



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, April 23, 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

26-00183 CHAPLAIN BRIAN CUMMINGS, EVANGEL CHRISTIAN FELLOWSHIP

3. ROLL CALL

4. WORKSHOP

5. APPROVAL OF MINUTES

26-00309 APRIL 9, 2026 REGULAR MEETING

6. CHANGES TO THE AGENDA

7. **PRESENTATIONS & AWARDS**
8. **CONSTITUENTS' COMMENTS - NON-AGENDA ITEMS (Thirty Minutes)**
9. **PUBLIC HEARINGS**
10. **CONSTITUENTS' COMMENTS - AGENDA ITEMS (Thirty Minutes)**
11. **BOARD & COMMISSION RECOMMENDATIONS**
 - 26-00361 REVENUE COMMITTEE REPORT ON HB 2015
12. **ORDINANCES & RESOLUTIONS**
13. **MAYOR'S REPORT**
 - 26-00348 RESOLUTION NO. 2618 - ESTABLISHING THE ORDER OF BUSINESS OF THE CITY COUNCIL, PROVIDING FOR THE EXPEDITIOUS CONDUCT OF CERTAIN ROUTINE MATTERS, AND REPEALING RESOLUTION NO. 2407

RECOMMENDED ACTION:
MOTION TO ADOPT RESOLUTION NO. 2618
14. **COUNCILMEMBERS' REPORTS**
15. **CONSENT CALENDAR**
 - 26-00184 APPROVAL OF CLAIMS
 - 26-00277 RESOLUTION NO. 2614 - SURPLUS CITY PROPERTY/EQUIPMENT

RECOMMENDED ACTION:
MOTION TO ADOPT RESOLUTION NO. 2514
 - 26-00310 RESOLUTION NO. 2615 - AMENDMENT TO THE PARKS, RECREATION, AND OPEN SPACE (PROS) PLAN

RECOMMENDED ACTION:
MOTION TO ADOPT RESOLUTION NO. 2615
 - 26-00346 RESOLUTION NO. 2616 - 2025 BYRNE JUSTICE ASSISTANT GRANT (JAG) PROGRAM AWARD

RECOMMENDED ACTION:
MOTION TO ADOPT RESOLUTION NO. 2616 - AUTHORIZING THE CITY MANAGER TO ENTER INTO AN INTERLOCAL AGREEMENT WITH COWLITZ COUNTY REGARDING THE 2025 BYRNE JUSTICE ASSISTANCE GRANT (JAG) PROGRAM AWARD
 - 26-00345 RESOLUTION NO. 2617 - PROFESSIONAL SERVICES AGREEMENT WITH STRUCTURED COMMUNICATION SYSTEMS, INC. FOR CYBERSECURITY SERVICES TO UPDATE THE CITY INCIDENT RESPONSE PLAN AND CONDUCT TWO TABLETOP EXERCISES, FUNDED BY THE 2024 STATE AND LOCAL CYBERSECURITY GRANT PROGRAM

RECOMMENDED ACTION:
MOTION TO ADOPT THE RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE THE PROFESSIONAL SERVICES AGREEMENT WITH STRUCTURED COMMUNICATIONS SYSTEMS, INC.

26-00356 RESOLUTION NO. 2620 - ACCEPTING THE 2025 ANNUAL REPORT FROM THE PDA

RECOMMENDED ACTION:
MOTION TO ADOPT RESOLUTION NO. 2620

26-00357 SET A PUBLIC HEARING FOR PUBLIC COMMENT ON THE CITY’S ANNUAL ACTION PLAN ON MAY 28TH, 2026.

RECOMMENDED ACTION:
SET A PUBLIC HEARING FOR MAY 28TH, 2026.

16. **CITY MANAGER'S REPORT**

26-00328 HOPE VILLAGE FOLLOW-UP DISCUSSION

RECOMMENDED ACTION:
WHILE NO FORMAL ACTION IS REQUIRED, STAFF ARE SEEKING DIRECTION FROM COUNCIL SHOULD THEY WISH TO PROVIDE IT BASED ON THE INFORMATION PRESENTED

26-00358 STAFF UPDATE - COWLITZ COUNTY ANIMAL SHELTERING

RECOMMENDED ACTION:
RECEIVE UPDATE ON ANIMAL SHELTERING; PROVIDE DIRECTION TO STAFF TO INITIATE ZONING CODE UPDATE

17. **MISCELLANEOUS**

18. **EXECUTIVE SESSION**

19. **ADJOURNMENT**

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

NEXT REGULAR COUNCIL MEETINGS:

THURSDAY, MAY 14, 2026 – 6:00 P.M.
THURSDAY, MAY 28, 2026 – 6:00 P.M.

NEXT SPECIAL COUNCIL WORKSHOP:

THURSDAY, MAY 21, 2026 – 6:00 P.M. – FIRE/EMS LEVIES



City of Longview

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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, April 9, 2026

6:00 PM

2nd Floor, City Hall

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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 6:01 p.m.

2. **INVOCATION*/FLAG SALUTE**

The flag salute was recited.

3. **ROLL CALL**

Present: Mayor Halvorson, Mayor Pro Tem Young, Councilmember Bryant, Councilmember Claxton, Councilmember Kendall (on-line), Councilmember Nichols

Absent/Excused: Councilmember LaFave

Staff Present: City Manager Jennifer Wills, Interim City Attorney Charlotte Archer, Community & Economic Development Director Nick Little, Recreation Manager Erin Cranston, Police Chief Robert Huhta, Fire Chief Brad Hannig, Library Director Jacob Cole, City Clerk Tiffany Ostreim

4. **WORKSHOP**

5. **APPROVAL OF MINUTES**

26-00297 **MARCH 26, 2026 REGULAR MEETING**

A motion was made by Councilmember Claxton, seconded by Councilmember Young, to approve the March 26, 2026 Regular Meeting Minutes. The motion carried unanimously.

6. **CHANGES TO THE AGENDA**

Mayor Halvorson stated the Update from Uncommon Bridges on Fire/EMS Levies would be moved from the City Manager's Report to Presentations & Awards after the Legislative Post Session Report.

7. **PRESENTATIONS & AWARDS**

26-00278 **PROCLAMATION - APRIL 22, 2026 AS ARBOR DAY; RECIPIENTS AMY NORQUIST, LONGVIEW ROTARY PRESIDENT & ERIN CRANSTON, PARKS & RECREATION MANAGER**

Mayor Halvorson presented the proclamation to Amy Norquist and Erin Cranston, who accepted on behalf of the Parks and Recreation Department.

26-00279 **PROCLAMATION - APRIL 19-25, 2026 AS NATIONAL LIBRARY WEEK; RECIPIENT JACOB COLE, LIBRARY DIRECTOR**

Mayor Halvorson presented the proclamation to Library Director Jacob Cole, who accepted on behalf of the Longview Public Library.

26-00299 **PROCLAMATION - APRIL - FAIR HOUSING MONTH; RECIPIENT SHAY HOWSMON**

Mayor Halvorson presented the proclamation to Shay Howsmon, who accepted on behalf of the Lower Columbia Association of Realtors.

26-00300 **LEGISLATIVE POST SESSION REPORT BY GORDON THOMAS HONEYWELL**

Emily Shay, State Lobbyist with Gordon Thomas Honeywell, presented the Legislative Post Session Report.

26-00298 **UPDATE FROM UNCOMMON BRIDGES ON FIRE/EMS LEVIES**

*Andres Mantilla, Uncommon Bridges Partner (on-line), presented.
Fire Chief Brad Hannig provided information.
Council discussed.*

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

*Jason Still provided public comment.
Derek Fine provided public comment.*

9. **PUBLIC HEARINGS**

26-00307 **SPECIAL PROPERTY USE TO ESTABLISH A DRIVING SCHOOL AT 1338 COMMERCE AVENUE**

RECOMMENDED ACTION:

HOLD THE PUBLIC HEARING AND MOTION TO APPROVE SPECIAL PROPERTY USE TO ESTABLISH A DRIVING SCHOOL AT 1338 COMMERCE AVE

Mayor Halvorson opened the quasi-judicial public hearing at 7:02 p.m.

*Interim City Attorney Charlotte Archer read the disclosures of the quasi-judicial hearing.
Mayor Halvorson acknowledged ex-parte contact. Ex-parte contact was not challenged.*

All councilmembers participated.

Community Development Planner Irene Rutikanga presented.
Council discussed.
Applicants Mark and Valerie Bash were present and commented.

Mayor Halvorson opened and closed the public comment portion and the hearing at 7:21 p.m.

A motion was made by Councilmember Bryant, seconded by Councilmember Nichols, to approve Special Property Use to establish a Driving School at 1338 Commerce Avenue. The motion carried unanimously.

26-00308 ORDINANCE NO. 3577 – RESCINDING CHAPTER 16.24 ELECTRICAL CODE

RECOMMENDED ACTION:
HOLD THE PUBLIC HEARING AND MOTION TO ADOPT ORDINANCE NO. 3577
Mayor Halvorson opened the public hearing at 7:22 p.m.

Community Development Director Nick Little explained the update to the electrical code.
Council discussed.

Mayor Halvorson opened and closed the public comment portion and the hearing at 7:27 p.m.

A motion was made by Councilmember Young, seconded by Councilmember Bryant, to adopt Ordinance No. 3577. The motion carried unanimously.

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

Jason Still provided public comment.

11. BOARD & COMMISSION RECOMMENDATIONS

12. ORDINANCES & RESOLUTIONS

13. MAYOR'S REPORT

26-00312 PROTECTING INFANTS FROM FENTANYL - PROPOSED ORDINANCE

RECOMMENDED ACTION:
DIRECT THE CITY ATTORNEY TO DRAFT AN ORDINANCE FOR COUNCIL ADOPTION, ESTABLISHING THE CRIME OF "ENDANGERMENT OF A MINOR WITH A CONTROLLED SUBSTANCE" TO ADDRESS THE LETHAL THREAT OF FENTANYL AND OTHER SYNTHETIC OPIOIDS

Mayor Halvorson explained the proposed ordinance.

A motion was made by Mayor Halvorson, seconded by Councilmember Bryant, to direct the City Attorney to draft an ordinance for council adoption, establishing the crime of "Endangerment of a minor with a controlled substance" to address the lethal threat of Fentanyl and other synthetic opioids.

Council discussed.

Interim City Attorney Charlotte Archer explained she had discussed it with Senior Assistant City Attorney Angela Knowles, and they are supportive. Would like to workshop and could bring back to council in June.

Police Chief Robert Huhta stated they are supportive of moving forward.

Council was in agreement with a June timeline.

The motion carried unanimously.

Mayor Halvorson provided a verbal report.

14. COUNCILMEMBERS' REPORTS

Councilmember Claxton provided a verbal report.

Councilmember Kendall provided a verbal report.

15. CONSENT CALENDAR

A motion was made by Councilmember Bryant, seconded by Councilmember Nichols, to approve the Consent Calendar. The motion carried unanimously.

26-00182 APPROVAL OF CLAIMS

26-00301 2026 EXTENSION AND RENEWAL OF AGREEMENT FOR COWLITZ COUNTY MINI-RURAL PARTIAL LIBRARY DISTRICT SERVICES

RECOMMENDED ACTION:

MOTION TO AUTHORIZE THE CITY MANAGER TO SIGN THE 2026 EXTENSION AND RENEWAL OF AGREEMENT FOR LIBRARY SERVICES

26-00304 PROJECT COMPLETION – CLONEY PARK STORM PIPE REPLACEMENT

RECOMMENDED ACTION:

MOTION TO ACCEPT AS COMPLETE THE CLONEY PARK STORM PIPE REPLACEMENT

26-00305 SET A PUBLIC HEARING ON MAY 14TH FOR FISCAL YEAR 2026 COMMUNITY DEVELOPMENT BLOCK GRANT ALLOCATIONS

RECOMMENDED ACTION:

SET A PUBLIC HEARING FOR THURSDAY MAY 14TH FOR CDBG FUNDING ALLOCATIONS.

26-00306 SET A PUBLIC HEARING ON MAY 14TH FOR FISCAL YEAR 2026 HOME INVESTMENT PARTNERSHIPS PROGRAM ALLOCATIONS

RECOMMENDED ACTION:

SET A PUBLIC HEARING FOR THURSDAY, MAY 14TH FOR HOME FUNDING ALLOCATIONS.

16. CITY MANAGER'S REPORT

City Manager Jennifer Willis stated the city has met the statutory requirements for the CJTC (Washington State Criminal Justice Training Commission) grant.

Police Chief Robert Huhta provided information.

City Manager Willis provided a verbal report on many upcoming meetings and projects.

17. MISCELLANEOUS

18. EXECUTIVE SESSION

19. **ADJOURNMENT**

The meeting was adjourned at 7:51 p.m.

*Tiffany Ostreim
City Clerk*

*Approved: _____
Mayor*

NEXT REGULAR COUNCIL MEETINGS:

THURSDAY, APRIL 23, 2026 – 6:00 P.M.

THURSDAY, MAY 14, 2026 – 6:00 P.M.

NEXT SPECIAL COUNCIL WORKSHOPS:

THURSDAY, MAY 21, 2026 – 6:00 P.M. – FIRE/EMS LEVIES



City of Longview

Agenda Summary

REVENUE COMMITTEE REPORT ON HB 2015

Attachments:

1. HB 2015-CJ Funding Opportunity-April 2026



FUNDING OPPORTUNITY FOR CRIMINAL JUSTICE

HB 2015

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

New Sales Tax



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

Qualification for HB 2015



New Sales Tax-3 Steps

1

Obtained
qualification from
CJTC

2

Resolution on May
14th Council Agenda

3

If approved, notify
DOR 75 days in
advance of January
1, 2027 effective
date

Proposed Spending Plan of Sales Tax Revenue

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





City of Longview Agenda Summary Sheet

1525 Broadway
Longview, WA 98632
www.mylongview.com

Introduced by: Erik Halvorson, Mayor

Date: April 14th, 2026

For Agenda of: April 23rd, 2026

SUBJECT TITLE: REVISING THE CITY COUNCIL ORDER OF BUSINESS AND REPEALING RESOLUTION NO. 2407.

SUMMARY STATEMENT:

This resolution updates the formal order of business for regular City Council meetings. While several changes are administrative, the restructuring of public input sections is intended to document and formalize the Council's existing practice regarding constituent engagement. Key updates include:

- **Formalizing Public Input Practice:** Categorizes constituent comments into two distinct sections (non-agenda items and agenda items) to reflect current meeting practices.
- **Agenda Streamlining:** Removes "Workshop" from the standard meeting order.
- **Routine Matters:** Moves "Approval of minutes" to the Consent Calendar to allow for more efficient conduct of routine business.
- **Item Separation:** Splits "Presentations and Awards" into distinct items to enhance meeting flow. Awards are now positioned prior to Constituent Comments (Non-Agenda), while Presentations follow immediately after that public comment period.
- **Order of Business:** Positions the Consent Calendar immediately preceding the Mayor's and Councilmembers' reports.
- **Administrative Updates:** Updates the "Provided However" clause to grant the Mayor authority to rearrange items for efficiency.

This resolution repeals Resolution No. 2407.

RECOMMENDED ACTION: Adopt Resolution No. XXXX, establishing the updated order of business for City Council meetings and repealing Resolution No. 2407.

RESOLUTION NO. XXXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LONGVIEW, WASHINGTON, ESTABLISHING THE ORDER OF BUSINESS OF THE CITY COUNCIL, PROVIDING FOR THE EXPEDITIOUS CONDUCT OF CERTAIN ROUTINE MATTERS, AND REPEALING RESOLUTION NO. 2407.

WHEREAS, the City Council of the City of Longview periodically reviews its meeting procedures to ensure the effective conduct of city business; and

WHEREAS, the City Council intends to restructure the meeting agenda to better categorize public input and streamline routine approvals; and

WHEREAS, the City Council wishes to provide dedicated time for constituent comments regarding both specific agenda items and general city matters;

WHEREAS, the City Council finds that moving certain routine administrative tasks, such as the approval of minutes, to the Consent Calendar will allow more time for substantive policy discussion;

WHEREAS, Resolution No. 2407 currently establishes the order of business and needs to be replaced to reflect these procedural updates.

BE IT RESOLVED by the City Council of the City of Longview, Washington, that the order of business of regular meetings of the City Council shall be set forth in a written agenda, prepared prior to each such meeting, and in accordance with the following format:

1. **Call to order**
2. **Invocation and/or flag salute**
3. **Roll call**
4. **Changes/revisions to agenda**
5. **Awards**
6. **Constituent comments on non-agenda items**
7. **Presentations**
8. **Public hearings**
9. **Constituent comments on agenda items**
10. **Board and commission recommendations**
11. **Ordinances and resolutions**
12. **Consent calendar**
13. **Mayor's report**
14. **Councilmembers' reports**
15. **City Manager's report**
16. **Miscellaneous**
17. **Executive Session**
18. **Adjournment**

PROVIDED HOWEVER, that the **Mayor** may arrange items on the agenda in a different order than set forth above when such matters are so related that it would be more efficient to consider them during the same portion of the agenda.

BE IT FURTHER RESOLVED that the item designated above as "Consent Calendar" may be comprised of the following matters:

1. **Approval of minutes**
2. Certificates of contract completion
3. Street use permits, Use permits for City property, and Vendor/concession permits
4. Approval of claims (other than tort claims)
5. Banner permits
6. All other routine and/or items believed to be non-controversial.

BE IT FURTHER RESOLVED that Resolution No. 2407 shall be, and it is hereby, repealed. This resolution shall become effective immediately following adoption by the City Council.

PASSED AND APPROVED by the City Council of Longview, Washington, and signed by its Mayor this 23rd day of April, 2026.

ATTEST :

Mayor

City Clerk

RESOLUTION NO. 2618

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LONGVIEW, WASHINGTON, ESTABLISHING THE ORDER OF BUSINESS OF THE CITY COUNCIL, PROVIDING FOR THE EXPEDITIOUS CONDUCT OF CERTAIN ROUTINE MATTERS, AND REPEALING RESOLUTION NO. 2407.

WHEREAS, the City Council of the City of Longview periodically reviews its meeting procedures to ensure the effective conduct of city business; and

WHEREAS, the City Council intends to restructure the meeting agenda to better categorize public input and streamline routine approvals; and

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WHEREAS, the City Council finds that moving certain routine administrative tasks, such as the approval of minutes, to the Consent Calendar will allow more time for substantive policy discussion;

WHEREAS, Resolution No. 2407 currently establishes the order of business and needs to be replaced to reflect these procedural updates.

BE IT RESOLVED by the City Council of the City of Longview, Washington, that the order of business of regular meetings of the City Council shall be set forth in a written agenda, prepared prior to each such meeting, and in accordance with the following format:

1. **Call to order**
2. **Invocation and/or flag salute**
3. **Roll call**
4. **Changes/revisions to agenda**
5. **Awards**
6. **Constituent comments on non-agenda items**
7. **Presentations**
8. **Public hearings**
9. **Constituent comments on agenda items**
10. **Board and commission recommendations**
11. **Ordinances and resolutions**
12. **Consent calendar**
13. **Mayor's report**
14. **Councilmembers' reports**
15. **City Manager's report**
16. **Miscellaneous**
17. **Executive Session**
18. **Adjournment**

PROVIDED HOWEVER, that the **Mayor** may arrange items on the agenda in a different order than set forth above when such matters are so related that it would be more efficient to consider them during the same portion of the agenda.

BE IT FURTHER RESOLVED that the item designated above as "Consent Calendar" may be comprised of the following matters:

1. **Approval of minutes**
2. Certificates of contract completion
3. Street use permits, Use permits for City property, and Vendor/concession permits
4. Approval of claims (other than tort claims)
5. Banner permits
6. All other routine and/or items believed to be non-controversial.

BE IT FURTHER RESOLVED that Resolution No. 2407 shall be, and it is hereby, repealed. This resolution shall become effective immediately following adoption by the City Council.

PASSED AND APPROVED by the City Council of Longview, Washington, and signed by its Mayor this 23rd day of April, 2026.

ATTEST :

Mayor

City Clerk

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LONGVIEW, WASHINGTON, ESTABLISHING THE ORDER OF BUSINESS OF THE CITY COUNCIL, PROVIDING FOR THE EXPEDITIOUS CONDUCT OF CERTAIN ROUTINE MATTERS, AND REPEALING RESOLUTION NO. 2227.

BE IT RESOLVED by the City Council of the City of Longview, Washington, that the order of business of regular meetings of the City Council shall be set forth in a written agenda, prepared prior to each such meeting, and in accordance with the following format:

1. Call to order.
2. Invocation and/or flag salute.
3. Roll call.
4. Workshop (length of workshop to be determined)
- ~~4.5. Approval of minutes~~
- ~~5.6. Changes/revisions to agenda.~~
- ~~6.7. Presentations and awards.~~
- ~~7.8. Constituent's comments.*~~
- ~~8.9. Follow up to past constituent comments.~~
9. Public hearings.
10. Board and commission recommendations.
11. Ordinances and resolutions.
12. Mayor's report
13. Councilmembers' reports.
14. Consent calendar.
15. City Manager's report.
16. Miscellaneous information.**
17. Executive Session
18. Adjournment

PROVIDED HOWEVER, that the City Manager may arrange items on the agenda in a different order than set forth above when such matters are so related that it would be more efficient to consider them during the same portion of the agenda.

BE IT FURTHER RESOLVED that the item designated above as "Consent Calendar" may be comprised of the following matters:

1. Certificates of contract completion.
2. Street use permits.
3. Use permits for City property.
4. Vendor/concession permits.
5. Approval of claims (other than tort claims).
6. Banner permits.

7. All other routine and/or items believed to be non-controversial, including, but not limited

to resolutions and ordinances that have been previously discussed by the City Council and on the agenda for final approval; matters giving the City Manager authority to sign a contract or agreement; bid awards or rejections; and other similar agenda items.

In consideration of a motion to accept the consent calendar, the Mayor shall ask if any City Council member requests the removal of any item listed. If there is such a request, such item shall be removed from the consent calendar and considered separately. The Mayor shall also ask if anyone in the audience wishes to speak on any item listed in the consent calendar. If there is such a request, such item shall be removed and considered separately. Items included in the consent calendar which propose the expenditure of funds shall have the funding amounts listed. The acceptance of the consent calendar shall be evidence of the City Council's concurrence with the recommendations made by the City Manager or other department head for each of the items listed in the consent calendar. Such recommendations shall be included in the minutes of the City Council meeting.

*In connection with the item described as "constituents' comments," it is the intent of the City Council to restrict the total time allowed to no more than one-half (1/2) hour, and to limit the presentation time permitted to no more than three (3) minutes per constituent or five (5) minutes per speaker representing a group of constituents consisting of 3 or more.

Speakers shall refrain from comment or behavior that involves:

- a. Disorderly speech or action; name-calling or personal attacks; obscene or indecent remarks; and derogatory comments on people;
- b. Promoting or opposing candidates for public office or promoting or opposing upcoming ballot measures.

** In connection with the item described as "Miscellaneous information," that section may include, but not be limited to, liquor license applications and transfers, as well as minutes from workshops, commissions, and/or boards.

BE IT FURTHER RESOLVED that Resolution No. 2227 shall be, and it is hereby, repealed.

This resolution shall become effective immediately following adoption by the City Council.

PASSED by the City Council of the City of Longview, Washington, and approved by its Mayor at a regular meeting of said Council held on the 12 of May, 2022.



Mayor

ATTEST:

 Kaylee Cody City Clerk



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:

FIRST HALF APRIL 2026 ACCOUNTS PAYABLE: \$2,382,137.56

FIRST HALF APRIL 2026 PAYROLL:

- \$7,520.24, checks
- \$1,108,027.17, direct deposits
- \$682,387.37, wire transfers
- \$1,797,934.78 Total

STAFF CONTACT:

Lindy Kennedy, Accountant
Sara Rios, Payroll Specialist

Attachments: None



City of Longview Agenda Summary Sheet

1525 Broadway
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www.mylongview.com

AGENDA TITLE: RESOLUTION NO. 2614 – SURPLUS CITY PROPERTY/EQUIPMENT

DATE: April 23, 2026

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Continue effective financial management

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

The equipment identified in Exhibit "A" (surplus request forms) of the attached resolution have been determined by staff to be no longer needed. Before these items can be sold, traded-in, or otherwise disposed of, they must be declared surplus. This resolution will declare these items surplus and authorize the City Manager to sell or otherwise dispose of.

RECOMMENDED ACTION:

Motion to adopt Resolution No. 2614

STAFF CONTACT:

City Manager Jennifer Wills

A RESOLUTION PROVIDING FOR THE DISPOSAL OF CERTAIN PROPERTY DEEMED TO BE SURPLUS TO THE REASONABLE FORESEEABLE NEEDS OF THE CITY OF LONGVIEW.

WHEREAS, certain items of equipment belonging to the City of Longview are obsolete and no longer used by the City; and

WHEREAS, the value, obsolescence and condition of these items of inventory make it impractical to trade the same in on future purchases of new inventory items from the list of assets of the City, and to obtain the maximum return for said inventory items, it would be in the best interest of the City to dispose of the same in a manner that will be to the best advantage to the City of Longview;

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

1. Based upon the finding and recommendations of the City Manager of said City, the items of inventory belonging to said City as shown on "Exhibit A" (surplus request forms), attached hereto and incorporated herein by this reference, are declared to be surplus to the foreseeable needs of the City.

2. That it is deemed to be for the common benefit of the residents of said City to dispose of said items of inventory.

3. That the City Manager is authorized to dispose of items listed on "Exhibit A" (surplus request forms), attached hereto, in a manner that will be to the best advantage to the City of Longview.

PASSED by the City Council of Longview, Washington, and approved by its
Mayor this 23rd day of April, 2026.

Mayor

ATTEST:

City Clerk

ASSET DECOMMISSION LIST

Completed Form Date: 4/13/26

Asset					
<u>Number</u>	<u>Category</u>	<u>Description</u>	<u>Serial Number</u>	<u>Comments</u>	
1	0368	computer	Dell OptiPlex 780	3DX7FN1	
2	0980	tablet	Samsung Galaxy TabS2	99000583836450	
3	0982	tablet	Samsung Galaxy TabS2	99000583836572	
4	0983	laptop	Dell Inspiron 13	2KN1P52	
5	1480	computer	Dell OptiPlex 7050 SFF	2VQXGP2	
6	1664	computer	Dell OptiPlex 7060 MFF	JWZ3MR2	
7	1723	computer	Dell OptiPlex 5060 MFF	JVC21T2	
8	1736	computer	Dell OptiPlex 5060 MFF	JVDCS2	
9	1756	computer	Dell OptiPlex 5060 MFF	JVBROT2	
10	1825	laptop	Microsoft Surface Pro	058154595053	
11	1827	tablet	Apple iPad 7gen 32	GG7CL47RMDG1	
12	1833	laptop	Dell Latitude 3301	7CPCV22	
13	1835	laptop	Dell Latitude 3301	1KPCV22	
14	1836	laptop	Dell Latitude 3301	JJPCV22	
15	1851	laptop	Dell Latitude 5510	G413M53	
16	1852	laptop	Dell Latitude 5510	71XBM53	
17	1853	laptop	Dell Latitude 5510	8ZP1N53	
18	1855	laptop	Dell Latitude 5510	50R0M53	
19	1856	laptop	Dell Latitude 5510	HGK0M53	
20	1857	laptop	Dell Latitude 5510	B2Q1N53	
21	1859	laptop	Dell Latitude 5510	JRP0N53	
22	1860	laptop	Dell Latitude 5510	H6DZM53	
23	1861	laptop	Dell Latitude 5510	92R0M53	
24	1862	laptop	Dell Latitude 5510	6CDZM53	
25	1868	laptop	Dell Latitude 5510	JDR1N53	
26	1871	laptop	Dell Latitude 5510	DZK0N53	
27	1873	laptop	Dell Latitude 5510	GBGBM53	
28	1875	laptop	Dell Latitude 5510	8N5DM53	
29	1881	laptop	Dell Latitude 5510	F9JDM53	
30	1886	laptop	Dell Latitude 5510	75DZM53	
31	1888	laptop	Dell Latitude 5510	7KRZM53	
32	1890	laptop	Dell Latitude 5510	D56FM53	
33	1900	laptop	Dell Latitude 5510	596FM53	
34	1901	laptop	Dell Latitude 5510	G4KDM53	
35	1905	laptop	Dell Latitude 5510	FNM1M53	
36	1907	laptop	Dell Latitude 5510	6FB0N53	
37	1912	laptop	Dell Latitude 5510	9HQZM53	
38	1913	laptop	Dell Latitude 5510	J7J0N53	
39	1914	laptop	Dell Latitude 5510	9N6ZM53	
40	1919	laptop	Dell Latitude 5510	5B6FM53	
41	1923	laptop	Dell Latitude 5510	52LZM53	
42	1924	laptop	Dell Latitude 5510	C2RDM53	
43	1925	laptop	Dell Latitude 5510	9Z62M53	
44	1930	laptop	Dell Latitude 5510	5GTZM53	
45	1931	laptop	Dell Latitude 5510	CHH1M53	
46	1934	laptop	Dell Latitude 5510	H3D0N53	
47	1935	laptop	Dell Latitude 5510	HRK0N53	
48	1937	laptop	Dell Latitude 5510	D76FM53	
49	1939	laptop	Dell Latitude 5510	6ZV2M53	
50	1940	laptop	Dell Latitude 5510	5381N53	
51	1941	laptop	Dell Latitude 5510	G70DM53	
52	1942	laptop	Dell Latitude 5510	BSCFM53	
53	1943	laptop	Dell Latitude 5510	HSK0N53	
54	1944	laptop	Dell Latitude 5510	5FT1N53	
55	1946	laptop	Dell Latitude 5510	6X9FM53	

56	1948 laptop	Dell Latitude 5510	2NR0N53
57	1950 laptop	Dell Latitude 5510	DC40N53
58	1951 laptop	Dell Latitude 5510	CZZCM53
59	1952 laptop	Dell Latitude 5510	4G40N53
60	1956 laptop	Dell Latitude 5510	6WK0N53
61	1959 laptop	Dell Latitude 5510	HJ6ZM53
62	1960 laptop	Dell Latitude 5510	6VKZM53
63	1961 laptop	Dell Latitude 5510	4F0FM53
64	1962 laptop	Dell Latitude 5510	CLV1N53
65	1964 laptop	Dell Latitude 5510	G102M53
66	1965 laptop	Dell Latitude 5510	8GP1N53
67	1967 laptop	Dell Latitude 5510	DV7CM53
68	1970 laptop	Dell Latitude 5510	FBB0N53
69	1971 laptop	Dell Latitude 5510	D0DFM53
70	1972 laptop	Dell Latitude 5510	32D1N53
71	1974 laptop	Dell Latitude 5510	22GCM53
72	1976 laptop	Dell Latitude 5510	1381N53
73	1978 laptop	Dell Latitude 5510	J8T1N53
74	1981 laptop	Dell Latitude 5510	DX30N53
75	1982 laptop	Dell Latitude 5510	8Q91N53
76	1983 laptop	Dell Latitude 5510	14GCM53
77	1985 laptop	Dell Latitude 5510	9VK0N53
78	1986 laptop	Dell Latitude 5510	4STCM53
79	1988 laptop	Dell Latitude 5510	2ZV1N53
80	1992 laptop	Dell Latitude 5510	34W1N53
81	2008 laptop	Dell Mobile Precision 3551	D9HJ163
82	2010 laptop	Dell Mobile Precision 3551	467L163
83	2012 laptop	Dell Mobile Precision 3551	B1HJ163
84	2013 laptop	Dell Mobile Precision 3551	JCDK163
85	2015 laptop	Dell Mobile Precision 3551	7L9J163
86	4853 SAN	Dell EMC Upgrades	multiple
87	17-0119 MDT	Del Latitude 7220 rugged	D6GTDD3
88	17-0187 phone	Apple iPhone 12	IMEI 355658238711044
89	17-0191 phone	Apple iPhone 12	IMEI 359823651176788
90	17-0192 phone	Apple iPhone 12	IMEI 359823651256861
91	17-0193 phone	Apple iPhone 12	IMEI 357641775305972
92	17-0239 phone	Apple iPhone SE	IMEI 354140915738377
93	17-0266 tablet	Apple iPad 7th gen	IMEI 35 320610 082676 3
94	17-0267 tablet	Apple iPad 9	IMEI 35 788340 015015 5
95	17-0272 phone	Apple iPhone SE	IMEI 35 042214 2072265
96	17-0281 network	Fortiweb 100E	FV100ET223000012
97	17-0376 phone	Apple iPhone 14	IMEI 351764893694741
98	17-0394 phone	Apple iPhone 13	IMEI 357167821323256
99	17-0396 phone	Apple iPhone 13	IMEI 351764894029319
100	17-0702 phone	Apple iPhone 16e	35 141849 91941 15
101	17-0709 phone	Apple iPhone 16e	35 323488 16147 86
102	22-0012 phone		
103	34-0035		
104	34-0037 phone		
105	34-0038 phone		
106	34-0039 phone	apple	iPhone
107	34-0042 phone		
108	34-0044 phone		
109	34-0050 phone		
110	34-0059 phone		
111	34-0060 phone		
112	34-0061 phone		
113	35-0023 phone		
114	35-0025 phone		

115 35-0032 phone apple iPhone
116 36-0030 phone samsung

Surplus Request Form

Department:

Date:

City Asset Number	Description <i>Include make, model, identifying numbers, color, condition, dimensions, weight (if scrap metal), etc. Provide a picture for auction items.</i>	Value	Method of Disposal <i>codes below*</i>
18-0224	BLACK APPLE IPHONE 12 - SERIAL #DX3J1NKK0DXP - FAIR CONDITION	\$200	O; TCG/E-RECYCLER
18-0219	BLUE APPLE IPHONE 12 - SERIAL #GV4HR3GF0DXT - FAIR CONDITION	\$200	O; TCG/E-RECYCLER
18-0236	BLACK APPLE IPHONE 12 - SERIAL #H4YJNW8P0DXP - FAIR CONDITION	\$200	O; TCG/E-RECYCLER
18-0216	BLACK APPLE IPHONE 12 - SERIAL #DX3HN6X30DXP - FAIR CONDITION	\$200	O; TCG/E-RECYCLER
18-0274	BLACK APPLE IPHONE 13 - SERIAL #Y7R9T931C3 - FAIR CONDITION	\$250	O; TCG/E-RECYCLER
18-0259	BLACK APPLE IPHONE 12 - SERIAL #N140JG7CP9 - FAIR CONDITION	\$200	O; TCG/E-RECYCLER
18-0038	BLACK APPLE IPHONE XR - SERIAL #DX3CJ93QKXKN - FAIR CONDITION	\$100	O; TCG/E-RECYCLER
18-0023	BLACK APPLE IPHONE XR - SERIAL #DX3CJ4V4KXKN - NOT ERASED - FAIR CONDITION	\$100	T; TO BE DESTROYED
	BLACK APPLE IPHONE XR - NOT ERASED - POOR CONDITION (WILL NOT POWER ON)	\$0	T; TO BE DESTROYED
	BLACK APPLE IPHONE XR - SERIAL #DX3CJ3ZMKXKN - POOR CONDITION	\$50	O; TCG/E-RECYCLER
	BLACK APPLE IPHONE XR - SERIAL #DX3CJ1ZWKXKN - FAIR CONDITION	\$100	O; TCG/E-RECYCLER
	BLACK APPLE IPHONE XR - SERIAL #DX3CJLRYKXKN - FAIR CONDITION	\$100	O; TCG/E-RECYCLER
	BLACK APPLE IPHONE 12 - SERIAL #FFXJ1YKL0DXP - FAIR CONDITION	\$200	O; TCG/E-RECYCLER
	BLACK APPLE IPHONE XR - SERIAL #DX3CJCLUKXKN - FAIR CONDITION	\$100	O; TCG/E-RECYCLER
	BLACK APPLE IPHONE XR - SERIAL #DX3CJA1GKXKN - FAIR CONDITION	\$100	O; TCG/E-RECYCLER
	BLACK APPLE IPHONE XR - SERIAL #DX3CJ4VYKXKN - FAIR CONDITION	\$100	O; TCG/E-RECYCLER
	BLACK APPLE IPHONE XR - SERIAL #DX5CH845KXKN - FAIR CONDITION	\$100	O; TCG/E-RECYCLER
	BLACK APPLE IPHONE XR - SERIAL #DX3CJ6VQKXKN - FAIR CONDITION	\$100	O; TCG/E-RECYCLER
	BLACK APPLE IPHONE XR - SERIAL #DX3CJ1EWKXKN - FAIR CONDITION	\$100	O; TCG/E-RECYCLER
	BLACK APPLE IPHONE XR - SERIAL #DX3CJNBZKXKN - FAIR CONDITION	\$100	O; TCG/E-RECYCLER
	BLACK APPLE IPHONE XR - SERIAL #DX4CHS8AKXKN - FAIR CONDITION	\$100	O; TCG/E-RECYCLER
	BLACK APPLE IPHONE XR - SERIAL #DX3CJ8PFKXKN - FAIR CONDITION	\$100	O; TCG/E-RECYCLER
	BLACK APPLE IPHONE XR - SERIAL #DX3CJ6W5KXKN - FAIR CONDITION	\$100	O; TCG/E-RECYCLER
	BLACK APPLE IPHONE XR - SERIAL #DX3CJ8ESKXKN - FAIR CONDITION	\$100	O; TCG/E-RECYCLER
	BLACK APPLE IPHONE XR - SERIAL #DX5CHG34KXKN - FAIR CONDITION	\$100	O; TCG/E-RECYCLER
	BLACK APPLE IPHONE XR - SERIAL #DX5CHGWYKXKN - FAIR CONDITION	\$100	O; TCG/E-RECYCLER
	BLACK APPLE IPHONE XR - SERIAL #DX3CJ3HFKXKN - FAIR CONDITION	\$100	O; TCG/E-RECYCLER
	BLACK APPLE IPHONE XR - SERIAL #DX3CJ9HMKXKN - FAIR CONDITION	\$100	O; TCG/E-RECYCLER

*Method of Disposal Codes: A = auctioneer handled through Fleet Dept., B = sealed bid process, D = dispose as scrap metal, E = ebay or similar, G = government transfer, I = inter-department transfer N = donate to nonprofit, O = other, S = state surplus program, T = trash

Department Signature:

Date:

Supervisor Signature:

Date:

City Manager Signature:

Date:

Longview City Council Resolution Number (if needed):

Council Approval Date:



Surplus Request Form

Department:

Date

City Asset Number	Description <i>Include make, model, identifying numbers, color, condition, dimensions, weight (if scrap metal), etc. Provide a picture for auction items.</i>	Value	Method of Disposal <i>codes below*</i>
07-110	2006 FORD XL F550 AERIAL BUCKET TK 1FDAF56P66EA04145	10000	A
07-900	1999 CASE 580SL BACKHOE JJG0272299	9000	A
10-03	2001 HONDA ODYSSEY MINIVAN SCU - UNDER COVER 2HKRL18581H569199	1000	A
10-116	2012 FORD ESCAPE XLS CSO - MARKED 1FMCU0C72CKA59646	2500	A
10-510	2005 FORD TAURUS UM DETECTIVE - BEIGE 1FAFP53215A120624	2000	A
10-808	2008 FORD ESCAPE MARKED CSO 1FMCU0Z288KD86689	2000	A
18-506	2005 TARGET PRO 35 CONCRETE SAW 427488	500	A
18-702	2007 DODGE D3500 DUMP TR 1 TON 3D6WG46D07G790486	9000	A
19-704	2007 CASE 580SM-2 BACKHOE N7C427370	15000	A
19-704A	2007 OKADA TOP35 HYD HAMMER 19-704A	2000	A
19-704B	2007 OKADA TAMPER COMPACTOR 19-704B	2000	A
19-806	2009 INTERNATIONAL 7400 CRANE TR 1HTWGAAR39J095284	20000	A
20-143	2014 SOLAR TECH MESSENGER BOARD 4G42M1512E1412307	500	A
20-905	2009 FORD F150 UTILITY 1FTPF12V89KC43214	3500	A
29-003	2011 FORD F350 BUMPER CRANE TK 1FDBF3A66BEA86234	5000	A
30-100	2001 CHEVROLET SILVERADO 1GCEC14V31Z310925	1000	A
38-005	2008 BOBCAT 435-EXCAVATOR AACB11238	8000	A
38-161	2016 ELGIN PELICAN NP TF4 SWEEPER NP41067	4000	A
38-181	2018 RAVO 5-SERIES 540 SWEEPER XL95FEHBXJA020055	8000	A
42-07	2009 GILLIG LOW FLOOR LV BUS 15GGB271691176151	8000	A
42.09	2011 GILLIG LOW FLOOR HYB LV BUS 15GGB3012B1176766	5000	A
42-103	2012 FORD F250 EXT CAB LV TRANSIT MAINTENANCE 1FD7X2B68CEC33117	5000	A
42-43	2009 DODGE/Braun Caravan LV PARAT BUS 1D8HN44E99B520685	3000	A
42-48	2013 FORD/Eldorado E-450/Aerotech LV PARAT BUS 1FDFE4FS0DDA93088	4000	A
42-50	2014 FORD/ELDORADO E-450/AEROTECH LV PARAT BUS 1FDFE4FS9EDA99084	4000	A
38-133	2013 CUSTOM CREATION 1024 SIDEWALK SUCKER BSSD26HP6.53V	800	A
38-107	2010 DR FIELD & BRUSH MOWER	700	A
NA	(2) MANLIFT FROM MV RAQ	300/EACH	A

*Method of Disposal Codes: **A** = auctioneer handled through Fleet Dept., **B** = sealed bid process, **D** = dispose as scrap metal, **E** = ebay or similar, **G** = government transfer, **I** = inter-department transfer **N** = donate to nonprofit, **O** = other, **S** = state surplus program, **T** = trash

Department Signature:

Date:

Supervisor Signature:

Date:

City Manager Signature:

Date:

Longview City Council Resolution Number (if needed):

Council Approval Date:



City of Longview

Agenda Summary

RESOLUTION NO. 2615 - AMENDMENT TO THE PARKS, RECREATION, AND OPEN SPACE (PROS) PLAN

RECOMMENDED ACTION:
MOTION TO ADOPT RESOLUTION NO. 2615

DATE: April 23, 2026

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Preserve and enhance neighborhoods

Address quality of place issues

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

The City Council will consider a resolution amending the 2024–2029 Parks, Recreation, and Open Space (PROS) Plan. This amendment proposes adding “Performance & Gathering Shelter” to the Enhancements section for Lake Sacajawea Park, Park H–C (Hemlock Street to Washington Way).

The 2024–2029 PROS Plan, adopted on January 11, 2024, provides a comprehensive vision for Longview’s parks and recreation system, including goals, objectives, and management strategies to enhance recreational opportunities for residents and visitors. Following adoption of the plan, a need was identified to include additional enhancement language within the Lake Sacajawea Park section to support future improvements and partnership opportunities.

The proposed amendment ensures that projects such as the Rotary Martin Dock upgrade, which includes a performance and gathering shelter component, are consistent with and allowable under the adopted PROS Plan. The amendment has been reviewed and recommended by the Parks and Recreation Advisory Board and is considered to be in the best interests of the City and its residents.

RECOMMENDED ACTION:
Motion to adopt Resolution No. 2615.

STAFF CONTACT:
Justin Brown, Parks and Recreation Director

Attachments:

1. Resolution 2615 Update to the PROS Plan Lake Sacajawea
2. Hemlock Plaza Edit APPENDIX A - PARKS, FACILITIES, TRAILS, AND UNDEVELOPED AREAS SUMMARY

RESOLUTION NO. 2615

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LONGVIEW, WASHINGTON, AMENDING THE 2024 – 2029 PARKS, RECREATION, AND OPEN SPACE PLAN TO ADD ENHANCEMENT LANGUAGE FOR LAKE SACAJAWEA PARK

WHEREAS, the City Council adopted the 2024–2029 Parks, Recreation, and Open Space (PROS) Plan on January 11, 2024, to provide a comprehensive vision for the City’s parks and recreation system, including goals, objectives, and management strategies to enhance recreational opportunities for residents and visitors; and

WHEREAS, the PROS Plan is intended to be a living document that may be amended from time to time to reflect current conditions, community needs, and partnership opportunities; and

WHEREAS, the City has identified a need to update the Lake Sacajawea Park section of the PROS Plan, specifically Park H–C (Hemlock Street to Washington Way), to include additional enhancement language; and

WHEREAS, the proposed amendment would add “Performance & Gathering Shelter” to the Enhancements section of Lake Sacajawea Park to support future improvements and community gathering opportunities; and

WHEREAS, the addition of this enhancement language provides policy support for partnership-driven projects, including the proposed Rotary Martin Dock upgrade project, and ensures such improvements are consistent with and allowable under the adopted PROS Plan; and

WHEREAS, the Parks and Recreation Advisory Board reviewed and considered the proposed amendment and voted to recommend approval to the City Council; and

WHEREAS, the City Council finds that the proposed amendment to the 2024–2029 PROS Plan is in the best interests of the City and its residents;

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

SECTION 1. The 2024–2029 Parks, Recreation, and Open Space Plan is hereby amended to include the addition of “Performance & Gathering Shelter” within the Enhancements section for Lake Sacajawea Park, Park H–C (Hemlock Street to Washington Way), as set forth in Exhibit A attached hereto and incorporated herein by this reference.

SECTION 2. This amendment shall become effective immediately upon adoption.

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

Mayor

Attest:

City Clerk



LAKE SACAJAWEA PARK

Park H - C (Hemlock Street to Washington Way)

LOCATION	BETWEEN HEMLOCK & WASHINGTON WAY
ACREAGE	127 ACRES (Total Park)
PARK TYPES	CLASS III - NEIGHBORHOOD PASSIVE CLASS IV - COMMUNITY PARK CLASS V - REGIONAL PARK
SERVICE AREA	2 MILES TO ½ HOUR DRIVE

DESCRIPTION

The park encompasses a total of 127 acres. The area from Hemlock Plaza to the Washington Way bridge in the middle of the lake encompasses is the heart of the park. Many community events are held within this area. This area includes open play space, lighted gravel trail, Hemlock Plaza playground, Martin Dock, Lion's Island, fishing docks, perennial garden, bronze sculptures, picnic sites, flagpole, boating hand launch, restroom facility, and lake concessionaire location.

MANAGEMENT & PARTNERSHIPS:

• MANAGEMENT:

- City of Longview Recreation Division coordinates special events
 - Fun Runs, Concerts, Movies, Kids Fish-In Event

MAINTENANCE:

• LEVEL: BASIC, ENHANCED, AND SPECIALIZED

- Aquatic health management
- Restrooms
- Special Event Support

UPDATES SINCE LAST COMPREHENSIVE PLAN:

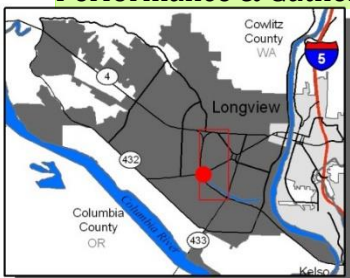
- New restrooms and sidewalks (2022)
- Log arch replacement (2022)

REQUIREMENTS AND NEEDS:

- Mature tree removal
- Path drainage and erosion control
- Aquatic weed management
- Martin Dock repair/replacement
- Irrigation repair

ENHANCEMENTS

- Lion's Island shelter replacement
- Upgrades to fishing piers
- Performance & Gathering Shelter



PLAYGROUND

- 2010 - INSTALLED
- 2040 - REPLACEMENT





City of Longview Agenda Summary Sheet

1525 Broadway
Longview, WA 98632
www.mylongview.com

AGENDA TITLE: 2026 Byrne Justice Assistant Grant (JAG) Program Award

DATE: April 14, 2026

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Community Safety
Community First Service
Responsible & Honest Governance

CITY ATTORNEY REVIEW: REQUIRED or N/A

SUMMARY STATEMENT:

The City of Longview Police Department, acting as the lead applicant, for the disparate jurisdictions of Longview and Cowlitz County is applying for JAG funds to continue the Longview School Resource Officer program. The title of their project is “Longview Police School Resource Officer Program”. The goal of the project is to prevent crime and intervene when violence and crime occur within the Longview schools. The strategies in this project will involve School Resource Officers in Longview responding to police incidents which occur within the Longview schools and working with students and staff to prevent crime from occurring within the schools. Cowlitz County has agreed to allow Longview to use all the grant funds (\$10,793.00) on their school resource officer program.

RECOMMENDED ACTION:

Motion to approve Resolution No. 2616

STAFF CONTACT:

Chief Robert Huhta

**CITY OF LONGVIEW
RESOLUTION NO. 2616**

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN
INTERLOCAL AGREEMENT WITH COWLITZ COUNTY REGARDING THE 2025
BYRNE JUSTICE ASSISTANCE GRANT (JAG) PROGRAM AWARD**

WHEREAS, the City of Longview Police Department, acting as the lead applicant, for the disparate jurisdictions of Longview and Cowlitz County is applying for JAG funds to continue their School Resource Officer program. The title of their project is "Longview Police School Resource Officer Program"; and

WHEREAS, the goal of the project is to prevent crime and intervene when violence and crime occurs within the Longview schools. The strategies in this project will involve School Resource Officers responding to police incidents which occur within Longview schools and working with students and staff to prevent crime from occurring within the schools; and

WHEREAS, as the lead applicant, the City of Longview will handle all the finances related to the grant. All financial and programmatic reports will be completed and submitted by Longview Police Department. Cowlitz County has agreed to allow Longview to use all the grant funds on their school resource officer program; and

WHEREAS, the City of Longview finds that entering into an Interlocal Agreement with Cowlitz County for allocating funds from that grant is in the best interests of all parties, that the undertaking will benefit the public; and

WHEREAS, the City of Longview and Cowlitz County believe it to be in their best interests to reallocate Judicial Assistance Grant (JAG) funds by providing the City will retain the sum of \$10,793.00, for the City of Longview's School Resource Officer program.

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

Section 1. The City Manager is hereby authorized and directed to execute the Interlocal Agreement by and between the City of Longview and Cowlitz County. The City Manager also is hereby authorized to accept JAG Program Grant when awarded.

PASSED BY THE CITY COUNCIL OF THE CITY OF LONGVIEW, WASHINGTON,

THIS _____ DAY OF _____, 2026.

Mayor

ATTEST:

City Clerk

**INTERLOCAL AGREEMENT
BETWEEN THE CITY OF LONGVIEW, WASHINGTON AND THE COUNTY OF
COWLITZ, WASHINGTON
2025 BYRNE JUSTICE ASSISTANCE GRANT (JAG) PROGRAM AWARD**

This Agreement is made and entered into this _____ day of _____, 2026 by and between The COUNTY of Cowlitz, acting by and through its governing body, the Board of County Commissioners, hereinafter referred to as COUNTY, and the CITY of LONGVIEW, acting by and through its City Manager after approval by the City Council, hereinafter referred to as CITY, both of Cowlitz County, State of Washington, (together the “Parties”), witnesseth:

WHEREAS, this Agreement is made under the authority of RCW chapter 39.34; and

WHEREAS, each governing body, in performing governmental functions or in paying for the performance of governmental functions hereunder, shall make that performance or those payments from current revenues legally available to that party; and

WHEREAS, each governing body finds that the performance of this Agreement is in the best interests of all parties, that the undertaking will benefit the public, and that the division of costs fairly compensates the performing party for the services or functions under this Agreement; and

WHEREAS, the CITY of LONGVIEW (acting as the Lead applicant) agrees to provide the COUNTY the sum of \$0; and

WHEREAS, the CITY and COUNTY believe it to be in their best interests to reallocate the JAG funds by providing the COUNTY with the aforesaid sum of \$0, and the CITY OF LONGVIEW will retain the sum of \$10,793, for the CITY of LONGVIEW’S School Resource Officer program.

NOW THEREFORE, the COUNTY and CITIES agree as follows:

Section 1.

CITY of LONGVIEW agrees to pay COUNTY a total of \$0, of JAG funds, from the **2025 EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) LOCAL PROGRAM AWARD (the “Program Award”)**, and retain the balance of \$10,793, for its sole authority use.

Section 2.

CITY of LONGVIEW agrees to use the funds allocated to it for law enforcement programs until the end of the grant period.

Section 3.

The performance of the obligations of this Agreement shall be in compliance with the provisions of RCW 39.34, the Interlocal Cooperation Act. The Parties agree that no separate legal administrative entities are necessary in order to carry out this Agreement. All parties to this

Agreement agree to the use of the funds in accordance with the terms of the Program Award and provide any such necessary documentation of such compliance to the CITY of LONGVIEW for purposes of reporting to the awarding agency, if any. There shall be no “joint board” as that term is used in RCW 39.34.030(4)(a).

Section 4.

Nothing in the performance of this Agreement shall impose any liability for claims against COUNTY other than claims for which liability may be imposed by Chapter 4.96 RCW.

Section 5.

Nothing in the performance of this Agreement shall impose any liability for claims against the CITY other than claims for which liability may be imposed by Chapter 4.96 RCW.

Section 6.

Each party to this Agreement will be responsible for its own actions in providing services under this Agreement and shall not be liable for any civil liability that may arise from the furnishing of the services by any other party.

Section 7.

This Agreement is the entire agreement between the parties and shall not be modified or amended in any manner except by an instrument in writing executed by the Parties. No prior agreement, correspondence, or portions thereof shall be used to interpret, modify, or explain the terms of the Agreement in the event that a dispute arises with respect to the Agreement.

Section 8.

The parties agree to complete and execute all supplemental documents necessary or appropriate to fully implement the terms of this Agreement.

Section 9.

No party shall assign this Agreement, or any part hereof, without the written consent of the other Parties. The Agreement shall inure to the benefit of and be binding upon the Parties and their successors and permitted assigns.

Section 10.

This Agreement shall be construed in accordance with the laws of the State of Washington. Venue for any dispute related to the Agreement shall be Cowlitz County, Washington.

Section 11.

If a court of law determines any provision of the Agreement to be unenforceable or invalid, the parties hereto agree that all other portions of this Agreement shall remain valid and enforceable.

Section 12.

This Agreement is made and entered into for the sole protection and benefit of the parties and their successors and permitted assigns. No other person or entity shall have any right of action or interest in this Agreement based upon any provision of the Agreement.

Section 13.

All communications, notices and demands of any kind which any party requires or desires to give to any of the other parties shall be in writing and either served on the following individual(s) or deposited in the U.S. Mail, certified mail, postage prepaid, return receipt requested, and addressed as follows:

If to Longview: Jennifer Wills, City Manager
City of Longview
1525 Broadway
Longview, WA 98632

Copy to:
City Attorney
1525 Broadway
Longview, WA 98632

If to Cowlitz County: Board of County Commissioners
County Administration Building, Room 300
207 North 4th Ave, Room 305
Kelso, WA 98626

Copy to:
Shawn Roewe, Finance Manager
Office of Financial Management
207 North 4th Avenue, room 308
Kelso, WA 98626

Copy to:
Chief Civil Deputy
Cowlitz County Prosecuting Attorney
312 South 1st Ave West
Kelso, WA 98626

Section 14.

All Parties shall comply with all applicable federal, state and local laws, regulations and rules in performing this Agreement.

Section 15.

This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, but all of which, together, shall constitute on and the same instrument.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK

CITY OF LONGVIEW, WASHINGTON

COUNTY OF COWLITZ, WASHINGTON

Jennifer Wills, City Manager

Steve Rader, Commissioner

ATTEST:

Steven Ferrell, Commissioner

City Clerk

Richard Dahl, Commissioner

APPROVED AS TO FORM:

ATTEST:

City Attorney

Clerk of the Board

APPROVED AS TO FORM:

Prosecuting Attorney

INTRODUCTION

The city of Longview and Cowlitz County are completing a joint application, as a disparate jurisdiction, for funding for the FY 2025 Edward Byrne Memorial Justice Assistance Grant in the total amount of \$10,735. The city of Longview will be the lead applicant in this joint application.

Longview Police Department

Longview Police Department proposes to fund a portion of the salary and benefits for a School Resource Officer position. Longview Police Department is requesting funding in the amount of \$10,793 to pay for part of the School Resource Officer program.

Cowlitz County Sheriff's Office

Cowlitz County Sheriff's Office has agreed to allow Longview Police Department to use the entire grant award of \$10,735 for Longview's law enforcement program.

STATEMENT OF PROBLEM

Longview Police Department

The city of Longview is the largest city in Cowlitz County with a population of approximately 38,506. Cowlitz County's population is approximately 116,006. Longview Police Department currently has 60 authorized commissioned police officers.

Longview Police has relied on "high crime funding" from the state of Washington to fund the School Resource Officer program as well as other programs. From 2016 to 2017, the city of

OJP FY 2025 Edward Byrne Memorial Justice Assistance Grant Application
City of Longview, Washington

Just Grants Package #14611298

Longview's crime rate decreased and subsequently our high crime funding also decreased by approximately \$176,000.

In 2019, the police department requested 6 additional police officer positions due to continued increases in patrol workload while patrol staffing levels have remained the same for over 30+ years. The police department was authorized 1 of the 6 requested positions. Subsequently, in May 2020, an anticipated budget shortfall due to COVID-19 forced the city to eliminate the over hire police officer position which was established in 2016. In 2022, federal funding for a domestic violence detective position ended. The city was not able to continue funding that position so the police department staffing level dropped from 61 officers to 60 officers in October 2022. In 2025, a .1% public safety sales tax was implemented increasing the police officer staffing level from 60 officers to 63, still significantly below the national average officer per 1,000 ratio. (Longview = 1.6 officers per 1,000 population, National Average = 2.4 officers per 1,000 population)

The patrol minimum staffing level for a patrol shift remains at 1 supervisor and 4 officers despite the recent increase in commissioned officers. There are three patrol shifts each day. Patrol officers work a 10.5 hour shift. During periods of each day, 1 supervisor and 4 officers are handling all emergency calls for police service for a population of nearly 40,000 people.

Therefore, in an effort to continue the work of the School Resource Officer program, Longview Police Department is requesting to continue to use JAG funds to pay for a portion of one School Resource Officer position.

The city of Longview's crime rate has been far above the state average for many years. In 2024, Longview's Group A crime rate (NIBRS reporting) was 83.9 crimes per 1,000 population. Longview saw a .3% increase in Group A offenses from 2023 to 2024, while the state of Washington experienced a 8.6% decrease. Longview's crime rate still far exceeds the state of Washington's crime rate. The 2024 crime rate for the state of Washington is 56.21 crimes per 1,000 population, Longview's crime rate (83.9) has remained significantly higher (1.49 times higher in 2024) than the Washington state rate.

The Longview School Resource Officer program was started over 25 years ago. This program was initially funded with the use of Local Law Enforcement Block Grant funds, Justice Assistance Grant funds, city of Longview funds and Longview school district funds. As city funds were reduced, this program was funded with high crime grant funds as well as funds from the Longview School District. From 2010 through 2026, LPD used its share of the JAG funds to fund a portion of the School Resource officer program.

PROJECT DESIGN & IMPLEMENTATION

Longview Police Department would like to use grant funds to continue the School Resource Officer (SRO) program.

Longview Police Department currently has 2 School Resource Officers. Longview is home to two (2) high schools and three (3) middle schools. Each school officer is responsible for one (1) of the high schools and the corresponding feeder middle school(s).

During the 2024-2025 school year (8/28/24 – 6/13/23), our School Officers have responded to 205 calls for police service in the schools. Of those 205 calls, 23 resulted in an arrest. Preventing violence is one of the main goals of our school officers. Our SROs work together with students and school staff to intervene and prevent violence in the schools. A benefit of having officers assigned to our schools is increased efficiency in responding to matters that do occur in the schools. Before the school officer program, patrol officers were dispatched to the school incidents. A patrol response takes more time because an officer has to drive to the school. Also, higher priority calls and low patrol staffing levels occurring throughout the city could further delay a response to the schools. During that response time, calls can escalate requiring school staff to intervene. By having SROs on site, the school officer is able to quickly respond to unfolding incidents thereby allowing patrol officers to continue to respond to the nearly 40,000 calls that occur in the city every year.

Through the school officer program, Longview Police Department works together with Longview School District to prevent school crime before it occurs, to identify safety concerns and work together in developing school safety plans. This partnership also benefits our youth as school officials and school officers work together to problem solve student conflict and mentor youth.

Longview Police Department continues to facilitate a Police Cadet program. Youth aged 16-20 are eligible to participate in the program. Longview Police School Resource Officers have shared information about this program with students and some of our Cadets have been recruited through their efforts. This program provides educational opportunities for youth interested in

OJP FY 2025 Edward Byrne Memorial Justice Assistance Grant Application

City of Longview, Washington

Just Grants Package #14611298

law enforcement careers as well as a mentoring opportunity. Several of the Cadets in Longview Police Cadet program have gone onto be hired as law enforcement officers both at Longview Police Department and other agencies throughout the state of Washington.

Prevention and intervention in the schools are a benefit of this program as is the investigative information that students share with SROs when crimes do occur. Through the use of cellular phones, social networking apps, video sharing sites and live streaming, students who witness crimes are sharing large amount of information and evidence when crimes are in progress or have recently occurred. By having officers in the schools, students begin to trust law enforcement and share information with our SROs which has benefited our investigations and led to arrests that would likely have not occurred without this information sharing/trust that has been established between the SROs and the students. In addition, School Officers develop relationships with school staff by working on-site in the schools.

During the 2024/2025 school year and our current school year, both School Resource Officers took action due to separate threat reports involving both high schools in Longview. The incidents occurred both in school and out of school and over social media. The local threats, along with national threats and recent and past school shooting incidents nationwide, caused students, parents and staff great fear and concerns for safety and as a result schools have been at a heightened state of awareness. Longview Police Department (LPD) School Resource Officers (SROs) worked with patrol officers and detectives to investigate these incidents. Some of investigations resulted in student arrests for making in person verbal threats, phone conversations, and written threats via social media, specifically RCW 9.61.160 Threats to Bomb

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City of Longview, Washington

Just Grants Package #14611298

or Injure Property. The close relationship with Longview’s School Resource Officers and the Longview School District allows for an efficient response to threat reports and concerns for school safety.

CAPABILITIES & COMPETENCIES

The Longview Police School Resource Officer program is an established program that has benefitted the community, the Longview Police Department and the Longview School District. The School Resource Officers have established a professional working relationship with the Longview School District high schools, middle schools and the Longview School District administrative office. Due to this professional working relationship, school incidents are reported promptly and information flows efficiently and quickly between the Longview Police Department and the Longview School District in an effort to resolve problems efficiently and prevent future ones from occurring. Longview’s School Resources Officers attend annual training through the National Association of School Resource Officers which prepares our SROs to develop successful relationship with students. The annual training includes topics such as digital safety, human trafficking, mental health, substance abuse and best practices for de-escalation, behavioral threat assessment, emergency operations planning and armed assailant response.

As the lead applicant, the city of Longview will administer all grant funds and will also be responsible for collecting documentation to support grant expenses as well as collecting necessary data for both financial and program reports due to the Office of Justice Programs.

The city of Longview will create a separate account for the Justice Assistance Grant and all grant invoices will be charged to that account.

The School Resource Officer (SRO) program represents an evidence-informed approach to enhancing school safety, improving student well-being, and strengthening relationships between youth and law enforcement. This model has been successfully implemented in districts across the country and is supported by research demonstrating its effectiveness when grounded in clearly defined roles, collaborative partnerships, and a focus on prevention and engagement rather than enforcement.

CONCLUSION

The city of Longview has been experiencing tough economic times for several years and has delayed many necessary maintenance items city wide (streets, facility maintenance & repairs, and vehicle replacement) as a result. In 2025-2026, the city faced a budget deficit and made budget cuts in order to balance the budget, therefore our need for grant funding to continue this program is essential. The Justice Assistance Grant funding will provide the department with funds to maintain the school officer program.

ABSTRACT

The city of Longview Police Department, acting as the lead applicant, for the disparate jurisdictions of Longview and Cowlitz County is applying for JAG funds to continue the Longview School Resource Officer program. The title of their project is "Longview Police School Resource Officer Program". The goal of the project is prevent crime and intervene when violence and crime occurs within the Longview schools. The strategies in this project will involve School Resource Officers in Longview responding to police incidents which occur within the Longview schools and working with students and staff to prevent crime from occurring within the schools. Cowlitz County has agreed to allow Longview to use all of the grant funds on their school resource officer program.



[General Instructions & Resources](#)

[View Budget Summary](#)

OMB APPROVAL NO.: 1121-0329
EXPIRES 7/31/2016

Budget Detail Worksheet

- (1) **Purpose:** The Budget Detail Worksheet is provided for your use in the preparation of the budget and budget narrative. All required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be left blank. Indicate any **non-federal**(**match**) amount in the appropriate category, if applicable.
- (2) For each budget category, you can see a sample by clicking (**To View an Example, Click Here**) at the end of each description.
- (3) There are various hot links listed in red in the budget categories that will provide additional information via documents on the internet.
- (4) **Record Retention:** In accordance with the requirements set forth in [2 CFR Part 200.333](#) , all financial records, supporting documents, statistical records, and all other records pertinent to the award shall be retained by each organization for at least three years following the closure of the audit report covering the grant period.
- (5) The information disclosed in this form is subject to the Freedom of Information Act under 5 U.S.C. 55.2.

A. Personnel – List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. Include a description of the responsibilities and duties of each position in relationship to fulfilling the project goals and objectives. (Note: Use whole numbers as the percentage of time, an example is 75.50% should be shown as 75.50) [To View an Example, Click Here](#)

PERSONNEL (FEDERAL)

Name	Position	Computation				Cost
		Salary	Basis	Percentage of Time	Length of Time	
School Resource Officer	Police Officer	\$52.53	Hour	100.00	150	\$7,880
FEDERAL TOTAL						\$7,880

PERSONNEL NARRATIVE (FEDERAL)

JAG funding will be used to continue the School Resource Officer Program in the Longview schools. Funds will be used towards a portion of one of the two School Officers assigned to the Longview middle and high schools. School officers respond to police calls for service at the schools, work with school staff to prevent crime and intervene in situations to resolve matters before they rise to the level of a crime. School Officers also participate in school safety planning.

PERSONNEL (NON-FEDERAL)

Name	Position	Computation				Cost
		Salary	Basis	Percentage of Time	Length of Time	
			Year			\$0
NON-FEDERAL TOTAL						\$0

PERSONNEL NARRATIVE (NON-FEDERAL)

TOTAL PERSONNEL	\$7,880
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B. Fringe Benefits – Fringe benefits should be based on actual known costs or an [approved negotiated rate](#) by a Federal agency. If not based on an approved negotiated rate, list the composition of the fringe benefit package. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman’s Compensation and Unemployment Compensation. (Note: Use decimal numbers for the fringe benefit rates, an example is 7.65% should be shown as .0765) [To View an Example, Click Here](#)

FRINGE BENEFITS (FEDERAL)

Description	Computation		Cost
	Base	Rate	
Pension	\$7,880.00	0.0532	\$419
FICA	\$7,880.00	0.0765	\$603
Medical Insurance (\$2025/month X 12 months X 7.2% position = \$1757)	\$1,757.00	1	\$1,757
Workers Compensation	\$7,880.00	0.011	\$87
Unemployment	\$7,880.00	0.001	\$8
Employee Benefit Reserve	\$7,880.00	0.005	\$39
FEDERAL TOTAL			\$2,913

FRINGE BENEFITS NARRATIVE (FEDERAL)

Fringe benefits are for the portion of the School Resource Officer positions that is requested through these grant funds.

FRINGE BENEFITS (NON-FEDERAL)

Description	Computation		Cost
	Base	Rate	
			\$0
NON-FEDERAL TOTAL			\$0

FRINGE BENEFITS NARRATIVE (NON-FEDERAL)

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TOTAL FRINGE BENEFITS	\$2,913
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C. **Travel** – Itemize travel expenses of staff personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Describe the purpose of each travel expenditure in reference to the project objectives. Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known; or if unknown, indicate “location to be determined.” Indicate source of Travel Policies applied Applicant or Federal Travel Regulations. Note: Travel expenses for consultants should be included in the “Contractual/Consultant” category. [To View an Example, Click Here](#)

TRAVEL (FEDERAL)

Purpose of Travel	Location	Computation							Cost
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	Cost	
		Lodging		Night				\$0.00	
		Meals		Day				\$0.00	
		Mileage		Mile				\$0.00	
		Transportation:		Round-trip				\$0.00	
		Local Travel						\$0.00	
		Other						\$0.00	
								\$0.00	
		Subtotal						\$0.00	\$0
FEDERAL TOTAL									\$0

TRAVEL NARRATIVE (FEDERAL)

TRAVEL (NON-FEDERAL)

Purpose of Travel	Location	Computation							Cost
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	Cost	
		Lodging		Night				\$0.00	
		Meals		Day				\$0.00	
		Mileage		Mile				\$0.00	
		Transportation:		Round-trip				\$0.00	
		Local Travel						\$0.00	
		Other						\$0.00	
		Subtotal						\$0.00	\$0
NON-FEDERAL TOTAL									\$0

TRAVEL NARRATIVE (NON-FEDERAL)

TOTAL TRAVEL	\$0
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D. Equipment – List non-expendable items that are purchased (Note: Organization’s own capitalization policy for classification of equipment should be used). Expendable items should be included in the “Supplies” category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technological advances. Rented or leased equipment costs should be listed in the “Contractual” category. Explain how the equipment is necessary for the success of the project, and describe the procurement method to be used. [To View an Example, Click Here](#)

EQUIPMENT (FEDERAL)

Item	Computation		Cost
	Quantity	Cost	
			\$0
FEDERAL TOTAL			\$0

EQUIPMENT NARRATIVE (FEDERAL)

EQUIPMENT (NON-FEDERAL)

Item	Computation		Cost
	Quantity	Cost	
			\$0
NON-FEDERAL TOTAL			\$0

EQUIPMENT NARRATIVE (NON-FEDERAL)

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TOTAL EQUIPMENT	\$0
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E. Supplies – List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

[To View an Example, Click Here](#)

SUPPLIES (FEDERAL)

Supply Items	Computation		Cost
	Quantity/Duration	Cost	
			\$0
FEDERAL TOTAL			\$0

SUPPLIES NARRATIVE (FEDERAL)

SUPPLIES (NON-FEDERAL)

Supply Items	Computation		Cost
	Quantity/Duration	Cost	
			\$0
NON-FEDERAL TOTAL			\$0

SUPPLIES NARRATIVE (NON-FEDERAL)

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TOTAL SUPPLIES	\$0
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F. **Construction** – Provide a description of the construction project and an estimate of the costs. As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Minor repairs and renovations should be classified in the "other" category. Consult with the program office before budgeting funds in this category. [To View an Example, Click Here](#)

CONSTRUCTION (FEDERAL)

Purpose	Description of Work	Cost
FEDERAL TOTAL		\$0

CONSTRUCTION NARRATIVE (FEDERAL)

CONSTRUCTION (NON-FEDERAL)

Purpose	Description of Work	Cost
NON-FEDERAL TOTAL		\$0

CONSTRUCTION NARRATIVE (NON-FEDERAL)

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TOTAL CONSTRUCTION	\$0
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G. Consultants/Contracts – Indicate whether applicant’s formal, written Procurement Policy or the [Federal Acquisition Regulations](#) are followed.
Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$650 per day or \$81.25 per hour require additional justification and prior approval from OJP. [To View an Example, Click Here](#)

CONSULTANT FEES (FEDERAL)

Name of Consultant	Service Provided	Computation			Cost
		Fee	Basis	Quantity	
			8 Hour Day		\$0
SUBTOTAL					\$0

CONSULTANT FEES NARRATIVE (FEDERAL)

CONSULTANT FEES (NON-FEDERAL)

Name of Consultant	Service Provided	Computation			Cost
		Fee	Basis	Quantity	
			8 Hour Day		\$0
SUBTOTAL					\$0

CONSULTANT FEES NARRATIVE (NON-FEDERAL)

Consultant Expenses: List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.). This includes travel expenses for anyone who is not an employee of the applicant such as participants, volunteers, partners, etc.

CONSULTANT EXPENSES (FEDERAL)

Purpose of Travel	Location	Computation							Cost
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	Cost	
		Lodging		Night				\$0.00	
		Meals		Day				\$0.00	
		Mileage		Mile				\$0.00	
		Transportation:		Round-trip				\$0.00	
		Local Travel						\$0.00	
		Other						\$0.00	
		Subtotal						\$0.00	\$0
SUBTOTAL									\$0
FEDERAL TOTAL									\$0

CONSULTANT EXPENSES NARRATIVE (FEDERAL)

CONSULTANT EXPENSES (NON-FEDERAL)

Purpose of Travel	Location	Computation							Cost
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	Cost	
		Lodging		Night				\$0.00	
		Meals		Day				\$0.00	
		Mileage		Mile				\$0.00	
		Transportation:		Round-trip				\$0.00	
		Local Travel						\$0.00	
		Other						\$0.00	
		Subtotal						\$0.00	\$0
SUBTOTAL									\$0
NON-FEDERAL TOTAL									\$0

CONSULTANT EXPENSES NARRATIVE (NON-FEDERAL)

	TOTAL CONSULTANTS	\$0
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Contracts: Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$150,000. A sole source contract may not be awarded to a commercial organization that is ineligible to receive a direct award. Note: This budget category may include subawards.

CONTRACTS (FEDERAL)

Item	Cost
FEDERAL TOTAL	\$0

CONTRACTS NARRATIVE (FEDERAL)

CONTRACTS (NON-FEDERAL)

Item	Cost
NON-FEDERAL TOTAL	\$0

CONTRACTS NARRATIVE (NON-FEDERAL)

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TOTAL CONTRACTS	\$0
TOTAL CONSULTANTS/CONTRACTS	\$0

H. Other Costs – List items (e.g., rent ([arms-length transaction only](#)), reproduction, telephone, janitorial or security services, and investigative or [confidential](#) funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent or provide a monthly rental cost and how many months to rent. The basis field is a text field to describe the quantity such as square footage, months, etc. [To View an Example, Click Here](#)

OTHER COSTS (FEDERAL)

Description	Computation				Cost
	Quantity	Basis	Cost	Length of Time	
					\$0
FEDERAL TOTAL					\$0

OTHER COSTS NARRATIVE (FEDERAL)

OTHER COSTS (NON-FEDERAL)

Description	Computation				Cost
	Quantity	Basis	Cost	Length of Time	
					\$0
NON-FEDERAL TOTAL					\$0

OTHER COSTS NARRATIVE (NON-FEDERAL)

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TOTAL OTHER COSTS	\$0
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I. Indirect Costs – Indirect costs are allowed if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a [fully executed, negotiated agreement](#)), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's [cognizant Federal agency](#) , or the applicant may elect to charge a de minimis rate of 10% of modified total direct costs as indicated in [2 CFR Part 200.414f](#) . If the applicant's accounting system permits, costs may be allocated in the direct cost categories. (Use whole numbers as the indirect rate, an example is an indirect rate of 15.73% should be shown as 15.73) [To View an Example, Click Here](#)

INDIRECT COSTS (FEDERAL)

Description	Computation		Cost
	Base	Rate	
			\$0
FEDERAL TOTAL			\$0

INDIRECT COSTS NARRATIVE (FEDERAL)

INDIRECT COSTS (NON-FEDERAL)

Description	Computation		Cost
	Base	Rate	
			\$0
NON-FEDERAL TOTAL			\$0

INDIRECT COSTS NARRATIVE (NON-FEDERAL)

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TOTAL INDIRECT COSTS	\$0
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Budget Summary – When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal funds requested and the amount of non-Federal funds that will support the project.

Budget Category	Federal Request	Non-Federal Amounts	Total
A. Personnel	\$7,880	\$0	\$7,880
B. Fringe Benefits	\$2,913	\$0	\$2,913
C. Travel	\$0	\$0	\$0
D. Equipment	\$0	\$0	\$0
E. Supplies	\$0	\$0	\$0
F. Construction	\$0	\$0	\$0
G. Consultants/Contracts	\$0	\$0	\$0
H. Other	\$0	\$0	\$0
Total Direct Costs	\$10,793	\$0	\$10,793
I. Indirect Costs	\$0	\$0	\$0
TOTAL PROJECT COSTS	\$10,793	\$0	\$10,793

Federal Request	\$10,793
Non-Federal Amount	\$0
Total Project Cost	\$10,793

Public Reporting Burden

Paperwork Reduction Act Notice: Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a current valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated average time to complete and file this application is four (4) hours per application. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write the Office of Justice Programs, Office of the Chief Financial Officer, 810 Seventh Street, NW, Washington, DC 20531; and to the Public Use Reports Project, 1121-0188, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.



City of Longview

Agenda Summary

RESOLUTION NO. 2617 - PROFESSIONAL SERVICES AGREEMENT WITH STRUCTURED COMMUNICATION SYSTEMS, INC. FOR CYBERSECURITY SERVICES TO UPDATE THE CITY INCIDENT RESPONSE PLAN AND CONDUCT TWO TABLETOP EXERCISES, FUNDED BY THE 2024 STATE AND LOCAL CYBERSECURITY GRANT PROGRAM

RECOMMENDED ACTION:

MOTION TO ADOPT THE RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE THE PROFESSIONAL SERVICES AGREEMENT WITH STRUCTURED COMMUNICATIONS SYSTEMS, INC.

DATE: April 23, 2026

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

- Community Safety
- Future-Ready infrastructure
- Responsible & Honest Governance

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

Purpose

To improve the City’s readiness to respond to cybersecurity incidents by modernizing incident response procedures and validating cross functional coordination through two tabletop exercises, while leveraging full grant funding and reimbursement for eligible City staff time.

Background

The City’s current incident response documentation is outdated and requires modernization to reflect current operating environments, roles, escalation procedures, and coordination practices. Structured Communication Systems, Inc. will support the City with an incident response program review, incident response plan modernization, development of incident response playbooks, facilitation of two tabletop exercises, after action reporting, and incorporation of agreed upon updates into a final incident response plan.

The two tabletop exercises will include an IT focused exercise simulating a technical cybersecurity incident, and a citywide exercise involving key stakeholders to validate decision making, communications, and operational coordination during a cybersecurity event that could impact critical City services.

Scope of Work Summary

- Incident Response Program review and documentation assessment
- Incident Response Plan modernization update, including roles, severity classification, escalation, communications, evidence handling, and recovery validation
- Development of twelve incident response playbooks covering common municipal incident scenarios
- Facilitation of two tabletop exercises, one IT focused and one citywide, with after action reports
- Final Incident Response Plan update incorporating approved improvements

Alignment to Council Goals

This project supports the following City Council goals:

- Strengthening Community Safety, improving readiness to respond to cyber incidents that could disrupt public safety operations and other critical services

- Ensuring Fiscal Responsibility and Long Term Financial Stability, leveraging grant funding to reduce operational and financial risk with no local match and reimbursement for eligible staff time
- Investing in Infrastructure, strengthening the resiliency of the City's technology and information systems that support essential operations
- Strengthening Governance, Communication, and Engagement, clarifying roles and communications workflows and validating coordination through a citywide tabletop exercise

Fiscal Impact

Funding Source, 24SLCGP cybersecurity grant, one hundred percent funded, zero local match.

Contract Not to Exceed Amount, \$40,000.

Total Project 1 Budget, \$43,200.

Reimbursable City Staff Salaries and Benefits, \$3,200, reimbursed by the grant for eligible project participation time.

No travel expenses are anticipated for the vendor scope as described in the Statement of Work.

Alternatives

- Do not proceed, which would delay modernization of incident response capabilities and risk forfeiting grant funded benefits and reimbursements.
- Delay or re-scope the project, which may impact grant timelines and reimbursement eligibility.
- Proceed as recommended.

RECOMMENDED ACTION:

Adopt a resolution authorizing the City Manager to execute a professional services agreement with Structured Communication Systems, Inc. for an amount not to exceed \$40,000 to update the City Incident Response Plan and conduct two tabletop exercises. The project is funded one hundred percent by the 24SLCGP cybersecurity grant and requires zero local match.

STAFF CONTACT:

Mike Sullivan, IT Director

Attachments:

1. Resolution_24SLCGP_IRP_TTE_Structured
2. 24SLCGP Project Proposal Application - Project 1 - IR Plan and TTE
3. SOW-City-of-Longview-IR-and-Tabletop-v1.2

CITY OF LONGVIEW, WASHINGTON

RESOLUTION NO. 2617

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LONGVIEW, WASHINGTON, AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH STRUCTURED COMMUNICATION SYSTEMS, INC. FOR CYBERSECURITY SERVICES TO UPDATE THE CITY INCIDENT RESPONSE PLAN AND CONDUCT TWO TABLETOP EXERCISES, FUNDED BY THE 2024 STATE AND LOCAL CYBERSECURITY GRANT PROGRAM.

WHEREAS, the City of Longview has been awarded grant funding under the 2024 State and Local Cybersecurity Grant Program, also referred to as 24SLCGP, to strengthen cybersecurity preparedness and resilience; and

WHEREAS, the City's 24SLCGP Project 1 funds the modernization of the City's Incident Response Plan and the performance of two tabletop exercises to validate incident response procedures and improve coordinated response across City stakeholders; and

WHEREAS, Structured Communication Systems, Inc. has submitted a Statement of Work dated March 11, 2026 for the City of Longview IR and Tabletop project, including an incident response program review, incident response plan modernization, development of incident response playbooks, facilitation of two tabletop exercises with after action reporting, and issuance of a final updated incident response plan; and

WHEREAS, the 24SLCGP award provides one hundred percent funding for this project with no City match requirement and provides reimbursement for eligible City staff time expended on the project; and

WHEREAS, this project supports Council goals including Strengthening Community Safety, Ensuring Fiscal Responsibility and Long Term Financial Stability, Investing in Infrastructure, and Strengthening Governance, Communication, and Engagement; and

WHEREAS, the City Council finds it in the best interest of the City to authorize execution of the agreement so the City may proceed with the grant funded project and associated reimbursements.

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

Section 1, Authorization.

The City Council hereby authorizes the City Manager to execute a professional services agreement with Structured Communication Systems, Inc., and to execute non substantive amendments or administrative documents necessary to implement the agreement, provided such amendments do not increase the not to exceed amount and are consistent with grant requirements, and are approved as to form by the City Attorney.

Section 2, Not to Exceed Amount and Funding Source.

The agreement shall be in an amount not to exceed \$40,000 for contractor and consultant services. The project is funded by the 24SLCGP cybersecurity grant and requires zero local match. The total Project 1 budget is \$43,200, which includes \$3,200 in reimbursable City staff salaries and benefits associated with project participation.

Section 3, Grant Compliance and Reimbursement.

The City Manager or designee is authorized to take actions necessary to comply with grant requirements, including maintaining documentation and submitting reimbursement requests for eligible expenses and staff time consistent with the 24SLCGP award conditions.

Section 4, Effective Date.

This resolution shall take effect immediately upon passage.

ADOPTED by the City Council of the City of Longview, Washington, at a regular meeting thereof held on 04/23/2026.

CITY OF LONGVIEW, WASHINGTON

By: _____

Erik Halvorson, Mayor

ATTEST: _____

Tiffany Ostreim, City Clerk

APPROVED AS TO FORM: _____

James Goodman, City Attorney

SLCGP PROJECT PROPOSAL

Submission Deadline: Friday, July 11, 2025

All applications **MUST BE RECEIVED** by the due date.
 You are encouraged to submit your application before the deadline.
 Late applications **will not be accepted** unless an extension has been requested *before* the due date.

INSTRUCTIONS

- **GREEN worksheet tabs** are for reference, in particular the Ref-Guidance tab and REF-Allowable and Unallowable project-costs tabs.
- **BLUE worksheet tabs** are the Project Proposal and must be filled out.
- Cream colored cells indicate where input is needed
- Proposals are due via email to preparedness.grants@mil.wa.gov *Please do NOT send a PDF version of the Excel workbook.*

TIMELINE

Date	Activity
6/9/2025	Project Proposal form available/shared with entities
6/9/2025 - 7/11/2025	Application period - technical assistance offered as needed
6/17/2025	First application webinar
7/8/2025	Second application webinar
July 11, 2025	APPLICATIONS DUE TO EMD (can submit before) PREPAREDNESS.GRANTS@MIL.WA.GOV
7/12/2025 - 8/29/2025	Projects scored and ranked by the Cybersecurity Planning Committee
9/2/2025	Presentation of projects scored to SLCGP Planning Committee
9/10/2025 - 9/12/2025	Notice of projects selected for funding
January 2026	Grant agreements executed (once funding is released)

QUESTIONS - CONTACT

Primary grant points of contact are below - technical cybersecurity assistance will be forwarded to WaTech subject matter experts as required.

Main Contacts	Position	Phone	Email
Melissa Berry	Program Manager	253-384-7226	melissa.berry@mil.wa.gov
Sierra Wardell	Financial Operations Section Manager	253-512-7121	sierra.wardell@mil.wa.gov
Additional Contacts	Position	Phone	Email
Ben Olson	Program Coordinator	253-512-7224	benjamin.olson@mil.wa.gov
Courtney Bemus	Program Coordinator	253-512-7141	courtney.bemus@mil.wa.gov
Deborah Henderson	Program Coordinator	253-512-7470	deborah.henderson@mil.wa.gov
Jocelyn Overby	Program Coordinator	253-512-7226	jocelyn.overby@mil.wa.gov
Michael Alston	Program Coordinator	253-512-7410	michael.alston@mil.wa.gov
General Information			preparedness.grants@mil.wa.gov

SLCGP APPLICANT INFORMATION

If your project is selected for funding, a grant agreement will be executed between you and the Washington Military Department. The information below will be used to draft the grant agreement.

Entity	City of Longview
Entity Address	1525 Broadway Longview, WA 98632
Project Contact/Grant POC	Mike Sullivan
Title	IT Director
Email	mike.sullivan@ci.longview.wa.us
Phone	360-442-5060 360-957-0615
Alternate Contact	Jon Harbour
Title	IT Engineer
Email	jon.harbour@ci.longview.wa.us
Phone	360-442-5064
UEI #	HUPTBCSMTSB1
UBI #	084-003-807
EIN #	91-6001367
Legislative District(s)	19
Congressional District(s)	3
SWV #	SWV0003149-00
Grant Agreement Signatory	Mike Sullivan
Title	IT Director
Second Signatory (if required)	
Title	
Additional Key Contacts	
Name	Jennifer Wills
Title	City Manager
Email	jennifer.wills@ci.longview.wa.us
Phone	360-442-5001

Subrecipient tips

This information is used to populate the face sheet of your grant agreement. Please ensure all information is accurate and complete.

Unique Entity Identifier	www.sam.gov	1. Verify in SAM.gov that registration is up-to-date
Unified Business Identifier		2. Verify in DOR.wa.gov that UBI is correct
Employer Identification Number		3. EIN/TIN for payment processing (example 91-0123456)
Statewide Vendor Number (SWV)	<i>if you do not have a SWV# then will be</i>	4. SWV Number for payment processing

SLCGP PROJECT PROPOSAL

INSTRUCTIONS: Fill out all cream colored cells as applicable. Not fully addressing the section/question asked may affect scoring of the project. While you should answer questions as clearly as possible, please be careful when including sensitive information.

APPLICANT	City of Longview	
APPLICANT TYPE	Local-Non Rural	<i>INSTRUCTIONS: Rural area is defined as an area encompassing a population of less than 50,000 people that has not been designated in the most recent decennial census as an "urbanized area" by the Secretary of Commerce</i>

INSTRUCTIONS: Provide the project title; must reflect the nature of work to be completed under the project.

PROJECT TITLE	Cyber Incident Response Plan Development and Tabletop Exercise Program	
AMOUNT REQUESTED	\$44,496	Will populate based on budget below.

PROJECT DESCRIPTION

INSTRUCTIONS: Provide a brief narrative describing the project at a high level. Include the activities that will occur as a part of the project. If the project improves an existing solution or existing components of a solution already in use, describe how the new solution will be implemented.

The City of Longview proposes to develop a comprehensive, NIST-aligned Incident Response Plan (IRP) and conduct two scenario-based tabletop exercises (TTEs) to validate and operationalize it. This project supports SLCGP Objectives 1, 2, and 4 by enhancing governance, assessing current capabilities, and mitigating cybersecurity risks.

A vendor-led gap analysis will evaluate existing IR practices against CJIS, NIST-CSF, and CIS18 standards. Based on findings, a new IRP will be created with detailed playbooks, escalation protocols, and response templates to ensure a repeatable and coordinated approach to incidents.

TTE #1 will focus on IT and InfoSec staff, while TTE #2 will include executive leadership and key departments such as HR, Legal, Communications, and Public Safety. Each will be followed by an after-action report with findings and recommendations.

Deliverables include a tested IRP, up to four playbooks, and two completed TTEs. The project strengthens internal capacity, improves coordination, and prepares Longview for future cyber threats.

ALIGNMENT WITH SLCGP OBJECTIVES

*INSTRUCTIONS: The goal of SLCGP is to assist SLT governments with managing and reducing systemic cyber risk. Applicants are required to address how the following program objectives will be met in their applications. Select alignment from the drop down menu for the applicable Objective. **ONLY PICK ONE.***

Yes	OBJECTIVE 1: Develop and establish appropriate governance structures, as well as develop, implement, or revise cybersecurity plans, to improve capabilities to respond to cybersecurity incidents and ensure continuity of operations.
Select	OBJECTIVE 2: State, Local, and Tribal agencies understand their current cybersecurity posture and areas for improvement based on continuous testing, evaluation, and structured assessments.
Select	OBJECTIVE 3: Implement security protections commensurate with risk (outcomes of Objectives 1 & 2)
Select	OBJECTIVE 4: Ensure organization personnel are appropriately trained in cybersecurity, commensurate with responsibility.

APPLICANT GUIDANCE

SLCGP proposals will be evaluated and ranked by the SLCGP Planning Committee based on the criteria scoring scale ([see REF-Project Selection tab](#)).

[Link to Eligibility](#)

Each applicant is limited to three project proposals

MAX characters: 100

Length: 70

Note: If you're applying for more than one project, include the prioritization of the project in the project description.

MAX characters: 1500

Length: 1064

Only pick one

ALIGNMENT WITH WA STATE CYBERSECURITY PLAN

INSTRUCTIONS: Describe how the project aligns with state Cybersecurity Plan and the connection to one or more of the 16 required elements. Include each element by number (e.g. [Element 2]).

The City of Longview's Incident Response Plan Development and Tabletop Exercise project aligns closely with the Washington State Cybersecurity Plan by directly addressing multiple state-defined strategic elements aimed at improving local government resilience and cyber maturity. First, this project advances Element 1: Governance by establishing a formal, NIST-aligned incident response plan (IRP) that defines roles, responsibilities, escalation paths, and decision-making processes. It strengthens the city's internal governance structures and ensures leadership is equipped to respond effectively during a cybersecurity event.

The project supports Element 2: Risk Assessment by conducting a comprehensive gap analysis of existing incident response practices against industry standards and regulatory frameworks (e.g., NIST CSF, CUI, and CIP18). This enables the City to identify vulnerabilities and

[Link to WA State Cybersecurity Plan](#)

GAP BEING ADDRESSED

INSTRUCTIONS: What is the gap the project addresses? Explain the capability assessment which identified the gap and how the project activities will mitigate it.

This project directly addresses a critical gap identified during recent cybersecurity assessments, including the 2024 Nationwide Cybersecurity Review (NCSR) and an external audit performed by AON. Both assessments flagged the City of Longview's current Incident

SUSTAIN/BUILD?

Build

INSTRUCTIONS: Select "build" if this project focuses on starting a new capability or the intent of the project is to close a capability gap. Select "sustain" if the purpose of the project strictly maintains an existing capability at its existing current level.

PREVIOUS AWARDED FUNDING

INSTRUCTIONS:

- Select "no" if you have not received SLCGP funding to date.
- Select "yes" if you have previously received SLCGP funding and continue with input the details of the funded projects.

YES

If you selected "YES":

Funding Year:	2022	Project Title:	Water Treatment Plant Network Security
Funding Year:	Select	Project Title:	Enter title
Funding Year:	Select	Project Title:	Enter title
Funding Year:	Select	Project Title:	Enter title
Funding Year:	Select	Project Title:	Enter title
Funding Year:	Select	Project Title:	Enter title

If this project is selected for funding, how would the outcome integrate and build upon the past funded projects?

This project does not intergrate with any past funded projects. It is a new project that addresses a different area of cybersecurity preparedness.

Note: If you have received prior grant funding (22 or 23SLCGP), please describe how this round of funding would support the work completed (or in progress) under the previous grants.

PROJECT MANAGEMENT

INSTRUCTIONS: Describe the project management and governance structures and processes that will be in place to support the project. Examples include project management resources, methodologies, executive sponsor, steering committee, vendor/contract management, and change control.

The City of Longview will implement a streamlined but accountable project management and governance structure to support the successful execution of the Incident Response Plan Development and Tabletop Exercise project. The IT Director will serve as the Project Manager, overseeing daily coordination, vendor engagement, deliverable tracking, and alignment with grant timelines and requirements. The project will follow a phased Waterfall methodology, moving from initiation through execution and closeout with clearly defined milestones.

The City Manager will serve as the Executive Sponsor, providing strategic oversight and ensuring the project aligns with broader organizational priorities, such as risk management, compliance, and business continuity. Progress will be reported to the sponsor through biweekly status updates and documented checkpoints at key milestones (e.g., completion of IRP draft, scheduling of tabletop exercises).

A virtual steering committee of departmental representatives—including HR, Legal, Communications, Public Safety, and Finance—will be convened during the TTE planning phase to ensure cross-functional input and engagement. These stakeholders will also participate in Exercise #2, reinforcing citywide ownership of the IR process.

Vendor management will be handled in accordance with the City's procurement and contracting policies. The selected vendor (based on prior quotes and qualifications) will deliver scoped services via a written Statement of Work (SOW), and contract performance will be monitored by the IT Director.

PROJECT IMPLEMENTATION

INSTRUCTIONS: Describe the implementation of the project to include resourcing. What have you done to prepare? Will in-house resources be used, or will resources be procured elsewhere? How has organizational change management been factored into the planning and approach?

The City of Longview will implement this project through a hybrid approach that leverages both internal staff and externally procured expertise. The project will be led by the IT Director, who will serve as the internal project manager and primary liaison with the selected vendor. Most deliverables—such as the development of the Incident Response Plan (IRP), playbooks, and tabletop exercise (TTE) facilitation—will be delivered by an external vendor with proven experience supporting public-sector cybersecurity initiatives. Internal resources, including IT, Legal, HR, Communications, and Public Safety staff, will participate in planning discussions, contribute to documentation review, and engage directly in the tabletop exercises.

Preparation for this project has included internal review of the city's outdated 2016 IRP, completion of the 2023 Nationwide Cybersecurity Review (NCSR), an independent audit by AON, and the collection of service quotes from two qualified vendors to inform project scope and budget. The City has also signed up for the required CISA Cyber Hygiene Services in advance, meeting SLCGP reimbursement prerequisites.

Organizational change management has been integrated into the planning by involving key departments early in the process, communicating the project's purpose and benefits, and structuring the TTEs to include executive and cross-departmental participants. The project is intentionally designed to build buy-in, promote shared accountability for cybersecurity, and support a long-term culture of preparedness and

	CRITERIA DESCRIPTION	MASTERY	COMPETENT	ADEQUATE	INSUFFICIENT
Link to Scoring Criteria: Project Management and Governance	For this investment, assess the planned investment's governance and project management approach and resourcing including sponsorship, and management.	For this request, the entity describes governance processes that include appropriately placed executive sponsor, representative steering committee, resourced vendor/contract management.	Mostly aligned with Mastery.	Partially aligned with Mastery.	Application does not contain evidence of executive sponsor, representative steering committee, resourced vendor/contract management, Entity does not have adequate existing governance processes and/or has only nominally considered incorporating them into this investment.
	CRITERIA DESCRIPTION	MASTERY	COMPETENT	ADEQUATE	INSUFFICIENT
Link to Scoring Criteria: Readiness	Assess the planned investment approach and implementation staffing/resourcing, and vendor engagement.	Organizational readiness is well defined and demonstrates planning of resources including project team, SMEs, vendor engagement and other technical and business resources.	Mostly aligned with Mastery.	Partially aligned with Mastery.	Investment narrowly targets organizational needs, and the proposed solution does not demonstrate planning and organizational readiness in all areas that would be impacted by the investment.

PROJECT SCHEDULE

INSTRUCTIONS: Enter the major milestones for the project. Please include at least 3 milestones. See Example.
 - Start date should be no earlier than 12/13/2024
 - End date should be no later than 11/30/2028
 ** If purchasing a maintenance/service agreement separate from a piece of equipment, end date should include full dates covered.

START DATE	END DATE	MILESTONE
1/12/2026		PROJECT START
1/13/2026	1/30/2026	Review of existing IR documentation & processes along with gap analysis/compliance
2/2/2026	2/6/2026	Drafting incident response plan and initial playbooks
2/9/2026	2/13/2026	Review/Finalization of IR Plan + Scenario selection for table-top exercises (TTEs)
2/16/2026	2/20/2026	Conduct Tabletop Exercise #1 (TTE Lite with IT Security Staff)
2/23/2026	2/27/2026	Lessons learned & Plan Adjustments
3/2/2026	3/6/2026	Conduct Tabletop Exercise #2 (Full TTE with Executives + Report)
	3/7/2026	PROJECT COMPLETION

PROJECT BUDGET

INSTRUCTIONS: Enter projected amounts for each budget category under the applicable solution area (POETE element). Enter indirect charges as applicable.

	SOLUTION AREA					TOTAL
	PLANNING	ORGANIZATION	EQUIPMENT	TRAINING	EXERCISE	
Salaries & Benefits	\$800.00	\$800.00		\$600.00	\$1,000.00	\$3,200.00
Supplies	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
Travel/Per Diem	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
Contractor/Consultant	\$10,000.00	\$8,000.00		\$5,000.00	\$17,000.00	\$40,000.00
Passthrough	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment			\$0.00			\$0.00
SUBTOTAL	\$10,800.00	\$8,800.00	\$0.00	\$5,600.00	\$18,000.00	\$43,200.00
Indirect						\$0.00
TOTAL	\$10,800.00	\$8,800.00	\$0.00	\$5,600.00	\$18,000.00	\$43,200.00

M&A

Requirement: Up to 5% of the Project total may be used for management and administration of the project.

Salaries & Benefits	Supplies	Travel/Per Diem	Consultant	Other	Indirect	Total
\$1,296.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,296.00
Indirect included?	Type of back-up	Select				

BUDGET NARRATIVE/ITEMIZED COSTS

INSTRUCTIONS: Provide detail of the projected expenses to include calculations as applicable. The estimated costs should align with the application budget categories (salaries and benefits, supplies, travel/per diem, contractor/consultant, passthrough, other, and equipment) in the Budget Narrative.

The following budget estimates are based on vendor quotes, internal labor projections, and applicable federal grant cost categories. All costs are rounded to the nearest dollar and align with allowable use categories under the SLCGP program.

- 1. Contractor/Consultant – \$33,750
- Incident Response Plan Development – \$9,750
- Lite Tabletop Exercise (TTE #1) – \$10,500
- Comprehensive Tabletop Exercise (TTE #2) – \$13,500

[Link to Period of Performance](#)

Example:

START DATE	END DATE	MILESTONE
3/31/2025		PROJECT START
4/1/2025	4/30/2025	Vendor and competitive bid selection
5/1/2025	5/31/2025	Contract development and execution
6/1/2025	5/31/2026	Implementation & documentation of new software
6/1/2026	6/30/2026	Train staff on new software
	7/1/2026	PROJECT COMPLETION

Requirement: If indirect costs are included in the budget, a copy of the approved indirect cost agreement must be submitted with the application. If an agreement is not required, the rate calculation documents must be submitted. If the de minimis rate is being requested, further approval will be required.

SLCGP PROJECT GUIDANCE

FEDERAL REFERENCES

[Link to FY 2024 State and Local Cybersecurity Grant Program Notice of Funding Opportunity \(NOFO\)](#)

[Link to Home Page | CISA](#)

TOPICS BELOW

[Purpose](#)

[Eligibility](#)

[Federal Funding Available](#)

[Match Requirement](#)

[Requirements and Recommendations](#)

[Period of Performance](#)

[Reimbursement of Costs](#)

[Reporting](#)

SLCGP Purpose

The potential consequences of cyber incidents threaten national security. Strengthening cybersecurity practices and resilience of state, local, and territorial (SLT) governments is an important homeland security mission and the primary focus of the State and Local Cybersecurity Grant Program (SLCGP). Through funding from Infrastructure Investment and Jobs Act (IIJA), also known as the Bipartisan Infrastructure Law (BIL), the SLCGP enables DHS to make targeted cybersecurity investments in SLT government agencies, thus improving the security of critical infrastructure and improving the resilience of the services SLT governments provide their community.

Eligibility

State agencies, local governments, and tribes may apply for funding. At least eighty percent of the funding will be passed through to local/tribal entities. Twenty five percent of the total award will be awarded to rural entities. The following

“Local government” is defined in 6 U.S.C. § 101(13) as

- A) A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments, regional or interstate government entity, or agency or instrumentality of a local government;
- B) An Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation;
- C) A rural community, unincorporated town or village, or other public entity. Per the Homeland Security Act of 2002, a **rural area** is defined in 49 U.S.C. §5302 as an area encompassing a population of less than 50,000 people.

Ineligible subrecipient entities include:

- a. Nonprofit organizations; and
- b. Private corporations.

Federal Funding Available

It is anticipated each year over the next four years funding will be available to WA state under SLCGP. Only FY22-24 are known but the following chart shows projected funding levels for the remaining year.

	Allocation Year	WA State Allocation	State 20%	Local 80%
	FY22	\$3,666,530	\$733,306	\$2,933,224
	FY23	\$7,403,503	\$1,480,701	\$5,922,802
	FY24	\$5,621,825	\$1,124,365	\$4,497,460
PROJECTION	FY25	\$1,769,000	\$353,800	\$1,415,200
		\$18,460,858	\$3,692,172	\$14,768,686

Match Requirement

Each year of SLCGP will have a cost share requirement. In State Fiscal Year 2022 and 2023, the State legislature granted funding for the required cost share. The Washington Military Department has requested additional funding to meet the requirement for the grant over the next biennium, which was granted in May 2025.

All matching costs must be verifiable, reasonable, allocable and necessary, and otherwise allowable under the grant program, and in compliance with all applicable federal requirements and regulations. Unless otherwise authorized by law, the non-federal cost share requirement cannot be matched with other federal funds.

Requirements

Nationwide Cybersecurity Review (NCSR)

The NCSR is a free, anonymous, annual self-assessment designed to measure gaps and capabilities of a SLT's cybersecurity programs. It is based on the National Institute of Standards and Technology Cybersecurity Framework and is sponsored by DHS and the MS-ISAC. Entities and their subrecipients should complete the NCSR, administered by the MS-ISAC, annually with a due date of 12/30. **NOTE: The NCSR is open October-February each year but the due date is the end of December for the grant.**

[For more information, visit Nationwide Cybersecurity Review \(NCSR\) \(cisecurity.org\).](https://www.cisecurity.org)

Recommendations

To quickly improve overall security posture, implement high value security services, and receive valuable information on security threats, the planning committee recommends that grant applicants take advantage of the following:

Cyber Hygiene Services

- **Web Application Scanning** is an "internet scanning-as-a-service." This service assesses the "health" of your publicly accessible web applications by checking for known vulnerabilities and weak configurations. Additionally, CISA can recommend ways to enhance security in accordance with industry and government best practices and standards.
- **Vulnerability Scanning** evaluates external network presence by executing continuous scans of public, static IPs for accessible services and vulnerabilities. This service provides weekly vulnerability reports and ad-hoc alerts.

To register for these services, email vulnerability@cisa.dhs.gov with the subject line “Requesting Cyber Hygiene Services – SLCGP” to get started. Indicate in the body of your email that you are requesting this service as part of the SLCGP.

[For more information, visit CISA’s Cyber Hygiene Information Page.](#)

Cyber Infrastructure Survey (CIS)

The CIS is a free service provided by CISA that evaluates the effectiveness of organizational security controls, cybersecurity preparedness, and the overall resilience of an organization’s cybersecurity ecosystem. This can be done through a self-assessment or with CISA’s assistance. The CIS will provide a baseline that will later be used to show improvement in the information security maturity of the organization based on the proposed project.

[For more information, visit CISA's Cyber Resource Hub information page.](#)

Multi-State Information Sharing and Analysis Center (MS-ISAC) membership

Membership is free. The MS-ISAC receives support from and has been designated by DHS as the cybersecurity ISAC for SLT governments. The MS-ISAC provides services and information sharing that significantly enhances SLT governments’ ability to prevent, protect against, respond to, and recover from cyberattacks and compromises.

[To register, please visit https://learn.cisecurity.org/ms-isac-registration.](https://learn.cisecurity.org/ms-isac-registration)

[For more information, visit MS-ISAC \(cisecurity.org\)](https://cisecurity.org)

IF THE PROJECT IS SELECTED FOR FUNDING

Period of Performance

If the project is selected for funding, each grant agreement will have an end date based on the amount of time needed to complete the project balanced within the FY24 award (end date 12/12/2028). Projects will not be given the max amount of time unless justified.

Reimbursement of Costs

If the project is selected for funding, project expenditures will be reimbursed by submission of a Reimbursement Spreadsheet and an A-19 Invoice Voucher. A Reimbursement Workbook will be emailed to the subrecipient upon execution of the agreement. ***Processing can be expedited if funding is limited by notifying your assigned POC.***

Reporting

If the project is selected for funding, each grant agreement will have a schedule for reporting to ensure the project is on-target. A report template will be emailed to the subrecipient upon execution of the agreement. Reports will be shared with the Planning Committee and compiled into the FEMA required annual report.

SLCGP PROJECT GUIDANCE

Allowable Costs

Expenditures made in support of the funding priorities generally fall into one of the following allowable categories:

- Planning
- Organization
- Equipment
- Training
- Exercises
- Management & Administration (M&A).

• **Planning** - SLCGP funds may be used for a range of planning activities, such as those associated with the development, review, and revision of the holistic, entity-wide cybersecurity plan and other planning activities that support the program goals and objectives and Cybersecurity Planning Committee requirements.

• **Organization** - Organizational activities include: program management, development of whole community partnerships that support the Cybersecurity Planning Committee, structures and mechanisms for information sharing between the public and private sector, and operational support.

• **Equipment** - SLCGP equipment is intended to be used to address cybersecurity risks and cybersecurity threats to information systems owned or operated by, or on behalf of, state and local governments. All equipment must meet all applicable statutory, regulatory, and DHS standards to be eligible for purchase. In addition, subrecipients will be responsible for obtaining and maintaining all necessary certifications and licenses for the requested equipment. Investments in emergency communications systems and equipment must meet applicable SAFECOM Guidance recommendations. The use of SLCGP grant funds for maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees are allowable, unless otherwise noted.

• **Training** - Allowable training-related costs under SLCGP include the establishment, support, conduct, and attendance of training and/or in conjunction with training by other federal agencies. Training conducted using SLCGP funds should align to the eligible entity's Cybersecurity Plan and address a performance gap identified through assessments and contribute to building a capability that will be evaluated through a formal exercise.

• **Exercises** - Exercises conducted with grant funding should be managed and conducted consistent with Homeland Security Exercise and Evaluation Program (HSEEP).

• **M&A** - M&A activities are those directly relating to the management and administration of SLCGP funds, such as financial management and monitoring. Subrecipients may retain a maximum of up to five percent of the awarded funding solely for M&A purposes associated with the SLCGP award.

PROJECT IDEAS

NOTE: the grant is intended to provide "one-time" funding to address current technical gaps. Proposals must consider and address ongoing support costs.

Planning

- Development of an overall cybersecurity program and/or strategic plan
- Planning for response to cyber security events and threats
- Development of incident response plans
- Development of risk management plans
- Continuity of operations (COOP) planning

Assessments, testing, evaluations

- Maturity assessments of existing information security programs
- Tabletop exercises used to improve incident response plans
- Cyber-range exercises to test efficacy of team capabilities and controls

Security Protections - inclusion of the acquisition of licenses, cloud platforms or hardware

- Implementation of technical controls such as multi-factor authentication (MFA)
- Endpoint security controls
- Intrusion detection/prevention
- Migrating to the .gov domain

Training

- Professional training for information security practitioners such as CISSP, HISP, CISM, etc.
- Support for cyber professionals completing advanced degrees (bachelors or masters) in cybersecurity
- Awareness programs and/or platforms for organization employees
- Targeted awareness campaigns for high risk individuals (i.e., executives, political leaders, etc.)
- Phishing simulation platforms

Other

- Multi-jurisdictional projects related to information sharing and/or cybersecurity collaboration activities
 - Projects that incorporate multiple types such as an assessment of cybersecurity gaps accompanied with the proposal to acquire security protective controls to address the gap
-

SLCGP PROJECT GUIDANCE

Ineligible Costs

Grant and match funds **cannot** be used for:

- Anti-Spyware;
- Construction;
- Renovation;
- To pay a ransom;
- To pay for cybersecurity insurance premiums;
- For recreation or social purposes;
- To acquire land or to construct, remodel, or perform alternations of buildings or other physical facilities;
- For any purpose that does not address cybersecurity risks or cybersecurity threats on information systems owned or operated by, or on behalf of, the eligible entity that receives the grant or a local government within the jurisdiction of the eligible entity;
- To supplant state or local funds; however, this shall not be construed to prohibit the use of funds from a grant under this NOFO for otherwise permissible uses on the basis that the SLT has previously used SLT funds to support the same or similar uses; and
- For any recipient or subrecipient cost-sharing contribution.

Subrecipients are subject to the prohibitions described in section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (FY 2019 NDAA), Pub. L. No. 115-232 (2018) and 2 C.F.R. §§ 200.216, 200.327, 200.471, and Appendix II to 2 C.F.R. Part 200, and may not use grant funds to:

- (1) Procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system;
- (2) Enter into, extend, or renew a contract to procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system; or
- (3) Enter into, extend, or renew contracts with entities that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.

FURTHER CLARIFICATION

NOTE: The statute and NOFO specifically restrict the use of SLCGP funds for **construction** and **renovation**, therefore anything that would require an Environmental & Historic Preservation (EHP) review is not an allowable cost. From the NOFO, Section 13. Funding Restrictions and Allowable Costs, Unallowable Costs, "grant funds may not be used for...construction, renovation...remodel, or perform alterations of buildings or other physical facilities." Minor modifications may be permitted under SLCGP, and they include things like making a hole in the wall to attach equipment to building network, power, or internet, replacing existing cabling, or hanging a server rack with servers on a building wall. **Before making any modifications, reach out to your Program Coordinator first.**

Renovation

- Any modifications to existing buildings or structures
- Installing new equipment cabling where new holes are made through walls, floors, or ceilings. Installation of new conduit onto existing walls, ceilings, or floors. Floor raising to install new cabling
- Installation of electrical outlets
- Installation of uninterruptible power supply units (UPS) that involve attaching to floors or walls. And new cabling installed through walls, ceilings, or floors
- Any activities (grant funded or not) that are connected to the grant funded project that involve the building utility infrastructure such as installing new electrical, water, or gas lines
- Installation of generators
- Any installation of new equipment at communications towers or building roofs such as antennas or internet systems such as Starlink or satellite dishes
- Any interior renovations to office spaces that change the layout such as removing walls or creating new walls. Replacing or hardening of doors and windows
- Installation or replacement of fencing and bollards
- Any activities that involve ground disturbances

Training

- Training not at a designated training facility to test the readiness of the nation to prevent or respond to a terrorist attack or a natural or manmade disaster such as Active shooter, Search and Rescue, SWAT, etc.
- Training activities in a water body
- Drone training

WA STATE CYBERSECURITY PLAN

[Link to Washington Cybersecurity Plan](#)

Purpose

This strategy aims to establish a clear vision for the State of Washington's cybersecurity with goals and objectives that address current gaps in cybersecurity. Goals provide high-level themes, objectives provide measurable and attainable milestones needed to achieve maturity toward the goal, and key tasks deliver specific proposed action items that fall underneath each broader goal and objective. While this strategy is a two-year plan, it is a living document that will be reevaluated based on the ever-evolving threat landscape, emerging technologies, and current needs.

Scope

This strategy establishes a framework for a whole-of-state approach to cybersecurity. It is structured to provide clear direction over the next two years for mitigating risks and addressing cyber threats across the state. Partnerships with federal, state, local and private sectors will be utilized and leveraged to accomplish the goals and objectives of the strategy. This plan does not attempt to answer all possible questions concerning cyber response in the state, but merely provides a format and structure for a state response for the SLCGP. This plan should work in collaboration, in support of, or in coordination of existing, adopted security plans.

Goal 1 – Improve the cybersecurity posture of all local governments.

Objectives

- Enhance risk assessment and risk management capabilities within local jurisdictions by improving Nationwide Cybersecurity Review (NCSR) responses to level 5 per the NIST CSF. (SLCGP NOFO elements 12, 141).
- Enhance business continuity (BC) and information technology disaster recovery (IT DR) capabilities within local jurisdictions by improving NCSR responses to level 5 (Implementation in Process) per the NIST CSF. (SLCGP NOFO elements 1, 5, 9)
- Enhance incident response and recovery capabilities within local jurisdictions by improving NCSR responses to level 5 (Implementation in Process) per the NIST CSF. (SLCGP NOFO elements 2, 3)
- Identify best practices for sharing threat intelligence, indicators of compromise and indicators of attack between victims and partner organizations. (SLCGP NOFO element 11)
- Promote industry standards for information security. (SLCGP NOFO element 6)

Suggested Potential Projects

- Jurisdictions or entities may implement Multi-Factor Authentication (MFA). (SLCGP NOFO element 5)
- Facilitate implementation of the .gov domain for all government jurisdictions. (SLCGP NOFO elements 5 and 6)
- Analyze and address state and local government entity risk management gaps. (SLCGP NOFO elements 12, 14)
- Analyze and address state and local government entity incident response plan gaps. (SLCGP NOFO elements 2, 3)
- Analyze and address state and local government entity gaps in threat information sharing. (SLCGP OFO element 11)

Goal 2 – Increase cybersecurity and privacy capacity at the state and local level.

Objectives

- Implement redundant and resilient data storage and transmission systems. (SLCGP NOFO element 7)
- Develop a competent professional IT workforce using standardized curriculum. (SLCGP NOFO element 8)
- Promote a cyber aware culture within state and local jurisdictions through accessible awareness content. (SLCGP NOFO element 8)

Suggested Potential Projects

- Provide financially accessible awareness programs on cybersecurity, privacy and protection of sensitive information and infrastructure systems for SLT employees. (SLCGP NOFO element 8)
- Increase the number of individuals with professional training and certification in cybersecurity, privacy and infrastructure protection within local jurisdictions and entities. (SLCGP NOFO element 8)
- Support participants in higher education programs (bachelor and masters programs) across the state. (SLCGP NOFO element 8)
- Identify opportunities for IT professionals to demonstrate skills and gain experience in real-world and simulated incident response and recovery operations (tabletop and cyber range exercises). (SLCGP NOFO element 3)
- Identify gaps in secure storage and transmission capabilities within state and local entities (SLCGP NOFO element 7)

Goal 3 – Develop enduring partnerships to support cyber resilience across the State of Washington.

Objectives

- Identify coalitions of local jurisdictions to support implementation of identified SLCGP projects. (SLCGP NOFO element 13)
- Work with SLT stakeholders to ensure compatibility of state and local cyber incident response plans. (SLCGP NOFO element 3, 14)
- Invest in the future cybersecurity workforce by conducting outreach on cybersecurity career pathways for K-12, and college

Suggested Potential Projects

- Partner with the Association of County and City Information Services (ACCIS) professionals, the Washington Coalition for Infrastructure Protection and Homeland Resilience (WA-CIPHR), and other organizations throughout the state to identify opportunities to improve cybersecurity statewide. (SLCGP NOFO element 14)
- Assist with the development and review of local jurisdictional cybersecurity programs and plans. (SLCGP NOFO element 14)
- Partner with national organizations and federal partners (including the FBI, Cybersecurity and Infrastructure Security Agency [CISA], Secret Service, Multi-State Information Sharing and Analysis Center [MS-ISAC], and the National Initiative for Cybersecurity Education [NICE]) to harness best-practices and information sharing.
- Work with state higher education institutions, and non-governmental organizations to improve workforce development and resources. (SLCGP NOFO element 8)

Goal 4 – Effectively use existing funds and identify sustainable funding options.**Objectives**

- Demonstrate progress towards cyber risk reduction at the end of each funding cycle. (SLCGP NOFO element 10)
- Amplify the reach of projects by prioritizing those that can be extrapolated and shared with other jurisdictions. (SLCGP NOFO element 10)
- Leverage state master contracts to support accessible pricing for cyber resilience products, platforms, and solutions to all jurisdictions throughout Washington State. (SLCGP NOFO element 4)
- Apply values of equity when prioritizing proposed projects from local jurisdictions or entities. (Appendix E: Alignment with

Suggested Potential Projects

- Develop outreach products for elected officials and executive personnel to clearly communicate funding needs for cyber related projects. (SLCGP NOFO element 10)
- Equitably distribute funds to areas of highest need and prioritize underserved jurisdictions. (SLCGP NOFO element 10, 15)

All projects selected for funding must tie to the state's Cybersecurity Plan, address an identified gap or need, and support one of the required plan elements. Completion of the projects will demonstrate the implementation of the Plan over time.

REQUIRED PLAN ELEMENTS

1. Manage, monitor, and track information systems, applications, and user accounts owned or operated by, or on behalf of, the state or local governments within the state, and the information technology deployed on those information systems, including legacy information systems and information technology that are no longer supported by the manufacturer of the systems or technology. Reimbursement Spreadsheet and an A-19 Invoice Voucher. (A Reimbursement Workbook will be
2. Monitor, audit, and track network traffic and activity transiting or traveling to or from information systems, applications, and user accounts owned or operated by, or on behalf of, the state or local governments within the state.
3. Enhance the preparation, response, and resilience of information systems, applications, and user accounts owned or operated by, or on behalf of, the state or local governments within the state, against cybersecurity risks and cybersecurity
4. Implement a process of continuous cybersecurity vulnerability assessments and threat mitigation practices prioritized by degree of risk to address cybersecurity risks and cybersecurity threats on information systems, applications, and user accounts owned or operated by, or on behalf of, the state or local governments within the state.
5. Ensure that the state or local governments within the state, adopt and use best practices and methodologies to enhance cybersecurity, discussed further below. The following cybersecurity best practices under required element 5 must be included in each eligible entity's Cybersecurity Plan:
 - Implement multi-factor authentication;
 - Implement enhanced logging;
 - Data encryption for data at rest and in transit;
 - End use of unsupported/end of life software and hardware that are accessible from the Internet;
 - Prohibit use of known/fixed/default passwords and credentials;

- Ensure the ability to reconstitute systems (backups); and
- Migration to the .gov internet domain

Additional best practices that the Cybersecurity Plan can address include:

- The National Institute of Standards and Technology (NIST) Cybersecurity Framework;
- NIST's cyber chain supply chain risk management best practices; and
- Knowledge bases of adversary tools and tactics.

6. Promote the delivery of safe, recognizable, and trustworthy online services by the state or local governments within the state, including through the use of the .gov internet domain.

7. Ensure continuity of operations of the state or local governments within the state, in the event of a cybersecurity incident, including by conducting exercises to practice responding to a cybersecurity incident.

8. Use the National Initiative for Cybersecurity Education (NICE) Workforce Framework for Cybersecurity developed by NIST to identify and mitigate any gaps in the cybersecurity workforces of the state or local governments within the state, enhance recruitment and retention efforts for those workforces, and bolster the knowledge, skills, and abilities of personnel of the state or local governments within the state, to address cybersecurity risks and cybersecurity threats, such as through

9. Ensures continuity of communication and data networks within the jurisdiction of the state between the state and local governments within the state in the event of an incident involving those communications or data networks.

10. Assess and mitigate, to the greatest degree possible, cybersecurity risks and cybersecurity threats relating to critical infrastructure and key resources, the degradation of which may impact the performance of information systems within the jurisdiction of the state.

11. Enhance capabilities to share cyber threat indicators and related information between the state, local governments within the state, and CISA.

12. Leverage cybersecurity services offered by the Department (See Appendix G for additional information on CISA resources and required services and membership).

13. Implement an information technology and operational technology modernization cybersecurity review process that ensures alignment between information technology and operational technology cybersecurity objectives.

14. Develop and coordinate strategies to address cybersecurity risks and cybersecurity threats. Local governments and associations of local governments within the state should be consulted. Cybersecurity Planning Committees should also consider consulting neighboring entities, including adjacent states and countries.

15. Ensure adequate access to, and participation in, the services and programs described in this subparagraph by rural areas within the state.

16. Distribute funds, items, services, capabilities, or activities to local governments.

PROJECT SELECTION CRITERIA

Each year, WaTech is required by RCW 43.88.092 to evaluate proposed information technology budget requests and establish priority rankings of the proposals. Questions posed are based on industry best practice, statewide technology policy and strategy, and lessons learned from prior state projects. The scoring criteria for SLCGP funding is based on this process used by WaTech to rank the diverse IT projects for funding.

Process: Volunteers from the Planning Committee or their proxies will score and rank the projects, preparing a ranked list. From that list, the Planning Committee will decide which projects to recommend to the State Chief Information Officer who will have the final decision of which projects are funded.

CRITERIA: JURISDICTION READINESS

Subcriteria: Due Diligence

Assess the evidence of needs assessment, high-level requirements, and feasibility study, or similar due diligence, to understand needs and research and selected technology solution.

Scoring Scale

- **Mastery:** Investment demonstrates complete due diligence with a thorough needs assessment that includes high level requirements, feasibility study or vendor market research analysis to support the investment.
- **Competent:** Mostly aligned with Mastery.
- **Adequate:** Partially aligned with Mastery.
- **Insufficient:** There is limited or non-existent documentation on needs assessment, high level requirements, feasibility study or market research to support the investment. The entity has not engaged with a vendor for a credible plan and quote.

Subcriteria: Project Management and Governance

Assess the projects governance and project management plan including project sponsor, technical and business SME's, internal and vendor resourcing plan, staffing/resourcing, tracking progress on stated outcomes, and vendor/contract management

Scoring Scale

- **Mastery:** For this request, entity describes governance processes that include appropriately placed executive sponsor, representative steering committee, and vendor/contract management. Organizational change management has been factored into planning and approach. Budget includes independent quality assurance as appropriate.
- **Competent:** Mostly aligned with Mastery.
- **Adequate:** Partially aligned with Mastery.
- **Insufficient:** Application has no mention of an executive sponsor or steering committee. Entity does not have adequate existing governance processes or resource planning.

Subcriteria: Measurable business outcomes

Assess the presence of anticipated cybersecurity outcomes, measures and targets as a result of this investment.

Scoring Scale

- **Mastery:** Investment is focused on providing customer value, security. For public services, the user experience is primary. For entity investments, provides tangible and measurable benefits and outcomes to entity users. Investment plan includes input from customer stakeholders and addresses methods to incorporate user experience/feedback.
- **Competent:** Mostly aligned with Mastery.
- **Adequate:** Partially aligned with Mastery.
- **Insufficient:** Investment is being implemented in isolation from customers and end users. There is no demonstrated plan for incorporating citizen or customer feedback. There are no tangible and measurable performance benefits and outcomes identified.

CRITERIA: **URGENCY**

Subcriteria : Taken into consideration when ranking request

During evaluation and ranking process, the Planning Committee will consider the urgency of the project request. Entities need to describe urgency of implementing the IT cybersecurity investment in this cycle and impacts if effort doesn't proceed as planned.

Scoring Scale

- **Mastery**: Investment addresses a currently unmet, time-sensitive legal mandate or addresses audit findings requiring urgent action. Identify the mandate or audit finding.
- **Competent**: Investment addresses imminent failure of a system or infrastructure.
- **Adequate**: Investment addresses an entity's technical debt of aging systems and provides an opportunity for modernization.
- **Insufficient**: Investment provides an opportunity to improve services or enhanced functionality however does not address imminent risk.



CORPORATE HEADQUARTERS
9200 SE Sunnybrook Blvd. Ste. 300
Clackamas, OR 97015
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Fax: (503) 513-4600

3/11/2026

Mike Sullivan
IT Director
City of Longview
1525 Broadway
Longview, WA 98632

**Reference: City of Longview - IR and Tabletop
Project ID: 202602-115584**

Dear Mike:

Structured Communication Systems, Inc. is pleased to present this Statement of Work for your review, approval and signature. Our Engineer, Chris Green, has prepared this Statement of Work to describe the IRP revision and tabletop exercise project.

For your convenience, we have provided a checklist of the items required to execute this Statement of Work.

Statement of Work _____ (to be signed and returned in its entirety)
Customer Purchase Order _____ (City of Longview provided)

Please complete and fax the documents noted above to:

Scott Chung
Structured Communication Systems, Inc.
Order Fax (888) 729-0997

We appreciate the opportunity to submit this proposal and look forward to working with you. Please call me if you have any questions.

Sincerely,

Scott Chung
Senior Director of Sales

Structured Communication Systems, Inc.

Statement of Work

For

City of Longview - IR and Tabletop

Project ID: 202602-115584

Revision 1.2

3/11/2026

Provided by: Structured's GRC Practice

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Client: Mike Sullivan
IT Director
City of Longview
1525 Broadway
Longview, WA 98632
Tel: 360-442-5060
E-mail: mike.sullivan@ci.longview.wa.us

Provider: Scott Chung
Senior Director of Sales
Order Fax: (888) 729-0997
E-mail: schung@structured.com

1 Confidentiality Agreement

This Statement of Work contains information from Structured Communication Systems, Inc, that is confidential and privileged. The information is intended for the private use of City of Longview in evaluating Professional Services partners. By accepting this Statement of Work you agree to keep the contents of this document in confidence and not copy, disclose, or distribute without written request to and written confirmation from Structured Communication Systems, Inc. If you are not the intended recipient, be aware any disclosure, copying, or distribution of the contents of this document is prohibited.

2 Description of Scope and Professional Services

Based upon discussions held between the City of Longview, Washington (“City of Longview”) and Structured Communication Systems, Inc. (“Structured”), the City of Longview wishes to engage Structured to review, modernize, and operationalize the City of Longview’s Incident Response Program, including updating the Incident Response Plan (IRP), developing incident response playbooks, and conducting tabletop exercises to validate response procedures.

The City of Longview’s current incident response documentation was originally developed in 2014 and provides a foundational framework but requires updates to align with current cybersecurity threats, cloud and identity-based attack vectors, and modern incident response practices. Structured will speak with stakeholders and review the existing documentation to evaluate the current state of the program and update the Incident Response Plan to align with the City of Longview’s current operating environment and relevant regulatory considerations including Washington State WaTech guidance, CJIS Security Policy requirements, and applicable PCI considerations.

Structured will update and modernize the Incident Response Plan (IRP) to include both governance policy and operational response procedures. This effort will include defining a formal Incident Response Team (IRT) structure, documenting roles and responsibilities, establishing incident severity classification and escalation procedures, and defining processes for incident identification, containment, eradication, recovery, and stakeholder notification. The updated IRP will also incorporate coordination procedures with the City of Longview’s 24x7 managed Security Operations Center (SOC).

In addition to the core IRP update, Structured will develop incident response playbooks addressing common cybersecurity incidents relevant to municipal operations. Each playbook will provide operational guidance for incident detection, containment, investigation, and coordination with the City of Longview’s managed Security

Operations Center (SOC), communication procedures, and recovery validation steps. The playbooks and updated Incident Response Plan will also incorporate supporting processes for incident triage and severity determination, escalation and decision-making workflows, internal and external communications, digital evidence handling and forensic readiness, and validation of system restoration and service recovery, ensuring the City of Longview has a comprehensive and operationally effective incident response capability.

Playbooks will address the following incident scenarios:

- Ransomware Incident
- Email Fraud and Account Takeover
- Credential Harvesting and Phishing
- Cloud Identity Compromise (Microsoft 365 / Entra ID)
- Privileged Account Misuse or Compromise
- Malware Infection and Endpoint Compromise
- Sensitive Data Exposure or Exfiltration
- Lost or Stolen Device Security
- Third-Party Service Provider Security Incident
- Insider Misuse or Unauthorized Access
- Service Availability Disruption (Denial-of-Service or System Outage)
- Operational Technology / Industrial Control System Security Incident

Following completion of the Incident Response Plan and playbook development, Structured will conduct two (2) facilitated tabletop exercises designed to evaluate the City of Longview's incident response readiness. The first tabletop exercise will focus on technical incident response activities and will simulate a ransomware incident initiated through a phishing or credential compromise scenario. The second tabletop exercise will simulate a city-wide operational incident, incorporating broader organizational participation and decision-making, and may include impacts to financial systems, critical municipal services, or operational technology environments such as water treatment and distribution infrastructure.

After the tabletop exercises are completed, Structured will deliver a written report summarizing observations, response gaps, and recommended improvements to the Incident Response Plan and response procedures. Structured will present the findings to the City of Longview and, upon approval, incorporate agreed-upon updates into the Incident Response Plan.

Any services, tasks, or other responsibilities not specifically identified within this document are out of scope.

3 Structured Deliverables

Structured will provide the Deliverables listed below to City of Longview during and upon completion of the project. City of Longview's acceptance of all listed Deliverables will complete Structured's responsibility for this project. To indicate acceptance, City of Longview will sign the Deliverable Acceptance Form.

1. Incident Response Program review
2. Incident Response Plan modernization update
3. Development of 12 Incident Response Playbooks

4. Facilitation of 2 tabletop exercises and after-action reports
5. Final Incident Response Plan update

4 City of Longview Deliverables

City of Longview will provide the following to Structured in order to ensure a successful implementation. Delay in providing these requirements will impact Structured's ability to complete this project in a timely manner.

1. Existing plans and documentation.
2. Access to stakeholders to understand the current environment and processes.
3. Coordinating a meeting for the tabletop exercises across the organization.

5 General Project Assumptions

Successful completion of this engagement is contingent upon City of Longview's performance of its responsibilities and the accuracy of the assumptions set out below. To the extent (i) City of Longview fails to meet its obligations under this Statement of Work or (ii) the assumptions identified below are not accurate, timelines and milestone dates shall be reasonably adjusted and any additional services required as a result will be billed to, and paid for by, City of Longview at Structured's standard rates on a time and materials basis, unless otherwise agreed by the parties.

- Structured Consultant(s) will have adequate administrative access and connectivity to perform the tasks required for the project.
- Existing relevant documentation, diagrams, and/or interviews with key staff will be provided by City of Longview to ensure timely delivery of product.
- City of Longview will provide the necessary resources (equipment, staff) required for all deliverables.
- All communications, which affect the technical aspects of the project, must be directed through the Structured Project Manager.
- Any additional labor or materials requested by City of Longview, not included in the scope of this Statement of Work will constitute a Change Request.
- Adequate staffing and project management is included in this response. If City of Longview unexpectedly accelerates the stated time line in their request, a Change Order may be generated to cover additional staffing or overtime to meet the new deadlines.
- Any work beyond that stated in this Statement of Work must be mutually agreed to by City of Longview and Structured and will be performed at the standard hourly rate.
- Any on-site skill transfer supplements, but does not replace, the manufacturer's formal system implementation and administration classes.
- No formal end user training is included in this Statement of Work. Formal end user training is available from vendor authorized training centers for an additional cost.

- City of Longview will provide timely management decisions, approvals and acceptances as reasonably requested by Structured.
- City of Longview will provide assistance as reasonably requested by Structured to obtain timely services and cooperation from any third party providers that are providing products or services to City of Longview that are related to, interact with, or are necessary for the Services.
- City of Longview will appoint a single project manager to operate as the day-to-day point of contact and management decision-maker for this project.

6 Change Control and Cancellations

6.1 Change Control

Both Structured and City of Longview must approve any changes to the schedule, tasks, deliverables, terms, or pricing presented in this document. To request a change, the requesting party (Structured or City of Longview) must provide a Change Order to the other party in writing. The Structured Project Manager will review the Change Order and its impact on the project. If both parties agree to the Change Order, the Project Manager will incorporate the change into the project plan and manage the change accordingly.

6.2 Cancellation

City of Longview will make all reasonable efforts to notify Structured of any cancellation or postponement of the services to be performed under this Statement of Work. If City of Longview does not notify Structured of the cancellation of a mutually agreed upon service appointment, then Structured will charge a cancellation fee equal to a minimum of two (2) hours of the prevailing standard hourly rate. Cancellation shall not relieve City of Longview's obligation to pay all fees and expenses that have accrued due to preparation for the service.

7 Professional Service Scheduling and Fees

7.1 Initiation of Work and Scheduling

Once Structured has received a signed Statement of Work, Structured will identify the staffing for this project within two weeks. Project staffing and activities will be scheduled based upon the date the signed Statement of Work is received by Structured. Structured staff will work with City of Longview to determine the project schedule and estimated completion date.

7.2 Staff and Credentials

The Structured staff consists of consultants with a broad range of practical engineering backgrounds and expertise. Structured will draw upon this extensive pool of engineering talent to meet the diverse technical

requirements of today's complex network and server environments. Structured will determine the appropriate staff to assign to the project based upon the requirements of the engagement and the experience, skills and availability of the Structured engineering staff. Structured is uniquely qualified to undertake this project because of Structured's extensive experience designing, implementing, and optimizing complex networks in the distributed, multi-protocol computing environment.

7.3 Estimated Consulting Charges

Consulting charges are estimated based on the project as defined in this Statement of Work. The hourly rate for this effort will be \$250 per standard business hour. All durations and prices quoted herein are estimates only. Work will be billed at actual costs incurred. All services are provided during standard business hours (Monday-Friday, 8AM-5PM) excluding company holidays. Any work done outside of this time period will be billed at one and one-half times the standard hourly rate.

Should the scope of the engagement go outside the contents of this Statement of Work and require additional consulting hours, these hours will be billed on an hourly basis to City of Longview at the rate of \$250 per standard business hour. Any items that fall outside the scope of this project should be reviewed and agreed to with a written Change Order signed by Structured and City of Longview prior to starting the additional work.

Professional Services Description	List Price	Est. Duration	Est. Cost
Incident Response Program Assessment, Document Review, & IR Plan Modernization	\$250	80 Hours	\$20,000
Incident Response Playbook Development	\$250	50 Hours	\$12,500
Tabletop Exercise Development, Facilitation, & Reporting	\$250	24 Hours	\$6,000
Total Estimated Project Cost		<u>154 Hours</u>	<u>\$38,500</u>

7.4 Travel & Expenses

No travel expenses are anticipated.

7.5 Invoice Instructions

An invoice for the Professional Services described in this Statement of Work will be sent to City of Longview on a weekly basis as services are performed. Commencement of a project may occur prior to the arrival of Structured's personnel at the customer's location due to planning and preparation activities.

City of Longview instructs Structured to submit the invoice and accompanying documentation to:

Name		Copy to:
Address		
Phone		
Fax		
Purchase Order #		

- Prices are valid for 30 days from the date of this Statement of Work.
- City of Longview representative signature below hereby attests and acknowledges that in the event that his/her company does not issue a Purchase Order prior to commencement of the service listed herein, this Agreement shall serve as the Purchase Order for this effort
- Client identified in this statement of work acknowledges and agrees that by signing this statement of work or issuing a purchase order referencing this statement of work that such statement of work will be subject to the Structured Standard Terms and Conditions, which can be found at: <http://www.structured.com/terms/>

Accepted and Agreed to by:

for
City of Longview

for
Structured Communication Systems, Inc.

Signature of Authorized Signatory

Signature of Authorized Signatory

Printed Name of Signatory

Printed Name of Signatory

Title

Title

Date

Date



City of Longview Agenda Summary Sheet

1525 Broadway
Longview, WA 98632
www.mylongview.com

AGENDA TITLE:

RESOLUTION NO 2620 ACCEPTING THE 2025 ANNUAL REPORT FROM THE PDA TO COUNCIL

DATE: April 23, 2026

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Growth & Economic Opportunity

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

LMC 2.71.220 provides that the Public Development Authority (PDA) shall file an annual report with the City Clerk and the City Council detailing its assets and liability, and summarizing its significant accomplishments, and projects and activities to be undertaken during the current year. The PDA has drafted and approved the attached annual report.

RECOMMENDED ACTION:

Motion to adopt Resolution No. 2620

STAFF CONTACT:

Brian Magnuson, PDA Chairman
Tammi Edwards, Executive Assistant

**A RESOLUTION ACCEPTING THE LONGVIEW PUBLIC DEVELOPMENT
AUTHORITY'S 2025 ANNUAL REPORT TO THE CITY COUNCIL**

WHEREAS, the City of Longview has created the Longview Public Development Authority (PDA) for the purpose of economic development and focus on implementation of the Cowlitz County Event Center Master Plan; and

WHEREAS, LMC 2.71.220 provides that the PDA shall file an annual report with the city clerk and the city council detailing its assets and liabilities, and summarizing its significant accomplishments, and projects and activities to be undertaken during the current year.

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

Section 1. The City Council accepts the 2025 annual report of the Longview Public Development Authority, attached to this Resolution as Exhibit A and incorporated by this reference.

PASSED by the City Council of Longview, Washington, and approved by its Mayor this 23rd day of April, 2026.

Mayor

ATTEST:

City Clerk

2025 Longview Public Development Authority

Annual Report to the Longview City Council

In accordance with LMC 2.71.220, the Longview Public Development Authority makes this annual report to the Longview City Council for the year 2025.

Statement of assets and liabilities:

See attached balance sheet

Income and expenditures:

See attached balance sheet

Changes in financial position during the previous year:

See attached Income Statement

Summary of significant accomplishments:

We continue to work with the hotel developer on the planned 100 room hotel on the 1.8 acres east of the Conference Center.

A Request for Proposals (RFP) was opened in July 2025 and unfortunately, no responses were received. Board members continue to reach out to hotel flag representatives.

List of depositories used:

Heritage Bank, Longview, Washington

Projected operating budget for the current fiscal year:

See attached

A summary of the projects and activities to be undertaken during the current year:

With two Public Development Authority board members also on the Cowlitz Public Facilities District (PFD) board, we continue to support the PFD with updating the 2010 Master Plan for the 48 acres at the fairgrounds. In November 2025, the PFD completed the new gateway entrance off Washington Street at 5th Avenue for the Conference Center and access to the hotel site. The PFD also completed the preliminary design phase of the proposed multi-purpose sports complex in December. The facility is proposed to be located on the west side of the 7th Avenue Cowlitz County Event Center site. Several community charrettes were held with local club sports, youth sports, school districts, and community members participating in the charrettes expressing the need and support for the PFD to continue pursuit of the initiative. The facility is envisioned to be a catalyst for economic development in Cowlitz County and will provide additional market opportunity for the hotel project.

A list of authority officials and a list of officials bonded:

Board members:

Brian Magnuson, Chair

Holly McShane, Secretary

Bob Gregory

George Raiter (term ended 02/19/2025)

Dave Futcher (term began 04/10/2025)

Dave Andrew

Executive Director: n/a

Presented this 21st Day of April, 2026

Brian Magnuson, Chairman

Longview Public Development Authority

BALANCE SHEET

As of December 31, 2025

	2025	2024
Assets:		
Cash	\$ 8,087	\$ 11,763
Receivables (net)		
Due from other governments	<u>-</u>	<u>-</u>
Total assets	<u>8,087</u>	<u>11,763</u>
Liabilities and fund balance		
Liabilities:		
Accounts payable	<u>-</u>	<u>-</u>
Total liabilities	<u>-</u>	<u>-</u>
Fund balance:		
Unreserved	<u>8,087</u>	<u>11,763</u>
Total fund balance	<u>8,087</u>	<u>11,763</u>
Total liabilities and fund balance	<u>\$ 8,087</u>	<u>\$ 11,763</u>

PUBLIC DEVELOPMENT AUTHORITY FUND BALANCE

Date: 12/31/25

BEGINNING BALANCE - 12/31/2024	11,763.38
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<u>Date:</u>	<u>Payee:</u>	<u>Amount</u>
1/31/2025	Heritage bank (credit interest)	0.20
2/28/2025	Heritage bank (credit interest)	0.18
3/31/2025	Heritage bank (credit interest)	0.20
4/30/2025	Heritage bank (credit interest)	0.18
5/31/2025	Heritage bank (credit interest)	0.16
6/30/2025	Heritage bank (credit interest)	0.15
7/31/2025	Heritage bank (credit interest)	0.16
8/31/2025	Heritage bank (credit interest)	0.16
9/30/2025	Heritage bank (credit interest)	0.15
10/31/2025	Heritage bank (credit interest)	0.15
11/29/2025	Heritage bank (credit interest)	0.14
12/31/2025	Heritage bank (credit interest)	0.14

Total Receipts....	1.97
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<u>Date:</u>	<u>Check No:</u>	<u>Vendor:</u>	<u>Amount</u>
4/18/2025	103	Walker Insurance	2,436.79
10/3/2025	104	Walker Insurance	824.54
12/16/2025	105	State Auditor's Office	417.30

Total Disbursements....	3,678.63
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PDA BALANCE -	8,086.72
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**STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE**

For the year ended December 31, 2025

	2025	2024
<hr/>		
Revenues:		
Intergovernmental	\$ -	\$ -
Miscellaneous:		
Interest earnings	2	1
Other miscellaneous		12,600
Total revenues	<u>2</u>	<u>12,601</u>
Expenditures:		
Current:		
Economic environment	3,679	838
Capital outlays	-	-
Total expenditures	<u>3,679</u>	<u>838</u>
Excess (deficiency) of revenues over (under) expenditures	(3,677)	11,763
Other financing sources (uses):		
Proceeds of general fixed assets	-	-
Operating transfers in	-	-
Operating transfers out	-	-
Total other financing sources (uses)	<u>-</u>	<u>-</u>
Excess (deficiency) of revenues and other financing sources over (under) expenditures and other financing uses	(3,677)	11,763
Fund balance, January 1	11,763	-
Fund balance, December 31	<u>\$ 8,087</u>	<u>\$ 11,763</u>

RESOLUTION NO. 26-001

A Resolution adopting the Longview Public Development Authority's budget for calendar year 2026; providing for an effective date of January 1, 2026.

The Board of the Longview Public Development Authority do resolve as follows:

Section 1. That the Longview Public Development Authority budget for the current calendar year of 2026, as the same now appears on file with the Secretary of the Board, and the same is hereby, in all respects, adopted and approved.

Section 2. That the following are the separate totals for revenues anticipated for the calendar year 2026:

<u>Revenues</u>	<u>2026</u>
Intergovernmental Revenues	\$25,000.00

Section 3. That the following are the separate totals for the total dollar appropriation for the calendar year 2026:

<u>Appropriation</u>	<u>2026</u>
Supplies & Services	\$25,000.00

Section 4. That the Board Secretary be, and is hereby authorized and directed to transmit to the Washington State Auditor's Office a copy of the budget, as adopted.

Section 5. This Resolution shall be in full force and effect upon approval by the Board.

Approved by the Board this ____ day of April, 2026.

Approved by the Board President this _____ day of April, 2026.

PRESIDENT

ATTEST:

SECRETARY

APPROVED AS TO FORM:

Board Attorney



City of Longview

Agenda Summary

SET A PUBLIC HEARING FOR PUBLIC COMMENT ON THE CITY'S ANNUAL ACTION PLAN ON MAY 28TH, 2026.

RECOMMENDED ACTION:

SET A PUBLIC HEARING FOR MAY 28TH, 2026.

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Strengthening governance, communication and engagement

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

The United States Department of Housing and Urban Development (HUD) allocates federal funding on annual basis for the HOME Investment Partnerships and Community Development Block Grant programs. These funds are used for Low to Moderate income housing development, homeowner rehabilitation, public services, economic development, public facility improvements, economic development, and other eligible activities. As a requirement HUD mandates that the city submit an Annual Action Plan (AAP). The AAP informs HUD of planned activities that will use the allocated funding to ensure compliance with the City's five-year consolidated plan. HUD requires that a public hearing be held to allow constituents to comment on the city's AAP.

STAFF CONTACT:

Kenny Robinson. Program Coordination Specialist

Attachments: None



City of Longview

Agenda Summary

HOPE VILLAGE FOLLOW-UP DISCUSSION

RECOMMENDED ACTION:

WHILE NO FORMAL ACTION IS REQUIRED, STAFF ARE SEEKING DIRECTION FROM COUNCIL SHOULD THEY WISH TO PROVIDE IT BASED ON THE INFORMATION PRESENTED

DATE: April 23, 2026

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

- Community Safety
- Empowered & Connected Community
- Vibrant Neighborhoods & Public Spaces
- Growth & Economic Opportunity
- Future-Ready infrastructure
- Community First Service
- Responsible & Honest Governance

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

On October 1, 2025, the City of Longview paused operations at Hope Village. At that time, City Council directed staff to return with a follow-up discussion to better understand impacts, trends, and outcomes following the closure at six months.

This item fulfills that direction and reflects the Council’s additional guidance at the recent Council Summit to hold this discussion on April 23, 2026.

In January 2026, the City convened community and faith-based partners, along with internal staff, to gather early observations following the closure. That conversation highlighted initial changes within the City, ongoing service needs, and emerging gaps, while reinforcing the City’s municipal role in public safety, policy implementation, and coordination with regional partners. This six-month follow-up provides an opportunity for the Longview Police Department and the City’s Behavioral Health Unit to report out on current conditions and trends observed since that January discussion. The focus will be on:

- Observed changes in public safety, enforcement, and activity in public spaces
- Trends in contacts, service connections, and behavioral health engagement
- Operational impacts to staff and available resources
- Ongoing challenges, gaps, or emerging needs

Staff will also provide an overview of the current costs associated with maintaining the site in its closed status while still in service.

RECOMMENDED ACTION:

While no formal action is required, staff are seeking direction from Council should they wish to provide it based on the information presented.

STAFF CONTACT:

City Manager Jennifer Wills

Attachments:

1. 2561 Task Force Community Meeting Recap 1.6.26

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:

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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.

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- 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

STAFF UPDATE - COWLITZ COUNTY ANIMAL SHELTERING

RECOMMENDED ACTION:

RECEIVE UPDATE ON ANIMAL SHELTERING; PROVIDE DIRECTION TO STAFF TO INITIATE ZONING CODE UPDATE

COUNCIL INITIATIVE ADDRESSED:

Strengthening Community Safety
Ensure Fiscal Responsibility and Long-Term Financial Stability

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

At its recent meeting on March 26th, Council directed staff to meet with Cowlitz County to better understand their plans for providing temporary animal control-related sheltering. Council also requested a follow-up at the April 23rd meeting outlining the proposed plan, anticipated timeline, and how the City of Longview may be able to support the effort.

A meeting was held with Commissioner Dahl, Sheriff Thurman, and County staff, along with Mayor Halvorson, City Manager Wills, Police Chief Huhta, Community Development Director Little, and Public Works Director/Asst. City Manager Collins. The group toured the County's proposed site and discussed the proposed plan. The proposed location is at 1635 3rd Avenue, in an existing building currently used for youth corrections work crews and evidence storage. The structure is approximately 95 feet by 38 feet and consists of free-span web steel construction. The County's preliminary concept is to remodel the building to accommodate approximately 17 kennels.

The scope of work discussed includes:

- Design and engineering
- Permitting
- Construction of an overhang for dog runs
- Roof repairs
- Electrical upgrades
- HVAC installation
- Sewer and water connections
- Floor drains
- Site work and restoration
- Concrete work
- Siding repairs
- Interior wall construction
- Interior plumbing
- Kennel installation
- Security system

The County is currently advancing design and cost estimates and will share those with the City once available. There was also discussion around the potential for some work to be self-performed to help control costs and potentially accelerate delivery.

In addition to the physical improvements, the site is not currently zoned for this type of use. The City will need to work with the County to amend the municipal code or establish an appropriate special use allowance.

Pursuant to LMC 19.81.010, City Council can choose to initiate an amendment to the zoning code upon its own order. If this direction is given, staff will begin preparing the necessary text amendments(s) and initiate the process to amend the zoning code. Zoning amendments require both Planning Commission review and City Council approval prior to enactment. The earliest dates available would be the June 3rd Planning Commission and July 14th City Council meetings, respectively.

At this stage, a firm timeline and cost have not been established. However, based on the scope of work and required approvals, it appears the facility is likely several months away from becoming operational.

**FINANCIAL SUMMARY:**

None

STAFF CONTACT:

Chris Collins, Public Works Director/ Asst. City Manager

Attachments: None