



# City of Longview

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

## Agenda

### City Council

*Mayor Erik Halvorson  
Mayor Pro Tem Keith Young  
Council Member Chris Bryant  
Council Member Mike Claxton  
Council Member Ruth Kendall  
Council Member Kalei LaFave  
Council Member Wayne Nichols*

Thursday, June 11, 2026

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 at least 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**  
26-00450 COLE PRUITT, VALLEY VIEW CHURCH
3. **ROLL CALL**
4. **CHANGES/REVISIONS TO THE AGENDA**
5. **AWARDS**
6. **CONSTITUENTS' COMMENTS - NON-AGENDA ITEMS (Thirty Minutes)**
7. **PRESENTATIONS**  
26-00494 CITY OF LONGVIEW BRAND UPLIFT  
26-00505 LONGVIEW 101 COHORT GRADUATION

8. PUBLIC HEARINGS

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

10. BOARD & COMMISSION RECOMMENDATIONS

11. ORDINANCES & RESOLUTIONS

26-00503 RESOLUTION NO. 2624 - PROPERTY TAX LEVY LID LIFT FOR FIRE AND EMS

RECOMMENDED ACTION:  
MOTION TO ADOPT RESOLUTION NO. 2624

12. CONSENT CALENDAR

26-00449 APPROVAL OF MAY 28, 2026 REGULAR MEETING MINUTES

26-00365 APPROVAL OF CLAIMS

26-00504 BID REVIEW – COLUMBIA THEATER PARKING LOT PAVING

RECOMMENDED ACTION:  
MOTION TO ACCEPT THE LOW BID AND AWARD TO TMC CONTRACTORS LLC IN THE AMOUNT OF \$340,231.65

26-00507 SUPPLEMENT AGREEMENT NO. 1 WITH WSP USA FOR 4014 OAK (S11) PUMP STATION UPGRADE

RECOMMENDED ACTION:  
MOTION AUTHORIZING THE CITY MANAGER TO EXECUTE THE SUPPLEMENT AGREEMENT NO. 1 WITH WSP USA

26-00508 SUPPLEMENT AGREEMENT NO. 1 WITH GIBBS & OLSON, INC. FOR DEDICATED FILL LINE PROJECT

RECOMMENDED ACTION:  
MOTION AUTHORIZING THE CITY MANAGER TO EXECUTE THE SUPPLEMENT AGREEMENT NO. 1 WITH GIBBS & OLSON, INC.

26-00509 SET PUBLIC HEARING – 2026-2031 SIX YEAR TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AND RIVERCITIES TRANSIT PROGRAM OF PROJECTS (POP)

RECOMMENDED ACTION:  
MOTION TO SET THE CITY COUNCIL MEETING ON JULY 14, 2026, AS THE DATE AND TIME FOR A PUBLIC HEARING ON THE 2026-2031 SIX-YEAR TIP/POP AMENDMENT III

13. MAYOR'S REPORT

14. COUNCILMEMBERS' REPORTS

15. CITY MANAGER'S REPORT

26-00492 HOPE VILLAGE REPORT

RECOMMENDED ACTION:  
REVIEW THE INFORMATION AND PROVIDE DIRECTION TO STAFF IF DESIRED

26-00493 LODGING TAX ADVISORY COMMITTEE FUND DISTRIBUTION POLICY

**RECOMMENDED ACTION:**  
**MOTION TO APPROVE CITY OF LONGVIEW LODGING TAX FUNDING POLICY**

26-00495 PROPOSED ECONOMIC DEVELOPMENT COMMITTEE

**RECOMMENDED ACTION:**  
**MOTION TO MOVE FORWARD WITH THE ECONOMIC DEVELOPMENT COMMITTEE AND DETERMINE WHICH THREE COUNCIL MEMBERS**

26-00502 PUBLIC SAFETY SALES TAX UPDATE

**RECOMMENDED ACTION:**  
**COUNCIL CONCURRENCE WITH PROPOSED PLAN**

- 16. **MISCELLANEOUS**
- 17. **EXECUTIVE SESSION**
- 18. **ADJOURNMENT**

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

**NEXT REGULAR COUNCIL MEETINGS:**

THURSDAY, JUNE 25, 2026 – 6:00 P.M.  
TUESDAY JULY 14, 2026 – 6:00 P.M.

**NEXT SPECIAL COUNCIL MEETING/WORKSHOP:**

TUESDAY, JULY 7, 2026 – 6:00 P.M. - 2027-2028 BASELINE BUDGET



# City of Longview

## Agenda Summary

### **CITY OF LONGVIEW BRAND UPLIFT**

**DATE: MAY 21, 2026**

#### **COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Empowered & Connected Community  
Growth & Economic Opportunity  
Community First Service  
Responsible & Honest Governance

**CITY ATTORNEY REVIEW: N/A**

#### **SUMMARY STATEMENT:**

The City of Longview has undertaken a strategic brand uplift initiative intended to strengthen organizational consistency, improve public recognition, and present a more unified and professional identity across City departments and communication channels. This effort is not a full rebrand. Instead, the approach intentionally builds upon and modernizes existing City brand elements, including colors, typography, logos, and visual identity standards, in a way that is fiscally responsible and reflective of the City's established identity.

The purpose of the initiative is to support a more cohesive "branded house" approach, where departments and divisions are visually connected under a unified City identity while still maintaining operational distinctions where appropriate. A stronger and more consistent brand presence helps reinforce public trust, improve communication clarity, strengthen community recognition, and better position the City in recruitment, economic development, tourism, and community engagement efforts.

Implementation of the updated brand standards will occur in phases and with a focus on minimizing costs. Initial rollout efforts will prioritize no-cost or low-cost updates such as email signatures, digital templates, presentation materials, and electronic communication assets. Physical materials and branded items, including business cards, apparel, signage, and printed materials, will transition over time as existing inventory is depleted or replacement becomes necessary through normal operational cycles.

#### **RECOMMENDED ACTION:**

Council Concurrence

#### **STAFF CONTACT:**

Jennifer Wills, City Manager

#### Attachments:

1. Presentation-Brand

# City of Longview Brand Uplift

**LONGVIEW** | **W  
A**

# Longview's Logos



# More than a logo

- Builds credibility – puts money in our “trust bank”
- Establishes professionalism
- Creates efficiency and consistency
- Improves public perception and visual identity
- Creates ownership and engagement from staff

**Our goal is to present Longview as a united front.**

# Full Rebrand Vs. Uplift

- Rebrands are costly in both dollars and time
- Typically deviate or make large changes



facebook.



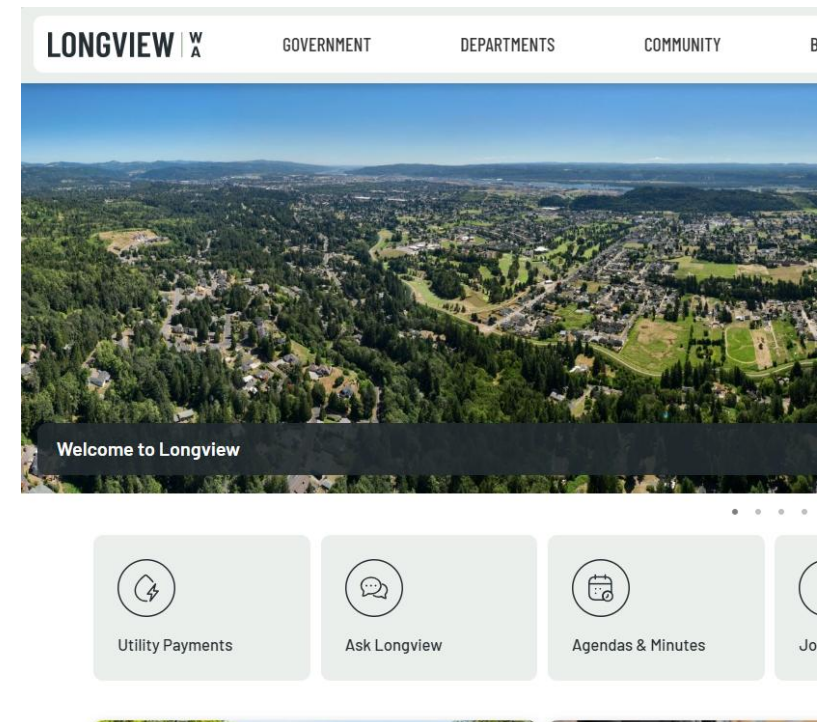
# Building From What Already Works

- A full rebrand would require significant financial investment
- The City already has recognizable and successful brand elements
- Existing community recognition has value
- This approach modernizes and unifies rather than replaces
- Preserves familiarity while improving professionalism and consistency

# The Foundation: Word Marks

- Existing horizontal LONGVIEW | WA mark has been used on the City website for years
- Industrial, clean, professional aesthetic
- Reflects Longview's working roots and economic foundation
- Modern typography creates consistency across platforms

**LONGVIEW | WA**



# Word Marks Versatility

- “LONGVIEW” over “WASHINGTON” creates geographic clarity
- Important distinction from Longview, Texas
- Vertical hierarchy creates flexibility for departments
- Allows standardized structure:
- LONGVIEW, WA, line, department name

**LONGVIEW**  

---

**WASHINGTON**

**LONGVIEW** <sup>W</sup><sub>A</sub>  

---

**PUBLIC WORKS**

# The Foundation: Image Mark

- Inspired by the existing Parks & Recreation logo already loved by staff and community
- Refined for a more professional and timeless appearance
- Sharper lines and updated orientation improve scalability and readability
- Addition of the second tree creates stronger balance and visual storytelling



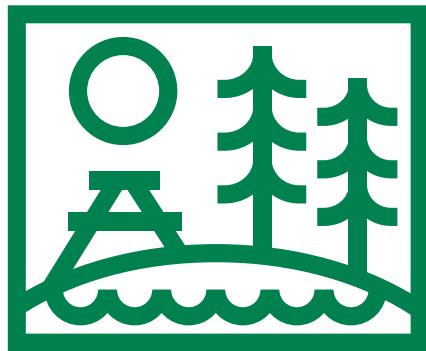
# The Foundation: Image Mark

- Inspired by the existing Parks & Recreation logo already loved by staff and community
- Refined for a more professional and timeless appearance
- Sharper lines and updated orientation improve scalability and readability
- Addition of the second tree creates stronger balance and visual storytelling



# The City of Longview

- Industrial Foundation meets a great place to Live, Work, and Play
- Rooted in industry, surrounded by beauty



**LONGVIEW**  

---

**WASHINGTON**



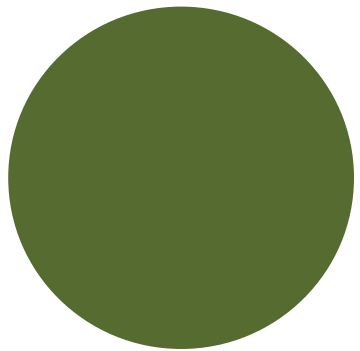
**LONGVIEW**  

---

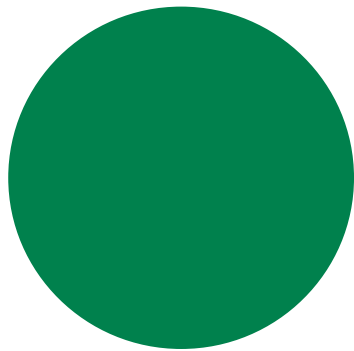
**WASHINGTON**

# Color Palette

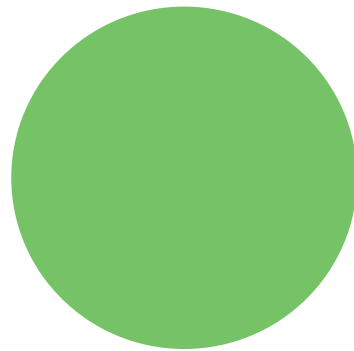
- Palette inspired by the Pacific Northwest landscape
- Blues and greens reflect: rivers, trees, environment
- Strong contrast for digital and physical applications
- Works effectively on uniforms, high-visibility apparel, signage, and print materials



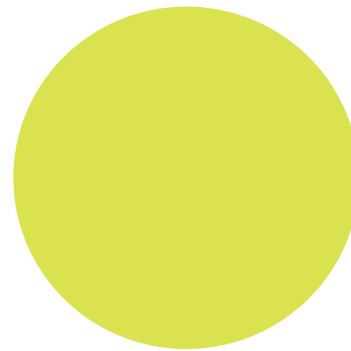
**Cowlitz Moss**



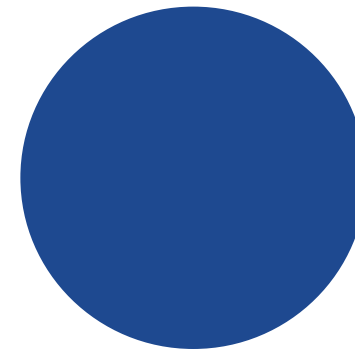
**River Meadow**



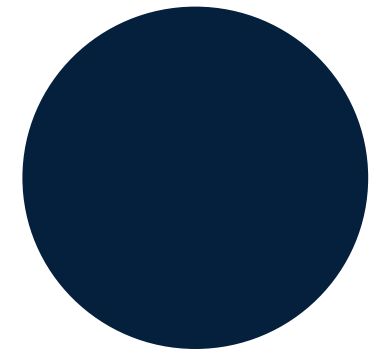
**Cascade Green**



**Cottonwood**



**Channel Blue**



**Deep Water**

**Citizen  
Summits**

Prepared

**Executive**

In March 2025, the City of Longview hosted two community-wide Citizen Summits under the theme "Focus on What's Strong, Not What's Wrong." Held on March 19 and March 22, these summits invited residents to participate in guided discussions, share ideas, and collaborate on shaping the City's future. Each session brought together a diverse range of voices, young professionals, retirees, parents, students, business owners, nonprofit leaders, and civic volunteers all demonstrating a deep collective commitment to Longview's growth, pride, and well-being.

More than just listening sessions, these summits created space for structured action-mapping, community storytelling, and a hopeful vision of what's possible when government and residents work together. The input received was extensive, heartfelt, and deeply constructive.

This report synthesizes the full breadth of participant responses of both verbal and written from discussion notes, wall posters, action worksheets, and informal conversations. What follows is not simply a record of feedback; it is a community compass that will help guide City Council towards its strategic vision with the values, hopes, and energy of the people who call Longview home.



# City of Longview Citizen Summits Strategic Summary Report

Prepared June 2025

## Executive Summary

In March 2025, the City of Longview hosted two community-wide Citizen Summits under the theme "Focus on What's Strong, Not What's Wrong." Held on March 19 and March 22, these summits invited residents to participate in guided discussions, share ideas, and collaborate on shaping the City's future. Each session brought together a diverse range of voices, young professionals, retirees, parents, students, business owners, nonprofit leaders, and civic volunteers all demonstrating a deep collective commitment to Longview's growth, pride, and well-being.

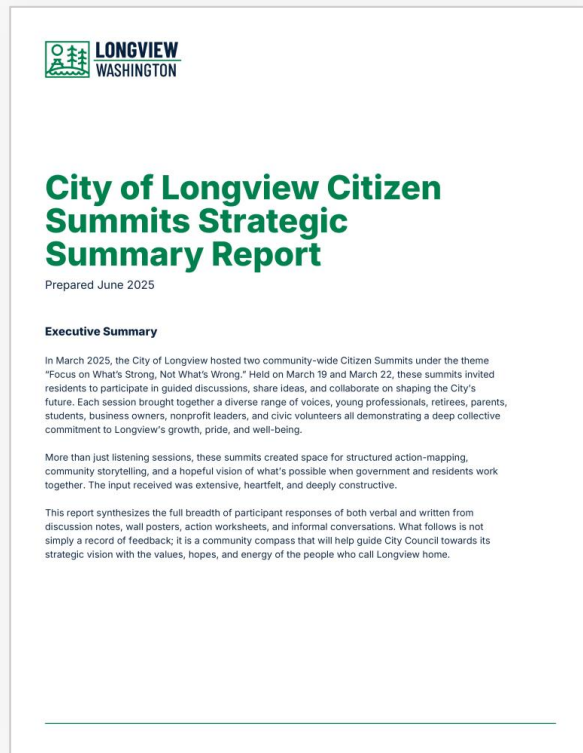
More than just listening sessions, these summits created space for structured action-mapping, community storytelling, and a hopeful vision of what's possible when government and residents work together. The input received was extensive, heartfelt, and deeply constructive.

This report synthesizes the full breadth of participant responses of both verbal and written from discussion notes, wall posters, action worksheets, and informal conversations. What follows is not simply a record of feedback; it is a community compass that will help guide City Council towards its strategic vision with the values, hopes, and energy of the people who call Longview home.



# Rollout Strategy

- No immediate replacement effort
- Phased implementation minimizes cost
- First phase focuses on no-cost or limited-cost items:



**Angela Abel** (she/her)  
Public Information Officer  
o 360.442.5017 | c 360.957.8059  
[mylongview.com](http://mylongview.com) | Follow us on social

# Rollout Strategy

- Second Phase:
  - Replace physical materials only during normal reorder cycles:
    - Business cards
    - Apparel
    - Fleet Decals
    - Signage
    - Printed Materials



# What Success Looks Like

- Residents recognize City communications immediately
- Departments visually connected under one organization
- More professional and modern presentation
- Stronger recruitment and community recognition
- Easier template and material creation across departments
- Long-term consistency across digital and physical spaces
- Builds community pride

**Thank you.**

**LONGVIEW | W  
A**



# City of Longview

## Agenda Summary

### RESOLUTION NO 2624. - PROPERTY TAX LEVY LID LIFT FOR FIRE & EMS

#### **RECOMMENDED ACTION:**

**MOTION TO ADOPT RESOLUTION NO. 2624 SUBMITTING TO THE VOTERS A PROPOSITION AUTHORIZING A LEVY LID LIFT UNDER RCW 84.55.050 TO FUND EMERGENCY MEDICAL RESPONSE AND FIRE SERVICES.**

**DATE:** June 11, 2026

#### **COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Support safe, healthy, and livable neighborhoods

#### **CITY ATTORNEY REVIEW: REQUIRED**

#### **SUMMARY STATEMENT:**

The Longview Fire Department provides essential fire protection, rescue, and emergency medical response services. Call volumes have doubled over the past twenty years, and current station locations create response time gaps, particularly in Columbia Heights and the Highlands. The City has identified the need for an additional fire station to improve coverage and meet future demand, but statutory limits on annual property tax growth restrict the City's ability to maintain or expand service levels.

Resolution No. 2624 proposes a regular property tax levy lid lift under RCW 84.55.050. The ballot title would ask voters to authorize an increase of \$1.15 per \$1,000 assessed valuation beginning in 2027, with the voter-approved levy becoming the new base for levy-limit calculations. Funds generated from this levy shall be used for constructing an additional fire station facility, hiring additional medics and firefighters, equipment, related capital costs, associated debt service, and to support the City Fire Department and the administrative and operational services provided by the City necessary to deliver Fire and Emergency Medical Services..

#### **RECOMMENDED ACTION:**

City Legal recommends that the City Council adopt Resolution No. 2624 submitting the property tax levy lid lift proposition to the voters.

#### **STAFF CONTACT:**

James Goodman, Sr. Assistant City Attorney

#### **Attachments:**

Resolution No. 2624 – Property Tax Levy Lid Lift  
Longview Fire Flier

**CITY OF LONGVIEW, WASHINGTON  
RESOLUTION NO. 2624**

**RESOLUTION**

A RESOLUTION of the City Council of the City of Longview, Washington, submitting to the voters a proposition to authorize a property tax levy lid lift pursuant to RCW 84.55.050 to fund emergency medical response and fire services.

WHEREAS, The City of Longview Fire Department provides essential fire protection, rescue, and emergency medical response services to the community; and

WHEREAS, the City's fire and emergency medical response call volume has doubled over the past 20 years; and

WHEREAS, in 2011 the City conducted a fire services study which found that Longview operated with one fire station per 9.5 square miles, compared to an average of 5.8 square miles per station among cities of similar assessed valuation, population, and geographic area

WHEREAS, the City's existing fire station locations leave gaps in response time coverage, particularly for Columbia Heights and the Highlands neighborhoods; and

WHEREAS, the City has identified the need for an additional fire station facility to improve fire and emergency medical response times, and address future service demands; and

WHEREAS, the City Fire Department operates as part of a broader system of services supported by administrative and operational functions provided by the City; and

WHEREAS, the City faces ongoing financial constraints due to statutory limitations on annual property tax growth, creating increasing pressure on the ability to maintain service levels; and

WHEREAS, RCW 84.55.050 authorizes the City to seek voter approval for a property tax levy lid lift to fund such improvements and service needs; and

WHEREAS, the City Council desires to provide a stable and sustainable funding approach to support fire protection facilities and the continued delivery of emergency medical response and fire services;

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

**Section 1. Ballot Proposition**

The Cowlitz County Auditor is requested to submit to the voters of the City of Longview, at the next available election date, the following proposition:

## **BALLOT TITLE**

The City Council of the City of Longview adopted Resolution No. 2624 concerning funding response time improvements for fire and emergency medical services.

This proposition would support emergency, fire, and medical response services, including funding for hiring medics and firefighters, replacing aging equipment, building an additional fire station facility, purchasing a fire engine, and funding operational functions necessary for emergency services and improving response times. The proposition would increase the regular property tax rate by \$1.15 per \$1,000 of assessed valuation beginning in 2027, and the voter-approved 2027 levy would become the base for future levy-limit calculations under RCW 84.55.

Should this proposition be approved?

Yes

No

### **Section 2. Use of Funds**

Funds generated from this levy shall be used for constructing an additional fire station facility, hiring additional medics and firefighters, equipment, related capital costs, associated debt service, and to support the City Fire Department and the administrative and operational services provided by the City necessary to deliver Fire and Emergency Medical Services.

### **Section 3. Levy Calculation**

The dollar amount of the levy in 2027 shall be used as the basis for computing subsequent levy limitations as provided by RCW 84.55.

### **Section 4. Certification**

The City Clerk is directed to certify this resolution to the Cowlitz County Auditor in accordance with all applicable legal deadlines.

### **Section 5. Effective Date**

This resolution shall take effect immediately upon adoption.



# HERE FOR LONGVIEW. READY WHEN YOU NEED US.

Strong today. Prepared for tomorrow.

Longview Fire Department provides all-hazard emergency response services, protects lives and property, and helps build a safer, more prepared community.

## BY THE NUMBERS

**6,000+ INCIDENTS**  
Nearly 6,000 emergency calls responded to each year.

**20+ YEARS**  
Staffing levels have remained largely unchanged for more than two decades.

**80%+ EMS CALLS**  
Emergency medical calls now make up the majority of our workload.

**SECONDS MATTER**  
Response reliability matters. In an emergency, every second counts.

## WHAT WE DO

**EMERGENCY MEDICAL SERVICES**  
Over 80% of our calls are EMS-related.

**FIRE SUPPRESSION**  
Protecting lives, homes, businesses, and critical infrastructure.

**RESCUE & HAZARDOUS MATERIALS**  
Technical rescues, hazardous materials incidents, and disaster response.

**PREVENTION & EDUCATION**  
Helping reduce risk and build a safer, more prepared community.

# Meeting Longview's Growing Emergency Service Needs.

Longview's emergency service needs have changed significantly over the last two decades. Emergency medical calls now make up more than 80% of Fire Department responses, while call volumes, service demands, equipment needs, and facility needs continue to grow.

The proposed levy lid lift would support the firefighters, medics, facilities, equipment, and training needed to provide reliable emergency response today and into the future.

## INVESTMENTS INCLUDED

- Additional firefighter and medic staffing
- A fourth response unit to improve emergency coverage
- Improved emergency response capacity and reliability
- Construction of Station #83
- Replacement of aging apparatus and equipment
- Fire and EMS prevention programs
- Long-term equipment replacement planning

## WHY THESE INVESTMENTS MATTER

- Improved response times and reliability
- Better emergency coverage for current and future community needs
- Enhanced firefighter and public safety
- Improved preparedness for major emergencies and disasters
- Stronger long-term community resilience



## COST TO HOMEOWNERS

The proposed levy lid lift would cost approximately **\$32 per month** for the owner of a median-priced home in Longview.



PROTECTING LONGVIEW TODAY.  
PLANNING FOR A SAFER TOMORROW.



[pio@mylongview.com](mailto:pio@mylongview.com)



[facebook.com/LongviewFireDep](https://facebook.com/LongviewFireDep)

Visit us on Facebook for more information, updates, and important announcements.



# City of Longview

## Agenda Summary

### **APPROVAL OF MAY 28, 2026 REGULAR MEETING MINUTES**

#### Attachments:

1. May 28, 2026 Regular Meeting Minutes



# City of Longview

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

## Minutes

### City Council

*Mayor Erik Halvorson  
Mayor Pro Tem Keith Young  
Council Member Chris Bryant  
Council Member Mike Claxton  
Council Member Ruth Kendall  
Council Member Kalei LaFave  
Council Member Wayne Nichols*

Thursday, May 28, 2026

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 at least 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**

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

*A moment of silence was observed for the victims, the families of victims, and first responders who responded to the Nippon Dynawave disaster.*

2. **INVOCATION\*/FLAG SALUTE**

**26-00447 BOB GILES, FAITH FAMILY FELLOWSHIP**

*After the invocation provided by Bob Giles of Faith Family Fellowship, the flag salute was recited.*

3. **ROLL CALL**

*Present: Mayor Halvorson, Mayor Pro Tem Young, Councilmember Bryant, Councilmember Claxton, Councilmember Kendall, Councilmember LaFave, Councilmember Nichols*

*Staff Present: City Manager Jennifer Wills, Interim City Attorney Charlotte Archer, Community & Economic Development Director Nick Little, Parks & Recreation Director Justin Brown, Police Chief Robert Huhta, Human Resources Director Sabrina Fraidenburg, Public Information Officer Angela Abel,*

Information Technology Director Mike Sullivan, Finance Director Aaron Hill, Community Development Grant Administer Kenny Robinson, City Clerk Tiffany Ostreim

4. **CHANGES/REVISIONS TO THE AGENDA**

*A motion was made by Mayor Halvorson, seconded by Councilmember LaFave, to strike the following City Manager Reports - Hope Village Report, Lodging Tax Advisory Committee Fund Distribution Policy, City of Longview Brand Uplift, Proposed Economic Development Committee. The motion carried unanimously.*

5. **AWARDS**

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

*Dawn Johnson-Deal provided public comment.  
Jeremiah Casey provided public comment.  
A citizen, name unstated, provided public comment.*

7. **PRESENTATIONS**

8. **PUBLIC HEARINGS**

**26-00446 KELSO-LONGVIEW HOME CONSORTIUM 2026 ANNUAL ACTION PLAN**

**RECOMMENDED ACTION:**

**HOLD PUBLIC HEARING FOR THE PUBLIC TO COMMENT ON THE CITY'S ANNUAL ACTION PLAN. UPON COMPLETION OF THE PUBLIC HEARING NO FURTHER ACTION IS NEEDED.**

*Mayor Halvorson opened the public hearing at 6:34 p.m.*

*Community Development Grant Administrator Kenny Robinson presented.  
Council discussed the presentation.*

*Mayor Halvorson opened the public comment portion of the hearing at 6:19 p.m.  
Jason Still provided public comment.  
Darryl VanDinter provided public comment.  
Mayor Halvorson closed the public comment portion of the hearing at 6:23 p.m.*

9. **CONSTITUENTS' COMMENTS - AGENDA ITEMS (Thirty Minutes)**

10. **BOARD & COMMISSION RECOMMENDATIONS**

11. **ORDINANCES & RESOLUTIONS**

12. **CONSENT CALENDAR**

*A motion was made by Councilmember Young, seconded by Councilmember LaFave, to adopt the Consent Calendar. The motion carried unanimously.*

**26-00367 APPROVAL OF MAY 14, 2026 REGULAR MEETING MINUTES**

**26-00363 APPROVAL OF MAY 21, 2026 SPECIAL MEETING/WORKSHOP MINUTES**

## 26-00364 CLAIMS

## 26-00444 BID REVIEW – LONGVIEW PUBLIC LIBRARY ELEVATOR MODERNIZATION

**RECOMMENDED ACTION:**

MOTION TO ACCEPT THE LOW BID AND AWARD TO ATTA ELEVATORS PORTLAND INC. IN THE AMOUNT OF \$117,186.01

## 26-00445 SET PUBLIC HEARING – 2027-2032 SIX YEAR TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AND RIVERCITIES TRANSIT PROGRAM OF PROJECTS (POP)

**RECOMMENDED ACTION:**

MOTION TO SET THE CITY COUNCIL MEETING ON JUNE 25, 2026, AS THE DATE AND TIME FOR A PUBLIC HEARING ON THE 2027-2032 SIX-YEAR TIP/POP

## 26-00448 SET PUBLIC HEARING - ORDINANCE ADOPTION OF PROPOSED ANNEXATION OF 4511 OCEAN BEACH HWY AND ASSOCIATED PARCELS AND APPROVAL OF PLANNING COMMISSION COMPREHENSIVE PLAN AMENDMENT AND ZONING DESIGNATION RECOMMENDATION

**RECOMMENDED ACTION:**

MOTION TO SET A PUBLIC HEARING FOR JUNE 25, 2026

13. **MAYOR'S REPORT**

*Mayor Halvorson offered his prayers.*

14. **COUNCILMEMBERS' REPORTS**

*Councilmember Nichols provided a verbal report.*

*Councilmember LaFave provided a verbal report.*

## 26-00434 COUNCIL APPOINTMENTS COMMITTEE RECOMMENDATION FOR APPOINTMENT TO THE PDA

**RECOMMENDED ACTION:**

APPOINTMENT OF STEPHEN TAYLOR TO THE PDA TO A TERM THAT WILL BEGIN IMMEDIATELY AND END DECEMBER 31, 2029

*A motion was made by Mayor Halvorson, seconded by Councilmember Kendall, to appoint Stephen Taylor to the PDA to a term that will begin immediately and end December 31, 2029. The motion carried unanimously.*

15. **CITY MANAGER'S REPORT**

*City Manager Jennifer Wills provided a verbal report.*

## 26-00437 PULLED FROM AGENDA - HOPE VILLAGE REPORT

## 26-00467 PULLED FROM AGENDA - LODGING TAX ADVISORY COMMITTEE FUND DISTRIBUTION POLICY

## 26-00468 PULLED FROM AGENDA - CITY OF LONGVIEW BRAND UPLIFT

26-00469 PULLED FROM AGENDA - PROPOSED ECONOMIC DEVELOPMENT COMMITTEE

16. MISCELLANEOUS

17. EXECUTIVE SESSION

18. ADJOURNMENT

*The meeting was adjourned at 6:30 p.m.*

*Tiffany Ostreim  
City Clerk*

Approved: \_\_\_\_\_  
*Mayor*

**NEXT REGULAR COUNCIL MEETINGS:**

THURSDAY, JUNE 11, 2026 – 6:00 P.M.

THURSDAY, JUNE 25, 2026 – 6:00 P.M.



# 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 MAY 2026 ACCOUNTS PAYABLE: \$4,995,413.43**

### SECOND HALF MAY 2026 PAYROLL:

\$488,705.53, checks  
\$1,149,140.89, direct deposits  
\$987,403.48, wire transfers  
\$ 2,625,249.90 Total

### STAFF CONTACT:

Lindy Kennedy, Accountant  
Sara Rios, Payroll Specialist

Attachments: None



# City of Longview

## Agenda Summary

### **BID REVIEW – COLUMBIA THEATER PARKING LOT PAVING**

#### **RECOMMENDED ACTION:**

**MOTION TO ACCEPT THE LOW BID AND AWARD TO TMC CONTRACTORS LLC IN THE AMOUNT OF \$340,231.65**

#### **COUNCIL 2026 GOALS AND PRIORITIES ADDRESSED:**

Investing in Infrastructure

#### **CITY ATTORNEY REVIEW: N/A**

#### **SUMMARY STATEMENT:**

The project provides for the grinding and installation of new HMA pavement, across two lots, including striping new signage, curb stops tree wells, ADA ramp, a new lighting fixture, and a secondary driveway approach. And any other incidentals necessary to complete the specified work in accordance with the contract plans, contract provisions and standard specifications.

On Wednesday, May 27, 2026, four bids were received as follows:

\$340,231.65 – TMC Contractors LLC, Ridgefield, WA

\$356,956.87 – JH Kelly LLC, Longview, WA

\$359,375.48 – Advanced Excavating Specialists, Kelso, WA

Non Responsive – Great Werks, Battle Ground, WA

**\$290,000.00 - Engineer's Estimate**

The low bid received was determined to be regular and responsive.

#### **FINANCIAL SUMMARY:**

This project is funded through an interlocal agreement with Cowlitz County Public Facilities District and Columbia Theater Association for the Performing Arts.

#### **STAFF CONTACT:**

Timothy Schulz, Engineer

Attachments: None



# City of Longview

## Agenda Summary

### **SUPPLEMENT AGREEMENT NO. 1 WITH WSP USA FOR 4014 OAK (S11) PUMP STATION UPGRADE**

#### **RECOMMENDED ACTION:**

**MOTION AUTHORIZING THE CITY MANAGER TO EXECUTE THE SUPPLEMENT AGREEMENT NO. 1 WITH WSP USA**

#### **COUNCIL INITIATIVE ADDRESSED:**

Ensuring fiscal responsibility and long-term financial stability  
Investing in infrastructure

#### **CITY ATTORNEY REVIEW: N/A**

#### **SUMMARY STATEMENT:**

In accordance with state law, staff selected WSP USA as the most qualified firm to perform the sewer pump station design work in 2020. The City Council approved the design contract on November 12, 2020.

Due to budget constraints and limited Engineering staff availability, the project was delayed while previously approved design work was completed. The project is now scheduled to resume in 2026. This supplemental agreement will allow completion of the project design and preparation of the construction bid documents. The current schedule anticipates advertising the project for construction in late 2026.

This design work will support the replacement of the existing sewer pump station located at 4014 Oak Street. Originally constructed in 1977, the facility has reached the end of its useful service life and requires replacement to maintain reliable wastewater system operations.

**FINANCIAL SUMMARY:** The WSP USA contract amount for supplement 1 is \$72,506. This work is funded from the sewer construction fund in the 2025/2026 approved budget.

#### **STAFF CONTACT:**

Tim Schulz, Project Engineer

#### **Attachments:**

1. WSP Supplement 1 for 4014 Oak (S11) PS Upgrade



13 May 2026

Timothy Schulz  
City of Longview  
1525 Broadway St  
Longview, WA 98632

Subject: Scope of Work for the Longview Oak St Lift Station – Amendment 1

Dear Mr. Schulz:

WSP USA (WSP) is pleased to provide the following scope of work to provide professional engineering services for the City of Longview (City) for replacement of the existing lift station located at 4014 Oak Street.

The following scope of work is intended as Amendment 1 to the original contract between WSP and the City. Due to the substantial pause in the project, all work has been scoped under new task numbers to avoid confusion with the original scope of work.

## PROJECT UNDERSTANDING

The City of Longview (City) requires the replacement of the existing lift station located at 4014 Oak Street. The lift station serves a relatively small basin of a residential neighborhood and is located on a small easement between two homes. Constructed in 1977 with the neighborhood development, the lift station has reached the end of its useful life.

WSP began design of a new submersible lift station in 2021 and the project was paused at the 90% design stage in mid-2023. The City has requested that the project be resumed and the design progressed from 90% design to final design, and having it ready for bidding and construction in 2026.

## OVERALL PROJECT ASSUMPTIONS

This scope of work was developed based on the following assumptions. Task-specific assumptions are included in each task.

- The design will not deviate substantially from the 90% design completed in 2023.
- Modification of the existing gravity sewer or force main is not anticipated. Project will reconnect to the existing gravity sewer and force main within approximately 75-feet of the new wet well and vault structures.
- City will prepare building (including land use) permit applications based upon plans provided by WSP and the construction contractor.
- City will pay all permitting and building permit fees.

- Project will not impact any sensitive areas, including critical habitats, wetlands, archaeological sites or other areas requiring special permits and studies.
- For all permits and approvals included in this scope of work, WSP is not responsible for agency actions, schedule, decisions, or conditions of approval.
- Construction phase services (after bid opening) are excluded from this scope of work and can be provided by future contract or amendment.
- All meetings will be held virtually unless specifically indicated below.
- All deliverables will be submitted to the City in electronic portable document format (PDF).

## SCOPE OF WORK – AMENDMENT 1

### **Task 6. Project Management – Amendment 1**

The project management effort includes monitoring the project budget, preparing monthly progress reports and invoices, scheduling and managing team activities, and managing scope changes by tracking design decisions and extra work. This task includes establishment and coordination of design and document standards.

WSP will adhere to the QA/QC and project safety plans developed during the initial design phase.

#### *Assumptions*

- Project Management task assumes a project duration of six months.
- Invoices will be in WSP standard format.

#### *Task Deliverables*

- Monthly invoice and progress report (PDF)

### **Task 7. Site Analysis and Basis of Design – Amendment 1**

Haley & Aldrich (previously Hart Crowser) will utilize the fieldwork and draft report prepared in the initial design phase to deliver updated draft and final geotechnical reports. The report will include seismic criteria for design, identify seismic hazards as well as develop design recommendations to inform wet well design, construction, excavation, earthwork, and general dewatering considerations.

Haley & Aldrich will complete a dewatering analysis to estimate dewatering water volumes, the drawdown “zone of influence”, potential ground settlement amounts, and a conceptual design of the dewatering system for Construction.

Prior to submitting the draft report, Haley & Aldrich will review the project data and report to verify that the contents remain up to date and relevant after the project schedule delay.

#### *Assumptions*

- This scope of work does not include site-specific seismic response analysis per ASCE 7-22 Chapter 21.
- Development of dewatering plans and specifications is not included in this scope of work.

#### ***Deliverables***

- Draft and final geotechnical report

### **Task 8. Design Development – Amendment 1**

This task will advance project design from the original 90% design through final bid ready construction drawings, specifications, and cost estimates. The following subtasks will be included:

#### **Subtask 8.1: Electrical Engineering – Amendment 1**

R&W Engineering Inc. (R&W) will provide electrical engineering services for the project. The pump station electrical design will be based on the City's most recent and representative pump station drawings and specifications. R&W will produce up to fifteen electrical drawings to adequately depict the work to be completed. Details include the following:

- Electrical site plan, including panel locations, conduit routing, and circuit schedule.
- One-line diagram, including electrical service size, pump horsepower, voltage, and load summary.
- Motor control panel and disconnect panel drawings with schematics for programmable logic controllers (PLC) and cell phone telemetry controls.

R&W will review the original 90% design prepared in 2023 to verify that the design complies with the latest codes and industry best practices.

R&W will revise the design as needed to allow for the use of Flygt pumps instead of the previously specified Ebara pumps.

#### ***Assumptions***

- Except where specifically stated otherwise, the electrical engineering components of the design will not be substantially changed from the original 90% design prepared in 2023.
- PLC programming will be the responsibility of the Contractor, planning, and operations departments.

#### ***Deliverables***

- Revised 90 percent design Plans, Specifications, and Estimate (PS&E)
- Final design PS&E

### **Subtask 8.2: 90% Design Update – Amendment 1**

WSP will complete a comprehensive review of the original 90% design prepared in 2023, incorporate City comments on that original 90% design, and submit an updated 90% design package to the City.

This subtask includes the effort required for a new Engineer of Record to review the design approach, decisions, and calculations including the professional review necessary for the new Engineer of Record to assume responsibility for and stamp the final design documents.

The specified pumps, originally from Ebara, will be replaced with Flygt pumps. This subtask includes the effort required to select a new pump and update the design as needed based on the new pump.

Based on the example design provided by the City, WSP will prepare one 11x17 sheet with a schematic drawing for the lift station control building and incorporate key design parameters and dimensions into the drawing and special provisions. Final stamped design of the control building, as required for a building permit, will be the responsibility of the construction contractor.

The project special provisions, originally written based on the 2023 version of the WSDOT Standard Specifications, will be updated to reference the 2026 version.

The 90% design will be based on the 90% design prepared in 2023.

A review meeting will be held to review the design and receive City comments. WSP will provide written responses to the 90% review comments.

#### ***Assumptions***

- This scope of work does not include structural design or calculations for the CMU electrical enclosure details. The construction contractor will be responsible for providing stamped and sealed structural design for the enclosure based on the information provided in the plans.
- The City will provide comments on the original 90% design prepared in 2023 no later than the notice to proceed date for Amendment 1.
- The design review meeting will not exceed 2 hours.

#### ***Deliverables***

- Updated 90% design PS&E
- Written responses to City comments
- Draft and final meeting notes

### **Subtask 8.3: Final Bid Ready Documents – Amendment 1**

WSP will advance the project design to a Final level of completeness. WSP will incorporate the 90 percent design review comments into the design, and refine the technical specifications and engineers estimate. WSP will compile complete bidding documents, including bid forms,

contract requirements, Division 1 special provisions technical specifications, appendices, and design drawings into sample bidding package for City to administer project bidding.

WSP will provide final stamped and sealed bidding package to the City.

***Assumptions***

- Significant design changes such as changes to the site dimensions, pump station performance requirements, or other City or stakeholder changes will require contract amendment to incorporate at this level of advanced design.

***Deliverables***

- Final PS&E
- Written responses to City comments

**Task 9. Bid Cycle Support – Amendment 1**

This task is included to provide technical support to the City by responding to contractor or City initiated questions during bidding. WSP will attend a pre-bid meeting and an accompanying site visit with the City and Contractors. WSP will prepare bid addenda, including drawing revisions and technical specification revisions.

***Assumptions***

- The City will be the point of contact for prospective bidders and will notify WSP of any requests for information or clarifications.
- The City will disseminate addendums or responses to contractor questions to the bidders.
- WSP question responses, bid addenda, and drawing and technical specification revisions will not require more than 12 hours of cumulative engineering effort.
- WSP has allocated 3 hours per person, including travel time, for two staff to attend an in-person pre-bid meeting and accompanying site visit.
- R&W scope of work assumes up to 2 addendum and 5 RFIs during the bid cycle.
- Construction phase services will be scoped separately.

***Task deliverables***

- Revised drawings and technical specifications
- Written responses to prospective bidder's questions

**SCHEDULE**

WSP and the City will negotiate a mutually agreed upon schedule of performance not to exceed 6 months of overall professional services from Notice to Proceed to conclusion of bidding. The schedule assumes that design development will occur over a duration of 3-months beginning at NTP and contract approval with an additional 2-months of bid cycle services and 1-month of float.

**FEE**

We propose a not-to-exceed budget of \$72,506, including expenses of \$157. This fee will be accrued on a time and material basis.

<b>Task</b>	<b>Fee</b>
Task 6 Project Management – Amendment 1	\$3,815.25
Task 7 Site Analysis and Basis of Design – Amendment 1	\$567.58
Task 8 Design Development – Amendment 1	\$38,365.73
Task 9 Bid Cycle Support – Amendment 1	\$3,854.39
<b>WSP Labor Subtotal</b>	<b>\$46,602.95</b>
Subconsultants	\$25,746.00
Expenses - Mileage	\$156.60
<b>Total</b>	<b>\$72,506</b>

**CLOSING**

We appreciate the opportunity to provide professional services to the City of Longview. Please contact Jacob Korsness at (360) 947-3014 or [Jacob.Korsness@wsp.com](mailto:Jacob.Korsness@wsp.com) should you have any questions regarding this proposed scope of work. This proposal is valid for 30 days.

Sincerely,



Jacob Korsness  
Project Manager | Vice President



# City of Longview

## Agenda Summary

### **SUPPLEMENT AGREEMENT NO. 1 WITH GIBBS & OLSON, INC. FOR DEDICATED FILL LINE PROJECT**

#### **RECOMMENDED ACTION:**

**MOTION AUTHORIZING THE CITY MANAGER TO EXECUTE THE SUPPLEMENT AGREEMENT NO. 1 WITH GIBBS & OLSON, INC.**

#### **COUNCIL INITIATIVE ADDRESSED:**

Ensuring fiscal responsibility and long-term financial stability  
Investing in infrastructure

#### **CITY ATTORNEY REVIEW: N/A**

#### **SUMMARY STATEMENT:**

This project is to construction of a 36-inch diameter dedicated transmission pipeline between the City's Water Treatment Plant and the City's Main Reservoir so that all treated water is conveyed to and held within the City's main water storage system. It is anticipated this dedicated pipeline will allow for higher flows to be treated and conveyed from the Water Treatment Plant to the reservoir facility while allowing distribution system pressure to be decreased.

In accordance with state law, staff selected Gibbs & Olson, Inc. as the most qualified firm to perform the Dedicate Fill Line Project work in 2022. The City Council approved the original design contract on April 28, 2022 and the first phase of this project was to evaluate two potential pipeline routes and determine which is the most feasible and cost-effective route for the proposed pipeline.

The City received a FY 2026 Interior Appropriations earmark for this project through Congresswoman Marie Gluesenkamp Perez in July 2026. This supplemental agreement will amend the original design contract to complete the final design of the first construction phase, obtain the necessary permits, and prepare construction bid documents.

The current project schedule anticipates advertising the first phase for construction during the first quarter of 2027.

#### **FINANCIAL SUMMARY:**

The Gibbs & Olson, Inc. contract amount for supplement 1 is \$266,000. This design work is funded with water construction fund and FY26 Interior Appropriation bill earmark \$1,092,000. The first construction phase total project cost is estimated at \$3,090,000.

#### **STAFF CONTACT:**

Levi Lindeman, Project Engineer

#### **Attachments:**

1. Supplemental-Agrmt-1-Dedicated-Fill-Phase-1-Design

**SUPPLEMENTAL AGREEMENT NO. 1**

This Supplemental Agreement modifies the Agreement for Engineering Services (Agreement) between Gibbs & Olson, Inc., Longview, Washington (Engineer) and the City of Longview, Washington (City) executed on April 28, 2022, for a Project known as the Dedicated Fill Line Project.

The following modifications are made to the Agreement. All other terms and conditions remain unchanged:

1. The Engineer’s Scope of Work is modified as presented in Exhibit A of this Supplemental Agreement No. 1.
2. The Engineer’s budget is increased by \$266,000 as presented in Exhibit B of this Supplemental Agreement No. 1 to provide compensation for the additional work to be performed by the Engineer.
3. The Completion Date is extended to December 31, 2027.

Original Agreement Amount .....	\$177,600.00
<u>Supplemental Agreement No. 1.....</u>	<u>\$266,000.00</u>
New Agreement Amount including this Supplemental Agreement.....	\$443,600.00

IN WITNESS WHEREOF this Supplemental Agreement is made and executed this \_\_\_\_\_ day of June, 2026.

City of Longview

Gibbs & Olson, Inc.

By: \_\_\_\_\_

By: Richard A. Gushman

Chris Collins  
Assistant City Manager  
City of Longview  
PO Box 128  
Longview, WA 98632

Richard A. Gushman, PE  
President  
Gibbs & Olson, Inc.  
PO Box 400  
Longview, WA 98632

Attachments:

- Exhibit A - Scope of Work
- Exhibit B - Budget

**SUPPLEMENTAL AGREEMENT NO. 1  
EXHIBIT A  
SCOPE OF WORK  
CITY OF LONGVIEW  
DEDICATED FILL LINE - PHASE 1 DESIGN**

**PROJECT DESCRIPTION**

The Engineer will provide additional planning, cost estimating and design phase engineering services to the City for the Dedicated Fill Line project as described herein. The City desires to implement design, permitting and construction of a 30-inch diameter dedicated transmission pipeline between the City's Water Treatment Plant and the City's Main Reservoir so that all treated water is conveyed to and held within the City's main water storage system. Due to the anticipated costs of the overall project, the project will be designed and constructed in phases as funding becomes available. The first phase of the project will include approximately design and construction of approximately 2,000 linear feet of 30-inch watermain, from the end of the City's existing 30-inch watermain where it tees into two (2) existing 20-inch watermains, to near the intersection of the Patriot Rail tracks and Ocean Beach Hwy.

The Engineer will perform preliminary engineering design, prepare permit applications and prepare final design, bid-ready plans, specifications and an opinion of construction cost.

**ASSUMPTIONS**

The identified Scope of Work is based on the following assumptions. If any ultimate facts or events differ from these assumptions, the Engineer's scope of work, schedule and compensation shall be adjusted accordingly.

1. The City will provide Engineer with copies of available drawings and other relevant information for the existing utilities along the proposed route.
2. The project is funded by an appropriation.
3. A SEPA checklist, CDID#1 permit and Patriot Rail right of entry will be completed by Engineer.
4. The Engineer will utilize 811 for utility locates as well as a third party locator.
5. The City will pothole existing utilities to determine location, size and depth where needed.
6. No new easements are required for construction of the new water main.
7. The City and Engineer anticipate amending this Agreement to incorporate bid and construction phase services for this project near the end of the design phase.
8. No wetland, biological or habitat investigation or reports are required for the project.
9. Washington State Department of Health approval of the plans and specifications is not required.
10. The City will be responsible for obtaining required private property access approvals, Right of Entry (ROE) and for communication with private landowners.
11. Drill cuttings from geotechnical subsurface soil borings will be drummed and disposed of offsite by the drilling subcontractor.

12. Geotechnical drilling and sampling are assumed to be completed under a single mobilization by the drilling subcontractor, with work performed between 8 am and 5 pm.
13. It is assumed that drilling within the railroad right-of-way will not be feasible; therefore, the presence of undocumented fill or buried timbers beneath the railroad cannot be confirmed through direct exploration.
14. Groundwater level readings will be collected over the course of two (2) site visits.
15. Rock coring in the geotechnical borings will not be required.
16. Geotechnical explorations do not include environmental assessments, and the site, subsurface soils and groundwater are assumed to be "clean" regarding contaminated and hazardous materials.
17. Temporary traffic control will not be required to support geotechnical explorations, groundwater readings, or pump testing.
18. Seismic hazard analysis and liquefaction-induced settlements and displacements are not included in the scope and fee.
19. Detailed dewatering system design is not part of this proposal.
20. City standard details will be utilized as applicable.
21. Public involvement is not required for this project.
22. The SEPA process will result in a Determination of Non-Significance.
23. No critical area permits are required.
24. Design of temporary elements such as excavation shoring, and groundwater control will be specified to be completed by the construction contractor.
25. No cultural or historical resource evaluation or investigation will be performed.
26. The City will pay all permit fees required for the project.
27. No electrical design work or electrical valve actuator design is included.
28. Jack and bore construction will be utilized to cross under the railroad tracks in accordance with Patriot Rail standards. It is anticipated that a 42-inch steel casing will be required and Patriot Rail requires 5 ½ feet of cover from the rail to the top of the casing.
29. The watermain design will specify 30-inch HDSS restrained joint ductile iron pipe.
30. No hydraulic calculations or modeling will be performed.

### **SCOPE OF WORK**

The Engineer will complete the following tasks for the planning, design and permitting phases of this project.

### **TASK 1 - MEETINGS AND PROJECT ADMINISTRATION**

The Engineer shall provide project administration and attend meetings as follows:

General project administration.

- A. Adjust the scope, schedule and budget as necessary and update the scope, schedule and budget as the project proceeds.

- B. Prepare and submit a monthly invoice to Client for work performed and project expenses. A project status report describing the work completed during the invoice period. Any identified unforeseen project conditions or issues, work anticipated to be performed in the next month, and any information needed from the City, will be noted in the status report.

**TASK 2 - UPDATED OPINION OF COST**

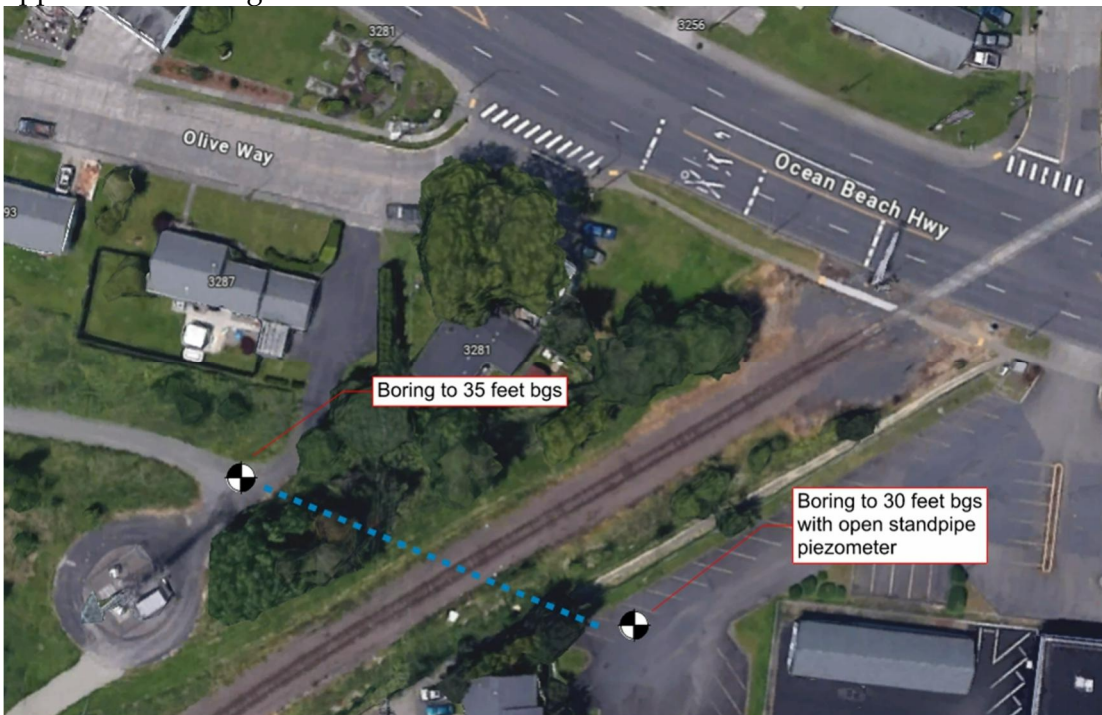
For the approximately 2,000 linear feet of new water main to be designed, the Engineer will update the planning level opinion of cost to confirm the proposed project is appropriate when considering the funding available for the project.

**TASK 3 - GEOTECHNICAL EVALUATION**

The purpose of the geotechnical engineering services is to characterize subsurface conditions at the proposed trenchless undercrossing location and to develop geotechnical recommendations to support the design and construction of the new watermain.

***A. Subsurface Exploration and Laboratory Testing***

To evaluate geotechnical conditions, two (2) geotechnical borings will be drilled using a truck-mounted rig capable of performing Standard Penetration Test (SPT) sampling at the approximate boring locations shown below.



Drilling will be completed using mud-rotary methods to depths of 30 to 35 feet bgs. Asphalt thickness, as well as existing pavement and aggregate base thicknesses, will be recorded. Environmental sampling and testing are not included in this exploration program.

One (1) open standpipe piezometer will be installed at one boring location to monitor groundwater levels and support pump testing for estimating the hydraulic conductivity of surrounding soils.

Prior to drilling, a geotechnical representative will visit the site to assess existing conditions and mark the proposed boring locations using wooden stakes or white paint. Following marking, we will contact the One-Call Utility Notification Center (One-Call) to request public utility clearance. A private utility locator will also be subcontracted to clear the exploration areas in advance of the drilling subcontractor's arrival.

Laboratory testing will be performed on select soil samples obtained from the borings to characterize the physical and index properties of the subsurface materials. The testing program will be based on the materials encountered and may include natural moisture content determinations, one-dimensional consolidation testing, Atterberg limits, grain-size analyses, and corrosivity testing due to the presence of peat. Field exploration data will be entered into gINT software to develop graphical boring logs. Geotechnical engineering staff will review the draft field logs and soil samples in the office upon completion of drilling and laboratory testing.

### ***B. Geotechnical Analysis and Reporting***

Data will be collected and engineering evaluations will be performed to develop conclusions and recommendations supporting the undercrossing design. The evaluations will include:

1. Physical characteristics of the subsurface soils, including pavement and base rock thickness, and groundwater levels.
2. General excavation considerations, such as anticipated excavation methods and potential shoring system types (final approach and design to be determined by the construction contractor).
3. Evaluation of groundwater conditions and anticipated groundwater control needs, including potential methods for managing groundwater during construction (final approach and design to be determined by the construction contractor).
4. Evaluation of site compatibility and associated risks for auger boring and up to two other trenchless methods, including identification of relevant design constraints (final methods and design to be determined by the construction contractor).
5. Jacking and receiving pit subgrade preparation requirements and pipe bedding recommendations.
6. Jacking and receiving pit backfill recommendations.

A draft Geotechnical Data Report presenting factual information only will be prepared, including boring logs, laboratory test results, and summaries of field exploration activities. A Geotechnical Engineering Report will then be prepared to summarize the design recommendations and construction considerations for the watermain. Draft versions of both reports will be provided for review and comment, and an electronic copy of each will be provided.

Following receipt of review comments, final versions of the reports will be prepared, incorporating input from the City and the design team. An electronic copy of the final reports will be provided.

### ***C. Plan and Specification Support***

The geotechnical engineer will provide support in developing the geotechnical related plans and specifications, including those for excavation and support, trenchless construction, earthwork and dewatering.

#### **TASK 4 - SURVEYING**

The Engineer will provide a topographic field survey for the project. The extent of the topographic survey will be to establish the topography along the proposed watermain route and to locate property corners and monuments as needed to identify the rights of way and property lines. The City's LiDAR topographic data will be used to show topography beyond the limits of the limited field survey to be performed.

The Engineer will field mark utility locate limits, call for utility locates, going through the two-week Design Information Request (DIR) and then the Design Locate Request (DLR) process and then perform the limited topographic survey of the areas described above. The Engineer will also subcontract with a private third-party locator to mark utilities along the corridor. The Engineer will prepare an existing conditions base map that will be used in preparing the design drawings. The City will provide traffic control as needed during the Engineer's field survey work.

Survey work will be performed based on NAVD88 vertical datum and NAD83/2011 horizontal datum (Washington Plane Coordinate System-South Zone). Survey work will be performed in U.S. Survey Feet.

#### **TASK 5 - PREPARE 30% DRAWINGS**

Work under this task includes:

- a) The Engineer will use the topographic survey data to prepare base existing conditions watermain plan drawings.
- b) Prepare 30% Design Drawings: The Engineer will prepare drawings for the project in AutoCAD Civil3D 2026 format and will incorporate Engineer and City engineering standards as appropriate.
- c) It is anticipated that the design drawings will consist of up to thirteen (13) sheets including one cover sheet, one index, abbreviations, legend, survey control and sheet index sheet, two (2) existing conditions sheet, six (6) plan and profile sheets and three (3) detail sheets.
- d) Quality Control (QC) project review meetings with the City and Engineer review team are scheduled for one (1) time during preparation of the 30% drawings.
- e) The Engineer will perform in-house QC review of the design documents near the 30% completion stage to ensure the documents are consistent in presentation of the design information.
- f) 30% drawings will be submitted to the City in .pdf format only for review and comment. City comments will be incorporated into the 60% documents as appropriate.

#### **TASK 6 - PREPARE 60% DRAWINGS**

Work under this task includes:

- a) Prepare 60% Design Drawings: The Engineer will continue to prepare drawings, building on the 30% drawings.

- b) Quality Control (QC) project review meetings with the City and Engineer review team are scheduled for one (1) time during preparation of the 60% drawings.
- c) The Engineer will perform in-house QC review of the design documents near the 60% completion stage to ensure the documents are consistent in presentation of the design information.
- d) 60% drawings will be submitted to the City in .pdf format only for review and comment. City comments will be incorporated into the 90% documents as appropriate.

**TASK 7 - PREPARE 90% DRAWINGS, CONTRACT DOCUMENTS, SPECIFICATIONS AND OPINION OF CONSTRUCTION COST**

Work under this task includes:

- a) Prepare 90% Design Drawings, contract documents, specifications and opinion of construction cost: The Engineer will continue to prepare drawings and prepare contract documents and specifications for the project, building on the 60% documents.
- b) The Engineer will prepare the complete construction contract documents including technical specifications which will be prepared in conformity with City standards and the latest version of the WSDOT Standard Specifications and Special Provisions.
- c) Quality Control (QC) project review meetings with the City and Engineer review team are scheduled for one (1) time during preparation of the 90% drawings and specifications.
- d) The Engineer will perform an in-house QC review of the design drawings near the 90% completion stage to ensure the documents are consistent in presentation of the design information.
- e) 90% drawings will be submitted to the City in .pdf format only for review and comment. City comments will be incorporated into the 100% documents as appropriate.

**TASK 8 - PREPARE 100% DRAWINGS, CONTRACT DOCUMENTS, SPECIFICATIONS AND OPINION OF CONSTRUCTION COST**

Work under this task includes:

- a) Prepare 100% Design Drawings and contract documents: Engineer will build on the 90% documents to complete the 100% drawings and specifications. The Engineer's opinion of construction cost will be reviewed, updated as appropriate and finalized.
- b) The Engineer will perform an in-house QC review of the design drawings near the 100% completion stage to ensure the documents are consistent in presentation of the design information.
- c) The 100% design drawings and construction contract documents, ready for bid advertisement, will be provided in .pdf electronic format to the City for review and comment. The documents will be suitable both for electronic distribution to prospective bidders and for reproduction.
- d) If requested by the City, the Engineer will provide an electronic copy of the 100% design drawings in AutoCAD Civil3D 2026 to the City for the City's use on other non-project related work. The Engineer shall have the right to remove all indicia of its ownership

and/or involvement with all electronic records provided to the City under this agreement. The City also acknowledges that it assumes all responsibility for its use of Engineer's material for any other projects.

**TASK 9 - PERMITTING**

Engineer will assist with securing necessary permits and approvals for the project. It is anticipated the following will be required:

- a) The Engineer will assist the City in preparing a SEPA checklist. A SEPA is required because the new watermain is larger than 12-inches in diameter.
- b) The work will occur adjacent to CDID#1 ditch #12. The Engineer will assist with obtaining an Encroachment Permit from CDID#1.
- c) The new watermain will cross under the Columbia/Cowlitz Railway operated by Patriot Rail. The Engineer will assist with preparing the application to Patriot Rail and corresponding with Patriot Rail to obtain a Right of Entry. It is anticipated that the contractor performing the construction work will be required to obtain a Right of Entry (ROE) for the work.

**BID ADVERTISEMENT AND CONSTRUCTION PHASE ENGINEERING SERVICES**

Bid advertisement and construction phase engineering services are anticipated to be incorporated into this Agreement by amendment near the completion of the design Phase Engineering services above.

Limitations of Responsibility. Engineer shall not be responsible for the acts or omissions of any contractor, or of any subcontractor or supplier, or any of the contractor(s)' or subcontractor's or supplier's agents or employees or any other persons (except Engineer's own employees and agents) at the site or otherwise furnishing or performing any of the contractor(s)' work.



City of Longview  
 Supplemental Agreement No. 1  
 Dedicated Fill Line - Phase 1 Design  
 Exhibit B - Budget  
 June 1, 2026

Task No.	Task Description	Prin.	Project Manager	Engr V	Engr III	Engr I/ Sn Tech II	Sr Land Surveyor	2-Man Survey	Word Processor	Geotech Subconsult	Utility Locate Subconsult	Total Budget
1	Meetings and Project Administration	4	24	8	16	8	4	0	2	\$0	\$0	\$14,260
2	Updated Opinion of Cost	2	8	12	16	0	0	0	4	\$0	\$0	\$8,650
3	Geotechnical Evaluation	2	6	4	4	0	0	0	0	\$43,000	\$0	\$51,910
4	Topographic Survey	0	2	0	4	0	36	40	0	\$0	\$4,000	\$21,780
5	Prepare 30% Drawings	2	20	24	40	16	0	0	2	\$0	\$0	\$21,050
6	Prepare 60% Drawings	2	20	24	40	16	0	0	2	\$0	\$0	\$21,050
7	Prepare 90% Drawings, Contract Documents & Specifications	2	40	80	80	40	0	0	6	\$0	\$0	\$49,970
8	Prepare 100% Drawings, Contract Documents & Specifications	2	40	80	80	40	0	0	6	\$0	\$0	\$49,970
9	Permitting - SEPA, CDID#1, Patriot Rail	0	12	32	40	16	0	0	2	\$0	\$0	\$20,160
	<b>Subtotal</b>	<b>16</b>	<b>172</b>	<b>264</b>	<b>320</b>	<b>136</b>	<b>40</b>	<b>40</b>	<b>24</b>	<b>\$43,000</b>	<b>\$4,000</b>	<b>\$258,800</b>
	Mileage											\$100
	GPS Survey Equipment - 2 Units x \$40/Hr/Unit x 70 Hrs/Unit											\$5,600
	Miscellaneous Project Expenses											\$1,500
	<b>Supplemental Agreement No. 1 - Budget Estimate</b>											<b>\$266,000</b>
	Original Agreement Amount											\$177,600
	<b>Total Agreement Amount w/ Supplemental Agreement No. 1</b>											<b>\$443,600</b>
	2026 Rates	\$285	\$260	\$220	\$185	\$150	\$190	\$230	\$100			



# City of Longview

## Agenda Summary

### **SET PUBLIC HEARING – 2026-2031 SIX YEAR TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AND RIVERCITIES TRANSIT PROGRAM OF PROJECTS (POP)**

#### **RECOMMENDED ACTION:**

**MOTION TO SET THE CITY COUNCIL MEETING ON JULY 14, 2026, AS THE DATE AND TIME FOR A PUBLIC HEARING ON THE 2026-2031 SIX-YEAR TIP/POP AMENDMENT III**

#### **COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Improve transportation systems.

#### **SUMMARY STATEMENT:**

State law requires that each city update its Six-Year Transportation Improvement Program (TIP) annually and file a copy of the adopted program with the Secretary of Transportation.

Federal law also requires transit agencies receiving Federal Transit Administration (FTA) funding to prepare a Program of Projects (POP) identifying the projects to be funded with FTA funding, and to conduct a public hearing and outreach process prior to adopting the POP. The TIP includes FTA funded projects and meets the requirements of the POP.

After adoption, the TIP/POP can be subsequently amended to include new projects and funding sources.

Copies of the draft TIP/POP will be distributed to the city council at least one week prior to the public hearing.

#### **STAFF CONTACT:**

Chris Collins, Public Works Director

Attachments: None



# City of Longview

## Agenda Summary

### HOPE VILLAGE REPORT

**RECOMMENDED ACTION:**

**REVIEW THE INFORMATION AND PROVIDE DIRECTION TO STAFF IF DESIRED**

**DATE: June 11, 2026**

**COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Community Safety  
Responsible & Honest Governance

**CITY ATTORNEY REVIEW: N/A**

**SUMMARY STATEMENT:**

Hope Village ceased operations on October 1, 2025. At the time of closure, City Council directed staff to return with a six-month follow-up discussion regarding observations and impacts following the closure of the site.

**Discussion**

Staff provided Council (attached) with four summary reports intended to help inform future policy discussions, should Council wish to provide direction moving forward.

The reports include:

- Community and partner observations gathered during a May 7, 2026 stakeholder meeting involving housing providers, outreach organizations, behavioral health professionals, faith-based organizations, and service agencies
- City operational observations and response efforts related to the Hope Village transition, including Behavioral Health Unit outreach and ongoing homelessness response efforts
- Legal and regulatory considerations associated with the pallet shelter site, including operational limitations tied to current state law and building code considerations

The purpose of this item is to provide Council with information and observations gathered since the closure of Hope Village and to allow Council the opportunity to discuss whether any future direction or next steps are desired.

**RECOMMENDED ACTION:**

Review the information and provide direction to staff if desired

**STAFF CONTACT:**

Jennifer Wills, City Manager

Attachments:

1. Memo on Permitted Uses of Shelter Structures
2. 6 Month COL Since Hope Village Closure
3. 6 Month Community Meeting Recap 5.7.26
4. BHU Hope Village Transition to Closure Data
5. 2561 Task Force Community Meeting Recap 1.6.26

## CITY OF LONGVIEW

**To:** City of Longview City Council  
City Manager Jennifer Wills

**From:** Charlotte Archer, Interim City Attorney

**Date:** May 27, 2026

**Re:** **Legal Framework for Use of Structures/Sleeping Cabins**

The City of Longview owns fifty structures that are sixty-four square feet in area, which were previously utilized for Hope Village, an emergency temporary housing facility located on City-owned property and operated by the Salvation Army, pursuant to an agreement with the City.

**Question:** What legal uses are permitted for these structures based on the currently applicable laws?

**Answer and Analysis:** The legal uses for these structures are guided by state and local laws.

The following is an analysis of potential uses under the existing legal framework for the City of Longview, with reference to other agencies who have modified regulations to address a particular use (where permitted).

- **CAN THE STRUCTURES BE USED AS DWELLING UNITS (FOR OVERNIGHT SLEEPING)?**

*No. Under the existing Washington State Building Code (including the International Building Code (IBC), International Residential Code (IRC), and International Electrical and Plumbing Codes), these structures do not qualify as legal dwelling units.*<sup>1</sup> A “dwelling unit” must provide permanent provisions for living, sleeping, eating/cooking, and sanitation. There are also requirements for life and fire safety, ingress/egress, and other structural design issues that disqualify these structures from use as a dwelling unit.

Although recent changes in law require local governments to expand where STEP housing (Shelter, Transitional Housing, Emergency Housing, and Permanent Supportive Housing) can be located and to limit agencies’ ability to restrict them, these laws focus on zoning and operational issues that can be barriers to the siting of these housing types in some jurisdictions. For example, House Bill 2266, adopted in 2026, limits local governments from adopting regulations designed to prohibit certain types of housing but only to the extent that type of housing is permissible under

---

<sup>1</sup> The use of these structures by the City of Longview for the Hope Village program were permitted for the duration of a declared public emergency and as a temporary encampment hosted by a religious organization on property owned or controlled by the religious organization, per RCW 35A.21.360 and RCW 35.21.915, on a limited duration, subject to operational requirements consistent with state and local laws. The continued operation also required the operator to partner with regional homeless service providers to establish pathways to permanent housing, underscoring that the facility was intended only as a temporary intervention.

the existing Washington state building codes. Stated differently, shelters must be allowed where hotels are allowed and permitted on the same terms.

However, under the Washington Building Code, and even with relaxed zoning rules, structures used for human habitation—including shelters—must meet all applicable building and life safety regulations. The legislature has not altered these requirements, which remain a barrier to the use of the structures for sleeping/habitation.

The Washington State Building Code Council, a regulatory body that approves local amendments to the State Building Code within legal parameters, was tasked by the legislature with developing and adopting standards for temporary emergency shelters by July 1, 2026. This process is underway, but the current draft modifications to the building code would only allow the use of a “emergency sleeping cabin” for temporary sleeping during a “declared state of emergency, local declared emergency, or shelter crisis.”<sup>2</sup> Additionally, if the amendments are approved, an emergency sleeping cabin would only be permitted for sleeping where the minimum floor area is 70 square feet per person, and the structures would be required to meet additional life safety requirements, including but not limited to a mandatory 24-hour fire watch.<sup>3</sup>

***Conclusion: These structures do not qualify as dwelling units and pending modifications to the State Building Code are not likely to alter that conclusion.***

- **DO THE STRUCTURES QUALIFY AS TINY HOMES?**

***No. The structures do not meet the building code requirements for a legal tiny home, which are permitted for use as a dwelling unit under the state building code.*** Tiny homes that are used as dwelling units must be built to International Residential Code Appendix Q or ANSI RV standards (for mobile tiny homes), depending on type. The structures do not qualify as a tiny home under the applicable regulations due to dimensional, fire, and life safety aspects of the structures.

***Conclusion: These structures do not qualify as tiny homes.***

- **CAN THESE STRUCTURES BE USED FOR OTHER DAYTIME USES?**

***Possibly. The permitted uses of a structure are dictated by the State Building Code and local land use regulations.*** Here is a summary of the rules associated with occupancy uses for this size of structure:

---

<sup>2</sup> State Building Code Council, Temporary Emergency Shelters Working Documents, Temporary Emergency Shelters Draft (dated 3/19/2026) (available at: <https://sbcc.wa.gov/2024-international-building-code-temporary-emergency-shelters>).

<sup>3</sup> A “fire watch” is a person assigned to constantly patrol an area to ensure there are no hazards or fire, while the fire system is down. Typically, there must be an assigned person present 24 hours per day while the structures are occupied.

Uses	State Building Code Requirements	Do the structures qualify for this use?
Storage	Occupancy must be incidental to the use, and a person may temporarily enter for the purpose of accessing stored items but the structure may not be used for assembly.	Likely yes.
Business or Assembly (e.g., workshop, home office, art studio, etc.).	Occupancy for these uses must be accessory to a primary structure, with a minimum of 100 square feet for one person, subject to building, fire and life safety requirements	No.
Sleeping/dwelling	See analysis above.	No.

**Conclusion:** *The use of these structures for occupancies that include assembly are limited due to their size and other attributes.*

- **CAN THESE STRUCTURES BE USED BY ANOTHER ORGANIZATION, SUCH AS RELIGIOUS ORGANIZATION, WITHIN THE CITY OF LONGVIEW ON PROPERTY OWNED OR CONTROLLED BY THE OTHER ORGANIZATION?**

*Possibly, subject to RCW 35.21.915.* The answer to this question involves issues of zoning, building code compliance occupancy, transfer of public assets, and liability.

RCW 35.21.915 permits religious organizations to host an encampment on their own property (or property under their control) within an existing building. Alternatively, the encampment may occur outdoors, subject to specific requirements, including but not limited to the following:

- Must allow outdoor encampments, temporary small houses, or safe vehicle parking;
- Must be allowed to operate for a minimum of four consecutive months;
- Must provide restrooms within a building on the property or through adequate portable facilities;
- May require 24-hour fire watch if indoor overnight shelter presents fire-related concerns;
- May require an agreement between the sponsoring organization and the city to address impacts on residents, including a required code of conduct, a required sex offender check of all adult residents and guests, and identified access to services.

RCW 35.21.915 defines an "outdoor encampment" to include "any temporary tent or structure encampment," which implies that the structures could possibly be used as a component of a permitted encampment. The use of the structures as a component of a permitted encampment would also be subject to zoning analysis, as the legislation was adopted based on an understanding that the encampments would likely occur as an accessory to a church. Churches are typically permitted for location within residential zones.

For use by non-religious organizations, the structures would not likely qualify for use in a "hosted encampment" as authorized in LMC 7.29.060, which references the sole use of "tents" for sleeping

accommodations. Additional amendments to the municipal code would be required to authorize the use of the structures for a temporary, emergency shelter. The City of Tacoma, at TMC 13.06.080, has adopted requirements for “emergency” and “temporary” shelter facilities, and they are a permitted use largely in industrial zones within the city. Absent similar code language in Longview, encampments using the structures for habitation would not be permitted.

\*\*\*

This memorandum is intended to cover the use of the structures under existing regulations. Liability issues associated with those uses, including liability associated with the transfer of a city asset to an organization for habitation or other uses, are beyond the scope of this memo.

### CITY OPERATIONAL OBSERVATIONS AND RESPONSE

While community partners discussed ongoing service needs and challenges following the closure of Hope Village, City staff also reflected on the extensive efforts undertaken prior to and after the site's closure to support residents through the transition.

Longview's Behavioral Health Unit (BHU), Community Outreach Coordinator, and partner agencies spent years building relationships, trust, and service connections with individuals experiencing homelessness throughout the community. When Hope Village was scheduled to close in September 2025 following notification from the operator that services would end, City staff were faced with the significant challenge of transitioning vulnerable residents within a compressed timeframe.

What followed was one of the most concentrated outreach and stabilization efforts undertaken by the City's Behavioral Health Unit. BHU staff worked intensively with residents, housing providers, behavioral health professionals, nonprofit organizations, and regional partners to identify individualized pathways toward housing, treatment, stabilization, and support services.

While homelessness remains a complex and ongoing regional issue, City staff believe the transition effort helped preserve much of the progress achieved through years of outreach, engagement, and relationship-building.

### TRANSITION EFFORTS PRIOR TO CLOSURE

As Hope Village approached closure, BHU staff quickly shifted into a focused transition and stabilization effort centered on reducing disruption for residents and preserving continuity of care wherever possible. Staff recognized early that residents had varying levels of vulnerability, behavioral health needs, medical concerns, housing barriers, and support systems, requiring individualized approaches rather than a single solution.

At the time of closure:

- 48 individuals remained at Hope Village
- BHU had approximately 45 days to coordinate transition efforts
- Residents presented varying levels of behavioral health, substance use, medical, and housing barriers

BHU utilized a triage-based approach prioritizing:

- Vulnerability and acuity
- Housing barriers
- Available support systems
- Long-term stabilization opportunities

---

## COMMUNITY COORDINATION AND TRANSITION OUTCOMES

City staff emphasized that the transition effort would not have been possible without significant coordination between local and regional partners. BHU personnel worked closely with housing providers, nonprofit organizations, behavioral health agencies, outreach workers, and other service providers to identify available resources and create realistic transition plans for residents.

The work often involved extensive case management, problem-solving, and direct engagement with residents to help navigate systems that can be difficult to access even under stable circumstances.

Coordination efforts included:

- Housing navigation
- Treatment referrals
- Documentation assistance
- Case management coordination
- Resource connection

Transition outcomes included:

- The majority of residents successfully transitioned into alternative housing or services
- 3 individuals declined all offered assistance and returned to unsheltered living
- Only a small number of transitioned individuals have since returned to homelessness

City staff noted that participation in housing and supportive services ultimately remains voluntary, even when resources and assistance are available.

## CURRENT CONDITIONS OBSERVED BY THE CITY

Following the closure of Hope Village, City staff closely monitored conditions throughout the community to assess potential impacts. Initial concerns included the possibility of widespread encampment growth or a return to conditions previously experienced throughout parks, public spaces, and highly visible areas of the city.

To date, City staff report that those concerns have not materialized at the scale initially feared. While homelessness and housing instability remain ongoing concerns, current observations suggest that homelessness has become more geographically dispersed and less concentrated in visible encampments.

City observations since closure include:

- Longview has not experienced a significant return of large-scale encampments
- Homelessness appears more geographically dispersed and less visible
- Some individuals are residing in vehicles, motels, or outside the city core
- Current outreach efforts primarily involve a smaller number of chronically resistant individuals who have often had repeated prior engagement with service systems

---

The City’s Community Outreach Coordinator continues proactive outreach and engagement efforts throughout the community.

## **OPERATIONAL IMPACTS ON THE BEHAVIORAL HEALTH UNIT**

City staff also discussed how the closure of Hope Village has shifted operational demands for the Behavioral Health Unit. Prior to closure, BHU personnel dedicated substantial time and resources toward shelter-related coordination, encampment management, and ongoing stabilization efforts connected to the site.

With those demands reduced, BHU staff have been able to redirect greater attention toward the unit’s broader behavioral health mission serving the community as a whole.

Current BHU operational focus includes:

- Mental health crisis response
- Substance use interventions
- Suicidal ideation calls
- Behavioral health emergencies
- Broader community stabilization efforts

City staff noted that this operational shift has allowed BHU to maintain homelessness outreach capacity while also increasing focus on community-wide behavioral health response needs.

Six-Month Follow-Up Discussion on Hope Village Closure

Held: May 7, 2026 | City Hall

Prepared by: City Manager Jennifer Wills

## COMMUNITY & FAITH BASED MEETING SUMMARY

### EXECUTIVE SUMMARY

On May 7, 2026, the City of Longview convened a follow-up discussion with community partners, housing providers, outreach workers, behavioral health professionals, faith-based organizations, and social service agencies to discuss conditions six months after the closure of Hope Village on October 1, 2025.

The purpose of the meeting was to gather updated observations from organizations working directly with vulnerable populations and to provide City Council with partner perspectives regarding current conditions, service gaps, and potential opportunities moving forward.

Participants were asked to discuss:

- Observed impacts since the closure of Hope Village
- Current conditions and emerging trends
- Available resources and limitations
- Current service gaps
- Opportunities for support and coordination

This summary reflects stakeholder observations, concerns, and ideas shared during the discussion. These comments do not represent official findings or positions of the City of Longview, but rather partner perspectives intended to assist City Council in understanding six-month impacts following the closure.

### KEY THEMES FROM THE DISCUSSION

#### **Continued Need Despite Reduced Visibility**

A consistent theme throughout the discussion was that participants do not believe homelessness has decreased overall since the closure of Hope Village.

Partner organizations described individuals as being:

- More geographically dispersed
- Living outside city limits or in less visible locations
- Staying in vehicles or couch surfing
- Harder for outreach workers and providers to locate
- Increasingly disconnected from services and housing systems

- 
- Multiple partners emphasized that reduced visibility does not necessarily equate to reduced need.

Several providers expressed concern, from their organizational perspective, that individuals are now operating in “survival mode,” making it harder to engage consistently in treatment, recovery, housing programs, or employment opportunities.

### **Loss of a Centralized Service Location**

Many participating organizations repeatedly described Hope Village as more than shelter alone from their experience working directly with clients and vulnerable populations. Partners stated it served as a centralized location where:

- Outreach workers could consistently locate clients
- Housing referrals could be coordinated
- Peer support and behavioral health services could be delivered
- Medical follow-up and medication management were easier to maintain
- Individuals had greater stability while working toward housing or recovery
- Several providers shared that individuals are now significantly harder to contact and support.

Examples discussed included:

- Housing opportunities being lost because clients could not be located
- Increased hotel expenditures to keep clients accessible for appointments and housing searches
- Outreach staff traveling to remote locations attempting to reconnect with clients
- Individuals leaving treatment programs because they did not know where they would go afterward
- One provider shared that six out of fifteen prioritized housing referrals were ultimately lost because individuals could not be located after months of attempted contact.

### **Housing and Service System Pressures**

Providers and partner organizations discussed increasing pressure throughout the housing and service system.

Key concerns included:

- Shortages of affordable one-bedroom units
- Rising rental costs
- Long housing waitlists
- Elderly individuals being displaced from low-cost housing or condemned trailers
- Fixed-income individuals unable to compete in the housing market
- Increased food insecurity and demand for basic assistance
- Concerns regarding tightening Medicaid, Medicare, SNAP, and housing funding resources

Housing providers and churches also reported:

- Increased requests for safe parking
-

- 
- More individuals sleeping on church properties
  - Increased unauthorized guests at supportive housing properties
  - Greater operational challenges involving sanitation, security, and property management
  - Several participants noted that pets continue to be a major barrier to housing placement.

### **Perceived Importance of Low-Barrier and Stabilization Approaches**

A major focus of the discussion from participating providers was their belief in the importance of low-barrier engagement. Several participants clarified that, from their perspective, “low barrier” did not mean “no accountability.” Instead, providers described it as:

- Meeting individuals where they are initially
- Building trust before requiring major behavioral change
- Focusing on progress and engagement
- Using peer support and relationship-based approaches
- Creating individualized action plans and goals
- Providers emphasized that many individuals are not immediately capable of succeeding in high-barrier shelter or traditional housing environments.

Several participants stated that stabilization and transitional environments often improve long-term housing success by allowing individuals time to:

- Address recovery and mental health needs
- Rebuild routines and life skills
- Access employment and services
- Reestablish stability and trust
- Participants repeatedly emphasized the importance of human connection, consistency, encouragement, and wraparound support.

### **Ideas and Opportunities Discussed**

Participants discussed several potential concepts and partnership opportunities for future consideration, including:

- A nonprofit-operated or partnership-based operational model
- A City lease arrangement where nonprofit organizations manage operations
- Reduced operational restrictions within future RFP structures
- Multi-agency onsite service coordination
- Community shower and hygiene facilities
- Personal storage lockers
- Safe parking or designated camping concepts
- Resource navigation boards and centralized information
- Work or volunteer-based engagement opportunities
- Improved coordination and information-sharing between providers

---

Some participants also discussed the potential need for a low-barrier emergency shelter or stabilization-focused facility with an average stay long enough to allow individuals to meaningfully engage in recovery, treatment, housing navigation, or supportive services.

Several participants expressed interest in continued collaboration and partnership-based approaches related to the concepts discussed above, including coordinated service delivery, wraparound case management, and low-barrier stabilization models. The discussion reflected general openness among organizations to continue working together and exploring future solutions collaboratively. However, no single organization formally identified itself as the lead agency or sole operator for any specific concept or proposal discussed during the meeting.

### **CITY CONSIDERATIONS DISCUSSED**

City staff clarified several operational and legal considerations during the discussion, including:

- The pallet shelters do not meet traditional building code standards for permanent occupancy
- Current state law limits how the units may legally be used
- The site can only be used for emergency shelter purposes under existing regulations
- Future use of the site would require City Council direction and action
- City staff emphasized that the purpose of the discussion was to gather information and perspectives to assist future policy conversations.

### **OVERALL OBSERVATIONS**

The discussion reflected strong concern among participating organizations and community partners regarding:

- The continued need for stabilization and low-barrier options
- Increasing difficulty maintaining continuity of care
- Growing pressure on housing and support systems
- The challenges created when individuals become disconnected from providers and services

At the same time, several partners expressed optimism that stronger coordination, partnership models, and revised operational approaches could improve outcomes moving forward.

The meeting also reflected broad recognition that homelessness remains a complex regional issue involving multiple agencies, systems, jurisdictions, and community partners.

### **NEXT STEPS**

This summary will be provided to City Council as part of ongoing discussions about the future of Hope Village. City staff will continue monitoring trends, impacts, and community feedback. Additional discussion regarding operational feasibility, housing capacity, behavioral health, and public safety may continue as directed by City Council.

Continued engagement with community and faith-based partners remains an important part of the City's ongoing evaluation process.

### HOPE VILLAGE INDIVIDUAL TRANSITION DATA: 48 PARTICIPANTS

AUGUST – SEPTEMBER 30, 2025

#### **Permanent Housing:**

- A senior citizen and daughter exited to HUD housing at Fremont Village.
- Disabled senior exited to VA housing at Vancouver Central Park Place.
- A participant exited to Sunrise.
- A participant exited to Columbia House.

#### **In-Patient Treatment:**

- A participant exited to substance use disorder (SUD) treatment.
- A participant exited to dual-diagnosis treatment.

#### **Shelter:**

- Several participants were excited to CHOB. One later came to the top of the senior HUD list at Fremont Village.

#### **Sober Living:**

- Several participants were excited to sober living.

#### **Single Room Occupancy:**

- Several participants were excited to single-room occupancy housing.

#### **Housed with Family/Friends:**

- Several participants were excited to live with family or friends.
- Two participants purchased RVs to park at friends' homes.

#### **Exited Due to Rule Violations:**

- Seven participants were excited due to rule violations.

#### **Refused Viable Options:**

- Three participants were offered viable options but chose to return to street living.

#### **Opted to Self-Exited to Motel versus viable plan:**

- Two participants declined viable options and chose to stay in a motel with friends.
- One participant left without engaging.

#### **Returned to Other State of Origin:**

- Two participants were from out-of-state and opted to return.

#### **Complexities:**

- Twelve participants had pets
- Four Registered Sex Offenders

### TASK FORCE 2561

Held: January 6, 2026 | City Hall Training Room

Prepared by: City Manager Jennifer Wills

#### EXECUTIVE SUMMARY

On January 6, the City of Longview convened a facilitated workshop with community and faith-based partners as part of the Resolution 2561 Task Force with 21 people in attendance. The purpose of the conversation was to hear directly from those working closest to individuals experiencing homelessness following the October 1 closure of Hope Village, to understand what partners are seeing on the ground, to identify current services and gaps, and to inform future City decision-making with shared insight and accountability.

Participants included representatives from law enforcement, the City's Behavioral Health Unit, housing providers, medical outreach, faith-based organizations, and social service agencies. In addition to in-room discussion, written input was submitted by several organizations.

The conversation reflected both measurable changes within the City of Longview and ongoing concern from service providers about continuity of care, access to services, and long-term impacts that are still emerging. While partners acknowledged reductions in visible encampments and fewer enforcement contacts within the City, many emphasized that reduced visibility does not equate to reduced need. Several expressed concern that individuals may now be more dispersed, harder to locate, and experiencing increased health risks.

Throughout the workshop, City staff emphasized the City's role as a municipal government: to reduce crime, maintain public safety, manage public spaces, and administer policy within City limits. Partners emphasized the importance of trust, continuity, and regional coordination. The discussion highlighted both the shared commitment to care for vulnerable individuals and the structural differences between municipal authority and regional service delivery systems.

#### PURPOSE, CONTEXT, AND THE CITY OF LONGVIEW'S ROLE

This workshop was held to support City Council's policy oversight under Resolution 2561 and to ensure that community and faith-based partner perspectives are incorporated into the City's evaluation following the pause of Hope Village operations on October 1.

Homelessness was widely acknowledged as a complex issue that exists at a regional, state, and national level. From the City of Longview's perspective, the City's role is defined by its legal authority, jurisdictional boundaries, and responsibility to steward public resources on behalf of residents.

---

The City of Longview’s primary responsibilities in this space include:

- Reducing crime and maintaining public safety
- Ensuring public spaces are accessible, safe, and usable
- Adopting and enforcing local ordinances and policies within City limits
- Managing limited municipal resources in alignment with Council-adopted priorities
- Coordinating with, but not administering, county, state, and nonprofit service systems

City representatives emphasized that while collaboration and partnership are essential, the City is only able to directly manage enforcement, policy outcomes, and investments within the City of Longview. The City does not have authority over service delivery, enforcement, or outcomes outside its jurisdiction.

This context framed the discussion and informed how City staff interpret observed outcomes, evaluate impacts, and consider future actions.

## **OBSERVATIONS SINCE THE CLOSURE OF HOPE VILLAGE**

### **City of Longview Perspective**

The Longview Police Department and the City’s Behavioral Health Unit provided an overview of conditions observed since October 1. Staff acknowledged that homelessness has not been “solved.”

However, they reported notable changes within the City of Longview:

- Fewer visible encampments in public spaces
- A significant reduction in RVs being used as residences
- Little to no arrests related to camping or personal property storage
- Fewer overall contacts with unsheltered individuals compared to prior years

It was emphasized that sleeping in a vehicle is not a crime, and therefore there is no reliable dataset to quantify individuals living in their cars.

Behavioral Health Unit staff shared that because they are encountering fewer individuals overall, they can spend more time with those they do engage. This includes making phone calls, coordinating with service providers, assisting with setting up appointments, and facilitating connections to care. Staff reported that this deeper level of engagement has improved their ability to support individuals and follow through on referrals.

From the City’s lens, these outcomes align with its core municipal responsibilities: reducing crime, improving safety, and maintaining public order in public spaces, while continuing to connect individuals to available services when contact occurs.

---

## Partner Observations on the Ground

Community and service providers shared perspectives that added important context to the City's observations.

Several partners noted that while the City may be seeing fewer individuals in visible public spaces, service providers continue to encounter high levels of need across the region. Partners described shifts rather than reductions, with individuals relocating to other cities, moving into unincorporated county areas, living in vehicles, unauthorized apartment surfing, or staying in less visible locations.

- Service providers, including faith-based organizations, shared that severe weather shelter operations have served individuals during activation periods; however, utilization data is still being compiled and verified. There has been a decline in nightly use for on average night stays from last year.
- Outreach providers shared awareness of individuals living in vehicles near Lake Sacajawea and in the Highlands neighborhood.
- Community House and CORE Health reported an initial surge in referrals following the closure of Hope Village, followed by individuals moving on to other communities with lower-barrier services. Providers emphasized that while some services remain available, engagement is harder without a centralized access point
- Street medicine volunteers shared that when Hope Village was operational, the overall health of the homeless population improved due to consistent access to shelter, warmth, and routine care.

In addition to partner perspectives, the City has communicated with law enforcement agencies in neighboring jurisdictions. Those agencies reported that they have not observed a corresponding increase in individuals experiencing homelessness or an increased demand on local services since the closure of Hope Village. This information adds further context to the regional impacts and underscores the importance of continued monitoring and data collection over time.

Partners emphasized that reduced visibility can make outreach more challenging, particularly for individuals with complex behavioral health or medical needs. Several expressed concern that individuals who are less visible may delay seeking care until reaching crisis-level conditions.

## Health, Medical, and Continuity of Care

Medical and outreach partners expressed significant concern about continuity of care following the closure of Hope Village.

Street medicine volunteers described Hope Village as a stabilizing environment where basic needs were met, allowing individuals to more consistently engage in:

- Medication management

- 
- Wound care
  - Follow-up treatment
  - Preventative health support

Without a centralized and predictable location, providers shared that it has become more difficult to locate individuals, ensure medication adherence, and provide routine care. Transportation barriers further limit access to clinics and services, particularly for individuals with mobility limitations or severe mental illness.

Partners expressed concern about a growing gap between emergency room treatment and ongoing care on the street. It was noted that PeaceHealth supports street medicine efforts because early intervention can reduce emergency room utilization and prevent illness from escalating to crisis levels. There is not specific data at this time about reduction, this was noted by the financial support reason from PeaceHealth to the Street Medicine Unit.

Several participants expressed worry that individuals may now be sicker overall, not because services no longer exist, but because consistent access and follow-up have become harder to maintain.

### **Available Services and Capacity**

Partners confirmed that most services available prior to Hope Village’s closure technically remain in place, including:

- Mental health services
- Substance use disorder (SUD) outpatient treatment
- Outreach and case management
- Emergency shelter options (CHOB, CHESS, ESS)

However, capacity across systems remains limited.

Housing providers shared that:

- Transitional and permanent housing options are constrained
- Waitlists for housing placements are long, with some senior housing wait times approaching three years
- Vacancy rates remain below levels typically associated with a healthy housing market

Providers emphasized that while services exist, access is limited by capacity, eligibility requirements, and the complexity of navigating multiple systems.

### **Identified Gaps**

Across City and partner perspectives, several consistent gaps were identified:

---

- 
1. Continuity and Coordination of Care  
Easy access of a centralized point has made engagement, follow-up, and cross-system coordination more difficult.
  2. Storage of Personal Property  
Fear of losing belongings prevents individuals from attending appointments or engaging in services.
  3. Pets  
Pets continue to be a significant barrier to shelter and housing access. While pets were permitted at Hope Village and the severe weather shelter, most housing and shelter options do not allow them.
  4. Transitional and Supportive Housing  
There are limited options between emergency shelter and permanent housing, particularly for individuals exiting recovery or stabilization.
  5. Resource Awareness and Access  
While a county-maintained resource list exists, it is not widely known or easily accessible. Participants discussed the value of a simple, widely distributed resource card.

## **JURISDICTIONAL CONSIDERATIONS AND SHARED ACCOUNTABILITY**

A recurring theme throughout the workshop was the tension between municipal authority and regional service delivery.

City staff clarified that while individuals may relocate outside city limits, the City of Longview's authority, funding, and enforcement responsibilities are limited to the City. Council decisions must be based on outcomes within City limits and within available fiscal capacity, particularly as the City faces broader budget constraints.

Some partners expressed concern that relocation shifts impacts to neighboring jurisdictions. City staff acknowledged the concern while emphasizing that homelessness is not solely a City of Longview issue and cannot be addressed by a single municipal government alone.

There was also recognition that service systems operate across jurisdictions and that siloed work limits effectiveness. Participants expressed interest in improved coordination through county-wide efforts, including the Homeless Direct Support Meeting, and the City expressed willingness to support greater participation and collaboration.

### **Key Takeaways**

- Conditions within the City of Longview have changed since October 1, particularly related to visibility and enforcement.
- Reduced visibility does not equate to reduced need.
- The City is administering its municipal role within its jurisdiction, while partners continue to address broader regional service needs.

- 
- Trust, continuity, and coordination remain critical components of effective service delivery.
  - Additional time and data are needed to fully understand long-term impacts.
  - There is shared commitment among City staff and partners to continue working together within the realities of authority, capacity, and funding.

### **Next Steps**

- This report will be provided to City Council to support ongoing policy discussion under Resolution 2561.
- City staff will continue to monitor police and behavioral health unit impact
- The City will assist in broader distribution of existing resource tools.
- Continued engagement with community and faith-based partners will remain an important part of the evaluation process.



# City of Longview

## Agenda Summary

### LODGING TAX ADVISORY COMMITTEE FUND DISTRIBUTION POLICY

**RECOMMENDED ACTION:**

**MOTION TO APPROVE CITY OF LONGVIEW LODGING TAX FUNDING POLICY**

**DATE:** June 11, 2026

**COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Growth & Economic Opportunity

**CITY ATTORNEY REVIEW: REQUIRED**

**SUMMARY STATEMENT:**

The City Council will review a proposed update to the City of Longview’s Lodging Tax Funding Policy. The proposed policy modernizes the City’s approach to distributing Lodging Tax revenues in alignment with RCW 67.28 and is intended to better support tourism-generating events while creating greater flexibility for both established and emerging community events.

Historically, Lodging Tax funding was distributed through a biennial grant cycle focused primarily on marketing support for established events. While successful in supporting long-standing community traditions, the structure limited opportunities for new events and created challenges in addressing the increasing cost of required City services associated with hosting events.

The proposed policy introduces several key changes, including:

- Annual funding application opportunities rather than a biennial cycle
- Creation of two funding categories:
  - Tourism Promotion Grants
  - Event Services Support Fund
- Increased flexibility to support new and emerging tourism events
- A structure to help offset required City service costs such as traffic control, police staffing, park support, and street closures
- Recognition of “Heritage Community Events” that demonstrate long-standing community and tourism value

The policy also establishes guiding principles for Lodging Tax investments focused on promoting tourism, supporting community traditions, lowering barriers for event organizers, encouraging new tourism opportunities, and ensuring responsible stewardship of public funds. The Lodging Tax Advisory Commission (LTAC) would continue reviewing and recommending Tourism Promotion Grant applications to the City Council, while the City would administer Event Services Support funding associated with operational City service costs. Staff is bringing forward this policy framework in advance of the 2027–2028 budget development process so that Council has an established policy direction in place as Lodging Tax funding decisions and budget priorities are considered during the upcoming biennial budget cycle.

This discussion provides Council an opportunity to review the proposed policy direction and provide feedback prior to implementation within the City’s biennial budget and annual Lodging Tax application process.

**RECOMMENDED ACTION:**

Motion to approve City of Longview Lodging Tax Funding Policy

**STAFF CONTACT:**

Jennifer Wills, City Manager

**Attachments:**

1. Longview\_Lodging\_Tax\_Policy\_Presentation

2. LTAC Distribution Policy Draft



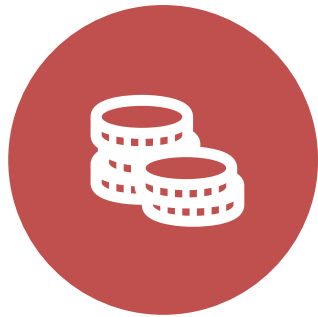
# City of Longview Lodging Tax Funding Policy Update

---

Modernizing How We Support  
Tourism & Community Events

**LONGVIEW** | **W  
A**

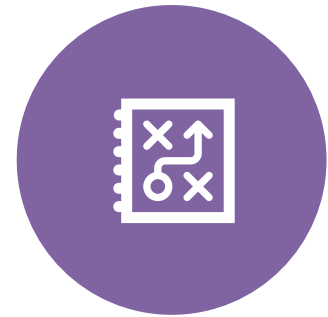
# Why This Matters



TOURISM DRIVES ECONOMIC  
ACTIVITY



EVENTS SUPPORT BUSINESSES  
AND COMMUNITY IDENTITY



WE NEED A FLEXIBLE,  
STRATEGIC APPROACH

**LONGVIEW** | **W**  
**A**

**Where  
We've  
Been**

Biennial grant cycle

Focused on  
established events

Limited flexibility for  
new opportunities

# Why Change Was Needed



LIMITED ACCESS FOR  
NEW EVENTS



HIGH COST OF CITY  
SERVICES



NEED SPACE FOR NEW  
TOURISM INVESTMENT

# Our Goal Moving Forward

01

Support  
heritage and  
new events

02

Reduce  
barriers

03

Maximize  
tourism  
impact

04

Use funds  
responsibly

**LONGVIEW** | **W  
A**

# Two Funding Categories

—  
**Separates  
marketing  
from  
operations**

Tourism  
Promotion  
Grants

Event Services  
Support Fund

**LONGVIEW** | **W  
A**

# Guiding Principles



PROMOTE  
TOURISM



SUPPORT  
TRADITIONS



LOWER  
BARRIERS



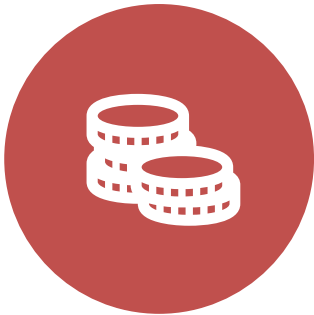
ENCOURAGE  
NEW IDEAS



USE FUNDS  
RESPONSIBLY

**LONGVIEW** | **W  
A**

# Funding Process



COUNCIL SETS BUDGET



STAFF RECOMMENDS  
ALLOCATION



LTAC REVIEWS AND  
SCORES APPLICATIONS

# Matching & Flexibility

**LONGVIEW** | **W  
A**

Nonprofits fundraising may require match (25%-75%)



Community events may receive full support



Adjusts based on demand

# **Strong Partnerships**

**LONGVIEW** | **W  
A**

Priority for  
compliant  
returning events

Positive  
collaboration  
matters

# Event Eligibility



MUST ATTRACT VISITORS



PREFERENCE FOR REGIONAL  
AND OVERNIGHT STAYS

# Accountability



POST-EVENT REPORTING  
REQUIRED



ENSURES TRANSPARENCY  
AND IMPROVEMENT

# What This Means

More opportunities

Reduced barriers

Stronger tourism strategy

# The Big Picture

From static funding to flexible investment

Focused on growth and impact

# Closing

---

**Supports events, strengthens  
community, grows tourism**

**LONGVIEW | WA**



**Questions**

**LONGVIEW | W  
A**

**City of Longview**  
**Lodging Tax Funding Policy**

## **Background and Purpose**

Lodging Tax revenues collected by the City of Longview are authorized under RCW 67.28.1816 and are intended to support tourism promotion and activities designed to attract visitors to the community.

Longview has a strong tradition of community events that bring residents and visitors together. These events contribute to the vibrancy of the community, support local businesses, and help position Longview as a regional destination.

Historically, the City distributed Lodging Tax funds through a biennial grant cycle, where event organizers applied for funding every two years. These funds were typically used to offset event costs such as marketing expenses or required City services.

Over time, the City has recognized that this structure, while helpful in supporting established events, has also created challenges for both event organizers and the City's ability to respond to new tourism opportunities.

As Longview's event landscape continues to grow, the City seeks to modernize its Lodging Tax funding structure to better support both long-standing heritage events and emerging tourism opportunities.

This policy establishes a flexible Lodging Tax funding structure that supports tourism promotion while reducing barriers for event organizers hosting tourism-generating events.

## **Challenges the Updated Policy Seeks to Address**

The updated Lodging Tax funding structure is designed to address three primary challenges.

### **1) Limited Opportunities for New Events**

Under the previous biennial funding cycle, funding opportunities occurred only once every two years. This limited the City's ability to support new or emerging tourism events and made it difficult for new organizations to access Lodging Tax funding.

This policy introduces annual application opportunities, allowing the City to respond more quickly to new ideas and growing events.

### **2) High Cost of Required City Services**

Many events hosted in Longview require City services such as street closures, traffic control, police presence, or park maintenance support. These services are necessary to ensure events operate safely and successfully, but they can create significant financial barriers for event organizers.

This policy establishes a dedicated Event Services Support Fund to help offset the cost of required City services for tourism-generating events.

By helping cover these operational costs, organizers can focus more resources on delivering successful events and attracting visitors.

### 3) **Creating Space for New Tourism Investments**

Several long-standing events in Longview have successfully used Lodging Tax funds for many years to help offset event costs while returning resources back to the community through nonprofit fundraising and reinvestment.

As these events have grown and become more established, many are now well-positioned to operate successfully with reduced reliance on direct Lodging Tax marketing grants, particularly when required City services are supported.

This updated structure allows the City to continue supporting these heritage events while creating space for new tourism-focused events and marketing opportunities.

## **Guiding Principles for Lodging Tax Investment**

The City of Longview and the Lodging Tax Advisory Commission will use the following principles when evaluating Lodging Tax funding decisions:

### **1) Promote Tourism**

Invest in events and activities that attract visitors to Longview and encourage overnight stays.

### **2) Support Community Traditions**

Recognize and support long-standing events that contribute to Longview's identity and community culture.

### **3) Lower Barriers for Event Organizers**

Help offset operational costs that make it difficult for organizations to host events.

### **4) Encourage New Tourism Opportunities**

Create space for new events and innovative ideas that may bring visitors to Longview.

### **5) Use Public Funds Responsibly**

Ensure Lodging Tax revenues are used in alignment with state law and deliver measurable community benefit.

## Funding Cycle

The Lodging Tax Advisory Commission (LTAC) will recommend funding allocations within the City's biennial budget framework.

Applications for Lodging Tax funding will be solicited annually each fall for the following calendar year.

If funds remain available after the fall application process, the City may open a secondary application period in May to support new or emerging events.

## Lodging Tax Funding Categories

Each year's Lodging Tax funding will be divided into two categories.

### 1) **Tourism Promotion Grants**

Tourism Promotion Grants support marketing and promotion of events or activities designed to attract visitors to Longview.

Examples of eligible expenses include:

- Digital advertising
- Social media campaigns
- Print advertising
- Event promotional materials
- Regional marketing campaigns
- Event signage and banners

Applicants must demonstrate how their marketing efforts will attract visitors from outside the Longview area.

Applications will be reviewed and scored by the Lodging Tax Advisory Commission, which will make funding recommendations to the City Council.

Evaluation criteria may include:

- Tourism impact
- Marketing strategy
- Organizational capacity
- Event history and performance
- Compliance with prior City event requirements

### 2) **Event Services Support Fund**

A portion of Lodging Tax revenues will be reserved to help offset City service costs required to host tourism-generating events.

These funds will be administered by the City and applied directly toward City service costs rather than reimbursed to event organizers.

Eligible City services may include:

- Police staffing or traffic control
- Street closures and traffic management
- Parks maintenance support
- Public facility preparation or cleanup
- Other City services required for event operations

Applicants must identify anticipated City service needs as part of their application.

## Heritage Community Events

The Lodging Tax Advisory Commission may designate certain events as Heritage Community Events. Heritage events are long-standing events that demonstrate strong community participation and regional tourism value. These events may receive priority consideration for Event Services Support funding. The designation of Heritage Community Events will be reviewed annually by the LTAC to allow flexibility to recognize emerging events or adjust support as event needs and performance evolve.

## Funding

### Lodging Tax Funding Allocation

As part of the City's biennial budget process, the City Council will designate the total amount of Lodging Tax revenue available to support tourism promotion and tourism-related events.

Following Council's designation of available Lodging Tax funding, City staff will provide a recommendation regarding the allocation of funds between the City's two Lodging Tax funding categories:

- Tourism Promotion Grants
- Event Services Support Fund

Staff recommendations will consider factors such as:

- Historical City service costs associated with events
- The number and scale of events anticipated during the upcoming year
- Tourism promotion needs
- Past Lodging Tax funding utilization

The City's priority is to ensure that adequate funds are available to offset City service costs required to host tourism-generating events.

After reserving funds for anticipated City service needs, the remaining Lodging Tax funds will be made available through the Tourism Promotion Grant application process administered by the Lodging Tax Advisory Commission.

This structure allows the City to responsibly plan for required municipal services while continuing to invest in tourism promotion and event growth.

### **Matching Requirements**

Events that operate primarily as nonprofit fundraising events may be required to provide a 25%–50% match for Event Services Support funding.

Community events that are not fundraising events may qualify for a higher level of support, including up to 100% coverage of eligible City service costs, depending on the event's community and tourism value.

The required match level may vary based on:

- The number of funding requests received
- Available Lodging Tax funds in a given year
- The scale and tourism impact of the event

In years where demand for funding is high, events may receive a lower percentage of City service cost coverage to ensure support can be distributed across multiple events.

In years where funding demand is lower, the City may provide higher levels of support, including covering up to 100% of eligible City service costs.

If Lodging Tax funds remain available later in the year, event organizers may request an adjustment to previously awarded Event Services Support funding, subject to available funds and City approval.

### **Event Size and Funding Consideration**

Funding levels may vary based on factors such as:

- Estimated attendance
- Tourism impact
- Event scale
- Available Lodging Tax revenues

Maximum funding thresholds may be established to ensure that Lodging Tax funds support a diverse range of events.

### **Priority for Returning Events**

Returning events may receive priority consideration when they:

- Complied with all City permitting and event requirements
- Conducted operations professionally with City staff

- Left parks or facilities in equal or better condition
- Generated no significant community complaints
- Demonstrated positive tourism impact

### **Eligible Events**

Events must demonstrate the potential to attract visitors to Longview. Local events are eligible; however, preference may be given to events that demonstrate regional (50+ miles away) or overnight visitation potential.

### **Application Requirements**

Applications must include:

- Event description and schedule
- Estimated attendance
- Estimated out-of-area visitors
- Marketing strategy
- Requested Tourism Promotion Grant funding
- Anticipated City service needs

### **Reporting Requirements**

Funded events must submit a post-event report including:

- Attendance estimates
- Visitor origin information (when available)
- Marketing activities completed
- Lodging or tourism impact (if available)

Failure to submit required reporting may impact eligibility for future funding.

### **Administration**

The Lodging Tax Advisory Commission will review and score Tourism Promotion Grant applications and make recommendations to the City Council.

The City will administer the Event Services Support Fund and apply funds toward eligible City service costs.

The City values its partnership with event organizers and is committed to supporting events that strengthen community pride while welcoming visitors to Longview.



# City of Longview

## Agenda Summary

### PROPOSED ECONOMIC DEVELOPMENT COMMITTEE

#### **RECOMMENDED ACTION:**

**MOTION TO MOVE FORWARD WITH THE ECONOMIC DEVELOPMENT COMMITTEE AND DETERMINE WHICH THREE COUNCIL MEMBERS**

**DATE: MAY 21, 2026**

#### **COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Growth & Economic Opportunity

**CITY ATTORNEY REVIEW: N/A**

#### **SUMMARY STATEMENT:**

The City Council is being asked to consider the formation of a three-member Economic Development Committee to begin focused discussions on strategies that support thoughtful growth, economic opportunity, and long-term community vitality within the City of Longview.

The intent of the committee would be to provide a collaborative forum for identifying opportunities, challenges, and policy considerations related to economic development and future investment within the community. The committee would serve in an advisory capacity and work alongside City staff and community partners to help shape a proactive and coordinated approach to economic development.

Potential areas of focus for the committee may include:

- Identifying barriers and opportunities related to economic growth and investment;
- Exploring ways to improve the City's readiness and responsiveness for future development opportunities;
- Discussing infrastructure, permitting, land use, utility capacity, and policy considerations that may impact business attraction and expansion;
- Engaging regional and local partners, including organizations such as the Cowlitz Economic Development Council, business leaders, educational institutions, utilities, ports, and other stakeholders;
- Reviewing best practices and strategies used by comparable communities;
- Evaluating how the City can better position itself to attract and retain businesses, industry, housing, and family-wage jobs;
- Exploring opportunities to strengthen regional competitiveness and support redevelopment, industrial recruitment, and strategic investment;
- Discussing potential legislative priorities and policy positions that support economic development efforts at the local, state, and federal levels;
- Developing recommendations for a formal Economic Development Policy or framework for future Council consideration; and
- Helping establish priorities that align with Council goals, infrastructure planning, legislative advocacy efforts, and the City's long-term vision.

The proposed committee would also provide an opportunity for early strategic conversations regarding emerging economic trends, economic resiliency, workforce development, infrastructure readiness, and partnership opportunities that may benefit the community over time.

Staff is seeking Council direction regarding the formation of the committee, committee membership, and any additional priorities or areas of focus Council would like incorporated into the committee's work moving forward.

**RECOMMENDED ACTION:**

Motion to move forward with the economic development committee and determine which three council members

**STAFF CONTACT:**

Jennifer Wills, City Manager

Attachments: None



## City of Longview Agenda Summary Sheet

1525 Broadway  
Longview, WA 98632  
www.mylongview.com

**AGENDA TITLE: Public Safety Sales Tax Update**

**DATE: June 11, 2026**

**COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Community Safety  
Vibrant Neighborhoods & Public Spaces  
Community First Service  
Responsible & Honest Governance

**CITY ATTORNEY REVIEW: N/A**

**SUMMARY STATEMENT:**

On November 5, 2024, voters approved Proposition 1 to enhance public safety within the community. The City began receiving Proposition 1 revenue in May 2025. Through April 2026, total collections have reached \$1,015,396.53. A dedicated Special Revenue Fund has been established to account for all Proposition 1 revenues and expenditures.

To date, Proposition 1 funds have been used to support public safety enhancements, including the hiring of additional police officers and associated costs such as uniforms, equipment, academy training, and related expenses. The Police Department has also completed the Mobile Data Terminal (MDT) laptop project previously presented to the City Council and has purchased an additional patrol vehicle.

Based on current revenue trends of approximately \$92,000 per month, the City anticipates an estimated Proposition 1 fund balance of \$570,180.31 at the end of 2026.

The Police Department is recommending the addition of another police officer position, which would allow the creation of a dedicated Traffic Officer assignment. Traffic enforcement remains a significant community concern, and the Department consistently receives requests from residents for increased traffic enforcement efforts. Establishing a Traffic Officer position would enhance roadway safety and address community expectations.

The Department is also recommending an alteration of the front-counter workspace to improve operational efficiency and support future staffing needs. The proposed alteration would:

- Centralize all Records staff in one workspace to strengthen communication, teamwork, and consistency.
- Position Records staff to better support front counter operations.
- Improve efficiency and accessibility for both staff and customers.
- Enhance customer service through increased face-to-face interaction.
- Prepare for the anticipated retirement and reclassification of the current front counter position into a Records position.
- Maximize existing workspace without requiring facility expansion and with minimal cost.

These recommendations support the continued implementation of Proposition 1 objectives and further strengthen public safety services for the community.

**RECOMMENDED ACTION:**

Council concurrence with proposed plan

**STAFF CONTACT:**

Police Chief Robert Huhta