



June 8, 2020

The City of Longview staff will soon begin the preliminary budget process. The City is again inviting community agencies and groups to submit requests for funding that will be considered during development of the budget. If your agency/group would like to request financial support from the City, a *Request for Funding* form needs to be submitted to the City Manager's Office no later than 6 p.m. on June 30, 2020. A copy of the form can be downloaded from the City's website, [www.mylongview.com](http://www.mylongview.com). You may also request a form be mailed to you by contacting the Executive Office at 360-442-5004.

Because the City of Longview operates under a biennial budget, requests for the next biennium (2021-2022) should clearly state the amount of support needed for each year on the form. (Example: \$2,000 in the year 2021 and \$2,000 in the year 2022.) All requests will be evaluated according to availability of revenues from admission taxes, the general fund, and the tourism fund as well as the legal use of revenues according to funding category. Any request that meets the criteria will then be prioritized according to its benefit to citizens of Longview most directly, its meeting the human needs of the people as a whole, and its promotion of Longview.

I have attached an informational sheet highlighting the steps utilized for outside agency requests. It includes the method for submitting a request and the process after council considers the request.

Prior to actual preparation of the 2021-2022 budget document, public input is invited including special requests for funds from qualified agencies/groups. This discussion is scheduled for the August 13 regular Longview City Council meeting. You are encouraged to participate and answer any questions from Council regarding your agency's or group's request. The Council will make decisions on the outside agency requests during adoption of the budget in a regular meeting scheduled in December 2020.

If you have any questions about the process, you may call me at 360.442.5004.

Sincerely,

A handwritten signature in black ink that reads "Kurt Sacha". The signature is written in a cursive, flowing style.

Kurt Sacha  
City Manager

KS/tje