapter and another chapter, easement, covenant, or deed restriction conflict or overlap, whichever imposes the more stringent restrictions shall prevail. (Ord. 3307 § 1, 2015; Ord. 2786 § 1, 2000).

17.24.090 General provisions – Interpretation.
In the interpretation and application of this chapter, all provisions shall be:

(1) Considered as minimum requirements;

(2) Liberally construed in favor of the governing body; and

(3) Deemed neither to limit nor repeal any other powers granted under state statutes. (Ord. 3307 § 1, 2015; Ord. 2786 § 1, 2000).

17.24.100 General provisions – Warning and disclaimer of liability.
The degree of flood protection required by this chapter is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. Larger floods can and will occur on rare occasions. Flood heights may be increased by manmade or natural causes. This chapter does not imply that land outside the areas of special flood hazards or uses permitted within such areas will be free from flooding or flood damages. This chapter shall not create liability on the part of the city, any officer or employee thereof, or the Federal Insurance Administration, for any flood damages that result from reliance on this chapter or any administrative decision lawfully made thereunder. (Ord. 3307 § 1, 2015; Ord. 2786 § 1, 2000).

17.24.110 Administration – Establishment of development permit.
A development permit shall be obtained before construction or development begins within any area of special flood hazard established in LMC 17.24.060. This permit shall be for all structures including manufactured homes, as set forth in the definitions (LMC 17.24.040), and for all other development including fill and other activities, also as set forth in the definitions. Application for a development permit shall be made on forms furnished by the community development director, and may include, but not be limited to, plans in duplicate drawn to scale showing the nature, location, dimensions, and elevations of the area in question; existing or proposed structures, fill, storage of materials, drainage facilities; and the location of the foregoing. Specifically, the following information is required:

(1) Elevation in relation to mean sea level of the lowest floor (including basement) of all structures recorded on a current elevation certificate (FF 81-31) with Section B completed by the local official;

(2) Elevation in relation to mean sea level to which any structure has been floodproofed;

(3) Certification by a registered professional engineer or architect that the floodproofing methods for any nonresidential structure meet the floodproofing criteria in LMC 17.24.160(2); and

(4) Description of the extent to which any watercourse will be altered or relocated as a result of proposed development. (Ord. 3307 § 1, 2015; Ord. 2786 § 1, 2000).

(5) Where development is proposed in a floodway, an engineering analysis indicating no rise of the Base Flood Elevation, and

(6) Any other such information that may be reasonably required by the Floodplain Administrator in order to review the application.

17.24.120 Administration – Designation of community development director.
The community development director is appointed to administer and implement this chapter by granting or denying development permit applications in accordance with its provisions. (Ord. 3307 § 1, 2015; Ord. 2786 § 1, 2000).

17.24.130 Administration – Duties and responsibilities of community development director.
Duties of the community development director shall include, but not be limited to:

(1) Permit Review.

(a) Review all development permits to determine that the permit requirements of this chapter have been satisfied;

(b) Review all development permits to determine that all necessary permits have been obtained from those federal, state or local governmental agencies from which prior approval is required;

(c) Review all development permits to determine if the proposed development is located in the floodway. If located in the floodway, assure that the encroachment provisions of LMC 17.24.170(1) are met.

(d) Review all development permits to ensure the site is reasonably safe from flooding.

(e) Notify FEMA when annexations occur in the Special Flood Hazard Area.

(2) Use of Other Base Flood Data. When base flood elevation data has not been provided in accordance with LMC 17.24.060, the community development director shall obtain, review and reasonably utilize any base flood elevation data available from a federal, state or other source, in order to administer LMC 17.24.160, specific standards, and LMC 17.24.170, floodways.

(3) Information to Be Obtained and Maintained.

(a) Where base flood elevation data is provided through the Flood Insurance Study, FIRM, or required as in subsection (2) of this section, obtain and record the actual (as-built) elevation (in relation to mean sea level) of the lowest floor (including basement) of all new or substantially improved structures, and whether or not the structure contains a basement. Recorded on a current elevation certificate (FF 81-31) with Section B completed by the local official;

(b) For all new or substantially improved floodproofed nonresidential structures where base flood elevation data is provided through the FIS, FIRM, or as required in subsection (2) of this section:

(i) Obtain and record the elevation (in relation to mean sea level) to which the structure was floodproofed, and

(ii) Maintain the floodproofing certifications required in LMC 17.24.110(3);

(c) Maintain for public inspection all records pertaining to the provisions of this chapter including all records of floodplain hazards, certificates of floodproofing, floodway encroachment certifications, variance actions including justification for their issuance, improvement and damage calculations, and flood elevation data.

Commented [GM(10]: These additions reflect required language from the WA Model ordinance section 4.3-3. I worked the language in to follow the existing format. Each piece can be broken out at the City's discretion.

(4) Alteration of Watercourses.

(a) Notify adjacent communities and the Department of Ecology prior to any alteration or relocation of watercourse, and submit evidence of such notification to the Federal Insurance Administration;

(b) Require that maintenance is provided within the altered or relocated portion of the watercourse so that the flood-carrying capacity is not diminished.

(5) Interpretation of FIRM Boundaries. Make interpretations where needed, as to exact location of the boundaries of the areas of special flood hazards (for example, where there appears to be a conflict between a mapped boundary and actual field conditions). The person contesting the location of the boundary shall be given a reasonable opportunity to appeal the interpretation as provided in LMC 17.24.140. (Ord. 3307 § 1, 2015; Ord. 2786 § 1, 2000).

17.24.140 Administration – Variance procedure.

(1) The appeal board of adjustment may consider applications for variances from the requirements of this chapter, subject to the provisions of this section.

(2) Variances may be issued for new construction and substantial improvements and for other development necessary for the conduct of a functionally dependent use; provided, that (a) the criteria of subsections (3), (4), and (5) of this section are met; (b) the structure or other development is protected by measures that minimize flood damages during the regulatory flood; and (c) the development will create no additional threats to public safety.

(3) Variances shall only be granted upon:

(a) A determination that failure to grant the variance would result in exceptional hardship to the applicant; and

(b) A determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, or conflict with Chapter 86.16 RCW or other laws, regulations, or ordinances.

(4) The following requirements and guidelines apply to the granting of variances:

(a) Variances may be issued for the reconstruction, rehabilitation, or restoration of structures listed on the National Register of Historic Places or the State Inventory of Historic Places, without regard to the procedures set forth in this section.

(b) Variances shall not be issued within a floodway if any increase in flood levels during the base flood discharge would result.

(c) Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.

(d) Variances as interpreted in the National Flood Insurance Program are based on the general zoning law principle that they pertain to a physical piece of property; they are not personal in nature and do not pertain to the structure, its inhabitants, or economic or financial circumstances. They primarily address small lots in densely populated residential neighborhoods. As such, variances from the flood elevations should be quite rare.

(e) Variances may be issued for nonresidential buildings in very limited circumstances to allow a lesser degree of floodproofing than watertight or dry-floodproofing, where it can be determined there is low damage potential, and it complies with all other variance criteria.

(f) Any applicant to whom a variance from the lowest floor elevation standards is granted shall be given written notice that the cost of flood insurance will be commensurate with the increased risk resulting from the reduced lowest floor elevation.

(5) Criteria. When acting on a variance request, the appeal board of adjustment shall consider all technical evaluations, all relevant factors, standards specified in other sections of this chapter, and:

(a) The danger to life and property due to flooding, erosion damage, or materials swept onto other lands during flood events;

(b) The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner;

(c) The importance of the services provided by the proposed use to the community;

(d) The necessity to the proposed use of a waterfront location, where applicable, and the availability of alternative locations for the proposed use that are not subject to flooding or erosion damage;

(e) The relationship of the proposed use to the comprehensive plan and floodplain management program for that area;

(f) The safety or access to the property in times of flood for ordinary and emergency vehicles;

(g) The expected height, velocity, duration, rate of rise and sediment transport of the floodwaters and the effects of wave action, if applicable, expected at the site;

(h) The cost of providing governmental services during and after flood conditions including maintenance and repair of public utilities and facilities such as sewer, gas, electrical, and water systems and streets and bridges.

(6) Conditions. The appeal board of adjustment may attach such reasonable conditions to the granting of the variance as may be appropriate to further the purposes of this code. Such conditions may include a requirement that the applicant record a document reciting the granting of the variance and providing notice of flood hazards.

(7) Reporting. The director shall report any variances to the Federal Insurance Director of the Federal Emergency Management Agency and the Department of Ecology upon request.

(8) The procedure for considering a variance application is the same as provided in LMC 17.24.145 as applicable. (Ord. 3307 § 1, 2015; Ord. 2786 § 1, 2000).

17.24.145 Appeals.

(1) A person aggrieved by the issuance or denial of a permit may appeal such action to the appeal board of adjustment, appointed pursuant to LMC 19.12.010. Any such appeal shall be filed in writing with the community development department within 20 calendar days of the issuance of the community development director’s decision, with the first day being the day after the decision is issued. The appeal shall specify the reasons therefor. The director shall provide the appeal board of adjustment with the findings and documentation relating to the decision being appealed. The appeal board of adjustment, following a de novo hearing, shall affirm, modify or reverse the director’s decision. The appellant carries the burden of proof on appeal.

(2) Upon the filing of an appeal with appropriate fee, the community development director shall set the public hearing before the appeal board of adjustment. If the appeal is filed 20 calendar days or more before the appeal board of adjustment's regularly scheduled monthly meeting, the board shall hear the appeal at that meeting as set by the director. For appeals filed within 19 calendar days of the regularly scheduled monthly meeting, the appeal board of adjustment shall hear the appeal in the subsequent month.

(3) Notice of the time, date and place of the hearing shall be sent to the appellant and the permittee by first class mail prior to the public hearing. Legal notice of the hearing shall be published in a newspaper of general circulation and the subject property shall be posted with said notice not less than 10 calendar days prior to the public hearing.

(4) Within 10 calendar days after the public hearing, the appeal board of adjustment shall issue a written decision, including findings of fact on which its decision is based. Such written decision shall be available to the appellant and the public upon request. Appeals of appeal board of adjustment decisions shall be to a court of competent jurisdiction, pursuant to the Land Use Petition Act, Chapter 347, Washington Laws, 1995. (Ord. 3307 § 1, 2015).

17.24.150 Provisions for flood hazard protection – General standards.

In all areas of special flood hazards the following standards are required:

(1) Anchoring.

(a) All new construction and substantial improvements shall be anchored to prevent flotation, collapse or lateral movement of the structure.

(b) All manufactured homes must likewise be anchored to prevent flotation, collapse or lateral movement, and shall be installed using methods and practices that minimize flood damage. Anchoring methods may include, but are not limited to, use of over-the-top or frame ties to ground anchors (reference FEMA's "Manufactured Home Installation and Flood Hazard Areas" guidebook for additional techniques).

(2) Construction Materials and Methods.

(a) All new construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage.

(b) All new construction and substantial improvements shall be constructed using methods and practices that minimize flood damage.

(c) Electrical, heating, ventilation, plumbing, and air conditioning equipment and other service facilities shall be designed and/or otherwise elevated or located so as to prevent water from entering or accumulating within the components during conditions of flooding. Locating such equipment below the base flood elevation may cause annual flood insurance premiums to be increased.

(3) Utilities.

(a) All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of floodwaters into the system. Water wells shall be located on high ground that is not in the floodway;

(b) New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of floodwaters into the systems and discharge from the systems into floodwaters; and

(c) On-site waste disposal systems shall be located to avoid impairment to them or contamination from them during the flooding.

(4) Subdivision Proposals.

(a) All subdivision proposals shall be consistent with the need to minimize flood damage;

(b) All subdivision proposals shall have public utilities and facilities such as sewer, gas, electrical and water systems located and constructed to minimize flood damage;

(c) All subdivision proposals shall have adequate drainage provided to reduce exposure to flood damage; and

(d) Where base flood elevation data has not been provided or is not available from another authoritative source, it shall be generated for subdivision proposals and other proposed developments which contain at least 50 lots or five acres (whichever is less).

(5) Review of Building Permits. Where elevation data is not available through the Flood Insurance Study, FIRM, or from another authoritative source (LMC 17.24.130(2)), applications for building permits shall be reviewed to assure that proposed construction will be reasonably safe from flooding. The test of reasonableness is a local judgment and includes use of historical data, high water marks, photographs of past flooding, etc., where available. Failure to elevate at least two feet above grade in these zones may result in higher insurance rates. (Ord. 3307 § 1, 2015; Ord. 2786 § 1, 2000).

17.24.160 Provisions for flood hazard protection – Specific standards.

In all areas of special flood hazards where base flood elevation data has been provided as set forth in LMC 17.24.060 or 17.24.130(2) the following provisions are required. (Additional standards were clarified in FEMA Technical Bulletin 11-01 to allow crawlspace construction for buildings located in the special flood hazard areas; however, adopting this provision can result in a 20 percent increase in flood insurance premiums.)

(1) Residential Construction. New construction and substantial improvement of any residential structure shall have the lowest floor, including basement, elevated one foot or more above the level of the base flood elevation (BFE). Mechanical equipment and utilities shall be waterproofed or elevated least one foot above the BFE.

Deleted: (1)

New construction and substantial improvement of any residential structure in an Unnumbered A zone for which a BFE is not available and cannot be reasonably obtained shall be reasonably safe from flooding, but in all cases the lowest floor shall be at least two feet above the Highest Adjacent Grade.

Commented [GM(11]: City of Longview has unnumbered A zones and must include this provision from the WA Model ordinance (section 5.2-1).

(2) Fully enclosed areas below the lowest floor that are subject to flooding are prohibited, or shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect or must meet or exceed the following minimum criteria:

(a) A minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided;

(b) The bottom of all openings shall be no higher than one foot above grade;

(c) Openings may be equipped with screens, louvers, or other coverings or devices; provided, that they permit the automatic entry and exit of floodwaters;

(d) A garage attached to a residential structure, constructed with the garage floor slab below the BFE, must be designed to allow for the automatic entry and exit of floodwaters; and

(3) Nonresidential Construction. New construction and substantial improvement of any commercial, industrial or other nonresidential structure shall either have the lowest floor, including basement, elevated one foot or more above the level of the base flood elevation; or, together with attendant utility and sanitary facilities, shall:

(a) Be floodproofed so that below one foot above the base flood level the structure is watertight with walls substantially impermeable to the passage of water or dry flood proofed to the elevation required by ASCE 24, whichever is greater;

(b) Have structural components capable of resisting hydrostatic and hydrodynamic loads and effects of buoyancy; and

(c) Be certified by a registered professional engineer or architect that the design and methods of construction are in accordance with accepted standards of practice for meeting provisions of this subsection based on their development and/or review of the structural design, specifications and plans. Such certifications shall be provided to the official as set forth in LMC 17.24.130(3);

(d) Nonresidential structures that are elevated, not floodproofed, must meet the same standards for space below the lowest floor as is described in subsection (1) of this section;

(e) Applicants floodproofing nonresidential buildings shall be notified that flood insurance premiums will be based on rates that are one foot below the floodproofed level (e.g., a building floodproofed to one foot above the base flood level will be rated as at the base flood level). (Ord. 3307 § 1, 2015; Ord. 2786 § 1, 2000).

17.24.170 Provisions for flood hazard protection – Floodways.

Located within areas of special flood hazard established in LMC 17.24.060 are areas designated as floodways. Since the floodway is an extremely hazardous area due to the velocity of floodwaters that can carry debris, and increase erosion potential, the following provisions apply:

(1) Prohibit encroachments, including fill, new construction, substantial improvements, and other development unless certification by a registered professional engineer is provided demonstrating through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the proposed encroachment would not result in any increase in flood levels during the occurrence of the base flood discharge;

(2) Construction or reconstruction of residential structures is prohibited within designated floodways, except for (a) repairs, reconstruction, or improvements to a structure which do not increase the ground floor area; and (b) repairs, construction or improvements to a structure, the cost of which does not exceed 50 percent of the market value of the structure either (i) before the repair, reconstruction, or repair is started; or (ii) if the structure has been damaged, and is being restored before the damage occurred. Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions, or the structures identified as historic places, may be excluded in the 50 percent;

(3) If subsection (1) of this section is satisfied, all new construction and substantial improvements shall comply with all applicable flood hazard reduction provisions of LMC 17.24.150 through 17.24.190. (Ord. 3307 § 1, 2015; Ord. 2786 § 1, 2000).

17.24.xxx AE and A1-30 Zones with Base Flood Elevations but No Floodways

Commented [GM(12]: Required to be included in the ordinance. Location can be at City's discretion.

In areas with BFEs (but a regulatory floodway has not been designated), no new construction, substantial improvements, or other development (including fill) shall be permitted within zones A1-30 and AE on the community's FIRM, unless it is demonstrated that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one foot at any point within the community.

17.24.180 Critical facility.

Construction of new critical facilities shall be, to the extent possible, located outside the limits of the special flood hazard area (SFHA) (100-year floodplain). Construction of new critical facilities shall be permissible within the SFHA if no feasible alternative site is available. Critical facilities constructed within the SFHA shall have the lowest floor elevated to three feet or more above the level of the base flood elevation at the site or to the height of the 500-year flood, whichever is higher. Access to and from the critical facility should also be protected to the height utilized above. Floodproofing and sealing measures must be taken to ensure that toxic substances will not be displaced by or released into floodwaters. Access routes elevated to or above the level of the base flood plain shall be provided to all critical facilities to the extent possible. (Ord. 3307 § 1, 2015; Ord. 2786 § 1, 2000).

17.24.190 Manufactured homes.

All manufactured homes to be placed or substantially improved within zones Al-30, AH, and AE on the community's FIRM shall be elevated on a permanent foundation such that the lowest floor of the manufactured home is one foot or more above the base flood elevation, and be securely anchored to an adequately anchored foundation system in accordance with the provisions of LMC 17.24.150. (Ord. 3307 § 1, 2015; Ord. 2786 § 1, 2000).

17.24.200 Recreational vehicles.

Recreational vehicles placed on sites within a special flood hazard area are required to either:

(1) Be on the site for fewer than 180 consecutive days; or

(2) Be fully licensed and ready for highway use, on wheels or jacking system, attached to the site only by quick disconnect type utilities and security devices, and have no permanently attached additions; or

(3) Meet the requirements of LMC 17.24.190 and the elevation and anchoring requirements for manufactured homes. (Ord. 3307 § 1, 2015).

17.24.xxx **Severability**

This ordinance and the various parts thereof are hereby declared to be severable. Should any Section of this ordinance be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the ordinance as a whole, or any portion thereof other than the Section so declared to be unconstitutional or invalid.

Commented [GM(13]: The severability section is mandatory from the WA model ordinance. It can be included anywhere within the ordinance at the City's discretion. Including in this location following the flow of the WA model ordinance.

City of Longview

Agenda Summary

DEVELOPMENT OF AN ARTERIAL TRAFFIC PLAN

RECOMMENDED ACTION:
DIRECT STAFF TO DEVELOP AN ARTERIAL TRAFFIC PLAN THAT MEETS THE NEEDS OF THE CITY OF LONGVIEW TODAY AND ACCOUNTING FOR GROWTH IN RESIDENTS AND INDUSTRY. IDENTIFY NEEDED CAPITAL PROJECTS TO DELIVER SAID PLAN.

SUMMARY STATEMENT:
Many automobiles and transport vehicles such as heavy trucks and rigs pass through the City of Longview using Tennant Way through Nichols Boulevard to Ocean Beach Highway. Many travelers still use this route, as if it were still the state highway that it was prior to the rough transfer of the 1980s. Although the the speed limit has been officially reduced on this route, many vehicles routinely exceed both speed and weight limits.

RECOMMENDED ACTION:
Direct staff to develop an arterial traffic plan that meets the needs of the City of Longview today and accounting for growth in residents and industry. Identify needed capital projects to deliver said plan. Staff should return to City Council by April 2023 with the recommended arterial traffic plan.

COUNCIL STRATEGIC INITIATIVE ADDRESSED: IMPROVE TRANSPORTATION SYSTEMS

Introduced by: Christopher Ortiz
Supported by: Ruth Kendall

Attachments: None

City of Longview

Agenda Summary

APPROVAL OF CLAIMS

Based upon the authentication and certification of claims and demands against the city, prepared and signed by the City's auditing officer, and in full reliance thereon, it is moved and seconded as shown in the minutes of this meeting that the following vouchers/warrants are approved for payment:

SECOND HALF AUGUST 2022 ACCOUNTS PAYABLE: $1,931,641.01
Checks numbered: 38104 - 38456.

SECOND HALF AUGUST 2022 PAYROLL:
$372,131.01, checks numbered: 1425 - 1449
$855,544.65, direct deposits
$795,168.81, wire transfers
$2,022,844.47 Total

FIRST HALF SEPTEMBER 2022 ACCOUNTS PAYABLE: $1,406,975.76
Checks numbered: 38457 - 38707.

FIRST HALF SEPTEMBER 2022 PAYROLL:
$17,019.55, checks numbered: 1450 - 1467
$,873,050.26 direct deposits
$590,898.77, wire transfers
$1,480,968.58 Total

STAFF CONTACT:
John Baldwin, Accountant
Dana Beck, Payroll Specialist

Attachments: None

City of Longview

Agenda Summary

PROJECT COMPLETION – OCEAN BEACH HIGHWAY SEWER MANHOLE RECONSTRUCTION PROJECT

RECOMMENDED ACTION:
MOTION TO ACCEPT AS COMPLETE THE OCEAN BEACH HIGHWAY SEWER MANHOLE RECONSTRUCTION PROJECT

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

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:
The Ocean Beach Highway Sewer Manhole Reconstruction project has been completed in accordance with the plans and specifications under Contract No. 22-1945-S/D entered into between the City of Longview and Clark & Sons Excavating, Inc. The City Council must accept the project as complete before final contract closeout can be accomplished.

STAFF CONTACT:
Morgan Palmer, Project Engineer

Attachments: None

City of Longview

Agenda Summary

PROJECT UPDATE – WASHINGTON WAY COMPLETE STREET PROJECT

RECOMMENDED ACTION:
NONE – INFORMATION ONLY

COUNCIL INITIATIVE ADDRESSED:
Improve streets and roads
Improve transportation systems

CITY ATTORNEY REVIEW:
N/A

SUMMARY STATEMENT:
The City's project team, consisting of City staff and consultants, have begun preliminary design work on the Washington Way Complete Street Project. This work includes land survey, pavement assessment, public outreach, traffic analysis, and alternatives analysis. The project team has summarized the initial data collection, analysis, and outreach efforts in the attached memo.

FINANCIAL SUMMARY:
No financial impacts

STAFF CONTACT:
Morgan Palmer, Project Engineer

Attachments:
1. Washington Way Project Update Memo

Memorandum

September 14, 2022

To: **City Council**

Kurt Sacha, City Manager

From: **Morgan Palmer, Project Engineer**

Karl Enyeart, City Engineer

Ken Hash, Public Works Director

Subject: **Washington Way Complete Street Project**

The Public Works Department submits this memo to update Council on preliminary design work on the Washington Way Complete Street Project. The City of Longview received Federal grant funding for the project in 2021 in the amount of $4,794,000 from the National Highway System Asset Management Program. The project's scope includes resurfacing from Larch St to 34th Ave, completing ADA curb ramp upgrades, modifying traffic signals, and restriping the street. To accomplish these project elements, the City hired a consultant to provide engineering and professional services. The City design team began work following the execution of a consultant contract on June 21st with MacKay Sposito, Inc.

The design team is made up of a diverse group of professionals, including traffic engineers, civil engineers, geotechnical engineers, public outreach professionals, and environmental, cultural, and historical resource experts. City staff are working side-by-side with the consultant team to ensure the project outcomes meet the City's current and future needs as well as complying with the administrative requirements of the Federal grant funding for this project. The City's design team catered the design approach to specifically address cost-effective, long-term solutions to maximize the life expectancy of Washington Way per the Federal grant program objectives.

The design approach for this project included a series of initial data collection, analysis, and outreach efforts to better understand the current condition of Washington Way and how people are using the street today. This approach aims to produce a holistic assessment of the corridor to inform decision makers of important data. The design efforts completed to-date include:

- Land Survey: In July, a land surveying team documented existing conditions by collecting topographic, utility, and aerial imagery data along the corridor. This data will be used during the detailed design work.
- Pavement Assessment: Pavement engineers took core samples along the corridor to understand the existing condition of the roadway. These samples are being analyzed to prepare a cost-effective, long-term pavement treatment recommendation.

- Public Outreach: A public outreach team completed engagement efforts to share the project with the public and to collect feedback on the existing use of the road and potential use in the future. Their efforts included door-to-door visits to residents and commercial properties along the corridor, online engagement, mailers, an online survey, and hosting a public open house.
- Traffic Analysis: The traffic engineering team collected traffic volume data, ran traffic simulations, and made predictions of traffic in the future. This analysis reveals how the current street operates and makes predictions of future use based on the regional traffic model.
- Alternatives Analysis: Based on past traffic analyses, City staff identified Washington Way as a candidate for a road reconfiguration. The civil engineering team developed several alternative street configurations to address the corridor's history of crashes and speeding and to analyze completing the street per the City's Complete Streets ordinance. These alternatives were presented to the Complete Streets Advisory Committee and to the public at an open house in August. The team is completing a detailed analysis of the alternatives to compare attributes of each option, including keeping the road with the existing configuration.

The design team is working on finalizing this preliminary design work. The main deliverables for this work include reports on the alternatives analysis, traffic analysis, pavement assessment, and an early public outreach summary. City staff plan to present this information to the Council along with a recommendation of a cost-effective, long-term solution to maximize the life expectancy of the corridor and to address identified safety and operational issues.

In the meantime, the design team is continuing work on the Federal requirements for this project, including environmental reviews and cultural and historical assessments. The team will also begin design of approximately sixty ADA-compliant curb ramps, a key project component that impacts cost and the footprint of the project. The project is slated to go to construction in the summer of 2023.

The project team has curated a website where relevant project information is posted at mylongview.com/WAWayProject. Please reach out to us with any further questions on the project or this preliminary design work.

City of Longview

Agenda Summary

2023 SOUTHWEST WASHINGTON REGIONAL AIRPORT BUDGET

RECOMMENDED ACTION:
MOTION TO ADOPT THE 2023 SOUTHWEST REGIONAL AIRPORT BUDGET

COUNCIL STRATEGIC INITIATIVE ADDRESSED:
Council Initiative: Improve transportation systems

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:
Southwest Washington Regional Airport manager Chris Paolini will provide Longview citizens a presentation of the 2023 operating and capital budget for the airport. As per Resolution No. 2273, a portion of the funding for the Southwest Regional Airport is provided through contributions from the City of Kelso, City of Longview, Cowlitz County and the Port of Longview. In addition to revenue from hangar leases, land leases and other miscellaneous revenues, the City of Kelso, City of Longview, Cowlitz County and the Port of Longview have each been asked to contribute $76,000.00 in 2023 toward the operations of the airport. The $76,000.00 represents the same amount as was contributed in 2022.

Attached are two versions of the operating budget for review. The first attachment provides a detailed budget comparing 2017 – 2022. The second attachment provides the proposed 2023 budget in a similar format to those in prior years.

RECOMMENDED ACTION:
Motion to adopt the 2023 Southwest Regional Airport.

STAFF CONTACT: Kurt Sacha, City Manager

Attachments:
1. SWRA 2023 Draft budget - Clean Copy
2. SWRA 2023 Draft Budget w Yearly Comparisons

Southwest Washington Regional Airport
Draft 2023 Airport Operating Budget

	EXPENDITURES	2023	NOTES
	ACCOUNT DESCRIPTION	**Proposed**	
1	Office Supplies	2,000	
2	Professional Services (Salary and benefits)	148,000	
3	Professional Services (Finance/Accounting/Admin)	40,000	
4	Professional Services (Legal)	10,000	
5	Telephone, Postage, Copying, Internet (mgmt. office)	3,000	
6	Travel/Seminars/Training	3,000	
7	Membership Dues and Fees	750	
8	State Examiner's Charges	5,000	
9	Leasehold Taxes	150	
10	Diking Assessment	30,000	
11	Professional Services Maintenance (City of Kelso)	55,000	
12	Building Repairs (Hangar Roof and Door Repair, Painting)	23,400	Repair storage shed and hangar repairs.
13	Repairs to Landing Field	50,000	2023 crack sealing, west ramp repairs & grading, Brush removal Final Phase
14	Repairs to Electrical (Navigational; hangar, bldg)	12,000	
15	Repairs to mowing Equipment	4,000	
16	Vehicle Maintenance (oil, repairs, license tab)	2,000	
17	Advertising / Promotions (Signs, promo materials, etc.)	5,000	Marketing materials and assist FBO with marketing airport events.
18	Operating Supplies (PAPI lightbulbs, paint, small hardware, herbicides, etc.)	4,000	
19	Safety Supplies - (Decoys, Signing, Windsocks, Fire ext.)	2,000	
20	FUEL (for airport vehicle & mowing)	1,500	
21	Small Tools and Equipment	500	
22	Insurances	35,000	Pending 2022 Insurance site insp.
23	Electricity (Airport office, hangars, navigation equip)	8,000	
24	Garbage/Water/Stormwater Management	12,500	
25	Sanitation	5,500	Cost increase due to COVID and inflation
26	Miscellaneous (misc., annual BNSF easement cost)	2,000	
27	Large purchases:	136,000	Tractor and mower deck
28	Underground Storage Tanks (Annual Bus. Lic. Renewal; Annual tightness compliance and annual CP Testing	3,000	
29	Engineering Contract: General Engineering Services	25,000	
30	Sponsor (Airport) Local match - FAA Projects	50,000	
31	2023 FAA Ramp/Apron Rehabilitation Project	902,000	
32	Fuel Tank Replacement Project	470,000	Place holder
33	**TOTAL ANNUAL AIRPORT EXPENDITURES**	**$ 2,050,300**	
34	**Expenditures minus Capital projects and purchases**	**$ 628,300**	

FAA Funded Capital Project expenses in yellow cells

Non FAA Funded Capital Project Expenses in Tan cells

Southwest Washington Regional Airport
Draft 2023 Airport Operating Budget

	REVENUE	2023	
1	**Account Description**	**Proposed**	**Notes**
2	Beginning Fund Balance	160,000	Mower purchase & Sponsor grant match
3	Leasehold Excise -- Leasehold excise from State	6,000	
4	Intergovt - City of Kelso	76,000	Per ILA
5	Intergovt - Cowlitz County	76,000	Per ILA
6	Intergovt - City of Longview	76,000	Per ILA
7	Intergovt - Port of Longview	76,000	Per ILA
8	Interest Income	100	
9	Interest Income Reserve	500	
10	Hangar Leases	166,700	
11	Land Leases (Life Flight, Prime, Hgr 59, Hgr 41-43, etc.)	32,400	
12	Rentals - Building 40 Apartment	7,200	
13	FBO Agreement	1,400	
14	2023 FAA Grant: Apron/Ramp Rehabilitation Project	852,000	Pending Grant award (New FAA project)
15	2023 WSDOT Grant - Ramp Rehabilitation Project	50,000	Pending Grant award (New FAA project)
16	County Grant: Fuel Tank Replacement Project	470,000	Addiitonal Funding TBD
17	**TOTAL ANNUAL AIRPORT REVENUE**	**$ 2,050,300**	
18	**Annual Revenue Less Capital Project Grants & Loans**	**$ 628,300**	
19	**Direct Operating Revenue (without Entity Subsidies)**	$ 214,300	

ILA Contributions
Federal Aviation Administration (FAA) Grant Funding
WSDOT Grant Funding
Local Grant Funding: County Grant Funds were received

Southwest Washington Regional Airport
Draft 2023 Airport Operating Budget

	EXPENDITURES	2017	2017	2018	2018	2019	2019	2020	2020	2021	2021	2022	2022	2023	2023 vs 22	NOTES
	ACCOUNT DESCRIPTION	**BUDGETED**	**ACTUAL**	**BUDGETED**	**ACTUAL**	**BUDGETED**	**ACTUAL**	**BUDGETED**	**ACTUAL**	**BUDGETED**	**ACTUAL**	**BUDGETED**	**ACTUAL**	**PROPOSED**	**Inc/Decr. %**	
1	Office Supplies	1,500	5,422	4,500	5,217	2,000	873	2,000	965	2,000	6,190	2,000		2,000	0.0%	
2	Professional Services (Salary and benefits)	110,000	113,627	119,700	115,088	124,000	110,935	126,000	123,725	130,500	130,965	142,000		148,000	4.2%	
3	Professional Services (Finance/Accounting/Admin)	40,000	35,000	40,000	40,000	40,000	50,085	40,000	40,000	40,000	40,000	40,000		40,000	0.0%	
4	Professional Services (Legal)	10,000	2,440	8,000	9,170	10,000	8,575	10,000	10,800	10,000	14,750	10,000		10,000	0.0%	
5	Professional Services (FBO)	31,500	30,727	31,400	31,739	31,400	31,779	32,000	31,988	13,500	12,037					
6	Telephone, Postage, Copying, Internet (mgmt. office)	2,000	1,855	2,000	2,000	3,500	1,991	3,500	1,819	3,500	1,816	3,000		3,000	0.0%	
7	Travel/Seminars/Training	1,000	1,978	3,500	773	3,500	1,614	3,000	467	3,000	0	3,000		3,000	0.0%	
8	Membership Dues and Fees	750	525	750	600	750	405	750	375	750	385	750		750	0.0%	
9	State Examiner's Charges	6,000	0	0	7,278	0	0	8,000	4,637	5,000	7,971	5,000		5,000	0.0%	
10	Leasehold Taxes	150	131	150	131	150	131	150	131	150	93	150		150	0.0%	
11	Diking Assessment	26,000	26,099	27,000	26,085	26,500	26,169	26,500	27,903	28,000	28,528	29,500		30,000	1.7%	
12	Professional Services Maintenance (City of Kelso)	55,500	28,093	50,000	30,360	55,000	16,516	55,000	15,963	55,000	16,516	55,000		55,000	0.0%	
13	Professional Services - Misc. (USDA Wildlife contract)					8,000	0								N/A	USDA not Available; will revisit when USDA staffing permits
14	Building Repairs (Hangar Roof and Door Repair, Painting)	25,000	6,037	30,000	5,981	30,000	3,361	25,000	59,689	25,000	21,986	150,000		23,400	-84.4%	Repair storage shed and hangar repairs.
15	Repairs to Landing Field	27,000	30,839	35,000	77,937	44,000	29,625	40,000	4,670	45,000	80,945	45,000		50,000	11.1%	2023 crack sealing, west ramp repairs & grading, Brush removal Final Phase
16	Repairs to Electrical (Navigational; hangar, bldg)	2,500	439	7,500	6,087	7,500	557	7,500	8,222	12,000	5,538	12,000		12,000	0.0%	
17	Repairs to mowing Equipment	1,000	1,506	3,000	2,847	3,000	2,264	3,000	5,082	4,000	885	4,000		4,000	0.0%	
18	Vehicle Maintenance (oil, repairs, license tab)	1,500	3,250	2,000	1,391	2,200	2,690	2,200	106	2,200	206	2,000		2,000	0.0%	
19	Advertising / Promotions (Signs, promo materials, etc.)	1,500	211	5,000	1,111	10,000	4,048	10,000	199	5,000	332	5,000		5,000	0.0%	Marketing materials and assist FBO with marketing airport events.
20	Operating Supplies (PAPI lightbulbs, paint, small hardware, herbicides, etc.)	4,000	10,314	4,000	2,570	4,000	4,615	4,000	1,442	4,000	3,232	4,000		4,000	0.0%	
21	Safety Supplies - (Decoys, Signing, Windsocks, Fire ext.)	1,000	806	4,000	499	2,000	790	2,000	722	2,000	2,032	2,000		2,000	0.0%	
22	FUEL (for airport vehicle & mowing)	1,500	920	1,500	733	1,500	740	1,500	649	1,500	541	1,500		1,500	0.0%	
23	Small Tools and Equipment	100	64	500	773	500	130	500	0	500	0	500		500	0.0%	
24	Insurances	21,000	21,168	23,000	24,922	25,000	24,236	26,000	26,080	32,500	28,966	34,500		35,000	1.4%	Pending 2022 Insurance site insp.
25	Electricity (Airport office, hangars, navigation equip)	10,000	8,070	10,000	7,714	9,000	7,451	8,500	7,598	8,500	6,836	8,000		8,000	0.0%	
26	Garbage/Water/Stormwater Management	10,500	10,232	11,000	9,691	11,000	10,537	11,000	10,784	12,500	13,880	12,500		12,500	0.0%	
27	Sanitation	2,300	3,206	2,800	3,036	4,000	3,887	4,000	4,877	4,500	5,690	4,700		5,500	17.0%	Cost increase due to COVID and inflation
28	Miscellaneous (misc., annual BNSF easement cost)	3,000	2,203	18,024	5,096	2,000	809	2,000	1,024	2,000	870	2,000		2,000	0.0%	
29	Large purchases:	3,500	3,126	7,500	0	6,522	0	800	0	140,000	0	16,000		136,000	N/A	Tractor and mower deck
30	Underground Storage Tanks (Annual Bus. Lic. Renewal; Annual tightness compliance and annual CP Testing	1,300	2,513	1,300	1,521	1,500	919	2,800	7,132	2,800	5,563	3,000		3,000	0.0%	
31	Engineering Contract: General Engineering Services											25,000		25,000		
32	Sponsor (Airport) Local match - FAA Projects	40,200	0							37,500	0	21,500		50,000		
33	2017- FAA Airport AGIS Survey &Master Plan Update	346,000	145,053	347,113	137,286	265,000	71,851	200,000	0	57,500	10,519					Completed and Closed
34	2017- FAA Airport Wildlife Study & Management Plan	165,000	12,278	43,442	24,472	30,000	1,907	10,000	0	12,500	432					Completed and Closed
35	2019- FAA CIP Identified Runway Rehab Project			0	793	1,277,778	824,474	751,000	876	215,000	0					Completed and Closed
36	2021 FAA CIP Environmental assessment - **CANCELED**							750,000	0	712,500	0					Cancelled by FAA
37	2023 FAA Ramp/Apron Rehabilitation Project									0	17,472	425,000		902,000		
38	CIP Stopway Rural County Grant Fund	335,000	38,514													Completed and Closed
39	Restricted Cash: County Grant Funds- Fuel Tank Project			321,484	251,099	279,000	4,937	35,000	0	17,000	0			470,000		Place holder
40	Fuel Tank Replacement Project - Local funding							19,000	0	0	17,898	1,208,000				Cancelled
41	WSDOT Loan Repayment (annual)											30,000				Cancelled
42	**AIRPORT TOTAL EXPENDITURES**	**$ 1,287,300**	**$ 546,647**	**$ 1,165,163**	**$ 833,999**	**$ 2,320,300**	**$ 1,248,898**	**$ 2,222,700**	**$ 397,923**	**$ 1,647,400**	**$ 483,075**	**$ 2,306,600**	**$ -**	**$ 2,050,300**	-11.1%	
43	**Expenditures minus Capital projects and purchases**	**$ 441,300**	**$ 350,803**	**$ 453,124**	**$ 420,349**	**$ 468,522**	**$ 345,730**	**$ 476,700**	**$ 397,048**	**$ 632,900**	**$ 436,754**	**$ 643,600**	**$ -**	**$ 628,300**	-2.4%	

FAA Funded Capital Project expenses in yellow cells

Non FAA Funded Capital Project Expenses in Tan cells

Southwest Washington Regional Airport
Draft 2023 Airport Operating Budget

	REVENUE	2017	2017	2018	2018	2019	2019	2020	2020	2021	2021	2022	2022	2023	2023 vs 22	
1	**Account Description**	BUDGETED	ACTUAL	BUDGETED	ACTUAL	BUDGETED	ACTUAL	BUDGETED	ACTUAL	BUDGETED	ACTUAL	BUDGETED	ACTUAL	PROPOSED	Inc/Decr. %	NOTES
2	Beginning Fund Balance	40,200	0	16,024	**0**	**0**	16	**0**	952	120,116	0	380,900		160,000		Mower purchase & Sponsor grant match
3	Leasehold Excise -- Leasehold excise from State	4,200	5,361	4,200	5,849	4,500	6,153	5,500	6,410	5,500	6,679	6,000		6,000	0.0%	
4	Intergovt - City of Kelso	76,000	76,000	76,000	76,000	76,000	76,000	76,000	76,000	76,000	76,000	76,000		76,000	0.0%	Per ILA
5	Intergovt - Cowlitz County	76,000	76,000	76,000	76,000	76,000	76,000	76,000	76,000	76,000	76,000	76,000		76,000	0.0%	Per ILA
6	Intergovt - City of Longview	76,000	76,000	76,000	76,000	76,000	76,000	76,000	76,000	76,000	76,000	76,000		76,000	0.0%	Per ILA
7	Intergovt - Port of Longview	65,000	65,000	65,000	65,000	76,000	76,000	76,000	76,000	76,000	76,000	76,000		76,000	0.0%	Per ILA
8	Interest Income	100	1,498	100	8,327	100	9,313	100	581	100	96	100		100	0.0%	
9	Interest Income Reserve	0	3,235	500	5,719	500	1,569	500	175	500	29	500		500	0.0%	
10	Tie Down Fees	2,100	2,071	2,100	1,864	2,100	1,449	2,100	1,339	1,200	552					
11	Hangar Leases	108,500	105,925	114,702	117,336	119,000	126,498	125,000	134,349	130,000	143,206	139,100		166,700	19.8%	
12	Land Leases (Life Flight, Prime, Hgr 59, Hgr 41-43, etc.)	25,700	27,027	25,800	27,543	25,800	24,251	26,700	24,125	27,800	26,170	31,600		32,400	2.5%	
13	Rentals - Building 40 Apartment	7,700	7,839	8,000	8,390	8,300	8,583	8,500	14,000	20,400	20,492	21,000		7,200	-65.7%	
14	FBO Agreement	0	3,722	3,722	3,722	3,722	3,722	3,800	3,722	6,884	1,591	1,200		1,400	16.7%	
15	Fuel Sales									15,900	0					
16	Late Fees	0	4,895	1,000	2,707	500	725	500	790	500	2,885	500		0	-100.0%	
17	2017 FAA AGIS Survey & Master Plan Update (90%)	456,800	0	328,844	148,747	250,000		200,000		50,000	0					Completed and Closed
18	2017 FAA Grant: WHA & WHMP (90%)			41,156		30,000		15,000		10,000	0					Completed and Closed
19	2019 FAA Grant: CIP Identified Runway Rehabilitation					1,150,000	680,005	675,726	97,801	180,000	0					Completed and Closed
20	2021 FAA Grant: Environmental Assess. Canceled by FAA							675,000	0	675,000						Cancelled by FAA
21	2023 FAA Grant: Apron/Ramp Rehabilitation Project											382,200		852,000		Pending Grant award (New FAA project)
22	2017 WSDOT Grant: WHA & WHMP, AGIS & MP	14,000	0	20,555	5,528	15,000		15,000		10,000	9,855					Completed and Closed
23	2019 WSDOT Grant: 5% Match for Runway rehab					63,889	36,522	32,834		5,000	548					Completed and Closed
24	2021 WSDOT Grant - Environ. Assess - CANCELED BY FAA							37,500	0	37,500						Cancelled by FAA
25	2023 WSDOT Grant - Ramp Rehabilitation Project											21,500		50,000		Pending Grant award (New project)
26	WSDOT CARB Loan - Fuel Tank Replacement Project											500,000				Cancelled
27	Restricted cash: Beginning Fund Balance from Rural County Grant reallocation for 10 designated airport projects (previously stopway grant)	335,000	45,127	321,484	282,970	279,000		31,051		17,000	0					All projects complete
28	Cowlitz County Rural Development Grant 2018-19 (Match grant for FAA runway rehabilitation project)					63,889	43,229	63,889		30,000	0					Cowlitz County Grant for match RWY Project
29	County Grant: Fuel Tank Replacement Project											518,000		470,000		Additional Funding TBD
30	**Total Annual Airport Revenue**	**$ 1,287,300**	**$ 499,699**	**$ 1,165,163**	**$ 911,702**	**$ 2,320,300**	**$ 1,246,035**	**$ 2,222,700**	**$ 588,244**	**$ 1,647,400**	**$ 516,102**	**$ 2,306,600**	**$ -**	**$ 2,050,300**		
31	**Annual Revenue Less Capital Projects Grants & Loan**	**$ 441,300**	**$ 454,573**	**$ 453,124**	**$ 474,457**	**$ 468,522**	**$ 486,262**	**$ 476,700**	**$ 489,491**	**$ 632,900**	**$ 505,700**	**$ 884,900**	**$ -**	**$ 628,300**	-29.0%	
32	**Direct Operating Revenue (without Entity Subsidies)**	$ 148,300	$ 150,573	$ 160,124	$ 170,457	$ 164,522	$ 182,262	$ 172,700	$ 185,491	$ 192,884	$ 201,700	$ 200,000		$ 214,300	7.2%	

ILA Contributions
Federal Aviation Administration (FAA) Grant Funding
WSDOT Grant Funding
Local Grant Funding has been received

City of Longview

Agenda Summary

RECOMMENDATIONS FROM LODGING TAX ADVISORY COMMITTEE ON OUTSIDE AGENCY REQUESTS FOR 2023-2024 TOURISM FUNDS

RECOMMENDED ACTION:
MOTION TO APPROVE THE RECOMMENDATIONS OF THE LODGING TAX ADVISORY COMMITTEE AND TO INCLUDE IN THE 2023-2024 TOURISM FUND BUDGET THE OUTSIDE AGENCY REQUESTS AND THE AMOUNTS AS PRESENTED IN THE SUMMARY STATEMENT ABOVE. COUNCIL MAY EITHER APPROVE OR REJECT THE RECOMMENDED INDIVIDUAL AMOUNTS IN FULL, OR REFER ANY RECOMMENDATION BACK TO THE LTAC FOR FURTHER CONSIDERATION, BUT CANNOT INCREASE OR DECREASE AN INDIVIDUAL AMOUNT.

COUNCIL STRATEGIC INITIATIVE ADDRESSED:
Continue effective financial management

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:
In May the City extended its biennial invitation to submit requests for funding from the Tourism Fund. A news release announcing that the City was taking applications for the funding of projects or events that support tourism in Longview was distributed to various media outlets. The deadline for submitting applications for this funding cycle was June 27.

The Executive Office received 14 applications. Three applications were also received for General Fund support. The total amount requested for Tourism Fund support was $126,210 for 2023 and $83,210 for 2024.The total amount requested for General Fund support was $22,120 for 2023 and $22,120 for 2024. The applications of organizations requesting lodging tax funds are included with the agenda summary.

On September 16 the Lodging Tax Advisory Committee met and unanimously recommended funding of the following applications:

Agency	**LTAC Recommendation**	
Project	**2023**	**2024**
City of Longview		
Bridge Run 10K Race	$1,500	$1,500
Columbia Artists Association		
Spring Art Exhibit & Art in the Park	$2,500	$2,500
Cowlitz County Historical Museum		
Marketing/Centennial Exhibit	$5,000	$5,000
Go-4th Festival Association		
Go-4th Festival	$10,000	$10,000
Kelso/Longview Chamber of Commerce		
Squatch Fest	$5,000	$5,000
Ladies of the Lake Quilt Guild		
Quilt Show	$1,500	$1,500
Longview Centennial Committee		
Longview’s 100th Anniversary	$40,000	$0
Longview Downtowners		
Harvest Festival/Downtown promo	$3,000	$3,000
Lower Columbia College Athletics		
NWAC Baseball Championships	$2,000	$2,000
Rotary Foundation of Longview		

Crafted	$5,000	$5,000
Rotary Club of Longview		
Squirrel Fest	$7,500	$7,500
Rotary Foundation of Longview		
Tour de Blast	$0	$0
Southwest Washington Symphony		
16 free concerts	$7,500	$7,500
Unique Tin Car Club		
Unique Tin Car Show and Cruise	$5,000	$5,000
TOTAL:	**$95,500**	**$55,500**

General Fund requests:

*Children's Justice Advocacy Center		
CJAC Operating Costs	$12,620	$12,620
*Community Health Partners		
CHP Free Medication Program	$4,000	$4,000
*CAP		
Meals on Wheels	$5,500	$5,500

Estimated revenues for the 2023-2024 Tourism Fund are $42,500 for 2023 and $42,500 for 2024.

*General Fund requests will be presented for consideration in conjunction with the 2023-2024 biennial budget process.

STAFF CONTACT:
Kurt Sacha, City Manager

Attachments:

1. 2023-24 Outside Agency Requests- Council Presentation (2022 0922)
2. City of Longview Parks n Rec Bridge Run 10k Race Application 2023-2024
3. Columbian Artists Association Application 2023-2024
4. Cowlitz County Historical Museum Application 2023-2024
5. Go 4th Application 2023-2024
6. Ladies of the Lake Quilt Guild Application 2023-2024
7. LCC NWAC Baseball Championships Application 2023-2024
8. Longview Centennial Committee Application
9. Longview Downtowners Application 2023-2024
10. Rotary - Crafted Application 2023-2024
11. Rotary - Squirrel Fest Application 2023-2024
12. Rotary - Tour de Blast Application 2023-2024
13. sQuatch Fest Application 2023-2024
14. SW Wa Symphony Application 2023-2024
15. Unique Tin Application 2023-2024

2023-24 Outside Agency Requests

September 22, 2022

2023-24 Outside Agency Requests (Tourism Fund)

	Requested		LTAC Recommended	
	2023	2024	2023	2024
City of Longview – Bridge Run 10k Race	$ 5,000	$ 5,000	$ 1,500	$ 1,500
Columbia Artists Assoc – Spring Art Exhibit/Art in the Park	5,000	5,000	2,500	2,500
Cowlitz Co. Historical Museum – Marketing/Centennial Exhibit	8,000	5,000	5,000	5,000
Go-4th Festival Association – Go 4th Festival	10,000	10,000	10,000	10,000
Kelso/Longview Chamber of Commerce - Squatchfest	5,000	5,000	5,000	5,000
Ladies of the Lake Quilt Guild – Quilt Show	1,500	1,500	1,500	1,500
Longview Centennial Committee – 100th Anniversary	40,000	-	40,000	-
Longview Downtowners – Harvest Festival/Downtown Promo	3,000	3,000	3,000	3,000
Lower Columbia College Athletics – NWAC Baseball Championships	2,000	2,000	2,000	2,000
Rotary Foundation of Longview – Crafted Brew Fest	10,000	10,000	5,000	5,000
Rotary Foundation of Longview – Squirrel Fest	15,000	15,000	7,500	7,500
Rotary Foundation of Longview – Tour de Blast	7,500	7,500	-	-
Southwest Washington Symphony – 16 Free Concerts	8,210	8,210	7,500	7,500
Unique Tin Car Club – Car Show and Cruise	6,000	6,000	5,000	5,000
Totals:	**$126,210**	**$83,210**	**$95,500**	**$55,500**

2023-24 Tourism Fund Summary

	2023	2024
Beg. Fund Balance	$110,000	$57,000
Est. Revenues	+ 42,500	+ 42,500
Recommended Expenditures	- 95,500	- 55,500
End Fund Balance	$57,000	$44,000

The City of Longview Washington

RECEIVED
JUN 27 2022
City of Longview, WA
Executive Office

2023-2024 REQUEST FOR FUNDING

APPLICATION DUE: Monday, June 27, 2022, 6:00 p.m.

Instructions

1. Please type or print.
2. Answer each question within the space provided. Please do not include additional attachments or supplementary pages unless they are essential to our understanding of your project.
3. Attach organization's most recent tax return. If no tax return is available, attach the organization's most recent annual financial statement.
4. Attach a detailed budget for the project.
5. Are you a non-profit agency? ☐ yes ☒ no
   If so, what is your IRS designation?
   [Please attach proof of non-profit status.]

Please sign, date, and send completed application to:
Kurt Sacha, City Manager
City of Longview
P.O. Box 128
Longview, WA 98632

Applicant Information (circle one)
Organization/Individual Non-Profit Public Other Private Association

Organization: City of Longview Parks & Recreation

Activity Name: "Bridge Run" 10k Race

Activity type: Event/Festival, Marketing or Facility: Event/Race

Address: 2920 Douglas St.

City: Longview

County: Cowlitz Co.

State: WA

Zip: 98632

Contact Person

Name: Alissa Manno

Title: Community Outreach Specialist

Phone: 360-442-5406

Email: alissa.manno@ci.longview.wa.us

Project Information

Title and brief description of project: We will be hosting a 10k "Bridge Run" race event, starting in Rainier, OR, crossing over the Lewis and Clark Bridge, and finishing at Lake Sacajawea Park in Longview. Unique "destination events" such as this typically attract participants from outside the immediate area, and the early start time encourages travelers to stay overnight at local lodging establishments.

Timeline for project: 5/1/22 - 5/1/24

Geographic area served by this project: Seattle, Wa - Portland Metro, OR

Overall predicted attendance: 250

Attendance, # predicted to travel 50+ miles to attend: 125

Attendance, # predicted to travel from out of state/ out of country: 62

Attendance, # predicted to pay for overnight lodging: 62

Attendance, # predicted to not pay for overnight lodging: 188

Predicted paid lodging nights: 50

2023	Amount requested from City of Longview $ 5,000.00	Total project cost: $ 35,092.00	Date of project: From 4/23/23 to 4/23/23
2024	Amount requested from City of Longview $ 5,000.00	Total project cost: $ 38,000.00 +	Date of project: From 4/30/24 to 4/30/24

FUNDING SOURCES FOR THIS PROJECT

List all firm commitments to date to fund this project:

Source	Amount
Longview Parks & Recreation	$8,592

List any other sources of funding you have applied for:

Source	Amount	Status
Cowlitz County Tourism Project Grant	$20,000	Pending Approval

Specifically how will this grant be used? How do you document your results?

Funds will be used to market our event, to include print, radio, streaming, and social media ads, as well as professional services needed to execute advertisements such as designing, recording, editing, etc.

How will this project be financed in the future?

We will be searching out sponsorships from area businesses and organizations, in addition to continuing to apply for applicable grant funding. As the event grows, revenue from participant registration will account for a larger portion of overall event earnings.

Signature

Date 06/22/2022

GRANT REPORT

2021 amount received from the City of Longview for this project:	$ N/A
2022 amount received from the City of Longview for this project:	$ N/A

Note: If project is in process for 2022, please estimate the answers to the following:

How were these funds used?

N/A

How did you measure your results? Please document the achievement of your goal.

N/A

How will this project be financed in the future?

N/A

Please provide original project budget, original grant amount, actual project revenues, and actual project expenditures (with explanation of large variances)

List all project costs in the following categories:	2023	2024
Project Management/Administration:		
Project Manager Salary/Consultant Fees/Staff Costs:	$ 6,232	$ 8,000
Goods & Services:		
Contract Services – Consultant Fee	$ 3,600	$ 3,600
Materials/Supplies/Equipment	$ 11,660	$ 12,000
Construction Cost	$	$
Other Misc. Expenses	$	$
Total Goods & Services:	$ 15,260	$ 15,600
Operations:		
Facility Rent	$	$
Utilities	$	$
Other	$	$
Total Operations:	$	$
Other:	$	$
Marketing	$ 13,600	$ 15,000
	$	$
TOTAL COSTS:	$ 35,092	$ 38,600

List all funding sources for this project:	2023	2024
Longview Parks & Recreation	$ 8,592	$ 10,600
Cowlitz County Tourism Grant (pending)	$ 20,000	$
In-Kind Match (expected)	$ 1,500	$ 3,000
	$	$
TOTAL OTHER REVENUE:	$30,092	$13,600

"Bridge Run" 10k Race

Column1	Requested from County	Requested from City	Parks & Recreation	In-Kind Donations	Total
Longview Staff Wages			$6,232.00		**$6,232.00**
Rainier Staff Wages			$1,200.00		**$1,200.00**
Professional Services	$2,400.00				**$2,400.00**
Marketing	$7,600.00	$5,000.00	$1,000.00		**$13,600.00**
Race Bibs			$160.00		**$160.00**
Shirts & Swag	$5,000.00				**$5,000.00**
Refreshments				$1,000.00	**$1,000.00**
Prizes				$500.00	**$500.00**
Supplies	$5,000.00				
Total	**$20,000.00**	**$5,000.00**	**$8,592.00**	**$1,500.00**	**$30,092.00**

The City of Longview Washington

2023-2024 REQUEST FOR FUNDING

APPLICATION DUE: Monday, June 27, 2022, 6:00 p.m.

Instructions

1. Please type or print.
2. Answer each question within the space provided. Please do not include additional attachments or supplementary pages unless they are essential to our understanding of your project.
3. Attach organization's most recent tax return. If no tax return is available, attach the organization's most recent annual financial statement.
4. Attach a detailed budget for the project.
5. Are you a non-profit agency? ☒ yes ☐ no
   If so, what is your IRS designation? 501 3C
   [Please attach proof of non-profit status.]

Please sign, date, and send completed application to:
Kurt Sacha, City Manager
City of Longview
P.O. Box 128
Longview, WA 98632

Applicant Information (circle one)
Organization/Individual Non-Profit Public Other Private Association

Organization: Columbian Artists Association

Activity Name: Spring ArtShow/ART in the PARK

Activity type: Event/Festival, Marketing or Facility: EVENT/FESTIVAL

Address: PO Box 2862

City: Longview

County: Cowlitz

State: WA

Zip: 98632

Contact Person

Name: MARY FORTNER-SMITH

Title: TREASURER

Phone: 206-940-9885

Email: maf43@comcast.net

Project Information

Title and brief description of project:

2023-2024—CAA Annual Spring Art Show: Artists from the seven SW Washington/lower Columbian Oregon counties are invited to exhibit their art in the juried/judged show which is open to the public.

2023-2024—CAA Presents: Art in the Park: Artists and fine craftspeople from all over the Pacific Northwest are invited to participate in this juried event to exhibit and sell their fine art and crafts.

These events are open to the public free of charge

Timeline for project: March-2023 . To Sept. 2024	Geographic area served by this project: SW Washington + NW Oregon
Overall predicted attendance: 3000	Attendance, # predicted to travel 50+ miles to attend: 250
Attendance, # predicted to travel from out of state/out of country: 100	Attendance, # predicted to pay for overnight lodging: 75
Attendance, # predicted to not pay for overnight lodging: 175	Predicted paid lodging nights: 85

2023	Amount requested from City of Longview $ 5000.00	Total project cost: $ 9900.00	Date of project: From 1-1-2023 to 12-31-23
2024	Amount requested from City of Longview $ 5000.00	Total project cost: $ 9100.00	Date of project: From 1-1-2024 to 12-31-2024

FUNDING SOURCES FOR THIS PROJECT

List all firm commitments to date to fund this project:

Source	Amount
NONE	0

List any other sources of funding you have applied for:

Source	Amount	Status
NONE	0	

Specifically how will this grant be used? How do you document your results?

Spring ART show - Rent, judges fees, RADIO & print ADVERTISING, posters & POSTCARDS, RECEPTION & AWARDS

ART IN THE PARK - ADVERTISING, BANNER, POSTER & POSTCARDS, POSTAGE & fees.

How will this project be financed in the future?

membership dues, entry fees, proceeds from SAle of 6X6's, DONATIONS & commissions.

Signature Mary Fortner-Smith

Date June 20, 2022

GRANT REPORT

2021 amount received from the City of Longview for this project: GRANTED · $2500 $ 1198.04 Received

2022 amount received from the City of Longview for this project: $ 2500.00

Note: If project is in process for 2022, please estimate the answers to the following:

How were these funds used?

For 2021, the money was granted but not used for the Spring Show. It was cancelled due to the Covid 19 pandemic. For Art in the Park the grant money was used for Poster & postcard advertising, newspaper advertising, and fees.

For 2022: Spring Art Show: we used the grant money for judges fees, cash awards, newspaper advertising, poster & postcards, reception and ribbons.
Art in the Park for 2022 has not occurred yet, but money will be used for advertising, printing, banner placement and fees.

How did you measure your results? **Please document the achievement of your goal.**

At the Spring Art Show we asked visitors to sign our guest book and also to vote for the "People's Choice Award" on a separate ballot. These ballots ask for information regarding residence, number of days visiting the area, whether they were staying at a motel/hotel or with family or friends. This information is tabulated into a report.

At Art in the Park invited visitors to enter a drawing for free prizes. The entry slip asks for name, address, phone number and lodging information ie: motel/hotel or family/ friends. This gives us an approximation of attendance and their residency and lodging information.

How will this project be financed in the future?

We will use members dues, entry fees, proceeds from the sale of the 6x6 project, and donations. These sources are, however, not enough to cover the costs of these events which we believe are beneficial to the artists in the community and the public as well. We will continue to seek funding from local governmental agencies and private businesses.

Please provide original project budget, original grant amount, actual project revenues, and actual project *expenditures (with explanation of large variances)*

List all project costs in the following categories:	**2023**	**2024**
Project Management/Administration:		
Project Manager Salary/Consultant Fees/Staff Costs:	$	$
Goods & Services:		
Contract Services – Consultant Fee judges fees	$400	$ 400
Materials/Supplies/Equipment	$400	$ 400
Construction Cost	$ 800	$ -0-
Other Misc. Expenses printing, postage, cash awards, Reception	$ 2000	$ 2000
Total Goods & Services:	$ 3600	$ 2800
Operations:		
Facility Rent	$2000	$ 2000
Utilities	$ -0-	$ -0-
Other Insurance, PO Box, Brochures, Labor, Banner	$1800	$1800
Total Operations:	$ 3800	$ 3800
Other:	$	$
ADVERTISING	$2500	$2500
	$	$
TOTAL COSTS:	$9900	$ 9100

List all funding sources for this project:	**2023**	**2024**
Entry fees	$ 2000	$ 2000
Sale of 6X6's	$ 700	$ 700
DONATIONS	$ 100	$ 100
	$	$
TOTAL OTHER REVENUE:	2800	2800

2022 CAA Spring Show Expenses/Income

EXPENSES

Total advertising		$ 527.10
Advertising-The Daily News	$250.50	
Advertising-Columbia River Reader	$159.00	
Advertising-Wahkiakum County Eagle	$ 42.60	
Advertising-The Chronicle	$ 75.00	
Judge(s)		$ 150.00
Reprographics (posters & postcards)		$ 112.86
Reception		$ 144.35
Award Ribbons		$ 98.91
Cash Awards		$ 1100.00
Misc. supplies		$ 18.02
Postage		$ 34.80
Cowlitz County Historical Museum		$ 500.00
TOTALS		**$ 2686.04**

INCOME

Entry Fees	$ 1115.00
Donations	$ 63.00
Commissions	$ 362.00
Sale of 6 X 6s (20)	$ 700.00
TOTAL	**$2240.00**
Profit/~~lose~~ LOSS	**(446.04)**

2021 Art in the Park
Income/Expense Report

Expenses:	
Advertising—print in newspapers	$ 574.00
Posters & postcards	$ 110.91
Banner change	$ 82.16
Banner placement	$ 25.00
Postage	$ 57.60
Payment to Squirrel Fest	$ 250.00
Miscellaneous	$ 6.48
TOTAL EXPENSES	**$1105.55**
Income:	
25 application fees	$ 850.00
Sale of 6x6's (5)	$ 175.00
TOTAL INCOME	**$1025.00**
Profit/Loss	**$ (80.55) loss**

* Grant check yet to be received

Budget for Spring Art Show

	2023	2024
EXPENSES		
Rent	$2000	$2000
Advertising	$1500	$1500
Judges fees	$ 400	$ 400
Printing	$ 500	$ 500
Awards	$1100	$1100
Ribbons	$ 300	$ 300
Program	$ 200	$ 200
Reception	$ 200	$ 200
Insurance	$ 400	$ 400
Misc.	$ 200	$ 200
TOTALS	**$6800**	**$6800**
INCOME		
Sales	$ 400	$ 400
Entry Fees	$1100	$1100
Donations	$ 100	$ 100
TOTALS	**$1600**	**$1600**

Budget for Art in the Park

	2023	2024
EXPENSES		
Advertising	$1000	$1000
Printing	$ 300	$ 300
Banner	$ 200	$ 200
Fees	$ 400	$ 400
Postage	$ 200	$ 200
Construction	$ 800	$ 000
Misc.	$ 200	$ 200
TOTALS	**$3100**	**$2300**
INCOME		
Entry fees	$ 900	$ 900
Sales (6x6's)	$ 300	$ 300
TOTALS	**$1200**	**$1200**

The City of Longview Washington

2023-2024 REQUEST FOR FUNDING

APPLICATION DUE: Monday, June 27, 2022, 6:00 p.m.

Instructions

1. Please type or print.
2. Answer each question within the space provided. Please do not include additional attachments or supplementary pages unless they are essential to our understanding of your project.
3. Attach organization's most recent tax return. If no tax return is available, attach the organization's most recent annual financial statement.
4. Attach a detailed budget for the project.
5. Are you a non-profit agency? ☐X yes ☐ no
   If so, what is your IRS designation? 501c3
   [Please attach proof of non-profit status.]

Please sign, date, and send completed application to:
Kurt Sacha, City Manager
City of Longview
P.O. Box 128
Longview, WA 98632

Applicant Information (circle one)
Organization/Individual **Non-Profit** **Public** **Other** **Private** **Association**

Organization: Cowlitz County Historical Society	Activity Name: Cowlitz County Historical Museum

Activity type: Event/Festival, Marketing or Facility
Marketing and publication for museum, Longview Centennial Exhibit

Address
405 Allen Street

City Kelso	County Cowlitz	State WA	Zip 98626

Contact Person

Name
Joseph Govednik

Title Executive Director	Phone 360-577-3119

Email
govednikj@co.cowlitz.wa.us

Project Information

Title and brief description of project:
The **Cowlitz County Historical Museum** is submitting a request to the City of Longview for funding support in 2023 and 2024. Funds will be used to promote tourism and support special exhibits and community programming.

Special Exhibits and Associated Programs Funds will be used to maintain our current exhibits, install a new exhibit highlighting the centennial of the City of Longview in our temporary exhibit gallery, and promote the exhibits. Exhibits are created with volunteer labor, staff, and consultants.

Costs associated with exhibits include research, design, materials carpentry, electrical, graphics, and photographs. The City of Longview is prominently portrayed in our exhibit storytelling. With the centennial coming up a special exhibit highlighting the birth of Longview is timely.

Publicity and Advertising Funds will support the cost of producing and distributing publicity materials for the Museum and for the exhibits and programs that are planned for 2023-2024.

Furthermore, the Cowlitz County Historical Museum is a founding member of the Heritage Association of the Lower Columbia, an association of local heritage organizations, part of which is to promote heritage tourism. The museum also produces a local radio spot, "Today in Cowlitz County History", which airs on local radio servicing our population of 110,000 people and is highly popular with listeners.

Timeline for project: 2023-2024	Geographic area served by this project: Southwest Washington, Northwest Oregon
Overall predicted attendance: 110,000 (10,000 at museum, 100,000 off site programming) Pre-COVID #s	Attendance, # predicted to travel 50+ miles to attend: 87,000 based on Pre-COVID numbers.

<table>
<tr><td colspan="2">Attendance, # predicted to travel from out of state/out of country: 40,000</td><td colspan="2">Attendance, # predicted to pay for overnight lodging: 3,000 based on Pre-COVID numbers.</td></tr>
<tr><td colspan="2">Attendance, # predicted to <u>not</u> pay for overnight lodging:</td><td colspan="2">Predicted paid lodging nights: 4,500 based on Pre-COVID numbers.</td></tr>
<tr><td>2023</td><td>Amount requested from City of Longview
$8,000</td><td>Total project cost:
$445,387</td><td>Date of project:
From1/2023 to 12/2023</td></tr>
<tr><td>2024</td><td>Amount requested from City of Longview
$5,000</td><td>Total project cost:
$445,387</td><td>Date of project:
From 1/2024 to 12/2024</td></tr>
</table>

FUNDING SOURCES FOR THIS PROJECT

List all firm commitments to date to fund this project:

Source	Amount
Cowlitz County	$219,924
Cowlitz County Historical Society	$225,463

List any other sources of funding you have applied for:

Source	Amount	Status
Washington State Historical Society	$16,738	Granted

Specifically how will this grant be used? How do you document your results?

Funds will support the production and publicity materials such as the newsletter, program flyers, sending email notices and updating the museum's reader board, website and Facebook page.

Funds will support maintenance of our new long term exhibit and installation of a new special exhibit on Longview's Centennial, The City of Longview origins, and its relationship and impact on the local area(Winter 2023)

Educational and public programs will be assisted with support from this fund for related programming.

How will this project be financed in the future?

Thanks to the support from the city of Longview and fund raising efforts of the Cowlitz County Historical Society the museum has acquired sufficient funds to publicize and present special

Exhibits and associated programs. It is the museum's plan to use these resources for these programs.

Signature	Date 6-27-2022

GRANT REPORT

2021 amount received from the City of Longview for this project:	$5,000
2022 amount received from the City of Longview for this project:	$5,000

Note: If project is in process for 2022, please estimate the answers to the following:
How were these funds used?
Funds were used to support the production of publicity materials such as the newsletter, program flyers, sending email notices and updating the museum's reader board, website and Facebook page.
Our long-term exhibit, which construction concluded in late 2016, was also supported with lodging tax funds. Further support of our educational and public programs came from this source of funds.
Our new permanent exhibit, *Cowlitz Encounters,* has significant and prominent space telling the story of the City of Longview due to its regional importance to the growth and development of Cowlitz County.

How did you measure your results? Please document the achievement of your goal.
Publicity was measured by numbers of publications produced and distributed which includes multiple newsletters and Cowlitz Historical Quarterlies in 2021 and 2022. Also number of times website and Facebook were accessed.
Before the school year came to an abrupt end in March 2020, the Museum's Traveling Trunk program was reaching record numbers of elementary students throughout out county. We served 860 students from 11 schools in Longview, Kelso, Castle Rock, Toutle, and Woodland. For many, it was the first time the Traveling Trunk had been presented in their school. We had such interest that we were turning down requests for programs, and were looking into adding additional staff for programs before COVID. The 2019-20 school year programs exceeded the previous 2018-19 demand considerably. Programs for 2021 and 2022 were developed into remote and online delivery options as appropriate for the next academic year. Funding for retraining education staff is paramount to our successful engagement with local students. In the academic year 2021/2022 we noticed a rebound in our on-site Traveling Trunk program at schools and are optimistic that in academic year 2022/2023 we should be back to our pre-COVID delivery numbers. Funding will help us support local educational programs such as our Traveling Trunk Program.

How will this project be financed in the future?
Thanks to the support from the City of Longview, Cowlitz County and fund raising efforts of the Cowlitz County Historical Society the museum has acquired sufficient funds to publicize and present special
Exhibits and associated programs. It is the museum's plan to use these resources for these purposes.

Please provide original project budget, original grant amount, actual project revenues, and actual project expenditures (with explanation of large variances)

List all project costs in the following categories:	**2023**	**2024**
Project Management/Administration:		
Project Manager Salary/Consultant Fees/Staff Costs:	$195,578	$195,578
Goods & Services:		
Contract Services – Consultant Fee	$14,450	$14,450
Materials/Supplies/Equipment	$3,973	$3,973
Construction Cost	$80,000	$80,00
Other Misc. Expenses	$6,757	$6,757
Total Goods & Services:	$105,180	$105,180
Operations:		
Facility Rent	$60,800	$60,800
Utilities	$48,000	$48,000
Other	$20,829	$20,829
Total Operations:	$129,629	$129,629
Other:	$	$
Printing	$15,000	$15,000
	$	$
TOTAL COSTS:	$445,387	$445,387

List all funding sources for this project:	**2023**	**2024**
Cowlitz County (Using 2022 numbers)	$219,924	$219,924
Cowlitz County Historical Society (Using 2022 numbers)	$217,463	$220,463
	$	$
	$	$
TOTAL OTHER REVENUE:	$437,387	$440,387

Cowlitz County Historical Society

2022 Budget Worksheet

Operating Revenue and Expenses

Prepared on 12/14/21

		2021 Budget	2022 Budget	
Revenues				
Membership Dues and Contributions				
5110-00	Membership Dues	$ 18,000	$ 20,000	
5510-00	Fund Drive	35,000	35,000	
5520-00	Unrestricted Contributions	3,500	3,500	
5520-30	Endowment Contributions			
5620-00	Cities' Contributions	5,000	5,000	
Marketing reimbursement				
5625-00	County Contributions	5,000	4,800	Marketing
In-Kind Contributions				
5625-10	County In-Kind Contributions	219,303	219,924	
Other Contributions				
5700-00	Unrestricted Grants			
5710-00	Temporarily Restricted Grants		16,000	HCP
5710-10	Temporarily Restricted Contributions		64,000	Fund Raising Goal
5750-00	Special Projects		72,663	
5800-00 Reserve Distributions				
	Total Membership Dues and Contributions	**285,803**	**440,887**	
Operating Revenue				
4010-00	Museum store net	6,000	4,000	
4120-00	Photographs			
4600-00	Advertising Revenue	500	500	
5560-00	Program Fees			
	Total Operating Revenue	**6,500**	**4,500**	
5900-00 Miscellaneous Income				
	Total Revenues	**292,303**	**445,387**	
Expenses				
Program, Displays, Publications & Projects				
6720-00	Events Expense	200	300	
7000-00	Exhibits	1,500	4,000	
7010-00	School Programs		500	
7020-00	Adult Programs		500	
7030-00	Public Family Programs		100	
6320-00	Historical Quarterly	10,000	10,000	
	Total Program, Displays, Publications & Proje	**11,700**	**15,400**	

Cowlitz County Historical Society

2022 Budget Worksheet

Operating Revenue and Expenses

Prepared on 12/14/21

		2021 Budget	2022 Budget
Collections, Liabrary and Artifacts			
6225-00	Collection Supplies	200	200
6260-00	Library	200	
6265-00	Storage Shelving Upgrade		80,000
7100-00	Collection Acquisition		
	Total Collections, Liabrary and Artifacts	**400**	**80,200**
Promotion and Advertisment			
6530-00	Website Development & Maintenance		500
6440-00	Marketing		6,400
6510-00	Development	1,000	
6310-00	General Printing	2,000	2,000
	Total Promotion and Advertisment	**3,000**	**8,900**
Administrative and Employee Expenses			
Employee Expenses			
6610-00	Executive Director In-Kind	105,000	109,265
6180-00	Wages	75,654	77,923
6140-00	Payroll Tax	7,564	7,790
6160-00	Simple retirement plan	582	600
	Total Employee Expenses	**188,800**	**195,578**
Administrative Expenses			
6790-00	Travel and lodging	200	1,000
6210-00	Office supplies	600	600
6220-00	General supplies	400	400
6230-00	Postage	1,300	1,300
6240-00	Dues and subscriptions	900	900
6270-00	Sofrware	1,000	4,500
6310-10	General Printing	2,000	2,000
6290-00	Cash Short (Over)		
6250-00	Minor Equipment & Repair	700	700
6610-00	Rent In-Kind	57,900	60,800
6611-00	Utilities In-Kind	12,137	14,000
6612-00	Telephone In-Kind	2,129	2,600
6613-00	Computer Expense In-Kind		31,409
6617-00	Miscellaneous In-Kind		1,850
6620-00	Security	1,500	1,650
6630-00	Storage rent	3,600	3,600
6640-00	Insurance	3,500	4,000
6410-00	Accounting Audit	8,200	11,000
6420-00	Professional Consulting		
6440-00	Bookkeeping		1,800
6450-00	Bank Expenses		1,200

Cowlitz County Historical Society

2022 Budget Worksheet

Operating Revenue and Expenses

Prepared on 12/14/21

		2021 Budget	2022 Budget	
6900-00	Miscellaneous		-	Reclassify to Bank E
	Total Administrative Expenses	**96,066**	**145,309**	
	Total Administrative and Employee Expenses	**284,866**	**340,887**	
	Total Expenses	**299,966**	**445,387**	
Revenues over (under) Expenses		**$ (7,663)**	**$ -**	

The City of Longview Washington

2023-2024 REQUEST FOR FUNDING

APPLICATION DUE: Monday, June 27, 2022, 6:00 p.m.

Instructions

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2. Answer each question within the space provided. Please do not include additional attachments or supplementary pages unless they are essential to our understanding of your project.
3. Attach organization's most recent tax return. If no tax return is available, attach the organization's most recent annual financial statement.
4. Attach a detailed budget for the project.
5. Are you a non-profit agency? ☑ yes ☐ no
   If so, what is your IRS designation? 91- 1168892
   [Please attach proof of non-profit status.]

Please sign, date, and send
completed application to:
Kurt Sacha, City Manager
City of Longview
P.O. Box 128
Longview, WA 98632

RECEIVED
JUN 27 2022
City of Longview, WA
Executive Office

Applicant Information (circle one)
Organization/Individual Non-Profit Public Other Private Association

Organization Go 4th Festival		Activity Name Go 4th Festival	
Activity type: Event/Festival, Marketing or Facility Event Festival			
Address 1515 22nd. Ave			
City Longview	County Cowlitz	State Wa	Zip 98632

Contact Person

Name Arleen R M Hubble	
Title Go 4th Director	Phone 360-431-0527
Email Ahubble61@gmail.com	

Project Information

Title and brief description of project:

3 Day Festival celebrating our independence. Monies will be used to pay for police presence during the 3 day festival. Usually 30,000 people attend

Timeline for project: July 1-2-3-4	Geographic area served by this project: Lake Sacajawea
Overall predicted attendance: 30,000	Attendance, # predicted to travel 50+ miles to attend: 3,500
Attendance, # predicted to travel from out of state/out of country:250	Attendance, # predicted to pay for overnight lodging: 1,000
Attendance, # predicted to not pay for overnight lodging:20,000	Predicted paid lodging nights: 4 nights

2023	Amount requested from City of Longview $10,000	Total project cost: $10,000	Date of project: From July 4 to July 4
2024	Amount requested from City of Longview $10,000	Total project cost: $10,000	Date of project: From July 4 to July 4

FUNDING SOURCES FOR THIS PROJECT

List all firm commitments to date to fund this project:

Source	Amount
Buttons	$6,000
Marketplace Vendors	$40,000
Sponsorships	$12,000
Tourism Funds	$10,000
Food Court	$12,000

List any other sources of funding you have applied for:

Source	Amount	Status

Specifically how will this grant be used? How do you document your results?

How will this project be financed in the future?

Signature

Date 6/27/22

GRANT REPORT

2021 amount received from the City of Longview for this project: $10,000

2022 amount received from the City of Longview for this project: $10,000

Note: If project is in process for 2022, please estimate the answers to the following:

How were these funds used?

Provide police presence on July 4 plus advertising in all local media

How did you measure your results? Please document the achievement of your goal.

30,000 people attend our annual Go 4th Festival. This includes tourists, family members returning for annual reunions and the locals from around the county and from Vancouver, Portland and north. This is the biggest event in Cowlitz County (Event has been going on for over 60 years) that is organized by a volunteer committee of 12 to 15 people. We offer free entertainment, cardboard boat regatta, free kidsfest, kid's games and races, fireworks, food from the areas non profit groups plus there is no charge to people to enjoy.

How will this project be financed in the future?

Please provide original project budget, original grant amount, actual project revenues, and actual project expenditures (with explanation of large variances)

List all project costs in the following categories:	**2023**	**2024**
Project Management/Administration:		
Project Manager Salary/Consultant Fees/Staff Costs:	$	$
Goods & Services:		
Contract Services – Consultant Fee	$	$
Garbage, Security, Insurance and Cleaning	$21,000	$21,000
Buttons	$4,000	$4,000
Sanitation	$25,000	$25,000
Total Goods & Services:	$50,000	$50,000
Operations:		
Advertising	$4,000	$4,000
Entertainment/Bands, Sound & Tents	$18,000	$18,000
Laser Lights/Fireworks	$20,000	$25,000
Total Operations:	$42,000	$47,000
Other: Miscellaneous—permits, upside down paint, parade awards, fencing, kids fest fencing and prizes and utility vehicles	$14,000	$14,000
	$	$
	$	$
TOTAL COSTS:	$106,000	$111,000

List all funding sources for this project:	**2023**	**2024**
	$	$
	$	$
	$	$
	$	$
TOTAL OTHER REVENUE:		

Rec'd 6/22/22

The City of Longview Washington

2023-2024 REQUEST FOR FUNDING

APPLICATION DUE: Monday, June 27, 2022, 6:00 p.m.

Instructions

1. Please type or print.
2. Answer each question within the space provided. Please do not include additional attachments or supplementary pages unless they are essential to our understanding of your project.
3. Attach organization's most recent tax return. If no tax return is available, attach the organization's most recent annual financial statement.
4. Attach a detailed budget for the project.
5. Are you a non-profit agency? ☒ yes ☐ no
If so, what is your IRS designation? WA NON PROFIT- CHARITY
[Please attach proof of non-profit status.]

Please sign, date, and send
completed application to:
Kurt Sacha, City Manager
City of Longview
P.O. Box 128
Longview, WA 98632

Applicant Information (circle one) **Organization/Individual Non-Profit Public Other Private Association**			
Organization Ladies of the Lake Quilt Guild (Longview, WA)		Activity Name "Quilting for the Art of It" Quilt Show	
Activity type: Event/Festival, Marketing or Facility Quilt Show			
Address PO Box 1432			
City Longview	County Cowlitz County	State WA	Zip 98632
Contact Person			
Name Geraldine Willems			
Title Quilt Show Chair			Phone 360-324-9780
Email geriggw@live.com			
Project Information			
Title and brief description of project:			

The Ladies of the Lake Quilt Show "Quilting for the Art of It" will feature local quilters from Western Washington and Northern Oregon and historically displays 150 artful quilts and accessories. Our show is the largest quilt show in Cowlitz County and draws attendees from surrounding areas. We have moved our show dates to April 28-29, 2023 and April 26-27, 2024 from October because of Covid delays and availability at the Youth and Family Links Building. Our show will include seven vendors. The Quilt Show is a non-profit, and financially independent of the Ladies of the Lake Guild. Monies, when available, are distributed among local charities.

Timeline for project: Planning 5/2022 - Show dates	Geographic area served by this project: Northwest Washington; Northern Oregon; coastal areas
Overall predicted attendance: 400	Attendance, # predicted to travel 50+ miles to attend: 100
Attendance, # predicted to travel from out of state/out of country: 150	Attendance, # predicted to pay for overnight lodging: 12
Attendance, # predicted to not pay for overnight lodging: 389	Predicted paid lodging nights: 10

2023	Amount requested from City of Longview $1500	Total project cost: $6550	Date of project: From 4/27/23 to 4/29/23
2024	Amount requested from City of Longview $1500	Total project cost: $6750	Date of project: From 4/25/24 to 4/27/24

FUNDING SOURCES FOR THIS PROJECT

List all firm commitments to date to fund this project:

Source	Amount
The Ladies of the Lake Quilt Guild provides seed money to the Quilt Show Committee to reserve the Link and pay for the pipe and drape. The Guild must be reimbursed because it can not afford to cover Show expenses. The show must pay for itself to continue in the future.	All expenses will be reimbursed to the LOL Guild treasurer.

List any other sources of funding you have applied for:

Source	Amount	Status
Cowlitz County (in the fall of 2022)	1500	Unknown

Specifically how will this grant be used? How do you document your results?

Printed color posters for stores and shops, banners, stand up signs; internet; Facebook, emails, quilt listings in Idaho, WA, and OR; newspaper ads, radio, website, banners on building, flyers. Notices are mailed to all quilt and sewing stores within 100 miles. We plan to hang a banner near St Rose Church across Nichols Blvd.

Volunteers query attendees for two days and ask what advertising they saw, we use this information for the next ad campaign.

How will this project be financed in the future?

We expect continued support from the community and quilters in the Pacific Northwest. We hesitate to increase the $5 entry charge this year, even though most events have done so, we want to make it affordable for families in our area and bring travelers from Oregon and Washington. One dollar tickets are offered to Seniors in Independent Living Situations. The Quilt Show is designed to breakeven and be self supporting; historically, any profit is donated to local charities.

Signature Geraldine Willems	Date 6/14/2022

GRANT REPORT	
2021 amount received from the City of Longview for this project:	Show was cancelled due to Covid $
2022 amount received from the City of Longview for this project:	Show was cancelled due to Covid. $

Note: If project is in process for 2022, please estimate the answers to the following:

How were these funds used?

How did you measure your results? Please document the achievement of your goal.

How will this project be financed in the future?

Please provide original project budget, original grant amount, actual project revenues, and actual project expenditures (with explanation of large variances)

List all project costs in the following categories:	2023	2024
Project Management/Administration:		
Project Manager Salary/Consultant Fees/Staff Costs:	$ 0	$ 0
Goods & Services:		
Contract Services – Consultant Fee	$ 0	$ 0
Materials/Supplies/Equipment (Pipe and Drape Rental)	$2500	$2700
Construction Cost (Materials for set-up)	$550	$550
Other Misc. Expenses	$	$
Total Goods & Services:	$3050	$3250
Operations:		
Facility Rent (Youth and Family Link Building)	$500	$500
Utilities	$0	0
Other	$	$
Total Operations:	$500	$500
Other: Advertising Expectations	$3000	$3000
	$	$
	$	$
TOTAL COSTS:	$6550	$6750

List all funding sources for this project:	2023	2024
Admissions to Quilt Show ($5 per person)	$2,000	$2,000
Seven Vendors (spaces have not been sold yet)	$875	$875
	$	$
	$	$
TOTAL OTHER REVENUE:	$2,875	$2,875

SOS
Office of the Secretary of State
Corporations & Charities Division

Filed
Secretary of State
State of Washington
Date Filed: 10/29/2021
Effective Date: 10/29/2021
UBI #: 601 650 905

Amended Annual Report

BUSINESS INFORMATION

Business Name:
LADIES OF THE LAKE QUILT GUILD

UBI Number:
601 650 905

Business Type:
WA NONPROFIT CORPORATION

Business Status:
ACTIVE

Principal Office Street Address:
199 N 3RD PLACE, KALAMA, WA, 98625, UNITED STATES

Principal Office Mailing Address:

Expiration Date:
07/31/2022

Jurisdiction:
UNITED STATES, WASHINGTON

Formation/Registration Date:
07/27/1995

Period of Duration:
PERPETUAL

Inactive Date:

Nature of Business:
CHARITABLE

REGISTERED AGENT RCW 23.95.410

Registered Agent Name	Street Address	Mailing Address
LADIES OF THE LAKE QUILT GUILD	2218 E KESSLER BLVD, LONGVIEW, WA, 98632-1846, UNITED STATES	PO BOX 1432, LONGVIEW, WA, 98632-0000, UNITED STATES

PRINCIPAL OFFICE

Phone:
360-241-6584

Email:
PKMCCRARY12@GMAIL.COM

Street Address:

199 N 3RD PLACE, KALAMA, WA, 98625, USA
Mailing Address:

GOVERNORS

Title	Type	Entity Name	First Name	Last Name
GOVERNOR	INDIVIDUAL		PATRICIA	MCCRARY
GOVERNOR	INDIVIDUAL		SHARRY	HILTON
GOVERNOR	INDIVIDUAL		KAREN	JOHNSON
GOVERNOR	INDIVIDUAL		PATRICIA	RINARD

NATURE OF BUSINESS

- CHARITABLE

EFFECTIVE DATE

Effective Date:
10/29/2021

RETURN ADDRESS FOR THIS FILING

Attention:
PAT
Email:
PKMCCRARY12@GMAIL.COM
Address:

UPLOAD ADDITIONAL DOCUMENTS

Do you have additional documents to upload? **No**

AUTHORIZED PERSON

☑ I am an authorized person.

Person Type:
INDIVIDUAL

First Name:
PATRICIA

Last Name:
MCCRARY

Title:
☑ This document is hereby executed under penalty of law and is to the best of my knowledge, true and correct.

Quilt Show 2023 & 2024 Budget date:6/13/2022

			Cancelled	Actuals	Actuals	
Income	**2024**	**2023**	**2020**	**2019**	**2018**	
Admissions (400 @ $5)	2000	2000	2000	2097	2097	
Quilt Boutique	500	500	0	0	0	
Country Store	0	0	2000	2665.35	2665.35	
Vendors 7 ($125 pPer 10x10)	875	875	875	875	875	
Ads Sales in Program Book	100	100	100	140	140	
City of Longview Grant (Advertising)	1500	1500	1000	849.83	849.83	
Cowlitz County Grant (Advertising)	1500	1500	1000	856	856.55	1706.38
Quilt Raffle	500	500	0	583.93	583.93	
TOTAL INCOME	**6975**	**6975**	**6975**	**8067.11**	**8067.66**	
Expenses						
Admissions/Hostess	100	100	350	350	17.28	
Country Store	0	0	100	100	0	
Door Prizes	0	0	50	25	23.17	
Entries	50	50	50	50	39.72	
City of Longview Grant - Advertising	1500	1500	1000	0	849.83	
Cowlitz County Grant - Advertising	1500	1500	1000	2000	856.55	1710.64
Featured Quilter	0	0	0	0	250.63	
Rent (Link Building)	500	500	500	500	500	
Social/hospitality	50	50	50	50	59.43	
Standards Rentals (Pipe & Drape)	2700	2500	1700	1700	1603.67	
Misc. Supplies	100	100	100	100	25.43	
Raffle Quilts	50	50	200	0	5.07	
Program Book	150	150	100	100	155.38	
Awards	50	50	50	50	24.41	
TOTAL EXPENSES	**6750**	**6550**	**5250**	**5025**	**4410.57**	
PROFIT*	**225**	**425**	**1725**	**1950**	**3657.9**	
Vet donation to Fisher House (2018)					-1,828.95	
Emergency Support Shelter (2018)						
*Donation checks from the proceeds to be split 50/50 between VFW Auxiliary District 16 and						
CJAC-Children's Justice Advocate Center						
The 2020 - 2022 Quilt Shows were cancelled due to Covid.						
**2023 Charity has not been determined						
*2023 Country Store is no longer a part of the quilt show.						

Ladies of the Lake
2020-2021 Income/Expense Report

	Bal Forw'd	Budget	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	TOTALS
INCOME															
BOM															$ -
Challenge Quilt 2019	$ 115.00	$ -													$ -
Challenge Quilt 2020															$ -
Door Prizes															$ -
Donations															$ -
Interest/Dividends		$ 200.00	$ 13.92	$ 13.92	$ 13.45	$ 13.91	$ 13.44	$ 13.63	$ 13.63	$ 12.31	$ 13.64	$ 13.19	$ 13.63	$ 13.18	$ 161.85
Marketing															$ -
Membership		$ 700.00	$ 20.00	$ 170.00	$ 215.00	$ 255.00		$ 25.00	$ 25.00						$ 710.00
Newsletter Ads				$ -											$ -
Other															$ -
Quilt Show 2019															$ -
Quilt Show 2020															$ -
Raffle Quilt 2019															$ -
Raffle Quilt 2020															$ -
Retreat 2020															$ -
Workshops															$ -
SUB TOTAL		$ 900.00	$ 33.92	$ 183.92	$ 228.45	$ 268.91	$ 13.44	$ 38.63	$ 38.63	$ 12.31	$ 13.64	$ 13.19	$ 13.63	$ 13.18	$ 871.85
Reserve															
TOTAL		$ 900.00													
EXPENSES															
BOM / Mystery Quilt	$ 140.00			$ 140.00	$ 115.00										$ 255.00
Challenge Quilt 2019															$ -
Challenge Quilt 2020															$ -
Door Prizes	$ 100.00		$ (100.00)												$ (100.00)
LOL Business		$ 3,000.00	$ 128.00	$ 436.00			$ 825.00					$ 800.00		$ 882.00	$ 3,071.00
Marketing															$ -
Membership								$ 3.80							$ 3.80
New Member Services															$ -
Newsletter															$ -
Other - Quilt show Reser	$ 4,104.31														$ -
Programs/Workshops															$ -
															$ -
															$ -
															$ -
															$ -
Retreat 2020	$ -														$ -
TOTAL		$ 3,000.00	$ 28.00	$ 576.00	$ 115.00	$ -	$ 825.00	$ 3.80	$ -	$ -	$ -	$ 800.00	$ -	$ 882.00	$ 3,229.80
Net Retained			$ 5.92	$ (392.08)	$ 113.45	$ 268.91	$ (811.56)	$ 34.83	$ 38.63	$ 12.31	$ 13.64	$ (786.81)	$ 13.63	$ (868.82)	$ (2,357.95)

Ladies of the Lake
2021-2022 Income/Expense Report

	Bal Forw'd	Budget	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	TOTALS
INCOME															
BOM															$ -
Challenge Quilt 2019	$ 115.00	$ -													$ -
Challenge Quilt 2020															$ -
Door Prizes		$ 400.00			$ 67.00	$ 76.00	$ 52.00			$ 74.00	$ 60.00	$ 32.00			$ 361.00
Donations										$ 50.00					$ 50.00
Interest/Dividends		$ 160.00	$ 13.61	$ 13.60	$ 13.17	$ 13.70	$ 13.30	$ 13.78	$ 13.76	$ 12.30	$ 13.63	$ 13.18			$ 134.03
Marketing															$ -
Membership		$ 2,000.00			$ 800.00	$ 685.00	$ 125.00	$ 25.00	$ 150.00	$ 50.00	$ 45.00				$ 1,880.00
Newsletter Ads						$ 5.00									$ 5.00
Other															$ -
Quilt Show 2019															$ -
Quilt Show 2020															$ -
Raffle Quilt 2019															$ -
Raffle Quilt 2020															$ -
Retreat 2022		$ 10,030.00			$ 3,350.00	$ 1,845.00	$ 2,978.00	$ 295.00	$ 1,562.00						$ 10,030.00
Workshops					$ 25.00	$ 30.00						$ 60.00			$ 115.00
SUB TOTAL		$ 12,590.00	$ 13.61	$ 13.60	$ 4,255.17	$ 2,654.70	$ 3,168.30	$ 333.78	$ 1,725.76	$ 186.30	$ 118.63	$ 105.18	$ -	$ -	$ 12,575.03
Reserve															
TOTAL		$ 12,590.00													
EXPENSES															
BOM / Mystery Quilt	$ 140.00														$ -
Challenge Quilt 2019	$ 115.00						$ 115.00								$ 115.00
Challenge Quilt 2020															$ -
Door Prizes		$ 400.00					$ 184.64				$ 27.50	$ 52.00			$ 264.14
LOL Business		$ 1,000.00	$ 189.22		$ (295.00)		$ 34.16		$ 825.00						$ 753.38
Marketing															$ -
Membership		$ 100.00					$ 100.49								$ 100.49
New Member Services															$ -
Newsletter															$ -
Other - Quilt show Reser	$ 4,104.31														$ -
Programs/Workshops															$ -
Zoom		$ 150.00					$ 16.30		$ 16.20	$ 110.81					$ 143.31
															$ -
															$ -
															$ -
Retreat 2020	$ -	$ 10,030.00					$ 500.00		$ 9,530.00						$ 10,030.00
TOTAL		$ 11,680.00	$ 189.22	$ -	$ (295.00)	$ -	$ 950.59	$ -	$ 10,371.20	$ 110.81	$ 27.50	$ 52.00	$ -	$ -	$ 11,406.32
Net Retained		$ 910.00	$ (175.61)	$ 13.60	$ 4,550.17	$ 2,654.70	$ 2,217.71	$ 333.78	$ (8,645.44)	$ 75.49	$ 91.13	$ 53.18	$ -	$ -	$ 1,168.71
Beginning Check Book Balance			$ 8,108.92	$ 7,933.31	$ 7,946.91	$ 12,497.08	$ 15,151.78	$ 17,369.49	$ 17,703.27	$ 9,057.83	$ 9,133.32	$ 9,224.45			$ 8,108.92
Revenue			$ 13.61	$ 13.60	$ 4,255.17	$ 2,654.70	$ 3,168.30	$ 333.78	$ 1,725.76	$ 186.30	$ 118.63	$ 105.18	$ -	$ -	$ 12,575.03
Expense			$ 189.22	$ -	$ (295.00)	$ -	$ 950.59	$ -	$ 10,371.20	$ 110.81	$ 27.50	$ 52.00	$ -	$ -	$ 11,406.32
Ending check book balance			$ 7,933.31	$ 7,946.91	$ 12,497.08	$ 15,151.78	$ 17,369.49	$ 17,703.27	$ 9,057.83	$ 9,133.32	$ 9,224.45	$ 9,277.63	$ -	$ -	$ 9,277.63

6/13/2022

The City of Longview Washington

2023-2024 REQUEST FOR FUNDING

APPLICATION DUE: Monday, June 27, 2022, 6:00 p.m.

Instructions

1. Please type or print.
2. Answer each question within the space provided. Please do not include additional attachments or supplementary pages unless they are essential to our understanding of your project.
3. Attach organization's most recent tax return. If no tax return is available, attach the organization's most recent annual financial statement.
4. Attach a detailed budget for the project.
5. Are you a non-profit agency? ☒ yes ☐ no
   If so, what is your IRS designation? State of Washington Community College
   [Please attach proof of non-profit status.]

Please sign, date, and send completed application to:
Kurt Sacha, City Manager
City of Longview
P.O. Box 128
Longview, WA 98632

Applicant Information (circle one)
Organization/Individual Non-Profit Public Other Private Association

Organization: Lower Columbia College Athletics

Activity Name: NWAC Baseball Championships

Activity type: Event/Festival, Marketing or Facility
8 Team College Baseball Tournament at Story Field

Address: 1600 Maple Street

City: Longview | County: Cowlitz | State: WA | Zip: 98632

Contact Person

Name: Kirc Roland

Title: Athletic Director | Phone: (360) 430-7286

Email: kroland@lowercolumbia.edu

Project information

Title and brief description of project:

The NWAC Baseball Championships are held at Story Field in Longview over the Memorial Day weekend. The top 8-Community College teams from Washington, Oregon, and British Columbia come to Longview for a five-day double-elimination tournament. The teams all stay in local hotels and use local restaurants. Lower Columbia College has the contract to host the tournament through 2025.

Timeline for project: May 25-29, 2023; May 23-27, 2024	Geographic area served by this project: Longview, Kelso, Cowlitz County
Overall predicted attendance: 4,000	Attendance, # predicted to travel 50+ miles to attend: 700
Attendance, # predicted to travel from out of state/out of country: 300	Attendance, # predicted to pay for overnight lodging: 500
Attendance, # predicted to not pay for overnight lodging: 200	Predicted paid lodging nights: 400

2023	Amount requested from City of Longview $ 2,000	Total project cost: $ 21,700	Date of project: From May 1 to May 29
2024	Amount requested from City of Longview $ 2,000	Total project cost: $ 21,200	Date of project: From May 1 to May 28

FUNDING SOURCES FOR THIS PROJECT

List all firm commitments to date to fund this project:

Source	Amount
Lower Columbia College	In kind field rental, staffing,
	field repair estimated $20,000
Pacific Tech Construction	$5,000 sponsorship
Lower Columbia College Athletics	$8,000 Rights Fee
KLOG, KUKN, The Blitz Radio advertisements	$3,000 in kind donation

List any other sources of funding you have applied for:

Source	Amount	Status
City of Longview	$4,000	Pending

Specifically how will this grant be used? How do you document your results?

The grant will be used to pay for a portion of the live internet television feed that showcases the event, Lower Columbia College and the Longview community. Internet diagnostics available by request.

How will this project be financed in the future? Same

Signature Kirc Roland

Date 6/27/2022

GRANT REPORT

2021 amount received from the City of Longview for this project:	$ 0 No event (Covid)
2022 amount received from the City of Longview for this project:	$ 0

Note: If project is in process for 2022, please estimate the answers to the following:

How were these funds used?

How did you measure your results? Please document the achievement of your goal.

Attendance is tracked by the Northwest Athletic Association (NWAC). Video streams are also tracked by the NWAC. Local hotel bed nights can be obtained through local hotels.

How will this project be financed in the future? The requested events will be the 18th and 19th consecutive years that the NWAC Baseball championships have been in Longview. We hope to continue bringing the event to our area as costs to run the tournament increase. The long term success keeps the NWAC coming back to Longview, but it's anticipated we will get competition for future events. We will continue to use our established partners to pay for the costs to hosting the tournament and hope the City of Longview will join us in keeping the event here.

Please provide original project budget, original grant amount, actual project revenues, and actual project expenditures (with explanation of large variances)

List all project costs in the following categories:	2023	2024
Project Management/Administration:		
Project Manager Salary/Consultant Fees/Staff Costs:	$0	$ 0
Goods & Services:		
Contract Services – Consultant Fee NWAC Rights Fee	$ 8,000	$ 8,000
Materials/Supplies/Equipment	$ 500	$ 500
Construction Cost	$ 2,000	$ 2,500
Other Misc. Expenses	$ 1,000	$ 1,000
Total Goods & Services:	$ 11,500	$ 12,000
Operations:		
Facility Rent	$ 0	$ 0
Utilities	$ 200	$ 200
Other Television Streaming Services	$ 10,000	$ 10,000
Total Operations:	$ 10,200	$ 10,200
Other:	$	$
	$	$
	$	$
TOTAL COSTS:	$ 21,700	$ 22,200

List all funding sources for this project:	2023	2024
	$ See Above	$ See Above
	$	$
	$	$
	$	$
TOTAL OTHER REVENUE:		

The City of Longview Washington

2023-2024 REQUEST FOR FUNDING

APPLICATION DUE: Monday, June 27, 2022, 6:00 p.m.

Instructions

1. Please type or print.
2. Answer each question within the space provided. Please do not include additional attachments or supplementary pages unless they are essential to our understanding of your project.
3. Attach organization's most recent tax return. If no tax return is available, attach the organization's most recent annual financial statement.
4. Attach a detailed budget for the project.
5. Are you a non-profit agency? ☐ yes ☒ no
   If so, what is your IRS designation?________________________
   [Please attach proof of non-profit status.]

Please sign, date, and send
completed application to:
Kurt Sacha, City Manager
City of Longview
P.O. Box 128
Longview, WA 98632

Applicant Information (circle one)
Organization/Individual Non-Profit Public Other Private Association

Organization: Longview Centennial Committee

Activity Name: Longview's 100th Anniversary

Activity type: Event/Festival, Marketing or Facility: Festival and Multiple Events

Address: P.O. Box. 1035

City: Longview

County: Cowlitz

State: Washington

Zip: 98632

Contact Person

Name: Reed Hadley

Title: Chair-person

Phone: (360) 270-1011

Email: longviewcentury@gmail.com or hadleyreed@gmail.com

Project Information

Title and brief description of project: Longview's Centennial Celebration

A citywide mega-celebration of Longview's 100th anniversary! Many events will take place during 2023 that will involve most of Longview's current and past citizens in recognizing and celebrating our City's history, highlights, and future. Activities will include a kick-off event, monthly events, run-walk, bicycle ride, walking tours, banquet, plays and performances, all-faith event, vintage car show, Parade of Progress, Centennial time capsule & monument, and FIREWORKS. On going promotions with banners, signs, and publications.

Timeline for project: From now through 2023

Geographic area served by this project: City of Longview

Overall predicted attendance: 20,000

Attendance, # predicted to travel 50+ miles to attend: 2,000

Attendance, # predicted to travel from out of state/out of country: 500

Attendance, # predicted to pay for overnight lodging: 500

Attendance, # predicted to not pay for overnight lodging: 10,000

Predicted paid lodging nights: 4,000

RH

2023	Amount requested from City of Longview $ 40,000	Total project cost: $ ~~80,000~~ $ 191,580	Date of project: From 01/01/22 to 12/31/23
2024	Amount requested from City of Longview $ 0	Total project cost: $ 0	Date of project: From to

GRANT REPORT

2021 amount received from the City of Longview for this project: $ 10,000-

2022 amount received from the City of Longview for this project: $ 10,000-

Note: If project is in process for 2022, please estimate the answers to the following:

How were these funds used?

Calendar Printing 1,500 units	$4,155-
Web site design & hosting	$1,200 +/-
Chamber Advertising	$100-

How did you measure your results? Please document the achievement of your goal.

How will this project be financed in the future?

Please provide original project budget, original grant amount, actual project revenues, and actual project expenditures (with explanation of large variances)

List all project costs in the following categories:	**2023**	**2024**
Project Management/Administration:		
Project Manager Salary/Consultant Fees/Staff Costs:	$	$
Goods & Services:		
Contract Services – Consultant Fee	$	$
Materials/Supplies/Equipment	$	$
Construction Cost	$	$
Other Misc. Expenses	$	$
Total Goods & Services:	$	$
Operations:		
Facility Rent	$	$
Utilities	$	$
Other	$	$
Total Operations:	$	$
Other:	$	$
	$	$
	$	$
TOTAL COSTS: See attached	$	$

List all funding sources for this project:	**2023**	**2024**
See attached	$	$
	$	$
	$	$
	$	$
TOTAL OTHER REVENUE:		

FUNDING SOURCES FOR THIS PROJECT

List all firm commitments to date to fund this project:

Source	Amount
Services and in-kind contributions have been pledged for some	In-kind contributions
publications, staffing, retail space, and monuments.	

List any other sources of funding you have applied for:

Source	Amount	Status
We will be soliciting funding from businesses with a presence in	$65,000	unknown
Longview, but have guarded optimism of the results. We anticipate		
some excess revenue from the sale of souvenirs & merchandise.	$8,000 net	

Specifically how will this grant be used? How do you document your results?

see attached

How will this project be financed in the future?

one time event!

Signature

Date Aug 11, 2022

Longview Centennial Events
Projected Costs and Revenue

Event	Cost	Revenue
Centennial Merchandise		
Calendars 1,500 produced	$4,155	$9,000
Pins	$500	$1,000
Coins	$1,925	$4,600
Parade of Progress	$2,000	$0
Grand Banquet	$8,000	$8,000
Beer Garden(s)		$5,000
We anticipate splitting any net proceeds with service clubs that provide volunteers for the event(s).		
Antique Car Show	$1,500	$2,500
Mr. Long Timber Baron Play	$25,000	$20,000
(Sponsor to provide $10,000 of revenue)		
Publicity	$5,000	$0
Web site; Print Advertising; Regional Publications; Billboards; Banners; Radio and video spots.		

Centennial Sculpture	$20,000	$20,000
Designed & Manufactured by JH Kelly		
Children's Activities	$2,500	$0
Celebrations at Sacajawea and Jefferson Park		
Port-a-Potties	$10,000	
Stage for Music and Dignitaries	$15,000	
Vendor Facilities	$2,000	$4,000
Live Entertainment	$7,500	
Fireworks and Pyrotechnician	$25,000	$0
Drone Lightshows and Story Board	$60,000	$0
Clean-up	$1,500	$0
Unspent Hospitality Funding from 2021-2022		$14,000
TOTALS	$191,580	$88,100

Rec'd 6/27/2022

The City of Longview Washington

2023-2024 REQUEST FOR FUNDING

APPLICATION DUE: Monday, June 27, 2022, 6:00 p.m.

Instructions

1. Please type or print.
2. Answer each question within the space provided. Please do not include additional attachments or supplementary pages unless they are essential to our understanding of your project.
3. Attach organization's most recent tax return. If no tax return is available, attach the organization's most recent annual financial statement.
4. Attach a detailed budget for the project.
5. Are you a non-profit agency? **X yes** ☐ no
   If so, what is your IRS designation?____________________
   [Please attach proof of non-profit status.]

Please sign, date, and send
completed application to:
Kurt Sacha, City Manager
City of Longview
P.O. Box 128
Longview, WA 98632

Applicant Information (circle one)
Organization/Individual Non-Profit Public Other Private Association

Organization – **Longview Downtowner's**	Activity Name – **Harvest Festival/Downtown Promo**

Activity type: Event/Festival, Marketing or Facility **– Harvest Festival, Eat/Drink Downtown Festival/Event, and other Downtown Longview Campaigns**

Address **PO Box 372**

City **Longview**	County **Cowlitz**	State **WA**	Zip **98632**

Contact Person

Name **Lindsey Cope**

Title **President**	Phone **360-560-3286**

Email – **Cope@cowlitzedc.com**

Project Information

Title and brief description of project: 1. Harvest Fest 2023 – The event will transform Downtown Longview for one to one and half days, by consolidating all Fall/Oct activities into downtown.
Attractions to include but not limited to: Pumpkin weighing, pie-eating contest, pumpkin carving contest, concert with KUKN, 4x4 truck show, possible trick or treating, street dance, food vendors, pop up markets, transformative décor. The event will partner with local nonprofits, Parks and Rec. if possible, the businesses, and tourism activities to bring people from a 90 mile radius. In the Summer of 2019, we hosted the Great Race which brought Thousands of people downtown. We have been unable to hold any large events since COVID began due to health and safety regulations. I anticipate all funds will be used for this event, but if in the event of larger than anticipated sponsorship, we would also like to use this fund for other events including our digital promotions for the area outside of 50 miles, other events like a "Taste of Downtown Longview event, small business Saturday, commercials and digital advertising.

Timeline for project: 2023 and 2024	Geographic area served by this project:100 Mile radius of Longview, WA.
Overall predicted attendance: 3250	Attendance, # predicted to travel 50+ miles to attend:250
Attendance, # predicted to travel from out of state/out of country: 250	Attendance, # predicted to pay for overnight lodging: 250
Attendance, # predicted to not pay for overnight lodging:3000	Predicted paid lodging nights:125

2023	Amount requested from City of Longview $3000	Total project cost: $10,000	Date of projects: From 01/01/23-12/31/23

2024	Amount requested from City of Longview $3000	Total project cost: $12,000	Date of project: From 01/01/24 to 12/31/24

FUNDING SOURCES FOR THIS PROJECT

List all firm commitments to date to fund this project:

Source	Amount
Cowlitz EDC – Staff time for at least half of 2023	Minimum 5000
Downtowner's Membership Funds	2500
We will be securing sponsorships and donations for the event.	Remaining needs.

List any other sources of funding you have applied for: **N/A**

Source	Amount	Status

Specifically, how will this grant be used? How do you document your results?

Primary use will be for promotional activities to get people to travel for special events downtown through digital, radio, and other targeted promotional activities including, but not limited to ads, commercials, TV, and social media. Results will be captured with data from advertisers and geographic areas served though them. We will request data through our hotels if possible.

How will this project be financed in the future? The Longview Downtowners are working on a new membership structure that will build in sponsorships, grants, our partnership at the CEDC, and help from stakeholders.

The city benefits through increased tax revenue from shoppers and hotel/motel taxes. Additionally, events and promotional activities do not only promote downtown, but they also showcase the city as a fun, bustling place with diverse amenities. This aids with business recruitment, retention and expansion efforts.

Signature

Date 6/27/2022

GRANT REPORT

2021 amount received from the City of Longview for this project: *It was for promo activities of downtown $ 2500

2022 amount received from the City of Longview for this project: $ 2500

Note: If project is in process for 2022, please estimate the answers to the following:

How were these funds used?

In 2021 we had a professionally produced 30 second commercial that we used in a digital advertising campaign targeting visitors to Mt. St. Helens and from the McCord AFB. We also created a new website that has seen an uptick in traffic.

2022 – we haven't used yet. Will be used for ongoing promotional activities for the upcoming Harvest Festival and events to capture people outside of 50 miles.

How did you measure your results? Please document the achievement of your goal.

Through geo-fencing, google analytics, and social media. The City of Longview had a surplus due to tax revenue that was unexpected through COVID, we feel that our campaigns have contributed. Additionally, we have new businesses coming in and successful businesses being purchased.

How will this project be financed in the future?

Through grants, memberships, and partnerships.

Please provide original project budget, original grant amount, actual project revenues, and actual project expenditures (with explanation of large variances)

List all project costs in the following categories:	**2023**	**2024**
Project Management/Administration:		
Project Manager Salary/Consultant Fees/Staff Costs:	$	$
Goods & Services:		
Contract Services – Consultant Fee	$	$
Materials/Supplies/Equipment	$	$
Construction Cost	$	$
Other Misc. Expenses	$	$
Total Goods & Services:	$	$
Operations:		
Facility Rent	$	$
Utilities	$	$
Other	$	$
Total Operations:	$	$
Other: Social Media/Digital Campaigns	$2500	$3500
Radio (paid and in-kind)	$2000	$2500
Misc. Print – visitor guides and event guide ads. (Paid and in-kind)	$5000	$5000
TOTAL COSTS:	$9500	$11000

List all funding sources for this project:	**2023**	**2024**
Fundraising/Sponsorship	$4000	$4500
Memberships	$4000	$5000
	$	$
	$	$
TOTAL OTHER REVENUE:	8000	9500

Rec'd 6/27/22

The City of Longview Washington

2023-2024 REQUEST FOR FUNDING

APPLICATION DUE: Monday, June 27, 2022, 6:00 p.m.

Instructions

1. Please type or print.
2. Answer each question within the space provided. Please do not include additional attachments or supplementary pages unless they are essential to our understanding of your project.
3. Attach organization's most recent tax return. If no tax return is available, attach the organization's most recent annual financial statement.
4. Attach a detailed budget for the project.
5. Are you a non-profit agency? ☒ yes ☐ no
   If so, what is your IRS designation? TIN: 91-10788032 UBI: 601863628
   [Please attach proof of non-profit status.]

Please sign, date, and send
completed application to:
Kurt Sacha, City Manager
City of Longview
P.O. Box 128
Longview, WA 98632

Applicant Information (circle one)
Organization/Individual Non-Profit Public Other Private Association

Organization: Rotary Foundation of Longview

Activity Name: Crafted 2023 and 2024

Activity type: Event/Festival, Marketing or Facility: Community Festival

Address: P.O.Box 1105

City: Longview

County: Cowlitz

State: Washington

Zip: 98632

Contact Person

Name: James Hennig

Title: Chair, Finance Committee

Phone: 360-577-7732

Email: jamesth1@msn.com

Project Information

Title and brief description of project:
Crafted Beer & Food Festival was first presented to the local area in 2018. Informally known as "Crafted", it provides a home-crafted beer and food celebration. Food vendors from around the Northwest offer unique artisan items along with theme-based beers. Music will be both live and with a DJ. Two tournaments will be offered--Corn Hole and Disc Golf--which will attract competitors from around the area. A good time will we had by all.

Note: Crafted 2020 and 2021 were cancelled due to COVID

Timeline for project: Typically, the third Saturday in September

Geographic area served by this project: Washington and Oregon

Overall predicted attendance: 2,000 - 3,000

Attendance, # predicted to travel 50+ miles to attend: Many (from Astoria to Portland to Tacoma)

Attendance, # predicted to travel from out of state/out of country: Many (from Astoria to Portland)

Attendance, # predicted to pay for overnight lodging: Unable to predict

Attendance, # predicted to not pay for overnight lodging: Unable to predict

Predicted paid lodging nights: Unable to predict

2023	Amount requested from City of Longview $ $10,000	Total project cost: $ $45,000	Date of project: From 7/15/23 to
2024	Amount requested from City of Longview $ $10,000	Total project cost: $ $45,000	Date of project: From 7/13/24 to

FUNDING SOURCES FOR THIS PROJECT

List all firm commitments to date to fund this project:

Source	Amount
	None

List any other sources of funding you have applied for:

Source	Amount	Status
	None	

Specifically how will this grant be used? How do you document your results?

Funds will pay for permits, marketing, insurance, security, etc

Documentation is via Excel Spreadsheet and Quickbooks

How will this project be financed in the future?

Admission fees

Signature

Date 6.24.22

GRANT REPORT

2021 amount received from the City of Longview for this project: $5,000 (event canceled due to COVID)	$
2022 amount received from the City of Longview for this project: $7,500 (reimbursement request pending	$

Note: If project is in process for 2022, please estimate the answers to the following:

How were these funds used?

Funds will pay for permits, marketing, insurance, security, etc.

How did you measure your results? Please document the achievement of your goal.

Verbal and written accolades from local citizens and out-of-town visitors.

How will this project be financed in the future?

Sponsorship and vendor fees.

Please provide original project budget, original grant amount, actual project revenues, and actual project expenditures (with explanation of large variances)

Accompanied document: Balance Sheet from the last "normal" Crafted in 2019.

List all project costs in the following categories:	**2023**	**2024**
Project Management/Administration:		
Project Manager Salary/Consultant Fees/Staff Costs:	$	$
Goods & Services:		
Contract Services – Consultant Fee	$	$
Materials/Supplies/Equipment	$	$
Construction Cost	$	$
Other Misc. Expenses	$	$
Total Goods & Services:	$	$
Operations:		
Facility Rent	$	$
Utilities	$	$
Other	$	$
Total Operations:	$	$
Other:	$	$
	$	$
	$	$
TOTAL COSTS:	$ ~ $45,000	$ ~ $45,000

List all funding sources for this project:	**2023**	**2024**
	$	$
	$	$
	$	$
	$	$
TOTAL OTHER REVENUE:	~ $30,000	~ $30,000

CRAFTED
2019

Rotary Foundation of Longview

Profit and Loss

All Dates

	TOTAL
Income	
4651 Crafted Festival Income	39,548.05
Total Income	**$39,548.05**
GROSS PROFIT	**$39,548.05**
Expenses	
5619 Crafted Festival	52,763.96
6005 Merchant Fees	1,477.94
Total Expenses	**$54,241.90**
NET OPERATING INCOME	**$-14,693.85**
NET INCOME	**$-14,693.85**

Rotary Foundation of Longview

Profit and Loss Detail

All Dates

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Ordinary Income/Expenses								
Income								
4651 Crafted Festival Income								
03/27/2019	Deposit			Crafted 2019	Tickets: Rae, Cheryl (2)	1100 Checking - Columbia Bank	50.00	50.00
03/27/2019	Deposit			Crafted 2019	Tickets: Maple, Kristie (2)	1100 Checking - Columbia Bank	50.00	100.00
03/27/2019	Deposit			Crafted 2019	Tickets: Aston, Janice (2)	1100 Checking - Columbia Bank	50.00	150.00
03/27/2019	Deposit			Crafted 2019	Tickets: Cavens-Harman, Sonja (2)	1100 Checking - Columbia Bank	50.00	200.00
03/28/2019	Deposit			Crafted 2019	Tickets: Morrow, Marsha (2)	1100 Checking - Columbia Bank	50.00	250.00
03/28/2019	Deposit			Crafted 2019	Tickets: Pletsch, Mac (2)	1100 Checking - Columbia Bank	50.00	300.00
03/29/2019	Deposit			Crafted 2019	Tickets: Robinson, Michael (1)	1100 Checking - Columbia Bank	25.00	325.00
03/31/2019	Journal Entry	104		Crafted 2019		-Split-	-325.00	0.00
04/08/2019	Deposit			Crafted 2019	Tickets: Philpott, Rebecca (6)	1100 Checking - Columbia Bank	150.00	150.00
04/29/2019	Deposit			Crafted 2019	Tickets: Fleshman, Jacob	1100 Checking - Columbia Bank	50.00	200.00
04/30/2019	Journal Entry	106		Crafted 2019		-Split-	-200.00	0.00
05/13/2019	Deposit			Crafted 2019	Tickets: Hunter, Josua (2)	1100 Checking - Columbia Bank	50.00	50.00
05/18/2019	Deposit			Crafted 2019	Tickets: Degenstein, Julie (2)	1100 Checking - Columbia Bank	50.00	100.00
05/26/2019	Deposit			Crafted 2019	Tickets: Maple, Scott	1100 Checking - Columbia Bank	50.00	150.00
05/31/2019	Journal Entry	108		Crafted 2019	Reclass prepaids/payables	-Split-	-150.00	0.00
06/14/2019	Deposit			Crafted 2019	Tickets	1100 Checking - Columbia Bank	50.00	50.00
06/20/2019	Deposit			Crafted 2019	Tickets	1100 Checking - Columbia Bank	75.00	125.00
06/21/2019	Deposit			Crafted 2019	Tickets	1100 Checking - Columbia Bank	150.00	275.00
06/25/2019	Deposit			Crafted 2019	Tickets	1100 Checking - Columbia Bank	50.00	325.00
06/25/2019	Deposit			Crafted 2019	Tickets	1100 Checking - Columbia Bank	100.00	425.00
06/26/2019	Deposit			Crafted 2019	Tickets	1100 Checking - Columbia Bank	125.00	550.00
06/27/2019	Deposit			Crafted 2019	Tickets	1100 Checking - Columbia Bank	250.00	800.00
06/27/2019	Deposit			Crafted 2019	Tickets	1100 Checking - Columbia Bank	25.00	825.00
06/30/2019	Journal Entry	111		Crafted 2019		-Split-	-825.00	0.00
07/01/2019	Journal Entry	117		Crafted 2019	Reclass to appropriate year - March revenue	-Split-	325.00	325.00
07/01/2019	Journal Entry	117		Crafted 2019	Reclass to appropriate year- June revenue	-Split-	825.00	1,150.00
07/01/2019	Journal Entry	117		Crafted 2019	Reclass to appropriate year- April revenue	-Split-	200.00	1,350.00
07/01/2019	Deposit			Crafted 2019	Tickets	1100 Checking - Columbia Bank	25.00	1,375.00
07/01/2019	Journal Entry	117		Crafted 2019	Reclass to appropriate year- May revenue	-Split-	150.00	1,525.00
07/02/2019	Deposit			Crafted 2019	Tickets	1100 Checking - Columbia Bank	225.00	1,750.00
07/03/2019	Deposit			Crafted 2019	Tickets	1100 Checking - Columbia Bank	100.00	1,850.00
07/05/2019	Deposit			Crafted 2019	Tickets	1100 Checking - Columbia Bank	75.00	1,925.00
07/07/2019	Deposit			Crafted 2019	Tickets	1100 Checking - Columbia Bank	75.00	2,000.00
07/08/2019	Deposit			Crafted 2019	Tickets	1100 Checking - Columbia Bank	125.00	2,125.00
07/09/2019	Deposit			Crafted 2019	Tickets	1100 Checking - Columbia Bank	350.00	2,475.00
07/10/2019	Deposit			Crafted 2019	Tickets	1100 Checking - Columbia Bank	125.00	2,600.00
07/11/2019	Deposit			Crafted 2019	Tickets	1100 Checking - Columbia Bank	50.00	2,650.00
07/12/2019	Deposit	1766		Crafted 2019	Sponsor: Philbrook, LLC (Posh)	1100 Checking - Columbia Bank	300.00	2,950.00
07/12/2019	Deposit			Crafted 2019	Tickets	1100 Checking - Columbia Bank	300.00	3,250.00
07/13/2019	Deposit			Crafted 2019	Tickets	1100 Checking - Columbia Bank	175.00	3,425.00
07/14/2019	Deposit			Crafted 2019	Tickets	1100 Checking - Columbia Bank	25.00	3,450.00
07/15/2019	Deposit			Crafted 2019	Tickets	1100 Checking - Columbia Bank	325.00	3,775.00
07/16/2019	Deposit			Crafted 2019	Tickets	1100 Checking - Columbia Bank	775.00	4,550.00
07/17/2019	Deposit			Crafted 2019	Tickets	1100 Checking - Columbia Bank	1,900.00	6,450.00
07/18/2019	Deposit			Crafted 2019	Tickets	1100 Checking - Columbia Bank	250.00	6,700.00
07/22/2019	Deposit			Crafted 2019	Unknowns if tickets or beer	1100 Checking - Columbia Bank	10,007.00	16,707.00
07/22/2019	Deposit			Crafted 2019		1100 Checking - Columbia Bank	19,461.05	36,168.05
08/02/2019	Deposit	2196		Crafted 2019	Garage Industries. Incl Roland Wines - brewery application	1100 Checking - Columbia Bank	150.00	36,318.05
08/07/2019	Deposit	222615		Crafted 2019	McMenamins - Brewery Entry Fee	1100 Checking - Columbia Bank	150.00	36,468.05
08/14/2019	Check	4244	Ashtown Brewing Company	Crafted 2019	Entry Fee: Ashtown Brewing	1100 Checking - Columbia Bank	150.00	36,618.05
08/14/2019	Check	4246	Rusty Grape Cider	Crafted 2019	Entry Fee: Rusty Grape Cider	1100 Checking - Columbia Bank	150.00	36,768.05
08/22/2019	Deposit	3552		Crafted 2019	North Jetty Brewing, LLC: Keg Refund	1100 Checking - Columbia Bank	80.00	36,848.05
09/04/2019	Deposit	3972		Crafted 2019	Entry Fees: Corwin	1100 Checking - Columbia Bank	1,200.00	38,048.05
11/06/2019	Deposit	141842		Crafted 2019	Maletis	1100 Checking - Columbia Bank	1,500.00	39,548.05
Total for 4651 Crafted Festival Income							**$39,548.05**	
Total for Income							**$39,548.05**	
Expenses								
5619 Crafted Festival								
03/28/2019	Check	1259417	Washington State Liquor and Cannabis Board	Crafted 2019	License	1100 Checking - Columbia Bank	60.00	60.00
03/31/2019	Journal Entry	104		Crafted 2019		-Split-	-60.00	0.00
06/30/2019	Check	4233	Minuteman Press	Crafted 2019	10x10 Canopy	1100 Checking - Columbia Bank	693.93	693.93
07/01/2019	Journal Entry	117		Crafted 2019	Reclass to appropriate year - March expenditures	-Split-	60.00	753.93
07/16/2019	Check	4219	J Squared Barrel House	Crafted 2019	Appitizers (30 people)	1100 Checking - Columbia Bank	389.16	1,143.09
07/20/2019	Check	4222	Corwin Beverage	Crafted 2019	Beer	1100 Checking - Columbia Bank	5,176.00	6,319.09
07/20/2019	Check	4223	North Jetty Brewing, LLC	Crafted 2019		1100 Checking - Columbia Bank	330.00	6,649.09
07/20/2019	Check	4225	Matchless Brewing	Crafted 2019	Beer	1100 Checking - Columbia Bank	540.00	7,189.09
07/20/2019	Check	WD	Cash	Crafted 2019	Withdrawal of cash	1100 Checking - Columbia Bank	5,000.00	12,189.09
07/20/2019	Check	4220	Maletis Distributing	Crafted 2019	Beer	1100 Checking - Columbia Bank	0.00	12,189.09
07/20/2019	Check	4226	Five Dons Brewing LLC	Crafted 2019	Beer	1100 Checking - Columbia Bank	0.00	12,189.09
07/20/2019	Check	4224	Rusty Grape Cider	Crafted 2019	Beer	1100 Checking - Columbia Bank	0.00	12,189.09
07/20/2019	Check	4221	McMenamins Brew Pubs Inc.	Crafted 2019	Beer	1100 Checking - Columbia Bank	500.00	12,689.09
07/22/2019	Deposit			Crafted 2019	Re-deposit of petty cash	1100 Checking - Columbia Bank	-5,000.00	7,689.09

Rotary Foundation of Longview

Profit and Loss Detail

All Dates

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
07/23/2019	Check	4227	Marc Silva	Crafted 2019	eTIPS On Premise Registration	1100 Checking - Columbia Bank	43.24	7,732.33
08/07/2019	Deposit	3682	Corwin Beverage	Crafted 2019	Corwin	1100 Checking - Columbia Bank	-2,102.00	5,630.33
08/07/2019	Check	4241	Five Dons Brewing LLC	Crafted 2019	Beer	1100 Checking - Columbia Bank	170.00	5,800.33
08/07/2019	Check	4240	Rusty Grape Cider	Crafted 2019	Beer	1100 Checking - Columbia Bank	0.00	5,800.33
08/14/2019	Check	4246	Rusty Grape Cider	Crafted 2019	Beer	1100 Checking - Columbia Bank	420.00	6,220.33
08/14/2019	Check	4244	Ashtown Brewing Company	Crafted 2019	Beer	1100 Checking - Columbia Bank	460.00	6,680.33
08/28/2019	Check	4267	Roland Wines	Crafted 2019	Beer	1100 Checking - Columbia Bank	224.20	6,904.53
10/23/2019	Check	4298	Maletis Distributing	Crafted 2019	Beer	1100 Checking - Columbia Bank	3,837.00	10,741.53
11/27/2019	Check	4256	City of Longview	Crafted 2019	Crafted Ticket Sale Reimbursement	1100 Checking - Columbia Bank	18,315.00	29,056.53
11/27/2019	Check	4256	City of Longview	Crafted 2019	50% Merchant Card Services	1100 Checking - Columbia Bank	-692.57	28,363.96
03/17/2020	Check	4313	Longview Parks & Recreation	Crafted 2019	Harlie's Angels/Longview Parks & Recreation covered basketball project	1100 Checking - Columbia Bank	0.00	28,363.96
04/23/2020	Check	4317	Harlie's Angels	Crafted 2019		1100 Checking - Columbia Bank	24,400.00	52,763.96
Total for 5619 Crafted Festival							**$52,763.96**	
6005 Merchant Fees								
01/10/2019	Check	EFT	Merchant Svcs	Crafted 2019	Merchant Fees	1100 Checking - Columbia Bank	42.40	42.40
02/12/2019	Check	EFT	Merchant Svcs	Crafted 2019		1100 Checking - Columbia Bank	42.40	84.80
03/11/2019	Check	EFT	Merchant Svcs	Crafted 2019		1100 Checking - Columbia Bank	2.50	87.30
03/12/2019	Check	EFT	Merchant Svcs	Crafted 2019		1100 Checking - Columbia Bank	42.40	129.70
04/09/2019	Check	EFT	Merchant Svcs	Crafted 2019		1100 Checking - Columbia Bank	16.45	146.15
04/10/2019	Check	EFT	Merchant Svcs	Crafted 2019		1100 Checking - Columbia Bank	59.16	205.31
05/03/2019	Check	EFT	Payment Gateway Purchase	Crafted 2019	Payment Gateway Purchase	1100 Checking - Columbia Bank	10.16	215.47
05/09/2019	Check	EFT	Merchant Svcs	Crafted 2019		1100 Checking - Columbia Bank	66.45	281.92
05/10/2019	Check	EFT	Merchant Svcs	Crafted 2019		1100 Checking - Columbia Bank	106.32	388.24
05/31/2019	Journal Entry	108		Crafted 2019	Reclass prepaids/payables	-Split-	-388.24	0.00
06/04/2019	Check	EFT	Columbia Bank Longview Branch	Crafted 2019	Payment Gateway Purchase	1100 Checking - Columbia Bank	10.24	10.24
06/11/2019	Check	1259424	Merchant Svcs	Crafted 2019	Merchant Fees	1100 Checking - Columbia Bank	55.73	65.97
06/11/2019	Check	EFT	Merchant Svcs	Crafted 2019	Merchant Services	1100 Checking - Columbia Bank	16.45	82.42
06/30/2019	Journal Entry	111		Crafted 2019		-Split-	-82.42	0.00
07/01/2019	Journal Entry	117		Crafted 2019	Reclass to appropriate year- June expenditure	-Split-	82.42	82.42
07/01/2019	Journal Entry	117		Crafted 2019	Reclass to appropriate year- May expenditures	-Split-	388.24	470.66
07/03/2019	Check	EFT	Merchant Svcs	Crafted 2019	Crafted	1100 Checking - Columbia Bank	11.28	481.94
07/09/2019	Check	EFT	Merchant Svcs	Crafted 2019	Crafted	1100 Checking - Columbia Bank	16.45	498.39
07/10/2019	Check	EFT	Merchant Svcs	Crafted 2019	Crafted	1100 Checking - Columbia Bank	84.84	583.23
07/22/2019	Deposit			Crafted 2019	Crafted	1100 Checking - Columbia Bank	-0.11	583.12
07/23/2019	Deposit			Crafted 2019	Crafted	1100 Checking - Columbia Bank	-0.01	583.11
08/05/2019	Check	EFT	Payment Gateway Purchase	Crafted 2019	Crafted	1100 Checking - Columbia Bank	18.08	601.19
08/09/2019	Check	EFT	Merchant Svcs	Crafted 2019	Crafted	1100 Checking - Columbia Bank	176.62	777.81
08/09/2019	Check	EFT	Merchant Svcs	Crafted 2019	Crafted	1100 Checking - Columbia Bank	394.68	1,172.49
09/10/2019	Check	EFT	Merchant Svcs	Crafted 2019		1100 Checking - Columbia Bank	41.45	1,213.94
09/10/2019	Check	EFT	Payment Gateway Purchase	Crafted 2019	Crafted	1100 Checking - Columbia Bank	10.00	1,223.94
09/10/2019	Check	EFT	Merchant Svcs	Crafted 2019		1100 Checking - Columbia Bank	57.40	1,281.34
10/03/2019	Check	EFT	Payment Gateway Purchase	Crafted 2019		1100 Checking - Columbia Bank	10.00	1,291.34
10/09/2019	Check	EFT	Merchant Svcs	Crafted 2019		1100 Checking - Columbia Bank	36.40	1,327.74
10/10/2019	Check	EFT	Merchant Svcs	Crafted 2019		1100 Checking - Columbia Bank	57.40	1,385.14
11/05/2019	Check	EFT	Payment Gateway Purchase	Crafted 2019		1100 Checking - Columbia Bank	10.00	1,395.14
11/12/2019	Check	EFT	Merchant Svcs	Crafted 2019	Crafted	1100 Checking - Columbia Bank	36.40	1,431.54
11/13/2019	Check	EFT	Merchant Svcs	Crafted 2019	Crafted	1100 Checking - Columbia Bank	57.40	1,488.94
12/04/2019	Expense	EFT	Payment Gateway Purchase	Crafted 2019	Crafted	1100 Checking - Columbia Bank	10.00	1,498.94
12/10/2019	Expense	EFT	Merchant Svcs	Crafted 2019	Crafted	1100 Checking - Columbia Bank	36.40	1,535.34
12/10/2019	Expense	EFT	Merchant Svcs	Crafted 2019	Crafted	1100 Checking - Columbia Bank	226.40	1,761.74
12/12/2019	Deposit		Merchant Svcs	Crafted 2019		1100 Checking - Columbia Bank	-283.80	1,477.94
Total for 6005 Merchant Fees							**$1,477.94**	
Total for Expenses							**$54,241.90**	
Net Income							**$ -14,693.85**	

From: Marc Silva <MSilva@columbiabank.com>
Sent: Thursday, August 25, 2022 8:20 AM
To: Kurt Sacha
Subject: Crafted Profit Revenue

Hi Kurt,

Below is a breakdown of our last Crafted Revenue and Expenses. Please let me know if you need any additional information.

Expenditures	-26341.81	-32712
Sponsorships	10973	11273
Grant Reimbursement for Marketing		4755
Ticket Sales		18315
Swag Sales		3620
Revenue		
Expenditures (Beer)	-6370.16	
Sponsorships Beer		300
Beer Sales		17877
Revenue		23428.03

Thanks,
Marc

Marc Silva
AVP, Branch Manager

Longview Branch
1225 Washington Way
Longview, WA 98632

Direct: 360.636.9219 | **Mobile:** 360.353.8360 | **Fax:** 360.636.9229 | **Website:** ColumbiaBank.com

ColumbiaBank

Recd 4/27/22

The City of Longview Washington

2023-2024 REQUEST FOR FUNDING

APPLICATION DUE: Monday, June 27, 2022, 6:00 p.m.

Instructions

1. Please type or print.
2. Answer each question within the space provided. Please do not include additional attachments or supplementary pages unless they are essential to our understanding of your project.
3. Attach organization's most recent tax return. If no tax return is available, attach the organization's most recent annual financial statement.
4. Attach a detailed budget for the project.
5. Are you a non-profit agency? ☒ yes ☐ no
   If so, what is your IRS designation? TIN: 91-10788032 UBI: 601863628
   [Please attach proof of non-profit status.]

Please sign, date, and send
completed application to:
Kurt Sacha, City Manager
City of Longview
P.O. Box 128
Longview, WA 98632

Applicant Information (circle one)
Organization/Individual **Non-Profit** **Public** **Other** **Private** **Association**

Organization Rotary Foundation of Longview	Activity Name Squirrel Fest 2023 and 2024

Activity type: Event/Festival, Marketing or Facility
Community Festival

Address
P.O.Box 1105

City Longview	County Cowlitz	State Washington	Zip 98632

Contact Person

Name
James Hennig

Title Chair, Finance Committee	Phone 360-577-7732

Email
jamesth1@msn.com

Project Information

Title and brief description of project:
Squirrel Fest was first presented to the community in 2010. It was the first of it's kind on the West Coast! We're nuts about this celebration. Since attendance is free, over 3,000 guests reconnect with each other annually. With a wide variety of nutty activities at the Longview Civic Center Park, the event features local performances, vendors, children's activities, delicious foods, etc. More information is found at the Squirrel Fest website: lvsquirrelfest.com

Note: Squirrel Fest 2020 was cancelled due to COVID

Timeline for project: Typically, the third Saturday in August	Geographic area served by this project: Washington and Oregon
Overall predicted attendance: 3,000 - 4,000	Attendance, # predicted to travel 50+ miles to attend: Many
Attendance, # predicted to travel from out of state/out of country: Many (from Astoria to Portland)	Attendance, # predicted to pay for overnight lodging: Unable to predict
Attendance, # predicted to not pay for overnight lodging: Unable to predict	Predicted paid lodging nights: Unable to predict

2023	Amount requested from City of Longview $ $15,000	Total project cost: $ ~$64,700	Date of project: From 8/19/23 to
2024	Amount requested from City of Longview $ $15,000	Total project cost: $ ~$64,700	Date of project: From 8/17/24 to

FUNDING SOURCES FOR THIS PROJECT

List all firm commitments to date to fund this project:

Source	Amount
	None

List any other sources of funding you have applied for:

Source	Amount	Status
	None	

Specifically how will this grant be used? How do you document your results?

Funds will pay for permits, marketing, insurance, sanitation, security, etc

Documentation is via Excel Spreadsheet and QuickBooks

How will this project be financed in the future?

Sponsorships, vendor fees and merchandise.

Signature

Date 6-24-22

GRANT REPORT

2021 amount received from the City of Longview for this project: $10,000	$
2022 amount received from the City of Longview for this project: $10,000 (reimbursement request pending	$

Note: If project is in process for 2022, please estimate the answers to the following:

How were these funds used?

Funds will pay for permits, marketing, insurance, sanitation, fencing, security, etc.

How did you measure your results? Please document the achievement of your goal.

Verbal and written accolades from local citizens and out-of-town visitors.

How will this project be financed in the future?

Sponsorship and vendor fees and merchandise.

Please provide original project budget, original grant amount, actual project revenues, and actual project expenditures (with explanation of large variances)

Accompanied document: Balance Sheet from the last "normal" Squirrel Fest in ~~2019~~. 2021

List all project costs in the following categories:	2023	2024
Project Management/Administration:		
Project Manager Salary/Consultant Fees/Staff Costs:	$	$
Goods & Services:		
Contract Services – Consultant Fee	$	$
Materials/Supplies/Equipment	$	$
Construction Cost	$	$
Other Misc. Expenses	$	$
Total Goods & Services:	$	$
Operations:		
Facility Rent	$	$
Utilities	$	$
Other	$	$
Total Operations:	$	$
Other:	$	$
	$	$
	$	$
TOTAL COSTS:	$ ~ $64,700	$ ~ $64,700

List all funding sources for this project:	2023	2024
	$	$
	$	$
	$	$
	$	$
TOTAL OTHER REVENUE:	~ $69,900	~ $69,900

SQUIRREL FEST
2021

Rotary Foundation of Longview

Profit and Loss

All Dates

	TOTAL
Income	
4610 Squirrel Fest Income	59,575.44
Total Income	**$59,575.44**
GROSS PROFIT	**$59,575.44**
Expenses	
5205 Squirrel Fest Expenses	44,511.39
6005 Merchant Fees	85.72
Total Expenses	**$44,597.11**
NET OPERATING INCOME	**$14,978.33**
NET INCOME	**$14,978.33**

Rotary Foundation of Longview

Profit and Loss Detail

All Dates

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Ordinary Income/Expenses								
Income								
4610 Squirrel Fest Income								
06/23/2021	Deposit	31661		SF 2021	Sponsor: Royal Pacific Industries (beer garden)	1100 Checking - Columbia Bank	3,000.00	3,000.00
06/30/2021	Journal Entry	148		SF 2021	Reclass to proper period	-Split-	-3,000.00	0.00
07/01/2021	Journal Entry	148R		SF 2021	Reclass to proper period	-Split-	3,000.00	3,000.00
07/02/2021	Deposit	3784		SF 2021	Sponsor: Rodman, Jonathan	1100 Checking - Columbia Bank	1,000.00	4,000.00
07/13/2021	Deposit	21836		SF 2021	Sponsor: Fibre Federal	1100 Checking - Columbia Bank	3,500.00	7,500.00
07/15/2021	Deposit	23451		SF 2021	Sponsor: Rodman Realty	1100 Checking - Columbia Bank	1,000.00	8,500.00
07/19/2021	Deposit	400155107		SF 2021	Sponsor: Minthorn, Mark	1100 Checking - Columbia Bank	1,500.00	10,000.00
07/21/2021	Deposit	29066		SF 2021	Sponsor: All Out Sewer and Drain Service, Inc.	1100 Checking - Columbia Bank	1,000.00	11,000.00
07/21/2021	Deposit	5096		SF 2021	Sponsor: Sari, Pat	1100 Checking - Columbia Bank	1,000.00	12,000.00
07/28/2021	Deposit	25503		SF 2021	Sponsor: Mark Teigen DDS	1100 Checking - Columbia Bank	1,000.00	13,000.00
07/28/2021	Deposit	18390		SF 2021	Sponsor: Booth Davis	1100 Checking - Columbia Bank	500.00	13,500.00
07/28/2021	Deposit	1477		SF 2021	Sponsor: Minthorn, David & Veronika	1100 Checking - Columbia Bank	500.00	14,000.00
07/28/2021	Deposit	30785		SF 2021	Sponsor: Ecological Land Services	1100 Checking - Columbia Bank	500.00	14,500.00
07/30/2021	Deposit	5412		SF 2021	Sponsor: J2 Barrel House	1100 Checking - Columbia Bank	500.00	15,000.00
07/30/2021	Deposit	5616		SF 2021	Sponsor: Mill City Grill	1100 Checking - Columbia Bank	500.00	15,500.00
08/02/2021	Deposit	1506516		SF 2021	Sponsor: Nippon Dynawaver	1100 Checking - Columbia Bank	1,000.00	16,500.00
08/02/2021	Deposit	3618		SF 2021	Sponsor: Bob Beal Insurance	1100 Checking - Columbia Bank	168.00	16,668.00
08/02/2021	Deposit	37362		SF 2021	Sponsor: Bob's Sporting Goods	1100 Checking - Columbia Bank	250.00	16,918.00
08/02/2021	Deposit	10639		SF 2021	Sponsor: Servpro	1100 Checking - Columbia Bank	500.00	17,418.00
08/05/2021	Deposit	25979		SF 2021	Sponsor: Health Hound	1100 Checking - Columbia Bank	250.00	17,668.00
08/05/2021	Deposit	9565		SF 2021	Sponsor: Vincent Penta	1100 Checking - Columbia Bank	500.00	18,168.00
08/05/2021	Deposit	1598		SF 2021	Sponsor: D & C Lemmons Enterprises	1100 Checking - Columbia Bank	250.00	18,418.00
08/05/2021	Deposit	52123		SF 2021	Sponsor: Diamond Showcase	1100 Checking - Columbia Bank	500.00	18,918.00
08/05/2021	Deposit	164		SF 2021	Sponsor: Evans-Kelly Family Foundation	1100 Checking - Columbia Bank	1,000.00	19,918.00
08/06/2021	Deposit	5624		SF 2021	Sponsor: Davis & Associates	1100 Checking - Columbia Bank	250.00	20,168.00
08/06/2021	Deposit	53022		SF 2021	Sponsor: Pet Works	1100 Checking - Columbia Bank	100.00	20,268.00
08/09/2021	Deposit	10032		SF 2021	Sponsor: Jessica Wade State Farm	1100 Checking - Columbia Bank	166.00	20,434.00
08/09/2021	Deposit	119011935		SF 2021	Sponsor: EGT	1100 Checking - Columbia Bank	3,000.00	23,434.00
08/12/2021	Deposit	140861		SF 2021	Sponsor: Prospector's Liquidators	1100 Checking - Columbia Bank	500.00	23,934.00
08/12/2021	Deposit	1604		SF 2021	Sponsor: Strand Insurance	1100 Checking - Columbia Bank	250.00	24,184.00
08/12/2021	Deposit	4136		SF 2021	Sponsor: Hartley, Suzanne & Richard	1100 Checking - Columbia Bank	250.00	24,434.00
08/17/2021	Deposit	55790421		SF 2021	Sponsor: Futcher Group	1100 Checking - Columbia Bank	500.00	24,934.00
08/17/2021	Deposit	9036		SF 2021	Sponsor: Anderson & Anderson	1100 Checking - Columbia Bank	250.00	25,184.00
08/17/2021	Deposit	34886		SF 2021	Sponsor: Kirkpatrick Family Care	1100 Checking - Columbia Bank	500.00	25,684.00
08/19/2021	Deposit			SF 2021		1100 Checking - Columbia Bank	0.03	25,684.03
08/19/2021	Deposit	111915		SF 2021	Sponsor: Express Employment	1100 Checking - Columbia Bank	250.00	25,934.03
08/19/2021	Deposit	12950		SF 2021	Sponsor: Cowlitz County Title	1100 Checking - Columbia Bank	250.00	26,184.03
08/19/2021	Deposit	12950		SF 2021	Vendor: Lions Club	1100 Checking - Columbia Bank	170.00	26,354.03
08/20/2021	Expense		Marc Silva	SF 2021	Cash withdrawal	1100 Checking - Columbia Bank	-1,000.00	25,354.03
08/23/2021	Deposit			SF 2021	Beer garden	1100 Checking - Columbia Bank	1,243.00	26,597.03
08/23/2021	Deposit			SF 2021	Beer garden	1100 Checking - Columbia Bank	1,560.00	28,157.03
08/23/2021	Deposit			SF 2021		1100 Checking - Columbia Bank	3,358.10	31,515.13
08/23/2021	Deposit			SF 2021	Beer Garden	1100 Checking - Columbia Bank	350.00	31,865.13
08/23/2021	Deposit			SF 2021	Net House	1100 Checking - Columbia Bank	3,000.00	34,865.13
08/24/2021	Deposit			SF 2021		1100 Checking - Columbia Bank	105.00	34,970.13
08/30/2021	Deposit			SF 2021	Fischer	1100 Checking - Columbia Bank	166.00	35,136.13
09/07/2021	Deposit	1646	Treadway Events & Entertainment LLC	SF 2021	Vendor Fee Payout - 2021 Sq Fest	1100 Checking - Columbia Bank	6,064.50	41,200.63
09/07/2021	Deposit			SF 2021	Bridge Tours	1100 Checking - Columbia Bank	366.00	41,566.63
09/07/2021	Deposit	2682		SF 2021	Columbian Artists Assn.	1100 Checking - Columbia Bank	250.00	41,816.63
09/14/2021	Deposit	77061		SF 2021	SQ Fest Sponsorship	1100 Checking - Columbia Bank	500.00	42,316.63
09/14/2021	Deposit	07265877		SF 2021	SQ Fest Sponsorship	1100 Checking - Columbia Bank	250.00	42,566.63
09/15/2021	Deposit	2324		SF 2021	SQ Fest - Walker Ins.	1100 Checking - Columbia Bank	350.00	42,916.63
09/19/2021	Deposit			SF 2021	Sponsorships- Sq Fest	1100 Checking - Columbia Bank	3,000.00	45,916.63
09/21/2021	Deposit	211814		SF 2021	SQ FEST - 2021	1100 Checking - Columbia Bank	1,000.00	46,916.63
09/23/2021	Deposit	07245311		SF 2021	SQ FEST 2021	1100 Checking - Columbia Bank	250.00	47,166.63
09/25/2021	Deposit			SF 2021	Sponsorship	1100 Checking - Columbia Bank	500.00	47,666.63
09/29/2021	Deposit	83077&004031		SF 2021	Sponsorship	1100 Checking - Columbia Bank	11,000.00	58,666.63
10/01/2021	Deposit	5762	Porky's Public House & Eatery	SF 2021	SQ Fest Sponsor - Porky's	1100 Checking - Columbia Bank	500.00	59,166.63
11/12/2021	Deposit			SF 2021	Reversed Bank Card Fee	1100 Checking - Columbia Bank	40.00	59,206.63
11/22/2021	Deposit	4031		SF 2021	SQ Fest-Donation	1100 Checking - Columbia Bank	250.00	59,456.63
12/08/2021	Deposit	EFT		SF 2021	Refund of Credit Card Charge	1100 Checking - Columbia Bank	118.81	59,575.44
Total for 4610 Squirrel Fest Income							**$59,575.44**	
Total for Income							**$59,575.44**	

Rotary Foundation of Longview

Profit and Loss Detail

All Dates

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Expenses								
5205 Squirrel Fest Expenses								
06/01/2021	Check	4381	City of Longview	SF 2021	Park use fee	1100 Checking - Columbia Bank	425.00	425.00
06/13/2021	Check	4412	Sandbaggers	SF 2021	Deposit on Sandy McNutt	1100 Checking - Columbia Bank	0.00	425.00
06/16/2021	Check	1410868	WSLCB	SF 2021	Liquor Permit Fee	1100 Checking - Columbia Bank	60.00	485.00
06/30/2021	Journal Entry	148		SF 2021	Reclass to proper period	-Split-	-485.00	0.00
07/01/2021	Journal Entry	148R		SF 2021	Reclass to proper period	-Split-	485.00	485.00
07/01/2021	Journal Entry	149		SF 2021	Reclass to appropriate period	-Split-	6,197.20	6,682.20
07/07/2021	Check	4426	Minuteman Press	SF 2021	1,000 Tyvek Bracelets	1100 Checking - Columbia Bank	499.83	7,182.03
07/15/2021	Check	4414	Penny Walter	SF 2021	Puppet Show	1100 Checking - Columbia Bank	250.00	7,432.03
07/15/2021	Check	4416	Mo Phillips	SF 2021	Trio Show	1100 Checking - Columbia Bank	600.00	8,032.03
07/15/2021	Check	4415	Circus Cascadia	SF 2021	Clown Show followed by interactive family circus workshop	1100 Checking - Columbia Bank	0.00	8,032.03
07/15/2021	Check	4417	Spencer Dale	SF 2021	1-hour stage show (juggling, magic, comedy)	1100 Checking - Columbia Bank	0.00	8,032.03
07/15/2021	Check	4418	Timothy Alexander	SF 2021	Stage Show	1100 Checking - Columbia Bank	700.00	8,732.03
07/26/2021	Check	4420	Sandbaggers	SF 2021	Deposit on Sandy McNutt	1100 Checking - Columbia Bank	200.00	8,932.03
08/11/2021	Check	4422	Norm Carlson	SF 2021	Bigfoot Screen Printing	1100 Checking - Columbia Bank	1,250.00	10,182.03
08/11/2021	Check	4423	Statewide Rent-A-Fence of Oregon	SF 2021	fencing	1100 Checking - Columbia Bank	1,540.43	11,722.46
08/11/2021	Check	4425	Balloons On Broadway	SF 2021	Balloons	1100 Checking - Columbia Bank	1,530.00	13,252.46
08/11/2021	Check	4424	Small Town Productions	SF 2021	Audio rentals	1100 Checking - Columbia Bank	2,186.00	15,438.46
08/20/2021	Check	4433	River Mile 38 Brewing Company	SF 2021	Beer	1100 Checking - Columbia Bank	330.00	15,768.46
08/20/2021	Check	4431	Conversations Brewing LLC	SF 2021	Beer	1100 Checking - Columbia Bank	365.00	16,133.46
08/20/2021	Check	4430	Five Dons Brewing LLC	SF 2021	Beer	1100 Checking - Columbia Bank	360.00	16,493.46
08/20/2021	Check	4429	SignMasters	SF 2021	Trophies	1100 Checking - Columbia Bank	108.10	16,601.56
08/31/2021	Check	4439	Columbia River Reader	SF 2021	Full page color	1100 Checking - Columbia Bank	500.00	17.101.56
08/31/2021	Check	4437	Lower Columbia College	SF 2021	Traffic control	1100 Checking - Columbia Bank	1,114.00	18,215.56
08/31/2021	Check	4435	Statewide Rent-A-Fence of Oregon	SF 2021	Fencing	1100 Checking - Columbia Bank	229.71	18.445.27
08/31/2021	Check	4441	Keith Larson	SF 2021	Supplies	1100 Checking - Columbia Bank	112.24	18.557.51
08/31/2021	Check	4436	Mark Gaither	SF 2021	Safety vests, cooling vests, safety barricade materials	1100 Checking - Columbia Bank	128.71	18,686.22
08/31/2021	Check	4440	City of Longview	SF 2021	Special Event Overtime-Harvest Classic Run (3 officers @$65 per hour x 11 hours)	1100 Checking - Columbia Bank	2,145.00	20,831.22
08/31/2021	Check	4434	Norm Carlson	SF 2021	Big foot t-shirts	1100 Checking - Columbia Bank	2,325.60	23,156.82
08/31/2021	Check	4438	Treadway Events & Entertainment LLC	SF 2021		1100 Checking - Columbia Bank	15,203.17	38,359.99
09/01/2021	Bill	40922	Minuteman Press	SF 2021	50 Sponsor Thank You Letters	2001 Accounts Payable	16.74	38,376.73
09/06/2021	Bill		Northwest Enforcement Inc.	SF 2021	Sq Fest - Security Guard	2001 Accounts Payable	444.00	38,820.73
09/06/2021	Bill		Marc Silva	SF 2021	Sq Fest - Cannisters & Rope	2001 Accounts Payable	130.49	38,951.22
09/06/2021	Bill		United Site Services	SF 2021	Restrooms for Sq Fest	2001 Accounts Payable	3,678.14	42,629.36
09/07/2021	Bill	131200	Waste Control. Inc	SF 2021	Garbage Disposal	2001 Accounts Payable	608.60	43,237.96
09/15/2021	Bill	2831	City of Longview	SF 2021	O/T for Traffic Crew-SQ Fest 2021	2001 Accounts Payable	460.30	43,698.26
09/15/2021	Bill	SFBC91521	Bigfoot Screen Printing	SF 2021	Safety Yellow T-shirts for staff	2001 Accounts Payable	434.56	44,132.82
09/30/2021	Bill	318470	Keith Larson	SF 2021	Reimburse Keith Larson - Beer & Pop	2001 Accounts Payable	212.00	44,344.82
09/30/2021	Expense	EFT	Columbia Bank Longview Branch	SF 2021	CLOVER APP MARKT	1100 Checking - Columbia Bank	13.09	44,357.91
10/01/2021	Bill	41249	Minuteman Press	SF 2021	SQ Fest Letterhead x 100	2001 Accounts Payable	59.88	44,417.79
10/04/2021	Expense	EFT		SF 2021	SF 2021 charge per Chris Searing (no receipt given)	1100 Checking - Columbia Bank	20.00	44,437.79
10/29/2021	Check	4455	Rotary Club of Longview	SF	FB Advertising for SF	1100 Checking - Columbia	47.51	44,485.30

Rotary Foundation of Longview

Profit and Loss Detail

All Dates

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
				2021		Bank		
11/01/2021	Bill	145527	Waste Control. Inc	SF 2021	Add'l Balance of Waste Control Invoice	2001 Accounts Payable	6.09	44,491.39
12/02/2021	Expense			SF 2021	Squirrel Fest Debit...unknown for what	1100 Checking - Columbia Bank	20.00	44,511.39
Total for 5205 Squirrel Fest Expenses							**$44,511.39**	
6005 Merchant Fees								
09/30/2021	Expense	EFT	Columbia Bank Longview Branch	SF 2021	BANKCARD MTOT DISC	1100 Checking - Columbia Bank	105.72	105.72
11/02/2021	Check	EFT	Columbia Bank	SF 2021	Bankcard MTOT Disc	1100 Checking - Columbia Bank	20.00	125.72
02/02/2022	Expense	ACH Debit		SF 2021	Possible SF 2021 Expense per Chris Searing	1100 Checking - Columbia Bank	20.00	145.72
04/11/2022	Deposit			SF 2021	ACH Credit for Possible SF2021 Expenses that occurred as Debits for last few months	1100 Checking - Columbia Bank	-60.00	85.72
Total for 6005 Merchant Fees							**$85.72**	
Total for Expenses							**$44,597.11**	
Net Income							**$14,978.33**	

The City of
Longview
Washington

2023-2024 REQUEST FOR FUNDING

APPLICATION DUE: Monday, June 27, 2022, 6:00 p.m.

Instructions

1. Please type or print.
2. Answer each question within the space provided. Please do not include additional attachments or supplementary pages unless they are essential to our understanding of your project.
3. Attach organization's most recent tax return. If no tax return is available, attach the organization's most recent annual financial statement.
4. Attach a detailed budget for the project.
5. Are you a non-profit agency? ☒ yes ☐ no
   If so, what is your IRS designation? TIN: 91-10788032 UBI: 601863628
   [Please attach proof of non-profit status.]

Please sign, date, and send
completed application to:
Kurt Sacha, City Manager
City of Longview
P.O. Box 128
Longview, WA 98632

Applicant Information (circle one)
Organization/Individual **Non-Profit** **Public** **Other** **Private** **Association**

Organization: Rotary Foundation of Longview

Activity Name: Tour de Blast 2023 and 2024

Activity type: Event/Festival, Marketing or Facility: Community Festival

Address: P.O.Box 1105

City: Longview
County: Cowlitz
State: Washington
Zip: 98632

Contact Person

Name: James Hennig

Title: Chair, Finance Committee

Phone: 360-577-7732

Email: jamesth1@msn.com

Project Information

Title and brief description of project:
For over twenty years, the Tour de Blast has provided riders a path up the Toutle Valley into the Mt. St. Helens blast zone to the Johnston Ridge Viewpoint. Three distances are offered: 63K (39m) to Bridge View; 87K (54m) to Elk Rock; and 132K (82m) to Johnston Ridge. The road is recently resurfaced, has wide shoulders and excellent visibility. Fully supported staff at rest areas (food and drink), bike repair, sag wagons, and on-course motorcycle aid is available. A pasta feed--all you can eat--waits at the end of the ride. Information is available on the website: tourdeblast.com

Note: Tour de Blast 2020 was cancelled due to COVID. TDB 2021 was offered as a Covid safe model.

Timeline for project: Typically, the third Saturday in June

Geographic area served by this project: Washington, Oregon, California and BC

Overall predicted attendance: 500 - 700 riders (family often accompany)

Attendance, # predicted to travel 50+ miles to attend: Most

Attendance, # predicted to travel from out of state/out of country: Many

Attendance, # predicted to pay for overnight lodging: Most

Attendance, # predicted to not pay for overnight lodging: A couple of dozen camp on site (@Toutle HS)

Predicted paid lodging nights: Most

2023	Amount requested from City of Longview $ $7,500	Total project cost: $ ~$22,500	Date of project: From 6/17/23 to
2024	Amount requested from City of Longview $ $7,500	Total project cost: $ ~$22,500	Date of project: From 6/15/24 to

FUNDING SOURCES FOR THIS PROJECT

List all firm commitments to date to fund this project:

Source	Amount
	None

List any other sources of funding you have applied for:

Source	Amount	Status
	None	

Specifically how will this grant be used? How do you document your results?

Funds will pay for permits, marketing, insurance, sanitation, security, food, etc

Documentation is via Excel Spreadsheet and QuickBooks

How will this project be financed in the future?

Sponsorships and rider fees.

Signature

Date 6·24·22

GRANT REPORT

2021 amount received from the City of Longview for this project:
none requested $

2022 amount received from the City of Longview for this project:
none requested $

Note: If project is in process for 2022, please estimate the answers to the following:

How were these funds used?
no funds requested

How did you measure your results? Please document the achievement of your goal.
Verbal and written accolades from local citizens and out-of-town visitors; available on website.

How will this project be financed in the future?
Sponsorship and rider fees.

Please provide original project budget, original grant amount, actual project revenues, and actual project expenditures (with explanation of large variances)

Accompanied document: Balance Sheet from the last "normal" Tour de Blast in 2019.

List all project costs in the following categories:	**2023**	**2024**
Project Management/Administration:		
Project Manager Salary/Consultant Fees/Staff Costs:	$	$
Goods & Services:		
Contract Services – Consultant Fee	$	$
Materials/Supplies/Equipment	$	$
Construction Cost	$	$
Other Misc. Expenses	$	$
Total Goods & Services:	$	$
Operations:		
Facility Rent	$	$
Utilities	$	$
Other	$	$
Total Operations:	$	$
Other:	$	$
	$	$
	$	$
TOTAL COSTS:	$ ~ $22,500	$ ~ $22,500

List all funding sources for this project:	**2023**	**2024**
	$	$
	$	$
	$	$
	$	$
TOTAL OTHER REVENUE:	~ $45,000	~ $45,000

TOUR DE BLAST
2019

Rotary Foundation of Longview

Profit and Loss

All Dates

	TOTAL
Income	
4511 Tour-de-Blast Income	56,804.23
Total Income	**$56,804.23**
GROSS PROFIT	**$56,804.23**
Expenses	
4501 Tour-de-Blast Expenses	21,494.80
6005 Merchant Fees	1,298.43
Total Expenses	**$22,793.23**
NET OPERATING INCOME	**$34,011.00**
NET INCOME	**$34,011.00**

Rotary Foundation of Longview

Profit and Loss Detail

All Dates

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Ordinary Income/Expenses								
Income								
4511 Tour-de-Blast Income								
02/01/2019	Deposit			TDB 2019	Rider: Bard, John	1100 Checking - Columbia Bank	70.00	70.00
02/01/2019	Deposit			TDB 2019	Rider: Magana, Jose	1100 Checking - Columbia Bank	70.00	140.00
02/04/2019	Deposit			TDB 2019	Rider: Smith, Steve	1100 Checking - Columbia Bank	70.00	210.00
02/05/2019	Deposit			TDB 2019	Rider: Damazo, Kim	1100 Checking - Columbia Bank	70.00	280.00
02/05/2019	Deposit			TDB 2019	Rider: Vaughn, Carol	1100 Checking - Columbia Bank	140.00	420.00
02/05/2019	Deposit			TDB 2019	Rider: Bowen, Tami	1100 Checking - Columbia Bank	70.00	490.00
02/05/2019	Deposit			TDB 2019	Rider: Olsen, James	1100 Checking - Columbia Bank	60.00	550.00
02/05/2019	Deposit			TDB 2019	Rider: Seaquist, Larry	1100 Checking - Columbia Bank	70.00	620.00
02/06/2019	Deposit			TDB 2019	Rider: Valente, Tony	1100 Checking - Columbia Bank	60.00	680.00
02/06/2019	Deposit			TDB 2019	Rider: Linde, Thomas	1100 Checking - Columbia Bank	60.00	740.00
02/06/2019	Deposit			TDB 2019	Rider: Sobotka, Jeff	1100 Checking - Columbia Bank	60.00	800.00
02/06/2019	Deposit			TDB 2019	Rider: McGregor, Karen	1100 Checking - Columbia Bank	60.00	860.00
02/06/2019	Deposit			TDB 2019	Rider: Keating, Patrick	1100 Checking - Columbia Bank	60.00	920.00
02/06/2019	Deposit			TDB 2019	Rider: Montague, Paul	1100 Checking - Columbia Bank	75.00	995.00
02/06/2019	Deposit			TDB 2019	Rider: Monsees, Rodney	1100 Checking - Columbia Bank	60.00	1,055.00
02/07/2019	Deposit			TDB 2019	Rider: Utaski, Steve	1100 Checking - Columbia Bank	60.00	1,115.00
02/08/2019	Deposit			TDB 2019	Rider: Van Volkinburg, Rob	1100 Checking - Columbia Bank	60.00	1,175.00
02/08/2019	Deposit			TDB 2019	Rider: Ehrenberg, Michael	1100 Checking - Columbia Bank	60.00	1,235.00
02/09/2019	Deposit			TDB 2019	Rider: Sapp, Jeremy	1100 Checking - Columbia Bank	60.00	1,295.00
02/09/2019	Deposit			TDB 2019	Rider: Richardson, David	1100 Checking - Columbia Bank	60.00	1,355.00
02/10/2019	Deposit			TDB 2019	Rider: Kovar, Rich	1100 Checking - Columbia Bank	60.00	1,415.00
02/13/2019	Deposit			TDB 2019	Rider: Lyons, David	1100 Checking - Columbia Bank	150.00	1,565.00
02/13/2019	Deposit			TDB 2019	Rider: Robertson, David	1100 Checking - Columbia Bank	75.00	1,640.00
02/13/2019	Deposit			TDB 2019	Rider: Ransford, William	1100 Checking - Columbia Bank	60.00	1,700.00
02/14/2019	Deposit			TDB 2019	Rider: Oberhofer, Katherine	1100 Checking - Columbia Bank	75.00	1,775.00
02/15/2019	Deposit			TDB 2019	Rider: Skorupa, Scott	1100 Checking - Columbia Bank	150.00	1,925.00
02/18/2019	Deposit			TDB 2019	Rider: Brown, Elizabeth	1100 Checking - Columbia Bank	75.00	2,000.00
02/18/2019	Deposit			TDB 2019	Rider: Lovestrand, James	1100 Checking - Columbia Bank	60.00	2,060.00
02/18/2019	Deposit			TDB 2019	Rider: Shaw, Pamela	1100 Checking - Columbia Bank	75.00	2,135.00
02/19/2019	Deposit			TDB 2019	Rider: Cech, Bruce	1100 Checking - Columbia Bank	60.00	2,195.00
02/19/2019	Deposit			TDB 2019	Rider: Curran, Daniel	1100 Checking - Columbia Bank	75.00	2,270.00
02/19/2019	Deposit			TDB 2019	Rider: Cho, Eugene	1100 Checking - Columbia Bank	75.00	2,345.00
02/20/2019	Deposit	7431		TDB 2019	Sponsorship: Columbia Ford	1100 Checking - Columbia Bank	500.00	2,845.00
02/21/2019	Deposit			TDB 2019	Rider: Grajales, Edwin	1100 Checking - Columbia Bank	60.00	2,905.00
02/21/2019	Deposit			TDB 2019	Rider: Elbert, Dennis	1100 Checking - Columbia Bank	85.00	2,990.00
02/22/2019	Deposit			TDB 2019	Rider: Yee, Arnold	1100 Checking - Columbia Bank	60.00	3,050.00
02/22/2019	Deposit			TDB 2019	Rider: Tsang, Samuel	1100 Checking - Columbia Bank	60.00	3,110.00
02/22/2019	Deposit			TDB 2019	Rider: Lin, Alan	1100 Checking - Columbia Bank	70.00	3,180.00
02/22/2019	Deposit			TDB 2019	Rider: Li, Norman	1100 Checking - Columbia Bank	100.00	3,280.00
02/23/2019	Deposit			TDB 2019	Rider: Ross, Andrew	1100 Checking - Columbia Bank	75.00	3,355.00
02/23/2019	Deposit			TDB 2019	Rider: Bredthauer, Stephen	1100 Checking - Columbia Bank	60.00	3,415.00
02/23/2019	Deposit			TDB 2019	Rider: Turner, Scott	1100 Checking - Columbia Bank	75.00	3,490.00
02/25/2019	Deposit			TDB 2019	Rider: Mills, Kelly	1100 Checking - Columbia Bank	135.00	3,625.00
02/25/2019	Deposit			TDB 2019	Rider: Hamilton, Kim	1100 Checking - Columbia Bank	60.00	3,685.00
02/25/2019	Deposit			TDB 2019	Rider: LeClercq, Laura	1100 Checking - Columbia Bank	75.00	3,760.00
02/25/2019	Deposit			TDB 2019	Rider: Mangels, Jack	1100 Checking - Columbia Bank	75.00	3,835.00
02/25/2019	Deposit			TDB 2019	Rider: Toews, Barbara	1100 Checking - Columbia Bank	75.00	3,910.00
02/25/2019	Deposit			TDB 2019	Rider: Monaghan, Lalita	1100 Checking - Columbia Bank	60.00	3,970.00
02/25/2019	Deposit			TDB 2019	Rider: Pedersen, Sarah	1100 Checking - Columbia Bank	75.00	4,045.00
02/26/2019	Deposit			TDB 2019	Rider: Clemens, Cynthia	1100 Checking - Columbia Bank	75.00	4,120.00
02/26/2019	Deposit			TDB 2019	Rider: Bean, Kenneth	1100 Checking - Columbia Bank	60.00	4,180.00
02/26/2019	Deposit			TDB 2019	Rider: Lang, Alan	1100 Checking - Columbia Bank	85.00	4,265.00
02/27/2019	Deposit			TDB 2019	Rider: Petersen, James	1100 Checking - Columbia Bank	120.00	4,385.00
02/27/2019	Deposit			TDB 2019	Rider: Mathison, Charles	1100 Checking - Columbia Bank	75.00	4,460.00
02/27/2019	Deposit			TDB 2019	Rider: Kaber, Dale	1100 Checking - Columbia Bank	75.00	4,535.00
02/27/2019	Deposit			TDB 2019	Rider: Prosser, Gail	1100 Checking - Columbia Bank	120.00	4,655.00
02/28/2019	Deposit			TDB 2019	Rider: Hughes, Mike	1100 Checking - Columbia Bank	60.00	4,715.00
02/28/2019	Deposit			TDB 2019	Rider: Urton, Richard	1100 Checking - Columbia Bank	75.00	4,790.00
02/28/2019	Deposit			TDB 2019	Rider: Manghi, Steve	1100 Checking - Columbia Bank	70.00	4,860.00
02/28/2019	Deposit			TDB 2019	Rider: Shaver, James	1100 Checking - Columbia Bank	75.00	4,935.00
03/01/2019	Deposit			TDB 2019	Rider: Graham, Derek	1100 Checking - Columbia Bank	60.00	4,995.00
03/01/2019	Deposit			TDB 2019	Rider: Beers, Geoffrey	1100 Checking - Columbia Bank	75.00	5,070.00
03/01/2019	Deposit			TDB 2019	Rider: Finnegan, Tom	1100 Checking - Columbia Bank	85.00	5,155.00
03/02/2019	Deposit			TDB 2019	Rider: Deutsch, Justing	1100 Checking - Columbia Bank	75.00	5,230.00
03/03/2019	Deposit			TDB 2019	Rider: Johnson, David	1100 Checking - Columbia Bank	225.00	5,455.00
03/03/2019	Deposit			TDB 2019	Rider: Keyser, Greg	1100 Checking - Columbia Bank	150.00	5,605.00
03/04/2019	Deposit			TDB 2019	Rider: Steele, Glen	1100 Checking - Columbia Bank	75.00	5,680.00
03/04/2019	Deposit			TDB 2019	Rider: Watkins, Richard	1100 Checking - Columbia Bank	75.00	5,755.00
03/08/2019	Deposit			TDB 2019	Rider: Demsey, Shane	1100 Checking - Columbia Bank	60.00	5,815.00
03/11/2019	Deposit			TDB 2019	Rider: Sloan, Derek	1100 Checking - Columbia Bank	75.00	5,890.00
03/12/2019	Deposit			TDB 2019	Rider: Reparich, Andrew	1100 Checking - Columbia Bank	60.00	5,950.00
03/12/2019	Deposit			TDB 2019	Rider: Combs, Erick	1100 Checking - Columbia Bank	85.00	6,035.00
03/12/2019	Deposit			TDB 2019	Rider: Love, Niles	1100 Checking - Columbia Bank	60.00	6,095.00
03/12/2019	Deposit			TDB 2019	Rider: Movasagi, Amir	1100 Checking - Columbia Bank	70.00	6,165.00
03/12/2019	Deposit			TDB 2019	Rider: Feinson, Samuel	1100 Checking - Columbia Bank	75.00	6,240.00
03/12/2019	Deposit			TDB 2019	Rider: Diamond, Garrick	1100 Checking - Columbia Bank	60.00	6,300.00

Rotary Foundation of Longview

Profit and Loss Detail

All Dates

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
03/12/2019	Deposit			TDB 2019	Rider: Butler, Paul R	1100 Checking - Columbia Bank	60.00	6,360.00
03/14/2019	Deposit			TDB 2019	Rider: Pavlin, Ed	1100 Checking - Columbia Bank	120.00	6,480.00
03/14/2019	Deposit			TDB 2019	Rider: Ferrer, Lindsay	1100 Checking - Columbia Bank	120.00	6,600.00
03/15/2019	Deposit			TDB 2019	Rider: Johnson, Scott	1100 Checking - Columbia Bank	75.00	6,675.00
03/15/2019	Deposit			TDB 2019	Rider: Bennett, Matthew	1100 Checking - Columbia Bank	60.00	6,735.00
03/15/2019	Deposit			TDB 2019	Rider: Lemka, Edward	1100 Checking - Columbia Bank	75.00	6,810.00
03/15/2019	Deposit			TDB 2019	Rider: Allen, Brad	1100 Checking - Columbia Bank	150.00	6,960.00
03/15/2019	Deposit	098823		TDB 2019	Mile Marker Sponsor: Express Employment	1100 Checking - Columbia Bank	250.00	7,210.00
03/15/2019	Deposit	2808		TDB 2019	Mile Marker Sponsor: Bob Beal Insurance	1100 Checking - Columbia Bank	250.00	7,460.00
03/15/2019	Deposit			TDB 2019	Rider: Cornejo, Juan	1100 Checking - Columbia Bank	75.00	7,535.00
03/20/2019	Deposit			TDB 2019	Rider: Johnson, Heath	1100 Checking - Columbia Bank	85.00	7,620.00
03/20/2019	Deposit			TDB 2019	Rider: Elliott, Jeremy	1100 Checking - Columbia Bank	75.00	7,695.00
03/20/2019	Deposit			TDB 2019	Rider: Hoffman, Ian	1100 Checking - Columbia Bank	70.00	7,765.00
03/20/2019	Deposit			TDB 2019	Rider: Ricks, Daniel	1100 Checking - Columbia Bank	60.00	7,825.00
03/20/2019	Deposit			TDB 2019	Rider: Jones, Lael	1100 Checking - Columbia Bank	60.00	7,885.00
03/20/2019	Deposit			TDB 2019	Rider: Coryell, Kevin	1100 Checking - Columbia Bank	75.00	7,960.00
03/20/2019	Deposit			TDB 2019	Rider: Brown, Michelle	1100 Checking - Columbia Bank	120.00	8,080.00
03/21/2019	Deposit			TDB 2019	Rider: Prouty, David	1100 Checking - Columbia Bank	75.00	8,155.00
03/21/2019	Deposit			TDB 2019	Rider: Searing, Shirley	1100 Checking - Columbia Bank	50.00	8,205.00
03/22/2019	Deposit			TDB 2019	Rider: Allen, Marcella	1100 Checking - Columbia Bank	120.00	8,325.00
03/22/2019	Deposit			TDB 2019	Rider: Modahl, Alecia	1100 Checking - Columbia Bank	120.00	8,445.00
03/22/2019	Deposit			TDB 2019	Rider: Hawkins, Steven	1100 Checking - Columbia Bank	60.00	8,505.00
03/26/2019	Deposit			TDB 2019	Rider: Mepham, Jonathan	1100 Checking - Columbia Bank	60.00	8,565.00
03/26/2019	Deposit			TDB 2019	Rider: Bobbitt, Chad	1100 Checking - Columbia Bank	75.00	8,640.00
03/27/2019	Deposit			TDB 2019	Rider: Piotrowski, Dean	1100 Checking - Columbia Bank	50.00	8,690.00
03/27/2019	Deposit			TDB 2019	Rider: Zell, Michael	1100 Checking - Columbia Bank	60.00	8,750.00
03/27/2019	Deposit			TDB 2019	Rider: Nakagawa, Kent	1100 Checking - Columbia Bank	75.00	8,825.00
03/27/2019	Deposit			TDB 2019	Rider: Quigley, John	1100 Checking - Columbia Bank	150.00	8,975.00
03/27/2019	Deposit			TDB 2019	Rider: Donatoni Dominic	1100 Checking - Columbia Bank	75.00	9,050.00
03/27/2019	Deposit			TDB 2019	Rider: McKinnon, Craig	1100 Checking - Columbia Bank	75.00	9,125.00
03/27/2019	Deposit			TDB 2019	Rider: Sipe, Brock	1100 Checking - Columbia Bank	60.00	9,185.00
03/27/2019	Deposit			TDB 2019	Rider: Knott, Alex	1100 Checking - Columbia Bank	60.00	9,245.00
03/27/2019	Deposit			TDB 2019	Rider: Terrien, Douglas	1100 Checking - Columbia Bank	75.00	9,320.00
03/27/2019	Deposit			TDB 2019	Rider: Pelletie, Dennis	1100 Checking - Columbia Bank	75.00	9,395.00
03/28/2019	Deposit			TDB 2019	Rider: SKinner, Anthony	1100 Checking - Columbia Bank	60.00	9,455.00
03/29/2019	Deposit			TDB 2019	Rider: Ma, Philip	1100 Checking - Columbia Bank	60.00	9,515.00
04/01/2019	Deposit			TDB 2019	Rider: Lakamp, James	1100 Checking - Columbia Bank	60.00	9,575.00
04/01/2019	Deposit			TDB 2019	Rider: Bears, Kevin	1100 Checking - Columbia Bank	75.00	9,650.00
04/01/2019	Deposit			TDB 2019	Rider: Loesch, Matt	1100 Checking - Columbia Bank	75.00	9,725.00
04/01/2019	Deposit			TDB 2019	Rider: Cook, Alexa	1100 Checking - Columbia Bank	160.00	9,885.00
04/01/2019	Deposit			TDB 2019	Rider: Knopf, Kristin	1100 Checking - Columbia Bank	150.00	10,035.00
04/01/2019	Deposit			TDB 2019	Rider: Wilson, Debby	1100 Checking - Columbia Bank	60.00	10,095.00
04/01/2019	Deposit			TDB 2019	Rider: Motland, Joshua	1100 Checking - Columbia Bank	60.00	10,155.00
04/01/2019	Deposit			TDB 2019	Rider: Parmelee, Janell	1100 Checking - Columbia Bank	85.00	10,240.00
04/01/2019	Deposit			TDB 2019	Rider: Shaffer, Peter	1100 Checking - Columbia Bank	60.00	10,300.00
04/01/2019	Deposit			TDB 2019	Rider: Lencioni, Dean	1100 Checking - Columbia Bank	75.00	10,375.00
04/01/2019	Deposit			TDB 2019	Rider: Hickcox, Stephen	1100 Checking - Columbia Bank	60.00	10,435.00
04/01/2019	Deposit			TDB 2019	Rider: Ponton, Thomas	1100 Checking - Columbia Bank	75.00	10,510.00
04/01/2019	Deposit			TDB 2019	Rider: Holman, William	1100 Checking - Columbia Bank	75.00	10,585.00
04/01/2019	Deposit			TDB 2019	Rider: Courtney, John	1100 Checking - Columbia Bank	75.00	10,660.00
04/01/2019	Deposit			TDB 2019	Rider: Thorbeck, Dave	1100 Checking - Columbia Bank	75.00	10,735.00
04/02/2019	Deposit			TDB 2019	Rider: Woodhouse, Bryan	1100 Checking - Columbia Bank	60.00	10,795.00
04/02/2019	Deposit			TDB 2019	Rider: Phinney, Maureen	1100 Checking - Columbia Bank	120.00	10,915.00
04/02/2019	Deposit			TDB 2019	Rider: Lucas, Edson	1100 Checking - Columbia Bank	70.00	10,985.00
04/02/2019	Deposit			TDB 2019	Rider: Clarin, Norman	1100 Checking - Columbia Bank	60.00	11,045.00
04/02/2019	Deposit			TDB 2019	Rider: Lee, James	1100 Checking - Columbia Bank	75.00	11,120.00
04/02/2019	Deposit			TDB 2019	Rider: Howard, John	1100 Checking - Columbia Bank	75.00	11,195.00
04/02/2019	Deposit			TDB 2019	Rider: Calarese, William	1100 Checking - Columbia Bank	75.00	11,270.00
04/02/2019	Deposit			TDB 2019	Rider: Jean, Lisa	1100 Checking - Columbia Bank	120.00	11,390.00
04/02/2019	Deposit			TDB 2019	Rider: Wakemann, Wayne	1100 Checking - Columbia Bank	75.00	11,465.00
04/02/2019	Deposit			TDB 2019	Rider: Vander Haegen, Wayne	1100 Checking - Columbia Bank	150.00	11,615.00
04/02/2019	Deposit			TDB 2019	Rider: Beatty, Kirk	1100 Checking - Columbia Bank	60.00	11,675.00
04/02/2019	Deposit			TDB 2019	Rider: Bixler, Jason	1100 Checking - Columbia Bank	75.00	11,750.00
04/02/2019	Deposit			TDB 2019	Rider: Bruns, Eric	1100 Checking - Columbia Bank	75.00	11,825.00
04/02/2019	Deposit			TDB 2019	Rider: Mason, R Bryant	1100 Checking - Columbia Bank	75.00	11,900.00
04/02/2019	Deposit			TDB 2019	Rider: Ma, Sharon	1100 Checking - Columbia Bank	130.00	12,030.00
04/02/2019	Deposit			TDB 2019	Rider: Gold, Sandi	1100 Checking - Columbia Bank	60.00	12,090.00
04/02/2019	Deposit			TDB 2019	Rider: Abela, Emmanuel	1100 Checking - Columbia Bank	85.00	12,175.00
04/02/2019	Deposit			TDB 2019	Rider: Maurer, Roger	1100 Checking - Columbia Bank	75.00	12,250.00
04/02/2019	Deposit			TDB 2019	Rider: Sandoval, Vincent	1100 Checking - Columbia Bank	120.00	12,370.00
04/02/2019	Deposit			TDB 2019	Rider: Zimmermann, Henry	1100 Checking - Columbia Bank	60.00	12,430.00
04/02/2019	Deposit			TDB 2019	Rider: Chambliner, Nick	1100 Checking - Columbia Bank	75.00	12,505.00
04/02/2019	Deposit			TDB 2019	Rider: Ross, Duane	1100 Checking - Columbia Bank	75.00	12,580.00
04/02/2019	Deposit			TDB 2019	Rider: Larson, Carrie	1100 Checking - Columbia Bank	75.00	12,655.00
04/02/2019	Deposit			TDB 2019	Rider: Worden, Michael	1100 Checking - Columbia Bank	75.00	12,730.00
04/02/2019	Deposit			TDB 2019	Rider: Thurman, David	1100 Checking - Columbia Bank	85.00	12,815.00
04/02/2019	Deposit			TDB 2019	Rider: Monaghan, Lalita	1100 Checking - Columbia Bank	60.00	12,875.00
04/02/2019	Deposit			TDB 2019	Rider: Ott, Jeffrey	1100 Checking - Columbia Bank	60.00	12,935.00
04/02/2019	Deposit			TDB 2019	Rider: Locke, Jian	1100 Checking - Columbia Bank	60.00	12,995.00

Rotary Foundation of Longview

Profit and Loss Detail

All Dates

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
04/02/2019	Deposit			TDB 2019	Rider: Foss, Cindy	1100 Checking - Columbia Bank	150.00	13,145.00
04/02/2019	Deposit			TDB 2019	Rider: Lange, James	1100 Checking - Columbia Bank	60.00	13,205.00
04/05/2019	Deposit	6704063		TDB 2019	Sponsorship: US Bank	1100 Checking - Columbia Bank	1.000.00	14,205.00
04/07/2019	Deposit			TDB 2019	Rider: Nelson, Thomas	1100 Checking - Columbia Bank	70.00	14,275.00
04/07/2019	Deposit			TDB 2019	Rider: Miller, Susan	1100 Checking - Columbia Bank	50.00	14,325.00
04/07/2019	Deposit			TDB 2019	Rider: Crimmins, Timothy	1100 Checking - Columbia Bank	85.00	14,410.00
04/07/2019	Deposit			TDB 2019	Rider: Barber, Brent	1100 Checking - Columbia Bank	85.00	14,495.00
04/07/2019	Deposit			TDB 2019	Rider: Smith, Ray	1100 Checking - Columbia Bank	50.00	14,545.00
04/08/2019	Deposit			TDB 2019	Rider: Beaudoin, Adam	1100 Checking - Columbia Bank	85.00	14,630.00
04/08/2019	Deposit			TDB 2019	Rider: Beaudoin, Adam	1100 Checking - Columbia Bank	10.00	14,640.00
04/08/2019	Deposit			TDB 2019	Rider: Redshaw, Stephen	1100 Checking - Columbia Bank	170.00	14,810.00
04/08/2019	Deposit			TDB 2019	Rider: Walz, Stefan	1100 Checking - Columbia Bank	70.00	14.880.00
04/09/2019	Deposit			TDB 2019	Rider: Baker, Alex	1100 Checking - Columbia Bank	140.00	15,020.00
04/09/2019	Deposit			TDB 2019	Rider: Roco, Constance Armanda	1100 Checking - Columbia Bank	85.00	15,105.00
04/09/2019	Deposit			TDB 2019	Rider: Barry, Mike	1100 Checking - Columbia Bank	85.00	15,190.00
04/09/2019	Deposit			TDB 2019	Rider: Schmutz, Christian	1100 Checking - Columbia Bank	170.00	15,360.00
04/09/2019	Deposit			TDB 2019	Rider: Iverson, Dave	1100 Checking - Columbia Bank	155.00	15,515.00
04/09/2019	Deposit			TDB 2019	Rider: Roco, Constance Armanda	1100 Checking - Columbia Bank	85.00	15,600.00
04/10/2019	Deposit			TDB 2019	Rider: Roco, Constance Armanda	1100 Checking - Columbia Bank	-85.00	15,515.00
04/10/2019	Deposit			TDB 2019	Rider: Viglino, Emilie A	1100 Checking - Columbia Bank	70.00	15,585.00
04/10/2019	Deposit			TDB 2019	Rider: Harmon, RG	1100 Checking - Columbia Bank	70.00	15,655.00
04/10/2019	Deposit			TDB 2019	Rider: Beale, Holly	1100 Checking - Columbia Bank	70.00	15,725.00
04/11/2019	Deposit			TDB 2019	Rider: Linkem, Charles	1100 Checking - Columbia Bank	85.00	15,810.00
04/11/2019	Deposit			TDB 2019	Rider: Link, Brad	1100 Checking - Columbia Bank	100.00	15,910.00
04/11/2019	Deposit			TDB 2019	Rider: Hospodsky, Denina	1100 Checking - Columbia Bank	85.00	15,995.00
04/14/2019	Deposit			TDB 2019	Rider: Esayian, Christophe	1100 Checking - Columbia Bank	70.00	16,065.00
04/14/2019	Deposit			TDB 2019	Rider: Hermkens, Brian	1100 Checking - Columbia Bank	70.00	16,135.00
04/15/2019	Deposit			TDB 2019	Rider: Hirst, Jessica	1100 Checking - Columbia Bank	85.00	16,220.00
04/16/2019	Deposit			TDB 2019	Rider: Fakkema, Henry	1100 Checking - Columbia Bank	70.00	16,290.00
04/16/2019	Deposit			TDB 2019	Rider: Wolters, Hans	1100 Checking - Columbia Bank	85.00	16,375.00
04/16/2019	Deposit			TDB 2019	Rider: Johnston, Chris	1100 Checking - Columbia Bank	70.00	16,445.00
04/16/2019	Deposit			TDB 2019	Rider: Dunn, Stephanie	1100 Checking - Columbia Bank	140.00	16,585.00
04/21/2019	Deposit			TDB 2019	Rider: Cotter, Patrick	1100 Checking - Columbia Bank	70.00	16,655.00
04/21/2019	Deposit			TDB 2019	Rider: Chandler, Karen	1100 Checking - Columbia Bank	70.00	16,725.00
04/22/2019	Deposit			TDB 2019	Rider: Kao, Everest	1100 Checking - Columbia Bank	70.00	16,795.00
04/22/2019	Deposit			TDB 2019	Rider: Jones, Lewis	1100 Checking - Columbia Bank	70.00	16,865.00
04/22/2019	Deposit			TDB 2019	Rider: Reese, Scott	1100 Checking - Columbia Bank	70.00	16,935.00
04/22/2019	Deposit			TDB 2019	Rider: Cole, R Brian	1100 Checking - Columbia Bank	85.00	17,020.00
04/22/2019	Deposit			TDB 2019	Rider: Blake, Tracy	1100 Checking - Columbia Bank	95.00	17,115.00
04/22/2019	Deposit			TDB 2019	Rider: Kitahata, Mari	1100 Checking - Columbia Bank	70.00	17,185.00
04/23/2019	Deposit			TDB 2019	Rider: Kong, Savan	1100 Checking - Columbia Bank	50.00	17,235.00
04/23/2019	Deposit			TDB 2019	Rider: Johnson, Thomas	1100 Checking - Columbia Bank	70.00	17,305.00
04/23/2019	Deposit			TDB 2019	Rider: Snook, Mike	1100 Checking - Columbia Bank	85.00	17,390.00
04/23/2019	Deposit			TDB 2019	Rider: Marsh, Debra	1100 Checking - Columbia Bank	70.00	17,460.00
04/23/2019	Deposit			TDB 2019	Rider: Duncan, Paul	1100 Checking - Columbia Bank	70.00	17,530.00
04/23/2019	Deposit			TDB 2019	Rider: Koh, Kokming	1100 Checking - Columbia Bank	80.00	17,610.00
04/23/2019	Deposit			TDB 2019	Rider: Rosado, Omar	1100 Checking - Columbia Bank	80.00	17,690.00
04/23/2019	Deposit			TDB 2019	Rider: Johnson, Julia	1100 Checking - Columbia Bank	70.00	17,760.00
04/23/2019	Deposit			TDB 2019	Rider: Heys, Diana	1100 Checking - Columbia Bank	70.00	17,830.00
04/23/2019	Deposit			TDB 2019	Rider: ch_1ERgn2Kucl134NRRT5nXFHL8	1100 Checking - Columbia Bank	85.00	17,915.00
04/23/2019	Deposit			TDB 2019	Rider: Dahl, Barry & Leslie	1100 Checking - Columbia Bank	100.00	18,015.00
04/23/2019	Deposit			TDB 2019	Rider: Kizziar, Ronald	1100 Checking - Columbia Bank	70.00	18,085.00
04/23/2019	Deposit			TDB 2019	Rider: Fouch, Stan	1100 Checking - Columbia Bank	50.00	18,135.00
04/23/2019	Deposit			TDB 2019	Rider: Mury, Jim	1100 Checking - Columbia Bank	100.00	18,235.00
04/23/2019	Deposit			TDB 2019	Rider: Kobelia, Helen	1100 Checking - Columbia Bank	50.00	18,285.00
04/23/2019	Deposit			TDB 2019	Rider: Thomas, John	1100 Checking - Columbia Bank	70.00	18,355.00
04/24/2019	Deposit			TDB 2019	Rider: Iverson, Nichol	1100 Checking - Columbia Bank	70.00	18,425.00
04/25/2019	Deposit			TDB 2019	Rider: DiLeonardo, Gerald	1100 Checking - Columbia Bank	85.00	18,510.00
04/28/2019	Deposit			TDB 2019	Rider: Ammons, Joseph	1100 Checking - Columbia Bank	85.00	18,595.00
04/30/2019	Deposit			TDB 2019	Rider: Ruzich, Janet	1100 Checking - Columbia Bank	70.00	18,665.00
05/01/2019	Deposit			TDB 2019	Rider: Prouty, Carolyn	1100 Checking - Columbia Bank	70.00	18,735.00
05/02/2019	Deposit			TDB 2019	Rider: Kisamore, Stan	1100 Checking - Columbia Bank	85.00	18,820.00
05/05/2019	Deposit			TDB 2019	Rider: Fransen, MacNeil	1100 Checking - Columbia Bank	85.00	18,905.00
05/05/2019	Deposit			TDB 2019	Rider: Campbell, Blake	1100 Checking - Columbia Bank	70.00	18,975.00
05/06/2019	Deposit			TDB 2019	Rider: Buechler, Eric	1100 Checking - Columbia Bank	85.00	19,060.00
05/07/2019	Deposit			TDB 2019	Rider: Parrott, Deanna	1100 Checking - Columbia Bank	70.00	19,130.00
05/07/2019	Deposit			TDB 2019	Rider: Steiner, Paul	1100 Checking - Columbia Bank	70.00	19,200.00
05/07/2019	Deposit			TDB 2019	Rider: Silver, John	1100 Checking - Columbia Bank	85.00	19,285.00
05/07/2019	Deposit			TDB 2019	Rider: Elvins, Timothy	1100 Checking - Columbia Bank	85.00	19,370.00
05/07/2019	Deposit			TDB 2019	Rider: Murray, Kenneth	1100 Checking - Columbia Bank	10.00	19,380.00
05/07/2019	Deposit			TDB 2019	Rider: Flak, Robert	1100 Checking - Columbia Bank	70.00	19,450.00
05/07/2019	Deposit			TDB 2019	Rider: Neal, Ken	1100 Checking - Columbia Bank	85.00	19,535.00
05/07/2019	Deposit			TDB 2019	Rider: Murray, Kenneth	1100 Checking - Columbia Bank	85.00	19,620.00
05/08/2019	Deposit			TDB 2019	Rider: Pelton, Annemarie	1100 Checking - Columbia Bank	70.00	19,690.00
05/08/2019	Deposit			TDB 2019	Rider: Allmendinger, Spencer	1100 Checking - Columbia Bank	70.00	19,760.00
05/08/2019	Deposit			TDB 2019	Rider: Mularski, Richard	1100 Checking - Columbia Bank	70.00	19,830.00
05/08/2019	Deposit			TDB 2019	Rider: Piante, Fabrice	1100 Checking - Columbia Bank	95.00	19,925.00
05/09/2019	Deposit			TDB 2019	Rider: Stimson, Donald	1100 Checking - Columbia Bank	70.00	19,995.00
05/09/2019	Deposit			TDB 2019	Rider: Barna, David	1100 Checking - Columbia Bank	85.00	20,080.00

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DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
05/09/2019	Deposit			TDB 2019	Rider: Barna, David	1100 Checking - Columbia Bank	85.00	20,165.00
05/09/2019	Deposit			TDB 2019	Rider: Barna, David	1100 Checking - Columbia Bank	85.00	20,250.00
05/09/2019	Deposit			TDB 2019	Rider: Barna, David	1100 Checking - Columbia Bank	85.00	20,335.00
05/09/2019	Deposit			TDB 2019	Rider: Hedgpeth, Nancy	1100 Checking - Columbia Bank	50.00	20,385.00
05/09/2019	Deposit			TDB 2019	Rider: Stimson, Donald	1100 Checking - Columbia Bank	70.00	20,455.00
05/09/2019	Deposit			TDB 2019	Rider: Mahaffey, Robert	1100 Checking - Columbia Bank	70.00	20,525.00
05/09/2019	Deposit			TDB 2019	Rider: Mahaffey, Robert	1100 Checking - Columbia Bank	70.00	20,595.00
05/09/2019	Deposit			TDB 2019	Rider: Mahaffey, Robert	1100 Checking - Columbia Bank	70.00	20,665.00
05/09/2019	Deposit			TDB 2019	Rider: Stimson, Donald	1100 Checking - Columbia Bank	70.00	20,735.00
05/09/2019	Deposit			TDB 2019	Rider: Stimson, Donald	1100 Checking - Columbia Bank	70.00	20,805.00
05/09/2019	Deposit			TDB 2019	Rider: Stimson, Donald	1100 Checking - Columbia Bank	70.00	20,875.00
05/09/2019	Deposit			TDB 2019	Rider: Crawford, Richard	1100 Checking - Columbia Bank	50.00	20,925.00
05/12/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	-1.84	20,923.16
05/12/2019	Deposit			TDB 2019	Rider: Roberts, Edward	1100 Checking - Columbia Bank	70.00	20,993.16
05/12/2019	Deposit			TDB 2019	Rider: Stimson, Donald	1100 Checking - Columbia Bank	-70.00	20,923.16
05/12/2019	Deposit			TDB 2019	Rider: Stimson, Donald	1100 Checking - Columbia Bank	-70.00	20,853.16
05/12/2019	Deposit			TDB 2019	Rider: Stimson, Donald	1100 Checking - Columbia Bank	-70.00	20,783.16
05/12/2019	Deposit			TDB 2019	Rider: Barna, David	1100 Checking - Columbia Bank	-85.00	20,698.16
05/12/2019	Deposit			TDB 2019	Rider: Mahaffey, Robert	1100 Checking - Columbia Bank	-70.00	20,628.16
05/12/2019	Deposit			TDB 2019	Rider: Mahaffey, Robert	1100 Checking - Columbia Bank	-70.00	20,558.16
05/12/2019	Deposit			TDB 2019	Rider: Barna, David	1100 Checking - Columbia Bank	-85.00	20,473.16
05/12/2019	Deposit			TDB 2019	Rider: Barna, David	1100 Checking - Columbia Bank	-85.00	20,388.16
05/12/2019	Deposit			TDB 2019	Rider: Stimson, Donald	1100 Checking - Columbia Bank	-70.00	20,318.16
05/13/2019	Deposit			TDB 2019	Rider: Chapman, Mike	1100 Checking - Columbia Bank	50.00	20,368.16
05/14/2019	Deposit			TDB 2019	Rider: Montanye, Cherelle	1100 Checking - Columbia Bank	50.00	20,418.16
05/14/2019	Deposit			TDB 2019	Rider: Haberland, Kurt	1100 Checking - Columbia Bank	70.00	20,488.16
05/14/2019	Deposit			TDB 2019	Rider: Ennesser, Joe	1100 Checking - Columbia Bank	85.00	20,573.16
05/14/2019	Deposit			TDB 2019	Rider: Uhacz, Kelly	1100 Checking - Columbia Bank	85.00	20,658.16
05/16/2019	Deposit			TDB 2019	Rider: Jon Brandon	1100 Checking - Columbia Bank	85.00	20,743.16
05/16/2019	Deposit			TDB 2019	Rider: Walston, Stephen	1100 Checking - Columbia Bank	210.00	20,953.16
05/16/2019	Deposit			TDB 2019	Rider: Strubel, Michael	1100 Checking - Columbia Bank	85.00	21,038.16
05/19/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	-8.93	21,029.23
05/19/2019	Deposit			TDB 2019	Rider: Thomas, Nicholas	1100 Checking - Columbia Bank	170.00	21,199.23
05/19/2019	Deposit			TDB 2019	Rider: Averbeck, Patrick	1100 Checking - Columbia Bank	95.00	21,294.23
05/19/2019	Deposit			TDB 2019	Rider: Grasseth, Melodee	1100 Checking - Columbia Bank	100.00	21,394.23
05/20/2019	Deposit			TDB 2019	Rider: Coleman, Howard	1100 Checking - Columbia Bank	50.00	21,444.23
05/20/2019	Deposit	600339410		TDB 2019	Sponsorship: Boeing	1100 Checking - Columbia Bank	10,000.00	31,444.23
05/20/2019	Deposit	75435		TDB 2019	Sponsorship: Heritage Bank	1100 Checking - Columbia Bank	500.00	31,944.23
05/21/2019	Deposit			TDB 2019	Rider: Clark, Brian	1100 Checking - Columbia Bank	50.00	31,994.23
05/21/2019	Deposit			TDB 2019	Rider: Swanger, Pete	1100 Checking - Columbia Bank	85.00	32,079.23
05/21/2019	Deposit			TDB 2019	Rider: Prise, Michael	1100 Checking - Columbia Bank	95.00	32,174.23
05/21/2019	Deposit			TDB 2019	Rider: Searing, Nanette	1100 Checking - Columbia Bank	50.00	32,224.23
05/21/2019	Deposit			TDB 2019	Rider: Smith, Anthony	1100 Checking - Columbia Bank	50.00	32,274.23
05/21/2019	Deposit			TDB 2019	Rider: Ryan, Joanne	1100 Checking - Columbia Bank	70.00	32,344.23
05/21/2019	Deposit			TDB 2019	Rider: McPhee, Brad	1100 Checking - Columbia Bank	85.00	32,429.23
05/21/2019	Deposit			TDB 2019	Rider: Labeja, Kenneth	1100 Checking - Columbia Bank	70.00	32,499.23
05/21/2019	Deposit			TDB 2019	Rider: George, Rhea	1100 Checking - Columbia Bank	170.00	32,669.23
05/21/2019	Deposit			TDB 2019	Rider: Tanner, Eileen	1100 Checking - Columbia Bank	85.00	32,754.23
05/21/2019	Deposit			TDB 2019	Rider: Tucker, Ronald	1100 Checking - Columbia Bank	85.00	32,839.23
05/21/2019	Deposit			TDB 2019	Rider: Deger, Matt	1100 Checking - Columbia Bank	85.00	32,924.23
05/21/2019	Deposit			TDB 2019	Rider: Toomey, Thomas	1100 Checking - Columbia Bank	85.00	33,009.23
05/21/2019	Deposit			TDB 2019	Rider: Gibb, Tyler	1100 Checking - Columbia Bank	50.00	33,059.23
05/22/2019	Deposit			TDB 2019	Rider: Nay, Naroung	1100 Checking - Columbia Bank	80.00	33,139.23
05/22/2019	Deposit			TDB 2019	Rider: Conwell, Roy	1100 Checking - Columbia Bank	85.00	33,224.23
05/22/2019	Deposit			TDB 2019	Rider: Kjallin, Patri	1100 Checking - Columbia Bank	50.00	33,274.23
05/22/2019	Deposit			TDB 2019	Rider: Rowley, John	1100 Checking - Columbia Bank	70.00	33,344.23
05/22/2019	Deposit			TDB 2019	Rider: Barton, Carolyn	1100 Checking - Columbia Bank	50.00	33,394.23
05/23/2019	Deposit			TDB 2019	Rider: Daniels, Georgia	1100 Checking - Columbia Bank	70.00	33,464.23
05/23/2019	Deposit			TDB 2019	Rider: McPhee, James	1100 Checking - Columbia Bank	85.00	33,549.23
05/23/2019	Deposit			TDB 2019	Rider, Giaudrone, Joseph	1100 Checking - Columbia Bank	70.00	33,619.23
05/27/2019	Deposit			TDB 2019	Rider: Mcindoe, Andrew	1100 Checking - Columbia Bank	140.00	33,759.23
05/27/2019	Deposit			TDB 2019	Rider: Wallace, Chris	1100 Checking - Columbia Bank	50.00	33,809.23
05/28/2019	Deposit			TDB 2019	Rider: Faw, Tarry	1100 Checking - Columbia Bank	50.00	33,859.23
05/28/2019	Deposit			TDB 2019	Rider: Flaskerued, Gerald	1100 Checking - Columbia Bank	50.00	33,909.23
05/28/2019	Deposit			TDB 2019	Rider: Kehoe, Kevin	1100 Checking - Columbia Bank	85.00	33,994.23
05/28/2019	Deposit			TDB 2019	Rider: Grubbs, Christine	1100 Checking - Columbia Bank	35.00	34,029.23
05/28/2019	Deposit			TDB 2019	Rider: Streifel, Robert	1100 Checking - Columbia Bank	85.00	34,114.23
05/29/2019	Deposit			TDB 2019	Rider: Busch, Nick	1100 Checking - Columbia Bank	50.00	34,164.23
05/29/2019	Deposit			TDB 2019	Rider: Hagen, Eric	1100 Checking - Columbia Bank	70.00	34,234.23
05/29/2019	Deposit			TDB 2019	Rider: Ledgerwood, Justin	1100 Checking - Columbia Bank	85.00	34,319.23
05/29/2019	Deposit			TDB 2019	Rider: Radford, Wellington	1100 Checking - Columbia Bank	85.00	34,404.23
05/29/2019	Deposit			TDB 2019	Rider: Holmn, Curt	1100 Checking - Columbia Bank	140.00	34,544.23
05/29/2019	Deposit			TDB 2019	Rider: King-Madlem, Nina	1100 Checking - Columbia Bank	170.00	34,714.23
05/29/2019	Deposit			TDB 2019	Rider: McGuire, Greg	1100 Checking - Columbia Bank	70.00	34,784.23
05/29/2019	Deposit			TDB 2019	Rider: Catt, Melissa	1100 Checking - Columbia Bank	50.00	34,834.23
05/29/2019	Deposit			TDB 2019	Rider: Howe, Nathaniel	1100 Checking - Columbia Bank	50.00	34,884.23
05/29/2019	Deposit			TDB 2019	Rider: Hunt, Steven	1100 Checking - Columbia Bank	85.00	34,969.23
05/29/2019	Deposit			TDB 2019	Rider: Thomas, Jeff	1100 Checking - Columbia Bank	70.00	35,039.23
05/29/2019	Deposit			TDB 2019	Rider: Snyder, Brian	1100 Checking - Columbia Bank	70.00	35,109.23

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DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
05/29/2019	Deposit			TDB 2019	Rider: Keaton, Brian	1100 Checking - Columbia Bank	140.00	35,249.23
05/29/2019	Deposit			TDB 2019	Rider: Durham, George	1100 Checking - Columbia Bank	70.00	35,319.23
05/29/2019	Deposit			TDB 2019	Rider: Henderson, Kevin	1100 Checking - Columbia Bank	80.00	35,399.23
05/29/2019	Deposit			TDB 2019	Rider: Teitlembaum, David	1100 Checking - Columbia Bank	85.00	35,484.23
05/29/2019	Deposit			TDB 2019	Rider: Christie, James	1100 Checking - Columbia Bank	85.00	35,569.23
05/29/2019	Deposit			TDB 2019	Rider: Jackson, Thomas	1100 Checking - Columbia Bank	70.00	35,639.23
05/31/2019	Deposit			TDB 2019	Rider: Leighty, Robin	1100 Checking - Columbia Bank	85.00	35,724.23
05/31/2019	Deposit			TDB 2019	Rider: Shaw, Andrew	1100 Checking - Columbia Bank	85.00	35,809.23
05/31/2019	Deposit			TDB 2019	Rider: Pheffer, Douglas	1100 Checking - Columbia Bank	85.00	35,894.23
06/02/2019	Deposit			TDB 2019	Rider: Gill-More, Michael	1100 Checking - Columbia Bank	70.00	35,964.23
06/02/2019	Deposit			TDB 2019	Rider: Everhart, Jeffrey	1100 Checking - Columbia Bank	95.00	36,059.23
06/03/2019	Deposit			TDB 2019	Rider: Hill, Diane	1100 Checking - Columbia Bank	85.00	36,144.23
06/03/2019	Deposit			TDB 2019	Rider: Swan, Brian	1100 Checking - Columbia Bank	85.00	36,229.23
06/03/2019	Deposit			TDB 2019	Rider: Kendall, Tyler	1100 Checking - Columbia Bank	85.00	36,314.23
06/03/2019	Deposit			TDB 2019	Rider: Kraucunas, Ian	1100 Checking - Columbia Bank	70.00	36,384.23
06/03/2019	Deposit			TDB 2019	Rider: Redburg, Lisa	1100 Checking - Columbia Bank	85.00	36,469.23
06/04/2019	Deposit			TDB 2019	Rider: Lutz, Albert	1100 Checking - Columbia Bank	70.00	36,539.23
06/04/2019	Deposit			TDB 2019	Rider: Thomas, Russell	1100 Checking - Columbia Bank	70.00	36,609.23
06/04/2019	Deposit			TDB 2019	Rider: Marcu, Amber	1100 Checking - Columbia Bank	85.00	36,694.23
06/04/2019	Deposit			TDB 2019	Rider: Marcu, Amber	1100 Checking - Columbia Bank	85.00	36,779.23
06/04/2019	Deposit			TDB 2019	Rider: Divine, Dan	1100 Checking - Columbia Bank	85.00	36,864.23
06/04/2019	Deposit			TDB 2019	Rider: Holman, Roger	1100 Checking - Columbia Bank	70.00	36,934.23
06/04/2019	Deposit			TDB 2019	Rider: Paric, Michael	1100 Checking - Columbia Bank	70.00	37,004.23
06/04/2019	Deposit			TDB 2019	Rider: Danilchik, Michael	1100 Checking - Columbia Bank	85.00	37,089.23
06/04/2019	Deposit			TDB 2019	Rider: Eckerman, Christopher	1100 Checking - Columbia Bank	70.00	37,159.23
06/04/2019	Deposit			TDB 2019	Rider: Boge, David	1100 Checking - Columbia Bank	70.00	37,229.23
06/04/2019	Deposit			TDB 2019	Rider: Raymundo Jr, Ernesto	1100 Checking - Columbia Bank	70.00	37,299.23
06/04/2019	Deposit			TDB 2019	Rider: Warren, Douglas	1100 Checking - Columbia Bank	95.00	37,394.23
06/04/2019	Deposit			TDB 2019	Rider: Anderson, David	1100 Checking - Columbia Bank	70.00	37,464.23
06/04/2019	Deposit			TDB 2019	Rider: Saling, Molly	1100 Checking - Columbia Bank	70.00	37,534.23
06/04/2019	Deposit			TDB 2019	Rider: Sharp, Bradley	1100 Checking - Columbia Bank	85.00	37,619.23
06/04/2019	Deposit			TDB 2019	Rider: Brockmann, Rouchelle	1100 Checking - Columbia Bank	175.00	37,794.23
06/04/2019	Deposit			TDB 2019	Rider: Black, Alan	1100 Checking - Columbia Bank	85.00	37,879.23
06/04/2019	Deposit			TDB 2019	Rider: Federico, Leah	1100 Checking - Columbia Bank	85.00	37,964.23
06/04/2019	Deposit			TDB 2019	Rider: Manning, Blake	1100 Checking - Columbia Bank	70.00	38,034.23
06/04/2019	Deposit			TDB 2019	Rider: Goins, Gordon	1100 Checking - Columbia Bank	70.00	38,104.23
06/04/2019	Deposit			TDB 2019	Rider: Krass, John	1100 Checking - Columbia Bank	70.00	38,174.23
06/04/2019	Deposit			TDB 2019	Rider: Steven, Blackmore	1100 Checking - Columbia Bank	85.00	38,259.23
06/04/2019	Deposit			TDB 2019	Rider: Long, Scott	1100 Checking - Columbia Bank	70.00	38,329.23
06/04/2019	Deposit			TDB 2019	Rider: Grotzinger, Raymond	1100 Checking - Columbia Bank	70.00	38,399.23
06/04/2019	Deposit			TDB 2019	Rider: Kramer, Matthew	1100 Checking - Columbia Bank	70.00	38,469.23
06/04/2019	Deposit			TDB 2019	Rider: Hutchinson, Laurence	1100 Checking - Columbia Bank	70.00	38,539.23
06/04/2019	Deposit			TDB 2019	Rider: Thorbek, Ida	1100 Checking - Columbia Bank	85.00	38,624.23
06/05/2019	Deposit			TDB 2019	Rider: Copley, Nathan	1100 Checking - Columbia Bank	85.00	38,709.23
06/05/2019	Deposit			TDB 2019	Rider: Gopalan, Murari	1100 Checking - Columbia Bank	70.00	38,779.23
06/05/2019	Deposit			TDB 2019	Rider: Clogston, Carl	1100 Checking - Columbia Bank	85.00	38,864.23
06/05/2019	Deposit			TDB 2019	Rider: Stone, Laurence	1100 Checking - Columbia Bank	85.00	38,949.23
06/05/2019	Deposit			TDB 2019	Rider: Garcia, Art	1100 Checking - Columbia Bank	85.00	39,034.23
06/05/2019	Deposit			TDB 2019	Rider: Barger, James	1100 Checking - Columbia Bank	85.00	39,119.23
06/05/2019	Deposit			TDB 2019	Rider: Krass, John	1100 Checking - Columbia Bank	10.00	39,129.23
06/05/2019	Deposit			TDB 2019	Rider: Backous, Kevin	1100 Checking - Columbia Bank	85.00	39,214.23
06/05/2019	Deposit			TDB 2019	Rider: Clapier, Jessee	1100 Checking - Columbia Bank	95.00	39,309.23
06/05/2019	Deposit			TDB 2019	Rider: Leviant, Dan	1100 Checking - Columbia Bank	85.00	39,394.23
06/05/2019	Deposit			TDB 2019	Rider: Howard, Jeremy	1100 Checking - Columbia Bank	85.00	39,479.23
06/05/2019	Deposit			TDB 2019	Rider: Lagasca, Robert	1100 Checking - Columbia Bank	85.00	39,564.23
06/05/2019	Deposit			TDB 2019	Rider: Gardiner, Gordon	1100 Checking - Columbia Bank	85.00	39,649.23
06/05/2019	Deposit			TDB 2019	Rider: Volkers, Ludwig	1100 Checking - Columbia Bank	85.00	39,734.23
06/05/2019	Deposit			TDB 2019	Rider: Paper, Anne	1100 Checking - Columbia Bank	85.00	39,819.23
06/05/2019	Deposit			TDB 2019	Rider: Coburn, David	1100 Checking - Columbia Bank	85.00	39,904.23
06/05/2019	Deposit			TDB 2019	Rider: Patterson, Karen	1100 Checking - Columbia Bank	85.00	39,989.23
06/05/2019	Deposit			TDB 2019	Rider: Anderson, Ashley	1100 Checking - Columbia Bank	140.00	40,129.23
06/05/2019	Deposit			TDB 2019	Rider: McIntosh, Alan	1100 Checking - Columbia Bank	85.00	40,214.23
06/05/2019	Deposit			TDB 2019	Rider: Bowman, Paul	1100 Checking - Columbia Bank	85.00	40,299.23
06/05/2019	Deposit			TDB 2019	Rider: Duplantis, John	1100 Checking - Columbia Bank	85.00	40,384.23
06/06/2019	Deposit			TDB 2019	Sponsorship: Minthorn, David	1100 Checking - Columbia Bank	250.00	40,634.23
06/06/2019	Deposit			TDB 2019	Rider: Kadow, Loressa	1100 Checking - Columbia Bank	85.00	40,719.23
06/06/2019	Deposit			TDB 2019	Rider: Rush, James	1100 Checking - Columbia Bank	70.00	40,789.23
06/06/2019	Deposit			TDB 2019	Rider: Patterson, Roger	1100 Checking - Columbia Bank	70.00	40,859.23
06/06/2019	Deposit			TDB 2019	Rider: Browning, David	1100 Checking - Columbia Bank	70.00	40,929.23
06/06/2019	Deposit			TDB 2019	Rider: Allen, Eugene	1100 Checking - Columbia Bank	85.00	41,014.23
06/06/2019	Deposit			TDB 2019	Rider: Jessup, Andrew	1100 Checking - Columbia Bank	85.00	41,099.23
06/06/2019	Deposit			TDB 2019	Rider: Courson, Celeste	1100 Checking - Columbia Bank	70.00	41,169.23
06/06/2019	Deposit			TDB 2019	Rider: Bruell, Alexander	1100 Checking - Columbia Bank	85.00	41,254.23
06/09/2019	Deposit			TDB 2019	Rider: Strubel, Michael	1100 Checking - Columbia Bank	10.00	41,264.23
06/09/2019	Deposit			TDB 2019	Rider: Holbrooks, James	1100 Checking - Columbia Bank	70.00	41,334.23
06/09/2019	Deposit			TDB 2019	Rider: Blihovde, Brian	1100 Checking - Columbia Bank	70.00	41,404.23
06/09/2019	Deposit			TDB 2019	Rider: Fisher, Dylan	1100 Checking - Columbia Bank	70.00	41,474.23
06/09/2019	Deposit			TDB 2019	Rider: Shrum, Cindy	1100 Checking - Columbia Bank	70.00	41,544.23
06/09/2019	Deposit			TDB 2019	Rider: Potter, Mark	1100 Checking - Columbia Bank	70.00	41,614.23

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Profit and Loss Detail

All Dates

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
06/09/2019	Deposit			TDB 2019	Rider: Hougland, Ed	1100 Checking - Columbia Bank	70.00	41,684.23
06/09/2019	Deposit			TDB 2019	Rider: McPhee, Brian	1100 Checking - Columbia Bank	70.00	41,754.23
06/09/2019	Deposit			TDB 2019	Rider: Aiken, Oneshin	1100 Checking - Columbia Bank	150.00	41,904.23
06/09/2019	Deposit			TDB 2019	Rider: Hayward, Suzanne	1100 Checking - Columbia Bank	80.00	41,984.23
06/09/2019	Deposit			TDB 2019	Rider: Bergantinos, Ramil	1100 Checking - Columbia Bank	70.00	42,054.23
06/10/2019	Deposit			TDB 2019	Rider: Riley, Michael	1100 Checking - Columbia Bank	70.00	42,124.23
06/10/2019	Deposit			TDB 2019	Rider: Teague, Lawrence	1100 Checking - Columbia Bank	140.00	42,264.23
06/10/2019	Deposit			TDB 2019	Rider: Bruner, Jaime	1100 Checking - Columbia Bank	80.00	42,344.23
06/11/2019	Deposit			TDB 2019	Rider: Wright, Norman	1100 Checking - Columbia Bank	70.00	42,414.23
06/11/2019	Deposit			TDB 2019	Rider: Greenfiled, Andrew	1100 Checking - Columbia Bank	70.00	42,484.23
06/11/2019	Deposit			TDB 2019	Rider: Meier, Sina	1100 Checking - Columbia Bank	70.00	42,554.23
06/11/2019	Deposit			TDB 2019	Rider: Parrett, Mark	1100 Checking - Columbia Bank	70.00	42,624.23
06/11/2019	Deposit			TDB 2019	Rider: Erickson, Todd	1100 Checking - Columbia Bank	70.00	42,694.23
06/11/2019	Deposit			TDB 2019	Rider: Torgerson, Phillip	1100 Checking - Columbia Bank	70.00	42,764.23
06/11/2019	Deposit			TDB 2019	Rider: Bosma, Rory	1100 Checking - Columbia Bank	70.00	42,834.23
06/11/2019	Deposit			TDB 2019	Rider: Sarner, Robin	1100 Checking - Columbia Bank	70.00	42,904.23
06/11/2019	Deposit			TDB 2019	Rider: Pauls, Christopher	1100 Checking - Columbia Bank	70.00	42,974.23
06/11/2019	Deposit			TDB 2019	Rider: Cardin, Steve	1100 Checking - Columbia Bank	70.00	43,044.23
06/12/2019	Deposit	6787		TDB 2019	Rider: Hoffman, David	1100 Checking - Columbia Bank	70.00	43,114.23
06/12/2019	Deposit			TDB 2019	Rider: Stoller, Mark	1100 Checking - Columbia Bank	70.00	43,184.23
06/12/2019	Deposit			TDB 2019	Rider: Harlow, Thomas	1100 Checking - Columbia Bank	70.00	43,254.23
06/12/2019	Deposit			TDB 2019	Rider: Greenwood, Travis	1100 Checking - Columbia Bank	70.00	43,324.23
06/13/2019	Deposit			TDB 2019	Rider: Zelazny, Jodie	1100 Checking - Columbia Bank	70.00	43,394.23
06/16/2019	Deposit			TDB 2019	Rider: Veach, Ted	1100 Checking - Columbia Bank	70.00	43,464.23
06/16/2019	Deposit			TDB 2019	Rider: Sarner, Robin	1100 Checking - Columbia Bank	70.00	43,534.23
06/16/2019	Deposit			TDB 2019	Rider: Gross, Chad	1100 Checking - Columbia Bank	70.00	43,604.23
06/16/2019	Deposit			TDB 2019	Rider: Pham, Phat	1100 Checking - Columbia Bank	70.00	43,674.23
06/16/2019	Deposit			TDB 2019	Rider: Deibler, Darren	1100 Checking - Columbia Bank	70.00	43,744.23
06/16/2019	Deposit			TDB 2019	Rider: Wong, Boon	1100 Checking - Columbia Bank	70.00	43,814.23
06/16/2019	Deposit			TDB 2019	Rider: Nelson, Scott	1100 Checking - Columbia Bank	70.00	43,884.23
06/16/2019	Deposit			TDB 2019	Rider: Bright, Steven	1100 Checking - Columbia Bank	70.00	43,954.23
06/16/2019	Deposit			TDB 2019	Rider: Weisser, Gregoy	1100 Checking - Columbia Bank	140.00	44,094.23
06/16/2019	Deposit			TDB 2019	Rider: Lien, Frederick	1100 Checking - Columbia Bank	80.00	44,174.23
06/17/2019	Deposit			TDB 2019	Rider: Halvorsen, Steven	1100 Checking - Columbia Bank	70.00	44,244.23
06/17/2019	Deposit			TDB 2019	Rider: Burkhard, Stephen	1100 Checking - Columbia Bank	70.00	44,314.23
06/17/2019	Deposit			TDB 2019	Rider: Erickson, Todd	1100 Checking - Columbia Bank	20.00	44,334.23
06/17/2019	Deposit			TDB 2019	Rider: Misell, Brad	1100 Checking - Columbia Bank	70.00	44,404.23
06/18/2019	Deposit			TDB 2019	Rider: Linke, Charles	1100 Checking - Columbia Bank	100.00	44,504.23
06/18/2019	Deposit			TDB 2019	Rider: Morgan, Mari	1100 Checking - Columbia Bank	70.00	44,574.23
06/18/2019	Deposit			TDB 2019	Rider: Taylor, Larry	1100 Checking - Columbia Bank	70.00	44,644.23
06/18/2019	Deposit			TDB 2019	Rider: Cessnun, William	1100 Checking - Columbia Bank	80.00	44,724.23
06/18/2019	Deposit			TDB 2019	Rider: Morse, James	1100 Checking - Columbia Bank	70.00	44,794.23
06/18/2019	Deposit			TDB 2019	Rider: Welsh, John	1100 Checking - Columbia Bank	70.00	44,864.23
06/18/2019	Deposit			TDB 2019	Rider: Lin, Michelle	1100 Checking - Columbia Bank	70.00	44,934.23
06/18/2019	Deposit			TDB 2019	Rider: Spalluzzi, John	1100 Checking - Columbia Bank	70.00	45,004.23
06/18/2019	Deposit			TDB 2019	Rider: Mercado, Mark	1100 Checking - Columbia Bank	80.00	45,084.23
06/18/2019	Deposit			TDB 2019	Rider: Etemad, Ali	1100 Checking - Columbia Bank	70.00	45,154.23
06/18/2019	Deposit			TDB 2019	Rider: Rongren, Karen	1100 Checking - Columbia Bank	70.00	45,224.23
06/18/2019	Deposit			TDB 2019	Rider: Afifi, Anoosh	1100 Checking - Columbia Bank	70.00	45,294.23
06/18/2019	Deposit			TDB 2019	Rider: Coates, Brooke	1100 Checking - Columbia Bank	70.00	45,364.23
06/18/2019	Deposit			TDB 2019	Rider: Patterson, Michael	1100 Checking - Columbia Bank	70.00	45,434.23
06/18/2019	Deposit			TDB 2019	Rider: Holton, Steven	1100 Checking - Columbia Bank	80.00	45,514.23
06/18/2019	Deposit			TDB 2019	Rider: Nyako, Labejo	1100 Checking - Columbia Bank	70.00	45,584.23
06/18/2019	Deposit			TDB 2019	Rider: McNally, Patrick	1100 Checking - Columbia Bank	140.00	45,724.23
06/18/2019	Deposit			TDB 2019	Rider: Strutin, David	1100 Checking - Columbia Bank	80.00	45,804.23
06/18/2019	Deposit			TDB 2019	Rider: Sharpe, James	1100 Checking - Columbia Bank	70.00	45,874.23
06/18/2019	Deposit			TDB 2019	Rider: Fong, Brian	1100 Checking - Columbia Bank	70.00	45,944.23
06/18/2019	Deposit			TDB 2019	Rider: Lundin, Robert	1100 Checking - Columbia Bank	70.00	46,014.23
06/18/2019	Deposit			TDB 2019	Rider: Quinlan, Brendan	1100 Checking - Columbia Bank	70.00	46,084.23
06/18/2019	Deposit			TDB 2019	Rider: Adams, Vaughn	1100 Checking - Columbia Bank	70.00	46,154.23
06/18/2019	Deposit			TDB 2019	Rider: Larsen, Jamison	1100 Checking - Columbia Bank	80.00	46,234.23
06/19/2019	Deposit			TDB 2019	Rider: Rogers, Martin	1100 Checking - Columbia Bank	70.00	46,304.23
06/19/2019	Deposit			TDB 2019	Rider: Kan, David	1100 Checking - Columbia Bank	70.00	46,374.23
06/19/2019	Deposit			TDB 2019	Rider: Abrahm, Nancy	1100 Checking - Columbia Bank	70.00	46,444.23
06/19/2019	Deposit			TDB 2019	Rider: Hasley, Kevin	1100 Checking - Columbia Bank	70.00	46,514.23
06/19/2019	Deposit			TDB 2019	Rider: Burkhart, Paul	1100 Checking - Columbia Bank	70.00	46,584.23
06/19/2019	Deposit			TDB 2019	Rider: Polhemus, Amy	1100 Checking - Columbia Bank	70.00	46,654.23
06/19/2019	Deposit			TDB 2019	Rider: Payne, Daniel	1100 Checking - Columbia Bank	80.00	46,734.23
06/19/2019	Deposit			TDB 2019	Rider: Kimball, John	1100 Checking - Columbia Bank	70.00	46,804.23
06/19/2019	Deposit			TDB 2019	Rider: Woodall, Heidi	1100 Checking - Columbia Bank	70.00	46,874.23
06/19/2019	Deposit			TDB 2019	Rider: Davis, Matthew	1100 Checking - Columbia Bank	70.00	46,944.23
06/19/2019	Deposit			TDB 2019	Rider: Osborne, Edward	1100 Checking - Columbia Bank	70.00	47,014.23
06/19/2019	Deposit			TDB 2019	Rider: Anderson, Richard	1100 Checking - Columbia Bank	140.00	47,154.23
06/19/2019	Deposit			TDB 2019	Rider: Donnelly, Paul	1100 Checking - Columbia Bank	70.00	47,224.23
06/19/2019	Deposit			TDB 2019	Rider: Riley, James	1100 Checking - Columbia Bank	140.00	47,364.23
06/19/2019	Deposit			TDB 2019	Rider: Anderson, Krista	1100 Checking - Columbia Bank	140.00	47,504.23
06/19/2019	Deposit			TDB 2019	Rider: Armstrong, Mark	1100 Checking - Columbia Bank	70.00	47,574.23
06/19/2019	Deposit			TDB 2019	Rider: Hadlock, Jonathan	1100 Checking - Columbia Bank	70.00	47,644.23
06/19/2019	Deposit			TDB 2019	Rider: Miller, Holly	1100 Checking - Columbia Bank	70.00	47,714.23

Rotary Foundation of Longview

Profit and Loss Detail

All Dates

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
06/19/2019	Deposit			TDB 2019	Rider: Villines, Andria	1100 Checking - Columbia Bank	80.00	47,794.23
06/20/2019	Deposit			TDB 2019	Rider: Hasley, Melissa	1100 Checking - Columbia Bank	70.00	47,864.23
06/20/2019	Deposit			TDB 2019	Rider: Haensel, Diane	1100 Checking - Columbia Bank	70.00	47,934.23
06/20/2019	Deposit			TDB 2019	Rider: Scott, Erik	1100 Checking - Columbia Bank	70.00	48,004.23
06/20/2019	Deposit			TDB 2019	Rider: Baldwin, John	1100 Checking - Columbia Bank	70.00	48,074.23
06/20/2019	Deposit			TDB 2019	Rider: Santos, Ronald	1100 Checking - Columbia Bank	140.00	48,214.23
06/20/2019	Deposit			TDB 2019	Rider: Smith, Kyle	1100 Checking - Columbia Bank	70.00	48,284.23
06/20/2019	Deposit			TDB 2019	Rider: Schwartz, Charles	1100 Checking - Columbia Bank	70.00	48,354.23
06/20/2019	Deposit			TDB 2019	Rider: Schoening, Joel	1100 Checking - Columbia Bank	70.00	48,424.23
06/20/2019	Deposit			TDB 2019	Rider: Dunbar, Michael	1100 Checking - Columbia Bank	70.00	48,494.23
06/20/2019	Deposit			TDB 2019	Rider: Turner, Ted	1100 Checking - Columbia Bank	70.00	48,564.23
06/20/2019	Deposit			TDB 2019	Rider: Chow, Tony	1100 Checking - Columbia Bank	70.00	48,634.23
06/20/2019	Deposit			TDB 2019	Rider: Kruse, Jennifer	1100 Checking - Columbia Bank	140.00	48,774.23
06/20/2019	Deposit			TDB 2019	Rider: Erlich, Matthew	1100 Checking - Columbia Bank	70.00	48,844.23
06/20/2019	Deposit			TDB 2019	Rider: Fimani, Mark	1100 Checking - Columbia Bank	70.00	48,914.23
06/20/2019	Deposit			TDB 2019	Rider: Coney, Sean	1100 Checking - Columbia Bank	70.00	48,984.23
06/20/2019	Deposit			TDB 2019	Rider: Chu, Josephine	1100 Checking - Columbia Bank	140.00	49,124.23
06/20/2019	Deposit			TDB 2019	Rider: Olson, Deanna	1100 Checking - Columbia Bank	70.00	49,194.23
06/20/2019	Deposit			TDB 2019	Rider: Krueger, Philip	1100 Checking - Columbia Bank	70.00	49,264.23
06/20/2019	Deposit			TDB 2019	Rider: Chiu Tsui, Shek	1100 Checking - Columbia Bank	70.00	49,334.23
06/20/2019	Deposit			TDB 2019	Rider: Millar, Robert	1100 Checking - Columbia Bank	70.00	49,404.23
06/23/2019	Deposit			TDB 2019	Rider: Olayao, Jonjon	1100 Checking - Columbia Bank	70.00	49,474.23
06/23/2019	Deposit			TDB 2019	Rider: Andrews, William	1100 Checking - Columbia Bank	70.00	49,544.23
06/23/2019	Deposit			TDB 2019	Rider: Gerwig, Scott	1100 Checking - Columbia Bank	70.00	49,614.23
06/23/2019	Deposit			TDB 2019	Rider: Crawford, Sherry	1100 Checking - Columbia Bank	70.00	49,684.23
06/23/2019	Deposit			TDB 2019	Rider: Wilk, Andrew	1100 Checking - Columbia Bank	70.00	49,754.23
06/23/2019	Deposit			TDB 2019	Rider: Biedrzycki, Mark	1100 Checking - Columbia Bank	70.00	49,824.23
06/23/2019	Deposit			TDB 2019	Rider: Jones, Robert	1100 Checking - Columbia Bank	70.00	49,894.23
06/23/2019	Deposit			TDB 2019	Rider: Bennett, John	1100 Checking - Columbia Bank	70.00	49,964.23
06/23/2019	Deposit			TDB 2019	Rider: Hall, Ronda	1100 Checking - Columbia Bank	70.00	50,034.23
06/23/2019	Deposit			TDB 2019	Rider: Neal, Andrew	1100 Checking - Columbia Bank	70.00	50,104.23
06/23/2019	Deposit			TDB 2019	Rider: Fitzgerald, Skye	1100 Checking - Columbia Bank	70.00	50,174.23
06/23/2019	Deposit			TDB 2019	Rider: Kennedy, John	1100 Checking - Columbia Bank	80.00	50,254.23
06/23/2019	Deposit			TDB 2019	Rider: Lundin, Ted	1100 Checking - Columbia Bank	20.00	50,274.23
06/23/2019	Deposit			TDB 2019	Rider: Fradet, Jeremy	1100 Checking - Columbia Bank	70.00	50,344.23
06/23/2019	Deposit			TDB 2019	Rider: Radspinner, Aaron	1100 Checking - Columbia Bank	70.00	50,414.23
06/23/2019	Deposit			TDB 2019	Rider: Cipale, Joe	1100 Checking - Columbia Bank	70.00	50,484.23
06/23/2019	Deposit			TDB 2019	Rider: Moad, Brett	1100 Checking - Columbia Bank	70.00	50,554.23
06/23/2019	Deposit			TDB 2019	Rider: Mernaugh, Paul	1100 Checking - Columbia Bank	70.00	50,624.23
06/23/2019	Deposit			TDB 2019	Rider: Klovas, Jessica	1100 Checking - Columbia Bank	70.00	50,694.23
06/23/2019	Deposit			TDB 2019	Rider: Pesacreta, Nathan	1100 Checking - Columbia Bank	70.00	50,764.23
06/23/2019	Deposit			TDB 2019	Rider: Francisco, Cris	1100 Checking - Columbia Bank	70.00	50,834.23
06/23/2019	Deposit			TDB 2019	Rider: Lawrence, William	1100 Checking - Columbia Bank	70.00	50,904.23
06/23/2019	Deposit			TDB 2019	Rider: Mikos, John	1100 Checking - Columbia Bank	70.00	50,974.23
06/23/2019	Deposit			TDB 2019	Rider: Stone, Laurence	1100 Checking - Columbia Bank	70.00	51,044.23
06/23/2019	Deposit			TDB 2019	Rider: Mahmood, Nabeel	1100 Checking - Columbia Bank	70.00	51,114.23
06/23/2019	Deposit			TDB 2019	Rider: Noakes, Ronald	1100 Checking - Columbia Bank	140.00	51,254.23
06/23/2019	Deposit			TDB 2019	Rider: Hibbs, Steven	1100 Checking - Columbia Bank	70.00	51,324.23
06/23/2019	Deposit			TDB 2019	Rider: Basil, Costa	1100 Checking - Columbia Bank	70.00	51,394.23
06/23/2019	Deposit			TDB 2019	Rider: Binag, Mario	1100 Checking - Columbia Bank	70.00	51,464.23
06/23/2019	Deposit			TDB 2019	Rider: Hafner, Jedidiah	1100 Checking - Columbia Bank	70.00	51,534.23
06/23/2019	Deposit			TDB 2019	Rider: Anderson, Elizabeth	1100 Checking - Columbia Bank	140.00	51,674.23
06/23/2019	Deposit			TDB 2019	Rider: Minicucci, Ben	1100 Checking - Columbia Bank	70.00	51,744.23
06/23/2019	Deposit			TDB 2019	Rider: Heyerdahl, Tory	1100 Checking - Columbia Bank	70.00	51,814.23
06/23/2019	Deposit			TDB 2019	Rider: Abatzoglou, Anna	1100 Checking - Columbia Bank	70.00	51,884.23
06/23/2019	Deposit			TDB 2019	Rider: Wendt, Mark	1100 Checking - Columbia Bank	70.00	51,954.23
06/23/2019	Deposit			TDB 2019	Rider: Carper, Bill	1100 Checking - Columbia Bank	70.00	52,024.23
06/23/2019	Deposit			TDB 2019	Rider: Guenther, Cary	1100 Checking - Columbia Bank	70.00	52,094.23
06/23/2019	Deposit			TDB 2019	Rider: Pervov, Alex	1100 Checking - Columbia Bank	70.00	52,164.23
06/23/2019	Deposit			TDB 2019	Rider: Jacobson, Curtis	1100 Checking - Columbia Bank	80.00	52,244.23
06/23/2019	Deposit			TDB 2019	Rider: Chung, Benjamin	1100 Checking - Columbia Bank	70.00	52,314.23
06/23/2019	Deposit			TDB 2019	Rider: Hackleman, Thomas	1100 Checking - Columbia Bank	70.00	52,384.23
06/23/2019	Deposit			TDB 2019	Rider: Hougland, Adam	1100 Checking - Columbia Bank	70.00	52,454.23
06/23/2019	Deposit			TDB 2019	Rider: Brown, Jeffrey	1100 Checking - Columbia Bank	70.00	52,524.23
06/23/2019	Deposit			TDB 2019	Rider: Branson, David	1100 Checking - Columbia Bank	70.00	52,594.23
06/23/2019	Deposit			TDB 2019	Rider: Kindschuh, Terry	1100 Checking - Columbia Bank	140.00	52,734.23
06/23/2019	Deposit			TDB 2019	Rider: Comeau, Bernard	1100 Checking - Columbia Bank	140.00	52,874.23
06/23/2019	Deposit			TDB 2019	Rider: OBrien, Timothy	1100 Checking - Columbia Bank	70.00	52,944.23
06/23/2019	Deposit			TDB 2019	Rider: Shane, Alex	1100 Checking - Columbia Bank	70.00	53,014.23
06/23/2019	Deposit			TDB 2019	Rider: Liechty, David	1100 Checking - Columbia Bank	70.00	53,084.23
06/23/2019	Deposit			TDB 2019	Rider: Chung, Alexander	1100 Checking - Columbia Bank	70.00	53,154.23
06/23/2019	Deposit			TDB 2019	Rider: Shook, Darin	1100 Checking - Columbia Bank	280.00	53,434.23
06/23/2019	Deposit			TDB 2019	Rider: Colter, Patrick	1100 Checking - Columbia Bank	15.00	53,449.23
06/23/2019	Deposit			TDB 2019	Rider: Armstrong, Jaymee	1100 Checking - Columbia Bank	70.00	53,519.23
06/24/2019	Deposit			TDB 2019	Rider: Jutila, Jerron	1100 Checking - Columbia Bank	70.00	53,589.23
06/24/2019	Deposit			TDB 2019	Rider: Beech, John	1100 Checking - Columbia Bank	70.00	53,659.23
06/24/2019	Deposit			TDB 2019	Rider: Hamanaka, Shin	1100 Checking - Columbia Bank	70.00	53,729.23
06/24/2019	Deposit			TDB 2019	Rider: Chou, Yi-Jou	1100 Checking - Columbia Bank	70.00	53,799.23
06/24/2019	Deposit			TDB 2019	Rider: Borichewski, Joe	1100 Checking - Columbia Bank	70.00	53,869.23

Rotary Foundation of Longview

Profit and Loss Detail

All Dates

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
06/24/2019	Deposit			TDB 2019	Rider: 4 Day of Ride Registrations	1100 Checking - Columbia Bank	400.00	54,269.23
06/24/2019	Deposit			TDB 2019	Rider: White, Curtis	1100 Checking - Columbia Bank	70.00	54,339.23
06/24/2019	Deposit			TDB 2019	Rider: Woolsey, Bruce	1100 Checking - Columbia Bank	70.00	54,409.23
06/24/2019	Deposit			TDB 2019	Rider: Geary, Allison	1100 Checking - Columbia Bank	70.00	54,479.23
06/24/2019	Deposit			TDB 2019	Rider: Detevis, Mace	1100 Checking - Columbia Bank	100.00	54,579.23
06/24/2019	Deposit			TDB 2019	Rider: Golovnykh, Mikhail	1100 Checking - Columbia Bank	70.00	54,649.23
06/24/2019	Deposit			TDB 2019	Rider: Smith, Susanne	1100 Checking - Columbia Bank	70.00	54,719.23
06/24/2019	Deposit			TDB 2019	Rider: Ames, Charles	1100 Checking - Columbia Bank	70.00	54,789.23
06/24/2019	Deposit			TDB 2019	Rider: Ghosh, Pavel	1100 Checking - Columbia Bank	70.00	54,859.23
06/24/2019	Deposit			TDB 2019	Rider: Wong, Will	1100 Checking - Columbia Bank	70.00	54,929.23
06/25/2019	Deposit			TDB 2019	Rider: Coates, Shannon	1100 Checking - Columbia Bank	100.00	55,029.23
06/26/2019	Deposit			TDB 2019	Rider: 2 Day of Ride Registrations	1100 Checking - Columbia Bank	200.00	55,229.23
06/26/2019	Deposit			TDB 2019	Shirt: Day of Ride	1100 Checking - Columbia Bank	525.00	55,754.23
06/26/2019	Deposit			TDB 2019	Shirt: Rush, James	1100 Checking - Columbia Bank	20.00	55,774.23
06/30/2019	Deposit			TDB 2019	Day of Ride - 9 riders $900 & 13 shirts $230	1100 Checking - Columbia Bank	1,130.00	56,904.23
10/04/2019	Check	EFT		TDB 2019	Rider: Coates, Shannon - disputed charge	1100 Checking - Columbia Bank	-100.00	56,804.23
Total for 4511 Tour-de-Blast Income							**$56,804.23**	
Total for Income							**$56,804.23**	
Expenses								
4501 Tour-de-Blast Expenses								
02/19/2019	Check	4152	Jennifer wills	TDB 2019	Vistaprint - postcard mailing	1100 Checking - Columbia Bank	1,610.58	1,610.58
03/19/2019	Check	4162	Minuteman Press	TDB 2019	250 Tour De Blast Brochures	1100 Checking - Columbia Bank	281.60	1,892.18
03/19/2019	Check	4160	USDA Forest Service	TDB 2019	User fee	1100 Checking - Columbia Bank	115.00	2,007.18
03/19/2019	Check	4161	USDA Forest Service	TDB 2019	Service Use Fee	1100 Checking - Columbia Bank	1,973.75	3,980.93
03/20/2019	Check	4164	Honey Bucket	TDB 2019	Special Event Restroom (20)	1100 Checking - Columbia Bank	1,409.00	5,389.93
04/10/2019	Bill	2115	Handlebar Media	TDB 2019	Finish Line Party Package	2001 Accounts Payable	990.00	6,379.93
04/11/2019	Bill	03/13-04/11/19	Jennifer wills	TDB 2019	Facebook, Inc. Ads	2001 Accounts Payable	170.18	6,550.11
05/29/2019	Check	4181	Summerland Enterprises, Inc.	TDB 2019	TDB Deserts	1100 Checking - Columbia Bank	1,262.82	7,812.93
06/22/2019	Bill		Madison Kruse	TDB 2019	Pasta feed serving and cleaning for the Tour de Blast held June 2019	2001 Accounts Payable	55.00	7,867.93
06/22/2019	Bill		Jacob Wambold	TDB 2019	Pasta feed serving and cleaning for the Tour de Blast held June 2019	2001 Accounts Payable	55.00	7,922.93
06/22/2019	Bill		Kylie Vandehey	TDB 2019	Pasta feed serving and cleaning for the Tour de Blast held June 2019	2001 Accounts Payable	55.00	7,977.93
06/22/2019	Bill		Kylie Johnson	TDB 2019	Pasta feed serving and cleaning for the Tour de Blast held June 2019	2001 Accounts Payable	55.00	8,032.93
06/30/2019	Check	4215	John Bard	TDB 2019	900 Large Rider Bib's (Marathon Printing)	1100 Checking - Columbia Bank	355.82	8,388.75
06/30/2019	Check	4215	John Bard	TDB 2019	WSDOT - Bridge View Rest Stop Lease	1100 Checking - Columbia Bank	100.00	8,488.75
06/30/2019	Check	4215	John Bard	TDB 2019	Posters (Office Depot)	1100 Checking - Columbia Bank	43.22	8,531.97
06/30/2019	Check	4215	John Bard	TDB 2019	Rest Stop Maps (Office Depot)	1100 Checking - Columbia Bank	25.86	8,557.83
06/30/2019	Check	4215	John Bard	TDB 2019	Rider Packet Envelopes (Uline)	1100 Checking - Columbia Bank	367.64	8,925.47
06/30/2019	Check	4215	John Bard	TDB 2019	800 Welcome Letters & 200 Registration Sheets printed by Minuteman Press	1100 Checking - Columbia Bank	84.99	9,010.46
06/30/2019	Check	4214	Minuteman Press	TDB 2019	265 Tour de Blast Sport-Tek, neon yellow tee shirts	1100 Checking - Columbia Bank	2,996.06	12,006.52
06/30/2019	Check	4212	John Kowalski	TDB 2019	Bike Tubes - Proper Cycle Works (total cost was $302.68)	1100 Checking - Columbia Bank	200.00	12,206.52
06/30/2019	Check	4233	Minuteman Press	TDB 2019	10x10 Canopy	1100 Checking - Columbia Bank	693.93	12,900.45
06/30/2019	Check	4197	Steve Quaife	TDB 2019	Sag Wagon Gas	1100 Checking - Columbia Bank	78.25	12,978.70
06/30/2019	Check	4213	Katie Ribelin	TDB 2019	Gas for Sag Wagon	1100 Checking - Columbia Bank	61.46	13,040.16
06/30/2019	Check	4199	USDA Forest Service	TDB 2019	Special Use Permit for Recreation Event	1100 Checking - Columbia Bank	1,905.41	14,945.57
06/30/2019	Check	4198	Cowlitz Fire Protection Dist #3	TDB 2019	BLS Unit and Crew on Scene Hourly	1100 Checking - Columbia Bank	952.00	15,897.57
06/30/2019	Check	4216	Drew's Grocery	TDB 2019	Ice for Pasta Feed	1100 Checking - Columbia Bank	30.08	15,927.65
10/31/2019	Check	4255	Toutle Lake School District	TDB 2019	Kitchen	1100 Checking - Columbia Bank	5,567.15	21,494.80
Total for 4501 Tour-de-Blast Expenses							**$21,494.80**	
6005 Merchant Fees								
02/01/2019	Deposit			TDB 2019		1100 Checking - Columbia Bank	1.84	1.84
02/01/2019	Deposit			TDB 2019		1100 Checking - Columbia Bank	1.84	3.68
02/04/2019	Deposit			TDB 2019		1100 Checking - Columbia Bank	1.84	5.52
02/05/2019	Deposit			TDB 2019		1100 Checking - Columbia Bank	4.90	10.42
02/05/2019	Deposit			TDB 2019		1100 Checking - Columbia Bank	1.62	12.04
02/05/2019	Deposit			TDB 2019		1100 Checking - Columbia Bank	1.84	13.88
02/05/2019	Deposit			TDB 2019		1100 Checking - Columbia Bank	1.84	15.72
02/05/2019	Deposit			TDB 2019		1100 Checking - Columbia Bank	1.84	17.56
02/06/2019	Deposit			TDB 2019		1100 Checking - Columbia Bank	1.95	19.51
02/06/2019	Deposit			TDB 2019		1100 Checking - Columbia Bank	1.62	21.13
02/06/2019	Deposit			TDB 2019		1100 Checking - Columbia Bank	1.62	22.75
02/06/2019	Deposit			TDB 2019		1100 Checking - Columbia Bank	1.62	24.37
02/06/2019	Deposit			TDB 2019		1100 Checking - Columbia Bank	1.62	25.99
02/06/2019	Deposit			TDB 2019		1100 Checking - Columbia Bank	1.62	27.61
02/06/2019	Deposit			TDB 2019		1100 Checking - Columbia Bank	1.62	29.23
02/07/2019	Deposit			TDB 2019		1100 Checking - Columbia Bank	1.62	30.85
02/08/2019	Deposit			TDB 2019		1100 Checking - Columbia Bank	1.62	32.47
02/08/2019	Deposit			TDB 2019		1100 Checking - Columbia Bank	1.62	34.09
02/09/2019	Deposit			TDB 2019		1100 Checking - Columbia Bank	1.62	35.71
02/09/2019	Deposit			TDB 2019		1100 Checking - Columbia Bank	1.62	37.33
02/10/2019	Deposit			TDB 2019		1100 Checking - Columbia Bank	1.62	38.95
02/13/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	2.22	41.17
02/13/2019	Deposit			TDB 2019		1100 Checking - Columbia Bank	2.70	43.87
02/13/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	3.60	47.47
02/14/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	1.95	49.42
02/15/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	3.60	53.02
02/18/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	1.95	54.97
02/18/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	1.62	56.59
02/18/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	1.95	58.54

Rotary Foundation of Longview

Profit and Loss Detail

All Dates

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
02/19/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	1.95	60.49
02/19/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	1.95	62.44
02/19/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	1.62	64.06
02/21/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	1.62	65.68
02/21/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	2.17	67.85
02/22/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	2.54	70.39
02/22/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	3.50	73.89
02/22/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	2.22	76.11
02/22/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	2.22	78.33
02/23/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	2.70	81.03
02/23/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	1.95	82.98
02/23/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	1.62	84.60
02/25/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	1.95	86.55
02/25/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	1.95	88.50
02/25/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	1.95	90.45
02/25/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	1.95	92.40
02/25/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	1.62	94.02
02/25/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	1.62	95.64
02/25/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	3.27	98.91
02/26/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	1.95	100.86
02/26/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	2.17	103.03
02/26/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	1.62	104.65
02/27/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	2.94	107.59
02/27/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	1.95	109.54
02/27/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	1.95	111.49
02/27/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	2.94	114.43
02/28/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	1.62	116.05
02/28/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	1.95	118.00
02/28/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	1.84	119.84
02/28/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	1.95	121.79
03/01/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	1.95	123.74
03/01/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	1.62	125.36
03/01/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	2.17	127.53
03/02/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	1.95	129.48
03/03/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	3.60	133.08
03/03/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	5.25	138.33
03/04/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	1.95	140.28
03/04/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	1.95	142.23
03/08/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	2.22	144.45
03/11/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	1.95	146.40
03/12/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	10.82	157.22
03/12/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	1.62	158.84
03/14/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	5.88	164.72
03/15/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	9.12	173.84
03/15/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	1.95	175.79
03/20/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	14.09	189.88
03/21/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	4.03	193.91
03/22/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	7.50	201.41
03/26/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	4.17	205.58
03/27/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	20.21	225.79
03/28/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	2.10	227.89
03/29/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	2.22	230.11
04/01/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	21.92	252.03
04/01/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	9.42	261.45
04/02/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	65.23	326.68
04/07/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	8.98	335.66
04/08/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	8.57	344.23
04/09/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	19.19	363.42
04/10/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	5.52	368.94
04/11/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	6.84	375.78
04/14/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	4.38	380.16
04/15/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	2.17	382.33
04/16/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	10.04	392.37
04/21/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	3.68	396.05
04/22/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	13.23	409.28
04/23/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	30.54	439.82
04/24/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	1.84	441.66
04/25/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	2.17	443.83
04/28/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	2.17	446.00
04/30/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	1.84	447.84
05/01/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	1.84	449.68
05/02/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	2.17	451.85
05/05/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	4.01	455.86
05/06/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	2.17	458.03
05/07/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	14.72	472.75
05/08/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	9.22	481.97
05/09/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	28.03	510.00
05/13/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	1.40	511.40
05/14/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	7.58	518.98

Rotary Foundation of Longview

Profit and Loss Detail

All Dates

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
05/16/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	11.69	530.67
05/20/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	1.40	532.07
05/21/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	32.26	564.33
05/22/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	8.87	573.20
05/23/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	5.85	579.05
05/27/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	6.18	585.23
05/28/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	8.56	593.79
05/29/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	40.37	634.16
05/31/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	6.51	640.67
06/02/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	4.23	644.90
06/03/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	10.52	655.42
06/04/2019	Deposit			TDB 2019	TSB	1100 Checking - Columbia Bank	56.93	712.35
06/05/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	45.83	758.18
06/06/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	16.04	774.22
06/09/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	20.90	795.12
06/10/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	7.89	803.01
06/11/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	19.01	822.02
06/12/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	5.52	827.54
06/13/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	1.84	829.38
06/16/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	20.86	850.24
06/17/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	6.26	856.50
06/18/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	48.34	904.84
06/19/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	42.28	947.12
06/20/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	45.25	992.37
06/23/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	113.00	1,105.37
06/24/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	27.75	1,133.12
06/25/2019	Deposit			TDB 2019	TDB	1100 Checking - Columbia Bank	2.53	1,135.65
06/30/2019	Journal Entry	113		TDB 2019	TDB Merchant Fees for Day of Ride Square	-Split-	147.78	1,283.43
10/04/2019	Check	EFT		TDB 2019	Stripe	1100 Checking - Columbia Bank	15.00	1,298.43
Total for 6065 Merchant Fees							**$1,298.43**	
Total for Expenses							**$22,793.23**	
Net Income							**$34,011.00**	

Rec'd 6/27/22

The City of Longview Washington

2023-2024 REQUEST FOR FUNDING

APPLICATION DUE: Monday, June 27, 2022, 6:00 p.m.

Instructions

1. Please type or print.
2. Answer each question within the space provided. Please do not include additional attachments or supplementary pages unless they are essential to our understanding of your project.
3. Attach organization's most recent tax return. If no tax return is available, attach the organization's most recent annual financial statement.
4. Attach a detailed budget for the project.
5. Are you a non-profit agency? X yes ☐ no
   If so, what is your IRS designation? 501 (c) 6
   [Please attach proof of non-profit status.]

Please sign, date, and send completed application to:
Kurt Sacha, City Manager
City of Longview
P.O. Box 128
Longview, WA 98632

Applicant Information (circle one)
Organization/Individual X Non-Profit Public Other Private Association

Organization Kelso Longview Chamber of Commerce		Activity Name sQuatch Fest	
Activity type: Event/Festival, Marketing or Facility Festival			
Address 105 N. Minor Rd.			
City Kelso	County Cowlitz	State WA	Zip 98626

Contact Person

Name Julie Rinard	
Title Project Manager	Phone 360.423.8400
Email jrinard@kelsolongviewchamber.org	

Project Information

Title and brief description of project: sQuatch Fest
Annual 2-day festival held at the Cowlitz County Event Center in January. The event includes presentations by world-renowned speakers and explorers, Brew Mountain beer garden, themed merchandise vendors, food carts and Kids' Cave with activities and gifts for children. 2023 will be the 7th year for sQuatch Fest.

Timeline for project: 8-month planning cycle	Geographic area served by this project: Longview, Cowlitz County, national
Overall predicted attendance: 2,500	Attendance, # predicted to travel 50+ miles to attend: 1,500
Attendance, # predicted to travel from out of state/out of country: 1,100	Attendance, # predicted to pay for overnight lodging: 500
Attendance, # predicted to not pay for overnight lodging: 1,900	Predicted paid lodging nights: 700

2023	Amount requested from City of Longview $5,000	Total project cost: $51,550	Date of project: Jan. 27-28, 2023
2024	Amount requested from City of Longview $5,000	Total project cost: $51,550	Date of project: Jan. 26-27, 2024

FUNDING SOURCES FOR THIS PROJECT

List all firm commitments to date to fund this project:

Source	Amount
N/A	

List any other sources of funding you have applied for:

Source	Amount	Status
N/A		

Specifically how will this grant be used? How do you document your results? Grant will be used for radio, print and digital ads; flyers, brochures and banners; collectible lanyards, wristbands, beer and wine glasses to generate ticket sales. Ticket sales are tracked through an online system that shows the geographic location of the ticket buyer.

How will this project be financed in the future? Sponsorships, vendor fees, merchandise sales, Brew Mountain sales and ticket sales.

Signature Julie Rinard, Project Manager Kelso Longview Chamber of Commerce	Date June 27, 2022

GRANT REPORT

2021 amount received from the City of Longview for this project: $5,000

2022 amount received from the City of Longview for this project: $5,000

Note: If project is in process for 2022, please estimate the answers to the following:

How were these funds used? Funds for sQuatch Fest were used for promotion and advertising to generate ticket sales.

How did you measure your results? Please document the achievement of your goal. Ticket sales tracked through an online system. Attendance in 2021 was 1,760 and in 2022 attendance was 1,520.

How will this project be financed in the future? Sponsorships, vendor fees, merchandise sales, Brew Mountain sales and ticket sales.

Please provide original project budget, original grant amount, actual project revenues, and actual project expenditures (with explanation of large variances)

List all project costs in the following categories:	**2023**	**2024**
Project Management/Administration:		
Project Manager Salary/Consultant Fees/Staff Costs:	$15,000	$15,000
Goods & Services:		
Contract Services – Consultant Fee	$8,500	$8,500
Materials/Supplies/Equipment	$1,500	$1,500
Construction Cost	$2,200	$2,200
Other Misc. Expenses	$4,350	$4,350
Total Goods & Services:	$16,550	$16,550
Operations:		
Facility Rent	$16,500	$16,500
Utilities	$0	$0
Other	$2,700	$2,700
Total Operations:	$19,200	$19,200
Other:	$	$
Liability insurance	$800	$800
	$	$
TOTAL COSTS:	$51,550	$51,550

List all funding sources for this project:	**2023**	**2024**
Sponsorships	$15,000	$15,000
LTAC funds subject to approval: Cowlitz County, City of Longview, City of Kelso	$20,000	$20,000
Vendor fees	$10,000	$10,000
Merchandise sales	$5,000	$5,000
Brew Mountain sales	$7,000	$7,000
Ticket sales	$30,000	$30,000
TOTAL OTHER REVENUE: (Total Revenue)	$87,000	$87,000

10:01 AM
06/23/22
Accrual Basis

Kelso Longview Chamber of Commerce
Profit & Loss
January through December 2021

	Jan - Dec 21	
Ordinary Income/Expense		
Income		
Administrative Fees		
Kelso Visitor Center	69,312.19	
Total Administrative Fees		69,312.19
Advertising Revenue		
Area Fun Guide	14,409.00	
Business Connection	19,155.00	
Member 2 Member Mailing	0.00	
Outdoor Advertising	1,080.00	
Total Advertising Revenue		34,644.00
Education foundation		2,020.00
Membership Dues		147,596.51
Other Revenue, Net		
Government Affairs	255.00	
Membership Meetings	1,000.00	
Miscellaneous Revenue	936.52	
Visitor Center Sales	1,736.74	
Total Other Revenue, Net		3,928.26
Special Events - Revenue		
BAH - April	635.00	
BAH - August	630.00	
BAH - December	6,460.00	
BAH - July	620.00	
BAH - June	645.00	
BAH - March	890.00	
BAH - May	465.00	
BAH - November	1,255.00	
BAH - September	850.00	
Boot Camp-Income	650.00	
Business After Hours{90}	-225.00	
Economic Summit	0.00	
Golf Tournament	30,064.00	
Jingle All The Way 5k	19,832.70	
Pillars of Strength	700.00	
QM- June	2,892.00	
QM-October	2,600.00	
QM - June	0.00	
QM - March	1,985.00	
QM - November	0.00	
QM - September	0.00	
sQuatch Fest	101,926.16	
Total Special Events - Revenue		172,874.86
Total Income		430,375.82
Gross Profit		430,375.82
Expense		
Business After Hours		300.00
Committees		
Ambassador Committee	138.52	
Education Foundation	40.00	
Government Affairs/Legislative	368.76	
Total Committees		547.28
Donation		1,811.97
Dues & Subscriptions		
AWB Dues	500.00	

	Jan - Dec 21		
COG Dues		581.00	
Other/Dues		5,074.39	
WACE Dues		480.00	
WCCE Dues		575.00	
Total Dues & Subscriptions			7,210.39
Education			335.00
Employee Compensation			
Commissions		20,137.75	
Fica/Medicare		15,808.61	
Paid Family and Medical Leave		715.63	
Salaries		185,499.39	
Salaries - VIC		30,350.74	
Simple IRA Match		7,434.58	
State & Federal Unemployment		2,162.29	
Total Employee Compensation			262,108.99
Government Affairs - Expense			578.47
LCP - Expense			507.85
Membership Services			
Ambassador Committee		229.57	
membership Development		210.65	
Total Membership Services			440.22
Occupancy Expenses			
Alarm Monitoring Service		3,301.11	
Business License		20.00	
Property Insurance		1,450.00	
Property Taxes		62.62	
Rent		12,152.64	
Utilities			
Electricity	2,231.61		
Water/Sewer/Garbage	1,392.46		
Total Utilities		3,624.07	
Occupancy Expenses - Other		132.50	
Total Occupancy Expenses			20,742.94
Office Operations			
Bank Charges		5,230.40	
Board Meetings - Supplies		2,226.35	
Computer Expenses		6,443.66	
Copy Machine Maintenance		7,844.99	
Federal Income Tax Expense		1,805.49	
Misc Operational Expenses		674.30	
Office Supplies		4,574.97	
Postage			
Regular	389.71		
Postage - Other	293.82		
Total Postage		683.53	
Telephone{301}		2,617.79	
Website Design		582.50	
Total Office Operations			32,683.98
Officer & Director Insurance			
Insurance		1,540.00	
Total Officer & Director Insurance			1,540.00
Personnel Expenses			

	Jan - Dec 21
Auto Allowance - President	2,400.00
Employee Relations	1,088.83
Meetings & Conf - President	1,487.01
Meetings & Conf - Staff	1,784.01
Meetings & Conf - Travel	1,874.44
Mileage - President	271.50
Mileage - Staff	1,003.94
Total Personnel Expenses	9,909.73
Professional Fees	
Payroll Preparation	2,340.00
Professional Fees - Other	1,800.00
Total Professional Fees	4,140.00
Publication Costs	
Advertising	3,620.00
Area Fun Guide - E	10,134.25
Business Connection	12,808.89
Outdoor Advertising - Expense	1,107.29
Total Publication Costs	27,670.43
Special Events	
Boot Camp-Expense	494.65
Business After Hours{247}	120.00
Golf Tournament Expense	14,610.77
Holiday Mixer	5,294.56
Jingle All The Way 5k	3,663.40
QM-October Expense	1,299.92
QM - June Meeting	1,169.92
QM - March Meeting	440.00
sQuatch Fest Expense	45,950.03
Total Special Events	73,043.25
Uncategorized Expenses	
Education Foundation Donation	6,160.00
Total Uncategorized Expenses	6,160.00
VIC Expenses -	
Sales Tax Paid	78.51
Visitor Center Product Costs	4,278.85
VIC Expenses - - Other	352.16
Total VIC Expenses -	4,709.52
Total Expense	454,440.02
Net Ordinary Income	-24,064.20
Other Income/Expense	
Other Income	
AWB Covid Relief	18,854.00
Interest Income	602.67
PPP Loan #2 Forgiveness	48,562.50
PPP Loan Forgiveness	48,562.50
Total Other Income	116,581.67
Other Expense	
Allowance for Bad Debt	10,192.66
Capital Equipment -E	8,238.30
Total Other Expense	18,430.96
Net Other Income	98,150.71

Kelso Longview Chamber of Commerce
Profit & Loss
January through December 2021

	Jan - Dec 21
Net Income	74,086.51

	A	E	F
1	**Budget for 2021 sQuatchFest** 		
2			
3			
4	**Revenue**		
5	Mount St Helens Event Sponsor		$5,000
6	Hoffstadt Bluff Sponsor (Brew Mountain, Kids Cave)	$7,500	$5,000
7	Columbia River Sponsor (3 - $1000 Speaker Sponsor)	$2,000	$3,000
8	Ape Cave Sponsor	$4,150	$2,500
9	Elk Meadow Sponsor	$1,250	$500
10	City of Longview Tourism Funds	$0	$5,000
11	City of kelso Tourism Funds	$0	$5,000
12	Cowlitz County Tourism Funds	$15,000	$10,000
13		**$29,900**	**$36,000**
14	Vendors	$9,605	$9,645
15	Adult Ticket sales (1000 @ $20)	$37,768	$32,759
16	Kids Tickets (500 @ $5) 12yrs & under	$310	$610
17	sQuatch Fest Merchandise	$3,268	$4,031
18	Cornhole 2020 no fee 2021 - Camping fees & extra bathroom fees	$2,000	$1,000
19	Brew Mountain - Beer sales	$17,868	$15,998
20	Camping	$182	$648
21		**$71,001**	**$64,691**
22			
23	Total Revenue	[illegible]	[illegible]
24			
25	**Expenses**	Budget	Actual
26	Event Liability Insurance	$0	$0
27	Cowlitz Regional Cenference Center	$11,123	$9,429
28	Service Surplus - Sweatshirts/Grandstand	$2,328.89	$4,610.25
29	Brew Mountain	$7,492.51	$8,516.00
30	Decorations	$1,385.84	$781.43
31	Flyers/Brochures/Foot Stickers/stamp	$691.23	$540.00
32	Misc Promo Items	$158.91	$838.02
33	Speakers	$6,327.17	$8,016.22
34	Advertising - Radio & Newspaper	$934.00	$640.00
35	Minuteman - Outdoor banner, 40ft banner, Stand up banner, Kids Cave, Brew Mtn & Flyers, 100 4x6 postcards	$319.71	$319.71
36	Technalyx Corp - Jayson - sQuatch Fest pages on website	$0.00	
37	1000 Lanyards / 2000 lanyards	$1,119	$4,675
38	Kids Bracelets - 500	$615	
39	Wooden tickets/ Metal tickets/ plastic	$2,027	
40	Promotion Giveaways - Advertising	$2,446.58	
41	City of longview - Permit for Nichols banner	$25	
42	United Rentals	$0	$389
43	Wilco/Trackor Supply		$458
44	Kids Cave - Reptile road Show, Crafts & Rock Wall	$0.00	
45	United Site Service	$0	$1,291
46	Camo Bags	$324	
47	Photo sposored room	$385	
48	Red Lion	$219	
49	Copies today		$1,751.22
50	Misc Expenses	$113	
51	Georgie's Ceramic and Clay - Plaster	$62	
52	Dinner with Speakers and staff	$653	
53	Ashley McGhee - Art	$200	
54	Speciality Rents	$1,616	$1,761
55	Security	$714	$0
56	Ticket Leap Fees	$514	$1,784
57	Misc Expenses	$748	$145
58	Total Expenses	$43,092.24	$45,946.92
59			
60	**Gross Profit**	**$57,808.76**	**$54,744.64**

	A	E	F
1			
2	**Budget for 2022 sQuatchFest**		
3		**Budget**	**Actual**
4	**Revenue**		
5	**Sponsorships**		
6	$2,500 sponsorships	2,500	5,000
7	$1,500 sponsorships	1,500	3,000
8	$1,000 sponsorships	3,000	3,000
9	$500 sponsorships	1,000	3,500
10	$250 sponsorships	1,500	500
11	**Total sponsorships**	**$9,500**	**$15,000**
12	**LTAC funds (subject to approval)**		
13	City of Longview LTAC	5,000	5,000
14	City of Kelso LTAC	5,000	5,000
15	Cowlitz County LTAC	10,000	10,000
16	**Total LTAC funds**	**$20,000**	**$20,000**
17	**Other revenue**		
18	Merchandise sales & vendor fees	10,000	14,126
19	Tickets	30,000	28,624
20	From LCP account for beer purchase	1,000	1,000
21	Brew Mountain sales	6,000	7,039
22	**Total other revenue**	**$47,000**	**$50,789**
23			
24	Total Revenue	$76,500	$85,789
25			
26	**Expenses**		
27	Cowlitz Co Event Center venue, A/V, alcohol monitor, pour fee, security	11,000	13,433
28	Merchandise for resale	4,600	5,156
29	Brew Mountain classes, beer, wine	4,000	4,787
30	Décor	3,400	4,672
31	Flyers, program	2,200	1,247
32	Speaker costs	8,000	7,817
33	Radio, print, digital ads	1,500	1,420
34	Banners, postcards	300	90
35	Lanyards, wristbands	4,800	3,915
36	Cost of Paulides cancellation	0	1,980
37	Liability insurance	0	800
38	TicketLeap fees	2,000	1,126
39	Total Expenses	$41,800	$46,443
40			
41	**Gross Profit**	**$34,700**	**$39,346**

	A	E
1		
2	**Budget for 2023-24 sQuatchFest** 	
3		
4	**Revenue**	
5	**Sponsorships**	
6	$2,500 sponsorships	5,000
7	$1,500 sponsorships	3,000
8	$1,000 sponsorships	3,000
9	$500 sponsorships	3,500
10	$250 sponsorships	500
11	**Total sponsorships**	**$15,000**
12	**LTAC funds (subject to approval)**	
13	City of Longview LTAC	5,000
14	City of Kelso LTAC	5,000
15	Cowlitz County LTAC	10,000
16	**Total LTAC funds**	**$20,000**
17	**Other revenue**	
18	Merchandise sales	5,000
19	Vendor fees	10,000
20	Tickets	30,000
21	Brew Mountain sales	7,000
22	**Total other revenue**	**$52,000**
23		
24	Total Revenue	$87,000
25		
26	**Expenses**	
27	Cowlitz Co Event Center venue, A/V, alcohol monitor, pour fee, security	14,000
28	Staff	15,000
29	Construction	2,200
30	Beer	1,500
31	Décor	2,500
32	Flyers, brochures, banners, program, collectible promo items	4,350
33	Speaker costs	8,500
34	Radio, print, digital ads	1,500
35	Liability insurance	800
36	TicketLeap fees	1,200
37	Total Expenses	$51,550
38		
39	**Gross Profit**	**$35,450**

Southwest
Washington
Symphony
P.O Box 1011 Longview, WA 98632
www.swwasymphony.org

July 7, 2022

Mr. Kurt Sacha, City Manager
City of Longview
PO Box 128
Longview, WA 98632

Re: City of Longview Request for Funding

Dear Mr. Sacha:

Please find attached the 2023-2024 Request for Funding from the Southwest Washington Symphony. I apologize for the late submission of this request. The person who previously file these requests is no longer on the Board, and I was unaware until yesterday that the submission deadline has passed. I hope that the late submission will not prejudice consideration of our request.

During the last couple of years, the Symphony has taken on several projects that are not directly related to giving free concerts to our community. We are now offering free Suzuki lessons for 4th and 5th grade string students, and we have a scholarship program for more advanced students who need help paying for private music lessons. We have also just restarted a one-week Summer Orchestra Camp for junior and senior high school players. The Camp was not offered the last couple of years due to the pandemic. A grant from the City of Longview will help us sustain these new initiatives and continue to offer free concerts to our community.

With best regards,

Mike Woods
Southwest Washington Symphony Board Chairman

The City of Longview Washington

2023-2024 REQUEST FOR FUNDING

APPLICATION DUE: Monday, June 27, 2022, 6:00 p.m.

Instructions

1. Please type or print.
2. Answer each question within the space provided. Please do not include additional attachments or supplementary pages unless they are essential to our understanding of your project.
3. Attach organization's most recent tax return. If no tax return is available, attach the organization's most recent annual financial statement.
4. Attach a detailed budget for the project.
5. Are you a non-profit agency? X yes ☐ no
   If so, what is your IRS designation? 91-1078525
   [Please attach proof of non-profit status.]

Please sign, date, and send completed application to:
Kurt Sacha, City Manager
City of Longview
P.O. Box 128
Longview, WA 98632

Applicant Information (circle one)
Organization/Individual Non-Profit Public Other Private Association

Organization: **Southwest Washington Symphony (SWWS)**

Activity Name: **Symphony Concerts**

Activity type: Event/Festival, Marketing or Facility
Sixteen (16) Free Concerts from 1/1/2023 to 12/31/2024

Address: **PO Box 1011**

City: **Longview**

County: **Cowlitz**

State: **WA**

Zip: **98632**

Contact Person

Name: **Mike Woods**

Title: **SWWS Board Chairman**

Phone: H 360-423-1255
C 360-430-0960

Email: **mgwoods722@gmail.com**

Project Information

Title and brief description of project:

The SWWS seasons 56 and 57 of civic concerts will be offered FREE to community members of all ages.

The concerts are offered Free of Charge to encourage more families to attend. SWWS players are volunteers who perform without pay or any other form of compensation.

Timeline for project: **1/1/2023 – 12/31/2024**

Geographic area served by this project: **SW Washington and NW Oregon**

Overall predicted attendance: **Approximately 5,000 per season**

Attendance, # predicted to travel 50+ miles to attend: **Difficult to determine**

Attendance, # predicted to travel from out of state/out of country: **Oregon – difficult to determine**

Attendance, # predicted to pay for overnight lodging: **Difficult to determine**

Attendance, # predicted to not pay for overnight lodging: **Likely most attendees**

Predicted paid lodging nights: **Difficult to determine**

2023	Amount requested from City of Longview **$ 8,210**	Total project cost: **$ 54,605**	Date of project: **From 1/1/23 to 12/31/23**
2024	Amount requested from City of Longview **$ 8,210**	Total project cost: **$ 54,605**	Date of project: **From 1/1/24 to 12/31/24**

FUNDING SOURCES FOR THIS PROJECT

List all firm commitments to date to fund this project:

Source	Amount
None	

List any other sources of funding you have applied for:

Source	Amount	Status
Community Foundation of Southwest Washington Give More 24		**To be determined**
Private donors and contributions		**To be determined**
Corporate grants – Weyerhaeuser, US Bank, Red Canoe, Rotary, Fibre Federal Credit Union		**To be determined**

Specifically how will this grant be used? How do you document your results?

The grant will be used for marketing and advertising expenses to promote free concerts in seasons 56 and 57. We keep attendance records to evaluate the success of our advertising and promotion activities.

How will this project be financed in the future?

Financing is determined season-by-season, based on attendance, donations, and contributions.

Signature

Date JULY 7, 2022

MICHAEL G. WOODS
SWWS BOARD CHAIRMAN

GRANT REPORT

2021 amount received from the City of Longview for this project: **$ 3,242.75**

2022 amount received from the City of Longview for this project:
We still have four more concerts to present in 2022, so the amount received is not yet determined.

Note: If project is in process for 2022, please estimate the answers to the following:

How were these funds used?

The Symphony has presented four concerts so far in 2022. Advertising and promotional expenses paid to date total $1,876.10. We expect higher expenses in the second half of the year when we will print and mail brochures for next season. We will also be presenting four more concerts before the end of 2022 with associated promotional and advertising expenses.

How did you measure your results? Please document the achievement of your goal.

The pandemic forced cancellation of two concerts in 2021. We were forced to give strings-only concerts for the other six 2021 concerts due to covid, and attendance was low at a total of only 958.

Concert attendance has rebounded in 2022 as restrictions associated with the pandemic have eased.

Attendance at the four concerts we have presented so far in 2022 totaled 2001.

How will this project be financed in the future?

Our ongoing operations will continue to be financed by grants, donations, and contributions. We also make a small amount by selling advertising space in our concert programs.

Please provide original project budget, original grant amount, actual project revenues, and actual project expenditures (with explanation of large variances)

List all project costs in the following categories:	2023	2024
Project Management/Administration:		
Project Manager Salary/Consultant Fees/Staff Costs:	**$ 22,300**	**$ 22,300**
Goods & Services:		
Contract Services – Consultant Fee	**$ 0**	**$ 0**
Materials/Supplies/Equipment	**$ 3,500**	**$ 3,500**
Construction Cost	**$ 0**	**$ 0**
Other Misc. Expenses	**$ 2,915**	**$ 2,915**
Total Goods & Services:	**$ 6,415**	**$ 6,415**
Operations:		
Facility Rent	**$ 5,200**	**$ 5,200**
Utilities	**$ 0**	**$ 0**
Other	**$ 12,480**	**$ 12,480**
Total Operations:	**$ 17,680**	**$ 17,680**
Other:	**$**	**$**
Advertising and Promotion	**$ 8,210**	**$ 8,210**
	$	**$**
TOTAL COSTS:	**$ 54,605**	**$ 54,605**

List all funding sources for this project:	2023	2024
Grants, including City of Longview	**$ 11,900**	**$ 11,900**
Fundraising activities	**$ 37,360**	**$ 37,360**
Donations received at concerts	**$ 2,700**	**$ 2,700**
Advertisements in Programs and Other	**$ 4,100**	**$ 4,100**
TOTAL OTHER REVENUE:	**$ 56,060**	**$ 56,600**

RECEIVED
MAY 23 2022
City of Longview, WA
Executive Office

The City of Longview Washington

2023-2024 REQUEST FOR FUNDING

APPLICATION DUE: Monday, June 27, 2022, 6:00 p.m.

Instructions

1. Please type or print.
2. Answer each question within the space provided. Please do not include additional attachments or supplementary pages unless they are essential to our understanding of your project.
3. Attach organization's most recent tax return. If no tax return is available, attach the organization's most recent annual financial statement.
4. Attach a detailed budget for the project.
5. Are you a non-profit agency? ☐ yes ☐ no
   If so, what is your IRS designation?__________________________
   [Please attach proof of non-profit status.]

Please sign, date, and send completed application to:
Kurt Sacha, City Manager
City of Longview
P.O. Box 128
Longview, WA 98632

Applicant Information (circle one)
Organization/Individual [✓ **Non-Profit**] **Public** **Other** **Private** **Association**

Organization Unique Tin Car Club

Activity Name

Activity type: Event/Festival, Marketing or Facility
Car show & Cruise

Address 2733 Florida St.

City Longview County Cowlitz State WA Zip 98632

Contact Person

Name Phillip Williams

Title Treasurer

Phone (360) 425-8421

Email flipsa3@gmail.com

Project Information

Title and brief description of project: Unique Tin Car Show & Cruise.
This is a static car show at the Cowlitz County Expo Center from 8:00 am. to 5:00 p.m. There is the a cruise from 6:00 p.m. till 9:00 p.m. around the city center and down 15th Ave

Timeline for project: Aug. 25-26, 2023

Geographic area served by this project: Cowlitz County

Overall predicted attendance: 1500

Attendance, # predicted to travel 50+ miles to attend: 25 to 30

Attendance, # predicted to travel from out of state/out of country: 50

Attendance, # predicted to pay for overnight lodging: 25 to 30

Attendance, # predicted to not pay for overnight lodging: 1470

Predicted paid lodging nights: 25 to 30

2023	Amount requested from City of Longview $ 6000	Total project cost: $ 25000	Date of project: From 8-25 to 8-26
2024	Amount requested from City of Longview $ 6000	Total project cost: $ 30 000	Date of project: From 8-23 to 8-24

FUNDING SOURCES FOR THIS PROJECT

List all firm commitments to date to fund this project:

Source	Amount
Unique Tin Car Club	20,500
Stirling Honda	500
City of Longview (pending)	6000

List any other sources of funding you have applied for:

Source	Amount	Status
None at this time		

Specifically how will this grant be used? How do you document your results? Advertising, t-shirts, dash plaques, insurance, award coats. We base the success of our event on our ability to pay expenses and make our normal charitable donations

How will this project be financed in the future? Same as for the previous 49 years, or until we are no longer physically or fiscally able to continue.

Signature Phillip M. Williams

Date 5/23/2022

GRANT REPORT

2021 amount received from the City of Longview for this project:	$ 5000
2022 amount received from the City of Longview for this project:	$ 5000

Note: If project is in process for 2022, please estimate the answers to the following:

How were these funds used? All funds go into a single account from which we pay expenses and make our charitable contributions of approx. $7000 per year.

How did you measure your results? Please document the achievement of your goal.

We made enough to pay our expenses and make our charitable contributions.

How will this project be financed in the future? The same manner. We also apply for county tourism money.

Please provide original project budget, original grant amount, actual project revenues, and actual project expenditures (with explanation of large variances)

List all project costs in the following categories:	**2023**	**2024**
Project Management/Administration:		
Project Manager Salary/Consultant Fees/Staff Costs: All volunteer	$ —	$ —
Goods & Services:		
Contract Services – Consultant Fee	$	$
Materials/Supplies/Equipment	$ 2000	$ 2000
Construction Cost	$	$
Other Misc. Expenses	$ 5000	$ 5000
Total Goods & Services:	$ 7000	$ 7000
Operations:		
Facility Rent	$ 4500	$ 5000
Utilities	$	$
Other Insurance	$ 700	$ 700
Total Operations:	$ 5200	$ 5700
Other: T shirts, Awards, Dash plaques	$ 7000	$ 8000
Pizza feed	$ 2000	$ 2000
Music	$ 500	$ 600
TOTAL COSTS:	$ 9500	$ 10600

List all funding sources for this project:	**2023**	**2024**
City of Longview Hotel/Motel tax	$ 6000	$ 6000
Various sponsers (as yet unsecured)	$ 3500	$ 3500
	$	$
	$	$
TOTAL OTHER REVENUE:	9500	9500

City of Longview

Agenda Summary

2022 MID YEAR GENERAL FUND 2ND QUARTER FINANCIAL REVIEW

Attachments: None