



City of Longview

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

Agenda

City Council

*Mayor Spencer Boudreau
Mayor Pro Tem Kalei LaFave
Council Member Ruth Kendall
Council Member Angie Wean
Council Member MaryAlice Wallis
Council Member Keith Young
Council Member Erik Halvorson*

Tuesday, August 13, 2024

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 Office at 360.442.5004 48 hours in advance if you require special accommodations to attend the meeting. Please note - virtual attendees may comment verbally during public hearings only. Virtual attendees may also submit written comments to the Clerk's Office with the heading, "Public Comment for disbursement to the City Council".

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

Telephone options (dial any of the following numbers):

1-253-215-8782
1-346-248-7799
1-408-638-0968
1-669-900-6833
1-301-715-8592
1-312-626-6799
1-646-876-9923

Webinar ID: 823 9413 2374

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

24-00693 JULY 23, 2024 REGULAR MEETING

24-00694 JULY 30, 2024 SPECIAL MEETING/WORKSHOP

6. CHANGES TO THE AGENDA**7. PRESENTATIONS & AWARDS****8. CONSTITUENTS' COMMENTS (Thirty Minutes)****9. PUBLIC HEARINGS****10. BOARD & COMMISSION RECOMMENDATIONS**

24-00691 RECOMMENDATIONS FROM LODGING TAX ADVISORY COMMITTEE ON OUTSIDE AGENCY REQUESTS FOR 2025-2026 TOURISM FUNDS

RECOMMENDED ACTION:

MOTION TO APPROVE THE RECOMMENDATIONS OF THE LODGING TAX ADVISORY COMMITTEE AND TO INCLUDE IN THE 2025-2026 TOURISM FUND BUDGET THE OUTSIDE AGENCY REQUESTS AND THE AMOUNTS AS PRESENTED IN THE SUMMARY STATEMENT.

11. ORDINANCES & RESOLUTIONS**12. MAYOR'S REPORT****13. COUNCILMEMBERS' REPORTS**

24-00677 BOARD AND COMMITTEE APPOINTMENT

RECOMMENDED ACTION:

MOTION TO APPROVE THE APPOINTMENT OF REED HADLEY TO THE HISTORIC PRESERVATION COMMISSION

14. CONSENT CALENDAR

24-00708 APPROVAL OF CLAIMS

24-00722 PROJECT COMPLETION – 38TH AND OAK PUMP STATION REPLACEMENT

RECOMMENDED ACTION:

MOTION TO ACCEPT AS COMPLETE THE 38TH AND OAK PUMP STATION PROJECT

24-00723 PROJECT COMPLETION – 38TH AND PENNSYLVANIA PUMP STATION REPLACEMENT

RECOMMENDED ACTION:

MOTION TO ACCEPT AS COMPLETE THE 38TH AND PENNSYLVANIA PUMP STATION PROJECT

24-00724 PROJECT COMPLETION – SEWER LATERAL REPLACEMENT

RECOMMENDED ACTION:

MOTION TO ACCEPT AS COMPLETE THE SEWER LATERAL REPLACEMENT PROJECT

24-00725 RESOLUTION 2509- 2024 UTILITY RATE REDUCTION PROGRAM

RECOMMENDED ACTION:

MOTION TO ADOPT RESOLUTION 2509

24-00726 RESOLUTION 2512 - INTERLOCAL WITH SCHOOL DISTRICT NO. 122 FOR PROVIDING SCHOOL RESOURCE OFFICERS

RECOMMENDED ACTION:
MOTION TO ADOPT RESOLUTION 2512

24-00727 ORDINANCE 3538 - ADOPTING A NEW CHAPTER OF THE LONGVIEW MUNICIPAL CODE, CHAPTER 1.38 CITY FLAG POLICY; AND PROVIDING FOR SEVERABILITY AND EFFECTIVE DATE

RECOMMENDED ACTION:
MOTION TO ADOPT ORDINANCE 3538

15. **CITY MANAGER'S REPORT**

24-00707 FIRE DEPARTMENT 2024 FIREWORKS REPORT

24-00721 CAPITAL IMPROVEMENT WORKSHOP RESULTS/ COUNCIL DIRECTION

RECOMMENDED ACTION:
MOTION TO APPROVE THE RESULTS OF THE JUNE 25TH 2024 CAPITAL IMPROVEMENT WORKSHOP AND INCORPORATE THE PROJECTS INTO THE 2025 AND 2026 BUDGET.

24-00744 COMMUNITY SURVEY

16. **MISCELLANEOUS**

17. **EXECUTIVE SESSION**

24-00692 PERFORMANCE OF A PUBLIC EMPLOYEE PER RCW 42.30.110(1)(g)

24-00706 COLLECTIVE BARGAINING PER RCW 42.30.140(4)(a)

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:

TUESDAY, AUGUST 27, 2024 – 6:00 P.M.

THURSDAY, SEPTEMBER 12, 2024 – 6:00 P.M.

NEXT SPECIAL COUNCIL WORKSHOP:

TUESDAY, AUGUST 20, 2024 – 6:00 P.M. – GENERAL FUND REVENUE



City of Longview

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Minutes

City Council

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Webinar ID: 823 9413 2374

1. CALL TO ORDER

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

2. INVOCATION*/FLAG SALUTE

24-00674 JOSHUA WENZKE, NORTHLAKE CHURCH

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

3. ROLL CALL

***Present:** Mayor Boudreau, Mayor Pro Tem LaFave (on-line), Councilmember Kendall (on-line), Councilmember Wean, Councilmember Halvorson*

***Absent/Excused:** Councilmember Wallis, Councilmember Young*

Staff Present: Interim City Manager Jim Duscha, Contract City Attorney Randi Shaffer, City Clerk Tiffany Ostreim, Public Works Director/Assistant City Manager Chris Collins, Interim Community & Economic Development Director Ken Hash, Parks and Urban Forestry Manager Joanna Martin, Police Chief Robert Huhta, Human Resources Director Sabrina Fraidenburg, Information Technology Director Mike Sullivan, Finance Director Consultant Jeff Swanson

4. **WORKSHOP**

5. **APPROVAL OF MINUTES**

A motion was made by Councilmember Halvorson, seconded by Councilmember Wean, to approve the July 9, 2024 Regular Meeting Minutes and July 16, 2024 Special Meeting/Workshop Minutes. The motion carried unanimously.

24-00675 JULY 9, 2024 REGULAR MEETING

24-00679 JULY 16, 2024 SPECIAL MEETING/WORKSHOP

6. **CHANGES TO THE AGENDA**

Councilmember Halvorson requested to move Ordinance 3541 - Interim Zoning Regulations after constituents comments. Council concurred.

7. **PRESENTATIONS & AWARDS**

24-00613 MID-YEAR BUDGET REVIEW

RECOMMENDED ACTION:

NO ACTION

*Public Works Director/Assistant City Manager Chris Collins presented.
Council discussed the presentation.*

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

*Jason Still provided public comment.
Derek Fine provided public comment.
James Barker provided public comment.
Council discussed the bike lanes.
Public Works Director/Assistant City Manager Collins explained marked crosswalks.
Clint Hash provided public comment.
Arlene Hubble provided public comment.
Bob Ferranti provided public comment.
Art Burkmeyer provided public comment.
Nelson Hooper provided public comment.
A citizen, name unstated, provided public comment.*

24-00680 ORDINANCE NO. 3541 –INTERIM ZONING REGULATION

RECOMMENDED ACTION:

MOTION TO ADOPT ORDINANCE NO. 3541

*Interim Community Development Director Ken Hash presented.
Council discussed the presentation.*

A motion was made by Council member Wean, seconded by Councilmember LaFave, to

adopt Ordinance No. 3541.
Jason Still provided public comment.
The motion carried unanimously.

9. **PUBLIC HEARINGS**

10. **BOARD & COMMISSION RECOMMENDATIONS**

11. **ORDINANCES & RESOLUTIONS**

12. **MAYOR'S REPORT**

Mayor Boudreau provided a report.

13. **COUNCILMEMBERS' REPORTS**

Councilmember Wean provided a report.
Councilmember Kendall provided a report.
Councilmember LaFave provided a report.

24-00678 ORDINANCE 3538 - ADOPTING A NEW CHAPTER OF THE LONGVIEW MUNICIPAL CODE, CHAPTER 1.38 CITY FLAG POLICY; AND PROVIDING FOR SEVERABILITY AND EFFECTIVE DATE

RECOMMENDED ACTION:
MOTION TO ADOPT ORDINANCE 3538

Councilmember Halvorson presented. Seeking council concurrence on the ordinance language and will then take it to the Elks and Legion for their review.
Council concurred.

14. **CONSENT CALENDAR**

Public Works Director/Assistant City Manager Chris Collins explained Resolution 2508 - revisions to solid waste and recycling rate resolution for 2024

A motion was made by Councilmember Halvorson, to approve the Consent Calendar.

Public Works Director/Assistant City Manager Chris Collins explained Ordinance 3540 - Title 15 Amendments.

A motion was made by Councilmember Halvorson, seconded by Councilmember Wean, to approve the Consent Calendar as presented.

Council discussed Resolution 2507 - appointing committees to prepare pro and con statements for ballot proposition authoring an increase in the sales and use tax to fund enhanced police services and community safety.

Jason Still provided public comment.

Art Burkmeyer provided public comment.

The motion carried unanimously.

24-00673 APPROVAL OF CLAIMS

24-00676 RESOLUTION NO. 2507 - APPOINTING COMMITTEES TO PREPARE PRO AND CON STATEMENTS FOR BALLOT PROPOSITION AUTHORIZING AN INCREASE IN THE SALES AND USE TAX IN LONGVIEW OF ONE-TENTH OF ONE PERCENT (0.1%) ON THE SELLING PRICE TO FUND ENHANCED POLICE SERVICES AND COMMUNITY SAFETY

RECOMMENDED ACTION:
MOTION TO ADOPT RESOLUTION NO. 2507

24-00357 ORDINANCE NO. 3520 – LMC CHAPTER 17.100 WATER SUPPLY PROTECTION**RECOMMENDED ACTION:****MOTION TO ADOPT ORDINANCE NO. 3520**

Public Works Director Ken Hash presented.

24-00668 CONSULTANT AGREEMENT WITH PBS ENGINEERING & ENVIRONMENTAL FOR 46TH AVENUE RECONSTRUCTION**RECOMMENDED ACTION:****MOTION TO AUTHORIZE THE CITY MANAGER TO EXECUTE THE SUPPLEMENTAL 5 CONSULTANT AGREEMENT WITH PBS ENGINEERING & ENVIRONMENTAL****24-00669 RESOLUTION 2508 – REVISIONS TO SOLID WASTE AND RECYCLING RATE RESOLUTION FOR 2024****RECOMMENDED ACTION:****MOTION TO ADOPT RESOLUTION 2508****24-00670 ORDINANCE NO. 3540 – TITLE 15 AMENDMENTS****RECOMMENDED ACTION:****MOTION TO ADOPT ORDINANCE NO. 3540****24-00671 BID REVIEW – SEWER LATERAL REPLACEMENT****RECOMMENDED ACTION:****MOTION TO ACCEPT THE LOW BID AND AWARD TO ADVANCED EXCAVATING SPECIALIST, LLC IN THE AMOUNT OF \$87,060.50****15. CITY MANAGER'S REPORT**

Interim City Manager Jim Duscha provided a report.

16. MISCELLANEOUS**17. EXECUTIVE SESSION****24-00641 COLLECTIVE BARGAINING PER RCW 42.30.140(4)(a)**

The City Council, Interim City Manager Jim Duscha, Public Works Director/Assistant City Manager Chris Collins, Contract City Attorney Randi Shaffer, and Human Resources Director Sabrina Fraidenburg entered Executive Session at 7:37 p.m. pursuant to RCW 42.30.140(4)(a) Collective Bargaining for a period of 10 minutes. At 7:47 p.m. all parties came out of Executive Session. No decisions were made.

18. ADJOURNMENT

The meeting was adjourned at 7:47 p.m.

*Tiffany Ostreim
City Clerk*

Approved: _____
Mayor

NEXT REGULAR COUNCIL MEETINGS:

TUESDAY, AUGUST 13, 2024 – 6:00 P.M.

TUESDAY, AUGUST 27, 2024 – 6:00 P.M.

NEXT SPECIAL COUNCIL WORKSHOPS:

TUESDAY, JULY 30, 2024 – 6:00 P.M. – ENHANCEMENT REQUESTS

TUESDAY, AUGUST 20, 2024 - 6:00 P.M. - GENERAL FUND REVENUE



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Minutes

City Council

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Council Member Ruth Kendall
Council Member Angie Wean
Council Member MaryAlice Wallis
Council Member Keith Young
Council Member Erik Halvorson*

Tuesday, July 30, 2024

6:00 PM

2nd Floor, City Hall

NOTICE IS HEREBY GIVEN, in accordance with RCW Chapter 42.30, that the City Council of the City of Longview, Washington, will conduct a special meeting in the Longview City Hall Training Room, 1525 Broadway, Longview, on Tuesday, July 30, 2024 at 6:00 p.m. The topics of discussion follow. No final action will be taken.

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

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1-646-876-9923

Webinar ID: 823 9413 2374

1. CALL TO ORDER
Mayor Boudreau called the meeting to order at 6:00 p.m.
2. FLAG SALUTE
The flag salute was recited.
3. ROLL CALL

Present: Mayor Boudreau, Councilmember Kendall, Councilmember Wean, Councilmember Young, Councilmember Halvorson

Absent/Excused: Councilmember Wallis, Mayor Pro Tem LaFave

Staff Present: Interim City Manager Jim Duscha, City Clerk Tiffany Ostreim, Public Works Director/Assistant City Manager Chris Collins, Fiscal Manager Lisa Wolff, Parks & Recreation Director Jen Wills, Police Chief Robert Huhta, Library Director Jacob Cole, Human Resources Director Sabrina Fraidenburg, Fire Marshall Jon Dunaway, Finance Director Consultant Jeff Swanson

4. **WORKSHOP**

24-00517 ENHANCEMENT REQUESTS (TIME ESTIMATE 2 HOURS)

Finance Director Consultant Jeff Swanson started the presentation. Request council direction on enhancement requests to include in the budget.

Council discussed the presentation including fund balance, creation of a contingency fund, ARPA funds, and five-year projection on finances.

Public Works Director/Assistant City Manager Chris Collins explained the budget enhancement requests.

Council discussed the requests and information on Grant Administrator, Main Street Program position, and school zone cameras.

August 13 agenda will have Capital Improvement findings. August 20 is a workshop on General Fund Revenue. August 27 agenda will have utility rate options and an executive session regarding bonds.

5. **ADJOURNMENT**

The meeting was adjourned at 7:41 p.m.

Tiffany Ostreim
City Clerk

Approved: _____
Mayor



City of Longview

Agenda Summary

RECOMMENDATIONS FROM LODGING TAX ADVISORY COMMITTEE ON OUTSIDE AGENCY REQUESTS FOR 2025-2026 TOURISM FUNDS

RECOMMENDED ACTION:

MOTION TO APPROVE THE RECOMMENDATIONS OF THE LODGING TAX ADVISORY COMMITTEE AND TO INCLUDE IN THE 2025-2026 TOURISM FUND BUDGET THE OUTSIDE AGENCY REQUESTS AND THE AMOUNTS AS PRESENTED IN THE SUMMARY STATEMENT.

DATE: August 13, 2024

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 27th.

The Executive Office received 15 applications. The total amount requested for Tourism Fund support was \$124,800 for 2025 and \$127,300 for 2026. The applications of organizations requesting lodging tax funds are included with the agenda summary.

On July 17th, the Lodging Tax Advisory Committee met and unanimously recommended funding for the following applications:

Agency Project	LTAC Recommendation	
	2025	2026
City of Longview		
Bridge Run 10K Race	\$5,000	\$5,000
Columbia Artists Association		
Spring Art Exhibit & Art in the Park	\$5,000	\$5,000
Cowlitz County Bar Association		
Legal education event, marketing, etc.	\$0	\$0
Cowlitz County Historical Museum		
Marketing/Centennial Exhibit	\$6,000	\$6,000
Go-4 th Festival Association		
Go-4 th Festival	\$25,000	\$25,000
Kelso/Longview Chamber of Commerce		
Galactic Fest	\$5,000	\$5,000
Kelso/Longview Chamber of Commerce		
Squatch Fest	\$5,000	\$5,000
Ladies of the Lake Quilt Guild		
Quilt Show	\$2,000	\$2,000
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	\$5,000	\$5,000
Rotary Foundation of Longview Tour de Blast	\$0	\$0
Southwest Washington Symphony 20 free concerts	\$7,300	\$7,300
TCB Entertainment Summer Solstice Arts & Music Festival	\$3,000	\$3,000
Unique Tin Car Club Unique Tin Car Show and Cruise	\$5,000	\$5,000
TOTAL:	\$80,300	\$80,300

Estimated revenues for the 2025-2026 Tourism Fund are \$55,000 for 2025 and \$55,000 for 2026.

RECOMMENDED ACTION:

Motion to approve the recommendations of the Lodging Tax Advisory Committee and to include in the 2025-2026 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.

STAFF CONTACT:

Chris Collins, Assistant City Manager

MaryAlice Wallis, Councilmember, Lodging Tax Advisory Committee

Attachments:

1. 2025-26 Outside Agency Requests
2. City of Longview Park n Rec R2L Bridge Run Application 2025-2026
3. Columbia Artist - Spring Art Show - Art in the Park Application 2025-2026
4. Cowlitz-Wahkiakum Bar Association Application 2025-2026
5. Cowlitz County Historical Museum Application 2025-2026
6. Go 4th Festival Application 2025-2026
7. Galactic Fest Application 2025-2026
8. sQuatch Fest Application 2025-2026
9. Ladies of the Lake Quilt Guild Application 2025-2026
10. LCC NWAC Baseball Championships Application 2025-2026
11. Longview Rotary Crafted Application 2025-2026
12. Longview Rotary Squirrel Fest Application 2025-2026
13. Longview Rotary Tour de Blast Application 2025-2026
14. SWWa Symphony Application 2025-2026
15. TCB Entertainment Summer Solstice Application 2025-2026
16. Unique Tin Application 2025-2026

2025-26 Outside Agency Requests

August 13, 2024

2025-26 Tourism Fund Summary

	2025	2026
Beg. Fund Balance	\$101,250	\$75,950
Est. Revenues	+ 55,000	+ 55,000
Recommended Expenditures	<u>- 80,300</u>	<u>- 80,300</u>
End Fund Balance	<u>\$75,950</u>	<u>\$50,650</u>



2025-26 Outside Agency Requests (Tourism Fund)

	Requested		Funding	
	<u>2025</u>	<u>2026</u>	<u>2025</u>	<u>2026</u>
City of Longview Parks & Rec R2L Bridge Run 10k Race	5,000	5,000	5,000	5,000
Columbia Artists Assoc – Spring Art Exhibit/Art in the Park	5,000	5,000	5,000	5,000
Cowlitz County Bar Association – Legal education event, marketing, etc.	4,000	5,000	0	0
Cowlitz Co. Historical Museum – Special Exhibits and Programs	6,000	6,000	6,000	6,000
Go-4 th Festival Association – Go 4 th Festival	25,000	25,000	25,000	25,000
Kelso/Longview Chamber of Commerce – GalacticFest	5,000	5,000	5,000	5,000
Kelso/Longview Chamber of Commerce - Squatchfest	5,000	5,000	5,000	5,000
Ladies of the Lake Quilt Guild – Quilt Show	2,000	2,000	2,000	2,000
Lower Columbia College Athletics – NWAC Baseball Championships	2,000	2,000	2,000	2,000
Rotary Foundation of Longview – Crafted	15,000	15,000	5,000	5,000
Rotary Foundation of Longview – Squirrel Fest	20,000	20,000	5,000	5,000
Rotary Foundation of Longview – Tour de Blast	10,000	10,000	0	0
Southwest Washington Symphony – 20 Free Concerts	7,300	7,300	7,300	7,300
TCB Entertainment – Summer Solstice Arts & Music Festival	7,500	9,000	3,000	3,000
Unique Tin Car Club – Car Show and Cruise	<u>6,000</u>	<u>6,000</u>	5,000	5,000
Totals:	\$ 124,800	\$ 127,300	\$80,300	\$80,300



2025-2026 REQUEST FOR FUNDING

APPLICATION DUE: Thursday, June 27, 2024, 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 sign, date, and send completed application to:
Tammi Edwards, Exec Asst
City of Longview
P.O. Box 128
Longview, WA 98632

[Please attach proof of non-profit status.]

Applicant Information (circle one)					
Organization/Individual	Non-Profit	Public	Other	Private	Association
Organization City of Longview Parks & Recreation			Activity Name R2L Bridge Run		
Activity type: Event/Festival, Marketing or Facility Event/Race					
Address 2920 Douglas					
City Longview	County Cowlitz	State WA	Zip 98632		
Contact Person					
Name Alissa Manno					
Title Community Outreach Specialist				Phone 360-442-5406	
Email alissam@mylonview.com					
Project Information					
Title and brief description of project: We will be hosting the R2L Bridge run, starting in Rainier, OR, crossing over the Lewis & Clark Bridge, and finishing at Lake Sacajawea Park.					
Timeline for project: 1/1/2025 – 8/1/2026			Geographic area served by this project: Seattle, WA – Portland Metro, OR		
Overall predicted attendance: 750			Attendance, # predicted to travel 50+ miles to attend: 200		
Attendance, # predicted to travel from out of state/out of country: 200			Attendance, # predicted to pay for overnight lodging: 100		
Attendance, # predicted to <u>not</u> pay for overnight lodging: 650			Predicted paid lodging nights: 50		
2025	Amount requested from City of Longview \$5,000.00		Total project cost: \$45,000		Date of project: From 1/1/25 to 8/1/25
2026	Amount requested from City of Longview \$5,000.00		Total project cost: \$48,000		Date of project: From 1/1/26 to 8/1/26

FUNDING SOURCES FOR THIS PROJECT

List all firm commitments to date to fund this project:

Source	Amount
Longview Parks and Recreation	\$30,000
PeaceHealth	\$6,000
Wilcox & Flegel	\$3,000
Riverwoods Chiropractic	\$1,500

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?

We'll use these grant funds for advertising outside of Cowlitz County, including print, radio, streaming, and social media ads. After the event, we'll ask participants to fill out a survey about their travel. We'll also check in with local hotels to see how full they were during the event weekend.

How will this project be financed in the future?

We'll keep reaching out to local businesses and organizations for partnership sponsorships and continue applying for relevant grants. As our event grows, we'll see more of our revenue coming from participant registrations.

Signature



Date

6/27/24

GRANT REPORT

2023 amount received from the City of Longview for this project:

\$1,500.00

2024 amount received from the City of Longview for this project:

\$1,500.00

Note: If project is in process for 2024, please estimate the answers to the following:

How were these funds used?

Marketing Campaigns & Promotional Materials

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

Participant addresses are captured in the registration portal to determine in-area vs. out-of-state. A post-event survey is sent to all participants for feedback and includes questions regarding overnight lodging.

How will this project be financed in the future?

We will continue building relationships with local businesses and organizations to pursue partnerships/sponsorships and applying for relevant grant opportunities. As our event grows, we will see more of our revenue coming from participant registration fees.

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:	2025	2026
Project Management/Administration:		
Project Manager Salary/Consultant Fees/Staff Costs:	\$5,000	\$6,000
Goods & Services:		
Contract Services – Consultant Fee	\$16,000	\$17,000
Materials/Supplies/Equipment	\$5,000	\$6,000
Construction Cost	\$	\$
Other Misc. Expenses	\$10,000	\$12,000
Total Goods & Services:	\$36,000	\$41,000
Operations:		
Facility Rent	\$	\$
Utilities	\$	\$
Other	\$	\$
Total Operations:	\$	\$
Other:	\$	\$
Marketing/Promotion	\$10,000	\$10,000
	\$	\$
TOTAL COSTS:	\$46,000	\$51,000

List all funding sources for this project:	2025	2026
Longview Parks & Recreation	\$30,000	\$34,000
Sponsorships (expected)	\$11,000	\$12,000
TOTAL OTHER REVENUE:	\$41,000	46,000

2024 R2L Bridge Run Estimate			
Revenue			
Description	Price	Quantity	Amount Total
Longview Council Grant	\$ 1,500.00	1	\$ 1,500.00
Cowlitz County Tourism Grant	\$ 5,000.00	1	\$ 5,000.00
Title Sponsor (PeaceHealth)	\$ 6,000.00	1	\$ 6,000.00
Early Registration	\$ 45.00	200	\$ 9,000.00
Regular Registration	\$ 55.00	140	\$ 7,700.00
Late Registration	\$ 65.00	110	\$ 7,150.00
Shirt Purchases	\$ 25.00	350	\$ 8,750.00
Massage Sponsor/Major	\$ 1,000.00	3	\$ 3,000.00
Major Sponsor	\$ 3,000.00	2	\$ 6,000.00
			\$ 54,100.00

R2L Bridge Run Estimate			
Expenses			
Description	Price	Quantity	Amount Total
COL Wages	\$ 100.00	18	\$ 1,800.00
ODOT Wages	\$ 2,200.00	1	\$ 2,200.00
Bridge TC Contractor	\$ 11,000.00	1	\$ 11,000.00
Longview School District Transportation	\$ 1,500.00	1	\$ 1,500.00
Radio Marketing	\$ 1,750.00	1	\$ 1,750.00
Facebook Marketing	\$ 8,500.00	1	\$ 8,500.00
Traffic Signage (Traffic Safety Supply)	\$ 1,000.00	1	\$ 1,000.00
Chip Timing (Eclectic Edge Events)	\$ 2,200.00	1	\$ 2,200.00
Honey Bucket	\$ 2,500.00	1	\$ 2,500.00
Coffee	\$ 150.00	1	\$ 150.00
Participant Shirts	\$ 20.00	350	\$ 7,000.00
Staff Shirts	\$ 35.00	6	\$ 210.00
Medals	\$ 2.47	1000	\$ 2,470.00
Notification Postcards	\$ 1.00	175	\$ 175.00
Banners	\$ 65.00	7	\$ 455.00
Photo Booth Banner	\$ 175.00	1	\$ 175.00
Bibs	\$ 0.75	1000	\$ 750.00
Packet Shipping	\$ 6.20	93	\$ 576.60
Refreshments	\$ 500.00	1	\$ 500.00
General Supplies	\$ 2,000.00	1	\$ 2,000.00
Sandwich Boards	\$ 123.12	2	\$ 246.24
Logo (Graticle)	\$ 350.00	1	\$ 350.00
Volunteer Refreshments	\$ 150.00	1	\$ 150.00
Volunteer Shirts	\$ 20.00	60	\$ 1,200.00
Mile Marker Banners	\$ 150.00	16	\$ 2,400.00
			2650
			\$ 53,907.84

Net Profit/Loss	\$ 192.16
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2024 R2L Bridge Run Actuals			
Revenue			
Description	Price	Quantity	Amount Total
Early Registration	\$ 45.00	203	\$ 9,135.00
Regular Registration	\$ 55.00	175	\$ 9,625.00
Late Registration	\$ 65.00	69	\$ 4,485.00
Shirt Purchases	\$ 25.00	191	\$ 4,775.00
Refueling Sponsor - Wilcox & Flegel	\$ 3,000.00	1	\$ 3,000.00
Recover Sponsor - Riverwoods	\$ 1,500.00	1	\$ 1,500.00
Title Sponsor (PeaceHealth)	\$ 6,000.00	1	\$ 6,000.00
Shirt Purchases	\$ 25.00	4	\$ 100.00
Packet Shipping	\$ 15.00	37	\$ 555.00
Tourism Grant	\$ 6,000.00	1	\$ 6,000.00
			\$ -
			\$ -
			\$ 45,175.00

R2L Bridge Run Estimate			
Expenses			
Description	Price	Quantity	Amount Total
Logo - Graticle	\$ 350.00	1	\$ 350.00
Shirts	\$ 14.53	260	\$ 3,777.80
Banner Buzz Mileage Makers	\$ 2,326.40	1	\$ 2,326.40
Zoro - A Frame for Signs	\$ 268.54	1	\$ 268.54
Medals	\$ 2,692.79	1	\$ 2,692.79
Packet Shipping	\$ 343.51	1	\$ 343.51
Repro Graphics Run Schedules	\$ 95.13	1	\$ 95.13
Costco / Snacks	\$ 287.49	1	\$ 287.49
Safeway / Snacks	\$ 421.56	1	\$ 421.56
Safeway / Gatorade	\$ 32.05	1	\$ 32.05
Fred Meyer / Snacks	\$ 42.13	1	\$ 42.13
Target / Sharpies	\$ 12.94	1	\$ 12.94
Amazon Tents	\$ 724.59	1	\$ 724.59
Amazon Stakes	\$ 75.70	1	\$ 75.70
Safeway / Snacks	\$ 26.00	1	\$ 26.00
Eclectic	\$ 1,904.00	1	\$ 1,904.00
Best of Signs Banners	\$ 192.46	1	\$ 192.46
Bing Banner Photo Backdrop	\$ 149.95	1	\$ 149.95
Enmotive	\$ 2,287.11	1	\$ 2,287.11
HoneyBucket	\$ 1,452.00	1	\$ 1,452.00
Bibs	\$ 385.63	1	\$ 385.63
Postcards	\$ 111.21	1	\$ 111.21
Social Media	\$ 4,392.91	1	\$ 4,392.91
COL Streets	\$ 750.00	1	\$ 750.00
Security	\$ 2,500.00	1	\$ 2,500.00
Bus Barn	\$ 1,000.00	1	\$ 1,000.00

WSDOT	\$ 6,875.00	1	\$ 6,875.00
			\$ 33,476.90

Net Profit/Loss	\$ 11,698.10
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2025-2026 REQUEST FOR FUNDING

APPLICATION DUE: Thursday, June 27, 2024, 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 (c)(3)

Please sign, date, and send completed application to:
Tammi Edwards, Exec Asst
City of Longview
P.O. Box 128
Longview, WA 98632

[Please attach proof of non-profit status.]

Applicant Information (circle one)					
Organization/Individual	Non-Profit	Public	Other	Private	Association
Organization: Columbian Artists Association (CAA)			Activity Name: Spring Art Show & 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 Eileen Thompson					
Title: Treasurer				Phone 206-949-9811	
Email Webster9821@comcast.net					
Project Information					
Title and brief description of project:					
2025 & 2026 CAA Annual Spring Art Show: Artists from the Seven SW Washington and Lower Columbia Oregon Counties are invited to exhibit their art in a <u>juried/judged</u> show which is <u>open</u> to the public.					
2025 & 2026 CAA Presents: Art in the Park: Where Artists and other find craftspeople from around the Pacific NW are invited to <u>participate</u> in this <u>juried</u> event to exhibit and sell their Art and Crafts.					
2025 & 2026 Art at the Summer Solstice, with Artists Showing exhibiting and selling their Art.					
Timeline for project: 1.Spring Shows March-April. 2. Art in the Park with Squirrel Fest. 3. Summer Solstice June			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 - 100		
Attendance, # predicted to <u>not</u> pay for overnight lodging: 175 - 250			Predicted paid lodging nights: 80 - 100		
2025	Amount requested from City of Longview \$ 5,000		Total project cost: \$ 9,050.00		Date of project: From 1/2025 to 12/2025
2026	Amount requested from City of Longview \$ 5,000		Total project cost: \$ 10,200.00		Date of project: From 1/2026 to 12/2026

FUNDING SOURCES FOR THIS PROJECT

List all firm commitments to date to fund this project:

Source:

None

Amount:

0

List any other sources of funding you have applied for:

Source:

None

Amount

0

Status

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

1. Spring Art Show: Rent, Judging Fees, Radio, Print & Website Advertising, Posters, Postcards, Postage, Reception and Awards.

2. Art in the Park: Print, Radio & Website Advertising, Banner, Posters, Postcards, Postage.

3. Summer Solstice: Print, Radio & Website Advertising, Posters, Postcards and Postage.

For all of this we will provide documentation of our income and expenses with receipts to the City.

How will this project be financed in the future?

Membership dues, entry fees, proceeds from sale of 6x6's, sale of art commissions and donations.

Signature

Sileen Thompson

Date

6-26-24

GRANT REPORT

2023 amount received from the City of Longview for this project:

\$ 1,864.26

2024 amount received from the City of Longview for this project:

\$ 0 As of this date.

Note: If project is in process for 2024, please estimate the answers to the following:

How were these funds used? CAA 2024 Spring Show has been completed and we have not requested funds yet. The funds were used for Advertising in print, website, posters, post cards, misc. supplies, reception, awards, travel and rent.

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

At Choice Award" on a separate ballot. These ballots asked for information regarding residency, number of days the 2024 Spring Show we asked visitors to sign our guest book and asked them to vote for the "People's visiting the area, and whether they were staying at a hotel or motel or with family or friends. This information is tabulated into a report.

How will this project be financed in the future?

We will use members dues, entry fees, proceeds from the sale of our sale 6x6 project, sales commissions and donations during the year. These sources are not enough to cover our cost for the various events that we participate in during the year. We believe that our events are beneficial to the artists and the community as well, bringing in tourism and customers to the various businesses in our community.

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:	2025	2026
Project Management/Administration:		
Project Manager Salary/Consultant Fees/Staff Costs:	\$ 0	\$ 0
Goods & Services:		
Contract Services – Consultant Fee - Judge Fee's	\$ 450	\$ 500
Materials/Supplies/Equipment	\$ 500	\$ 600
Construction Cost	\$ 600	\$ 600
Other Misc. Expenses – Printing, Postage, Awards, Reception & Advertising	\$ 2,500	\$ 2,500
Total Goods & Services:	\$ 4,050	\$ 4,200
Operations:		
Facility Rent	\$ 1,500	\$ 2,000
Utilities	\$ 0	\$ 0
Other: Insurance, PO Box, Brochure, Labor, Banners, Website,	\$ 2,000	\$ 2,000
Total Operations:	\$ 3,500	\$ 4,000
Other: Advertising	\$ 1,500	\$ 2,000
	\$	\$
	\$	\$
TOTAL COSTS:	\$ 9,050	\$ 10,200

List all funding sources for this project:	2025	2026
Entry Fees	\$ 2,000	\$ 2,000
Sales of 6x6's	\$ 800	\$ 1,000
Donations	\$ 100	\$ 100
Commissions	\$ 200	\$ 200
TOTAL OTHER REVENUE:	\$ 3,100	\$ 3,300



2025-2026 REQUEST FOR FUNDING

APPLICATION DUE: Thursday, June 27, 2024, 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 sign, date, and send
completed application to:
Tammi Edwards, Exec Asst
City of Longview
P.O. Box 128
Longview, WA 98632

[Please attach proof of non-profit status.]

Applicant Information (circle one)			
Organization/Individual		Association	
Cowlitz-Wahkiakum Bar Association (CWBA)		Life and Law Practice in the Lower Columbia	
Activity type: Event; Long-Term Marketing; Job attraction, employee retention			
Address: PO 72			
Longview	Cowlitz	WA	98632
Contact Person			
Tom Lee			
Board Member			425-219-6736
rtl@rtleelaw.attorney			
Project Information			
CWBA continues to emphasize the shortage of rural and small-town attorneys as a serious problem for Longview. Fifteen years ago, CWBA had approximately 176 members (practicing attorneys) – today, we are down to 67, including OPD (public defenders) and prosecuting attorneys. The majority of OPD and deputy prosecutors do not live in Cowlitz County. These are highly paid jobs for Longview/Cowlitz - \$75,000 - \$140,000.* As our community increasingly uses attorneys who do not live and work in Longview or Cowlitz County, our community is losing out on hundreds of thousands of dollars of local reinvestment by attorneys that could live and work here.			
Your local bar association is trying to change that. By pioneering a new type of continuing legal education event to attract young lawyers and law students to seriously consider living and practicing law in our community, CWBA hopes to encourage legal professionals to come to Longview (and Cowlitz County).			
*Attorneys in private practice with 10+ years of experience and/or firm ownership usually make significantly more. Professions such as attorneys, doctors, accountants, etc., account for some of the most generous philanthropic donors our community has.			
Timeline for project: July 2024-September 2025		Geographic area served by this project: Longview (population center); Kelso, Cowlitz County	
Overall predicted attendance: 50-70		Attendance, # predicted to travel 50+ miles to attend: 50	
Attendance, # predicted to travel from out of state/out of county: 30-50		Attendance, # predicted to pay for overnight lodging: 2-5; if grant awarded, significantly higher	
Attendance, # predicted to <u>not</u> pay for overnight lodging: 45-55		Predicted paid lodging nights: 2-5; see above note.	
2025 Amount requested from City of Longview \$4,000	Total project cost: \$ ~4,000		Date of project: Summer; September 25-27, 2024

2021 6	Amount requested from City of Longview \$5,000	Total project cost: \$~5,000	Date of project: Summer/Fall 2021 6
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FUNDING SOURCES FOR THIS PROJECT

List all firm commitments to date to fund this project:

Source	Amount
CWBA	\$2,000

List any other sources of funding you have applied for:

Source	Amount	Status
Informal pledges, private practice attorneys	~\$1,000	Pending

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

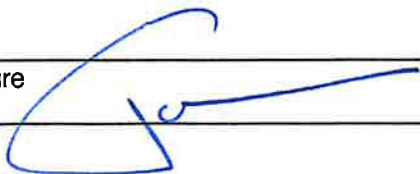
Reimbursement for event space, insurance; payment for local catering; sponsorship for X# of law students to attend from regional schools, lodging overnight to meet with judicial officers, private practitioners, OPD and Prosecutor's office; printing costs for fliers, agendas, posters for marketing.

Results will be documented by whether we attract law students (interns/externs) and attorneys to live and work here in the coming two-three years.

How will this project be financed in the future?

Local law firms, public employers, and community businesses. An even better result would be putting Longview on the map as a great place to live and practice law – and phasing out the need for this project due to its own success.

Signature



Date

5/16/24

GRANT REPORT

2023 amount received from the City of Longview for this project: N/A

\$

2024 amount received from the City of Longview for this project: N/A

\$

Note: If project is in process for 2024, please estimate the answers to the following:

How were these funds used?

Reimbursement for event space, insurance; payment for local catering; sponsorship for X# of law students to attend from regional schools, lodging overnight to meet with judicial officers, private practitioners, OPD and Prosecutor's office; printing costs for fliers, agendas, posters for marketing.

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

The best result would be putting Longview on the map as a great place to live and practice law – and phasing out the need for this project due to its own success.

Results will be documented by whether we attract law students and attorneys to live and work here in the coming two-three years.

How will this project be financed in the future?

Local law firms, public employers, and community businesses.

We are a small bar association that relies on membership dues, volunteer time, and in-kind donations to further our goals. CWBA is fiscally responsible by planning this event without requiring outside support. Nonetheless, any support that the City might provide this year (2024) would be able to stretch our budget for this event and, in turn, help maximize its promotion and reach.

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:	202[4]	202[5]
Project Management/Administration:		
Project Manager Salary/Consultant Fees/Staff Costs:	\$	\$
Goods & Services:		
Contract Services – Consultant Fee	\$	\$
Materials/Supplies/Equipment	\$500	\$
Construction Cost	\$	\$
Other Misc. Expenses [catering from local company]	\$1,000	\$
Total Goods & Services:	\$1,500	\$
Operations:		
Facility Rent	\$950	\$
Utilities	\$	\$
Other (event insurance)	\$570	\$
Total Operations:	\$1,520	\$
Other:	\$	\$
	\$	\$
	\$	\$
TOTAL COSTS:	\$3,020	\$

List all funding sources for this project: **see above**	2025	2026
	\$ N/A yet	\$ N/A yet
	\$	\$
	\$	\$
	\$	\$
TOTAL OTHER REVENUE:	\$3,020	



2025-2026 REQUEST FOR FUNDING

APPLICATION DUE: Thursday, June 27, 2024, 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(c)3

Please sign, date, and send completed application to:
Tammi Edwards, Exec Asst
City of Longview
P.O. Box 128
Longview, WA 98632

[Please attach proof of non-profit status.]

Applicant Information (circle one)			
Organization/Individual	Non-Profit	Public	Other Private Association
Organization; Cowlitz County Historical Society			Activity Name: Cowlitz County Historical Museum Programs and Promotion
Activity type: Event/Festival, Marketing or Facility: Marketing, publication printing, and publicity materials for the Museum. Exhibit support.			
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@cowlitzwa.gov			
Project Information			
Title and brief description of project: The Cowlitz County Historical Society kindly requests City of Longview LTAX support in 2025 and 2026.			
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 on loan from the SOS office in the temporary exhibit gallery, and promote the exhibits. Exhibits are created with volunteer labor, staff, and consultants. Exhibits and programs provide public benefit to local and tourist populations adding an enriched experience and understanding of local history, culture, and geography.			
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 2025-2026.			
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: 2025-2026		Geographic area served by this project: Southwest WA and NW Oregon, local and out of town guests, especially during the peak summer months.	
Overall predicted attendance: 110,000 on and off site, via various programming methods		Attendance, # predicted to travel 50+ miles to attend: Variable, many thousands as part of a broader visitor	

Attendance, # predicted to travel from out of state/out of country: 40,000		Attendance, # predicted to pay for overnight lodging:3,000	
Attendance, # predicted to <u>not</u> pay for overnight lodging:		Predicted paid lodging nights: 4,500	
2025	Amount requested from City of Longview \$6,000	Total project cost: \$406,057	Date of project: From1/1/25to 12/31/25
2026	Amount requested from City of Longview \$6,000	Total project cost: \$406,057	Date of project: From1/1/26 to 12/12/26

FUNDING SOURCES FOR THIS PROJECT

List all firm commitments to date to fund this project:

Source	Amount
Cowlitz County	\$230,500
Cowlitz County Historical Society	\$175,557

List any other sources of funding you have applied for:

Source	Amount	Status
N/A	N/A	M/A

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, Historical Quarterly, program flyers as supplemental to sending email notices and updating the museum's reader board, website and Facebook

Funds will support maintenance of our permanent galleries and supplement expenses for our temporary exhibit installation for January 2025, an exhibit on loan from the SOS office with Cowlitz County Historical Society augmenting the exhibition with its collections.

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 fundraising 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. These programs and exhibits provide value to our local population and visitors to our area as a comprehensive greater-

Signature

Date

GRANT REPORT

2023 amount received from the City of Longview for this project:	\$5,000
2024 amount received from the City of Longview for this project:	\$5,000

Note: If project is in process for 2024, 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, in addition to 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 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. Recently the Museum had an exhibition of "1923", highlighting the many great events that shaped Cowlitz County, much of it centering on the creation of the City of Longview.

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. Additional social media use of Instagram was incorporated in 2022.

We are proud to report that our school programs, which are offered free to local schools, has exceeded program delivery from 2019. We have rebounded from Covid, and are delivering programming to over 1,000 students at schools in Longview, Kelso, Castle Rock, Toutle, and Woodland. This exceeds the 860 kids served in 2019, the last year of pre-covid data. For many, it was the first time the Traveling Trunk had been presented in their school. We had such interest in our programs that we were turning down requests for programs, and were looking into adding additional staff for program delivery. Funding for retraining education staff is paramount to our successful engagement with local students. 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:	2025	2026
Project Management/Administration:		
Project Manager Salary/Consultant Fees/Staff Costs:	\$210,388	\$210,388
Goods & Services:		
Contract Services – Consultant Fee	\$ N/A	\$ N/A
Materials/Supplies/Equipment (See Printing)	\$	\$
Construction Cost	\$500	\$500
Other Misc. Expenses	\$500	\$500
Total Goods & Services:	\$1,000	\$1,000
Operations:		
Facility Rent	\$63,800	\$63,800
Utilities	\$11,800	\$11,800
Other- IT support	\$33,000	\$33,000
Total Operations:	\$108,600	\$108,600
Other:	\$	\$
Printing	\$10,000	\$10,000
	\$	\$
TOTAL COSTS:	\$328,988	\$328,988

List all funding sources for this project:	2025	2026
Cowlitz County (Using 2024 numbers)	\$230,500	\$230,500
Cowlitz County Historical Society (Using 2024 numbers)	\$175,557	\$175,557
	\$	\$
	\$	\$
TOTAL OTHER REVENUE:	\$406,057	\$406,057



2025-2026 REQUEST FOR FUNDING

APPLICATION DUE: **Thursday, June 27, 2024, 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? 91-1168892

Please sign, date, and send completed application to:
Tammi Edwards, Exec Asst
City of Longview
P.O. Box 128
Longview, WA 98632

[Please attach proof of non-profit status.]

Applicant Information (circle one)					
Organization/Individual	Non-Profit	Public	Other	Private	Association
Organization Go 4 th Festival Organization			Activity Name Go 4 th Festival		
Activity type: Event/Festival, Marketing or Facility Event/Festival					
Address 1515 22 nd . Ave					
City Longview	County Cowlitz	State Wa	Zip 986332		
Contact Person					
Name Arleen R M Hubble					
Title Go 4 th 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 pa for police presence during the festival. Usually 30,000 people attend our festival					
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 <u>not</u> pay for overnight lodging: 20,000			Predicted paid lodging nights: 4 nights		
2025	Amount requested from City of Longview \$ 25,000		Total project cost: \$ 25,000		Date of project: From July 1 to July 4
2026	Amount requested from City of Longview \$ 25,000		Total project cost: \$ 25,000		Date of project: From July 1-July 4

FUNDING SOURCES FOR THIS PROJECT

List all firm commitments to date to fund this project:

Source	Amount
Buttons	\$10,000
Marketplace Vendors	\$55,000
Sponsorships	\$9,000
Tourism Funds	\$25,000
Food Court	\$10,000

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?

To pay for police presence for all 3 days of festival

How will this project be financed in the future?

Hopefully tourism funds

Signature	Date
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GRANT REPORT

2023 amount received from the City of Longview for this project:	\$ 10,000
2024 amount received from the City of Longview for this project:	\$ \$10,000

Note: If project is in process for 2024, please estimate the answers to the following:

How were these funds used?

Police presence during the 3 day festival

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 the beaches. This is the biggest event in Cowlitz County that is put on by 10-13 volunteers. We offer free entertainment, a kids fest, non profit and for profit food vendors, marketplace vendors, cardboard regatta, kids games and races, fireworks and one of the last remaining timber fests on the west coast---there is no charge for any of these events.

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:	2025	2026
Project Management/Administration:		
Project Manager Salary/Consultant Fees/Staff Costs:	\$	\$
Goods & Services:		
Contract Services – Consultant Fee	\$	\$
Garbage, Security, Insurance, Cleanup	\$ 30,000	\$ 30,000
Buttons	\$ 4,000	\$ 4,000
Sanitation	\$ 28,000	\$ 28,000
Total Goods & Services:	\$ 62,000	\$ 62,000
Operations: Timber Fest	\$ 15,000	\$ 15,000
Advertising	\$ 3,000	\$ 3,000
Entertainment/Bands, Sound & Tents	\$15,000	\$ 15,000
Fireworks	\$ 25,000	\$ 25,000
Total Operations:	\$ 58,000	\$ 58,000
Other: Permits, upside down paint for marking spaces for marketplace vendors and food vendors, parade awards, fencing and kids fest prizes.	\$ 12,000	\$ 12,000
	\$	\$
	\$	\$
TOTAL COSTS:	\$ 132,000	\$ 132,000

List all funding sources for this project:	2025	2026
	\$	\$
	\$	\$
	\$	\$
	\$	\$
TOTAL OTHER REVENUE:		



2025-2026 REQUEST FOR FUNDING

APPLICATION DUE: **Thursday, June 27, 2024, 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 (c) 6
[Please attach proof of non-profit status.]

Please sign, date, and send completed application to:
Tammi Edwards, Exec Asst
City of Longview
P.O. Box 128
Longview, WA 98632

Applicant Information (circle one)					
Organization/Individual	Non-Profit	Public	Other	Private	Association
Organization Kelso Longview Chamber of Commerce			Activity Name Galactic Fest		
Activity type: Event/Festival, Marketing or Facility Festival					
Address 105 N. Minor Road					
City Kelso	County Cowlitz	State WA	Zip 98626		
Contact Person					
Name Pam Fierst					
Title Project Manager				Phone 360.423.8400	
Email pfierst@kelsolongviewchamber.org					
Project Information					
Title and brief description of project:					
The first 2-day festival is being held at the Cowlitz County Fair Grounds in August. The event includes presentations by World-Renowned speakers and explorers, Launch Pad beer garden, themed merchandise vendors, food carts and Kids' Encounter with activities and gifts for children. 2024 will be the 1st year for Galactic Fest.					
Timeline for project: 8-month planning cycle			Geographic area served by this project: Cowlitz County, and National		
Overall predicted attendance: 2000			Attendance, # predicted to travel 50+ miles to attend: 500		
Attendance, # predicted to travel from out of state/out of country: 500			Attendance, # predicted to pay for overnight lodging: 500		
Attendance, # predicted to <u>not</u> pay for overnight lodging: 1000			Predicted paid lodging nights: 700		
2025	Amount requested from City of Longview \$ 5,000		Total project cost: \$ 52,000		Date of project: From Aug. 8-9 2025
2026	Amount requested from City of Longview \$ 5,000		Total project cost: \$ 52,000		Date of project: From Aug. 7-8 2026

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, glasses which will help 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, Launch Pad sales and ticket sales.

Signature 	Date 5/6/24
---	-------------

GRANT REPORT

2024 amount received from the City of Kelso for this project:

\$ 5,000

2024 amount received from the Cowlitz County for this project:

\$ 10,000

Note: If project is in process for 2024, please estimate the answers to the following:

How were these funds used?

Funds for Galactic Fest will be used for promotion and advertising to generate ticket sales.

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

Ticket sales are tracked through an online system.

How will this project be financed in the future?

Sponsorships, vendor fees, merchandise sales, Launch Pad 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:	2025	2026
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	\$10,000	\$10,000
Utilities	\$	\$
Other	\$5,000	\$5,000
Total Operations:	\$15,000	\$15,000
Other:	\$	\$
Liability Insurance	\$800	\$800
	\$	\$
TOTAL COSTS:	\$51,550	\$51,550

List all funding sources for this project:	2025	2026
Sponsorships	\$15,000	\$15,000
LTAC funds subject to approval: Cowlitz County, City of Longview	\$15,000	\$15,000
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:	\$87,000	\$87,000

	A	E	F	G
1	Budget 2024 Galactic Fest 			
2				
3				
4	Revenue	2024 Budget	2024 Actual	
5	Sponsorships \$2,500	5,000.00		
6	Sponsorships \$2,000	2,000.00		
7	Sponsorships \$1,500	3,000.00		
8	Sponsorships \$1,200	2,400.00		
9	Sponsorships \$1,000	2,000.00		
10	Sponsorships \$500	3,000.00		
11	Sponsorships \$250	250.00		
12	City of Longview LTAC	5,000.00	5,000.00	
13	City of Kelso LTAC	0.00	0.00	
14	Cowlitz County LTAC	10,000.00	10,000.00	
15	Total sponsorships	32,650.00	15,000.00	
16	Total sponsorships incl value of in-kind (\$25,926)	58,576.00	40,926.00	
17	Merch vendoe sales & food vendor fees	16,000.00		
18	Start up petty cash	2,000.00		
19	Tickets	25,000.00		
20	Chamber Booth Sales	2,500.00		
21	From LCP account for beer purchase	0.00		
22	Launch Pad sales	500.00		
23	Total other revenue	46,000.00	0.00	
24	Total Revenue	\$78,650.00	\$15,000.00	
25	Expenses			
26	Cowlitz Co Event Center venue, A/V, liquor management, security	10,000.00		
27	Merchandise for resale	2,500.00		
28	Décor	3,000.00		
29	Flyers/brochures/volunteer gifts/program	2,000.00		
30	Speaker fees, travel, food	5,000.00		
31	Speaker/volunteer/staff food cart vouchers redeemed	1,000.00		
32	Radio, print, digital ads	500.00		
33	Banners, signs	500.00		
34	Lanyards	3,000.00		
35	Kids' wristbands & Adults	500.00		
36	Print program	400.00		
37	Specialty Rents	3,000.00		
38	Specialty Rents - Launch Pad	3,000.00		
39	Liability insurance	607.00		
40	Launch Pad Shirts	3,000.00		
41	Beer	600.00		
42	Start up petty cash	2,000.00		
43	Misc expense	500.00		
44	Total Expenses	\$41,107.00	\$0.00	
45	Gross Profit	\$37,543.00	\$15,000.00	
46	Net to Chamber			
47	Commission: \$00 Pam, \$1,000 Julie			
48	LCP scholarship fund			
49				
50	Brew Mtn Summary			
51	Revenue	2024 Actual	2024 Actual	
52	Brew Mtn sales & tips	7,183.00	7,183.00	
53	Sponsorships for beer and wine glasses	7,400.00	7,400.00	

	A	E	F	G
54	Total revenue	14,583.00	14,583.00	
55	Expense			
56	Beer, wine, glasses	1,662.00	1,662.00	
57	shirts	2,684.00	2,684.00	
58	Alcohol monitor	825.00	825.00	
59	Beer Purchases	600.00	600.00	
60	Specialty Rents	2,991.73	2,991.73	
61	Credit Card Transactions 197 X 2	394.00	394.00	
62	Total expenses	9,156.73	9,156.73	
63	Brew Mtn net	\$5,426.27	\$5,426.27	
64	LCP	7,183.00	7,183.00	
65	Tip funds	0	0	
66	Total to LCP from Chamber (credits and cash day of event)	7,183.00	7,183.00	



2025-2026 REQUEST FOR FUNDING

APPLICATION DUE: **Thursday, June 27, 2024, 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 (c) 6
[Please attach proof of non-profit status.]

Please sign, date, and send completed application to:
Tammi Edwards, Exec Asst
City of Longview
P.O. Box 128
Longview, WA 98632

Applicant Information (circle one)					
Organization/Individual	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 Road					
City Kelso	County Cowlitz	State WA	Zip 98626		
Contact Person					
Name Pam Fierst					
Title Project Manager				Phone 360.423.8400	
Email pfierst@kelsolongviewchamber.org					
Project Information					
Title and brief description of project:					
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. 2025 will be the 9 th year for sQuatch Fest.					
Timeline for project: 8-month planning cycle			Geographic area served by this project: Cowlitz County, and National		
Overall predicted attendance: 3000			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 <u>not</u> pay for overnight lodging: 1,900			Predicted paid lodging nights: 700		
2025	Amount requested from City of Longview \$ 5,000		Total project cost: \$ 52,000		Date of project: From Jan. 24-25 2025
2026	Amount requested from City of Longview \$ 5,000		Total project cost: \$ 52,000		Date of project: From Jan. 23 – 24 2026

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, glasses which will help 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 	Date 5/6/24
---	-------------

GRANT REPORT

2023 amount received from the City of Longview for this project:

\$ 5,000

2024 amount received from the City of Longview for this project:

\$ 5,000

Note: If project is in process for 2024, 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 are tracked through an online system. Attendance in 2023 was 2,500 and in 2024 attendance was 3,100.

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:	2025	2026
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	\$	\$
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:	2025	2026
Sponsorships	\$15,000	\$15,000
LTAC funds subject to approval: Cowlitz County, City of Longview	\$15,000	\$15,000
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:	\$87,000	\$87,000

	A	E	F	G	H
1	Budget 2023-25 sQuatchFest 				
2					
3					
4	Revenue	2023 Actual	2024 Actual	2025 Budget	
5	Sponsorships \$2,500	2,500.00	5,000.00	5,000.00	
6	Sponsorships \$2,000		2,000.00	2,000.00	
7	Sponsorships \$1,500	1,500.00	3,000.00	3,000.00	
8	Sponsorships \$1,200		2,400.00	2,400.00	
9	Sponsorships \$1,000	1,000.00	2,000.00	3,000.00	
10	Sponsorships \$500	3,500.00	3,000.00	3,000.00	
11	Sponsorships \$250	250.00	250.00	1,000.00	
12	City of Longview LTAC	5,000.00	5,000.00	5,000.00	
13	City of Kelso LTAC	5,000.00	0.00	0.00	
14	Cowlitz County LTAC	6,900.00	10,000.00	10,000.00	
15	Total sponsorships	25,650.00	32,650.00	34,400.00	
16	Total sponsorships incl value of in-kind (\$25,926)	49,150.00	58,576.00	60,326.00	
17	Merch vendor sales & food vendor fees	12,860.00	15,745.00	16,000.00	
18	Start up petty cash	2,000.00	2,000.00	2,000.00	
19	Tickets	49,567.00	33,960.00	35,000.00	
20	Chamber Booth Sales		3,451.67	4,000.00	
21	From LCP account for beer purchase (see Brew Mtn summary)	0.00	0.00	0.00	
22	Brew Mtn sales	8,071.00	7,183.00	7,500.00	
23	Total other revenue	72,498.00	62,339.67	64,500.00	
24	Total Revenue	\$98,148.00	\$94,989.67	\$98,900.00	
25	Expenses				
26	Cowlitz Co Event Center venue, A/V, liquor management, security	16,053.58	18,195.23	18,000.00	
27	Merchandise for resale	4,390.75	4,850.00	4,500.00	
28	Décor	2,578.52	2,890.28	0.00	
29	Flyers/brochures/volunteer gifts/program	200.00		300.00	
30	Speaker fees, travel, food	6,711.60	7,765.45	8,000.00	
31	Speaker/volunteer/staff food cart vouchers redeemed	1,000.00	1,120.00	1,000.00	
32	Radio, print, digital ads	600.00	500.00	500.00	
33	Banners, signs	131.88	0.00	250.00	
34	Lanyards	3,500.00	3,560.00	3,500.00	
35	Kids' wristbands & Adults	275.00	512.50	500.00	
36	Print program	1,053.98	423.06	400.00	
37	Specialty Rents	2,982.16	2,521.06	2,500.00	
38	Specialty Rents - Brew Mountain		2,991.73	3,000.00	
39	Liability Insurance	607.00	607.00	607.00	
40	TicketLeap fees	0.00	0.00	0.00	
41	Brew Mountain Shirts		4,346.00	4,000.00	
42	Beer		600.00	600.00	
43	Brew Mountain Champagne		1,400.00	1,400.00	
44	Brew Mountain Bands		1,500.00	1,500.00	
45	Direct cost of Paulides cancellation	0.00	0.00	0.00	
46	Start up petty cash	2,000.00	2,000.00	2,000.00	
47	Misc expense	134.94	267.59	400.00	
48	Total Expenses	\$42,219.41	\$56,049.90	\$52,957.00	
49	Gross Profit	\$55,928.59	\$38,939.77	\$45,943.00	
50	Net to Chamber				
51	Commission: \$00 Pam, \$1,000 Julie	\$3,000.00			
52	LCP scholarship fund				
53					
54	Brew Mtn Summary				
55	Revenue	2023 Actual	2024 Actual	2024 Actual	
56	Brew Mtn sales & tips	8,071.00	7,183.00	7,183.00	
57	Sponsorships for beer and wine glasses	1,968.00	7,400.00	7,400.00	
58	Total revenue	10,039.00	14,583.00	14,583.00	

	A	E	F	G	H
59	Expense				
60	Beer, wine, glasses	2,261.00	1,662.00	1,662.00	
61	shirts		2,684.00	2,684.00	
62	Alcohol monitor	825.00	825.00	825.00	
63	Beer Purchases		600.00	600.00	
64	Specialty Rents	343.00	2,991.73	2,991.73	
65	Credit Card Transactions 197 X 2		394.00	394.00	
66	Total expenses	2,261.00	9,156.73	9,156.73	
67	Brew Mtn net	\$7,778.00	\$5,426.27	\$5,426.27	
68	LCP	8,071.00	7,183.00	7,183.00	
69	Tip funds	0	0	0	
70	Total to LCP from Chamber (credits and cash day of event)	8,071.00	7,183.00	7,183.00	



2025-2026 REQUEST FOR FUNDING

APPLICATION DUE: **Thursday, June 27, 2024, 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 sign, date, and send
 completed application to:
Tammi Edwards, Exec Asst
City of Longview
P.O. Box 128
Longview, WA 98632

[Please attach proof of non-profit status.]

Applicant Information (circle one)					
Organization/Individual	Non-Profit	Public	Other	Private	Association
Organization Ladies of the Lake Quilt Guild (Longview, WA)			Activity Name "Quilts of Many Colors" Quilt Show		
Activity type: Event/Festival, Marketing or Facility Quilt Show					
Address PO Box 1432					
City Longview	County Cowlitz	State WA	Zip 98632		
Contact Person					
Name Carol Rife					
Title Guild Secretary				Phone 360-998-2678	
Email srife14004@aol.com					
Project Information					
Title and brief description of project: The Ladies of the Lake Quilt Guild of Longview, WA, which includes Oregon members, plans "Quilts of Many Colors", a quilt show that features over 150 hanging quilts and accessories, demonstrations, and educational activities. Our show brings in quilters and their family members from over 60 miles away because it is well-known throughout the area. They visit our local shops and restaurants before and after the show. We have at least 6 vendors at the show, some of whom live in Oregon and may need overnight lodging. Attending quilters will plan to visit the many quilt and fabric shops in the area north, south, east, and west of Longview, which may require overnight lodging. Every shop is different and quilters can never have enough fabric!					
We also showcase our community quilts donated to local organizations like the Emergency Support Shelter, veterans, and others. The 2024 Quilt Show will feature a presentation of a twin-sized quilt to each Foreign Exchange student attending a Longview high school as a lovely memento of their time in Longview. A portion of the net proceeds from the 2024 show will be donated to Beth's Place, Community House on Broadway for Teens.					
Timeline for project: 3/25-10/25 and 3/26-10/26			Geographic area served by this project: NW Washington, Northern Oregon, coastal areas		
Overall predicted attendance: 500			Attendance, # predicted to travel 50+ miles to attend: 100		
Attendance, # predicted to travel from out of state/out of country: 75			Attendance, # predicted to pay for overnight lodging: 12		
Attendance, # predicted to <u>not</u> pay for overnight lodging: 485			Predicted paid lodging nights: 10		
2025	Amount requested from the City of Longview \$2000		Total project cost: \$ 7000		Date of project: From Oct 2 to 4
2026	Amount requested from City of Longview \$2000		Total project cost: \$7000		Date of project: From Oct 1 to 3

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 Youth and Family Link Building and pay for the pipe and draping display. After the show, all expenses are reimbursed from the admission and Quilt Show Program fees.	All expenses are reimbursed by the Ladies of the Lake Quilt Guild Treasurer

List any other sources of funding you have applied for:

Source	Amount	Status
Cowlitz County Tourism Grant	\$1500	Will apply in 2025 for our 2025 Quilt Show

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

We will use the money entirely for advertising costs. We print flyers and bookmarks to send to over 100 quilt shops within a 75 mile radius. We advertise in local and area newspapers including their online editions. We advertise in bi-monthly consumer newspapers. We purchase and hang banners around town and across Nichols Blvd in Longview.

We conduct a visitor Survey at the quilt show to determine where the visitors are from and how they heard about our show. We use this information in planning for the next show advertising.

How will this project be financed in the future?

We could take a portion of the proceeds to pay for future quilt shows which would decrease the amount donated to local organizations. We expect continued support from the community and quilters in the Pacific Northwest.

Signature <i>Carel M. Rife, Secretary</i> <i>Ladies of the Lake Quilt Guild</i>	Date <i>6-11-24</i>
--	---------------------

GRANT REPORT

2023 amount received from the City of Longview for this project:

\$ 1500

2024 amount received from the City of Longview for this project:

\$ 1500

Note: If project is in process for 2024, please estimate the answers to the following:

How were these funds used?

They are being used for advertising costs. We purchased a new banner for Nichols Blvd from Signmasters and they updated our previous banners with new dates and times.

We are mailing quilt shops within a radius of 75 miles of Longview with a poster and bookmarks for their customers. We placed bookmarks at the Clark County Quilt Show in April and will provide them for the Clatsop

County, OR quilt show in June. We have provided area quilt guilds with information about the show. We advertise in local and area newspapers including their online editions. We also advertise in bi-monthly consumer newspapers.

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

We will provide a survey to all quilt show participants that includes where they traveled from, and where they heard about the quilt show.

How will this project be financed in the future?

The quilt show is a self-supporting event of Ladies of the Lake Quilt Guild. Being able to advertise extensively leading up to the quilt show increases attendance. The financial support of our local Tourism Grant in offsetting those costs allows us to give back monetarily to our community. Without grants, we would have to use more of our gate receipts and possibly solicit sponsorships and increase vendor space fees and program ads to try to finance the show. A portion of net proceeds after expenses and grant reimbursements are donated to a local area charitable organization chosen by our Guild's members. The charity chosen for the 2024 show is Beth's Place, the overnight facility for teens sponsored by Community House on Broadway. Additionally, from our 2023 show we were able to give over \$2,000 to FISH of Cowlitz County.

List all project costs in the following categories:	2025	2026
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)	\$2600	\$2600
Construction Cost	\$	\$
Other Misc. Expenses	\$ 550	\$550
Total Goods & Services:	\$3150	\$3150
Operations:		
Facility Rent (doubled from last year)	\$1000	\$1000
Utilities	\$ 0	\$ 0
Other	\$	\$
Total Operations:	\$1000	\$1000
Other: Advertising Expectations	\$ 3,000	\$ 3,000
	\$	\$
	\$	\$
TOTAL COSTS:	\$4,000	\$ 4,000

List all funding sources for this project:	2025	2026
Quilt Show admission fee	\$ 2500	\$ 2500
Vendor Space Rental	\$ 1050	\$ 1050
Small Quilt Raffle	\$ 500	\$ 500
Quilt Boutique	\$ 500	\$ 500
City of Longview Grant	\$ 1500	\$ 1500
Cowlitz County Grant	\$ 1500	\$ 1500
TOTAL OTHER REVENUE:	\$ 7550	\$ 7550



2025-2026 REQUEST FOR FUNDING

APPLICATION DUE: Thursday, June 27, 2024, 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 sign, date, and send completed application to:

Tammi Edwards, Exec Asst
City of Longview
P.O. Box 128
Longview, WA 98632

RECEIVED

JUN 27 2024

City of Longview, WA
Executive Office

[Please attach proof of non-profit status.]

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 teams from Community Colleges in Washington, Oregon and British Columbia come to Longview for a 5-day, double-elimination tournament. The teams stay in local hotels and use local restaurants.			
Lower Columbia College has the contract to host the tournament through 2028.			
Timeline for project: May 22-26 2025; May 21-25 2026		Geographic area served by this project: Longview, Kelso, Cowlitz County	
Overall predicted attendance: 4,500		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 <u>not</u> pay for overnight lodging: 3,000		Predicted paid lodging nights: 400	
2025	Amount requested from City of Longview \$ 2,000	Total project cost: \$ 23,000	Date of project: From 5/1 to 5/27
2026	Amount requested from City of Longview \$ 2,000	Total project cost: \$ 23,000	Date of project: From 5/1 to 5/28

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 prep \$20,000
Pacific Tech Construction	\$2,000
Lower Columbia College Athletics	\$8,000 rights fee
Interstate Broadcasting	\$3,000 advertising

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, LCC and

The Longview Community. Internet diagnostics available by request.

How will this project be financed in the future? Same

Signature: Kirc Roland



Date: 6/27/2024

GRANT REPORT

2023 amount received from the City of Longview for this project:	\$2,000
2024 amount received from the City of Longview for this project:	\$2,000

Note: If project is in process for 2024, please estimate the answers to the following:

How were these funds used? To offset the cost of the live streaming broadcast

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

Attendance is tracked by the Northwest Athletics 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 20th and 21st consecutive years that the NWAC baseball championships have been in Longview. We hope to continue bringing the event to Longview 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 of hosting the tournament and we are hopeful 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:	2025	2026
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	\$1,000	\$1,000
Construction Cost	\$2,500	\$3,000
Other Misc. Expenses	\$1,000	\$1,000
Total Goods & Services:	\$12,500	\$13,000
Operations:		
Facility Rent	\$0	\$0
Utilities	\$200	\$200
Other: Television Streaming production Services	\$10,000	\$11,000
Total Operations:	\$10,200	\$11,200
Other:	\$	\$
	\$	\$
	\$	\$
TOTAL COSTS:	\$22,700	\$24,200

List all funding sources for this project:	2025	2026
	\$ above	\$ above
	\$	\$
	\$	\$
	\$	\$
TOTAL OTHER REVENUE:		

Reddaps



2025-2026 REQUEST FOR FUNDING

APPLICATION DUE: Thursday, June 27, 2024, 6:00 p.m.

1. Please type or print.
2. Answer each question within the space provided. Please do not include additional attachments or supplementary page
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:
Tammi Edwards, Exec Asst
City of Longview
P.O. Box 128
Longview, WA 98632

Applicant Information (circle one)			
Organization/Non-profit		Public	Other
Private		Association	
Organization: Rotary Foundation of Longview		Activity Name: Crafted Beer & Food Festival	
Activity type: Event/Festival, Marketing or Facility Community Festival			
Address: P.O.Box 1105			
City: Longview	County: Cowlitz	State: Washington	Zip: 98632
Contact Information:			
Name: James Hennig			
Title: Chair, Finance Committee			Phone: 360-577-7732
Email: jamesth1@msn.com			
Project Information:			
Title and brief description of project: Popularly known as Crafted, this event was first presented to the community in 2018. It has developed into a showcase of unique food and theme-based beer/wine mixed together with local music pleasant to the ear. Vendors from throughout the Northwest offer a choice of BBQ, tacos, pizza, and burgers. Many from surrounding communities habitually attend to mix with friends and stay the weekend. Bottom line: beer/wine + food + music + people = fun. For more information, consult: <u>longviewcrafted.com</u>			
Timeline for project: Typically the third Saturday in August		Geographic area served by this project: Washington and Oregon	
Overall predicted attendance: 2,50 to 3,000 visitors		Attendance, # predicted to travel 50+ miles to attend: Unable to predict -- probably over 75	
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 -- probably over 75	
Attendance, # predicted to not pay for overnight lodging: Unable to predict		Predicted paid lodging nights: Unable to predict	
2025	Amount requested from City of Longview \$ \$15,000	Total project cost: \$ \$52,736	Date of project: From 8-16-25 to 8-16-25
2026	Amount requested from City of Longview \$ \$15,000	Total project cost: \$ \$52,736	Date of project: From 8-15-26 to 8-15-26

FUNDING SOURCES FOR THIS PROJECT

List all firm commitments to date to fund this project:

Source	Amount
Funds are supplied solely by the efforts of members of the Rotary Club of Longview.	

List any other sources of funding you have applied for:

Source	Amount	Status
No other funds are used.		

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

Expenses include permits, marketing, insurance, sanitation, security, etc.

Documentation is via Excel Spreadsheet and QuickBooks.

How will this project be financed in the future?

Major financing is through sponsorships and vendor fees.

Limited income is through sale of merchandise.

Signature



Date

6-10-24

GRANT REPORT

2023 amount received from the City of Longview for this project:	\$	\$5,000
2024 amount received from the City of Longview for this project: (pending reimbursement)	\$	\$5,000

Note: If project is in process for 2024, please estimate the answers to the following:

How were these funds used?

Funds are used to 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 attendees and out-of-town visitors.

How will this project be financed in the future?

Success is dependent on the financial support of sponsors and vendors; plus City grants.

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

The accompanying document in the Balance Sheet the latest Squirrel Fest (2023)

List an oroiect costs in the followina cateaories:	2025	2026
Proiect Manaagem ent/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: These estimations are based on 2023 expense figures:	\$ \$ 52,736	\$ \$ 52,736

List all fundina sources for this project:	2025	2026
Funds are supplied solely by the efforts of members of the	\$	\$
Longview Rotary Club.	\$	\$
	\$	\$
	\$	\$
TOTAL OTHER REVENUE: These estimates are based on 2023 income figures:	\$ 47,248	\$ 47,248

Rotary Foundation of Longview

Profit and Loss

All Dates

CRAFTED

2023

		TOTAL
Income		
4651 Crafted Festival Income	47,248.26	
Total Income	\$47,248.26	
GROSS PROFIT		\$47,248.26
Expenses		
5619 Crafted Festival	52,457.61	
6005 Merchant Fees	278.87	
Total Expenses	\$52,736.48	
NET OPERATING INCOME	\$ -5,488.22	
NET INCOME	\$ -5,488.22	



2025-2026 REQUEST FOR FUNDING

APPLICATION DUE: Thursday, June 27, 2024, 6:00 p.m.

1. Please type or print.
2. Answer each question within the space provided. Please do not include additional attachments or supplementary page
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:
Tammi Edwards, Exec Asst
City of Longview
P.O. Box 128
Longview, WA 98632

Applicant Information (circle one) Organization ☒ Non-profit ☐ Public ☐ Other ☐ Private ☐ Association			
Organization Rotary Foundation of Longview		Activity Name Squirrel Fest	
Activity type: Event/Festival, Marketing or Facility Community Festival			
Address P.O.Box 1105			
City Longview	County Cowlitz	State Washington	Zip 98632
Contact Information:			
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 on 2010 as a first of it's kind Festival on the West Coast.			
It has grown into a celebration attracting families from far and near who enjoy the kid-friendly activities, live performances, tours of the "Squirrel Bridges", live music, local vendors, delicious foods, plus a wide variety of nutty activities. The event strives to embody a deep sense of community spirit adding a small amount of it's quirky nature.			
For more information, consult lvsquirrelfest.com			
Timeline for project: Typically the third Saturday in August		Geographic area served by this project: Washington and Oregon	
Overall predicted attendance: 4,000 to 5,000 family members		Attendance, # predicted to travel 50+ miles to attend: Unable to predict -- probably over 50	
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 -- probably over 50	
Attendance, # predicted to not pay for overnight lodging: Unable to predict		Predicted paid lodging nights: Unable to predict -- probably over 50	
2025	Amount requested from City of Longview \$ \$20,000	Total project cost: \$ \$55,836	Date of project: From 8-16-25 to 8-16-26
2026	Amount requested from City of Longview \$ \$20,000	Total project cost: \$ \$55,836	Date of project: From 8-15-26 to 8-15-26

FUNDING SOURCES FOR THIS PROJECT

List all firm commitments to date to fund this project:

Source	Amount
Funds are supplied solely by the efforts of members of the Rotary Club of Longview.	

List any other sources of funding you have applied for:

Source	Amount	Status
No other funds are used.		

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

Expenses include permits, marketing, insurance, sanitation, security, etc.

Documentation is via Excel Spreadsheet and QuickBooks.

How will this project be financed in the future?

Major financing is through sponsorships and vendor fees.

Limited income is through sale of merchandise.

Signature



Date

6-10-24

GRANT REPORT

2023 amount received from the City of Longview for this project:	\$	\$7,500
2024 amount received from the City of Longview for this project: (pending reimbursement)	\$	\$7,500

Note: If project is in process for 2024, please estimate the answers to the following:

How were these funds used?

Funds are used to 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 attendees and out-of-town visitors.

How will this project be financed in the future?

Success is dependent on the financial support of sponsors and vendors; plus City grants.

The financial goal of the event is to "break-even". But, through the years, it's been a struggle.

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

The accompanying document in the Balance Sheet the latest Squirrel Fest (2023)

List an orioect costs in the followina cateaories:	2025	2026
Proiect Manaagem ent/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: These estimations are based on 2023 expense figures:	\$ \$ 55,836	\$ \$55,836

List all fundina sources for this project:	2025	2026
Funds are supplied solely by the efforts of members of the	\$	\$
Longview Rotary Club.	\$	\$
	\$	\$
	\$	\$
TOTAL OTHER REVENUE: These estimations are based on 2023 figures:	\$ 59,471	\$59,471

Rotary Foundation of Longview

Profit and Loss

All Dates

SQUIRREL FEST
2023

	TOTAL
Income	
4610 Squirrel Fest Income	59,471.59
Total Income	\$59,471.59
GROSS PROFIT	\$59,471.59
Expenses	
5205 Squirrel Fest Expenses	55,836.04
Total Expenses	\$55,836.04
NET OPERATING INCOME	\$3,635.55
NET INCOME	\$3,635.55



2025-2026 REQUEST FOR FUNDING

APPLICATION DUE: Thursday, June 27, 2024, 6:00 p.m.

1. Please type or print.
2. Answer each question within the space provided. Please do not include additional attachments or supplementary page
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:
Tammi Edwards, Exec Asst
City of Longview
P.O. Box 128
Longview, WA 98632

Applicant Information (circle one) Organization <u>Non-profit</u> ☐ Public ☐ Other ☐ Private ☐ Association ☐			
Activity Name Tour de Blast		Activity type: Event/Festival, Marketing or Facility Community / Regional Event	
Address P.O.Box 1105			
City Longview	County Cowlitz	State Washington	Zip 98632
Contact Information: Name James Hennig Title Chair, Finance Committee Phone 360-577-7732 Email jamesth1@msn.com			
Title and brief description of project: Tour de Blast has been a feature event on Southwest Washington for 31 years. It has brought thousands to the area to experience thrills, exploration and enjoyment. They come from throughout the Northwest plus several states beyond. Starting and ending in Toutle, riders can select from three roundtrip trips: 39, 54 and 66 miles. Primarily from the Portland and Seattle area, their families seek lodging mainly in the Longview area and make use of local restaurants when hungry. Bike clubs recommend this ride for the summer circuit. For more information, consult: <u>tourdeblast.com</u>			
Timeline for project: Typically the third/fourth Saturday of June		Geographic area served by this project: Washington, Oregon, Idaho, California and beyond	
Overall predicted attendance: 700 - 800 riders (plus family members)		Attendance, # predicted to travel 50+ miles to attend: Estimated 90% live >50 away	
Attendance, # predicted to travel from out of state/out of country: Most from Washington and Oregon		Attendance, # predicted to pay for overnight lodging: Estimate 80% stay overnight; a few camp	
Attendance, # predicted to <u>not</u> pay for overnight lodging: Estimate 20%		Predicted paid lodging nights: Estimate 600 in Longview (plus Kelso and Castle Rock)	
2025	Amount requested from City of Longview \$ \$10,000	Total project cost: \$ \$14,650	Date of project: From 6-21-25 to 6-21-25
2026	Amount requested from City of Longview \$ \$10,000	Total project cost: \$ \$14,650	Date of project: From 6-20-26 to 6-20-26

FUNDING SOURCES FOR THIS PROJECT

List all firm commitments to date to fund this project:

Source	Amount
Funds are supplied solely by the efforts of members of the Rotary Club of Longview.	

List any other sources of funding you have applied for:

Source	Amount	Status
No other funds are used.		

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

Expenses include permits, marketing, insurance, sanitation, security, etc.

Documentation is via Excel Spreadsheet and QuickBooks.

How will this project be financed in the future?

Major financing is through sponsorships and rider fees.

Limited income is through sale of merchandise.

Signature

Date

GRANT REPORT

2023 amount received from the City of Longview for this project:	\$	none
2024 amount received from the City of Longview for this project:	\$	none

Note: If project is in process for 2024, 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 are received from riders. Selected comments for posted on the Tour de Blast website.

How will this project be financed in the future?

Major financing is through sponsorships and rider fees.

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

The accompanying document is the Balance Sheet of the latest Tour de Blast (2023)

List an orioect costs in the followina c,ateaoies:	2025	2026
Proiect Manaagemnt/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: These estimations are based on 2023 expense figures:	\$ \$ 14,650	\$ \$ 14,650

List all fundina sources for this project:	2025	2026
Funds are supplied solely by the efforts of members of the	\$	\$
Longview Rotary Club.	\$	\$
	\$	\$
	\$	\$
TOTAL OTHER REVENUE: These estimates are based on 2023 income figures:	\$ 40,926	\$ 40,926

Rotary Foundation of Longview

Profit and Loss

All Dates

TOUR de BLAST

2023

	TOTAL
Income	
4511 Tour-de-Blast Income	40,926.52
Total Income	\$40,926.52
GROSS PROFIT	\$40,926.52
Expenses	
4501 Tour-de-Blast Expenses	13,844.97
6005 Merchant Fees	805.16
Total Expenses	\$14,650.13
NET OPERATING INCOME	\$26,276.39
NET INCOME	\$26,276.39



2025-2026 REQUEST FOR FUNDING

APPLICATION DUE: Thursday, June 27, 2024, 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(c)(3) EIN 91-1078525

[Please attach proof of non-profit status.]

Please sign, date, and send completed application to:
Tammi Edwards, Exec Asst
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			Activity Name Symphony Concerts
Activity type: Event/Festival, Marketing or Facility Twenty (20) Free Concerts from 1/1/2025 to 12/31/2026			
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
Email mgwoods722@gmail.com			C 360-430-0960
Project Information			
Title and brief description of project:			
The SWWS seasons 58 and 59 will be offered FREE to the public of all ages. The 20 performances will include a total of six concerts which will be presented to 4th and 5th grade students.			
The Symphony will also offer free Suzuki classes for 4th and 5th grade string students and scholarships to help more advanced students afford private music lessons.			
Timeline for project: 1/1/2025 – 12/31/2026		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 <u>not</u> pay for overnight lodging: Likely most attendees		Predicted paid lodging nights: Difficult to determine	
2025	Amount requested from City of Longview \$ 7,300	Total project cost: \$ 63,100	Date of project: 1/1/2025 to 12/31/2025
2026	Amount requested from City of Longview \$ 7,300	Total project cost: \$ 63,100	Date of project: 1/1/2026 to 12/31/2026

FUNDING SOURCES FOR THIS PROJECT

List all firm commitments to date to fund this project:

Source	Amount
Grant from the Rose Foundation, which is a donor advised fund administered by the Community Foundation of Southwest Washington	\$5,000 per year for 2025 and 2026

List any other sources of funding you have applied for:

Source	Amount	Status
GiveBIG Washington		Annual fundraiser
Weyerhaeuser Giving Fund		Will apply later in 2024
Community Accelerator Grant		Will apply later in 2024
Longview Rotary		Will apply after 7/1/2024

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 58 and 59. 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, the availability of grants, and contributions from donors and patrons.

Signature



Date

5/25/2024

GRANT REPORT

2023 amount received from the City of Longview for this project:

\$ 7,500

2024 amount received from the City of Longview for this project:

We still have four more concerts to present in 2024, so no payment has been applied for or received.*Note: If project is in process for 2024, please estimate the answers to the following:*

How were these funds used?

So far in 2024, the Symphony has paid Marketing and Advertising expenses totaling \$3,882.94. We expect total Marketing and Advertising expenses for 2024 to be about double that amount because we have not yet paid for printing and mailing of our brochure for the 2024 – 2025 concert season.

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

We measure the success of our advertising and promotion expense by attendance at concerts. We are striving for annual attendance of about 5,000. Attendance has steadily improved as the effects of the pandemic have receded. Total attendance in 2023 was 4,391. So far in 2024, attendance has totaled 3,459. We still have four more concerts to present in 2024.

How will this project be financed in the future?

Our ongoing operations will continue to be financed by grants, contributions from our patrons, and income from the Symphony's investments. We also make a small amount by selling advertising space in our concert programs.**Cost and revenue projections for 2025 and 2026 are based on the Symphony's budget for the 2023 – 2024 concert season. Costs from year to year are fairly stable and predictable. Since most of the Symphony's revenue is derived from donations and grants, annual revenue is variable and hard to accurately predict.**

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

The grant amount was for \$7,500 for each year to pay for advertising and marketing expenses in 2003 and 2004. In 2003, the Symphony's advertising and marketing expenses totaled \$8,072.56. We expect that total advertising and marketing expenses for 2024 will be similar.

A comparison of the original project expense budget with actual expenses for 2023 is as follows:

	Budgeted	Actual
Management/Administration (Conductor, Concertmaster, Librarian, guest players)	\$ 22,300	\$ 20,924.98
Goods & Services	\$ 6,415	\$ 7,770.98
Operations	\$ 17,680	\$ 14,544.87
Advertising & Promotion	\$ 8,210	\$ 8,072.56
Total Costs	\$ 54,605	\$ 51,313.39

Total income for 2023 was much higher than anticipated because assets were gifted to the Southwest Washington Symphony by the former Southwest Washington Youth Symphony. In return, the Southwest Washington Symphony agreed to continue to offer a one-week Summer Orchestra Camp for junior and senior high school students. The Camp had previously been a program of the Southwest Washington Youth Symphony.

	Budgeted	Actual
Grants	\$ 11,900	\$ 18,034.82
Fundraising and private donations	\$ 40,060	\$ 41,933.19
Advertising in programs and other	\$ 4,100	\$ 6,227.89
Assets transferred from former Youth Symphony	0	\$ 26,181.58
Total income	\$ 56,060	\$ 92,377.48

List all project costs in the following categories:	2025	2026
Project Management/Administration:		
Project Manager Salary/Consultant Fees/Staff Costs: (Conductor, guest artists)	\$ 25,050	\$ 25,050
Goods & Services:		
Contract Services – Consultant Fee	\$ 0	\$ 0
Materials/Supplies/Equipment	\$ 5,000	\$ 5,000
Construction Cost	\$ 0	\$ 0
Other Misc. Expenses	\$ 2,200	\$ 2,200
Total Goods & Services:	\$ 32,250	\$ 32,250
Operations:		
Facility Rent	\$ 5,900	\$ 5,900
Utilities	\$ 0	\$ 0
Other	\$ 4,150	\$ 4,150
Total Operations:	\$ 10,050	\$ 10,050
Other: Student Education Programs	\$ 10,000	\$ 10,000
Summer Student Orchestra Camp	\$ 3,500	\$ 3,500
Advertising and Promotion	\$ 7,300	\$ 7,300
TOTAL COSTS:	\$ 63,100	\$ 63,100

List all funding sources for this project:	2025	2026
Grants	\$ 19,500	\$ 19,500
Donations	\$ 42,800	\$ 42,800
Interest and Advertising Income	\$ 4,000	\$ 4,000
Summer Student Orchestra Camp Tuition	\$ 3,250	\$ 3,250
TOTAL OTHER REVENUE: (Gain/Loss in value of investments is not included)	\$ 69,550	\$ 69,550

Estimated Southwest Washington Symphony Budget for 2025 and 2026

Ordinary Income/Expense

Income

Grants

Community Foundation of SW WA

5,000.00

Weyerhaeuser

3,500.00

Longview Rotary

500.00

City of Longview

7,500.00

Grants - Other

3,000.00

Total Grants

19,500.00

Unrestricted Contributions

Private Donations

10,000.00

Total Unrestricted Contributions

10,000.00

Concert Donations & Ticket Sales

Concert Donations

Fall Concert - LCC Rose Center

1,500.00

Winter Concert - CTPA

1,500.00

Spring Concert - LCC Rose Center

1,500.00

Total Concert Tickets/Donations Revenue

4,500.00

Advertising Income (programs)

1,000.00

Fundraising Activities

Give Big WA Matching

16,000.00

Give Big WA donations

12,000.00

Kroger-Fred Meyer

300.00

Total Fundraising Activities

28,300.00

Interest Income

3,000.00

Gain in Value of Investments

0.00

Orchestra Camp

3,250.00

Restricted Contributions

Wollenberg Scholarship Fund

Tom Hall Scholarships

Total Other

6,250.00

Total Income

69,550.00

Expense

Fixed Expenses

Conductor	19,000.00
Concert Expenses	
Repertoire Acquisition	5,000.00
Symphony Guest Artist(s)	1,000.00
Auxiliary Musicians	4,000.00
Receptions after Concerts	
Lunch at Kids Concert	600.00
Concert Variable Expenses - Other	200.00
Total Concert Expenses	10,800.00
Venue Rent	
Columbia Theatre (Winter)	2,700.00
Rose Center LCC (Fall) +Rehearsals	1,300.00
Rose Center LCC (Spring) +Rehearsals	1,300.00
Total Venue Rent	5,300.00
Administrative Expenses	
First Rehearsal Meal Expense	300.00
Post Office Box Rent	200.00
Bank Fees	100.00
Office Supplies	200.00
Postage and Delivery	100.00
Repairs/tuning	200.00
Licenses & Permits	200.00
Other	100.00
Total Administrative Expenses	1,400.00
Contract Services	
Concertmaster	550.00
Librarian	500.00
Total Contract Services	1,050.00
Liability Insurance	1,200.00
Marketing Expenses	
Graphic Design	2,500.00
Printing - Brochures, Posters & Programs	4,000.00
Advertising	600.00
Web-site Expenses	
Domain & Hosting Fees	200.00
Total Marketing Expenses	7,300.00

	Membership Dues	
	Chamber of Commerce	200.00
	BMI	300.00
	ASCAP	450.00
	Total Membership Dues	950.00
	Space Rent - Trinity	600.00
Other		
	Scholarship Awards	2,000.00
	Orchestra Camp	3,500.00
	Community Outreach	
	Suzuki Class	5,000.00
	Private Lessons Scholarships	5,000.00
	Total Other	15,500.00
	Total Expense	63,100.00
Net Income		6,450.00



2025-2026 REQUEST FOR FUNDING

APPLICATION DUE: Thursday, June 27, 2024, 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)
If so, what is your IRS designation 501-C 3

[Please attach proof of non-profit status.]

Applicant Information (circle one)			
Organisation/Individual	Non-Profit (YES)	Public	Other Private Association
Organization TCB Entertainment a 501 c3 arts presenting company			Activity Name Summer Solstice Arts & Music Festival
Activity type: Event/Festival, Marketing or Facility Music and arts festival in the streets on Commerce Ave. Longview. Free to the Public.			
1100 Block Commerce Ave, Longview WA 98632			
City Longview	County Cowlitz	State WA	Zip 98632
Contact Person			
Name Cliff Verhoeff (Verhoeff)			
Title Director			Phone 425 210 2686
Email cliff@tcbentertainment.org			
Street address m295 Beech St, Longview, WA 98632			
Project Information			
Title and brief description of project: 2024 Summer Solstice Arts & Music Festival is a two days free celebration with 6 PNW bands, a wonderful night market featuring hand crafted items, wood-fire pizza, and a whole lotta fun. 3 pm to 10 pm Friday and Saturday in June the weekend after the solstice . Commerce Avenue downtown Longview WA.			
This event will expand each year with more vendors, and more stages of music. Our goal for 2025 is two stages of music and 100 craft booths.			
2026 has three stages and 100 craft booths with an expanded food court.			
Timeline for project: Sept to June each year.		Geographic area served by this project: SW Washington includes 7 counties that touch Cowlitz County.	
Overall predicted attendance: In 2024 4000. in 2025 4800 in 2026 9,600		Attendance, # predicted to travel 50+ miles to attend: Not known at this time.	

Attendance, # predicted to travel from out of state/out of country: not known at this time		Attendance, # predicted to pay for overnight lodging: IN 2024 all hotels were over 90%	
Attendance, # predicted to <u>not</u> pay for overnight lodging: 70%		Predicted paid lodging nights: 30%	
2025	Amount requested from City of Longview \$7,500	Total project cost: \$ 42,850	Date of project: June 20,21, 2025
2026	Amount requested from City of Longview \$ 9,000	Total project cost: \$55,8500	Date of project: June 19, 20 2026

FUNDING SOURCES FOR THIS PROJECT

List all firm commitments to date to fund this project:

Source	Amount
Estimates Beverage sales in 2024	\$8,000 net
Private Donation from the creator of the festival in 2024	\$18,000.00
Business sponsorship 2024	\$3,500.00
Program ad sales in 2024	\$1,000.00
Vendor fees in 2024	\$3,600.00

List any other sources of funding you have applied for:

Source	Amount	Status
Paul Allen Foundation	\$6,000	Awarded 2500
Cowlitz County Tourism Grant	\$3,000	not awarded in 2024
Washington State Tourism Grant	\$6,000	TBA in 2024
Washington Arts Commission	\$3,500	awarded in 2024

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

Entertainers fees and stage production costs. The quality of the vendors and the outstanding level of entertainers is the reason people will attend. To get the level of entertainers we want, the production cost is a factor..

We take a sample count on attendance three times a day on site. We poll the hotels on their sales the weekend of the show.

How will this project be financed in the future?

As the event grows we will have more vendors, business sponsorship, program ads sales and private donations. Apply for Grant for performance based and tourism.

Signature



Date

June 2, 2024

GRANT REPORT

2023 amount received from the City of Longview for this project:	No event
2024 amount received from the City of Longview for this project:	\$0

<i>Note: If project is in process for 2024, please estimate the answers to the following:</i>
How were these funds used?

How did you measure your results? Please document the achievement of your goal.
We will be doing an exit poll in 2024 from patrons. Track social media on who is looking and where they live.

How will this project be financed in the future?
Continued growth presenting an exciting event with a balanced budget.
Attracting top entertainment and craft vendors . People seek out their favorite vendor and bands they like. They will travel to a great event especially if their favorite musician and arts are selling or appearing.
Give people in our community a social event and experience they want to stay home for.
Give people that are already staying in hotels and visiting family and friends something to do while in our town.

List all project costs in the following categories:	2025	2026
Project Management/Administration:		
Project Manager Salary/Consultant Fees/Staff Costs:	\$ 5,500	\$10,000
Goods & Services:		
Contract Services - development officer	\$ 15,000	\$15,000
Materials/Supplies/Equipment	\$ 500.00	\$500.00
Construction Cost tents, tables, chairs, fencing, pots	\$ 5,000	\$ 5000
Other Misc. Expenses Production cost sound stage lights	\$ 8000	\$ 15,000
Total Goods & Services:	34,000	45500
Operations:		
Facility Rent Garbage, street signs	\$ 650.00	\$650.00
Utilities Generators	\$1,000.00	\$ 1500.00
Other Security,	\$2500.00	\$ 3500.00
Total Operations:	\$4,150.00	\$5,650.00
Other:	\$	\$
Marketing, printing	\$ 4,000.00	\$ 4000.00
Volunteer party and tee shirts	\$ 700.00	\$ 700.00
TOTAL COSTS:	\$42,850	\$55,850

List all funding sources for this project:	2025	2026
Program ads booth fees	\$ 17,000	\$17,000
Sponsorship, Grants	\$20,000.00	\$24,000
Connessions	\$ 8,000.00	\$10,000.00
Individual donations	\$ 5,000.00	\$6,000.00
TOTAL OTHER REVENUE:	50,000.00	57,000

Expenses		Projected	Actual
stage, sound lights		\$8,000.00	\$7,600.00
Genorator		\$500.00	\$0.00
Backstage tent and EMT		\$500.00	\$0.00
bands	6 bands	\$6,000.00	\$5,200.00
hotels	3	\$1,500.00	\$500.00
fence	500'/41 panels x38	\$3,200.00	\$1,000.00
picket fence	120 ft	\$450.00	\$450.00
Pots	6	\$3,000.00	\$800.00
tables	10' x 30	\$300.00	\$300.00
tall tables	6' tall x 20	\$200.00	\$0.00
table covers		\$200.00	\$0.00
Chairs	folding 180x2.5	\$450.00	\$300.00
garbage cans	10	\$200.00	\$40.00
Large garbage	1	\$500.00	\$0.00
banners	1	\$3,000.00	\$225.00
10x10 tents	2	\$300.00	\$0.00
front gate	10x10' arch	\$280.00	\$280.00
Security	day time cops	\$900.00	\$1,900.00
Security	Over night	\$1,560.00	\$400.00
marketing	radio face book posters	\$5,400.00	\$2,000.00
mailing list	cold call list	\$550.00	\$550.00
day labor	4 x 200	\$1,600.00	\$1,200.00
Booth sale3	40	\$1,200.00	\$400.00
sales person		\$4,000.00	\$2,400.00
program		\$2,000.00	\$1,000.00
Site lead		\$750.00	\$750.00
cups		\$200.00	\$200.00
Pop up show		\$2,500.00	\$2,500.00
break even			
Director		\$5,500.00	\$0.00
Total		\$54,740.00	\$29,995.00
Projected income		sold out	Actual
Grants		\$10,000.00	\$6,000.00
Investors	Cliff Verhoeff	\$5,000.00	\$17,550.00
ad sales		\$4,000.00	\$750.00
Sponsorship		\$20,000.00	\$3,500.00
Donations	\$10 suggested	\$2,500.00	
booth fee	40x120 -- 15	\$4,800.00	\$1,800.00
Pop up		\$2,500.00	\$400.00
beverage sales	0.40%	\$8,000.00	\$0.00

£

Total		\$56,800.00	\$30,000.00
Income		\$56,800.00	\$30,000.00
expense		\$54,740.00	\$29,995.00
Gross net		\$2,060.00	\$5.00



2025-2026 REQUEST FOR FUNDING

APPLICATION DUE: **Thursday, June 27, 2024, 6:00 p.m.**
Instructions

- Please type or print.
- 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.
- Attach organization's most recent tax return. If no tax return is available, attach the organization's most recent annual financial statement.
- Attach a detailed budget for the project.
- Are you a non-profit agency? ☒ yes ☐ no
 If so, what is your IRS designation? 501C3

Please sign, date, and send completed application to:
Tammi Edwards, Exec Asst
City of Longview
P.O. Box 128
Longview, WA 98632

[Please attach proof of non-profit status.]

UBI number 601 146 142

Applicant Information (circle one)			
Organization/Individual	<u>Non-Profit</u>	Public	Other Private Association
Organization <u>Unique Tin Car Club</u>	Activity Name <u>Unique Tin Car Show & Cruise</u>		
Activity type: Event/Festival, Marketing or Facility <u>Event</u>			
Address <u>2733 Florida St.</u>			
City <u>Longview</u>	County <u>Cowlitz</u>	State <u>WA</u>	Zip <u>98632</u>
Contact Person			
Name <u>Phil Williams</u>			
Title <u>Treasurer</u>			Phone <u>(360) 425-8421</u>
Email <u>flipga3@gmail.com</u>			
Project Information			
Title and brief description of project: <u>Car Show and evening car cruise</u>			
<u>This is a static car show @ the Cowlitz County Expo</u>			
<u>center from 8:00 to 5:00 p.m. on Saturday, then a</u>			
<u>cruise from 6:00 to 9:00 p.m. around the city</u>			
<u>center park and down 15th Ave</u>			
Timeline for project: <u>Aug. 23-24 2024</u>		Geographic area served by this project: <u>Cowlitz county</u>	
Overall predicted attendance: <u>1800</u>		Attendance, # predicted to travel 50+ miles to attend: <u>25 to 30</u>	
Attendance, # predicted to travel from out of state/out of country: <u>50</u>		Attendance, # predicted to pay for overnight lodging: <u>25 to 30</u>	
Attendance, # predicted to <u>not</u> pay for overnight lodging: <u>1750</u>		Predicted paid lodging nights: <u>25 to 30</u>	
2025	Amount requested from City of Longview \$ <u>6000</u>	Total project cost: \$ <u>25000</u>	Date of project: From <u>8-22-25</u> to <u>8-23-25</u>
2026	Amount requested from City of Longview \$ <u>6000</u>	Total project cost: \$ <u>28000</u>	Date of project: From <u>8-21-26</u> to <u>8-22-26</u>

FUNDING SOURCES FOR THIS PROJECT

List all firm commitments to date to fund this project:

Source	Amount
Stirling Honda	\$500.00
Wheeler's Collision Repair	500.00
Unique Tin Car Club	20,500.00
Bobs Paint hand	500.00

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, dash plaques, t-shirts, award coats, insurance, security, expo center rent.

How will this project be financed in the future?

Same as always. 2025 will be our 50th year. Expenses continue to rise and our membership is aging, but we hope to continue.

Signature

Shirley M. Williams

Date

5/4/2024

GRANT REPORT

2023 amount received from the City of Longview for this project:	\$ 5000
2024 amount received from the City of Longview for this project:	\$ 5000

Note: If project is in process for 2024, 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.

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

We generated adequate funds to continue putting on our event and making our charitable contributions.

How will this project be financed in the future?

The same manner. We will continue to seek additional sponsors and will apply for county tourism funds

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:	2025	2026
Project Management/Administration:		
Project Manager Salary/Consultant Fees/Staff Costs: All volunteers	\$ 0	\$ 0
Goods & Services:		
Contract Services – Consultant Fee	\$	\$
Materials/Supplies/Equipment	\$ 2000	\$ 2000
Construction Cost	\$	\$
Other Misc. Expenses	\$ 5000	\$ 7000
Total Goods & Services:	\$ 7000	\$ 9000
Operations:		
Facility Rent	\$ 4000	\$ 4500 (est.)
Utilities	\$ 300	\$ 300
Other Insurance	\$ 700	\$ 900
Total Operations:	\$ 5000	\$ 5700
Other: T-shirts, dash plaques, award coats	\$ 7000	\$ 7500
Pizza feed	\$ 1600	\$ 1800
Music	\$ 500	\$ 650
TOTAL COSTS:	\$ 19200	\$ 21350

List all funding sources for this project:	2025	2026
Stirling Honda, Bobs Paintland, Wheelers	\$ 2000	\$ 2000
Collision Repair	\$	\$
City of Longview Hotel/Motel Tax	\$ 6000	\$ 6000
Unique Tin Car Club	\$ 13000	\$ 15000
TOTAL OTHER REVENUE:	21,000	23000



City of Longview

Agenda Summary

BOARD AND COMMITTEE APPOINTMENT

RECOMMENDED ACTION:

MOTION TO APPROVE THE APPOINTMENT OF REED HADLEY TO THE HISTORIC PRESERVATION COMMISSION

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 JULY 2024 ACCOUNTS PAYABLE: \$2,712,270.41

SECOND HALF JULY 2024 PAYROLL:

\$433,918.04, checks
\$975,011.74, direct deposits
\$859,837.13, wire transfers
\$2,268,766.91 Total

STAFF CONTACT:

Lindy Kennedy, Accountant
Dana Beck, Payroll Specialist

Attachments: None



City of Longview

Agenda Summary

PROJECT COMPLETION – 38TH AND OAK PUMP STATION REPLACEMENT

RECOMMENDED ACTION:

MOTION TO ACCEPT AS COMPLETE THE 38TH AND OAK PUMP STATION PROJECT

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Provide sustainable water quality & environmental infrastructure

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

The 38th and Oak Pump Station project has been completed in accordance with the plans and specifications under Contract No. 23-1940-S entered between the City of Longview and Tapani, Inc. The City Council must accept the project as complete before final contract closeout can be accomplished.

STAFF CONTACT:

Sam Barham, City Engineer

Attachments: None



City of Longview

Agenda Summary

PROJECT COMPLETION – 38TH AND PENNSYLVANIA PUMP STATION REPLACEMENT

RECOMMENDED ACTION:

MOTION TO ACCEPT AS COMPLETE THE 38TH AND PENNSYLVANIA PUMP STATION PROJECT

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Provide sustainable water quality & environmental infrastructure

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

The 38th and Pennsylvania Pump Station project has been completed in accordance with the plans and specifications under Contract No. 23-1937-S entered between the City of Longview and Nutter Corporation. The City Council must accept the project as complete before final contract closeout can be accomplished.

STAFF CONTACT:

Sam Barham, City Engineer

Attachments: None



City of Longview

Agenda Summary

PROJECT COMPLETION – SEWER LATERAL REPLACEMENT

RECOMMENDED ACTION:

MOTION TO ACCEPT AS COMPLETE THE SEWER LATERAL REPLACEMENT PROJECT

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Provide sustainable water quality & environmental infrastructure

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

The sanitary sewer laterals at 2619 Fir St and 2618 Washington Way project has been completed in accordance with the plans and specifications under Contract No. 24-1943A-S entered between the City of Longview and Clark and Sons Excavating. The City Council must accept the project as complete before final contract closeout can be accomplished.

STAFF CONTACT:

Ivona Kininmonth, P.E. Project Engineer

Attachments: None



City of Longview

Agenda Summary

RESOLUTION 2509- 2024 UTILITY RATE REDUCTION PROGRAM

RECOMMENDED ACTION:

MOTION TO ADOPT RESOLUTION 2509

COUNCIL INITIATIVE ADDRESSED:

Continue effective financial management.

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

The City Council has established a utility rate reduction program for low-income senior citizens and low-income disabled citizens of the City. In years past, several program participants have received modest annual increases in income that, in many instances, may have caused them to exceed the limit in effect, and therefore could have resulted in some of the participants losing the rate reduction benefit. These increases in income are largely the result of inflationary increases granted by the Social Security Administration.

Historically, low-income seniors and disabled citizens participating in the utility rate-relief program have utility services established in their name and reside in single-family households. In addition to increasing the income limits for low-income seniors and low-income disabled citizens, Resolution No. 2509 also provides utility rate relief for transitional housing providers.

FINANCIAL SUMMARY:

In most instances, the modest cost-of-living increases granted by Social Security are not sufficient to offset the utility rate increases that these citizens would now experience if they lost their participation in the City's rate reduction program. Staff is recommending that the 2024 income eligibility limits for the City's rate reduction program be increased to keep eligible those with the greatest need of this rate reduction. The 2024 proposed utility rate relief income limit for a single person household is \$31,500 and is up \$1,950 from the present income limit of \$29,550. For a household with two persons, the proposed income limit is \$36,000. Last year's income limit for a two-person household was \$33,750. The proposed income limit for a household with five or more persons is \$48,600. Last year's income limit for 5 or more persons was \$45,550.

STAFF CONTACT:

Chris Collins, Public Works Director/ Assistant City Manager

Attachments:

1. Res 2509-2024 Utility Rate Reduction Program

RESOLUTION NO. 2509

A RESOLUTION PROVIDING FOR REDUCED RATES TO BE CHARGED TO LOW-INCOME SENIOR CITIZENS AND LOW-INCOME DISABLED CITIZENS FOR SANITARY SEWER SERVICE AND GARBAGE COLLECTION AND AN EXEMPTION FROM STORM WATER UTILITIES, INCLUDING LOW-INCOME AND DISABLED CITIZENS IN TRANSITIONAL HOUSING AND LIMITING THE ANNUAL AGGREGATE OF SUCH REDUCTIONS TO APPROXIMATELY \$220,000.00 PER CALENDAR YEAR AND REPEALING RESOLUTION NO. 2452.

WHEREAS, RCW 74.38.070 provides that cities may provide utility services at reduced rates for low income senior citizens or low income disabled citizens; and

WHEREAS, the City Council of the City of Longview recognizes the financial hardships placed upon low-income senior citizens and low-income disabled citizens as a result of the increasing costs of necessary utility services provided by the City to all of its citizens; and

WHEREAS, the City Council is also cognizant of the financial hardship placed on low-income and disabled transitional housing providers that provide living quarters free of rent;

WHEREAS, it is the desire of the City Council to provide for reduced rates to such low-income citizens for sewer, garbage collection and storm water utility services;

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

1. Definitions:

- (a) The term "low-income senior citizen" means a person who is sixty-two (62) years of age or older and whose total income, including that of his or her spouse or co-tenant(s), does not exceed the income limits as shown in the attached table. [The very low (50%) income limits for Cowlitz County established under the Housing and Urban Development Income Limits Documentation System.]
- (b) The term "low-income disabled citizen" means (i) a person qualifying for special parking privileges under RCW 46.19.010, (ii) a blind person as defined in RCW 74.18.020, or (iii) a disabled, handicapped or

incapacitated person as defined under any other state or federal program, and whose total income, including that of his or her spouse or co-tenant(s), does not exceed the income limits as shown in the attached table. [The very low (50%) income limits for Cowlitz County established under the Housing and Urban Development Income Limits Documentation System.]

- (c) The term "income", or "total income", means salary, wages, interest, dividends, and other earnings which are reportable for federal income tax purposes, and cash payments such as reimbursements received from pensions, annuities, social security, and public assistance programs. It includes any contributions received from any family member or other person who is domiciled in the same residence as the applicant for reduced utility rates hereunder and who is helping defray such applicant's living costs.

2. Reduced Rates For Low-Income Senior Citizens And Low-Income Disabled Citizens:

Any low-income senior citizen or low-income disabled citizen who receives sanitary sewer, garbage collection and/or storm water utility service from the City of Longview shall be entitled to receive such sanitary sewer service, garbage collection and/or storm water sewer service at the following reduced rates:

- (a) Sanitary Sewer Service:

A reduction, not to exceed fifty percent (50%) of the base residential rate may be allowed.

- (b) Garbage Collection Service:

A reduction, not to exceed fifty percent (50%) of the single-family dwelling residential rate for once per week garbage collection and recycling service may be allowed.

- (c) Storm Water Utility Service:

No charge shall be made to those persons whose applications are approved for reduced rates for sanitary sewer and/or garbage collection service.

- (d) Transitional Housing Provider – Sanitary Sewer Service:

In addition, to the reduced rates provided in Section 2 (a) through 2 (c) above, transitional housing providers shall receive a twenty-five percent (25%) reduction on sanitary sewer consumption charges.

3. Applications for Reduced Rates:

Applications for reduced utility rates hereunder shall be made upon forms to be provided by the Finance Department of the City and shall disclose all sources of income as required by such forms. Transitional housing providers are asked to provide income received from grants, contributions, etc. Such applications and the contents thereof shall remain confidential to the extent permitted by law. Any person who is aggrieved by the denial of reduced utility rates as herein provided may appeal such denial to the City Manager, whose decision with respect thereto shall be final.

4. Disqualification for Reductions:

An applicant who ceases to meet the qualifications of the Utility Rate Relief Program as provided in this Resolution shall advise the City of Longview Finance Department within thirty (30) days after having become so disqualified.

5. Annual Reports Required:

All applicants who have been granted reduced utility rates hereunder shall, as a condition of continued entitlement to reduced rates, resubmit every other year, beginning with the odd year, upon forms provided by the Finance Department on verification of their income. To qualify an applicant's income shall remain at or below the levels described in the attached table. Annual reports are not required for transitional housing providers so long as they continue to provide living quarters free of rent.

6. Annual Maximum Amount of Reductions:

No reduction in rates shall be permitted or granted if the effect thereof will be to reduce the aggregate gross income from sanitary sewer service, garbage collection and storm water utility service during any calendar year by more than approximately \$220,000.00

7. Effective Date:

This Resolution shall be in full force and effect from and after August 13th 2024.
BE IT FURTHER RESOLVED that Resolution No. 2452 passed by the
City Council on June 22,2023 is hereby repealed in its entirety on the
date that this Resolution becomes effective.

PASSED AND APPROVED by the City Council of Longview, Washington, and
signed by its Mayor this 13th day of August 2024.

M A Y O R

ATTEST:

City Clerk

FY 2024 Income Limits

Persons in Household	2024 Income Limit	2023 Income Limit
1	31,500	29,550
2	36,000	33,750
3	40,500	37,950
4	45,000	42,150
5+	48,600	45,550



City of Longview

Agenda Summary

RESOLUTION 2512 - INTERLOCAL WITH SCHOOL DISTRICT NO. 122 FOR PROVIDING SCHOOL RESOURCE OFFICERS

RECOMMENDED ACTION:

MOTION TO ADOPT RESOLUTION 2512

The City and the School District desire to develop a community partnership in order to provide commissioned law enforcement officers of the State of Washington with sworn authority to make arrests as school resource officers ("SROs"), who will be deployed in community-oriented policing and assigned to work in School District schools to build positive relationships with students and address crime and disorder problems, gangs, and drug activities affecting or occurring in or around K-12 schools. The proposed interlocal is attached.

Attachments:

1. Resolution 2512 for Interlocal with School District for SRO
2. Interlocal Agreement for SRO Services 2024-2025

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN
INTERLOCAL AGREEMENT WITH LONGVIEW SCHOOL DISTRICT NO. 122
FOR PROVIDING SCHOOL RESOURCE OFFICERS

WHEREAS, the City maintains the Longview Police Department (“Department”) consisting of personnel and equipment, the purpose of which is to serve the needs of all of the citizens of the City of Longview;

WHEREAS, the Longview School District operates and maintains public schools within the City that are attended by several-thousand students each day and has a need for more extensive and intensive police services than the general public;

WHEREAS, the City and the School District desire to develop a community partnership in order to provide commissioned law enforcement officers of the State of Washington with sworn authority to make arrests as school resource officers (“SROs”), who will be deployed in community-oriented policing and assigned to work in School District schools to build positive relationships with students and address crime and disorder problems, gangs, and drug activities affecting or occurring in or around K-12 schools;

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

Section 1. The City Manager is authorized to execute the agreement between the City of Longview and the Longview School District for provision of School Resource Officers (SROs), which is attached as Exhibit A, and forming a part of this Resolution.

PASSED by the City Council of Longview, Washington, and approved by
its Mayor this _____ day of _____, 2024.

Mayor

ATTEST:

City Clerk

EXHIBIT A

INTERLOCAL AGREEMENT FOR SCHOOL RESOURCE OFFICER SERVICES

THIS INTERLOCAL AGREEMENT (“Agreement”) is made pursuant to Chapter 39.34 RCW between the CITY OF LONGVIEW, a non-charter code city of the State of Washington, hereinafter referred to as the “City,” and LONGVIEW SCHOOL DISTRICT NO. 122, a Washington quasi-municipal corporation, hereinafter referred to as the “School District.”

RECITALS

WHEREAS, the City maintains the Longview Police Department (“Department”) consisting of personnel and equipment, the purpose of which is to serve the needs of all of the citizens of the City of Longview;

WHEREAS, the School District operates and maintains public schools within the City that are attended by several-thousand students each day and has a need for more extensive and intensive police services than the general public;

WHEREAS, the purpose of this Agreement is to develop a community partnership in order to provide commissioned law enforcement officers of the State of Washington with sworn authority to make arrests as school resource officers (“SROs”), who will be deployed in community-oriented policing and assigned to work in School District schools to build positive relationships with students and address crime and disorder problems, gangs, and drug activities affecting or occurring in or around K-12 schools;

WHEREAS, RCW 28A.320.124-.1242 and School District Board of Directors Policy 4311 and Procedure 4311P mandate certain training and other requirements for SROs, and the parties desire to conduct the SRO program in full compliance with those legal requirements; and

WHEREAS, the City and the School District intend that SROs should focus on keeping students out of the criminal justice system when possible and should not be used to attempt to impose criminal sanctions in matters that are more appropriately handled within the educational system.

NOW, THEREFORE, in consideration of the benefits to be derived by the City, and the School District, it is hereby agreed as follows:

1. **PURPOSE OF AGREEMENT:** The recitals stated above are fully incorporated into this Agreement. The purpose of this Agreement is to secure the services of two (2) City police officers to work as SROs in accordance with the terms of this Agreement.
2. **NO ENTITY CREATED:** There is and will be no separate organization or administrative entity necessitated by this Agreement.
3. **DURATION OF AGREEMENT:** This Agreement will be effective for the period September 1, 2024, through August 31, 2025. This Agreement may be extended for additional one-year periods by the agreement of the School District’s Board of Directors and the City. This Agreement is subject to termination by either of the parties hereto upon not less than ninety (90)

days' written notice to the City's Chief of Police or his/her designee or the School District's Superintendent or his/her designee.

4. **COMPENSATION:** The School District will pay an amount to the City for the performance of the services to the School District contemplated by this Agreement, determined in the following manner:

a. The School District will not be the employer of the SROs. The School District will reimburse the City for a portion of the SROs' salaries and benefit expenses as outlined on Attachment A, which constitutes the annual budget for the services provided under this Agreement. The sum will be one half (50%) the cost of the salary and benefit expenses. The City will bill the School District on a quarterly basis.

b. In the event that the SROs are requested by the School District to work more than forty-five (45) hours per officer during any calendar week when school is in session, such SROs will be paid overtime by the City. The School District will reimburse the City for seventy-five (75) percent of overtime that is a direct result of the SROs' duties. When the SROs are required to work overtime by the Department (non-SRO duties), that overtime will be paid by the City exclusively. The City will bill the School District for any overtime on a quarterly basis.

c. Any adjustments to the shifts of the SROs will be regulated by any current labor agreements between the City and the SROs' collective bargaining representative. The City and the School District will provide seven (7) days' notice to the SROs prior to any change in the SROs' shift schedules.

d. If the School District requests one or more SROs to attend an event outside of the SROs' shift(s), and the School District cancels the request with less than twenty-four (24) hours notice, the School District will reimburse the City for the amount of overtime to which the SROs would have been entitled had they worked that event as compensation to the SROs.

5. **RESPONSIBILITIES OF SROS:**

a. **Purpose of SROs:** The SRO program is designed to improve school safety and the educational climate at the School District's schools. SROs will support a positive school climate by developing positive relationships with students, parents, and staff, and by helping to promote a safe, inclusive, and positive learning environment.

b. **Primary Duties:** The SROs will primarily address all criminal activities on the School District's school campuses and transportation. As a general rule, law enforcement activity should take place at a location other than school premises. However, law enforcement activities by an SRO on school premises may include: interviews and interrogations; search of a student's person, possessions, or locker; citations; filing of delinquency petitions; referral to a probation officer; arrests; and other referrals to the juvenile justice system. The SROs will respond to calls of disorderly conduct, threats, violence, and misbehaviors that meet high risk potentials in the schools, and will handle, when appropriate, other school-related activities directly adjacent to the schools. If the SRO is already on a detail, a patrol officer will be dispatched to any calls demanding immediate attention. The responding officer will initiate criminal investigations, when required, and handle traffic-related activities directly adjacent to the schools.

c. **Other Duties:** The SROs will work with the schools on educating staff and students on safety issues, law enforcement issues, and citizenship responsibility. The SROs will work with the schools on establishing safety and emergency plans. They will be trained and familiar with relevant School District policies/procedures and appropriate laws. In addition, the SROs will recognize and respond to those situations where intervention is needed. This may include setting up meetings with those agencies that need to be involved, meeting with parents, and assisting in helping to secure the necessary intervention for youth who are at-risk. SROs will also be members of school-based threat assessment teams, which are preventative in purpose.

d. **Compliance with Laws:** In performing their work as SROs, the officers will comply with all applicable federal, state, and local laws, regulations, and ordinances. The SROs will also comply with all applicable School District policies and procedures.

e. **Restrictions on Immigration Enforcement:** SRO duties do not extend to immigration enforcement, and SROs will not inquire into or collect information about an individual's immigration or citizenship status or place of birth. SROs will not provide information pursuant to notification requests from federal immigration authorities for the purposes of civil immigration enforcement, except as required by law and consistent with School District policy/procedure 4310 ("Relations with Law Enforcement and Other Government Agencies").

f. **Limitations:** The primary responsibility for maintaining proper order and conduct in the schools resides with school principals or their designees, with the support of other school staff. Principals or their designees maintain order and handle all student discipline matters consistent with policies/procedures 3240 and 3241 adopted by the School District's Board of Directors. An SRO is prohibited from becoming involved in formal school discipline situations that are the responsibility of school administrators. The parties recognize that a trained SRO knows when to informally interact with students to reinforce school rules and when to enforce the law.

g. **Holiday Periods:** The SROs will take their accrued vacation and compensatory time during those times in the school year when school is not in session—i.e., on School District holidays and winter, spring, and summer breaks. During times that school is not in session, but the SROs are not on vacation, the SROs will be assigned police duties based on needs of the City.

h. **Emergency Availability:** The SROs will be available to respond to citywide emergencies when needed for officer safety backup. Other City police officers will be available to assist the SROs or when the SROs are unavailable.

i. **Summer Session:** The School District and the Department will consult together regarding summer school schedules. SROs will not be assigned to summer school sessions. Incidents requiring a law enforcement response should be handled by the school calling Cowlitz 911. A patrol officer will be dispatched based on incident protocols. If a SRO is working a patrol shift that day, the SRO will respond to the school if available.

6. **RESPONSIBILITIES OF CITY:**

a. The City will employ the SROs and is responsible for the hiring, training, discipline, and dismissal of its personnel. The City will provide the SROs with all uniforms, equipment, vehicles, and training necessary to provide the services called for by this Agreement,

and it will pay all salaries and benefits to which the SROs are entitled under the employment provisions applicable.

b. In the event that one of the SROs becomes ill or injured and is expected to be absent due to illness or injury for more than five (5) consecutive working days, a replacement officer will be assigned by the City.

c. Each SRO will have a cellular telephone. If a call is an emergency, the school should call 911 first and then the SRO. The School District should request copies of police reports through the Longview Police Department.

7. RESPONSIBILITIES OF SCHOOL DISTRICT:

a. The School District will provide a secure space for the SROs to conduct interviews, make phone calls, access criminal justice information, and complete reports in each high school served by such SROs.

b. Teachers and school administrators may ask SROs to intervene if a student's presence poses an immediate and continuing danger to others or an immediate and continuing threat of material and substantial disruption of the educational process, or in other emergency circumstances, in accordance with School District Policy 4311.

c. SROs will be integrated into the school community through participation in faculty and student meetings and assemblies as appropriate.

8. **ADMINISTRATION OF AGREEMENT:** The services provided by the City to the School District under this Agreement will be administered by the Program Administrator, who will be the City's Chief of Police or his/her designee.

9. **TRAINING REQUIREMENTS:** Officers assigned as an SRO must complete the training requirements described in RCW 28A.400.345 within the described time constraints. The City will provide the School District with training records as evidence the training was completed.

10. HIRING AND PLACEMENT:

a. The City will hire, train, and assign two police officers as SROs for the School District. The City will notify the School District prior to assignment of such personnel and any time there is a change in SRO assignment. The City will annually conduct a written performance evaluation of each SRO that includes input from the School District.

b. The School District may request that a specific police officer not be assigned as an SRO, in which event the Chief of Police and Superintendent, or their respective designees, will meet within five (5) business days and discuss in good faith the reasons for the School District's request. Following such meeting, the School District will make the final decision regarding whether to exclude an officer from working as an SRO. If an officer is so excluded, the City will assign alternative personnel as the SRO.

c. Periodic work schedules will be designed in conjunction with the SROs, the Department, and the principals. One SRO will be assigned to R.A. Long High School and Monticello Middle School, and one SRO will be assigned to Mark Morris High School and Cascade Middle School. Coverage of Mt. Solo Middle School will be shared by both SROs. Assignment to high schools and feeder schools will be made by collaboration between the School District and the Department. The SROs will make their presence known and interact with the administration, faculty, staff, and the students. The SROs may respond to other school facilities when requested.

d. Although the SROs will be spending most of their time involved with the above-mentioned high schools, this does not preclude them from being active in any other schools in the School District. The SROs may spend time in known youth gathering areas near school facilities as the schedule permits.

e. Ongoing, effective communications will occur between the principals of the high schools and the SROs. If a personnel conflict arises, the administrator of the School District who oversees district-wide security will be informed, as will the SRO's immediate supervisor, who will inform the Program Administrator and/or chief of the City's Department.

11. **COMPLAINTS:** The District has established a means for resolving concerns that may arise related to SROs, which is outlined in Procedure 4311P. This complaint-resolution system allows parents, guardians, and adult students to submit written complaints alleging improper conduct by SROs that has directly aggrieved them to their school principal or designee. A sincere effort will be made to resolve the complaint at that level. If not resolved, the parent, guardian, or adult student may appeal the complaint to the Superintendent or designee in writing as provided in Procedure 4311P.

12. **ANNUAL REVIEW:** A yearly assessment of the SRO program will be conducted by the City's Chief of Police or designee, and the School District Superintendent or designee, prior to July 1 of each calendar year.

13. **OWNERSHIP OF FACILITIES:** There are no facilities or properties to be acquired or purchased as a result of this Agreement. Upon termination of this Agreement, each party will promptly surrender any property belonging to the other party.

14. **INDEMNIFICATION:**

a. **By the School District.** The School District will indemnify and hold harmless the City and its elected officials, officers, employees, and agents (the "City Indemnified Parties") from and against all third-party claims, suits, actions, losses, damages, liabilities, judgments, costs, demands, penalties, and expenses (including attorney's fees arising therefrom) of any nature whatsoever ("Claims") arising out of, in connection with, or incident to the execution of this Agreement or the School District's performance or failure to perform any aspect of this Agreement; provided, however, that if such Claims are caused by or result from the concurrent negligence of the School District and/or its officers, employees, or agents and the City Indemnified Parties, the School District will be required to indemnify and hold harmless the City Indemnified Parties only to the extent of the negligence of the School District or its officers, employees, or

agents; and provided further, that nothing herein will require the School District to indemnify or hold harmless the City Indemnified Parties from any Claims arising from the sole negligence of the City Indemnified Parties.

b. **By the City.** The City will indemnify and hold harmless the School District and its elected officials, officers, employees, and agents (the “School District Indemnified Parties”) from and against all third-party Claims arising out of, in connection with, or incident to the execution of this Agreement, the City’s performance or failure to perform any aspect of this Agreement, and the actions of City personnel assigned as SROs; provided, however, that if such Claims are caused by or result from the concurrent negligence of the City and/or its officers, employees, or agents and the School District Indemnified Parties, the City will be required to indemnify and hold harmless the School District Indemnified Parties only to the extent of the negligence of the City or its officers, employees, or agents; and provided further, that nothing herein will require the City to indemnify or hold harmless the School District Indemnified Parties from any Claims arising from the sole negligence of the School District Indemnified Parties.

15. **INSURANCE:** Each party will procure and maintain, for the duration of this Agreement, insurance against claims for injuries to persons or damage to property that may arise from or in connection with the performance of this Agreement, which insurance will not be less than the following: Commercial General Liability in an amount no less than \$1,000,000 per occurrence and \$3,000,000 annual aggregate that covers liability arising from personal injury, bodily injury, and property damage. The City will also maintain law enforcement liability coverage of no less than \$ 5,000,000 .The City and School District will be named by endorsement as an additional insured or equivalent coverage commitment under the City’s and School District’s respective Commercial General Liability insurance policies or equivalent self-insurance cooperative agreements. If a party to the Agreement is a member of a self-insured, governmental risk pool providing insurance of the type and at the limits specified herein, that will satisfy the requirements of this section.

16. **RELATIONSHIP OF THE PARTIES:** Nothing contained in this Agreement will be construed to create the relationship of employer and employee, principal and agent, partnership or joint venture, or any other fiduciary relationship between the parties, or between one party and the employees, agents, or independent contractors of the other party. The employees, agents, or independent contractors of one party do not have authority to act as an agent for, or on behalf of, the other party, to represent the other party, or to bind the other party in any manner. The personnel of each party will be and remain employees, agents, or independent contractors of that party.

17. **BACKGROUND CHECKS:** In the event that any of the City’s employees or applicants for employment will have regularly scheduled unsupervised access to children in performance of this Agreement, the District will require a record check through the Washington State Patrol criminal investigation system under RCW 43.43.830-.834, RCW 10.97.030, and RCW 10.97.050, and through the Federal Bureau of Investigation, before either hiring the applicant or allowing the previously hired employee to work at District facilities. The records check will include a fingerprint check using a complete Washington State criminal identification fingerprint card. If an applicant has had a records check within the previous two (2) years, the City may waive the records check requirement for that applicant. The City will pay all costs of the requirements set forth in this provision.

18. **CRIMES AGAINST CHILDREN:** In accordance with RCW 28A.400.330, the City will prohibit any of its employees from working at a public school who has or may have contact with children at a public school of the School District during the course of his or her employment and who has pleaded guilty to or been convicted of any crime enumerated in RCW 28A.400.322, as now or hereafter amended. Any failure to comply with this section will be grounds for the School District to immediately terminate the Agreement.

19. **ASSIGNMENT AND CONTRACTING:** Neither the Agreement, nor any of the rights or obligations arising under the Agreement, may be assigned by either party without the other party's prior written consent. Subject to the foregoing, the Agreement will be binding upon, enforceable by, and inure to the benefit of the parties and their successors and assigns.

20. **GOVERNING LAW AND FORUM:** In the event that any party deems it necessary to institute legal action or proceedings to enforce any right or obligation under this Agreement, the parties agree that any such action or proceeding will be brought in a court of competent jurisdiction in Cowlitz County, Washington. The laws of the State of Washington will apply to this Agreement, with the exception of its choice-of-law rules.

21. **SEVERABILITY:** If any provision of the Agreement is held to be invalid or unenforceable for any reason, the remaining provisions will continue in full force without being impaired or invalidated in any way. The parties agree to replace any invalid provision with a valid provision that most closely approximates the intent and economic effect of the invalid provision.

22. **NON-WAIVER:** Any failure by a party to enforce strict performance of any provision of the Agreement will not constitute a waiver of the party's right to subsequently enforce such provision or any other provision of the Agreement.

23. **NOTICES:** All notices and other communications under the Agreement must be in writing and must be given by registered or certified mail, postage prepaid, delivered by hand, or sent by email. The following representatives of the parties have been designated to receive notice. The parties will notify in writing the other party regarding changes to their representatives. For the City: John Reeves, Captain, 1351 Hudson St., Longview, WA 98632, john.reeves@ci.longview.wa.us. For the School District: Rick Parrish, Executive Director of Operations, 2715 Lilac Street, Longview, WA 98632, rparrish@longview.k12.wa.us

24. **COUNTERPARTS:** The Agreement may be signed in counterparts, each of which will be deemed an original, and all of which, taken together, will be deemed one and the same document.

25. **MODIFICATIONS:** Modifications to this Agreement may be made only by written instrument properly signed by the authorized representatives of both parties.

26. **SURVIVAL:** The parties expressly intend and agree that the terms of Sections 14-15 will survive the expiration or termination of this Agreement for any reason.

27. **NO THIRD-PARTY BENEFICIARIES:** This Agreement is made and entered into for the sole benefit of the City and the School District. No third party will be deemed to have any rights under this Agreement, and there are no third-party beneficiaries to this Agreement.

28. **INTEGRATED AGREEMENT:** This Agreement, together with the attachments and addenda, if any, represents the entire and fully integrated Agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or oral.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement this _____ day of __July_____, 2024.

**CITY OF LONGVIEW
122**

LONGVIEW SCHOOL DISTRICT NO.

By _____
City Manager

By _____
School Board President

ATTEST:

APPROVED:

City Clerk

School Board Secretary

APPROVED:

City Attorney

ATTACHMENT A

2024 Calendar Year

SUMMARY STATEMENT:

The 2024 funding of SRO salaries and benefits will be as follows:

Cost of two SROs' salaries and benefits	\$325,780
Amount Paid by the City	\$162,890
Amount Paid by the School District	\$162,890

This amount is the base amount and does not include any overtime incurred as described in Section 4(c) of this Agreement. The City will bill the School District on a quarterly basis.

2025 Calendar Year

SUMMARY STATEMENT:

The 2025 funding of SRO salaries and benefits will be as follows:

Cost of two SROs' salaries and benefits	\$350,214
Amount Paid by the City	\$175,107
Amount Paid by the School District	\$175,107

This amount is the base amount and does not include any overtime incurred as described in Section 4(c) of this Agreement. The City will bill the School District on a quarterly basis.



City of Longview Agenda Summary Sheet

1525 Broadway
Longview, WA 98632
www.mylongview.com

Introduced by: Erik Halvorson, Council Member

Date: March 21st, 2024

Supported by: Spencer Boudreau, Mayor

For Agenda of: August 13, 2024

SUBJECT TITLE: AN ORDINANCE OF THE CITY OF LONGVIEW, WASHINGTON ADOPTING A NEW CHAPTER OF THE LONGVIEW MUNICIPAL CODE, CHAPTER 1.38 CITY FLAG POLICY; AND PROVIDING FOR SEVERABILITY AND EFFECTIVE DATE

SUMMARY STATEMENT:

The proposed ordinance for the City of Longview introduces a comprehensive flag policy, seeking to formalize flag displays within city facilities. It ensures adherence to federal and state regulations governing flag displays and outlines the specific flags permitted on city property. Additionally, the ordinance mandates permanent displays while providing guidelines for lowering flags to half-staff when necessary.

Inspired by the precedent set in *Shurtleff v. City of Boston*, this ordinance underscores the importance of transparent policies in differentiating government speech from regulated speech.

RECOMMENDED ACTION: A motion adopting Ordinance 3538

Erik Halvorson

Spencer Boudreau

ORDINANCE NO. 3538

AN ORDINANCE OF THE CITY OF LONGVIEW, WASHINGTON ADOPTING A NEW CHAPTER OF THE LONGVIEW MUNICIPAL CODE, CHAPTER 1.38 CITY FLAG POLICY; AND PROVIDING FOR SEVERABILITY AND EFFECTIVE DATE

WHEREAS, The City of Longview wishes to memorialize and codify current practices regarding which flags are displayed and when and how flags are flown or lowered to half-staff inside and outside of City facilities; and

WHEREAS, The City of Longview wishes to ensure that the City's flag policy is consistent with the United States Flag Code and Washington state law on public flag displays; now, therefore, be it

RESOLVED, That the City Council of the City of Longview do ordain as follows:

Section 1. Adoption of New Chapter 1.38 City Flag Policy. The Longview Municipal Code is amended to adopt a new Chapter 1.38, City Flag Policy, as described in Exhibit A, attached herto and incorporated by this reference as if set forth in full.

Section 2. Corrections. The City Clerk and the codifiers of the Ordinance are authorized to make necessary clerical corrections to this Ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 3. Severability. If any section, subsection, paragraph, sentence, clause or phrase of this Ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, such decision does not affect the validity or constitutionality of the remaining parts of this Ordinance.

Section 4. Effective Date. This Ordinance becomes effective five days after publication of the ordinance, or a summary thereof, in the official newspaper of the City.

PASSED AND APPROVED by the City Council of Longview, Washington, and signed by its Mayor this 13th day of August, 2024.

ATTEST:

Mayor

City Clerk

City Attorney

Exhibit A

--NEW--

Chapter 1.38

FLAG DISPLAY

Sections:

1.38.010 Definitions.

1.38.020 Purpose and intent.

1.38.030 Allowed flags on city property.

1.38.040 Permanent and temporary flag displays on city property.

1.38.050 Lowering flags to half-staff.

1.38.060 Procedure for approving additional flags.

1.38.070 Flag height requirements.

1.38.010 Definitions.

A. "Flag" means a piece of fabric with a distinctive design that is used as a symbol, signaling device, or decoration.

B. "Flag pole" and "Flag staff" mean a staff or pole on which a flag is hoisted and displayed.

C. "Display" means the flying of a flag on a flag pole.

1.38.020 Purpose and intent.

The purpose of this chapter is to regulate the official display of flags inside and outside of city facilities. It is the specific intent of the city council of the city of Longview to follow the federal law, including but not limited to the United States Flag Code and Washington State law, in flag displays on city property. Raising a flag is an expression of government speech. Accordingly, the locations for the display of flags on City property are not a forums for free expression by the public. This chapter is not intended to regulate display of flags on employee clothing, personal property, or work stations, which are instead governed by the city's personnel policy.

1.38.030 Allowed flags on city property.

The city will fly or display only the following flags on property owned by the city: The flag of the United States of America; the Washington State flag; the POW/MIA flag; the City of Longview flag; and any other flag mandated by federal or Washington State law; and any additional flags as approved pursuant to Section 1.38.050.

1.38.040 Permanent and temporary flag displays on city property.

The city will fly or display the United States flag, the Washington State flag, and the City of Longview flag on a permanent basis on the flag staffs outside City Hall, R.A. Long Park and in such other locations as the city council may select. The POW/MIA flag will be displayed at such times and places as are mandated by federal or Washington State law on a flag staff outside City Hall and in such other locations as the city council may select.

1.38.050 Lowering flags to half-staff.

The city will lower flags displayed on city property to half-staff in the following circumstances:

- A. At the direction of the President of the United States;
- B. At the request of the Governor of the State of Washington;
- C. At the request of the city council or city manager in the event of the death of a current city employee or official.

1.38.060 Procedure for approving additional flags.

- A. The City Council has the authority to approve or deny the display of additional flags not specifically named in this ordinance.
- B. The Longview City Council may choose to fly a different flag in place of the City Flag. Any decision to fly a different flag must be made independently by the council.
- C. The approval to fly a flag in place of the City flag must be made by a majority of the Council at a regular Council meeting.

D. The request for approval must include a description and image of the flag, the purpose of its display, and the proposed duration and location for the display.

E. The City Council's decision to approve the display of an additional flag will be based on whether the flag reflects the values of the community, pays homage to the history of the community, and supports civic engagement and awareness.

1.38.070 Flag height requirements.

A. No flag displayed on city property shall be flown higher than the flag of the United States of America.

B. If a city property has only one flagpole, the United States flag shall be displayed at the top, followed immediately by the City of Longview flag.

C. All flag displays must conform to the United States Flag Code and relevant Washington State laws regarding the order and position of flags.



Memorandum

Date: July 29, 2024
To: Jim Duscha, City Manager
From: Jon Dunaway, Interim Fire Chief / Fire Marshal
Subject: 2024 Fireworks Report

Provided below is a summary of confirmed and suspected fireworks incidents to which Longview Fire Department responded during the July 4th holiday season (June 28th through July 6th). Also listed are fireworks injuries treated by St. John Hospital Emergency Department for that same time period. A summary of the Public Education outreach that was done is also included.

Fire Incidents

6 small fires in bark dust – likely (but not confirmed) fireworks were involved

3 vegetation fires that damaged nearby structures

- Fireworks ignited arborvitae bushes, damaging exterior siding of 2 adjacent structures. Damage estimated at \$5,000.
- Fireworks ignited vegetation that spread to a duplex structure – fire into the attic of the building at the eaves. Damage estimated at \$100,000.
- (Suspected) Fireworks ignited vegetation damaging exterior of 4 adjacent homes. Damage estimated at \$4,100.

2 trash container / debris pile fires (resulting in <\$500.00 property loss each)

Injury Incidents

1 Injury – LFD responded to a patient struck in the throat by a mortar-type firework device with swelling and pain. Transported to St John Medical Center.

Injuries reported by St. John Emergency Department

11 firework-related injuries between June 20 and July 6

2 Arrived via ambulance; 9 arrived by private vehicle

Dispositions: 8 were discharged

1 admitted into ICU

1 transferred to OHSU

1 transferred to Oregon Burn Center ICU

NOTE: *Can't verify how many of these patients were City of Longview residents*

Longview Fire Department | 740 Commerce Avenue, Longview, WA 98632
360-442-5503 phone, 360-442-5961 fax

"Quality Service, Timely Response"

Public Education

- A media release was prepared to communicate tips to 'Celebrate Safely' (be prepared, be safe, be responsible). Additionally, the messaging included encouraging the public to use only legal devices, abide by the dates and times for legal use, and reminding the public that fireworks cannot be used in city parks.
- Angela Able (Public Information Officer) prepared various posts on the city's web site regarding safety tips, impacts to pets, and legal times for use. She also answered questions for The Daily News.
- Various safety information messages were posted on city web pages during the week of July 4th.



P.O. Box 128
Longview, WA 98632-7080
www.mylongview.com

Robert Huhta
Chief of Police

John Reeves
Captain

Branden McNew
Captain

Mary Chennault
Administrative Manager

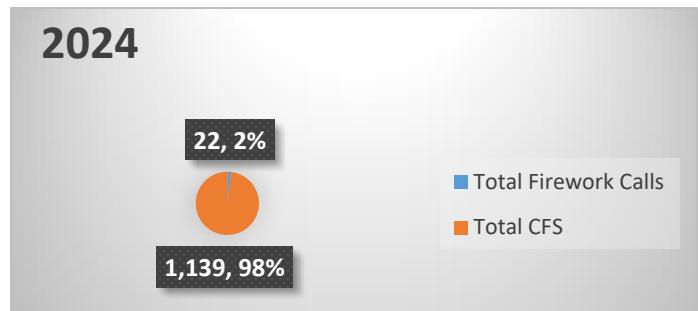
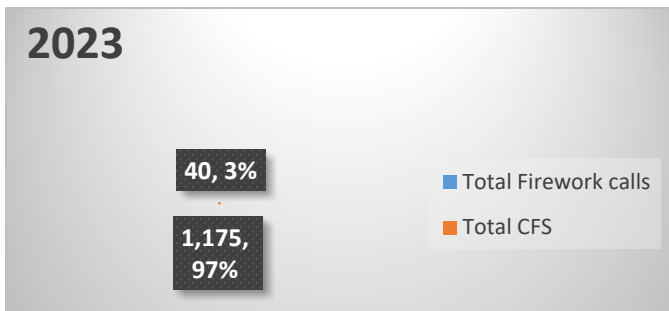
August 8, 2024

TO: Interim City Manager Jim Duscha

FROM: Chief Robert Huhta

SUBJECT: Fireworks Report

Please see the below information for total calls for service from June 28th – July 6th for years 2023 & 2024. The number of fireworks related calls for each time frame is also included.



I checked 7 cities across the State of Washington that are comparable to the City of Longview regarding their allowance of fireworks. I have not obtained their total calls for service during the timeframe listed above.

- ✓ 4/7 cities have a complete ban on personal use of fireworks
- ✓ 1 city has a ban on aerial and noise making fireworks
- ✓ 1 city allows fireworks on New Years Eve from 6 pm – 1 am on New Years Day and the 4th of July
- ✓ 1 city allows fireworks on the 3rd and 4th of July

ROBERT HUHTA
Chief of Police



City of Longview

Agenda Summary

CAPITAL IMPROVEMENT WORKSHOP RESULTS/ COUNCIL DIRECTION

RECOMMENDED ACTION:

MOTION TO APPROVE THE RESULTS OF THE JUNE 25TH 2024 CAPITAL IMPROVEMENT WORKSHOP AND INCORPORATE THE PROJECTS INTO THE 2025 AND 2026 BUDGET.

COUNCIL INITIATIVE ADDRESSED:

Continue effective financial management

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT

Presentation summarizing the June 25th capital improvement workshop results and council direction to staff.

STAFF CONTACT:

Chris Collins, Public Works Director/ Assistant City Manager

Attachments:

1. General Fund Capitol Improvement Workshop Results

General Fund Capitol Improvement Workshop Results 2025-2026

Chris Collins, Public Works Director/ Assistant City Manager
August 13th Regular Council Meeting

Capital Project Requests



City departments requested 36 projects totaling:

\$14,145,874 in 2025 requests

\$19,195,941 in 2026 requests



Funds Available:

\$873,500 available for 2025

\$619,807 available for 2026

Workshop Results/ Council Direction

New projects selected by Council:

	2025	2026
Station 81 and 82 Bay Doors	\$ 261,113	
Roy Morse Field Lights (\$275k remaining from 2024)	\$ 300,000	
Roof and Siding Replacement - Mint Valley Pro Shop		\$ 450,000
Walk In Freezer at Mint Valley	\$ 12,500	
Security Cameras at Station 81 & 82	\$ 11,200	
Secure Public Foyer at Station 81	\$ 25,000	

Workshop Results/ Council Direction

Reoccurring Projects:

	2025	2026
Neighborhood Parks Grant (NPG) Program	\$ 25,000	\$ 25,000
Parks and Playground Equipment Replacement	\$ 45,000	\$ 45,000
Debt Service (Street Shop)	\$ 48,380	\$ 48,510
ADA Improvements	\$ 50,000	\$ 50,000
Total	\$ 777,193	\$ 618,510

Questions?



City of Longview Agenda Summary Sheet

1525 Broadway
Longview, WA 98632
www.mylongview.com

DATE: August 8, 2023

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Address quality of place issues
Continue effective financial management

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

The City of Longview is partnering with Riley Research Associates to conduct its first community-wide online survey from August 13 to September 15, 2024. This initiative responds to the Council's request for gathering community feedback on city priorities for the upcoming biennium. The survey aims to:

1. Collect insights, information, and preferences from Longview residents.
2. Inform the Council's decision-making process for city priorities.
3. Assist in the potential development of a strategic plan for the city.
4. Establish a benchmark for future community surveys.

This comprehensive approach will provide valuable data to guide the city's future direction and improve responsiveness to community needs. The results will offer a statistically valid representation of residents' views, enabling more informed and citizen-centric governance. We encourage all Longview residents to participate in this important opportunity to shape our city's future.

STAFF CONTACT:

Angela Abel