



# City of Longview

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

## City Council

*Mayor MaryAlice Wallis  
Mayor Pro Tem Michael Wallin  
Council Member Ruth Kendall  
Council Member Chet Makinster  
Council Member Steve Moon  
Council Member Christine Schott  
Council Member Hillary Strobel*

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Thursday, March 19, 2020

6:00 PM

2nd Floor, City Hall

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

1. CALL TO ORDER

2. WORKSHOP

20-000175 RESOLUTION NO. 2323 – CONFIRMING THE DECLARATION OF EMERGENCY  
PROCLAMATION – STATE OF CIVIL EMERGENCY

RECOMMENDED ACTION:

MOTION TO APPROVE RESOLUTION NO. 2323 – DECLARATION OF EMERGENCY  
PROCLAMATION – STATE OF CIVIL EMERGENCY.

20-000174 POLICE RECORDS MANAGEMENT PROPOSAL

3. ADJOURNMENT

**NEXT REGULAR COUNCIL MEETINGS:**  
**THURSDAY, MARCH 26, 2020 - 7:00 P.M.**  
**THURSDAY, APRIL 9, 2020 - 7:00 P.M.**



# City of Longview

## Agenda Summary

### **RESOLUTION NO. 2323 – CONFIRMING THE DECLARATION OF EMERGENCY PROCLAMATION – STATE OF CIVIL EMERGENCY**

#### **RECOMMENDED ACTION:**

**MOTION TO APPROVE RESOLUTION NO. 2323 – DECLARATION OF EMERGENCY PROCLAMATION – STATE OF CIVIL EMERGENCY.**

**CITY ATTORNEY REVIEW: REQUIRED**

#### **SUMMARY STATEMENT:**

On February 29, 2020 Governor Jay Inslee declared a state of emergency in response to the Novel Coronavirus COVID-19 pandemic. Due to the potential likelihood of the spread of COVID-19 among residents of the City of Longview and in an effort to slow the spread of this virus, Longview City Manager proclaimed a state of civil emergency and issued the Declaration of Emergency Proclamation on March 16, 2020. This Declaration of Emergency acknowledged by the Mayor is presented before you this evening in the form of Resolution No. 2323.

Resolution No. 2323 – Declaration of Emergency Proclamation allows the City to implement common sense, proactive measures to protect the health and safety of Longview's citizens.

#### **STAFF CONTACT:**

Kurt Sacha, City Manager

#### **Attachments:**

1. COVID-19 Emergency Resolution 3-16-20 (2)
2. COVID-19 Declaration of Emergency

## RESOLUTION NO. 2323

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A Resolution of the City Council of the City of Longview ratifying and confirming the Declaration of Emergency Proclamation – State of Civil Emergency, City of Longview, Cowlitz County, Washington, March 2020 COVID-19 response, as signed by the City Manager on March 16, 2020, pursuant to Chapter 10.60 LMC.

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WHEREAS, on February 29, 2020, the Governor of Washington proclaimed that a state of emergency exists in all counties in the state of Washington for the Novel Coronavirus (COVID-19) Pandemic; and

WHEREAS, on March 11, 2020 the World Health Organization declared that the spread of the COVID-19 virus had created a global pandemic; and

WHEREAS, COVID-19 has the potential to adversely affect the people in the City of Longview; and

WHEREAS, on March 4, 2020 the Cowlitz County Board of Commissioners declared an emergency regarding the COVID-19 virus pandemic; and

WHEREAS, Cowlitz County Department of Health and Human Services is engaged with community health partners and emergency managers to respond to a significant health emergency caused by novel coronavirus or, COVID-19, which is new to humans and can cause serious infections, including pneumonia; and

WHEREAS, in Cowlitz County two local cases have been tested with negative results while in the State of Washington known cases of COVID-19, as of March 4th total 39 cases with ten deaths and over 230 cases under public health supervision; and

WHEREAS, under the above-referenced conditions there is substantial likelihood of risk to the citizens of Cowlitz County and the cities therein unless further efforts are taken to reduce the threat thereof; and

WHEREAS, LMC 10.60.010 authorizes the City Manager to declare a civil emergency under such conditions and impose extraordinary measures to protect the public peace, safety and welfare; and

WHEREAS, it was, and still is, in the judgment of the City Manager, that extraordinary measures are required to protect the public peace, safety and welfare of the citizens; and

WHEREAS, the City Manager in proclaiming a state of civil emergency signed the Declaration of Emergency Proclamation – State of Civil Emergency, on March 16, 2020 (hereafter “Declaration of Emergency” and as attached hereto as “Attachment A”, incorporated herein by this reference); and

WHEREAS, the City Manager did contact the Mayor, MaryAlice Wallis, immediately after the declaration of a civil emergency, to which the Mayor concurred with the actions; and

WHEREAS, a special meeting of the City Council during which the ratification of the Declaration of Emergency could be considered was scheduled for 6:00 p.m. on March 19, 2020, at the City Hall, Longview, Washington; and

WHEREAS, pursuant to RCW 42.30.070, notice requirements of that meeting with regard to this resolution are suspended and as such no notice of this resolution as an agenda item has been provided to the public; and

WHEREAS, the City Council supports the Declaration of Emergency; and

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

1. There is the imminent threat of a natural disaster, to-wit the spread of the COVID-19 virus that threatens the life and health of members of the community;
2. The City Manager, Kurt Sacha, had the authority under LMC 10.60.010, to declare a civil emergency under these conditions and impose such other orders as are imminently necessary for the protection of life and property provided, however, that any such orders shall, at the earliest practicable time, be presented to the city council for ratification and confirmation, and if not so ratified and confirmed shall be void.; and
3. The City Council hereby confirms and ratifies the Declaration of Emergency.
4. All emergency powers and authority set forth in RCW 38.52.070 are hereby invoked including without limitation to the right to enter into contracts, employ temporary workers and incur obligations without regard to time-consuming procedures and formalities prescribed by law (except mandatory constitutional requirements).

BE IT FURTHER RESOLVED THAT that this Resolution shall take effect immediately.

ADOPTED by the City Council of the City of Longview and approved by its Mayor this \_\_\_\_19th day of March, 2020.

MAYOR

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ATTEST:

City Clerk

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**ATTACHMENT A**  
**Declaration of Emergency Proclamation**  
**State of Emergency**



P.O. Box 128  
Longview, WA 98632-7080

March 16, 2020

Mayor MaryAlice Wallis

Mayor Pro Tem Mike Wallin

Councilmembers Schott, Strobel, Kendall, Makinster and Moon

RE: Proclamation of Emergency with Regard to the COVID-19 Virus Pandemic

Dear Mayor and Council:

On February 29, 2020, the Governor of Washington proclaimed that a state of emergency exists in all counties in the state of Washington for the Novel Coronavirus (COVID-19) Pandemic.

On March 11, 2020 the World Health Organization declared that the spread of the COVID-19 virus had created a global pandemic. COVID-19 has the potential to adversely affect the people in the City of Longview.

On Wednesday, March 4, 2020, the Cowlitz County Board of Commissioners declared a disaster regarding the COVID-19 virus pandemic.

Consistent with LMC 10.60.010, I am declaring a public emergency exists. In my judgment immediate action is needed to protect the public peace, safety and welfare from a natural disaster.

This Declaration for the City of Longview, Washington is in response to the Novel Coronavirus COVID-19. The City of Longview is taking proactive preventive measures to control the spread of COVID-19 among the City's employees and the community

All emergency powers and authority set forth in RCW 38.52.070 are hereby invoked including without limitation to the right to enter into contracts, employ temporary workers and incur obligations without regard to time-consuming procedures and formalities prescribed by law (except mandatory constitutional requirements).

I declare that the actions authorized by this declaration are necessary to avoid an imminent threat to the public health or safety, to prevent an imminent danger to public and private property, and these actions must be taken within an appropriate time to respond to the emergency

In addition, I am requesting that the City Council meet to consider the ratification and confirmation of this proclamation at this week's special City Council meeting.

Regards

A handwritten signature in cursive script that reads "Kurt Sacha".

Kurt Sacha

City Manager

# POLICE RECORDS MANAGEMENT

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LONGVIEW CITY COUNCIL WORKSHOP 3.19.2020

# HISTORY OF POLICE RECORDS

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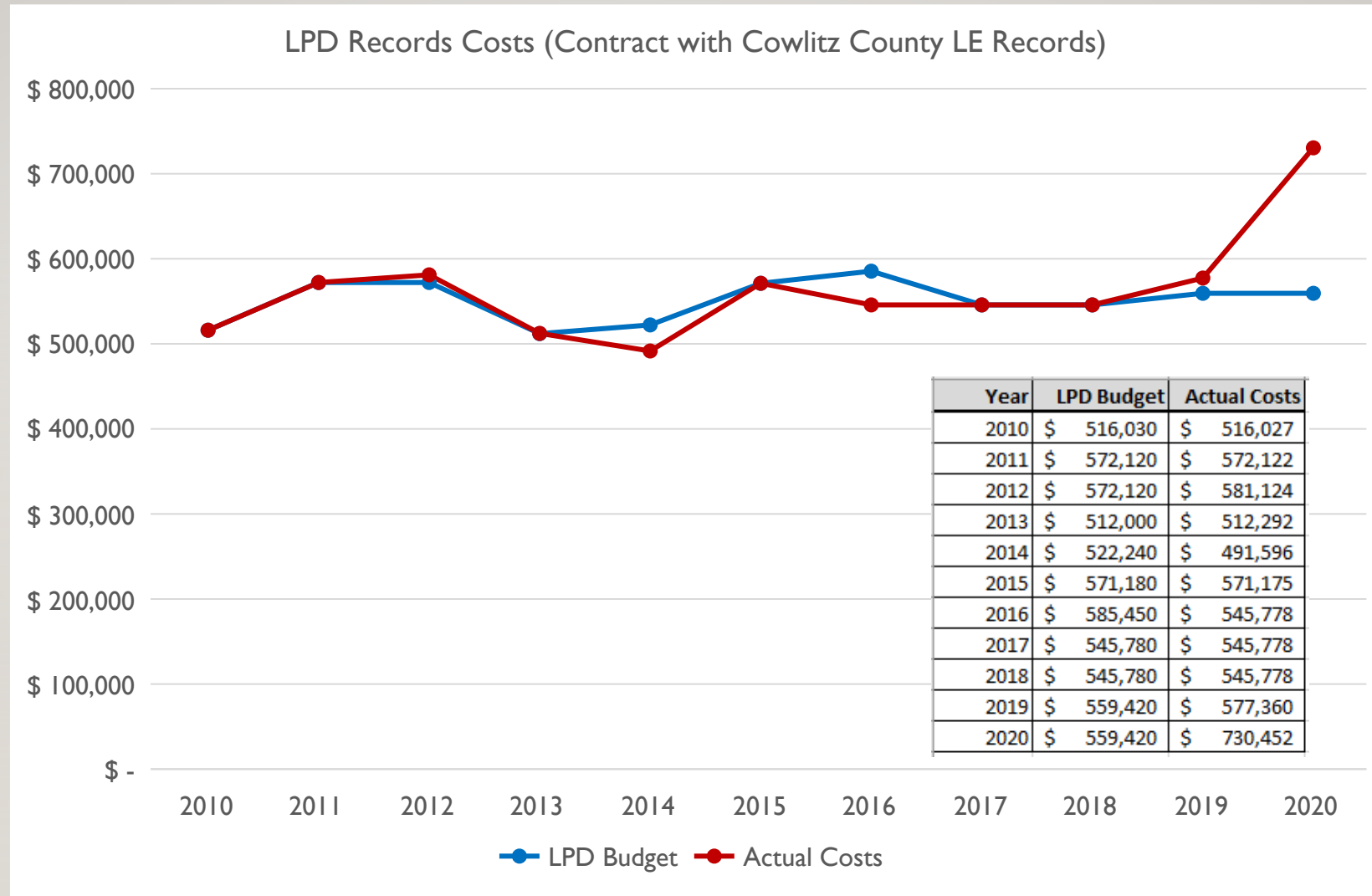
- LPD began contracting with Cowlitz County for police records management in 1990/1991.
- Prior to 1990, LPD had its own police records unit.
- In 2013, Cowlitz County the Records Director retired. That position went unfilled for a period of time. Cowlitz County then selected the Jail to oversee Records. A new Jail Captain position was added to oversee Records. Those additional costs were added to the jail budget.
- In 2019, Cowlitz County Sheriff's office took over the supervision of Law Enforcement Records. Cowlitz County Jail did not reduce their budget by the 3<sup>rd</sup> Captain that was added to take over this function.

# CONTRACT WITH COWLITZ COUNTY LE RECORDS

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- Section 2 (a) – Each party shall pay one-half the annual costs of providing and operating the system. The annual costs of providing and operating the system shall be set forth in the budget for the system, which shall be included as part of the county's regular annual budget. The costs shall include expenses for capital improvements, equipment, operations and maintenance, personnel, supplies, utility services, insurance, depreciation, reserve funds, liabilities and other aspects of providing and operating the system. The County's Budget Director and Longview's City Manager shall meet and agree, **by November 1** of each year, on the budget for the system for the upcoming year. The Budget Director shall submit the budget, **as agreed to by the City**, to the Board of County Commissioners for final approval.
- Section 7 – This agreement shall take effect January 1, 1992. It shall continue on a year-to-year basis until terminated. Either party may terminate this agreement by giving written notice thereof at least 90 days before the end of any year.

# POLICE RECORDS MANAGEMENT COSTS



- From 2010 to 2020, the actual costs for Records have increased by 41.5%.
- From 2019 to 2020, the actual costs for Records have increased by 26.5%

# WHY COSTS HAVE INCREASED FROM 2019 TO 2020

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- Salaries & Benefits increased by \$104,000 (10.5%) increase
  - New .5 FTE position added
  - Medical insurance increase of 22%
  - Increases in shift differential pay, social security, retirement and paid family medical leave
- Internal Service Fund IT Charges increased by \$11,000 (18.3% increase)
- Insurance premiums increased by \$7,500 (33% increase)
- Janitorial costs went up by \$3,400 (23 % increase)
- Cowlitz County was not billing for actual costs from 2016 – 2019.

# POLICE RECORDS DUTIES

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- Enter, confirm and clear all Longview warrants, missing persons, stolen vehicles & stolen property in WACIC/NCIC
- Enter all Longview police report data into Spillman
- Enter NIBRS crime reporting data and submit crime stats to WASPC monthly
- Process public disclosure requests for police reports
- Enter, confirm, modify and clear all Longview protection and no-contact orders in WACIC/NCIC
- Destroy, expunge or seal police records in accordance with state and federal laws
- Answer phones & provide information and assistance to the public, other law enforcement agencies and our officers in the field
- Confirm outside agency warrants and advise 911 Dispatch or the officer
- Confirm and obtain copies for officers on outside agency orders
- Run criminal history checks to help determine bail parameters as requested by officers
- Run wants checks on people and property (including vehicles)
- Ensure Longview Police Department's compliance with ACCESS User's agreement for 24 hour coverage (24-hour confirmation rule) by monitoring teletypes and phone requests from other law enforcement agencies and responding as needed.
- Send ATL teletypes as requested by officers
- Transfer files to state archives for retention

# CURRENT RECORDS FUNCTIONS DONE BY LPD STAFF

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- Processing, issuing, and denials of conceal pistol license applications
- Distributing subpoenas to officers
- Processing firearms checks and communicating approvals/denials to firearm dealers
- Criminal history queries
- Training on Spillman records for employees
- TAC Officer responsibility (done by Administrative Secretary)

# OTHER CITIES OUR SIZE

\*Agencies with 24/7 Records services. All other cities contract with the dispatch centers for after hours records.  
 \*\* Cowlitz LE Records has 13 FTEs and supports LPD & CCSO. Approximately 66% of workload is LPD (based on volume of reports).

| City       | Population | In-House Records | Records Staff * 24/7 Operations | # Officers | 2019 Police Reports | 2018 Group A Crimes | 2019 Calls for service |
|------------|------------|------------------|---------------------------------|------------|---------------------|---------------------|------------------------|
| Olympia    | 52,490     | Yes              | 7                               | 74         | 7,994               | 4,556               | 49,931                 |
| Lacey      | 50,184     | Yes              | 5                               | 50         | 6,295               | 2,959               | 46,756                 |
| Bremerton  | 41,500     | Yes              | 5                               | 52         | 8,995               | 3,917               | 52,721                 |
| Lynnwood   | 38,260     | Yes              | 9                               | 74         | 5,800               | 4,183               | 45,000                 |
| Longview   | 37,710     | No               | **                              | 60         | 6,933               | 3,454               | 41,257                 |
| Mt. Vernon | 35,180     | Yes              | 8                               | 43         | 5,000               | 3,466               | 22,778                 |
| Des Moines | 31,140     | Yes              | 7*                              | 41         | 3,598               | 1,963               | 21,344                 |

# OTHER CITIES IN COWLITZ COUNTY

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- Kelso Police Department contracts with Cowlitz County LE Records for after hour services. After hours services include:
  - Process requests for name, address and histories through RMS & CAD
  - Incident search through CAD
  - Process requests for data on property through CAD
  - Copy reports for investigations and or information for Kelso Police Department personnel only (excludes PDRs)
  - Teletype activities
  - Enter and clear missing persons in WACIC/NCIC
  - Enter, clear and locate stolen vehicles in WACIC/NCIC
  - Enter emergency orders and service on orders in WACIC/NCIC
  - Enter emergency temporary felony warrants in WACIC/NCIC
- Clear warrants in WACIC/NCIC
- Send locates
- Confirm outside agency warrants and advise 911 Dispatch
- Confirm outside agency orders
- Run criminal history checks
- respond to citizens filing incident reports or request to contact officer
- Run stolen check on property
- Refer public disclosure requests to KPD
- Ensure Kelso Police Department's compliance with ACCESS User's agreement for 24 hour coverage (24-hour confirmation rule)
- Contract cost = \$36,923

# OTHER COWLITZ COUNTY CITIES & CCSO

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- Woodland Police Department – Cowlitz County LE Records provides all the same services after hours as they do for KPD except they don't answer their phone lines (but a much smaller scale). Woodland pays \$0
- Castle Rock Police Department - Cowlitz County LE Records provides all the same services after hours as they do for KPD except they don't answer their phone lines (but a much smaller scale). Castle Rock pays \$0
- Kalama Police Department - Cowlitz County LE Records provides all the same services after hours as they do for KPD except they don't answer their phone lines (but a much smaller scale). Kalama pays \$0
- Cowlitz County Sheriff's Office – uses Cowlitz County LE Records 24/7 for all records services. They pay the same amount as LPD for Records services.

# ESTIMATED COSTS TO TAKE BACK POLICE RECORDS

2020 Contract with County = \$730,451  
 2021 Estimate with County (4%) = \$759,700  
 2022 Estimate with County (4% increase) = \$790,055  
 Estimated Savings in 2022 = \$118,010

| Expense                   | Amount      | QTY | Total        |
|---------------------------|-------------|-----|--------------|
| Records Clerk salaries    | \$54,239.80 | 7   | \$379,678.60 |
| Records Clerk OT          | \$3,193.00  | 7   | \$22,351.00  |
| Records Clerk benefits    | \$25,000.00 | 7   | \$175,000.00 |
| Records Manager salaries  | \$13,044.20 | 1   | \$13,044.20  |
| Records Manager benefits  | \$3,913.26  | 1   | \$3,913.26   |
| Shift differential (2.5%) | \$1,435.82  | 7   | \$10,050.74  |
| File Storage System       | \$50,000.00 | 1   | \$50,000.00  |
| Training                  | \$500.00    | 7   | \$3,500.00   |
| Office Supplies           | \$5,000.00  | 1   | \$5,000.00   |
| Desks/chairs              | \$1,400.00  | 2   | \$2,800.00   |
| phones                    | \$150.00    | 2   | \$300.00     |
| Spillman maintenance      | \$41,222.00 | 1   | \$41,222.00  |

| Expense                   | Amount      | QTY | Total        |
|---------------------------|-------------|-----|--------------|
| Records Clerk salaries    | \$55,324.60 | 7   | \$387,272.17 |
| Records Clerk OT          | \$3,256.86  | 7   | \$22,798.02  |
| Records Clerk benefits    | \$25,500.00 | 7   | \$178,500.00 |
| Records Manager salaries  | \$13,305.08 | 1   | \$13,305.08  |
| Records Manager benefits  | \$3,991.53  | 1   | \$3,991.53   |
| Shift differential (2.5%) | \$1,464.54  | 7   | \$10,251.75  |
| File Storage System       |             |     |              |
| Training                  | \$500.00    | 7   | \$3,500.00   |
| Office Supplies           | \$5,000.00  | 1   | \$5,000.00   |
| Desks/chairs              |             |     |              |
| phones                    |             |     |              |
| Spillman maintenance      | \$42,870.88 | 1   | \$42,870.88  |

# IN-HOUSE RECORDS – HOW IT WOULD BENEFIT THE CITY/LPD

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- Ability to quickly change work processes resulting in increased efficiency – move towards Spillman forms and paperless system.
  - Reduce officer time spent on writing paper reports which will increase their time in the field.
- Ability to control the costs associated with this function.
- Small agencies might contract with Longview to do after hours records functions for a fee. This could provide additional revenue to offset some of the costs of running Records.
- We would not be paying for overhead costs that we already have in the city (facility costs, IT services, janitorial, equipment such as copiers/scanners and insurance.

# IN-HOUSE RECORDS – OTHER IMPACTS

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- Severing a long standing contract with our community partner.
- Cowlitz County Records would be forced to reduce their staffing if LPD no longer contracted for this service.
- The city would need to hire and train several new employees to accommodate this workload. New schedules to provide 24 hour per day coverage, 7 days a week would need to be negotiated with the Longview police support guild.
- A storage system for paper records would need to be purchased and installed.
- Work area re-configuration would likely be needed.

# TIMELINE

| Month                   | Action                                                                                                                                                 |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| June – August 2020      | Budget for changes to Records                                                                                                                          |
| June – December 2020    | Labor Contract Negotiations with Longview Police Support Guild to add new positions and schedule.                                                      |
| September 30, 2020      | Notify Cowlitz County in writing of intent to terminate contract effective 3/30/2021                                                                   |
| November 1, 2020        | Begin advertising for Records Manager and new positions, purchase and install new file storage system, purchase and set up new workstations and phones |
| January – February 2021 | Select Records Manager, background and hire 7 new positions. Conduct shift bid.                                                                        |
| February – March 2021   | Train existing and new staff in records job duties.                                                                                                    |
| March 22-31, 2021       | Move physical files (Longview archived reports, warrants, and other files) to LPD                                                                      |
| April 1, 2021           | Go Live                                                                                                                                                |

# RECOMMENDATION

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- Authorize City Manager to provide written notification by September 30, 2020 to Cowlitz County LE Records with the intent to terminate the contract effective April 1, 2021.
- Authorize HR & LPD to begin negotiating a new contract with the Longview Police Support Guild that includes new Records positions and schedules.
- Authorize the police department to purchase the file storage system, workstations and phones in the 2020 budget. LPD will reduce spending in other areas to accommodate these purchases.

# QUESTIONS

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