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

Thursday, December 11, 2025 | **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.

If you are participating virtually, you may submit written comments to the City Clerk's Office with the subject line "Public Comment for Disbursement to City Council".
Virtual attendees may comment verbally during public hearings only and is only permitted for registered attendees. To participate, please contact the Clerk's Office in advance. Use the "raise hand" feature during the hearing, and the Clerk will unmute participants in the order received. If calling in by phone, dial star - 9 to raise your hand.

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

Telephone options (dial any of the following numbers):
1-253-215-8782 or 1-346-248-7799 or 1-408-638-0968 or 1-669-900-6833
Webinar ID: *823 9413 2374*

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

   25-00939 DAVE HENDRICKSON, LONGVIEW COMMUNITY CHURCH
3. **ROLL CALL**
4. **WORKSHOP**
5. **APPROVAL OF MINUTES**

   25-00626 NOVEMBER 20, 2025 SPECIAL MEETING
6. **CHANGES TO THE AGENDA**
7. **PRESENTATIONS & AWARDS**

   25-001076 FIRE DEPARTMENT PRESENTATION

8. CONSTITUENTS' COMMENTS - NON-AGENDA ITEMS (Thirty Minutes)

9. PUBLIC HEARINGS

25-001083 RESOLUTION NO. 2595 - 2025-2031 WATER USE EFFICIENCY (WUE) PROGRAM

RECOMMENDED ACTION:
CONDUCT THE PUBLIC HEARING AND MOTION TO ADOPT RESOLUTION NO. 2595

25-001087 ORDINANCE NO. 3570 - AMENDING CHAPTERS 19.77 AND 19.09 OF THE LONGVIEW MUNICIPAL CODE RELATING TO SHARED DRIVEWAYS

RECOMMENDED ACTION:
HOLD THE PUBLIC HEARING AND MOTION TO ADOPT ORDINANCE NO. 3570

10. CONSTITUENTS' COMMENTS - AGENDA ITEMS (Thirty Minutes)

11. BOARD & COMMISSION RECOMMENDATIONS

25-001075 APPOINTMENTS TO VARIOUS BOARDS AND COMMISSIONS

12. ORDINANCES & RESOLUTIONS

13. MAYOR'S REPORT

14. COUNCILMEMBERS' REPORTS

15. CONSENT CALENDAR

25-00627 APPROVAL OF CLAIMS

25-001079 RESOLUTION NO. 2596 - WATER TREATMENT PLANT SCADA HOST REPLACEMENT

RECOMMENDED ACTION:
MOTION TO ADOPT THE RESOLUTION

25-001089 PSA WITH GORDON THOMAS HONEYWELL

RECOMMENDED ACTION:
MOTION TO APPROVE PSA WITH GORDON THOMAS HONEYWELL

16. CITY MANAGER'S REPORT

25-001093 FUNDING OPPORTUNITIES FOR CRIMINAL JUSTICE

17. MISCELLANEOUS

18. EXECUTIVE SESSION

25-00996 PERFORMANCE OF A PUBLIC EMPLOYEE PER RCW 42.30.110(1)(g)

25-001094 POTENTIAL LITIGATION PER RCW 42.30.110(1)(i)

19. ADJOURNMENT

*** Any invocation that may be offered at the Council meeting shall be the voluntary offering of a private citizen, to and for the benefit of the Council. The views or beliefs expressed by**

the invocation speaker have not been previously reviewed or approved by the Council, and the Council does not endorse the religious beliefs or views of this, or any other speaker.

NEXT REGULAR COUNCIL MEETINGS:

THURSDAY, JANUARY 8, 2026 – 6:00 P.M.
THURSDAY, JANUARY 22, 2026 – 6:00 P.M.

NEXT SPECIAL COUNCIL MEETING:

THURSDAY, DECEMBER 18, 2025 – 6:00 P.M. – NO MEETING DECEMBER 25, 2025 CHRISTMAS DAY

RECEPTION:

THURSDAY, DECEMBER 18, 2025 - 5:00 P.M. - RECOGNITION OF OUTGOING COUNCILMEMBERS — CITY HALL LOBBY

City of Longview

1525 Broadway
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Minutes

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

Thursday, November 20, 2025 | **6:00 PM** | **2nd Floor, City Hall**

NOTICE IS HEREBY GIVEN, in accordance with RCW Chapter 42.30, that the City Council of the City of Longview, Washington, will conduct a special meeting in the Longview City Hall Council Chambers, 1525 Broadway, Longview, on Thursday, November 20, 2025 at 6:00 p.m. The topics of discussion follow. Final disposition shall be taken on no other matter.

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

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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

25-00938 JERRY CHAPMAN, DRUMSPEAKER MINISTRIES

After the invocation provided by Jerry Chapman of Drumspeaker Ministries, the flag salute was recited.

3. ROLL CALL

***Present**: Mayor Boudreau, Mayor Pro Tem LaFave, Councilmember Kendall, Councilmember Wean, Councilmember Wallis, Councilmember Young, Councilmember Halvorson*

***Staff Present**: Interim City Attorney Charlotte Archer, City Clerk Tiffany Ostreim, Public Works Director/Assistant City Manager Chris Collins, Community & Economic Development Director Nick Little, Golf Course Manager Jim Nickerson, Police Chief Robert Huhta, Fire Chief Brad Hannig, Public Information Officer Angela Abel, Information Technology Director Mike Sullivan, Finance Director Lisa Wolff*

4. WORKSHOP

5. APPROVAL OF MINUTES

25-00622 NOVEMBER 13, 2025 REGULAR MEETING

A motion was made by Councilmember Kendall, seconded by Councilmember Wean, to approve the November 13, 2025 Regular Meeting Minutes. The motion carried unanimously.

6. CHANGES TO THE AGENDA

7. PRESENTATIONS & AWARDS

8. CONSTITUENTS' COMMENTS - NON-AGENDA ITEMS (Thirty Minutes)

9. PUBLIC HEARINGS

10. CONSTITUENTS' COMMENTS - AGENDA ITEMS (Thirty Minutes)

11. BOARD & COMMISSION RECOMMENDATIONS

12. ORDINANCES & RESOLUTIONS

13. MAYOR'S REPORT

Mayor Boudreau provided a verbal report.

14. COUNCILMEMBERS' REPORTS

Councilmember Wean provided a verbal report.
Councilmember Kendall provided a verbal report.
Councilmember LaFave provided a verbal report.
Councilmember Halvorson provided a verbal report.
Councilmember Young provided a verbal report.

15. CONSENT CALENDAR

Councilmember Halvorson requested to pull Resolution No. 2584 for separate consideration.

25-001058 RESOLUTION NO. 2584 - SETTING RATES AND MINIMUM CHARGES FOR STORMWATER UTILITY SERVICES AND REPEALING RESOLUTION NO. 2515

RECOMMENDED ACTION:
MOTION TO ADOPT RESOLUTION NO. 2584
Assistant City Manager/Public Works Director Collins explained the rates.

A motion was made by Councilmember Wallis, seconded by Councilmember LaFave, to adopt Resolution No. 2584. The motion carried by the following vote:
Ayes: Councilmember Wallis, Councilmember LaFave, Councilmember Wean, Councilmember Kendall
Nays: Councilmember Halvorson, Councilmember Young, Mayor Boudreau

Councilmember Halvorson requested to pull the 2026 Legislative Policies and Projects for separate consideration.

25-001048 2026 LEGISLATIVE POLICIES AND PROJECTS

RECOMMENDED ACTION:
MOTION TO ADOPT THE 2026 LEGISLATIVE PRIORITIES AND PROJECT REQUESTS AS PRESENTED, AUTHORIZING STAFF AND THE CITY'S LOBBYISTS TO ADVOCATE FOR THESE ITEMS DURING THE 2026 LEGISLATIVE SHORT SESSION
A motion was made by Councilmember Halvorson, seconded by Councilmember Young, to adopt the 2026 Legislative Policies and Projects. The motion carried unanimously.

A motion was made by Councilmember Wallis, seconded by Councilmember Kendall to adopt the remainder of the Consent Calendar. The motion carried by the following vote:
Ayes: Councilmembers Wallis, Councilmember Wean, Councilmember Young, Councilmember LaFave, Councilmember Kendall
Nays: Councilmember Halvorson, Mayor Boudreau

25-00623 APPROVAL OF CLAIMS

25-001054 RESOLUTION NO. 2591 - INTERLOCAL AGREEMENT WITH THE CITY OF KELSO FOR ENGINEERING AND BIDDING SERVICES FOR CHEMICAL PURCHASE

RECOMMENDED ACTION:
MOTION TO ADOPT RESOLUTION NO. 2591

25-001055 BID REVIEW – NEW SENNEBOGEN TREE HANDLER OR EQUIVALENT

RECOMMENDED ACTION:
MOTION TO ACCEPT THE QUOTE AND AUTHORIZE THE PURCHASE OF A SENNEBOGEN 728 M "E SERIES" TREE HANDLER FROM SENNEBOGEN IN THE AMOUNT OF $819,615, INCLUDING FREIGHT AND USE TAX.

16. CITY MANAGER'S REPORT

25-001041 REALLOCATION OF MINT VALLEY GOLF COURSE FUEL TANK CIP FUNDS TOWARDS THE PURCHASE OF A REPLACEMENT GREENS MOWER

RECOMMENDED ACTION:

MOTION TO APPROVE REALLOCATION OF MINT VALLEY GOLF COURSE FUEL TANK CIP FUNDS TOWARDS THE PURCHASE OF A REPLACEMENT GREENS MOWER

Golf Course Manager Jim Nickerson presented.

A motion was made by Councilmember Wean seconded by Councilmember Wallis, to approve reallocation of Mint Valley Golf Course Fuel Tank CIP Funds towards the purchase of a replacement greens mower.

Council discussed the motion.

The motion carried unanimously.

17. MISCELLANEOUS

18. EXECUTIVE SESSION

19. ADJOURNMENT

The meeting was adjourned at 6:24 p.m.

Tiffany Ostreim
City Clerk

Approved:_____
Mayor

NEXT REGULAR COUNCIL MEETING:

THURSDAY, DECEMBER 11, 2025 – 6:00 P.M.

NEXT SPECIAL COUNCIL MEETING:

THURSDAY, DECEMBER 18, 2025 – 6:00 P.M. – (NO MEETING DECEMBER 25, 2025 CHRISTMAS DAY)

Fire Department Funding Strategy

December 11, 2025

How We Got Here Today

- The City's General Fund revenue is restricted by the 1% annual property tax cap.
- The Fire Protection District option proved to be infeasible due to WA DOR interpretation and would not generate additional funding.
- The City shifted focus to use existing gools to achieve the same funding and service goals.

Why this Path is Critical = General Safety

Prevention & Rapid Response Matter:

- Fire doubles in size every 45 seconds
- Serious Business & Community Impact
- NFPA standards

Why this Path is Critical = LFD Service Demands

- Growth has stretched resources and reduced system flexibility.
- Enhancement of response times for both Fire and EMS.
- Increase reliability of unit availability city-wide.
- Less reliance on mutual aid partners
- Ensures Longview's emergency services remain responsive, safe, and community-focused.

Why this Path is Critical: Community Benefits

- Permanent solution for long-term stability
- Protects response times and reliability
- Improves firefighter safety and sustainability
- Funds new station and training center without cutting other services
- Stabilizes city finances and avoids deeper cuts
- Enhances WSRB rating and community risk reduction and prevention efforts

Citywide Budget Context

- City revenues from property taxes limited to 1% annual growth under state law.
- Costs typically rise 3–5% per year.
- This long-term imbalance has created structural pressure on the General Fund.

What We'll Get

New Station #83 & Training Facility	Expand capacity, improve coverage, create regional training center	$26M (debt-financed)
Staffing & Fire Prevention	Add 3 firefighters and 1 fire inspector	$1M annually
Depreciation / Replacement Fund	Allocation for apparatus, gear, and facility lifecycles	$1M annually
Engine Replacement	Purchase new engine	Debt service included
Station Construction Debt Service	Annual payment for $26M facility bond	$1.5–$1.7M annually
City Budget Deficit Relief	Offset citywide shortfall	≈ $2 million annually

Total Annual Funding ≈ $6.2M

Proposed Dual-Funding Strategy: Two Measures

Measure 1: Permanent EMS Levy

- RCW 84.52.069
- Rate $0.50 / $1,000 AV (~$2.7M annually)
- Requires 60% approval; not subject to $3.60 aggregate limit

Measure 2: Permanent Property Tax Lid Lift

- RCW 84.55.050(1)(c)
- Increase ≈ $0.65/ $1,000 AV
- Requires simple majority approval

Measure 1: EMS Levy ($.50/1,000 max)

- Add staffing for Fire/EMS prevention services and personnel for 4th response unit
- Depreciation funding for Fire/EMS equipment
- Sustainable revenue dedicated to support Fire/EMS services

Measure 2: Property Lid Lift $0.65/1,000

- Fill the budget gaps currently using reserves to fund all city departments including Fire Department that is 25% of the budget.
- These funds ensure that all current services, aspects of the city and fire department are fully funded, and no additional cuts are needed.
- Provides revenue to build Fire Station and Training center.

Financial Summary

EMS Levy	$2.7M	Staffing, Fire/EMS Prevention, Depreciation, 4th Apparatus
Property Lid Lift	$3.5M	City Budget Relief (<$2M) + Station Debt Service ($1.5–$1.8M)
Total	**≈ $6.2M**	**Comprehensive Fire/EMS & Citywide Stability Plan**

Questions?

1. Framework for Running Levy Lid Lift & EMS Levy

A. Separate Authority, Separate Ballots

- **Levy lid lift**: authorized under **RCW 84.55.050** (for general governmental purposes).
- **EMS levy**: authorized under **RCW 84.52.069** (restricted solely to emergency medical care and services).
- **Each must appear as a separate proposition** - they cannot be combined into a single ballot question.
    - Example: "Proposition 1: Permanent Levy Lid Lift for Fire and General City Purposes"
    - Example: "Proposition 2: Permanent EMS Levy for Emergency Medical Services"
- Each measure must have its own ballot title, explanatory statement, and separate ordinance/resolution from the council.

B. Election Timing

- Both **may be placed on the same special or general election** date (e.g., April, August, or November). We believe that November 2026 makes the most sense due to needed voter turnout.
    - The **County Auditor** conducts the election; RCW 29A.04.330 and .321 govern special election timing.
- Neither the lid lift nor the EMS levy **must** appear in a general election — both are eligible for **special elections**, provided you meet the **resolution filing deadlines** (typically 60 days before the election).

C. Voting Thresholds

Measure	RCW	Approval Threshold	Notes
Levy Lid Lift	84.55.050	**Simple majority (50% + 1)**	May be made *permanent* if ballot language states the increased amount becomes the new base.
EMS Levy	84.52.069	**60% (3/5ths) supermajority** + validation requirement (minimum voter turnout)	Can be for 6, 10, or *permanent* years. Ballot must explicitly state term and include referendum provision.

You can run both concurrently — the EMS levy requires 60%, and the lid lift passes by simple majority.

2. Strategic & Administrative Considerations

1. **Public Messaging**
    - Make it crystal clear to voters that the **lid lift** supports overall fire protection capacity, station projects, and city fiscal health, while the **EMS levy** directly funds LFD *medical response and staffing*.
    - Two propositions with different purposes can coexist, but confusion is your biggest enemy. This can be clarified in the messaging to ensure the public understands that the fire station and staffing are both needed and on separate ballots.

2. **Ballot Clarity**

    - Ensure each measure's explanatory statement explicitly references its RCW authority and what it funds.
    - Example wording (simplified for illustration):

        > "If approved, this measure would permanently lift the City's regular property tax levy by $0.65 per $1,000 of assessed value under RCW 84.55.050 to support fire station construction, emergency response capacity, and other City services."
        >
        > "If approved, this measure would authorize a permanent EMS levy of $0.50 per $1,000 of assessed value under RCW 84.52.069 to fund Longview Fire Department emergency medical services, staffing, and equipment."

3. **Separate Accounting**
    - EMS levy proceeds must be **segregated** and used *only* for emergency medical care, as required by RCW 84.52.069(5).
    - The levy lid lift may go into the general fund (or fire budget) and can be used for broader operational or capital purposes.

4. **Validation Rules for EMS Levy**

    - The EMS proposition requires **60% approval** *and* at least 40% of the previous general election's turnout (RCW 84.52.069(2)).
    - This means timing is critical — **running in an even-year general election may make validation easier** due to higher turnout.

3. Example Scenario for Longview

Proposition	Rate	RCW	Election Type	Purpose	Vote Required
Prop 1 – Regular Property Tax Levy Lid Lift	$0.65 / $1,000	RCW 84.55.050	Special Election (April or August 2026)	Fire Station construction, aid to general fund, operations support	50% + 1
Prop 2 – Permanent EMS Levy	$0.50 / $1,000	RCW 84.52.069	Same election	EMS staffing --Fire/EMS Prevention Specialist, 4th unit, depreciation funds, overtime, etc.	60% + validation

You could then issue your **general obligation bond** for the station under RCW 84.52.056 after the lid lift passes (funding the debt service from that levy).

4. Summary

Legally permissible: Both can be on the same ballot if they're separate propositions under their respective RCWs.
Strategically viable: Often done together by cities to stabilize operations and EMS capacity.
Critical: Maintain clarity, meet ballot and accounting requirements, and prepare for differing voter thresholds.

Component	Intent / Use	Key Structural Points & Risks to Check
Levy Lid Lift ($0.65 / $1,000)	To support station general obligation bond + fill city revenue gap / ongoing operations	• You must ensure that $0.65 is within your remaining levy capacity (after considering existing levies, maximum statutory limits, and the 1% cap) • Choose whether to do single-year or multi-year. If you want it **permanent**, the ballot must say so • The first levy after passage becomes the new base for future 1% increases • Ensure the timing of election is within 12 months before the levy takes effect • Prepare ballot title in compliance with RCW 29A.36.071 and WAC 458-19-045 • Need legal counsel to confirm you're not supplanting existing funds and that all non-supplant rules are satisfied • Include in your plan the debt service schedule for the bond part, and how the ongoing operations portion will be phased / ramped

EMS Levy ($0.50 / $1,000)	To fund additional apparatus, staffing--3 personnel, 1 Fire/EMS Prevention Specialist, recharge depreciation, overtime, etc.	• The EMS levy must be used only for EMS/emergency medical care and related costs per RCW 84.52.069 • Because you intend it **permanent**, the ballot must say "permanent EMS levy" and include the referendum procedure • Ensure separate accounting and periodic reporting • You must clear the 3/5ths (60 %) threshold and satisfy any validation / turnout rules •• Verify that no other EMS levy is in your jurisdiction (or county) that conflicts (Verified with Cowlitz County Auditor) • Carefully craft ballot language under RCW 29A.36.210

Timeline & Phases

1. **Forecasting & Modeling**
    - Project assessed value growth over 10-20 years. (See attached document)
    - Calculate how much revenue each levy ($0.65 and $0.50) will produce (year 1, year 5, year 10) net of growth and new construction.
    - Overlay your capital bond schedule (debt service), staffing ramp, equipment outlays, depreciation replenishment, overtime needs.
    - Consider reserves, contingency, bond issuance costs, escalation.

2. **Ballot Preparation & Legal Review**

    - Revenue committee presentation November 10, 2025
    - Present levies to council on December 11, 2025
    - Hire Public Affairs firm in January 2026
    - Begin Education efforts and community engagement Jan-April 2026
    - Draft resolutions/ordinances, ballot titles, explanatory statements. Begin process in January, but officially due 60 days before election, **no later than Aug. 4, 2026**
    - Confirm compliance with RCW and WAC, especially for permanent levies, separate accounting, referendum rights. (Working with Cowlitz Assessor/Auditors)
    - Have legal counsel review language.

3. **Election Planning**

    - Select election date. **Proposed November 2026**
    - Public engagement, voter education, outreach. (Uncommon Bridges Public Affairs). Hire in January 2026

- Monitor and manage other ballot measures to avoid conflicting with EMS ballot rules. (confirmed school district February 2026 Bond, February 2027 Levy)

4. **Schedule and Deliverable Items (Uncommon Bridges)**

Phase 1: Landscape Analysis & Initial Engagement (January-February 2026)

- Conduct a comprehensive review of existing funding, plans, and community sentiment.
- Interview key stakeholders (city leadership, fire staff, unions, community groups).
- Develop initial messaging and branding.
- Update the project website with FAQs and basic educational materials.
- Begin one-on-one briefings with city officials and stakeholders to discuss issues and priorities.

Phase 2: Research & Message Testing (February- March 2026)

- Refine messaging and identify concerns. Consider commissioning a public opinion poll to confirm.
- Hold community forums and listening sessions to deepen engagement.
- Finalize ballot referral language with legal counsel, ensuring compliance with RCW 52.02.160 and RCW 42.17A.555.
- Prepare ordinance or resolution for City Council consideration authorizing the Lid Lift & EMS levy measure.

Phase 3: Pre-Ballot Measure Referral & Public Education (March-May2026)

- Launch an intensified public education campaign, conduct targeted social media outreach, and hold open houses and Q&A sessions on any potential ballot measure prior to a vote of the City Council.
- Train spokespeople and prepare media outreach to support passage by City Council.
- Update project website with all relevant information prior to a vote of City Council.
- Complete most intensive work of the public education campaign prior to, and including, a City Council vote, ensuring a clear marker of the transition and likely appearance of an outside advocacy campaign.

Phase 4: Public Education Post-Ballot Measure Referral (March-October 2026)

- Limited updates to the project website with educational information to be responsive to emergent inquiries and attacks.
- Support spokespeople in responding to media outreach to provide factual answers to any inquiries or attacks.

5. **Post-Pass Implementation**

- Levy is certified and collected by the assessor/treasurer.

- Set up separate accounting for EMS levy.
- Begin projects, hire staff, operate apparatus.
- Monitor on annual basis: revenue vs. budget, assessed value fluctuations, adherence to legal constraints.

6. **Reporting / Transparency**

- Publish biennial reports for EMS levy funds.
- Provide to public, include in audits.
- Monitor for any need to adjust via future levies or lid lifts.

City of Longview, Washington – Longview Fire Department

DRAFT FOR DISCUSSION PURPOSES

Draft Financial Plan – Dual Levy Strategy (Permanent Lid Lift + EMS Levy)

To: Revenue Committee, City of Longview

From: Brad Hannig, Fire Chief Date: December 11, 2025

Executive Summary

Following a determination that forming a Fire Protection District was not viable, the City proposes a dual-levy strategy to sustainably fund fire and EMS services while maintaining City governance and accountability.

Proposal Summary:
• Permanent Property Tax Levy Lid Lift (RCW 84.55.050) to fund debt service for a new Fire Station and Training Center and stabilize City General Fund support.
• Permanent EMS Levy (RCW 84.52.069(2)(c)) to expand staffing, fund paramedic training, and maintain capital replacement with required referendum and separate accounting.

Financial Overview: Combined annual revenue of approximately $6.21M ($3.51M Lid Lift + $2.70M EMS) with 1% annual revenue growth; costs inflate at ~3%. Conservative bond assumption at 5.00% on $26M yields approximately $1.70M annual debt service.

Fiscal Risk & Sustainability: With the 1% cap on revenue growth, expenditures growing at 3% create pressure over time—especially on the EMS levy. Appendices provide 1% vs 0% comparison visuals and tables.

Ballot Strategy & Next Steps: Target November 2026 general election; Council workshops in Q1 2026; ordinances and ballot titles in Q2 2026 (EMS ordinance to include referendum procedure per RCW 84.52.069(4)); file with County Auditor by early August 2026; collections begin January 2027.

Recommendation: Advance the dual-levy approach to ensure facility investment, operational capacity, and long-term EMS sustainability.

Section 1 – Property Tax Levy Lid Lift (Permanent, RCW 84.55.050)

Purpose: Fund construction and long-term debt service for the new Fire Station and Training Center and stabilize City General Fund contributions for Fire/EMS operations. Annual debt service estimated at $1.70M under a conservative 5.00% rate.

Year	Revenue (1% Growth)	Debt Service (5.00%)	Available for City Support

1	$3.51 M	$1.70 M	$1.81 M
2	$3.55 M	$1.70 M	$1.85 M
3	$3.58 M	$1.70 M	$1.88 M
4	$3.62 M	$1.70 M	$1.92 M
5	$3.65 M	$1.70 M	$1.95 M
6	$3.69 M	$1.70 M	$1.99 M
7	$3.73 M	$1.70 M	$2.03 M
8	$3.76 M	$1.70 M	$2.06 M
9	$3.80 M	$1.70 M	$2.10 M
10	$3.84 M	$1.70 M	$2.14 M

Permanent Lid Lift Structure: This permanent levy lid lift establishes a new baseline for future levy calculations under RCW 84.55.050(3). The ballot language must explicitly state that the increased levy amount will be used for computing subsequent levy limit bases, thereby allowing the City to maintain the adjusted rate indefinitely without requiring future voter reauthorization. Once approved, the new base is subject to the 1% annual growth limitation under RCW 84.55.010.

Appendix F – Levy Lid Lift Revenue Scenarios and Long-Range Projection

Assumptions: Base AV = $5.401 billion (2025); Assessed Value held relatively constant to reflect conservative forecasting; 25-year bond at 5.00%; annual debt service: $1.70M; operating costs increase at approximately 3% annually.

Year	Projected AV ($B)	Scenario A: $0.65/1000	Scenario B: $0.68/1000	Debt Service ($M)	Available for Ops ($M)
1	5.401	$3.51 M	$3.67 M	$1.70	$1.81 / $1.97
2	5.401	$3.51 M	$3.67 M	$1.70	$1.81 / $1.97
3	5.401	$3.51 M	$3.67 M	$1.70	$1.81 / $1.97
4	5.401	$3.51 M	$3.67 M	$1.70	$1.81 / $1.97
5	5.401	$3.51 M	$3.67 M	$1.70	$1.81 /

					$1.97
6	5.401	$3.51 M	$3.67 M	$1.70	$1.81 / $1.97
7	5.401	$3.51 M	$3.67 M	$1.70	$1.81 / $1.97
8	5.401	$3.51 M	$3.67 M	$1.70	$1.81 / $1.97
9	5.401	$3.51 M	$3.67 M	$1.70	$1.81 / $1.97
10	5.401	$3.51 M	$3.67 M	$1.70	$1.81 / $1.97

Narrative Summary: Scenario A assumes the City continues taking the 1% ad valorem increase and applies banked capacity for 2025, maintaining the lower levy rate of $0.65 per $1,000. Scenario B illustrates that if the City elects not to take the ad valorem increase or utilize banked capacity, an adjusted rate of approximately $0.68 per $1,000 would be required to achieve equivalent revenue outcomes. Both options maintain sufficient funding for the 25-year bond and City operations support.

Note: The projection assumes relatively stable assessed values over the planning horizon. This conservative approach recognizes that while market appreciation may occur, long-term AV growth is uncertain. The model emphasizes stability under flat valuation conditions and rising expenditures projected at approximately 3% per year.

Appendix G – Impact of Annual 1% Increase vs No Increase (Expense vs Balance)

Purpose: To illustrate the long-term fiscal effect of taking or not taking the statutory 1% annual levy increase under a permanent lid lift, compared to expenses increasing by 3% annually.

Year	Revenue (1% Growth)	Expenses (3% Growth)	Net Balance (1%)	Net Balance (No 1%)
1	$3.51 M	$3.42 M	$0.09 M	$0.09 M
2	$3.55 M	$3.52 M	$0.03 M	$(0.02 M)
3	$3.58 M	$3.63 M	$(0.05 M)	$(0.14 M)
4	$3.62 M	$3.74 M	$(0.12 M)	$(0.26 M)
5	$3.65 M	$3.85 M	$(0.20 M)	$(0.38 M)

6	$3.69 M	$3.96 M	$(0.27 M)	$(0.51 M)
7	$3.73 M	$4.08 M	$(0.35 M)	$(0.64 M)
8	$3.76 M	$4.20 M	$(0.44 M)	$(0.78 M)
9	$3.80 M	$4.33 M	$(0.53 M)	$(0.92 M)
10	$3.84 M	$4.46 M	$(0.62 M)	$(1.07 M)

This comparison shows that even with the 1% annual revenue increase, expenses rising at 3% quickly outpace available revenue. Forgoing the 1% accelerates the shortfall, resulting in an additional $450,000–$500,000 deficit by year ten compared to maintaining the annual adjustment. Taking the 1% helps mitigate structural imbalance and ensures a more sustainable funding trajectory for operations and debt coverage.

Appendix H – EMS Levy 1% vs No Increase (Expense vs Balance)

Purpose: To demonstrate the long-term fiscal impact of taking or not taking the annual 1% revenue increase for the permanent EMS levy under RCW 84.52.069(9), compared to rising expenses at 3% annually.

Year	Revenue (1% Growth)	Expenses (3% Growth)	Net Balance (1%)	Net Balance (No 1%)
1	$2.70 M	$2.62 M	$0.08 M	$0.08 M
2	$2.73 M	$2.70 M	$0.03 M	$(0.03 M)
3	$2.75 M	$2.78 M	$(0.03 M)	$(0.09 M)
4	$2.78 M	$2.86 M	$(0.08 M)	$(0.17 M)
5	$2.81 M	$2.95 M	$(0.14 M)	$(0.26 M)
6	$2.84 M	$3.04 M	$(0.20 M)	$(0.36 M)
7	$2.87 M	$3.13 M	$(0.26 M)	$(0.46 M)
8	$2.89 M	$3.22 M	$(0.33 M)	$(0.57 M)
9	$2.92 M	$3.32 M	$(0.40 M)	$(0.68 M)
10	$2.95 M	$3.42 M	$(0.47 M)	$(0.80 M)

With expenses growing faster than revenue, maintaining the 1% annual adjustment helps narrow the gap between rising costs and available funding. Without it, the EMS levy's ability to sustain staffing and equipment replacement declines sharply, leading to an estimated $800,000 greater deficit by year ten. Taking the 1% each year helps maintain staffing stability, readiness, and capital reinvestment under the voter-approved levy framework.

City of Longview

Agenda Summary

RESOLUTION NO. 2595 - 2025-2031 WATER USE EFFICIENCY (WUE) PROGRAM

RECOMMENDED ACTION:
CONDUCT THE PUBLIC HEARING AND MOTION TO ADOPT RESOLUTION NO. 2595

DATE: December 11, 2025

COUNCIL STRATEGIC INITIATIVE ADDRESSED:
Continue effective financial management

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:
In accordance with WAC 246-290-830(4), the City must conduct a public hearing prior to adopting new or updated Water Use Efficiency goals. The hearing has been properly noticed and is scheduled for the December 11, 2025 regular Council meeting. Staff will present the proposed goals, review historical performance, outline planned efficiency measures, and receive public comment. All testimony will be included in the permanent record of the WUE Program.

The Washington Administrative Code (WAC 246-290-810 through 860) requires all Group A community water systems to develop and periodically update a Water Use Efficiency (WUE) Program. These requirements direct municipal water suppliers to measure production and consumption, maintain system leakage below 10 percent, implement conservation strategies, and adopt measurable efficiency goals through a formal public process.

The City of Longview's current WUE Program, incorporated into the 2012 Water System Plan, must be updated to meet state requirements and align with the forthcoming 2025 Water System Plan. The Water Division has developed the **City of Longview Water Use Efficiency Program 2025–2031**, which establishes updated supply-side and demand-side goals, quantifies expected water savings, and documents both operational and educational measures intended to maintain a sustainable and reliable drinking water supply. The plan also reaffirms the City's longstanding performance in maintaining distribution system leakage (DSL) below 10 percent and supporting customer conservation through metering accuracy, outreach, and data-driven operations.

Key program goals include:
- Maintaining system leakage at or below 10 percent through 2031;
- Maintaining average daily demand at or below 144 gallons per day per equivalent residential unit (gpd/ERU);
- Achieving a 3 percent reduction in maximum day demand by 2031;
- Implementing leak detection, meter calibration, pipe replacement, customer education, and analytics-based consumption alerts.

The Public Works Subcommittee reviewed the proposed WUE Program at its November meeting and unanimously recommended forwarding it to the full City Council for adoption. Adoption of this Program is required for the City's continued compliance with WAC 246-290 and is necessary for incorporation into the updated 2025 Water System Plan.

FISCAL IMPACT:
Implementation of the WUE Program is fully funded through the existing Water Utility Fund. The Program's estimated annual cost is approximately $50,000, which covers leak detection, meter testing and replacement, public outreach, and reporting requirements. No additional rate increases are proposed or required for Program implementation beyond the adjustments previously adopted under Resolution 2510.
There is no direct fiscal impact associated with approving Resolution 2595.

RECOMMENDED ACTION:
Motion to adopt Resolution No. 2595.

STAFF CONTACT:
Chris Collins, Public Works Director/Asst. City Manager

Attachments:
1. WUE_Public_Hearing_Presentation CC
2. Resolution 2595 - WUE plan CC
3. City of Longview Water Use Efficiency Program_CC (002)
4. Resolution 2510 8-27-2024 Setting Water Rates & Repealing Res 2503

Public Hearing: Water Use Efficiency (WUE) Program 2025–2031

December 11, 2025

Chris Collins, Public Works Director / Assistant City Manager

LONGVIEW | WA

Purpose of Hearing

- Review proposed WUE goals
- Present historical performance
- Explain regulatory requirements
- Required public hearing before adoption

What the WUE Program Is

- Six-year compliance and efficiency plan
- Establishes measurable goals
- Documents conservation strategies
- Supports 2025 Water System Plan update

Why a New Program

- Previous WUE from 2012 WSP
- State rules require updated goals via public process
- Required for DOH approval in 2025 WSP

System Overview

- ~15,000 connections serving ~39,000+ residents
- Mint Farm Regional Water Treatment Plant
- 100% metered system

Historical Performance

- DSL consistently <10%
- ADD ~144 gpd/ERU
- Strong metering and infrastructure performance

Regulatory Requirements

WAC 246-290 requires:

- DSL <10%
- Annual production/consumption tracking
- Public hearing
- Measurable goals
- Annual DOH reporting

Proposed WUE Goals

Supply-Side:

- Maintain DSL ≤10%

Demand-Side:

- Maintain ADD ≤144 gpd/ERU
- 3% reduction in MDD by 2031

Quantified Savings

- Leak detection: 20 acre-feet/year
- Meter accuracy: 20 acre-feet/year
- Public education: 40 acre-feet/year
- Total ~80 acre-feet/year

What Is an Acre-Foot?

- One acre-foot = 325,851 gallons.
- Enough to supply:
- 2–3 Longview households for an entire year,
- Or cover a football field with one foot of water.

Supply-Side Measures

- Annual leak detection
- Pipeline replacement
- Meter testing/replacement
- SCADA monitoring
- Asset management integration

Demand-Side Measures

- Inverted block rate structure
- Customer leak alerts
- Outreach & education
- School & community engagement
- Large customer audits
- Irrigation efficiency

Financial Considerations

- Program cost: $50,000/year
- Fully funded by Water Utility Fund
- No additional rate increases required

Implementation Timeline

2025–2031 actions include:

- Baseline setup
- Leak detection cycle
- Meter audit & replacement
- Outreach expansion
- Rate review
- Next WUE update in 2031

Resolution 2595

- Adopts 2025–2031 WUE Program
- Ensures compliance with WAC 246-290
- Integrates program into 2025 WSP
- Directs staff to implement and report

RESOLUTION NO. 2595

A RESOLUTION OF THE CITY OF LONGVIEW, WASHINGTON, ADOPTING THE 2025–2031 WATER USE EFFICIENCY PROGRAM AS REQUIRED BY THE WASHINGTON ADMINISTRATIVE CODE, AND AUTHORIZING ITS INCLUSION IN THE 2025 WATER SYSTEM PLAN UPDATE.

WHEREAS, the City of Longview owns and operates a Group A community water system serving approximately 15,000 connections and a population of roughly 39,000 residents; and

WHEREAS, the Washington Administrative Code (WAC) 246-290-810 through 860 requires municipal water systems to establish and adopt measurable Water Use Efficiency (WUE) goals, evaluate system leakage, implement conservation measures, and conduct a public process prior to adoption; and

WHEREAS, the City prepared the *City of Longview Water Use Efficiency Program 2025–2031* ("WUE Program"), attached hereto as Exhibit A, which establishes updated supply-side and demand-side efficiency goals, identifies implementation measures, quantifies expected savings, and documents compliance with state requirements; and

WHEREAS, the City's Public Works Subcommittee has reviewed the proposed WUE Program and recommended its approval to the full City Council; and

WHEREAS, consistent with WAC 246-290-830(4), a public hearing was duly noticed and held on December 11, 2025, during which the City presented the proposed goals and measures and invited public comment; and

WHEREAS, the Water Use Efficiency Program will support Longview's continued compliance with State law, strengthen long-term water resource stewardship, and ensure its inclusion in the forthcoming 2025 Water System Plan update to be submitted to the Washington State Department of Health; and

WHEREAS, the City Council finds it to be in the best interest of the City of Longview to adopt the 2025–2031 Water Use Efficiency Program.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LONGVIEW AS FOLLOWS:

1. Adoption**.** The *City of Longview Water Use Efficiency Program 2025–2031*, attached as Exhibit A and incorporated herein by this reference, is hereby adopted as the official Water Use Efficiency Program for the City of Longview.

2. Authorization. City staff are directed to implement the goals, measures, and reporting requirements identified in the Program, and to incorporate the Program into the 2025 Water System Plan update for submittal to the Washington State Department of Health.

3. Public Record. This Resolution, together with Exhibit A, shall be maintained in the official records of the City as evidence of compliance with WAC 246-290-830 and the public hearing requirements for Water Use Efficiency Programs.

4. Effective Date. This Resolution shall take effect immediately upon passage.

PASSED by the City Council of the City of Longview, Washington, and approved by its Mayor at a meeting of said City Council held on the 11th day of December 2025.

_____
M A Y O R

ATTEST:

_____
City Clerk

City of Longview Water Use Efficiency Program

2025–2031

Executive Summary

The City of Longview Water Use Efficiency Program 2025–2031(WUE) outlines the City's strategy for maintaining a reliable, sustainable, and efficient public water supply in compliance with the Washington Administrative Code (WAC) 246-290-810 through 860. This program continues Longview's longstanding commitment to responsible resource management and operational excellence.

The plan establishes measurable supply-side and demand-side efficiency goals, quantifies expected water savings, and identifies both infrastructure-based and behavioral measures to sustain compliance and enhance conservation. The City will maintain distribution system leakage (DSL) below 10%, preserve an average daily demand at or below 144 gallons per day per equivalent residential unit (gpd/ERU), and achieve a 3% reduction in maximum day demand (MDD) by 2031.

Implementation actions include regular leak detection, ongoing meter calibration and replacement, public education initiatives, and data-informed customer outreach. These activities are supported entirely through the City's Water Utility Fund, with an annual efficiency program budget of approximately $50,000. No grant funding is anticipated.

This program replaces the City's previous water efficiency plan and aligns with the 2012 Water System Plan, which remains the current DOH-approved plan. The updated 2025 Water System Plan, incorporating this WUE Program, is scheduled for City Council adoption and submittal to DOH in December 2025. By implementing the actions and monitoring metrics in this plan, the City will continue ensuring reliable service, regulatory compliance, and environmental stewardship through 2031.

City of Longview Water Use Efficiency Program 2025–2031

1. Introduction and Purpose

The City of Longview operates a Group A community water system serving approximately 15,000 retail connections and a population of roughly 39,000 residents. The City's water system delivers high-quality drinking water to residential, commercial, industrial, and institutional users throughout the incorporated area and selected parts of unincorporated Cowlitz County. Water is a critical resource that supports the economic vitality, public health, and livability of the community.

This Water Use Efficiency 2025-2031 Program (WUE) has been developed to ensure compliance with the Washington Administrative Code (WAC) 246-290-810 through 860 and to demonstrate the City's continued commitment to responsible and sustainable water management. The program outlines specific goals, performance metrics, and actions designed to improve system efficiency, minimize water loss, and encourage conservation among customers.

The City's 2012 Water System Plan (WSP) remains the most recently approved plan by the Washington State Department of Health (DOH). The 2025 Water System Plan update, which includes this WUE Program, is scheduled for City Council adoption and submittal to DOH in December 2025. This update builds upon the City's strong history of efficient water operations and incorporates lessons learned from over a decade of monitoring, infrastructure upgrades, and customer engagement.

2. Regulatory Framework and Requirements

The Municipal Water Law (House Bill 1338, 2003) and WAC 246-290-830 establish requirements for all municipal water suppliers in Washington State. The rule is designed to ensure water systems use their available supply efficiently and sustainably. The law requires water systems to:

- Meter all customer service connections;
- Measure and compare water production and consumption annually;
- Maintain a distribution system leakage (DSL) rate of less than 10%;
- Set measurable efficiency goals through a documented public process; and
- Submit annual Water Use Efficiency performance reports to the DOH.

These provisions ensure that utilities not only account for their water use but also plan for future demand through conservation and infrastructure efficiency. The City of Longview has

consistently met or exceeded all WUE standards and has maintained full metering and accurate tracking of consumption for several decades.

3. System Overview and Historical Performance

The City of Longview's water supply is sourced from 4 wells, which are located and treated at the Mint Farm Regional Water Treatment Plant, which provides conventional filtration and disinfection. The system's treatment and transmission infrastructure is designed to reliably meet the community's demand, even during peak summer conditions.

All retail connections are 100% metered, and meters are tested, replaced, or recalibrated on a rotating basis to ensure accuracy. The City's operational philosophy emphasizes proactive maintenance, data-driven decision-making, and continual system optimization.

Historical Performance Highlights:

- Average Daily Demand (ADD): Approximately 144 gallons per day per equivalent residential unit (gpd/ERU)
- Maximum Day Demand (MDD): Approximately 1.8 times the average day demand
- Distribution System Leakage (DSL): Consistently below 10% for more than a decade

This strong performance reflects both the efficiency of Longview's infrastructure and the conservation awareness of its customers.

Historical Water Production and Distribution System Leakage (2015–2024)

YEAR	PRODUCTION (MG)	CALCULATED DSL (%)
2018	1,822.3	8.5%
2019	1,726.5	5.9%
2020	1,735.8	9.2%
2021	1,896.8	6.2%
2022	1,826.2	4.0%
2023	1,760.7	5.1%
2024	1,770.2	6.9%

4. Public Process

In compliance with WAC 246-290-830(4), the City of Longview held a public hearing on December 11th, 2025 to review proposed water use efficiency goals and measures. The hearing

was publicly advertised, and interested residents were invited to provide feedback. City staff presented background information on water consumption, leakage trends, and efficiency initiatives. Comments were documented and considered in the final plan development.

Following the public process, the City Council adopted the Water Use Efficiency Program through Resolution No. 2595, authorizing its inclusion in the 2025 Water System Plan. This process ensures transparency, accountability, and community engagement in the City's long-term water resource planning.

5. Water Use Efficiency Goals

The City's efficiency goals are designed to sustain compliance with DOH standards while promoting conservation among customers:

Supply-Side Goal: Maintain a distribution system leakage rate of 10% or less through 2031 by continuing proactive leak detection, main replacement, and metering accuracy programs.

Demand-Side Goal: Maintain an average daily demand at or below 144 gpd/ERU and achieve a 3% reduction in maximum day demand (MDD) by 2031 through education, rate-based incentives, and improved metering analytics and consumer meter replacement program.

These goals align with Longview's operational capabilities and long-term sustainability objectives.

6. Quantified Water Savings Targets

The following estimated water savings are derived from analysis of system performance, conservation program data, and best practices in municipal water management.

CATEGORY	MEASURE	BASELINE	TARGET	ESTIMATED SAVINGS (ACRE-FEET/YEAR)
DISTRIBUTION SYSTEM LEAKAGE	Leak Detection and Main Repair	~359 acer-feet/year	~339 acre-feet/year	20 acre-feet/year
METER ACCURACY	Annual Testing and Replacement Program	250 meters replaced	700 meters replaced	20 acre-feet/year
PUBLIC OUTREACH	Education and behavioral change programs	144 GPD/ERU	140 GPD/ERU	40
TOTAL ESTIMATED SAVINGS				~80 acre-feet/year

These savings will be achieved incrementally over the six-year planning period and verified through annual performance tracking.

7. Supply-Side Efficiency Measures

The City will continue implementing operational improvements and preventive maintenance measures that have proven effective in minimizing system losses:

1. **Leak Detection and Repair:** Conduct annual leak detection surveys covering one-third of the distribution system each year, ensuring full system coverage every three years.
2. Pipeline Replacement: Prioritize replacement of high-leakage mains identified through water audits and maintenance records.
3. **Meter Testing and Calibration:** Maintain annual testing of all master and source meters to ensure accurate accounting of production and consumption.
4. **Data-Driven Operations**: Utilize SCADA data to identify unusual flow patterns and respond promptly to potential leaks or inefficiencies.
5. **Asset Management Integration**: Continue updating the City's asset management system to incorporate condition assessments, replacement priorities, and cost tracking.

These actions collectively support the City's goal of maintaining low water loss and extending the useful life of critical infrastructure.

8. Demand-Side Efficiency Measures

The City will maintain a suite of programs and pricing structures that promote responsible water use without imposing undue financial burden on customers:

1. **Inverted Block Rate Structure:** Adopted through Resolution 2510 (2025), this rate model charges higher unit costs at higher usage levels, encouraging conservation among residential customers.
2. **Public Education and Outreach:** Include conservation messaging on bills, social media, and the City's website. Participate in civic group meetings by presenting and furnishing educational materials. Provide seasonal reminders about efficient irrigation and leak detection.
3. **Customer Leak Notification:** Utilize meter analytics to detect high or irregular usage and notify customers for follow-up investigation.
4. **School and Community Engagement:** Coordinate educational programs with local schools and civic groups to raise awareness about water conservation.
5. **Large Customer Audits:** Offer voluntary efficiency consultations for industrial and commercial accounts representing significant consumption.

6. **Landscape and Irrigation Efficiency:** Provide resources for residents and businesses promoting drought-tolerant landscaping and efficient watering practices.

9. Financial Considerations and Rate Impacts

The Water Use Efficiency Program will be fully funded through the City's existing water utility operating budget. No grant funding is anticipated or required. The 2025 rate structure (Resolution 2510) includes an 11.5% adjustment to maintain capital reinvestment, operational reliability, and support efficiency initiatives.

The City's target budget for implementing WUE measures is $50,000 annually, covering staff time, educational materials, meter testing, and program reporting.

Summary of WUE Program Costs (2025–2031)

CATEGORY	ANNUAL COST	FUNDING SOURCE
SUPPLY-SIDE MEASURES	$30,000	Water Utility Fund
DEMAND-SIDE PROGRAMS	$10,000	Water Utility Fund
PUBLIC OUTREACH	$10,000	Water Utility Fund
TOTAL:	$50,000	Water Utility Fund

This level of funding reflects a balanced, sustainable approach that maintains compliance with DOH requirements while protecting ratepayer interests.

10. Implementation and Reporting Schedule (2025–2031)

YEAR	ACTION	RESPONSIBLE DIVISION
2025	Adopt WUE Plan; establish new baseline metrics	Public Works / Water Division
2026	Conduct full leak detection survey; begin meter audit cycle	Water Division
2027	Expand customer education and reporting analytics	Utility Billing / Water Division
2028	Replace prioritized mains and meters in high-loss areas	Engineering / Water Division
2029	Review goal progress; adjust strategies as needed	Public Works / Water Division

2030	Reassess rate structure and efficiency performance	Finance / City Council
2031	Prepare next six-year WUE Program update	Public Works / City Manager's Office

Annual Water Use Efficiency Reports will be submitted to DOH by July 1 each year, summarizing production, consumption, DSL, and goal achievement.

11. Summary and Conclusion

The City of Longview's 2025–2031 Water Use Efficiency Program reaffirms the City's ongoing commitment to responsible water management and compliance with state regulations. Through careful operational control, data-driven planning, and customer engagement, the City will continue providing reliable, high-quality water service to its residents while preserving this essential resource for future generations.

The actions outlined in this plan, particularly leak detection, metering accuracy, and customer education, will maintain the City's strong performance record and ensure measurable efficiency improvements through 2031.

Appendices

Appendix B: Council Resolution Adopting WUE Program (Resolution 2595)

Appendix C: 2025 Rate Structure Summary (Resolution 2510)

Prepared by:

City of Longview Public Works Department

November 2025

For submittal to: Washington State Department of Health, Office of Drinking Water

RESOLUTION NO. 2510

A RESOLUTION RELATING TO AND SETTING RATES AND MINIMUM CHARGES FOR WATER AND WATER SERVICE CONNECTIONS, FOR FIRE SERVICE, AND OTHER RELATED CHARGES FOR PROVIDING WATER SERVICE WITHIN AND OUTSIDE THE CITY OF LONGVIEW, AND REPEALING RESOLUTION NO.2503.

WHEREAS, Pursuant to Chapter 15.02 of the Longview Municipal Code, the City Council of the City of Longview, Washington hereby enacts this Resolution to set the rates and charges for providing water to cover the projected operating and capital costs of the water utility; now, therefore

BE IT RESOLVED by the City Council of said City that the rates for water service furnished by said City, both inside and outside the corporate limits thereof, shall be, and are hereby established, as follows:

Section 1. Water for All Uses Within the Corporate Limits.

All water supplied for domestic or commercial purposes within the corporate limits of the City shall be supplied by meter only. The rates for such metered water supplied in any one month or fractional part thereof shall be in accordance with the following schedule but not less than the minimum monthly meter charge. These base monthly rates shall be charged for each month a customer's account is open, regardless of consumption history or actual use during any specific month:

A. Minimum Monthly Meter Charges

(1) All Classes Except Irrigation

$ 19.81 per month for 3/4" x 5/8" meter
$ 39.94 per month for 1" meter
$ 73.45 per month for 1-1/2" meter
$ 113.62 per month for 2" meter
$ 220.77 per month for 3" meter

$ 341.36 per month for 4" meter
$ 676.28 per month for 6" meter
$ 1078.14 per month for 8" meter
$ 1547.14 per month for 10" meter
$ 2216.82 per month for 12" meter

(2) Irrigation

$ 15.67 per month for 3/4" x 5/8" meter
$ 29.56 per month for 1" meter
$ 52.65 per month for 1-1/2" meter
$ 80.40 per month for 2" meter
$ 154.38 per month for 3" meter
$ 237.58 per month for 4" meter
$ 468.76 per month for 6" meter
$ 746.17 per month for 8" meter
$ 1071.07 per month for 10" meter
$ 1532.08 per month for 12" meter

B. Consumptive Charges

In addition to the minimum monthly meter charges shown above, the following rates shall be charged for metered water consumed:

(1) Single Family Residence and Duplex

For the first 800 cu. ft. or any portion thereof - $ 4.19 per 100 cu. ft.
For the next 800 cu. ft. - $ 4.88 per 100 cu. ft.
For all over 1,600 cu. ft. - $ 6.37 per 100 cu. ft.

(2) Trailer Courts and Apartments (Triplex and above)

All water consumed - $ 4.82 per 100 cu. ft.

(3) Commercial, Churches, Schools, Hospitals, and Motels/Hotels

All water consumed - $ 5.15 per 100 cu. ft.

(4) Irrigation

All water consumed - $ 7.62 per 100 cu. ft.

Section 2. Water for all Uses Outside the Corporate Limits.

All water supplied for domestic or commercial purposes outside the corporate limits of the City shall be supplied by meter only. The rates for such metered water supplied shall be in

accordance with the schedule in Section 1, plus an additional charge of sixty-five percent (65%) to cover public fire protection costs of the water system serving outside customers and other costs applicable thereto.

Section 3. Partial Monthly Charges.

When water has been supplied to any one customer for less than a calendar month, the amount to be charged such customer for the water furnished during said partial period shall be determined by dividing the applicable monthly minimum meter charge by thirty and multiplying the quotient times the number of days water was so supplied, plus the total consumptive charges for water actually supplied.

Section 4. Water Service Connection Charges.

(a) All water installations shall meet or exceed the existing standards and specifications of the City, as set forth in the Longview Municipal Code or as determined by the City Engineer. Prior to the installation, the owner/contractor shall request an inspection of materials by the City Engineer, or his/her representative. No water installations or taps into the City water mains shall occur without a utility permit issued under LMC 15.44. Any utility construction within a public right-of-way or easement shall comply with the authorizing agency's requirements and permitting regulations, and a permit shall be obtained from such agency prior to starting construction of the utility facilities. At locations where the City is required to obtain a permit from the authorizing agency, the owner/contractor shall reimburse the City the cost of such permit. In addition, no water installation or taps shall occur except upon forty-eight (48) or more hours advance notice to the City Engineer, or his/her representative. All water installations requiring taps into a water main shall be performed by a licensed plumbing contractor qualified to perform tapping connections, per the standards set forth by the City.

(b) The City Engineer, or his/her representative, shall inspect all materials to ensure compliance with the current City standards and specifications. Once the materials, location, and permits are approved, the contractor shall be permitted to install the service. The work shall be inspected by the City Engineer, or his/her representative.

(c) No water installations or taps into the City's water main shall be covered or obscured until inspected and approved by the City Engineer, or his representative. An inspection fee of one-hundred fifty dollars ($150) shall be charged for such inspections and shall be paid at the time that a permit is granted under LMC 15.44. Where the developer of newly platted land has installed a complete water

service to City standards, including corporation stop, service line, meter stop and meter box, the inspection fee is waived.

(d)

Section 5. Monthly Rates for Private Fire Sprinkler Systems and for Hydrants on Private Property.

The monthly charges for private fire sprinkler systems and hydrants installed on private property shall be as follows:

INSIDE CITY	OUTSIDE CITY
$ 19.56	$ 32.70

Private fire protection systems must be metered as provided in Section 15.64.080 of the Longview Municipal Code, and payment of the costs of such installation shall be the responsibility of the property owner. Use of water from private fire sprinkler systems and hydrants shall be for fire suppression or system testing purposes only.

Section 6. Charges to City Owned Facilities.

(a) Unmetered Service: For each unmetered water service to a City park or other City facility, the City shall pay into the Water Utility Fund, three thousand two hundred eighty-four dollars and forty-six ($3284.46) per year for each such service.

(b) Youth Athletic Leagues: Water consumed at City parks that host Youth Athletic Leagues shall be charged at twenty-five percent (25%) of the rates set forth in the resolution. The park accounts are in the name of the City of Longview and shall be billed to the City of Longview Parks and Recreation Department.

(c) Mint Valley Golf Course Irrigation: Water consumed at the Mint Valley Golf Course for irrigation purposes only, shall be charged at twenty-five percent (25%) of the rates set forth in this Resolution.

(d) Community Gardens Irrigation: Water consumed by community gardeners utilizing City Community Garden facilities owned and operated by the City of Longview Parks and Recreation Department shall be charged at twenty-five percent (25%) of the rates set forth in this

Resolution. The Community Gardens accounts are in the name of the City of Longview and shall be billed to the City of Longview Parks and Recreation Department.

Section 7. Delinquent Payments.

All money due the City for furnishing water service for any customers shall be due and payable within fifteen (15) days of the due date shown on each bill, and if not paid within fifteen (15) days thereafter, shall be deemed delinquent. In accordance with Longview Municipal Code, if full payment on a utility account has not been received at the Finance Department by the thirtieth (30th) day after the due date, a penalty as shown in the master fee schedule shall be assessed and written notice will be mailed for demand for payment or otherwise. In the event the utility account remains delinquent beyond the forty-first (41st) day after the due date, and after such contact has been attempted by the City, the utility service shall be disconnected or shut off until such time as the balance is paid in full. In accordance with the Longview Municipal Code, a penalty as shown in the master fee schedule shall be assessed to turn on the utility service, once the balance, including penalty fees, are paid in full. In accordance with Longview Municipal Code, there is hereby established a charge as shown in the master fee schedule to turn on a water service which has been disconnected or turned off due to a user failing to apply for water service as provided in Longview Municipal Code. A charge as shown in the master fee schedule is hereby established if the City is required to turn on a water service after regular working hours. If the City determined that it was necessary to physically remove the meter to enforce the provisions of the Longview Municipal Code and this resolution, a charge as shown in the master fee schedule shall be assessed to reinstall the meter and turn on water service.

Section 8. Water Obtained from Fire Hydrant.

Anyone desiring to obtain water from an un-metered fire hydrant shall first obtain a Fire Hydrant Use Permit and, pay all applicable fees and deposits. Use of a fire hydrant to obtain water shall be temporary only, shall occur only at hydrants designated and approved by the Utilities Systems Manager or his/her designee, and shall not exceed ninety (90) calendar days unless otherwise approved by the Utilities Systems Manager or his/her designee. All water obtained from a hydrant shall be through a water meter and backflow prevention assembly

provided by the City, except that the Utilities Systems Manager may authorize the permittee to provide its own meter and backflow prevention assembly.

The permittee shall pay a deposit as shown in the master fee schedule and a non-refundable meter assembly installation and removal fee as shown in the master fee schedule in advance of the City installing the meter assembly on the hydrant. The permittee shall also pay a meter rental charge as shown in the master fee schedule per calendar day and shall pay for water used at the rates shown in Section 1.B (3).

All water supplied for use outside the corporate limits of the City shall be charged at the rates shown in Section 1.B (3), plus an additional charge of sixty-five percent (65%) as identified in Section 2 of this resolution.

The deposit is required for the purpose of assuring that said meter will be returned to the City, and that it will not be damaged. The permittee shall be fully responsible for any damage or loss to the hydrant and/or the hydrant meter assembly. If a meter assembly is returned to the City in a damaged condition, or the hydrant is damaged by the permittee's use, the permittee shall be responsible to pay all replacement or repair costs that exceed the deposit amount, in addition to the meter rental and water consumption charges. Replacement or repair costs shall become payable to the City within thirty (30) calendar days after notification and subsequent mailing of an invoice to permittee.

Permittees providing their own meter and backflow prevention assembly shall obtain a Fire Hydrant Use Permit for each hydrant used, and shall use only hydrants designated and approved by the Utilities Systems Manager or his/her designee. Such permittees shall be exempt from the installation/removal fee and meter rental charge, but shall pay a one hundred dollar ($100.00) deposit, shall pay for all water consumed, and shall be responsible for any damage or loss to the hydrant due to their use of the hydrant.

The permit shall be on site at any time water is to be withdrawn from the hydrant and shall be subject to examination on request of employees of the City. The permittee shall comply

with the requirements set forth in the 2015 International Fire Code, Section 901.8 and subsequent editions; and LMC Sections 15.60.050 and 15.60.070.

The Utilities Division shall provide meter readings to the Finance Department, who shall determine and issue the monthly and final billings. The Finance Department shall refund the deposit to the permittee after all charges have been paid and upon verification from the Utilities Operations Manager or his/her designee, that the meter has been returned and that all City-owned property is undamaged.

Section 9. Water Shortage Fees.

During a water shortage emergency as defined in Chapter 15.74 of the Longview Municipal Code, fees shall be assessed as follows for installation and removal of flow restrictor devices on individual water services, or for disconnecting or shutting off services, as provided for to enforce the measures set forth in the Longview Municipal Code:

¾ -inch to 1 ½ -inch meters: as shown in the master fee schedule

larger than 1 ½ -inch meters: as shown in the master fee schedule

Section 10. City of Kelso Water Delivery Rate

All water delivered to the City of Kelso for domestic or commercial purposes shall be supplied by meter only. The rates for such metered water supplied in any one month or fractional part thereof shall be in accordance with the following schedule but not less than the minimum monthly meter charge. These base monthly rates shall be charged for each month a customer's account is open, regardless of consumption history or actual use during any specific month:

A. Minimum Monthly Meter Charges

Monthly meter charges will be applied according to Section 1.A.(1) above.

B. Delivery Charges

In addition to the minimum monthly meter charges shown above, the following rates shall be charged for metered water delivered:

All water delivered - $ 1.95 per 100 cu. ft.

C. Purveyor rate

In addition to the minimum monthly meter charges and delivery charges shown above, a purveyor rate will also be levied by the Water Operating Board for water consumed.

Sections 3, 4 and 7 above will apply to the City of Kelso and all its connections to the City of Longview water distribution system.

BE IT FURTHER RESOLVED that Resolution No. 2503 passed by the City Council on June 27, 2024 is hereby repealed in its entirety on the date this Resolution becomes effective.

BE IT FURTHER RESOLVED that this Resolution shall take effect on January 1, 2025.

PASSED by the City Council of the City of Longview, Washington, and approved by its Mayor at a regular council meeting of said City Council held on the 27th day of August, 2024.

ATTEST:

MAYOR

City Clerk

TO: Longview City Council

FROM: Nick Little, Community Development Director

MEETING DATE: December 4, 2025

SUBJECT: Summary of Proposed Amendments to LMC 19.77 – Shared Driveways

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Purpose of the Update

The original adoption of LMC 19.77 in 2024 was a strong first step in establishing a framework for shared driveways. It provided a foundation for supporting infill housing, improving access, and encouraging efficient land use. Now that the ordinance has been in use for a short time, staff has had the opportunity to apply its provisions in real-world scenarios and identify areas where the code can be refined.

The proposed revisions represent a continuation of those initial efforts—building on what worked well while making the ordinance more user-friendly, both for staff administering the code and for the public navigating the development process. These updates aim to improve clarity, consistency, and safety, while maintaining flexibility where appropriate.

The proposed amendments to the Shared Driveways code (LMC 19.77) are intended to clarify applicability, improve safety and access standards, and provide a more user-friendly and enforceable framework for shared driveway development. The revisions also introduce a new section allowing for administrative flexibility under specific conditions.

Summary of Key Changes

The table below outlines the major differences between the **existing ordinance** and the **final draft:**

Comparison Table: Existing vs. Draft Ordinance

Section / Topic	***Existing Ordinance***	***Final Draft Ordinance***
Title (19.77.010)	No change	No change
Purpose & Intent (19.77.020)	Lists 6 goals related to housing and land use	Same 6 goals retained
Applicability (19.77.030)	Applies to areas classified as "Residential"	Clarified to include: • All new shared driveways • Upgrades/extensions with added units • Substantial reconstruction (>50% of length)
Authority & Administration (19.77.040)	Applications submitted to Building and Planning/Community Development	Updated to **Community and Economic Development Department**

→ Development Standards (19.77.050)

Standard	***Existing Ordinance***	***Final Draft Ordinance***
Overhead Clearance	Not specified	Minimum **13.5 feet** required

Standard	***Existing Ordinance***	***Final Draft Ordinance***
Fire Access to Structures	General reference to fire marshal standards	Must provide access within **150 feet** of all habitable structures and large non-habitable structures
Addressing	Not addressed	Required at driveway entrance and intersections; must meet size and visibility standards
Surface Requirements	General all-weather surface required	Detailed specs: • First 50 ft paved (asphalt or concrete) • Remainder may be compacted gravel • Construction specs provided
Turnarounds	Required for 3+ lots	Must comply with **Appendix D of 2021 IFC**; required every **300 feet** unless turnouts are approved
Driveway Width	12–20 ft depending on number of units	• **14 ft** for 2–3 dwellings • **20 ft** for 4+ dwellings
Easement Width	20–30 ft depending on number of units	Same widths, but clarified by number of dwellings served
Maintenance Agreement	Not required	Required and must be **recorded** with **Cowlitz County Auditor**; includes surfacing, drainage, signage, vegetation control
Driveway Naming	Not addressed	Required for 4**+ dwellings**; subject to approval by **Cowlitz 911** and **Longview Fire Department**

Other Additions

Section	Existing Ordinance	Draft Ordinance (V1.4 Clean)
Modifications (19.77.055)	Not included	**New section**: Fire Marshal may approve modifications with concurrence from City Engineer and Building Official, if safety/access are maintained
Definition (LMC 19.09.197)	Not included	**New definition** of “Shared Driveway” added; excludes multi-family developments
Appendix A & B	Not included	**New appendices** for private access signage standards; second appendix for typical cross-section

ORDINANCE NO. 3570

AN ORDINANCE OF THE CITY OF LONGVIEW, WASHINGTON, AMENDING LONGVIEW MUNICIPAL CODE (LMC) CHAPTER 19.77, "SHARED DRIVEWAYS," AND LMC CHAPTER 19.09, "DEFINITIONS"; ADOPTING REVISED STANDARDS, PROCEDURES, AND APPENDICES RELATING TO SHARED DRIVEWAY DEVELOPMENT

WHEREAS, increased opportunities for infill development, particularly on underutilized parcels, are essential to achieving the City's goals for housing affordability, neighborhood vitality, and efficient land use; and

WHEREAS, the City of Longview adopted LMC Chapter 19.77 (Shared Driveways) in 2024 to establish a regulatory framework for the development and use of shared driveways, supporting infill housing, improved access, and efficient land use; and

WHEREAS, through application of the ordinance, staff identified opportunities to clarify applicability, improve safety and access standards, and provide a more user-friendly and enforceable regulatory structure for shared driveway development; and

WHEREAS, the proposed amendments introduce clearer standards, updated definitions in LMC 19.09, new administrative flexibility provisions with accountability mechanisms, and two new appendices establishing sign standards and typical construction cross-sections; and

WHEREAS, the Planning Commission held a duly noticed public hearing on November 5, 2025, and unanimously recommended approval of the proposed amendments; and

WHEREAS, the City Council finds the proposed amendments to be in the interest of the public health, safety, and welfare, and consistent with the goals and policies of the City's Comprehensive Plan;

NOW, **THEREFORE**, THE CITY COUNCIL OF THE CITY OF LONGVIEW, WASHINGTON, DOES ORDAIN AS FOLLOWS:

SECTION 1. AMENDMENTS TO LMC CHAPTER 19.77, SHARED DRIVEWAYS

Chapter 19.67 of the Longview Municipal Code, entitled "Short Subdivisions," is hereby amended as set forth in **Exhibit A**, including the addition of Appendix A and Appendix B as set forth in **Exhibits B and C**, incorporated herein by reference.

SECTION 2. AMENDMENTS TO LMC CHAPTER 19.09, DEFINITIONS.

Chapter 19.09 of the Longview Municipal Code, entitle “Definitions,” is hereby amended as set forth in **Exhibit D** to add the definition for “Shared Driveways”, incorporated by reference.

SECTION 3. SEVERABILITY.

If any section, subsection, sentence, clause, or phrase of this ordinance is held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portions of this ordinance.

SECTION 4. EFFECTIVE DATE.

This ordinance shall take effect and be in full force five (5) days after its passage, approval, and publication as provided by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF LONGVIEW, WASHINGTON, AND APPROVED THIS ___ DAY OF _____, 2025.

APPROVED:

_____
Mayor

ATTEST:

_____
City Clerk

APPROVED AS TO FORM:

_____
Charlotte Archer, City Attorney

EXHIBITS:
Exhibit A – Chapter 19.77 Shared Driveways (Lineout/Strikeout)
Exhibit B – Chapter 19.77, Appendix A – Sign Standards
Exhibit C – Chapter 19.77, Appendix B – Shared Driveway Typical Croos-Section
Exhibit D – Chapter 19.09 Definitions (Clean)

Chapter 19.77

SHARED DRIVEWAYS

Sections:
19.77.010 Title.
19.77.020 Purpose and intent.
19.77.030 Applicability.
19.77.040 Authority and administration.
19.77.050 Development standards and requirements.
19.77.055 Modifications
19.77.060 Enforcement.
19.77.070 Severability.
Appendix A – Shared Driveway Signage
Appendix B – Shared Driveway Standard Cross-Section

19.77.010 Title.

This chapter shall be known and may be cited as the "City of Longview Shared Driveways Ordinance." (Ord. 3510 § 1, 2024).

19.77.020 Purpose and intent.

It is the intent of this chapter to:

(1) Support the city's goals for economic development and associated housing;

(2) Encourage the efficient use of land in areas of existing public services;

(3) Provide diverse housing options;

(4) Encourage affordability, creativity and variety in housing design and site development;

(5) Promote a variety of housing choices to meet the needs of a population with a variety of individual needs;

(6) Allow for an infill of residential style housing. (Ord. 3510 § 1, 2024).

19.77.030 Applicability.

The regulations contained in this chapter shall apply in areas classified as "Residential" in the Longview Comprehensive Plan. The development standards and requirements of this ordinance shall apply to the following:

(a) All new shared driveways;

(b) The upgrading or extension of existing shared driveways when additional lots or dwelling units are added;

(c) Any substantial reconstruction or relocation of an existing shared driveway. Reconstruction or relocation of an existing shared driveway is considered substantial when more than 50% of the length of an existing shared driveway is relocated or reconstructed.

(Ord. 3510 § 1, 2024).

19.77.040 Authority and administration.

All applications under this chapter shall be made to the city of Longview ~~building and planning/community development~~Community and Economic Development D~~d~~epartment. The director or his/her designee in consultation with the city engineer and fire marshal shall administer, interpret, and enforce the provisions of this chapter and shall provide such forms and establish such procedures as may be necessary to administer this chapter. All new or revised driveways that include city of Longview right-of-way require a right-of-way permit from the public works

department prior to construction or demolition. All development will meet the city of Longview public works standards. (Ord. 3510 § 1, 2024).

19.77.050 Development standards and requirements.

(1) ~~Two options exist for review of a shared access:~~Shared driveways shall meet the following minimum standards:

(a) Overhead Clearance. All shared driveways shall provide for a minimum overhead clearance of 13.5 feet clear of all obstructions, including structures and/or overhanging vegetation.

(b.) Access to Structures. All shared driveways shall provide fire apparatus access to within 150 feet of all first-floor exterior walls of habitable structures, as well as non-habitable structures in excess of 3,600 square feet. When structural placement has not yet been determined, measurement shall be taken from the most remote location on the site capable of supporting a structure and considering required setbacks.

(c) Addressing. Address numbers for all properties served by a shared driveway shall be posted at the shared driveway entrance where it connects to public right-of-way and at the intersection of individual driveways where they connect to the shared driveway. Address numbers shall be a minimum of five (5) inches high, with a minimum stroke width of one-half (0.5) inch, and shall not be sight obscured. Location and height of driveway address signs are subject to Fire Marshal approval.

(d) Surface.

i. Shared driveways serving two or three lots or dwellings may have a compacted gravel surface, including fire apparatus turnarounds.

ii. Shared driveways serving four or more lots or dwellings shall be a paved or concrete surface, or other approved alternative, including fire apparatus turnarounds.

iii. The first 50 feet of all shared driveways, regardless of the number of lots served, shall be a paved or concrete surface.

(e) Construction Standards

i. Paved or concrete surfaces shall be a minimum of three (3) inches of asphalt over a minimum four (4) inches of compacted crushed rock, or a minimum four (4) inches of concrete over a minimum four (4) inches of compacted crushed rock.

ii. Gravel surfaces shall be a minimum of six (6) inches of compacted crushed rock. Gravel shall be compacted to a firm, unyielding surface sufficient to support the occasional passage of emergency vehicles, subject to Fire Marshal approval.

iii. Geotextile fabric or equivalent shall be placed between the native subgrade and base rock for all surface types.

iv. A typical standard plan cross-section can be found in Appendix B.

v. Alternatives to the construction standards may be allowed, subject to approval from the Fire Marshal and City Engineer

(f) Turnarounds. Emergency vehicle turnarounds shall be provided at the terminus of any shared driveway and constructed in accordance with Appendix D of the 2021 International Fire Code, or as amended. Additional turnarounds shall be provided such that no portion of the shared driveway extends more than 300 feet without an approved turnaround. Pursuant to the criteria in LMC 19.77.055, the Fire Marshal may allow fire turnouts along the length of the shared driveway in lieu of multiple turnarounds.

(g) Width. Shared driveways serving two (2) to three (3) dwellings shall have a minimum driving surface of 14 feet. Shared driveways serving four (4) or more dwellings shall have a minimum driving surface of 20 feet.

(h) Access Easements. Shared driveways serving two (2) or three (3) dwellings shall have a minimum easement width of 20 feet. Shared driveways serving four (4) or more dwellings shall have a minimum easement width of 30 feet. Access easements are privately owned and maintained by the property owners being served and are not the responsibility of the city

(i) Driveway Maintenance. A shared driveway maintenance agreement, covenant, or other instrument shall be put into place to ensure ongoing maintenance of the shared driveway in perpetuity. At minimum, the document shall include provisions for periodic and as-needed maintenance of the shared driveway, including surfacing,

drainage/stormwater facilities, driveway signage, and vegetation control. Said instrument shall be recorded with the Cowlitz County Auditor prior to approval of any plat with lots served by the shared driveway, or prior to occupancy of any dwelling on an existing lot utilizing said shared driveway.

(j) Driveway Naming. Shared driveways serving 5 or more dwellings shall be a named access. Shared driveway names are subject to approval by Cowlitz 911 and the Longview Fire Department and shall not be phonetically similar to other existing road or street names in the area. Private Access signage shall be installed at the beginning of the access, and shall meet the text and dimensional standards as shown in Appendix A. Sign location shall be subject to approval from the Fire Marshal and the City Engineer.

(h) No Parking Signage. "No Parking" signage shall be installed along all shared driveways serving four (4) or more lots or dwellings and such that each sign is visible from the next. "No Parking" signage shall conform to the dimensional standards shown in Appendix A.

(2) Minimum Lot Frontage. Minimum lot frontage/width requirements in Table 19.20.030-1, *Density and Dimensional Standards by Zone*, may be offset with approval for an alternate frontage on a shared driveway approved pursuant to this chapter with approval from the community development director or designee, city engineer and fire marshal.

~~(a) Driveways and Joint Usage Driveways. Urban or rural driveways and joint usage driveways serving two or fewer lots have the minimum width or surfacing requirements of LMC 19.78.060. The minimum width of an access easement serving two or fewer lots is 20 feet.~~

~~(b) Access Easements. Property accesses serving four or more lots and more than 150 feet in length as measured from the connecting road near side right-of-way line to the farthest exterior wall of an occupied unit are access easements. Unless an alternate approved emergency vehicle access is provided, access easements shall also serve as an emergency vehicle access. Access easements are privately owned and maintained by the property owners being served and are not the responsibility of the city. Access easements shall have the following requirements:~~

~~(i) The minimum width of the tract or access easement serving four or more lots shall be 30 feet.~~

~~(ii) The base and surfacing shall provide a minimum all-weather driving surface constructed as an all-weather road.~~

~~(iii) Suitable drainage meeting applicable city right-of-way design standards shall be provided along the full length of the access easement.~~

~~(iv) Access easements serving three or more lots shall be via private road meeting the standards of the city of Longview fire marshal.~~

~~Consideration for a shared driveway does not exempt the applicant from meeting the standards required by public works. Minimum lot frontage/width requirements in Table 19.20.030-1, Density and Dimensional Standards by Zone, may be offset with approval for an alternate frontage with approval from the community development director or designee, city engineer and fire marshal.~~

~~**Table 19.77.050-1 Privately Owned Access Lanes – City of Longview, WA**~~

~~**Road Length (Feet)**~~	~~**150' or Less**~~	~~**Over 150'**~~	~~**Any Length**~~
~~Total number of dwellings served~~	~~1—2~~	~~3+~~	~~4+~~
~~Road width (feet) Minimum~~	~~12'~~	~~20'~~	~~20'~~
~~Fire apparatus turn-around required~~	~~No~~	~~Yes~~	~~*~~
~~Fire lane signage required~~	~~No~~	~~Yes~~	~~*~~
~~Roadway height clearance~~	~~No height requirement~~	~~Minimum 13.5 feet~~	~~*~~

~~The Longview Municipal Code is current through Ordinance 3558, passed April 24, 2025.~~

*Refer to previous two columns

Exception: Access roadway standards may be reduced if the building is protected by a complete automatic sprinkler system designed and installed in compliance with NFPA Standards 13, 13R or 13D with approval of the fire code official, unless access roads are otherwise required by other adopted codes or standards.

Exception: It is the intent of this section that if the most remote exterior wall location on all structures served by a lane can be reached within 150 feet of an approved fire lane then standard driveway widths may be used regardless of the number of units served. Where structural placement has not yet been determined, measurement shall be taken from the most remote location on the lots.

Note: Fire department standards for access requirements and apparatus specifications are available at mylongview.com and upon request from city staff.

(Ord. 3510 § 1, 2024).

Standard	2-3 Dwellings/Lots	4+ Dwelling/Lots
Overhead Clearance	13.5 feet	13.5 feet
Driveway Width (Driving Surface)	14 feet	20 feet
Easement Width	20 feet	30 feet
Turnarounds	End of driveway and maximum 300’ between turnaround areas	End of driveway and maximum 300’ between turnaround areas
Access Naming/Signage	Not required	Yes, access name and signage required (See Appendix A)
Surface Type	See 19.77.050(1)(d)	See 19.77.050(1)(d)
Maintenance Agreement Required	Yes	Yes
Fire Lane Signage	No	Yes (See Appendix A)

19.77.055 Modifications

The Fire Marshal is authorized to approve modifications to the development standards identified in 19.77.050, subject to review and concurrence by the City Engineer and Building Official. A modification to the development standards may be approved if the following criteria are met:

(a) The proposed modification will not adversely affect the ability of emergency vehicles to access the dwelling nor adversely affect fire department operations; and

(b) Adequate mitigation is provided to offset any potential impacts to fire or life safety presented by the requested modification. Typical mitigation measures include automatic sprinkler systems designed and installed in compliance with NFPA Standards 13, 13R, or 13D for any habitable structure served by the shared driveway; and

(c) Adequate provisions are made for utility access, stormwater management, and infrastructure protection;

(d) The proposed modification will not compromise vehicular or pedestrian safety.

19.77.060 Enforcement.

City of Longview ~~department of building and planning/community development~~Community and Economic Development Department is hereby charged with enforcement of this chapter in relation to private property. Consultation with the city of Longview P~~p~~ublic W~~w~~orks D~~d~~epartment ~~-~~will take place as needed in regard to right~~s~~-of-way. (Ord. 3510 § 1, 2024).

19.77.070 Severability.

If any section, subsection, clause, phrase or word in this chapter is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such section shall be deemed a separate provision and such holding shall not affect the validity of the remaining portions of this chapter. (Ord. 3510 § 1, 2024).

Additions to LMC 19.09, Definitions:

LMC 19.09.197

Driveway, shared: means a private vehicular access serving more than one lot, parcel, or dwelling that provides access from a public street to the properties served. A shared driveway is privately maintained jointly by the benefitted property owners. Access to multi-family apartments, condominiums, or similar multi-family development is not considered a shared driveway for the purposes of administering the provisions of LMC 19.77.

Change Log

- Compaction/loading added to surface requirements
- Address signs/road signs (Appendix)
- Changes to dwelling #s for consistency (surface/easement width/driveway width)
- Turnaround clarification – added reference to Appendix D, 2021 IFC
- Added remote location clarification to access to structures
- Shared Driveway Definition added to LMC 19.09
- Updated maintenance agreement section language to separate timing requirements for existing lots vs. lots in a plat.
- Amended turnaround section language.~~–~~
- Updated terminology in signage section
- Created Appendix A – private access sign standards
- Added Minimum Lot Frontage language
- Added Appendix B (PC Hearing)
- Added "minimum" to construction standards language (PC Hearing)
- Minor grammatical updates (PC Hearing)

LMC 19.77, Appendix A – Sign Standards

Shared Acces Road Sign

(Not to scale)

Sign Dimensions:

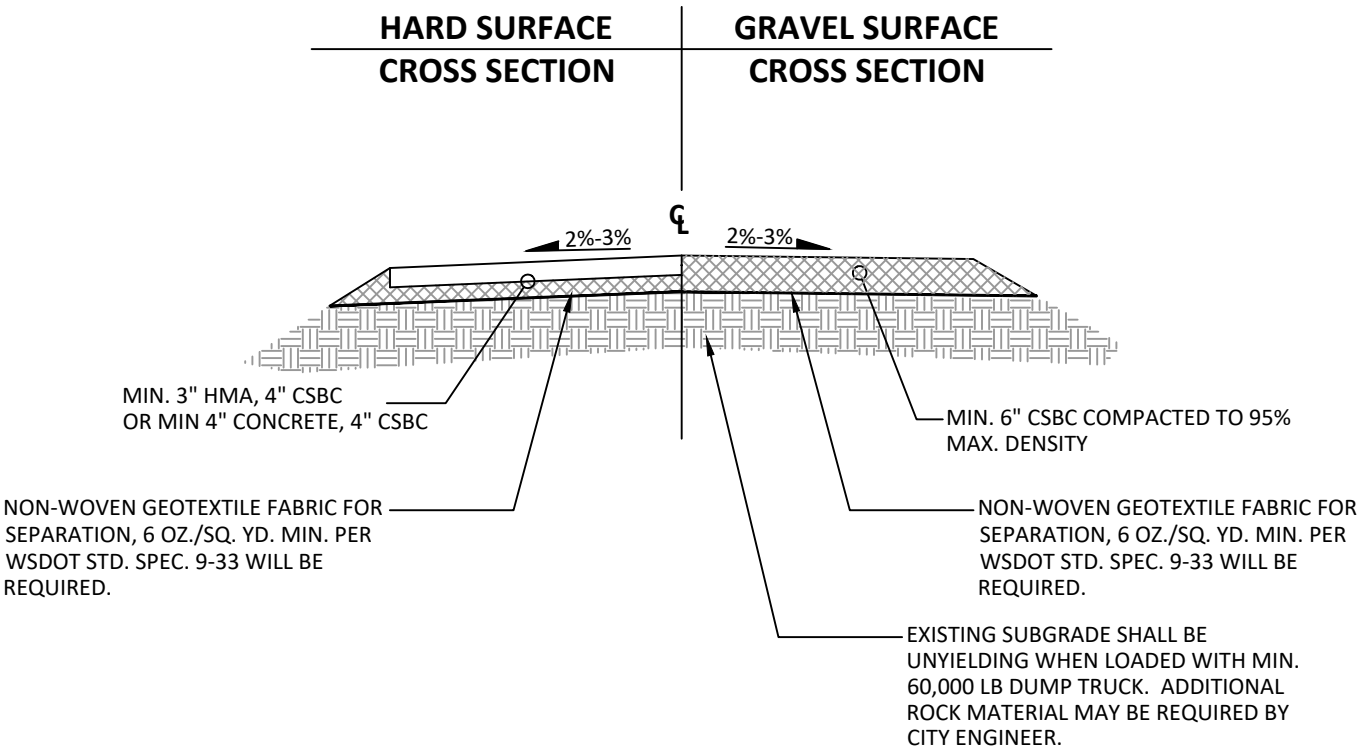
- Two-sided
- 18-30 inches wide
- 9 inches high
- .080 gauge aluminum
- 3/4 inch radius corners
- Reflective white

Text Dimensions:

- 4 inch, bold block letters
- Secondary text 2 inches high, block letters
- One inch spacing top and bottom
- Text centered on sign

No Parking – Fire Lane Signage

- 18” high x 12” wide (min.)
- Single sided
- .063 guage aluminum (min.)
- Reflective or non-reflective



NOTES:

1. EACH SHARED DRIVEWAY ACCESS POINT TO PUBLIC STREET SHALL INCLUDE A CONCRETE 6-INCH THICK DRIVEWAY APPROACH PER LONGVIEW STD. PLAN ST-160 OR ST-170.
2. ALL SHARED DRIVEWAY ACCESS FIRST 50 FEET SHALL BE A PAVED HMA OR CONCRETE.
3. SHARED DRIVEWAY ACCESS SERVING TWO OR THREE LOTS OR DWELLINGS MAY BE GRAVEL SURFACE WITH MIN. 14-FT DRIVING SURFACE PER THIS DETAIL.
4. SHARED DRIVEWAY ACCESS SERVING FOUR OR MORE LOTS OR DWELLINGS SHALL BE PAVED HMA OR CONCRETE WITH MIN 20-FT DRIVING SURFACE PER THIS DETAIL
5. PAVEMENT DRAINAGE MAY REQUIRE STORMWATER DESIGN PER LMC. PAVEMENT SHALL BE SLOPED AWAY FROM PROPERTY LINES AND CONTAINED ONSITE THROUGH PROPER BEST MANAGEMENT PRACTICES.
6. THICKNESS MAY VARY BASED ON SOILS, AND AS APPROVED BY THE CITY ENGINEER.
7. ALTERNATIVES TO THE ABOVE MAY BE ALLOWED, SUBJECT TO FIRE MARSHAL AND CITY ENGINEER APPROVAL.
8. FOR CONCRETE, CURING COMPOUND PER SECTION 5-05.3(13)A CLEAR CONCRETE SEALER TO BE PLACED WITHIN (2) TWO HOURS AFTER FINISHING IS COMPLETE. PANELS FOR PCCP SHALL BE BROOM FINISHED.

The City of Longview Washington	**LMC 19.77, APPENDIX _ - SHARED DRIVEWAY**	
	STANDARD PLAN: **ST - 086**	CITY ENGINEER APPROVAL: **Samuel B. Barham, P.E.**
	DATE: **OCT 2025**	DRAWN BY: **Samuel B. Barham, P.E.**

Additions to LMC 19.09, Definitions

LMC 19.09.197
Driveway, shared: means a private vehicular access serving more than one lot, parcel, or dwelling that provides access from a public street to the properties served. A shared driveway is privately maintained jointly by the benefitted property owners. Access to multi-family apartments, condominiums, or similar multi-family development is not considered a shared driveway for the purposes of administering the provisions of LMC 19.77.

Chapter 19.77

SHARED DRIVEWAYS

Sections:
19.77.010 Title.
19.77.020 Purpose and intent.
19.77.030 Applicability.
19.77.040 Authority and administration.
19.77.050 Development standards and requirements.
19.77.055 Modifications
19.77.060 Enforcement.
19.77.070 Severability.
Appendix A – Shard Driveway Signage
Appendix B – Shared Driveway Standard Plan Cross-Section

19.77.010 Title.

This chapter shall be known and may be cited as the "City of Longview Shared Driveways Ordinance." (Ord. 3510 § 1, 2024).

19.77.020 Purpose and intent.

It is the intent of this chapter to:

(1) Support the city's goals for economic development and associated housing;

(2) Encourage the efficient use of land in areas of existing public services;

(3) Provide diverse housing options;

(4) Encourage affordability, creativity and variety in housing design and site development;

(5) Promote a variety of housing choices to meet the needs of a population with a variety of individual needs;

(6) Allow for an infill of residential style housing. (Ord. 3510 § 1, 2024).

19.77.030 Applicability.

The regulations contained in this chapter shall apply in areas classified as "Residential" in the Longview Comprehensive Plan. The development standards and requirements of this ordinance shall apply to the following:

(a) All new shared driveways;

(b) The upgrading or extension of existing shared driveways when additional lots or dwelling units are added;

(c) Any substantial reconstruction or relocation of an existing shared driveway. Reconstruction or relocation of an existing shared driveway is considered substantial when more than 50% of the length of an existing shared driveway is relocated or reconstructed.(Ord. 3510 § 1, 2024)

19.77.040 Authority and administration.

All applications under this chapter shall be made to the city of Longview Community and Economic Development Department. The director or his/her designee in consultation with the city engineer and fire marshal shall administer, interpret, and enforce the provisions of this chapter and shall provide such forms and establish such procedures as may be necessary to administer this chapter. All new or revised driveways that include city of Longview right-of-way require a right-of-way permit from the public works department prior to construction or demolition. All development will meet the city of Longview public works standards. (Ord. 3510 § 1, 2024).

19.77.050 Development standards and requirements.

(1) Shared driveways shall meet the following minimum standards:

(a) Overhead Clearance. All shared driveways shall provide for a minimum overhead clearance of 13.5 feet clear of all obstructions, including structures and/or overhanging vegetation.

(b.) Access to Structures. All shared driveways shall provide fire apparatus access to within 150 feet of all first-floor exterior walls of habitable structures, as well as non-habitable structures in excess of 3,600 square feet. When structural placement has not yet been determined, measurement shall be taken from the most remote location on the site capable of supporting a structure and considering required setbacks.

(c) Addressing. Address numbers for all properties served by a shared driveway shall be posted at the driveway entrance where it connects to public right-of-way and at the intersection of individual driveways where they connect to the shared driveway. Address numbers shall be a minimum of five (5) inches high, with a minimum stroke width of one-half (0.5) inch, and shall not be sight obscured. Location and height of driveway address signs are subject to Fire Marshal approval.

(d) Surface.

i. Shared driveways serving two or three lots or dwellings may have a compacted gravel surface, including fire apparatus turnarounds.
ii. Shared driveways serving four or more lots or dwellings shall be a paved or concrete surface, or other approved alternative, including fire apparatus turnarounds.
iii. The first 50 feet of all shared driveways, regardless of the number of lots served, shall be a paved or concrete surface.

(e) Construction Standards

i. Paved or concrete surfaces shall be a minimum of three (3) inches of asphalt over a minimum four (4) inches of compacted crushed rock, or a minimum four (4) inches of concrete over a minimum four (4) inches of compacted crushed rock.
ii. Gravel surfaces shall be a minimum of six (6) inches of compacted crushed rock. Gravel shall be compacted to a firm, unyielding surface sufficient to support the occasional passage of emergency vehicles, subject to Fire Marshal approval.
iii. Geotextile fabric or equivalent shall be placed between the native subgrade and base rock for all surface types.
iv. A typical standard plan cross section can be found in Appendix B.
v. Alternatives to the construction standards, subject to Fire Marshal and City Engineer approval.

(f) Turnarounds. Emergency vehicle turnarounds shall be provided at the terminus of any shared driveway and constructed in accordance with Appendix D of the 2021 International Fire Code, or as amended. Additional turnarounds shall be provided such that no portion of the shared driveway extends more than 300 feet without an approved turnaround. Pursuant to the criteria in

LMC 19.77.055, the Fire Marshal may allow fire turnouts along the length of the shared driveway in lieu of multiple turnarounds.

(g) Width. Shared driveways serving two (2) to three (3) dwellings shall have a minimum driving surface of 14 feet. Shared driveways serving four (4) or more dwellings shall have a minimum driving surface of 20 feet.

(h) Access Easements. Shared driveways serving two (2) or three (3) dwellings shall have a minimum easement width of 20 feet. Shared driveways serving four (4) or more dwellings shall have a minimum easement width of 30 feet. Access easements are privately owned and maintained by the property owners being served and are not the responsibility of the city.

(i) Driveway Maintenance. A shared driveway maintenance agreement, covenant, or other instrument shall be put into place to ensure ongoing maintenance of the shared driveway in perpetuity. At minimum, the document shall include provisions for periodic and as-needed maintenance of the shared driveway, including surfacing, drainage/stormwater facilities, driveway signage, and vegetation control. Said instrument shall be recorded with the Cowlitz County Auditor prior to approval of any plat with lots served by the shared driveway, or prior to occupancy of any dwelling on an existing lot utilizing said shared driveway.

(j) Driveway Naming. Shared driveways serving four (4) or more dwellings shall be a named access. Shared driveway names are subject to approval by Cowlitz 911 and the Longview Fire Department and shall not be phonetically similar to other existing road or street names in the area. Private Access signage shall be installed at the beginning of the access, and shall meet the text and dimensional standards as shown in Appendix A. Sign location shall be subject to approval from the Fire Marshal and the City Engineer.

(h) No Parking Signage. “No Parking” signage shall be installed along all shared driveways serving four (4) or more lots or dwellings and such that each sign is visible from the next. “No Parking” signage shall conform to the dimensional standards shown in Appendix A.

(2) Minimum Lot Frontage. Minimum lot frontage/width requirements in Table 19.20.030-1, *Density and Dimensional Standards by Zone*, may be offset with approval for an alternate frontage <u>on a shared driveway approved pursuant to this chapter</u> with approval from the community development director or designee, city engineer and fire marshal.

Table 19.77.050-1, Shared Driveways

Standard	2-3 Dwellings/Lots	4+ Dwelling/Lots
Overhead Clearance	13.5 feet	13.5 feet
Driveway Width (Driving Surface)	14 feet	20 feet
Easement Width	20 feet	30 feet
Turnarounds	End of driveway and maximum 300’ between turnaround areas	End of driveway and maximum 300’ between turnaround areas
Access Naming/Signage	Not required	Yes, access name and signage required (See Appendix A)
Surface Type	See 19.77.050(1)(d)	See 19.77.050(1)(d)

Maintenance Agreement Required	Yes	Yes
Fire Lane Signage	No	Yes (See Appendix A)

Note: Table 19.7.050-1 is intended as a quick reference guide. Detailed standards are found in LMC 19.77.050, Development Standards and Requirements.

19.77.055 Modifications

The Fire Marshal is authorized to approve modifications to the development standards identified in 19.77.050, subject to review and concurrence by the City Engineer and Building Official. A modification to the development standards may be approved if the following criteria are met:

(a) The proposed modification will not adversely affect the ability of emergency vehicles to access the dwelling nor adversely affect fire department operations; and

(b) Adequate mitigation is provided to offset any potential impacts to fire or life safety presented by the requested modification. Typical mitigation measures include automatic sprinkler systems designed and installed in compliance with NFPA Standards 13, 13R, or 13D for any habitable structure served by the shared driveway; and

(c) Adequate provisions are made for utility access, stormwater management, and infrastructure protection;

(d) The proposed modification will not compromise vehicular or pedestrian safety.

19.77.060 Enforcement.

City of Longview Community and Economic Development Department is hereby charged with enforcement of this chapter in relation to private property. Consultation with the city of Longview Public Works Department will take place as needed in regard to rights-of-way. (Ord. 3510 § 1, 2024).

19.77.070 Severability.

If any section, subsection, clause, phrase or word in this chapter is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such section shall be deemed a separate provision and such holding shall not affect the validity of the remaining portions of this chapter. (Ord. 3510 § 1, 2024).

City of Longview

Agenda Summary

APPOINTMENTS TO VARIOUS BOARDS AND COMMISSIONS

DATE: December 11, 2025

COUNCIL STRATEGIC INITIATIVE ADDRESSED:
Continue effective financial management

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:
At the end of 2025, some terms on several City boards and commissions will expire or some members are resigning.

The following boards and commissions are appointed by the city manager and require council concurrence. City manager Jennifer Wills recommends the following appointments:

Appeal Board of Adjustment:
Mark Backstrom, reappointment to a 5-year term that will expire 12/31/2030.
Roger Peters, reappointment to a 5-year term that will expire 12/31/2030.

Golf Advisory Committee:
Kami Dexter, reappointment to a 1-year term as the Women's Club Rep that will expire 12/31/2026.
Ken Hash, reappointment to a 1-year term as the Men's Club Rep that will expire 12/31/2026.
Kenneth Pence, reappointment to a 3-year term that will expire 12/31/2028.

The following boards and commissions are appointed by the mayor and require council concurrence. Mayor Spencer Boudreau recommends the following appointments:

Accessibility Advisory Committee:
Lori Piper, member, representing RiverCities Transit service, reappointment to a 3-year term that will expire 12/31/2028.
Cheryl Coddington, a professional member representing the building, engineering, design & architectural industry, reappointment to a 3-year term that will expire 12/31/2028.
Sean Crawford, member, disability at large, appointment to a new 3-year term that will expire 12/31/2028.

Library Board:
Linda King, reappointment to a 5-year term that will expire 12/31/2030.

Salary Commission:
Amber Havens, appointment to a new 4-year term that will expire 12/31/2029.
Shannon Gilman, appointment to a new 4-year term that will expire 12/31/2029.
Erika Agren, appointment to a new 4-year term that will expire 12/31/2029.

A committee of three council members (Ruth Kendall, MaryAlice Wallis, and Kalei LaFave) reviewed applications and recommend the following appointments to be appointed by the city council:

Complete Streets Advisory Committee:
John Keating, reappointment to a 2-year term that will expire 12/31/2027.
Arthur Birkmeyer, reappointment to a 2-year term that will expire 12/31/2027.
Andrew Hillger, appointment to a new 2-year term that will expire 12/31/2027.

Downtown Advisory Committee:

Erin Gabrielle, appointment to an unexpired term that will expire 12/31/2026.

Historic Preservation Commission:
Jerame Moore, reappointment to a 3-year term that will expire 12/31/2028.
Summer O'Neill, reappointment to a 3-year term that will expire 12/31/2028.
Amber Havens, appointment to a new 3-year term to expire on 12/31/2028.

Lodging Tax Advisory Committee:
Kelly Ragsdale, reappointment to a 1-year term that will expire 12/31/2026.
Bonnie Delaney, reappointment to a 1-year term that will expire 12/31/2026.

Mosquito Control Board:
Michael Rader, reappointment to a 2-year term that will expire 12/31/2027.

Parks & Recreation Board:
Manon Kaufman, reappointment to a 3-year term that will expire 12/31/2028.
Oliver Black, reappointment to a 3-year term that will expire 12/31/2028.

Planning Commission:
Jerry Stinger, reappointed to a 4-year term that will expire 12/31/2029.

Public Development Authority:
David Andrew, reappointed to a 4-year term that will expire 12/31/2029.
Brian Magnuson, reappointed to a 4-year term that will expire 12/31/2029.· Bob Gregory, reappointed to a 4-year term that will expire 12/31/2029.
David Futcher, reappointed to a 4-year term that will expire 12/31/2029.

Sister City Commission:
Lars Pedersen, reappointment to a 3-year term to expire on 12/31/2028.
Steve Moon, reappointment to a 3-year term to expire on 12/31/2028.
Terri Pierson, appointed to a new 3-year term to expire on 12/31/2028

As an FYI:
Additionally, the city manager has made the following appointments that **do not** require council concurrence:

Consolidated Diking Improvement District (CDID) No. 1 Advisory Committee:
Norm Krehbiel, appointment to a new indefinite, successive term of 1-year.

Loan Review Board:
Cary Calabrese, reappointment to a 3-year term that will expire 12/31/2028.
Bob Gregory, reappointment to a 3-year term that will expire 12/31/2028.
Marc Silva, reappointment to a 3-year term that will expire 12/31/2028.
Marlene Johanson, appointment to a new 3-year term that will expire 12/31/2028.

Stormwater Advisory Committee:
Randy Robinson, reappointment to a 2-year term that will expire 12/31/2027.

Additionally, the mayor has made the following appointments that **do not** require council concurrence:

Housing Opportunities of SW Washington:
David Vasquez, reappointment to a 5-year term that will expire 12/31/2030.
Susan Lantz, reappointment to a 5-year term that will expire 12/31/2030.

RECOMMENDED ACTION:
Approve the above recommended appointments.

STAFF CONTACT:
MaryAlice Wallis, Council Appointments Committee
Ruth Kendall, Council Appointments Committee
Kalei LaFave, Council Appointments Committee
Spencer Boudreau, Mayor
Jennifer Wills, City Manager

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 NOVEMBER 2025 ACCOUNTS PAYABLE: $2,621,070.43

SECOND HALF NOVEMBER 2025 PAYROLL:
$440,921.39, checks
$1,066,641.58, direct deposits
$921,186.90, wire transfers
$2,428,749.87 Total

STAFF CONTACT:
Lindy Kennedy, Accountant
Sara Rios, Payroll Specialist

Attachments: None

City of Longview

Agenda Summary

RESOLUTION NO. 2596 - WATER TREATMENT PLANT SCADA HOST REPLACEMENT

RECOMMENDED ACTION:
MOTION TO ADOPT THE RESOLUTION

DATE: December 11, 2025

COUNCIL STRATEGIC INITIATIVE ADDRESSED:
Address quality of place issues
Continue effective financial management

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:
The Water Treatment Plant's Supervisory Control and Data Acquisition (SCADA) system, which controls and monitors the City's potable water treatment processes, is currently running all SCADA virtual machines on a single physical host server that is due for replacement in November 2025. The original CIP budget for this replacement was $22,500 (OER) and did not include redundant hardware because, at that time, City Hall servers could be used as emergency backups for SCADA.

Since then, in alignment with ICS/OT cybersecurity best practices and guidance from NIST's Cybersecurity Framework (NIST CSF), the CIS Critical Security Controls, AWWA, EPA, AWIA, and the Washington State Auditor's Office (SAO), the SCADA network at the Water Treatment Plant has been segmented from the City's business network to better protect critical infrastructure. This segmentation means City Hall servers can no longer serve as backup hosts, creating a single point of failure for SCADA.

Resolution 2596 establishes a SCADA infrastructure refresh CIP that replaces the single host with two physical servers for redundancy, upgrades core network switching, and updates OS and hypervisor licensing. This architecture improves resilience, supports continuity of operations during maintenance and hardware failures, and aligns with NIST CSF (Identify/Protect/Recover) and CIS Controls (especially Controls 1, 2, 4, 11, and 13). Detailed technical information about the SCADA infrastructure will be managed consistent with the security exemption in RCW 42.56.420(4).

Fiscal Impact

- Original SCADA host replacement CIP budget (2025): **$22,500**
- Proposed not-to-exceed amount: **$59,375**
- Total project cost estimate (hardware, software, implementation labor, taxes): **$59,374.83**
- Funding Source: Water Utility capital funds (as determined by Finance).

This resolution amends the existing CIP appropriation to the new not-to-exceed amount of $59,375.

Policy / Strategic Alignment

- Supports protection and reliability of critical drinking water infrastructure.
- Aligns with NIST CSF and CIS Critical Security Controls for asset management, secure configuration, network security, and recovery capability.
- Responds to evolving cybersecurity expectations from AWWA, EPA, AWIA, and SAO for water-sector SCADA systems.

Alternatives

1. **Approve Resolution 2596** (staff recommendation) – Proceed with dual-host SCADA architecture and network upgrades, amending the CIP budget.
2. **Deny or defer** – Leaves SCADA on a single host with no local redundancy, increasing operational and cybersecurity risk and misaligning with current best practices and audit expectations.
3. **Request modification** – Council may direct staff to return with alternative scope or funding levels.

RECOMMENDED ACTION:
Staff recommends that Council adopt Resolution No. 2596, approving the Water Treatment Plant SCADA infrastructure refresh CIP, increasing the project appropriation to $59,375, and authorizing the City Manager or designee to execute all necessary purchasing documents and contracts within the approved budget.

STAFF CONTACT:
Mike Sullivan, Information Technology Director

Attachments:
1. Resolution 2596 - IT Department - Water Treatment Plant SCADA Host Replacement

RESOLUTION NO. 2596 (Water Treatment Plant SCADA Host Replacement)

A RESOLUTION of the City Council of the City of Longview, Washington, authorizing a Capital Improvement Project (CIP) for the Water Treatment Plant Supervisory Control and Data Acquisition (SCADA) infrastructure refresh, amending the existing appropriation for the Water Treatment Plant SCADA server replacement, and approving the purchase of hardware, software, and related services to provide redundant compute capacity in alignment with industry best practices, the NIST Cybersecurity Framework, the CIS Critical Security Controls, the American Water Works Association (AWWA), the U.S. Environmental Protection Agency (EPA), the America's Water Infrastructure Act (AWIA), and the Washington State Auditor's Office (SAO).

WHEREAS the City of Longview operates a Water Treatment Plant that relies on Supervisory Control and Data Acquisition (SCADA) systems… classified as Industrial Control Systems (ICS)… to monitor, control, and protect the City's potable water supply and related critical infrastructure; and

WHEREAS federal and industry guidance for ICS and operational technology (OT) environments, including the NIST Cybersecurity Framework (NIST CSF), emphasizes network segmentation, secure architectures, and resilient designs for critical infrastructure, organized around the core functions of Identify, Protect, Detect, Respond, and Recover; and

WHEREAS the Center for Internet Security (CIS) Critical Security Controls version 8 provides a prioritized set of safeguards, including inventory and control of enterprise assets and software (CIS Controls 1 and 2), secure configuration of enterprise assets and software (CIS Control 4), data recovery (CIS Control 11), and network monitoring and defense (CIS Control 13), which are applicable to SCADA and supporting infrastructure; and

WHEREAS the American Water Works Association (AWWA) and the U.S. Environmental Protection Agency (EPA) have issued water-sector cybersecurity guidance, including tools aligned with the NIST CSF and America's Water Infrastructure Act (AWIA), underscoring the need for strong cyber controls, operational continuity, and risk management in drinking water utilities; and

WHEREAS the Washington State Auditor's Office (SAO) conducts cybersecurity and critical infrastructure-related audits of local governments and has emphasized the importance of improving IT security controls for critical systems, including water and wastewater SCADA environments; and

WHEREAS the City's current Water Treatment Plant SCADA virtual machines (VMs) are hosted on a single physical server that was previously scheduled for replacement in November 2025, with a budgeted amount of Twenty-Two Thousand Five Hundred Dollars ($22,500); and

WHEREAS at the time of the last SCADA server replacement, the Water Treatment Plant elected not to fund a second physical server for redundancy because, under the then-current network architecture, servers located at City Hall could be used as emergency backups for Water Treatment Plant SCADA workloads; and

WHEREAS consistent with ICS/OT security best practices and water-sector guidance, the City has since segmented the Water Treatment Plant SCADA network from the broader City business network to reduce attack surface, limit lateral movement, and better protect critical infrastructure; and

WHEREAS this network segregation has eliminated the ability to rely on City Hall servers as emergency backups for SCADA, making local redundancy within the Water Treatment Plant network… via two independent physical SCADA host servers… a best-practice requirement for availability and resilience; and

WHEREAS the proposed Water Treatment Plant SCADA refresh project includes replacing the existing single host with two physical servers (to provide redundant physical hosts), upgrading core switching, and adding required operating system and host licenses, together with implementation services by City of Longview Information Technology staff and the City's managed service provider; and

WHEREAS this architecture will support NIST CSF outcomes in the Identify and Protect functions by improving asset management and secure, standardized configurations for SCADA servers and network devices; the Protect function through hardened infrastructure and segmentation; and the Recover function by enabling rapid failover and continuity of operations in the event of hardware failure or maintenance, also aligning with CIS Controls 1 and 2 (asset and software inventory), 4 (secure configuration), 11 (data recovery), and 13 (network monitoring and defense); and

WHEREAS the total estimated project cost, including applicable sales and use tax for hardware and software and necessary implementation labor, is Fifty-Nine Thousand Three Hundred Seventy-Four Dollars and Eighty-Three Cents ($59,374.83); and

WHEREAS it is in the best interest of the City to amend the original Water Treatment Plant SCADA server replacement CIP budget, both to increase the appropriation and to explicitly authorize a redundant two-host SCADA architecture consistent with critical infrastructure

best practices, recognized cybersecurity frameworks, and the expectations of the Washington State Auditor's Office;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LONGVIEW, WASHINGTON, AS FOLLOWS:

Section 1. The City Council hereby approves the Water Treatment Plant SCADA Refresh Capital Improvement Project as described herein, including replacement of the existing single SCADA host with two physical servers, upgrade of core switching, and procurement of required operating system and host licensing, together with associated implementation services.

Section 2. The existing CIP appropriation for the "Water Treatment Plant SCADA Server Replacement" project, originally budgeted in the amount of Twenty-Two Thousand Five Hundred Dollars ($22,500), is hereby amended and increased to an amount not to exceed Fifty-Nine Thousand Three Hundred Seventy-Five Dollars ($59,375), to be funded from the appropriate Water Utility capital fund(s) as determined by the Finance Department.

Section 3. The City Manager, or designee, is authorized to execute all documents, purchase orders, contracts, and change orders necessary to carry out the Water Treatment Plant SCADA refresh project consistent with this Resolution, within the approved not-to-exceed amount.

Section 4. The Information Technology Department shall coordinate with the Public Works and Finance Departments to ensure that the design and implementation of the SCADA refresh project remain consistent with the NIST Cybersecurity Framework and CIS Critical Security Controls, as applicable to water-sector SCADA environments, and with applicable guidance from AWWA, EPA, and the Washington State Auditor's Office.

Section 5. This Resolution shall take effect immediately upon its passage.

PASSED by the City Council of the City of Longview, Washington, this ___ day of _____, 2025.

Mayor

ATTEST:

City Clerk

City of Longview

Agenda Summary

PSA WITH GORDON THOMAS HONEYWELL

RECOMMENDED ACTION:
MOTION TO APPROVE PSA WITH GORDON THOMAS HONEYWELL

DATE: DECEMBER 11, 2025

COUNCIL STRATEGIC INITIATIVE ADDRESSED:
Strengthen economic conditions & create new opportunities
Continue effective financial management

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:
The City of Longview is seeking approval of the 2026 Consulting Agreement with Gordon Thomas Honeywell Governmental Affairs to provide state legislative advocacy and support throughout the 2026 session. Services include monitoring and reporting on legislation affecting the City, advising on legislative strategy and messaging, coordinating testimony, and representing the City in Olympia. The agreement runs January 1 through December 31, 2026, with a monthly fee of $4,100 and reimbursable expenses not to exceed $2,000.

RECOMMENDED ACTION:
Motion to approve PSA with Gordon Thomas Honeywell

STAFF CONTACT:
Jennifer Wills, City Manager

Attachments:
1. GTH Lobbyist Contract 2026

CITY OF LONGVIEW
CONSULTING AGREEMENT

This Agreement is entered into by and between City of Longview and Gordon Thomas Honeywell Governmental Affairs (hereinafter referred to as "Consultant"), upon the following terms and conditions:

A. Scope of Work. Consultant will advise and assist the City of Longview in accordance with Consultant's Scope of Work, described in Attachment "A" hereto and incorporated herein, and Consultant will do and produce such other things as are set forth in the Scope of Work (the "Services"). Consultant's Services will be in compliance with applicable laws, regulations, rules, orders, licenses and permits, now or hereinafter in effect, and Consultant shall furnish such documents as may be required to effect or evidence such compliance. Consultant's Services will not include the provision legal services and the protections of the attorney-client relationship will not exist between Consultant and the City of Longview.

B. Compensation; Expenses. City of Longview will pay Consultant for satisfactorily rendered Services in accordance with the specific terms set forth in Attachment "A."

C. Invoices; Payment. Consultant will furnish City of Longview invoices at regular intervals, as set forth in Attachment "A."

D. Term. Consultant shall promptly begin the Services hereunder on the date set forth in Attachment "A" and shall terminate same on the date set forth in Attachment "A," unless earlier terminated by mutual agreement. City of Longview or consultant may terminate consultant services for convenience at any time prior to the termination date set forth in Attachment A, provided that either party provides 30-days notice.

E. Ownership of Work Product. The product of all work performed under this agreement, including reports, and other related materials shall be the property of City of Longview or its nominees, and City of Longview or its nominees shall have the sole right to use, sell, license, publish or otherwise disseminate or transfer rights in such work product.

G. Independent Contractor. Consultant is an independent contractor and nothing contained herein shall be deemed to make Consultant an employee of City of Longview, or to empower consultant to bind or obligate City of Longview in any way. Consultant is solely responsible for paying all of Consultant's own tax obligations, as well as those due for any employee/subcontractor permitted to work for Consultant hereunder.

H. Release of Claims; Indemnity. Consultant hereby releases, and shall defend, indemnify and hold harmless City of Longview from and against all claims, liabilities, damages and costs arising directly or indirectly out of, or related to, Consultant's fault, negligence, strict liability or produce liability of Consultant, and/or that of any permitted employee or subcontract or Consultant, pertaining to the Services hereunder.

I. Assignment. Consultant's rights and obligations hereunder shall not be assigned or transferred without City of Longview's prior written consent; subject thereto, this Agreement shall be binding upon and inure to the benefit of the parties' heirs, and successors.

J. Governing Law; Severability. This Agreement shall be governed by the laws of the State of Washington, U.S.A. (excluding conflict of laws provisions). If any term or provision of this Agreement is determined to be legally invalid or unenforceable by a court with lawful jurisdiction hereover (excluding arbitrators), such term or provision shall not affect the validity or enforceability of any remaining terms or provisions of this Agreement, and the court shall, so far as possible, construe the invalid portion to implement the original intent thereof.

K. Arbitration. Should any dispute arise concerning the enforcement, breach or interpretation of this Agreement, the parties shall first meet in a good faith attempt to resolve the dispute. In the event such dispute cannot be resolved by agreement of the parties, such dispute shall be resolved by filing suit in Cowlitz County. Venue shall be placed in City of Longview, Washington, the laws of the State of Washington shall apply, and neither party shall be entitled to its reasonable attorney fees and costs.

L. Entire Agreement; Etc. This Agreement, and its incorporated attachments hereto, state the entire agreement between the parties regarding the subject matter hereof and supersede any prior agreements or understandings pertaining thereto. Any modification to this Agreement must be made in writing and signed by authorized representatives of both parties. Any provision hereof which may be reasonably deemed to survive the expiration or termination of this Agreement shall so survive, and remain in continuing effect. No delay or failure in exercising any right hereunder shall be deemed to constitute a waiver of any right granted hereunder or at law by either party.

Consultant:	**City of Longview:**
Gordon Thomas Honeywell Governmental Affairs	
Amina Abdalla, State Lobbyist	Jennifer Wills, City Manager
Date: _____	Date: _____

ATTACHMENT "A" TO
CITY OF LONGVIEW CONSULTING AGREEMENT

A. **Scope of Work:** Consultant shall provide City of Longview with the following governmental affairs services:

- Provide the City with a daily presence in Olympia during the legislative session.
- Identify and track legislation and proposed legislation that may impact the City.
- During the legislative session, provide the City with weekly reports and legislative tracking lists. Provide verbal updates to City staff and the City Council at key times in the legislative cycle (e.g. before and after the legislative session).
- Work with the City Council and City Manager to develop and prioritize positions on relevant legislation. Draft letters, talking points, and other messages for City officials.
- Attend all relevant legislative hearings and testify on behalf of the City when appropriate.
- Attend all relevant legislative meetings, including weekly meetings hosted by the Association of Washington Cities to discuss legislation impacting all cities.
- Coordinate City officials to testify at relevant legislative hearings.
- Lobby to amend, defeat or pass legislation or budgets that directly affect the City's interests.
- Strengthen relevant legislative relationships between the City, state legislators, and executive offices, including planning pre- and post- session meetings with the state legislative delegation to share the City's legislative priorities and express appreciation for past legislative successes.
- Work with the City to develop a legislative agenda that includes state budget requests and lobby the legislature according to the legislative agenda.
- Engage in coalition building as needed to implement legislative agenda items.
- Register as the city's lobbyist with the public disclosure commission.

B. **Compensation/Expenses:** The City of Longview shall pay Consultant a monthly fee of $4100 for the services listed above. Consultant shall only bill communication and travel expenses, such as mileage, cell phone use, conference call service use, etc. Expenses shall not exceed $2,000 for the term of the contract.

C. **Invoices/Payments:** (a) Consultant shall furnish City of Longview with invoices for services performed on a monthly basis, and (b) City of Longview shall pay each of Consultant's invoices within thirty (30) days after City's receipt and verification of invoices.

C. **Term of Agreement:** Consultant's services shall commence on January 1, 2026 and shall terminate on December 31, 2026.

City of Longview
Agenda Summary Sheet

1525 Broadway
Longview, WA 98632
www.mylongview.com

AGENDA TITLE: Funding Opportunities for Criminal Justice

DATE: December 11, 2025

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

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

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

At the November 13, 2025, City Council Meeting, staff was directed to provide a proposed spending plan for the sales tax revenue from HB 2015 if City Council were to approve the sales tax. The attached presentation provides information from HB 2015, required next steps and proposed spending plan.

RECOMMENDED ACTION:

STAFF CONTACT:

Chief Robert Huhta

FUNDING OPPORTUNITIES FOR CRIMINAL JUSTICE

HB 2015

- Passed 2025
- The new law sets up two mechanisms for funding public safety:
- A three-year $100 million grant program for hiring, retaining, and training new police officers and co-responders; and
- A councilmanic 0.1% local sales tax authority for broad public safety and criminal justice needs.

HB 2015: Two new funding mechanisms

Separate, but linked

The grant

- CJTC-administered
- $100 million program
- Expires June 2028
- Can use for hiring/training new officers & co-responders
- 75% of salary covered
- 25% local match required
- Max. $125k funding, per position
- Policy & training requirements to attain a grant
- Need to levy or receive one of three available public safety or criminal justice sales taxes first

You must *qualify* for the grant to take the sales tax

You must receive or levy a public safety sales tax to get the grant

The sales tax

- Councilmanic through June 2028
- 0.1% tax on sales & use
- Permanent
- Broad use for public safety
- Stackable with other taxes & jurisdictions
- Need to meet the same requirements as the grant
- Do not need to apply for or receive the grant, just qualify for it

Requirements

The two new funding tools are separate from one another. However, there are policy and training requirements that cities and their police departments must meet to be eligible for the grant and sales tax.

A council can implement the sales tax without applying for or receiving grant money. But a jurisdiction must have also met the requirements of the grant in order to impose the new tax.

Similarly, in order to receive grant money, a city or county needs to have received funds from or authorized at least one of three public safety sales taxes.

Qualification for HB 2015

- **AGO training & polices:** Established policies that comply with state law as well as the Attorney General's guidance for law enforcement practices related to citizenship status
- **CJTC trainings:** Participated in CJTC trainings related to behavioral health and first aid
- **Use of force policies:** Established policies on de-escalation and use of force that incorporate the Attorney General's guidance on duty to intervene and use of police dogs
- **Use of force database:** Complied with state laws on use of force data reporting (once that state program is operational)
- **Court-ordered firearm relinquishment:** Established policies related to civil protection orders and the court-ordered surrender of firearms

Qualification for HB 2015

- **Crisis intervention training:** At least 25% of officers who have completed CJTC crisis intervention team training
- **Gender-based violence trainings:** 100% completion by required officers for CJTC trainings on sexual assault and gender-based violence
- **Public safety sales taxes:** Received funds from or authorized a public safety or criminal justice sales tax
- **Leadership requirements:** A police chief, sheriff, or marshal who is CJTC-certified and has no felony convictions or gross misdemeanor convictions for moral turpitude, dishonesty, fraud, or corruption
- **Volunteer requirements:** Established policies for supervising agency volunteers, any insignia worn by volunteers, and for restricting those volunteers from enforcing criminal laws other than for special event traffic and parking, using force, carrying weapons, or using dogs for purposes besides search and rescue

New Sales Tax

- **Local legislative authority:** The tax can be imposed by councilmanic action through June 2028
- **Stackable:** The taxes can stack with other sales taxes and revenues are not shared with other jurisdictions
- **Broad use:** A city and/or county can impose the new 0.1% sales tax for broadly defined criminal justice purposes, including:
  - Domestic violence services
  - Public defenders
  - Diversion program
  - Reentry work for inmates
  - Reducing homelessness or improving behavioral health
  - Community placements for juvenile offenders
  - Community outreach, alternative response, mental health crisis response

New Sales Tax-3 Steps

1

Send eligibility documentation to CJTC

2

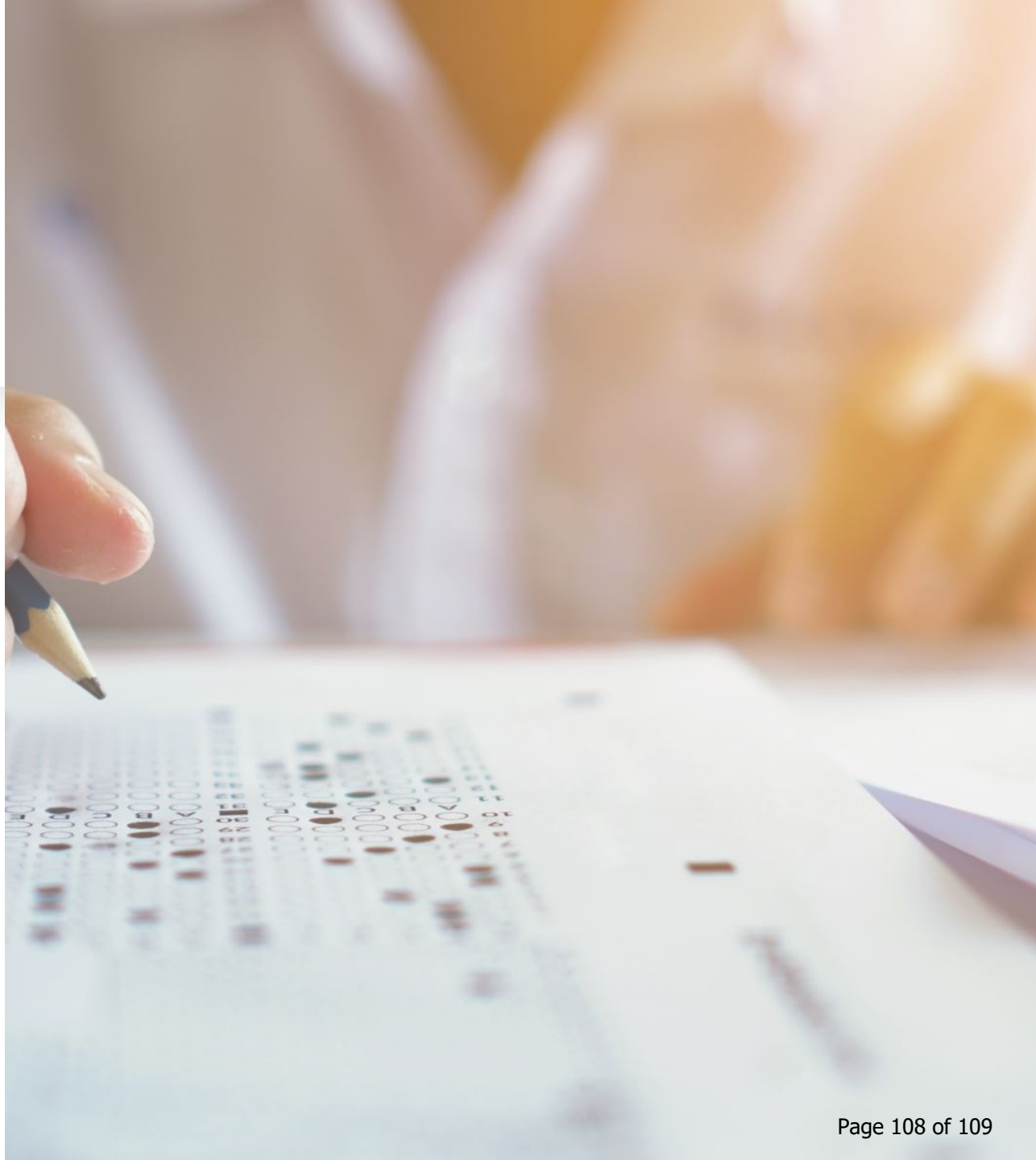
Put the sales tax on the council agenda

3

Send the signed tax ordinance to DOR

Next Steps for Police Department

- Submit documentation to CJTC to Qualify for HB 2015
- Receive notification from CJTC within 45 days



Proposed Spending Plan of Sales Tax Revenue

- Hire (3) Officers-$475,000
- Purchase Patrol Vehicle-$117,000
- Hire Public Disclosure Analyst-$104,000
- Remainder funds for Indigent Defense-$804,000