



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, January 22, 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
26-0060 PASTOR TODD BEAL, NEW AND LIVING WAY CHURCH
3. ROLL CALL
4. WORKSHOP
5. APPROVAL OF MINUTES
26-0022 JANUARY 8, 2026 REGULAR MEETING MINUTES
26-0048 JANUARY 15, 2026 SPECIAL MEETING MINUTES

6. CHANGES TO THE AGENDA7. PRESENTATIONS & AWARDS

26-001155 PROCLAMATION - LONGVIEW LIBRARY 100TH ANNIVERSARY; RECIPIENT JACOB COLE, LIBRARY DIRECTOR

26-001156 PROCLAMATION - INTERNATIONAL SQUIRREL APPRECIATION DAY; RECIPIENT SPENCER BOUDREAU, PRESIDENT OF THE LONGVIEW SANDBAGGERS

26-0040 LPD MDT REPLACEMENT

26-0041 OPIOID SETTLEMENT FUNDS

26-0045 DOWNTOWN UNIFORM PARKING PROPOSAL

8. CONSTITUENTS' COMMENTS - NON-AGENDA ITEMS (Thirty Minutes)9. PUBLIC HEARINGS10. CONSTITUENTS' COMMENTS - AGENDA ITEMS (Thirty Minutes)11. BOARD & COMMISSION RECOMMENDATIONS

25-001104 LIBRARY ALCOHOL USE POLICY

RECOMMENDED ACTION:
MOTION TO ADOPT THE POLICY

12. ORDINANCES & RESOLUTIONS13. MAYOR'S REPORT14. COUNCILMEMBERS' REPORTS15. CONSENT CALENDAR

26-001157 APPROVAL OF CLAIMS

26-0023 SET PUBLIC HEARING – ORDINANCE NO. 3571 – AMENDMENTS TO LMC CHAPTER 6.06 (DOG LICENSING TERM AND SPAY-NEUTER RELEASE PROGRAM FOR CATS)

RECOMMENDED ACTION:
MOTION TO SET A PUBLIC HEARING FOR FEBRUARY 12, 2026 DURING THE REGULAR CITY COUNCIL MEETING, TO CONSIDER ORDINANCE NO. 3571 AMENDING CHAPTER 6.06 OF THE LONGVIEW MUNICIPAL CODE

26-0030 POLICE MDT FLEET REFRESH - DELL PRO RUGGED 14 LAPTOPS AND HAVIS DOCKING STATIONS

RECOMMENDED ACTION:
MOTION TO APPROVE THE PURCHASE OF 52 DELL PRO RUGGED 14 (RB14250) LAPTOPS AND 35 HAVIS DELL VEHICLE DOCKING STATIONS FOR PATROL USE, IN AN AMOUNT NOT TO EXCEED \$224,282.73, INCLUDING ESTIMATED SALES TAX AND FREIGHT, AND AUTHORIZE THE CITY MANAGER (OR DESIGNEE) TO EXECUTE THE NECESSARY PURCHASE DOCUMENTS.

26-0043 RESOLUTION NO. 2602 - PSA WITH CARL'S TOWING SERVICE & REPAIR, INC.

RECOMMENDED ACTION:

MOTION TO ADOPT RESOLUTION NO. 2602 AUTHORIZING THE CITY MANAGER TO SIGN AMENDMENT #1 TO THE PROFESSIONAL SERVICES AGREEMENT WITH CARL'S TOWING SERVICE & REPAIR, INC.

16. CITY MANAGER'S REPORT

26-0031 DOWNTOWN UNIFORM PARKING PROPOSAL, INCLUDING PATH FORWARD FOR IMPLEMENTATION

RECOMMENDED ACTION:

SEEKING APPROVAL TO IMPLEMENT THE DOWNTOWN UNIFORM PARKING PROPOSAL

26-0042 RESOLUTION NO. 2603 - OPIOID SETTLEMENT FUNDS

RECOMMENDED ACTION:

MOTION TO ADOPT RESOLUTION NO. 2603 AUTHORIZING THE USE OF OPIOID SETTLEMENT FUNDS FOR APPROVED OPIOID REMEDIATION AND ABATEMENT ACTIVITIES

26-0047 2026 CITY COUNCIL SUMMIT EXPECTATION DISCUSSION

RECOMMENDED ACTION:

PROVIDE DIRECTION FOR THE 2026 CITY COUNCIL SUMMIT

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, FEBRUARY 12, 2026 – 6:00 P.M.

THURSDAY, FEBRUARY 26, 2025 – 6:00 P.M.



City of Longview

1525 Broadway
Longview, WA 98632
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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
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Council Member Wayne Nichols*

Thursday, January 8,
2026

6:00 PM

2nd Floor, City Hall

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Webinar ID: 823 9413 2374

1. CALL TO ORDER

Mayor Pro Tem LaFave called the meeting to order at 6:00 p.m.

2. INVOCATION*/FLAG SALUTE

26-001145 NICK SIZEMORE, PROMISE CHURCH

After the invocation provided by Nick Sizemore of Promise Church, the flag salute was recited.

Mayor Pro Tem LaFave turned the meeting over to City Clerk Ostreim.

3. ROLL CALL

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

Staff Present: City Manager Jennifer Wills, Interim City Attorney Charlotte Archer, Public Works Director/Assistant City Manager Chris Collins, Community & Economic Development Director Nick Little, Parks & Recreation Director Justin Brown, Police Chief Robert Huhta, Human Resources Director Sabrina

Fraidenburg, Fire Chief Brad Hannig, Public Information Officer Angela Abel, Information Technology Director Mike Sullivan, City Clerk Tiffany Ostreim

26-001146 CEREMONY - SWEARING IN OF NEWLY ELECTED COUNCIL MEMBERS BY JUDGE IMBODEN, MUNICIPAL COURT JUDGE

Municipal Court Judge Imboden administered the oaths of office to newly elected Council Members Bryant, Claxton and Nichols.

Council recessed at 6:10 p.m. and reconvened at 6:20 p.m. with all members present.

26-001147 ELECTION OF MAYOR (CONDUCTED BY CITY CLERK)

City Clerk Ostreim called for nominations for the position of Mayor. Councilmember Kendall, Councilmember Halverson, and Councilmember Bryant were nominated to serve as Mayor for the 2026-2027 term. Upon a vote duly held, Councilmember Halverson received the required majority of votes and elected to serve as Mayor.

26-001148 ELECTION OF MAYOR PRO TEM (CONDUCTED BY MAYOR)

Mayor Halverson called for nominations for the position of Mayor Pro Tem. Councilmember LaFave, Councilmember Young and Councilmember Kendall were nominated to serve as Mayor Pro Tem for the 2026-2027 term. Councilmember LaFave declined. Upon a vote duly held, Councilmember Young received the required majority of votes and elected to serve as Mayor Pro Tem.

4. WORKSHOP

26-001149 CFM FEDERAL ADVOCACY UPDATE AND PROPOSED FEDERAL LEGISLATIVE AGENDA

RECOMMENDED ACTION:

COUNCIL DISCUSSION AND DIRECTION ARE REQUESTED TO GUIDE REFINEMENT OF THE PROPOSED FEDERAL AGENDA, WHICH WILL BE BROUGHT BACK FOR FORMAL CONSIDERATION AND APPROVAL AT THE JANUARY 22 CITY COUNCIL MEETING.

Federal Lobbyists Joel Rubin and Page Strickler, with CFM Advocates, presented. Council discussed the presentation.

The proposed federal agenda will be brought back for formal consideration and approval at the January 22 City Council meeting.

5. APPROVAL OF MINUTES

26-001150 DECEMBER 18, 2025 SPECIAL MEETING

A motion was made by Councilmember Bryant, seconded by Councilmember Nichols, to approve the December 18, 2025 Special Meeting Minutes. The motion carried unanimously.

6. CHANGES TO THE AGENDA

7. PRESENTATIONS & AWARDS

26-003 EMS AND PROPERTY LID LIFT EDUCATION PROPOSAL PRESENTATION

Fire Chief Brad Hannig presented. Andreaus Mantilla, Partner, and Noel Frame, Managing Partner, with Uncommon Bridges presented. Erin Schultz, Co-Founder of Rise Consulting was on-line. Council discussed the presentations.

*Council recessed at 7:15 p.m. for audio issues and reconvened at 7:20 p.m. with all members present.
Council continued discussion.*

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

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

9. PUBLIC HEARINGS

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

*Dave Lamb provided public comment in support of the Agreement with Uncommon Bridges.
Jon Dunaway provided public comment in support of the Agreement with Uncommon Bridges.
A citizen, name unstated, provided public comment in support of the Agreement with Uncommon Bridges.
Jason Still provided public comment on CFM and Uncommon Bridges.*

11. BOARD & COMMISSION RECOMMENDATIONS

12. ORDINANCES & RESOLUTIONS

13. MAYOR'S REPORT

Mayor Halvorson provided a verbal report.

14. COUNCILMEMBERS' REPORTS

*Councilmember Young provided a verbal report.
Councilmember LaFave provided a verbal report.
Councilmember Bryant provided a verbal report.*

15. CONSENT CALENDAR

A motion was made by Councilmember Young, seconded by Councilmember LaFave, to approve the Consent Agenda. The motion carried unanimously.

26-001151 APPROVAL OF CLAIMS

16. CITY MANAGER'S REPORT

City Manager Wills provided a verbal report. Convened a workshop with community and faith-based partners as part of the Resolution 2561 Task Force. Council will hold a workshop January 15 on utility rates and strategic planning. The council summit will be held March 13-14.

26-001163 BID REVIEW - CLONEY PARK PLAYGROUND CONSTRUCTION

RECOMMENDED ACTION:

MOTION TO ACCEPT THE LOW BID AND AWARD TO BARCOTT CONSTRUCTION LLC IN THE AMOUNT OF \$3,022,014.10

*Parks and Recreation Director Justin Brown introduced Parks and Recreation Community Outreach Specialist Alissa Manno who presented.
Council discussed the presentation.*

A motion was made by Councilmember Kendall, seconded by Councilmember Nichols, to accept the low bid and award to Barcott Construction LLC in the amount of \$3,022,014.10. The motion carried unanimously.

26-001153 CONSULTANT SUPPLEMENT AGREEMENT WITH MIG FOR CLONEY PARK PLAYGROUND CONSTRUCTION SUPPORT SERVICES

RECOMMENDED ACTION:**MOTION AUTHORIZING THE CITY MANAGER TO EXECUTE THE CONSULTANT AGREEMENT WITH MIG**

Public Works Director/Assistant City Manager Chris Collins explained the supplement agreement with MIG.

Council discussed the supplement.

A motion was made by Councilmember Kendall, seconded by Councilmember Bryant, to authorize the City Manager to execute the Consultant Supplement Agreement with MIG. The motion carried by the following vote:

Ayes: Councilmember Kendall, Councilmember Bryant, Councilmember LaFave, Councilmember Claxton, Councilmember Nichols, Mayor Halvorson

Nays: Councilmember Young

26-001160 RESOLUTION NO. 2583 – AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICE AGREEMENT WITH UNCOMMON BRIDGES FOR PUBLIC EDUCATION CAMPAIGN - EMS LEVY AND PROPERTY LID LIFT

RECOMMENDED ACTION:**MOTION TO ADOPT RESOLUTION NO. 2583**

A motion was made by Councilmember Kendall, seconded by Councilmember LaFave, to adopt Resolution No. 2583.

Council discussed the motion.

Noel Frame, Managing Partner with Uncommon Bridges, provided clarification on outreach.

The motion carried unanimously.

City Manager Wills requested nominations for Boards. Will have permanent 2-year liaison conversation at the retreat in March.

Library Board - Councilmember Nichols

HNA - Councilmember Kendall

CTA - Mayor Halvorson and Councilmember LaFave

Sister City - Councilmember Young

CTPA - Councilmember LaFave

Chamber - Councilmember LaFave

COG - Councilmember LaFave

HOSWAA - Councilmember Kendall

Parks & Rec - Councilmember Nichols

CAP - Councilmember Claxton

LEOFF - Mayor Halvorson and Councilmember LaFave

17. MISCELLANEOUS

18. EXECUTIVE SESSION

26-001164 LEGAL RISK PER RCW 42.30.110(1)(i)

The City Council, City Manager Jennifer Wills, Interim City Attorney Charlotte Archer, Assistant City Manager/Public Works Director Chris Collins entered Executive Session at 8:48 p.m. pursuant to RCW 42.30.110(1)(i) Legal Risk for a period of 10 minutes. At 8:58 p.m. Executive Session was continued for 10 minutes. At 9:08 p.m. all parties came out of Executive Session. No action was taken.

19. ADJOURNMENT

The meeting was adjourned at 9:09 p.m.

Tiffany Ostreim

City Clerk

Approved: _____
Mayor

NEXT REGULAR COUNCIL MEETINGS:

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

THURSDAY, FEBRUARY 12, 2026 – 6:00 P.M.

NEXT SPECIAL COUNCIL WORKSHOP:

THURSDAY, JANUARY 15, 2026 - 6:00 P.M. CITY HALL TRAINING ROOM - UTILITY RATES AND STRATEGIC PLANNING



City of Longview

1525 Broadway
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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, January 15,
2026

6:00 PM

2nd Floor, City Hall

NOTICE IS HEREBY GIVEN, in accordance with RCW Chapter 42.30, that the City Council of the City of Longview, Washington, will conduct a special meeting in the Longview City Hall Training Room, 1525 Broadway, Longview, on Thursday, January 15, 2026 at 6:00 p.m. The topics of discussion follow. Final disposition shall be taken on no other matter.

The City Hall is accessible for persons with disabilities. Special equipment to assist the hearing impaired is also available. Please contact the City Executive Office at 360.442.5004 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.

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Webinar ID: 823 9413 2374

1. CALL TO ORDER

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

2. FLAG SALUTE

The flag salute was recited.

3. ROLL CALL

***Present:** Mayor Halvorson, Mayor Pro Tem Young, Councilmember Bryant, Councilmember Claxton (online), Councilmember Halvorson, Councilmember Kendall, Councilmember Nichols*

Staff Present: City Manager Jennifer Wills, Public Works Director/Assistant City Manager Chris Collins, Community & Economic Development Director Nick Little, Police Chief Robert Huhta, Human Resources Director Sabrina Fraidenburg, Fire Chief Brad Hannig, Public Information Officer Angela Abel, Information Technology Director Mike Sullivan, City Clerk Tiffany Ostreim

4. WORKSHOP

26-001 WATER AND SEWER UTILITY RATES (APPROXIMATELY 45 MINUTES)

RECOMMENDED ACTION:

PROVIDE DIRECTION TO STAFF TO DEVELOP AND RETURN TO COUNCIL WITH A PROPOSED RATE RESOLUTION FOR BOTH WATER AND SEWER UTILITIES THAT REFLECTS THE INFORMATION AND POLICY DIRECTION DISCUSSED DURING THE WORKSHOP

Public Works Director/Assistant City Manager Chris Collins presented information on proposed 2026 utility rates.

Council discussed the presentation and provided direction to staff to return with proposed rate resolutions reflecting a 4% increase for water and both a 4% and a 5% increase for sewer.

26-002 STRATEGIC PLANNING (APPROXIMATELY 90 MINUTES)

RECOMMENDED ACTION:

PROVIDE DIRECTION TO STAFF TO UPDATE AND RETURN TO COUNCIL WITH A RESOLUTION FOR ADOPTION THAT INCLUDES COUNCIL INPUT FROM THE WORKSHOP.

City Manager Jennifer Wills presented.

Council discussed the presentation and gave direction to staff to refine the plan and return to council at their summit in March.

5. EXECUTIVE SESSION

26-0021 COLLECTIVE BARGAINING PER RCW 42.30.140(4)(a) (APPROXIMATELY 30 MINUTES)

The City Council (Councilmember Nichols recused himself on the appearance of fairness), City Manager Jennifer Wills, Human Resources Director Sabrina Fraidenburg entered Executive/Closed Session at 8:00 p.m. pursuant to RCW 42.30.140(4)(a) Collective Bargaining for a period of 30 minutes, until 8:30 p.m. At 8:30 p.m. Executive Session was continued for 20 minutes, until 8:50 p.m. At 8:50 p.m. Executive Session was continued for 15 minutes, until 9:05 p.m. At 9:14 p.m. all parties came out of Executive Session. No action was taken.

6. ADJOURNMENT

The meeting was adjourned at 9:15 p.m.

*Tiffany Ostreim
City Clerk*

Approved: _____
Mayor

NEXT REGULAR COUNCIL MEETINGS:

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

THURSDAY, FEBRUARY 12, 2026 – 6:00 P.M.

Proclamation

City of Longview, Washington

Longview Public Library 100th Anniversary

WHEREAS, the roots of the Longview Public Library began with a generous donation from R.A. Long, and the library first opened its doors to the public on April 29, 1926; and

WHEREAS, the residents of Longview demonstrated their ongoing commitment to literacy and learning by approving a special library tax, thus officially establishing the Longview Public Library as a vital city institution; and

WHEREAS, for one hundred years, library staff, volunteers, and community supporters have worked together to make the Longview Public Library a cornerstone of education, culture, and civic engagement; and

WHEREAS, the Longview Public Library continues to flourish as a welcoming place of learning, discovery, and enjoyment—reflecting the community’s shared values of curiosity, creativity, and connection; and

WHEREAS, libraries improve the quality of life in a community by serving as vital centers of knowledge, communication, and culture, enriching the lives of residents of all ages and backgrounds; and

WHEREAS, libraries strengthen democracy by ensuring free and equitable access to information, empowering individuals to make informed decisions, and supporting lifelong learning and civic participation; and

WHEREAS, the City of Longview and its citizens take great pride in the enduring legacy and future promise of their public library, which continues to make Longview and the surrounding region a better place to live, learn, and grow;

NOW, THEREFORE, I, Erik Halvorson, Mayor of the City of Longview, do hereby proclaim the year 2026 to be

“Longview Public Library’s 100th Birthday Celebration Year”

in the City of Longview, and I encourage all residents to visit the library, explore its many resources, and join in the festivities as we celebrate a century of community, learning, and imagination throughout the year.

In witness whereof, I have hereunto set my hand and caused the seal of the City of Longview to be affixed this 22nd day of January 2026.

Erik Halvorson, Mayor

Proclamation



City of Longview, Washington

National Squirrel Appreciation Week

WHEREAS, the City of Longview proudly claims the squirrel as its official mascot, symbolizing community spirit, resourcefulness, and our commitment to urban wildlife; and

WHEREAS, Longview is famously home to 10 world-renowned squirrel bridges, which not only protect our furry residents but also attract visitors, photographers, and squirrel enthusiasts from near and far; and

WHEREAS, the citizens of Longview have embraced these charismatic creatures with an annual Squirrel Fest, celebrating the joy and whimsy they bring to our community; and

WHEREAS, January 21st was National Squirrel Appreciation Day, a time to acknowledge the nimble, nut-gathering residents of our parks, treetops, and bridges who remind us to plan ahead and enjoy life's small delights; and

WHEREAS, these resourceful animals demonstrate remarkable intelligence, adaptability, and perseverance, reminding us the value of balance, and coexistence with nature; and

WHEREAS, the City recognizes the squirrels' vital role in maintaining the health of our urban ecosystem, from planting seeds that grow into majestic trees to delighting residents of all ages with their daring leaps and playful antics;

NOW, THEREFORE, I, Erik Halvorson, Mayor of the City of Longview, on behalf of the City Council and the citizens of this great city, do hereby proclaim the week of January 19, 2026, as **National Squirrel Awareness Week!**

I encourage all residents to pause, reflect, and give thanks to our furry-tailed neighbors. May we continue to recognize and celebrate the ecological importance, resilience, and endearing nature of squirrels and encourage all to observe this week through simple appreciation and recognition of these remarkable creatures and their place in our shared environment.

In witness thereof, I have hereunto set my hand and caused the seal of the City of Longview to be affixed this 22nd day of January, 2026.

Erik Halvorson, Mayor

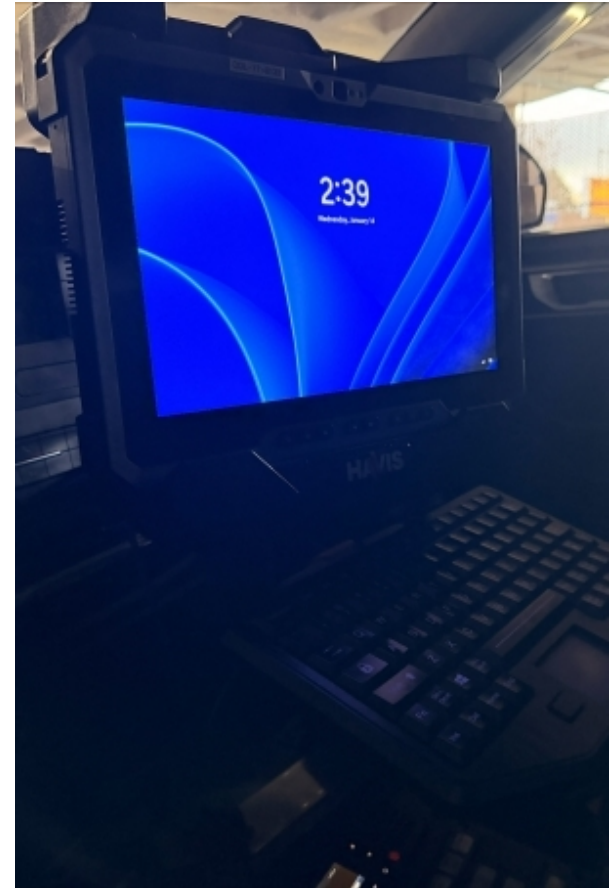
Mobile Data Terminal (MDT) Replacement Justification & Proposal

Longview Police Department



What is an MDT and Why It Matters

- Primary platform for dispatch and officer safety information
- Used for approximately 40,000 calls for service annually
- Displays warrants, protection orders, officer safety flags, and returns
- Critical real-time tool for decision-making and response



DA	Call#	Nature	Location	City	Zone	Pr	Status	Time
	209I	VIGIL	GLENWOOD DR	LV	LV1	4	RCVD	0
	208I	DOMV RPT	24TH AVE	LV	LV3	4	RCVD	1
	207I	MENTAL NO	OCEAN BEACH H	LV	LVPD	3	ER	2
	206f	BREATHING	12TH AVE & HEMLOCK	LV	S81L	1	ER	1
	205I	UNWANT	11TH AVE; TRIAN	LV	LV1	3	ER	3
	201I	ARSON JO	FLORIDA ST	LV	LV4	9	RCVD	9
	189I	WELF	825 32ND AVE;	LV	LV4	3	RCVD	34
	182I	ACC UNK	1700 OLYMPIA WAY	LV	LV1	2	OS	12

Operational Use of MDTs

- Call dispatch and unit status tracking
- Driver, vehicle, and warrant returns
- Electronic citations and infractions
- Search warrants, protection orders, collision reports

LPD Fleet and Usage Model

- LPD uses pool cars rather than take-home vehicles
- Each patrol vehicle is equipped with an MDT
- Multiple users per MDT each day
- 24/7 operation results in near-continuous usage

Current MDT Configuration

- Dell 7220 two-part tablet (discontinued)
- Havis vehicle dock
- Havis keyboard mount and external keyboard



Current MDT in Patrol Vehicle

Existing two-part
tablet system with
dock and external
keyboard.



Current Patrol Workstation (In-Building)

Officers regularly move between patrol vehicles and in-building desktops during a shift.

Operational and Safety Issues

- Officers log into CAD in vehicle and at in-building workstations
- System logs officer out when switching locations
- Re-login often delayed or unsuccessful due to signal
- Creates avoidable delays during calls for service

Operational and Safety Issues

- Frequent login and response delays
- Reduced efficiency and increased frustration
- AVL system unreliable with multiple daily users
- Potential response delays during calls for service

Proposed MDT Solution

- Issue individual MDTs to field personnel
- Dell Pro Rugged Laptop (RB14250)
- One device used as MDT and desktop
- Tested by LPD officers with positive results



Proposed MDT Platform – Dell Pro Rugged Laptop

Single device replaces tablet, docked keyboard, and desktop workstation.

Testing and Evaluation & Operational Benefits

- Cowlitz County Sheriff's Office uses same model successfully
- Improved reliability and faster access
- Consistent user experience across shifts
- Reduced downtime and employee frustration

Cost Summary and Offsets

- Laptop cost (52 units): \$176,593.58
- Vehicle mounts: \$47,689
- Reduced need for desktop PCs
- No external keyboard or keyboard mounts required

Funding Source

City of Longview

Proposition 1

Authorization of an Increase in the Sales and Use Tax in Longview

The City Council of Longview adopted Resolution no. 2506 concerning a sales and use tax to fund police services.

This proposition would authorize an increase in the sales and use tax by one-tenth of one percent (.1% equaling a one cent increase per \$10 sale) to be collected from the selling price of all taxable retail sales within the City in accordance with RCW Chapter 82.14. The increase would fund enhanced police services, criminal justice assistance and ensure public safety.

Should this proposition be approved?

Yes

No

Questions



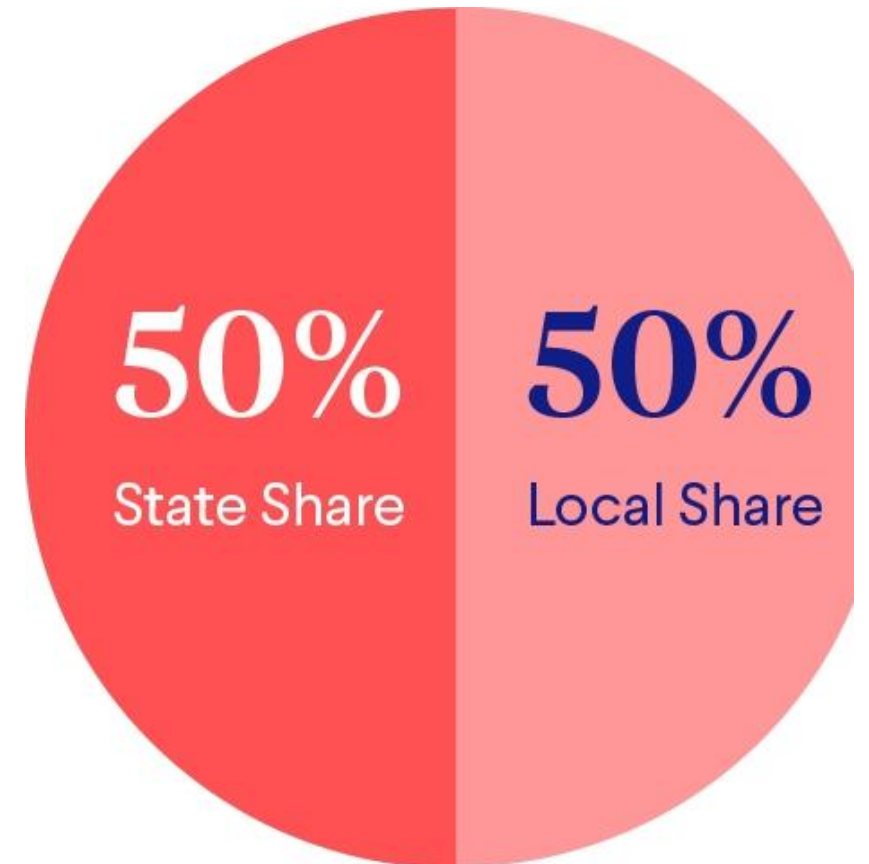
Opioid Settlement Funds in Washington State

Overview, Allocation and Implementation

City Council Meeting
January 22, 2026

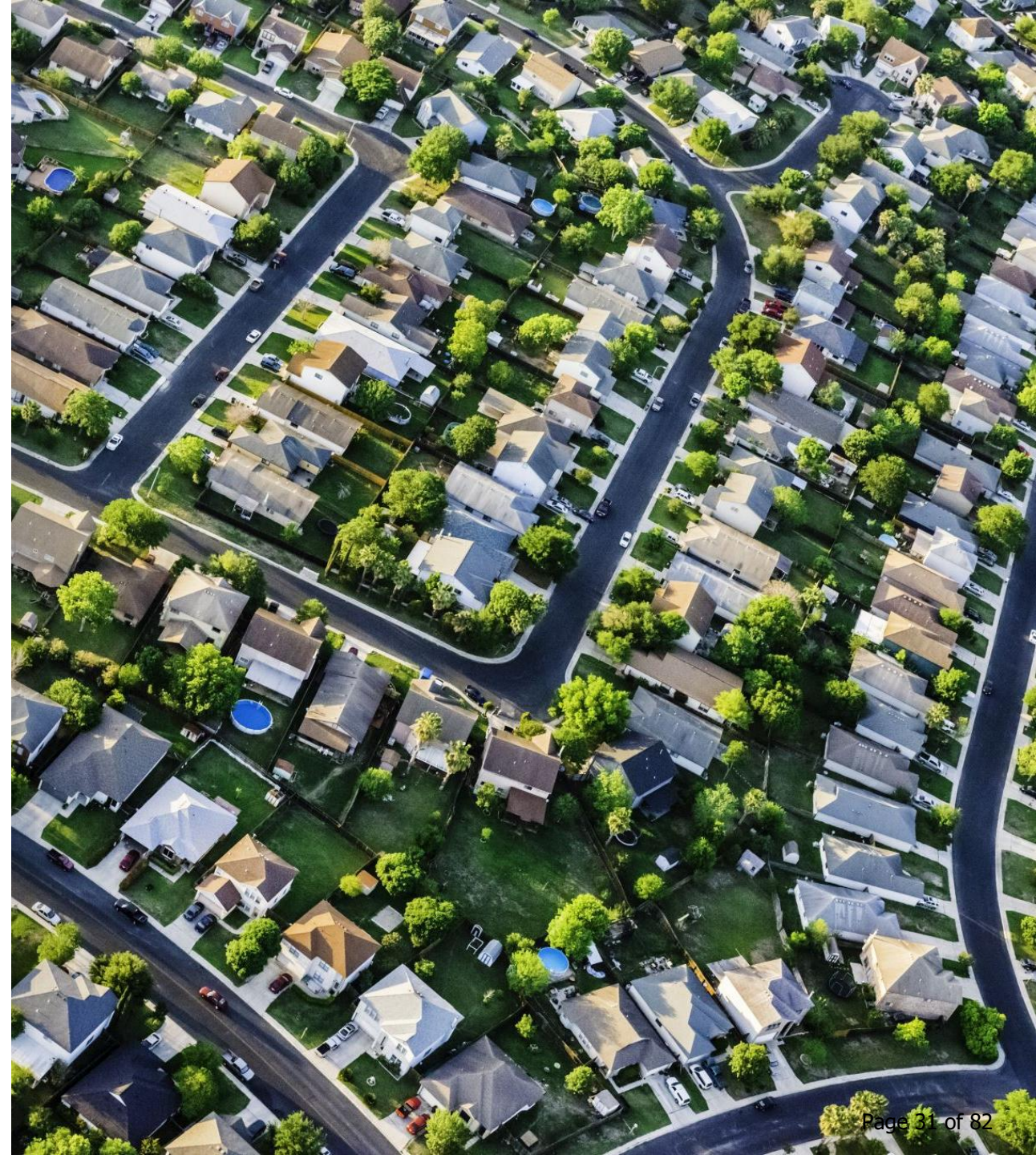
What are Opioid funds?

- Washington State has secured billions in opioid settlement funds from lawsuits against pharmaceutical distributors, manufacturers, and retailers for their role in the opioid epidemic. The funds are being distributed over many years, with strict rules governing how they must be used to combat the crisis.
- State and local split:



Participating Jurisdictions

- Local governments with a population over 10,000 are eligible to join the settlements.
- Opt in agreements are required for each settlement
- Longview, Kelso, and Cowlitz County are participating



Approved Uses

Treat

- Treat Opioid Use Disorder

Support

- Support People in Treatment and Recovery

Connect

- Connect People Who Need Help to the Help They Need

Address

- Address the Needs of Criminal Justice-Involved Persons

Address

- Address the Needs of Pregnant or Parenting Women and Their Families, Including Babies with Neonatal Abstinence Syndrome

Prevent Over

- Prevent Over-Prescribing and Ensure Appropriate Prescribing and Dispensing of Opioids

Approved Uses

Prevent

- Prevent Misuse of Opioids

Prevent

- Prevent Overdose Deaths and Other Harms

First

- First Responders

Leadership

- Leadership, Planning and Coordination

Training

- Training

Research

- Research

Financial projection of funds (See handout)

- Collected funds to date:
\$1,091,181.44

- Anticipated additional
collection: \$1,789,113.75

Total amount
collected: **\$2,880,295.19**

- Additional settlements are
anticipated





Staff Recommendations

•**(1) Crisis Response Specialist** - A Department of Justice Byrne Discretionary Grant funds a 5th BHU Crisis Response Specialist position and we have approximately 12 months of funding remaining but have not been able to fill the position due to the limited duration of the position and the demand for Crisis Responders. Demand exceeds supply so those who are qualified and can pass a background check are choosing employment that is secure (beyond 1 year). Longview Police is requesting to use Opioid Settlement funding for the continuation of this position. Costs include annual salary & benefits with 8% increases for the first 4 years (step increased plus COLA/benefit increases) and 5% increase after year 4.

•These costs would be categorized under the following eligible opioid settlement funding uses:

- Schedule A E.5 - Hire additional social workers or other behavioral health workers to facility expansions above
- Schedule B (Part 1)D.1.6 - Co-responder and/or alternative responder models to address OUD-related 911 calls with greater SUD expertise.
- Schedule B (Part 3) K 1 - Provide funding for staff training or networking programs and services to improve the capability of government, community and not-for-profit entities to abate the opioid crisis.



Staff Recommendations

(2) Washington Administrative Office of the Courts funded Therapeutic Court:

Longview has received \$124,000 for the start of a Therapeutic Court (misdemeanor cases)

via pass through money from Washington Administrative Officer of the Court (AOC) through Cowlitz County District Court to the City of Longview. The full request was not funded from AOC and success of the program includes the recovery supports that were not funded through AOC. We are requesting Opioid Settlement

funds be used for recovery supports in the amount of \$43,000. In addition, the current funding is for 12 months beginning 7/1/25 - 6/30/26. The funding pays for the hiring of a new Case Manager position.

An annual renewal process is required for this grant and funding is provided on a year to year basis. In the event funding was not renewed (unlikely per AOC), Longview Police is requesting to use the Opioid Settlement

funds to continue this position beyond 7/1/2026 A stable source of funding is help us in recruiting someone to take this position. Annual costs of Case Manager position are \$115,000

These costs would be categorized under the following eligible opioid settlement funding uses:

- Schedule B (Part 1)D.1 - Support pre-arrest or pre-arraignment diversion and deflection strategies for person s with OUD and any co-occurring SUD/MH conditions
- Schedule B (Part1) D.2 - Support pre-trial services that connect individuals with OUD and any co-occurring SUD/MH conditions to evidence-informed treatment, including MAT and related services.



Staff Recommendations

(3) WASPC Mental Health Field Response Team - Funding through WASPC for 7/1/25 - 6/30/27 was reduced and does not include any training money. Our original grant funding request included \$15,000 to send BHU members to the National Co-Responder Conference and the Washington State Co-Responder Conference along with on-line training in motivational interviewing. Longview Police is requesting to fund training for BHU members through Opioid Settlement Funds

These costs would be categorized under the following eligible opioid settlement funding uses:

- Schedule B (Part 3) K 1 - Provide funding for staff training or networking programs and services to improve the capability of government, community and not-for-profit entities to abate the opioid crisis.



Staff Recommendations

(4) Dark Horse Software Analytics - Longview Fire Department is requesting \$100,000 from the Opioid Settlement Fund to implement enhanced data analytics tools. Our current analytics budget is approximately \$13,000 annually. This proposal replaces our existing analytics platform with the Darkhorse Analytics Response Module and adds the Risk Module to strengthen our data capabilities related to overdose response, naloxone program tracking, and public education.

The funding request includes a one-time onboarding fee of \$50,000 for the Risk Module and five years of Risk Module subscription costs at \$10,000 per year. The annual \$20,000 cost for the Response Module will be absorbed into our existing operational budget starting in year one.

This enhancement will allow LFD to better visualize and respond to emerging public health threats, develop strategic interventions, support succession planning, and create visual tools for educating first responders and the public.

The total request is \$100,000, categorized under the following eligible opioid settlement funding uses:

- H.5: Data tracking software for overdoses/naloxone
- H.6: Public education on overdose response
- J.2: Dashboards to report, track, and visualize outcomes and opioid-related indicators
- L.1 & L.8: Research and evaluation of harm reduction strategies



Staff is seeking approval to move forward with recommended items.





City of Longview

Agenda Summary

LIBRARY ALCOHOL USE POLICY

RECOMMENDED ACTION: MOTION TO ADOPT THE POLICY

DATE: January 22, 2026

COUNCIL STRATEGIC INITIATIVE ADDRESSED:
Strengthen economic conditions & create new opportunities

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

The Library has not previously maintained a formal Alcohol Use Policy. In recent years, members of the public have expressed interest in renting Library spaces for special events and have specifically asked whether alcohol could be permitted. Additionally, as part of the Library's 100th Anniversary celebration, the Longview Library Foundation is planning a Gala fundraising event that will include a champagne toast.

To ensure consistency, safety, and alignment with best practices, the Library consulted with Directors across Washington State and used their established policies as a foundation for drafting a Longview-specific policy. The proposed Alcohol Use Policy was reviewed with the Library Board of Trustees, who provided input and formally approved it on December 8, 2025.

This policy establishes clear expectations and procedures for responsible alcohol service during approved Library events and supports the Library's ability to host high-quality community and fundraising activities.

RECOMMENDED ACTION:
Motion to adopt the Library Alcohol Use Policy.

STAFF CONTACT:
Jacob Cole, Library Director

Attachments:
1. LPL_Alcohol_Policy v2



Alcohol Policy

Policy Summary

The Longview Public Library (LPL) allows alcohol consumption in library facilities only under specific conditions designed to ensure public safety, compliance with applicable laws, and protection of library property. This policy outlines the requirements for alcohol service or consumption during events held at LPL.

~~Please contact the Library Director with any questions about this policy.~~

Introduction

LPL recognizes that certain library programs, rentals, or special events may include the service or consumption of alcoholic beverages. To maintain a safe and lawful environment, all events involving alcohol must meet the requirements outlined in this policy. The Library complies with all applicable local, state, and federal laws regarding alcohol possession, service, and consumption.

Requirements for Alcohol Service

Alcohol consumption in the Longview Public Library is permitted only when all of the following criteria are met:

1. Certificate of Insurance
 - Provide an acceptable Certificate of Insurance evidencing Commercial General Liability insurance with limits not less than \$1,000,000.00 (one million dollars) combined single limit per occurrence.
 - The User shall procure and maintain for the duration of the Agreement Liquor Liability insurance in the amount of not less than \$1,000,000 per occurrence if the User is in the business of manufacturing, distributing, selling, serving or furnishing alcoholic beverages. The City of Longview~~LPL~~ is to be named as an additional insured on the Liquor Liability insurance. If the User is hiring another party to sell and/or serve the alcohol such as a caterer, bartender, winery or brewery, the User should require this party to have Liquor Liability insurance with limits of not less than \$1,000,000 per occurrence, listing the LPL as

an additional insured. If the User is not in the business of manufacturing, distributing, selling, serving or furnishing alcoholic beverages, but will be providing alcohol at the event, then the User's Commercial General Liability, Business or Homeowner Liability policy provides host liquor liability coverage which provides liability coverage when alcohol is not being provided or served by a professional.

- The City of Longview must be named as an additional insured.
- An endorsement naming the City of Longview as additional insured must be attached to the Certificate of Insurance.
- The City reserves the right to request a certified copy of the insurance policy.

2. Alcohol Service Personnel

- Presence of a licensed bartender or a MAST (Mandatory Alcohol Server Training) - ~~trained~~ server is required.

3. Legal Compliance

- All applicable local and state laws must be followed.

4. Approval

- All events with alcohol must be approved in advance by the Library Director.

Permits and Additional Insurance

- A State of Washington Banquet Permit and Renter's Insurance are required for all events serving alcohol.
- Washington Banquet Permits may be obtained at: www.liq.wa.gov.
- The State Permit must be posted prior to bringing alcohol into the building.

Liability

- LPL may require proof of individual liability or special event coverage for some events.
- LPL does not assume liability for injuries to persons or damage to personal property that occur as a result of the actions of the sponsors or participants in events held in library facilities.

Enforcement and Redress

The Library Director is responsible for interpreting and enforcing this policy. Violations may result in cancellation of the event, loss of future rental privileges, or other actions as deemed necessary. Fees may be charged to user if extra cleaning is necessary. Library staff may end an event early if this policy is not being properly followed or they deem conditions unsafe.

Questions or concerns regarding the policy may be submitted in writing to the Library Director.

Approval

Submitted: Jacob Cole, Director – [DATE]

Approved: Trustee Board – [DATE]



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 JANUARY 2026 ACCOUNTS PAYABLE: \$4,143,552.96

FIRST HALF JANUARY 2026 PAYROLL:

\$17,462.63, checks
\$1,158,427.15, direct deposits
\$783,764.81, wire transfers
\$1,959,654.59 Total

STAFF CONTACT:

Lindy Kennedy, Accountant
Sara Rios, Payroll Specialist

Attachments: None



City of Longview

Agenda Summary

SET PUBLIC HEARING – ORDINANCE NO. 3571 – AMENDMENTS TO LMC CHAPTER 6.06 (DOG LICENSING TERM AND SPAY-NEUTER RELEASE PROGRAM FOR CATS)

RECOMMENDED ACTION:

MOTION TO SET A PUBLIC HEARING FOR FEBRUARY 12, 2026 DURING THE REGULAR CITY COUNCIL MEETING, TO CONSIDER ORDINANCE NO. 3571 AMENDING CHAPTER 6.06 OF THE LONGVIEW MUNICIPAL CODE

DATE: January 22, 2026

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Address quality of place issues
Continue effective financial management

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

Ordinance No. 3571 proposes amendments to Chapter 6.06 of the Longview Municipal Code related to animal licensing and shelter operations. The ordinance includes two primary components.

First, the ordinance amends LMC 6.06.110 to clarify that a dog license recognized under reciprocal jurisdiction provisions is valid for one year from the date of purchase, rather than being tied to a calendar year. This change is intended to improve consistency, reduce confusion for pet owners, and align licensing practices with how licenses are issued and paid for.

Second, the ordinance adds a new section, LMC 6.06.410, authorizing the implementation of a spay-neuter release program for cats, including Trap-Neuter-Return (TNR) and Shelter-Neuter-Return (SNR) practices. These programs allow eligible community cats to be sterilized, vaccinated, ear-tipped for identification, and returned to their location of origin in lieu of standard impoundment and holding periods.

The proposed spay-neuter release program is intended to reduce shelter overcrowding, improve public health outcomes, and provide a humane, evidence-based approach to managing community cat populations. The ordinance establishes eligibility criteria, exceptions, recordkeeping requirements, and coordination expectations while preserving Animal Control discretion related to public health and safety.

State law and City policy require that code amendments be considered at a public hearing. This agenda item is limited to setting the date of the public hearing; substantive consideration of the ordinance will occur at the February 12, 2026 City Council meeting.

FINANCIAL SUMMARY:

Minimal cost to set and notice the hearing.

RECOMMENDED ACTION:

Motion to set a public hearing for February 12, 2026 during the regular city council meeting, to consider Ordinance No. 3571 amending Chapter 6.06 of the Longview Municipal Code.

STAFF CONTACT:

Chris Collins, Public Works Director/Asst. City Manager

Attachments: None



City of Longview

Agenda Summary

POLICE MDT FLEET REFRESH - DELL PRO RUGGED 14 LAPTOPS AND HAVIS DOCKING STATIONS

RECOMMENDED ACTION:

MOTION TO APPROVE THE PURCHASE OF 52 DELL PRO RUGGED 14 (RB14250) LAPTOPS AND 35 HAVIS DELL VEHICLE DOCKING STATIONS FOR PATROL USE, IN AN AMOUNT NOT TO EXCEED \$224,282.73, INCLUDING ESTIMATED SALES TAX AND FREIGHT, AND AUTHORIZE THE CITY MANAGER (OR DESIGNEE) TO EXECUTE THE NECESSARY PURCHASE DOCUMENTS.

DATE: January 22, 2026

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Support public safety operations and officer effectiveness
Maintain reliable and resilient City services through standardized, supportable technology

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

Staff recommends approval of the purchase of 52 Dell Pro Rugged 14 (RB14250) laptops and 35 Havis vehicle docking stations to modernize the Police Department’s Mobile Data Terminal (MDT) platform for patrol operations. The laptops will be assigned 1:1 to patrol officers to support consistent access to City and Police systems in the field, at the station, and during training.

The Havis docking stations will be installed in patrol vehicles to provide secure mounting and reliable connectivity while on patrol. This purchase standardizes MDT hardware across the fleet, improves supportability and lifecycle management, and supports long-term cost control. Quotes are attached for Council review. Fleet staff will perform installation of the in-vehicle mounts/docks, estimated at approximately 2 hours per vehicle at \$145/hour (about \$10,150.00 total for 35 vehicles).

FINANCIAL SUMMARY:

Line Item	Vendor / Quote	Qty	Cost
Rugged laptops	Dell ... Quote 3000197936014.1	52	\$176,593.58
Vehicle docking stations	Havis (via Kent D. Bruce Co., LLC) ... Quote Longview Havis 1.14.26	35	\$47,689.15
Installation labor (estimated)	Fleet staff ... 35 vehicles × 2 hours × \$145/hr	35	\$10,150.00
Grand Total			\$234,432.73

Note: This project will be funded by the Public Safety Sales/Use Tax Fund (001.00.313.15.00.001), which has a current balance of \$655,575.21 as of 12/13/2025.

RECOMMENDED ACTION:

Motion to approve the purchase of 52 dell pro rugged 14 (rb14250) laptops and 35 havis dell vehicle docking stations for patrol use, in an amount not to exceed \$224,282.73, including estimated sales tax and freight, and authorize the city manager (or designee) to execute the necessary purchase documents.

STAFF CONTACT:

Mike Sullivan, IT Director
Robert Huhta, Police Chief

Attachments:

1. DellQuote3000197936014.1_LPDruuggedLaptops
2. Quote_Longview Havis 1.14.26



Your quote is ready for purchase.

Complete the purchase of your personalized quote through our secure online checkout before the quote expires on **Jan. 21, 2026**.

You can download a copy of this quote during checkout.

[Place your order](#)

Quote Name:	LPD Rugged Laptops	Sales Rep	Luis Santos
Quote No.	3000197936014.1	Phone	1(800) 4563355, 6179653
Total	\$176,593.58	Email	Luis.Santos@Dell.com
Customer #	2501167	Billing To	ACCOUNTS PAYABLE
Quoted On	Jan. 07, 2026		CITY OF LONGVIEW
Expires by	Jan. 21, 2026		PO BOX 128
	Dell NASPO Computer		LONGVIEW, WA 98632-7080
Contract Name	Equipment PA -		
	Washington		
Contract Code	C000001119005		
Customer Agreement #	23026 / 05820		
Deal ID	30157359		

Message from your Sales Rep

Please use the Order button to securely place the order with your preferred payment method online. You may contact your Dell sales team if you have any questions. Thank you for shopping with Dell.

Regards,
Luis Santos

Shipping Group

Shipping To	Shipping Method
JON HARBOUR CITY OF LONGVIEW 1525 BROADWAY ST LONGVIEW, WA 98632-3715 (360) 442-5064	Standard Delivery

Product	Unit Price	Quantity	Subtotal
Dell Pro Rugged 14 RB14250	\$3,138.66	52	\$163,210.32

Subtotal:	\$163,210.32
Shipping:	\$0.00
Estimated Tax:	\$13,383.26

Total:	\$176,593.58
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Shipping Group Details

Shipping To

JON HARBOUR
CITY OF LONGVIEW
1525 BROADWAY ST
LONGVIEW, WA 98632-3715
(360) 442-5064

Shipping Method

Standard Delivery

	Unit Price	Quantity	Subtotal
Dell Pro Rugged 14 RB14250	\$3,138.66	52	\$163,210.32
Estimated delivery if purchased today: Jan. 23, 2026 Contract # C000001119005 Customer Agreement # 23026 / 05820			

Description	SKU	Unit Price	Quantity	Subtotal
Dell Pro Rugged, RB14250 XCTO	210-BNNG	-	52	-
Intel(R) Core(TM) Ultra 7 165U (12 MB cache, 12 cores, up to 4.90 GHz, 15W)	379-BFTJ	-	52	-
Windows 11 Pro	619-BBQD	-	52	-
Intel R Core TM Ultra 7 165U (12 MB cache, 12 cores, up to 4.90 GHz, 15W), Intel Integrated Graphics	338-CQVH	-	52	-
16GB: 2 X 8 GB, DDR5, 5600, Non-ECC, SoDIMM	370-BCGC	-	52	-
256GB PCIe NVMe 2230 SSD	400-BSFM	-	52	-
14" Touch, FHD 1920x1080, 60Hz, WVA, Anti-Glare, 1100nit, Low Blue Light, IR camera, Passive Pen	391-BJNQ	-	52	-
FHD HDR IR Camera + Microphone, Touch Display, WLAN/WWAN/GPS antenna	319-BBLD	-	52	-
5G Qualcomm (R) Snapdragon (TM) X62 Global 5G (DW5932e), eSIM capable, Verizon	556-BFRP	-	52	-
Intel® Wi-Fi 7 BE200, 2x2, 802.11ax, MU-MIMO, Bluetooth® 5.4 wireless card	555-BLHX	-	52	-
Wireless Intel BE200 WLAN Driver	555-BLJF	-	52	-
Core Ultra 7 non-vPro CPU Label, Gen 14th	389-FJDZ	-	52	-
English US Rugged RGB Single Point backlit Copilot key keyboard	583-BMJG	-	52	-
No Fingerprint reader, no Smartcard reader	346-BLBK	-	52	-
65W AC adapter, USB Type-C	492-BDTG	-	52	-
E4 C5 black Power Cord 1M, US	470-BCRH	-	52	-
Primary 3 Cell 53.5 Whr ExpressCharge Capable Battery	389-FJFG	-	52	-
Battery Airbay Cover	325-BFXD	-	52	-
Service and Support Guide MUI for DAO (English, French, Multi)	340-DSGW	-	52	-
Quick setup guide, WW	340-DRXV	-	52	-
No Resource USB Media	430-XYPF	-	52	-
ME Disable - Manageability	631-BBYT	-	52	-
ENERGY STAR Qualified	387-BBLW	-	52	-
EPEAT Gold with Climate+	379-BFWZ	-	52	-

Dedicated u-blox NEO-M9N GPS Card	540-BFLV	-	52	-
Mix Shipment, Dell Pro Rugged 14 RB14250	340-DSCG	-	52	-
Standard Shipment, VS	800-BBZV	-	52	-
English, French, Spanish, Brazilian Portuguese	619-BBPD	-	52	-
Additional TBT-4/Type-C port	325-BFXV	-	52	-
Additional rear USB 3.2 Type-A port	590-TFPW	-	52	-
Intel Responsiveness Technologies Driver	409-BCYL	-	52	-
Rigid Handle	750-BBMM	-	52	-
No Additional Software	658-BFOH	-	52	-
Custom Configuration	817-BBBB	-	52	-
Docking POGO connector with Antenna Passthru, WLAN+WWAN+GPS antenna	452-BDZH	-	52	-
ProSupport Plus: Next Business Day Onsite, 2 Years Extended	713-0298	-	52	-
ProSupport Plus: Next Business Day Onsite, 3 Years	713-0299	-	52	-
Dell Limited Hardware Warranty Initial Year	713-0305	-	52	-
ProSupport Plus: Accidental Damage Service, 5 Years	713-0326	-	52	-
ProSupport Plus: Keep Your Hard Drive, 5 Years	713-0327	-	52	-
ProSupport Plus: 7X24 Technical Support, 5 Years	713-0337	-	52	-
Dell Limited Hardware Warranty Extended Year(s)	975-3461	-	52	-
Thank you for choosing Dell ProSupport Plus. For tech support, visit www.dell.com/contactdell or call 1-866-516-3115	997-8367	-	52	-
Activate Your Microsoft 365 For A 30 Day Trial	658-BCSB	-	52	-
Dell Additional Software	634-CVYV	-	52	-

Subtotal:	\$163,210.32
Shipping:	\$0.00
Estimated Tax:	\$13,383.26
<hr/>	
Total:	\$176,593.58

Important Notes

Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for Fourteen days from the date of this Quote. All products, pricing, and other information are based on the latest information available and are subject to change for any reason, including but not limited to tariffs imposed by government authorities, shortages in materials or resources, increase in the cost of manufacturing or other factors beyond Supplier's reasonable control. If such changes occur, pricing may be adjusted or purchase orders may be cancelled by Supplier, even after an order has been placed. Supplier also reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors and/or customer changes to Supplier's planned delivery date. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to Tax_Department@dell.com or ARSalesTax@emc.com, as applicable.

Governing Terms: This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at www.dell.com/terms or www.dell.com/oemterms), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

Supplier Software Licenses and Services Descriptions: Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on www.Dell.com/eula. Descriptions and terms for Supplier-branded standard services are stated at www.dell.com/servicecontracts/global or for certain infrastructure products at www.dellemc.com/en-us/customer-services/product-warranty-and-service-descriptions.htm.

Offer-Specific, Third Party and Program Specific Terms: Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on www.dell.com/offeringsspecificterms ("Offer Specific Terms").

In case of Resale only: Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

In case of Financing only: If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.



Northwest Regional Office
 P.O. Box 225
 Black Diamond, Washington 98010
 360-886-9410 360-886-9411 (fax)
sarah@kdbco.com

From the Desk of Sarah Justice

January 14, 2026

To: Blake Rickards, City of Longview PW/Fleet
 RE: HAVIS – Dell Docking Stations

Per our conversation, please see all items with pricing below...

Havis – DELL Laptop Docking Station:

35 - DS-DELL-432N-3, Dell Dock & Power supply \$1,245.00 ea. \$43,575.00
-advanced port replication, triple Pass-Thru Ant., P/S & convenient cable management.



DS-DELL-432N-3
 Docking Station For Dell
 Pro Rugged 14" And 13",
 5430, 7330, 5420, 5424, &
 7424 Notebooks With
 Advanced Port
 Replication & Triple
 Pass-Thru Antenna
 Connections & Havis
 Power Supply

Parts Total:	\$43,575.00
+ Freight	\$ 500.00
+ Sales Tax (8.2%)	\$3,614.15
Totalling.....	\$47,689.15

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City of Longview

Agenda Summary

RESOLUTION NO. 2602 - PSA WITH CARL'S TOWING SERVICE & REPAIR, INC.

RECOMMENDED ACTION:

MOTION TO ADOPT RESOLUTION NO. 2602 AUTHORIZING THE CITY MANAGER TO SIGN AMENDMENT #1 TO THE PROFESSIONAL SERVICES AGREEMENT WITH CARL'S TOWING SERVICE & REPAIR, INC.

DATE: January 22, 2026

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

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

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

The City previously entered into a Professional Services Agreement with Carl's Towing Service & Repair, Inc. to provide non-preference towing services in support of police and public safety operations. These services include vehicle towing, storage, accident scene cleanup, and related services required under Washington State law and City regulations.

The amendment provides:

- Updated fee schedule for 2026;
- Continuation of services through December 31, 2026; and
- Current City Manager

RECOMMENDED ACTION:

Motion to adopt Resolution # authorizing the City Manager to sign Amendment #1 to the Professional Services Agreement with Carl's Towing Service & Repair, Inc.

STAFF CONTACT:

Police Chief Robert Huhta

Attachments:

1. Resolution # 2602 PSA Amendment-Carl's Towing
2. PSA Amendment-Carl's Towing

**CITY OF LONGVIEW
RESOLUTION NO. 2602**

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE
AMENDMENT #1 TO THE PROFESSIONAL SERVICES AGREEMENT WITH
CARL'S TOWING SERVICE & REPAIR, INC.**

WHEREAS, the City of Longview previously entered into a Professional Services Agreement with Carl's Towing Service & Repair, Inc. to provide non-preference towing and related services for the City; and

WHEREAS, the agreement provides for towing, storage, cleanup, and related services in compliance with Washington State law, Washington State Patrol regulations, and City requirements; and

WHEREAS, Amendment #1 provides updated fee schedule, current City Manager and continuation of services through December 31, 2026;

**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 Professional Services Agreement by and between the City of Longview and Carl's Towing Service & Repair Inc.

**PASSED BY THE CITY COUNCIL OF THE CITY OF LONGVIEW, WASHINGTON,
THIS _____ DAY OF _____, 2026.**

Mayor

ATTEST:

City Clerk

**PROFESSIONAL SERVICES AGREEMENT
Amendment #1**

THIS AGREEMENT is entered into the date last below written between the CITY OF LONGVIEW, WASHINGTON (“CITY”) and Carl’s Towing Service & Repair, Inc. (“CONTRACTOR”)

1. SERVICES BY CONTRACTOR

- A. **Performance of Services.** The Contractor shall perform the services described in the scope of work attached hereto as Attachment A. All Services will be rendered to the best of the Contractor’s ability and in a timely and professional manner in compliance with all standards and rules established by the City.

- B. **Modification.** The City periodically may amend the services that are within the general scope of the Agreement by giving the Contractor written notice of such changes. If any change results in an increase or a reduction in the work that was contemplated to be performed by the Contractor as described in Attachment A, the Contractor’s compensation hereunder shall be modified accordingly.

2. PAYMENT

- A. The City shall pay the Contractor for such services: (Check One)
 - () Hourly: _____ per hour, plus actual expenses, but not more than a total of _____.
 - () Fixed Sum: A total amount of:
 - (X) Other: Billed on a monthly basis. Individual tow invoice not to exceed the maximum established amount by the Washington State Patrol in accordance with WAC 204-91A-140, for all services performed, and expenses incurred under this Agreement.

- B. The Contractor shall maintain time, expense records, and provide them not more frequently than monthly to the City, along with monthly invoices in a format acceptable to the City for work performed to the date of the invoice.

- C. All invoices shall be paid by mailing a City warrant within 30 days of receipt of a proper invoice after approval of the Contractor’s completed tasks/deliverables to the date of the invoice or monthly report, as appropriate.

- D. The Contractor shall keep cost records and accounts pertaining to the Agreement available for inspection by the City’s representatives for three (3) years after final payment. Copies shall be made available on request.

- E. If the services rendered do not meet the requirements of the Agreement, the Contractor will correct or modify the work to comply with the Agreement. The City may withhold payment for such work until the work meets the requirements of the Agreement.

3. DISCRIMINATION AND COMPLIANCE WITH LAWS

- A. The Contractor agrees not to discriminate against any employee or applicant for employment or any other person in the performance of this Agreement because of race, creed, color, national origin, marital status, sex, age, disability, or other circumstance prohibited by federal, state, or local law or ordinance, except for a bona fide occupational qualification.
- B. The Contractor shall comply with all federal, state, and local laws and ordinances applicable to the work to be done under this Agreement, including where applicable the Longview Municipal Code.
- C. Violation of this Section 3 shall be a material breach of this Agreement and grounds for cancellation, termination, or suspension of the Agreement by the City, in whole or in part, and may result in ineligibility for further work for the City.

4. TERM AND TERMINATION OF AGREEMENT

- A. **Term.** This Agreement shall remain in effect until completion of the services described in Attachment A and final payment therefore unless terminated earlier in accordance with Paragraph 4.B. of this Agreement.
- B. **Rights upon Termination.** This Agreement may be terminated by either party without cause upon thirty days' written notice, in which event all finished or unfinished documents, reports, or other material or work of Contractor pursuant to this Agreement shall be submitted to the City, and the Contractor shall be entitled to just and equitable compensation at the rate set forth in Paragraph 2 for any satisfactory work completed prior to the date of termination.
- C. **Noninterference with business.** During the course of the Contractor's performance of the services for the City and for a period of twelve (12) months after the completion of such services, the Contractor will not interfere with the City's business in any manner, including without limitation, encouraging anyone to leave the City's employ or encouraging any employee or independent contractor to sever that person's relationship with the City.

5. OWNERSHIP OF WORK PRODUCT

All data, materials, reports, memoranda, and other documents developed under this Agreement, whether finished or not, shall become the property of the City, shall be forwarded to the City at its request and may be used by the City as it sees fit. The City agrees that if it uses products prepared by the Contractor for purposes other than those intended in this Agreement, it does so at its sole risk and it agrees to hold the Contractor harmless therefore.

6. GENERAL ADMINISTRATION AND MANAGEMENT

The City Manager of the City, or his/her designee, shall be the City's representative and shall oversee and approve all services to be performed, coordinate all communications, and review and approve all invoices under this Agreement.

7. INDEMNIFICATION AND HOLD HARMLESS

- A. The Contractor shall protect, defend, indemnify, and save harmless the City, its officers, employees, and agents from any and all cost, claims, judgments, or awards of damages, arising out of or in any way resulting from the negligent acts or omission of the Contractor. The Contractor agrees that its obligations under this subparagraph extend to any claim, demand, and/or cause of action brought by, or on behalf of, any of its employees or agent. For this purpose, the Contractor, by mutual negotiation, hereby waives, as respects the City only, any immunity that would otherwise be available against such claims under the Industrial Insurance provisions of Title 51 RCW. In the event the City incurs any judgment, and/or award, to enforce the provisions of this article, all such fees, expenses, and costs shall be recoverable from the Contractor.
- B. The City shall protect, defend, indemnify, and save harmless the Contractor, its officers, employees, and agents from any and all costs, claims, judgments, or awards of damages, arising out of or in any way resulting from the negligent acts or omission of the City. The City agrees that its obligations under this subparagraph extend to any claim, demand, and/or cause of action brought by, or on behalf of, any of its employees or agents. For this purpose, the City, by mutual negotiation, hereby waives, as respects the Contractor only, any immunity that would otherwise be available against such claims under the Industrial Insurance provisions of Title 51 RCW. In the event the Contractor incurs any judgment, and/or award arising therefrom all such fees, expenses, and costs shall be recoverable from the City.
- C. The Contractor will indemnify, defend, and hold the City (and its elected officials, officers, employees, successors, assigns, insurers, licensees, distributors, independent contractors, and agents) harmless from all claims, damages, losses, and expenses arising out of or resulting from any claim, action, or other proceeding that is based upon (a) the Contractor's breach of any obligations, representations, or warranties under the Agreement, (b) the Contractor's outside business activities, or (c) the infringement or misappropriation by the Contractor of any foreign or United States patent, copyright, trade secret, or other proprietary right in results.

8. INSURANCE; RISK OF LOSS

The Contractor shall maintain insurance that is sufficient to protect the Contractor's business against all applicable risks, as set forth in Attachment B. The Contractor will cause the indemnified parties, as described in Section 7 above, to be named as additional insureds on the policy required under the Agreement and shall cause its insurance to be primary to any insurance carried by the indemnified

parties. The Contractor will provide the City with certificates of insurance and other supporting materials as City may request to evidence Contractor's continuing compliance with this Section 8. The Contractor will be liable for all loss or damage, other than ordinary wear and tear, to the City's property in the Contractor's possession or control that is caused by the Contractor. In the event of any such loss or damage, the Contractor will pay the City the full current replacement cost of such equipment or property within thirty (30) days after its loss or damage.

9. INDEPENDENT CONTRACTOR

- A. Nature of Relationship.** The Contractor shall be and function as an independent Contractor (and not as the employee, agent, or representative of the City) in the performance of the services for the City. This Agreement shall not be interpreted or construed as creating or evidencing an association, joint venture, partnership, or franchise relationship among the parties or as imposing any partnership, franchise, obligation, or liability on any party. The Contractor will not represent himself/herself as an employee of the City. The Contractor shall not be entitled to, and shall not attempt to, create, or assume any obligation, express or implied, on behalf of the City. So long as the Contractor is able to adequately perform all of the Contractor's obligations under the Agreement in a skilled and workmanlike manner. Since the Contractor will not be an employee of the City, the Contractor will not be entitled to any of the benefits that the City may make available to its employees, such as but not limited to vacation leave, sick leave, or insurance programs, including group health insurance or retirement benefits; nor shall the Contractor permit or cause any of the Contractor's employees, agents, or subcontractors to perform any services under the Agreement in such a way as to cause or enable them to become, or claim to have become, employees, common law or otherwise, of the City. In addition, the Contractor acknowledges that as an independent contractor, he/she/it and or his/her/its agents, servants, or employees are not eligible to recover worker's compensation benefits from or through the City in the event of injury.
- B. Contractor Responsible for Business License, Taxes and Records.** The contractor shall obtain a Longview Business License prior to commencing any work under this Agreement. The Contractor will be solely responsible for and will file, on a timely basis, all tax returns and payment required to be filed with or made to any federal, state, or local tax authority with respect to the Contractor's performance of the services and receipt of fees under the Agreement. The Contractor will be solely responsible for and must maintain adequate records of expenses incurred in the course of performing the services under the Agreement. No part of the Contractor's payment will be subject to withholding by the City for the payment of any social security, federal, state or any other employee payroll taxes; nor shall the City be obligated to make any such withholdings and/or payments on behalf of any employee, subcontractor, supplier, or other person working for or engaged by the Contractor to perform the Contractor's obligations under the Agreement. The City will regularly report amounts paid to the Contractor by filing Form 1099-MISC with the Internal Revenue Service as required by law.

10. SUBLETTING OR ASSIGNING AGREEMENT

Neither the City nor the Contractor shall assign, transfer, or encumber any rights, obligations, duties, or interests accruing or arising from this Agreement without the express prior written consent of the other.

Subject to the foregoing, the Agreement will be binding upon, enforceable by, and inure to the benefit of, the parties and their successors and assigns.

11. FUTURE SUPPORT

The City makes no commitment and assumes no obligations for the support of the Contractor's activities except as set for in this Agreement.

12. GENERAL PROVISIONS

- A. **Governing Law.** The Agreement will be governed by the laws of the State of Washington and its choice of law rules. The Contractor irrevocably consents to the exclusive personal jurisdiction and venue of the federal and state courts located in Cowlitz County, Washington or the applicable federal court for such County, with respect to any dispute arising out of or in connection with the Agreement, and agrees not to commence or prosecute any action or proceeding arising out of or in connection with the Agreement other than in the aforementioned courts.
- B. **Severability.** If any provision of the Agreement is held to be invalid or unenforceable for any reason, the remaining provisions will continue in full force without being impaired or invalidated in any way. The City and the Contractor agree to replace any invalid provision with a valid provision that most closely approximates the intent and economic effect of the invalid provision.
- C. **Nonwaiver.** Any failure by the City to enforce strict performance of any provision of the Agreement will not constitute a waiver of the City's right to subsequently enforce such provision or any other provision of the Agreement.
- D. **City Marks.** The Contractor will not use any trade name, trademark, service mark, or logo of the City (or any name, mark, or log confusingly similar thereto) in any advertising, promotions, or otherwise, without the City's express prior written consent.
- E. **Notices.** All notices and other communications required under the Agreement must be in writing, and must be given by registered or certified mail, postage prepaid, or delivered by hand to the party to whom the communication is to be given, at its address as follows:

CITY: Jennifer Wills, City Manager
City of Longview
P.O. Box 128, Longview, WA 98632

CONTRACTOR: Mike Despain
Carl's Towing Service & Repair, Inc.
1137 Vandercook Way
Longview, Washington 98632

- F. **Legal Fees.** In any lawsuit between the parties with respect to the matters covered by the Agreement, each party shall pay its own attorneys' fees costs and expenses.
- G. **Counterparts.** The Agreement may be signed in counterparts, each of which shall be deemed an original, and all of which, taken together, shall be deemed one and the same document.
- H. **Captions.** The captions in this Agreement are for convenience only and do not in any way limit or amplify particular provisions.

13. EXTENT OF AGREEMENT/MODIFCATION

This Agreement together with attachments or addenda, represents the entire and integrated Agreement between the parties hereto and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended, modified, or added to only by written instrument properly signed by both parties hereto.

INWITNESS WHEREOF, the parties have executed this Agreement as of _____, 2026.

CONTRACTOR

CITY OF LONGVIEW

By: _____

By: _____

Printed Name: _____

Printed Name: Jennifer Wills

Title: _____

Title: City Manager

Address: _____

Approved as to form:

City/State/ZIP: _____

By: _____
City Attorney

Tax ID# _____

ATTACHMENT A SERVICES & COMPENSATION

1. The Services

1.1 General Description

It is the City's goal to contract with a single provider that can provide all non-preference towing requirements. The contractor may use third-party towers to meet some contract requirements if contractor is fully responsible for the quality and efficiency of service of such third-party providers and meets all other customer service requirements of the agreement. This agreement will be non-exclusive, and City reserves the right at its sole discretion to enter into agreements with more than one tow operator if the City determines at any time that it is in the City's interests to do so.

1.2 Schedule

Contractor will begin providing services on June 1, 2023. This agreement will expire at midnight on December 31, 2026.

1. The City retains the right to terminate the agreement upon Contractor's failure to meet the terms and conditions of this Agreement for any reason. The City or Company may terminate the Agreement at any time by giving written notice to the other and specifying the effective date thereof, at least thirty (30) days before the effective date of such termination.
2. The agreement may be amended, modified, or supplemented only by written amendment to the agreement, executed by authorized persons of the parties hereto, and attached to the original signed copy of the Agreement. The agreement may be unilaterally amended by City, provided City gives 30 days written notice to Company of the amendment and provides Company with the option to terminate the agreement within the 30-day notice period if Company declines to be bound by the amendment.

1.3 Deliverable Items- See attachment "C" for Statement of Work

1.4 Designated Personnel

Contractor's main point of contact at the City will be Robert Huhta, or such other personnel as City may designate from time to time.

2. Compensation

2.1 Amount and Basis

Contractor will submit an invoice to the City for services performed. The invoice will be in a form and content acceptable to City and will describe (a) the services performed; Contractor will furnish such receipts, documents, and other supporting materials as City may request to verify the content of any invoice. The individual tow invoice not to exceed the maximum established amount by the Washington State Patrol in accordance with WAC 204-91A-140. The City of Longview Official Towing Fees for 2023 are in Attachment "D." Attachment "D" has been updated with the 2026 rates.

ATTACHMENT B

INSURANCE REQUIREMENTS

The Contractor shall procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the contractor, his agents, representatives, employees, or subcontractors. The Contractor shall pay the cost of such insurance. Insurance shall meet or exceed the following unless otherwise approved by the City.

A. Minimum Insurance

1. Commercial General Liability coverage with limits not less than \$1,000,000 per occurrence /\$2,000,000 annual aggregate,
2. Stop/Gap/Employers Liability coverage with limits not less than \$1,000,000 per accident/disease,
3. Business Automobile Liability coverage with limits not less than \$1,000,000 per accident for any auto,
4. Workers' Compensation coverage as required by the Industrial Insurance Laws of the State of Washington.

B. Self-Insured Retentions

Self-insured retentions must be declared to and approved by the City.

C. Other Provisions.

Commercial General Liability policies shall be endorsed to:

1. Include the City, its officials, employees, and volunteers as insureds,
2. Provide that such insurance shall be primary as respects any insurance or self-insurance maintained by the City,
3. Each insurance policy shall provide that coverage shall not be canceled except after thirty (30) days' written notice has been given to the City.

D. Acceptability of Insurers

Insurance shall be placed with insurers with a rating acceptable to the City.

E. Verification of Coverage

Contractor shall furnish the City with certificates of insurance required by this clause. The certificates are to be received and approved by the City before work commences. The City reserves the right to require complete, certified copies of all required insurance policies at any time.

F. Subcontractors

Contractor shall require subcontractors to provide coverage which complies with the requirements stated herein.

SPECIAL RIDER

TO

ATTACHMENT "B"

INSURANCE REQUIREMENTS

For

PROFESSIONAL SERVICE CONTRACTS

Add the following to section A. Minimum Insurance:

5. Consultant's Errors & Omission or Professional Liability with limits not less than \$1,000,000 per claim and as an annual aggregate.

ATTACHMENT C

Statement of Work

1. Maintain a tow truck exclusively for City calls for service and have a current written agreement with the tow truck/wrecker services dispatch.
2. Capable of servicing approximately 6,000 police generated tows annually.
3. All trucks responding to City calls for service shall meet all requirements of the State of Washington:
4. Be available 24-hours a day, 7-days a week. When requested by the City to tow and/or store a vehicle, the operator shall respond within the maximum twenty-minute period unless otherwise excused by the coordinator because of inclement weather, unusual traffic conditions, or excessive distance.
5. Provide Owner access to vehicles towed on a 24-hour, 7-days a week basis. If the Owner is requesting a release of a vehicle or access to the vehicle to obtain life-essential property, the Company shall make personnel available to release the vehicle or provide access to the vehicle within two hours of when the Owner makes the request. Any fee for other than regular business hours retrieval shall be reasonable and shall comply with any applicable statute or rule.
6. Have access to boom truck, roll off truck and large semi size truck.
7. Provide a contingency for multi-vehicle incidents.
8. Complete clean-up of accident scene.
9. Maintain complete and accurate records of all tows.
10. Maintain a State and local approved storage area and a secure area for seized items or vehicles.
11. Provide a secure storage area for personal belongings removed from towed vehicles.
12. Provide records and documentation for compliance of all applicable Washington State Laws and City of Longview Codes including but not limited to business license and evidence of insurability.
13. Waive all storage and impound fees for reported stolen/recovered vehicles. All tow fees apply.

14. Centralized location for customer service response to inquiries of all vehicles towed.
15. Disclosure. The company agrees to disclose to City all incidents or occurrences of accident, injury, and/or property damage that may result in a claim.
16. Non-preference tows covered under this agreement include tows resulting in the following circumstances:
 - a. vehicle accidents where owner has not expressed a preference of tow operator.
 - b. vehicles towed for parking violations.
 - c. vehicles towed for city code violations.
 - d. abandoned vehicles.
 - e. evidence tows
 - f. other City-related tows as needed, including RVs, trailers, and vessels.

ATTACHMENT D

**City of Longview
Official Towing Fees**

Accident Tows

Class	Hourly Rate
A/E	\$ 250.00
B2/E2	\$ 400.00
C	\$ 500.00
S/Rotator	\$ 900.00

Impound Tows

Class	Hourly Rate
A/E	\$ 250.00
B2/E2	\$ 400.00
C	\$ 500.00
S/Rotator	\$ 900.00

Stolen / Recovery

Class	Hourly Rate
A/E	\$ 175.00
B2/E2	\$ 250.00
C	\$ 325.00
S/Rotator	\$ 650.00

Evidence / City Owned

Hourly Rate

Class	Day	Night
A/E	\$ 125.00	\$ 155.00
Heavy Duty	\$ 325.00	Same as Day
C	\$ 325.00	Same as Day

Miscellaneous Charges

After Hours Release	\$ 75.00
Extra Man	\$ 75.00
Storage	\$ 60.00 Per Night
Truck / Bus / RV / Semi	\$ 60.00 Per 20'



City of Longview

Agenda Summary

DOWNTOWN UNIFORM PARKING PROPOSAL, INCLUDING PATH FORWARD FOR IMPLEMENTATION

RECOMMENDED ACTION:

SEEKING APPROVAL TO IMPLEMENT THE DOWNTOWN UNIFORM PARKING PROPOSAL

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Address Quality of Place Issues
Preserve and Enhance Neighborhoods
Continue Effective Financial Management

SUMMARY STATEMENT:

Staff is presenting a path forward for updates to downtown parking regulations to create a more consistent and user-friendly system. The plan establishes uniform time limits for on-street parking - primarily three-hour zones with designated ten-hour areas for employees - along with a 72-hour limit in City-owned lots and an option for resident-only permit program for the City lots. Enforcement would follow a complaint-driven model managed by the Longview Police Department, and signage will be updated to reflect the new rules.

Implementation would include updates to LMC, signage updates, establishing an online resident parking permit system, and initiating a public outreach campaign that includes mailings, business notifications, and online postings. The approach is built on several of the guiding principles identified in the RWC Parking Study seeks to establish a consistent approach to downtown parking that works within the city's current budget and staff capabilities.

FINANCIAL SUMMARY:

The proposal will not generate significant revenue for the City's general fund. Approximate cost to implement the program is estimated at \$10-\$20,000 which would include updated signage and staff time to implement the proposed changes.

STAFF CONTACT:

Nick Little, Community Development Director

Attachments:

1. Downtown Parking Proposal Memorandum
2. DowntownParkingMap_Jan2026(V1.0)



Memorandum

TO: Longview City Council

FROM: Nick Little, CED Director

MEETING DATE: January 22nd, 2025

SUBJECT: Downtown Uniform Parking Proposal

The purpose of this proposal is to provide the City Council with an overview of proposed changes to downtown parking regulations and to seek direction on moving forward with implementation. These recommendations are based on many of the guiding principles outlined in the recent RWC Downtown Parking Study. The proposal includes those short term items that are achievable within the city's current budget and staff framework.

Currently, downtown parking regulations vary by block, creating confusion for customers and residents. The proposed changes would establish uniform time limits for on-street parking and clarify enforcement procedures. Specifically, most downtown streets would be designated for three-hour parking between 8:00 a.m. and 6:00 p.m., while certain blocks outside of the central retail core would allow ten-hour parking to accommodate employees and long-term visitors. No loading zones are proposed at this time to preserve on-street parking inventory and work within current enforcement capabilities; deliveries should continue to be directed to alleys.

For off-street parking, the proposal includes a 72-hour limit in City-owned lots and the introduction of a resident-only permit system for those lots. Permits would be issued through the City's online portal, PermitTrax, and would require proof of residency. The annual cost for resident permit is expected to be modest, approximately \$50 or less per year.

Enforcement of the parking program would follow a complaint-driven model managed by the Longview Police Department, allowing for rapid response to typical parking complaints through dispatch or the existing "Ask Longview" reporting system. This approach is similar to that used by LPD since the implementation of the parking enforcement moratorium.

Updates to the LMC and physical signage updates will be necessary to reflect the new time limits. Staff will review their current sign inventory and work with the Downtown Advisory Committee to catalog existing signs and replace or update them as needed. The signage changes would occur after the adoption of amendments to the Longview Municipal Code (LMC) and take approximately 30-60 days to complete. Staff recommends a 30- to 90-day enactment period following Council approval of LMC updates to allow for public notice and physical signage changes, followed by an additional 30-day grace period in enforcement to allow for community adjustment.

Public notification efforts will include direct mailings to property owners in the affected area, flyers delivered to businesses in the affected areas, and postings on the City's website and social media channels. Press releases and outreach through DAC and the Downtowners will be part of the notification efforts; in particular emphasizing that employees should park in off-street lots rather than limited on-street spaces.

This proposal aligns with several guiding principles from the RWC Study/PAC, including prioritizing customer access to on-street parking, managing capacity through uniform time limits, and improving branding and communication through consistent signage and outreach. While some principles, such as shared parking agreements and enhanced lighting, are not addressed due to cost and staffing limitations, these remain long-term goals.

Staff recommends that the Council approve the proposed path forward, and direct staff to begin implementing signage updates, and implementation of the enforcement and permit system. These seek to improve accessibility, support downtown businesses, and create a more consistent parking experience for residents and visitors.

2026 Downtown Parking Proposal

Overall Goals

1. Establish a clear, simple, and consistent approach to parking in the downtown area
2. Prioritize customer access to the on-street parking spaces and foster a positive, inviting atmosphere to visiting downtown businesses
3. Provide for resident parking in off-street parking lots
4. Utilize existing City infrastructure, digital platforms, and established methods of communication and enforcement to minimize additional cost and staff while working within current budget constraints
5. Take action on those items from the RWC that are within the city's budget and staff limitations

On-Street Parking

1. The following streets would be 3-hour parking:
 - a. 14th Ave, 1400 block to 1100 block (Maple to Florida)
 - b. Commerce Ave, 1600 block to 1100 Block (Washington Way to Florida)
 - c. Maple St, 1400 block to 1200 block (15th to 12th)
 - d. Broadway, 1400 block to 1200 block (15th to 12th)
 - e. Hudson St, 1400 block to 1200 block (15th to 12th)
 - f. Hemlock St, 1400 block to 1200 block (15th to 12th)
 - g. Vandercook, 1300 block to 1100 block (Maple to 11th)
2. The following streets would be 10-hour parking
 - a. 14th Ave, 1000 block (Florida to Fir)
 - b. Commerce Ave, 1000 block (Florida to Fir)
 - c. 12th Ave, 1700 block to 1000 block (Washington Way to Fir)
 - d. Maple St, 1100 block (12th to 11th)
 - e. Broadway, 1100 block (12th to 11th)
 - f. Hudson, 1100 block (12th to 11th)
 - g. Hemlock, 1100 block (12th to 11th)
 - h. Florida, 1400 block to 1100 block (15th to 11th)
3. "No Loading" zones are not proposed; deliveries and other loading/unloading activities to continue to be directed to alleys
4. Parking time periods would be enforced from 8am-6pm.

Off-Street Parking and Resident Permitting

1. 72-hour limit in City-owned lots
2. Parking permits issued for residents only
 - a. Permits obtained through online portal (PermitTrax)
 - b. Valid for 1 year
 - c. Applicant to provide proof of residency
 - d. Cost TBD, but expected to be modest (~\$50/year, guesstimated)
3. Resident permitting program is optional, but recommended to avoid conflicts with 72-hour rule

Enforcement

1. Complaint-driven enforcement model (LPD)
2. Typical parking complaints would be made to dispatch; allows for a more rapid response by CSOs
3. 72-hour violations in city lots could use dispatch or the existing “Ask Longview” reporting system

Signage/Streetscape Updates

1. Update street signage for 3-hour or 10-hour parking as appropriate
 - a. Continue work with DAC to catalogue signs in downtown and remove, replace, or update as necessary
 - b. Sign replacement to begin after DAC sign identification efforts completed and shortly after LMC updates
 - c. Approximately 30-60 days for signage/stripping updates

LMC Updates

1. Draft language developed and reviewed by council to amend parking times and enforcement model as necessary
2. Efforts will also be made to simplify LMC and adopt by reference parking times for downtown (similar to approach for CED and PW Master Fee Schedules)
3. Recommend a 30-90 day enactment period after Council approval to allow for public notice of changes and physical signage changes.

4. Recommend an additional 30-day “grace period” after sign changes completed to allow for customer uptake of new parking rules

Public Notification of Changes

1. Solidify lead times for sign changes and LMC changes
2. Begin public notice of changes immediately after adoption of amended LMC
 - a. Direct mailing to landowners in affected area (postcards)
 - b. Flyers delivered to businesses along Commerce (Maple to Florida)
 - c. Posting to CoL main, LPD, PW, and CED websites.
 - d. Longview Lowdown and press releases
3. Work through DAC and Downtowners to encourage employee parking off-street lots rather than in limited on-street parking

Estimated Costs

1. Expected cost generators:
 - a. New signage and installation; estimated at \$50 cost per sign
 - b. Mailings/notification costs
 - c. Revenue generated by parking permit program expected to be minimal
2. Total estimated cost: \$10-\$15,000
 - a. Includes sign and streetscape updates, including staff time
3. Items not fully captured in cost estimate:
 - a. Staff time spent developing current proposal, LMC updates, or creation of future public notice/outreach efforts
 - b. Staff time developing permit system updates for online resident permit issuance

Relationship to RWC Study/PAC Guiding Principles

Principles Addressed Under Current Proposal:

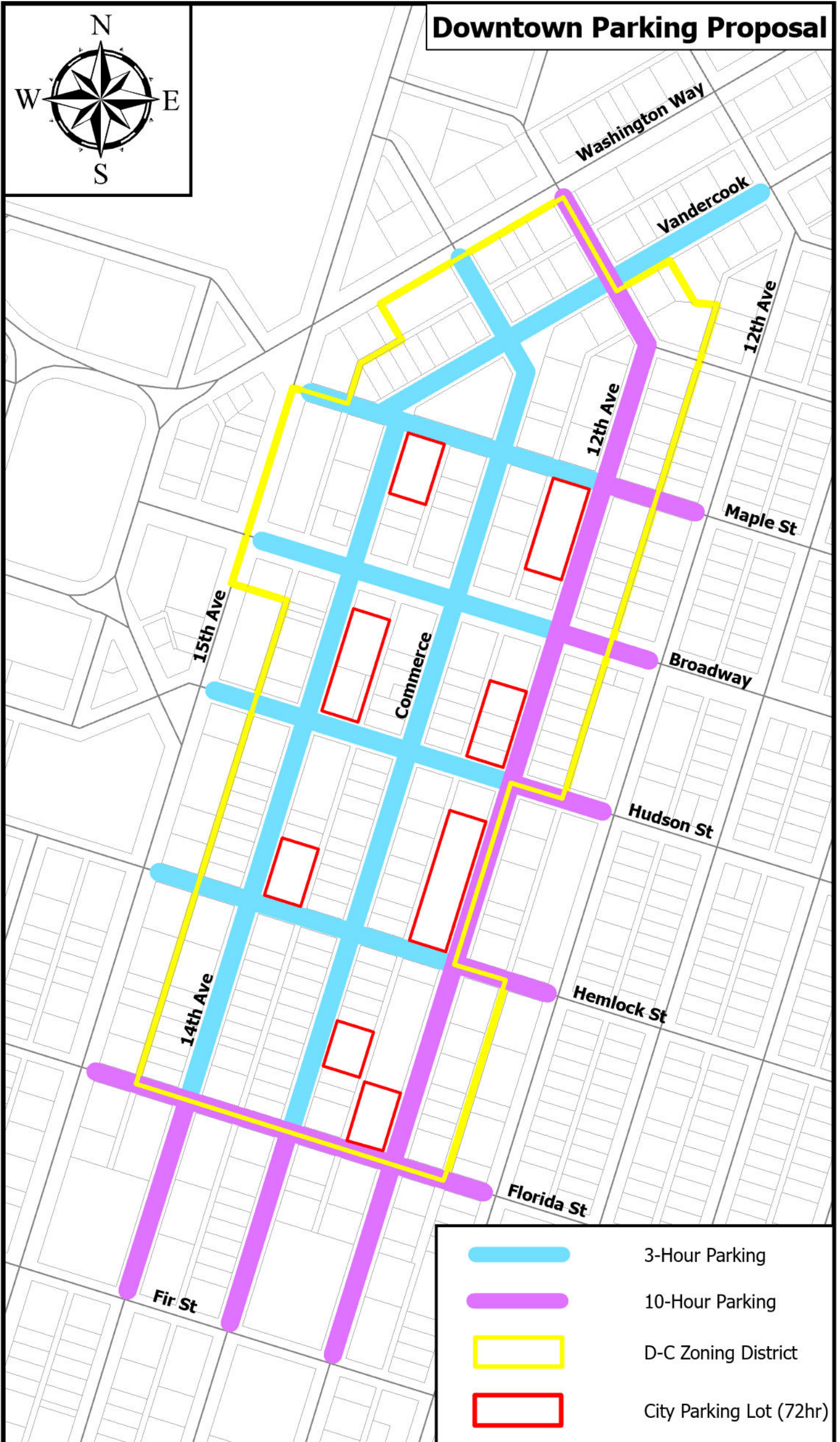
- Prioritize Users
 - Prioritize on-street parking for customers
 - Prioritize off-street parking for downtown residents and employees
- Capacity Management
 - 85% rule for coordinating parking supply
 - Unique customer needs (mix of 2 and 3 hour on-street)
 - Just went 3 hours across the board for consistency
- Communication
 - Update all signage in downtown, make consistent
 - Communicate changes in downtown parking to residents, business owners, and visitors
- Accessibility
 - Complete count of available ADA spaces and verify spaces meet current ADA standards
 - Update spaces to ADA standards as necessary
- Establish Roles and Coordination efforts
 - Public notification of changes
 - Communication/coordination with business owners regarding employee parking





Principles Not Specifically Addressed

- Prioritize residential parking for surrounding residential areas (spillover)
 - No spillover currently, none likely in foreseeable future
- Loading Zones/"Quick Stops"
 - No loading zones proposed to preserve on-street capacity
 - Encourage the use of alleys for deliveries where possible
- Shared parking (public/private)
 - Cost and staff limitations to develop individual public/private agreements with owners of off-street parking lots
- Monitor and Report

- Cost and staff limitations do not allow for continually monitoring parking availability to the extent suggested in the study
 - Monitoring and tracking of enforcement requests and resolutions will be tracked and parking permit statistics will be available after system is implemented
- Safety/Lighting
 - Cost limitations for the installation of lighting and repaving sidewalks and parking areas pushes this into a long-term “wish list”

Downtown Parking Proposal



-  3-Hour Parking
-  10-Hour Parking
-  D-C Zoning District
-  City Parking Lot (72hr)



City of Longview

Agenda Summary

RESOLUTION NO. 2603 - OPIOID SETTLEMENT FUNDS

RECOMMENDED ACTION:

MOTION TO ADOPT RESOLUTION NO. 2603 AUTHORIZING THE USE OF OPIOID SETTLEMENT FUNDS FOR APPROVED OPIOID REMEDIATION AND ABATEMENT ACTIVITIES

DATE: January 22, 2026

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

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

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

The State of Washington has entered into national opioid litigation settlements with opioid manufacturers, distributors, and retailers. Under the Washington State Opioid Settlement Memorandum of Understanding (MOU), participating cities and counties receive a portion of settlement proceeds and are required to use those funds exclusively for opioid remediation and abatement strategies identified in Exhibit E of the MOU.

The proposed resolution formally authorizes the use of opioid settlement funds for eligible abatement purposes, including but not limited to prevention, treatment, recovery services, harm reduction, and opioid response efforts. Adoption of the resolution ensures compliance with the MOU, establishes administrative authority for implementation, and provides accountability through required financial tracking and reporting.

The use of these funds is intended to address opioid-related impacts within the community and enhance public health and public safety outcomes.

Staff recommendations are in the presentation.

RECOMMENDED ACTION:

Motion to adopt resolution #2603 authorizing the use of opioid settlement funds for approved opioid remediation and abatement activities.

STAFF CONTACT:

Police Chief Robert Huhta

Attachments:

1. Resolution # 2603 Opioid Settlements
2. Opioid Settlement Fund Distributions 1.15.26

**CITY OF LONGVIEW
RESOLUTION NO. 2603**

A RESOLUTION AUTHORIZING THE USE OF OPIOID SETTLEMENT FUNDS FOR OPIOID REMEDIATION AND ABATEMENT PURPOSES CONSISTENT WITH THE WASHINGTON STATE OPIOID SETTLEMENT MEMORANDUM OF UNDERSTANDING.

WHEREAS, the City of Longview is a participating subdivision in the Washington State Opioid Settlement Memorandum of Understanding (“MOU”), entered into by the State of Washington, counties, and participating cities regarding the distribution and use of opioid litigation settlement funds; and

WHEREAS, the State of Washington has received settlement proceeds from opioid manufacturers, distributors, and retailers to remediate the impacts of the opioid epidemic; and

WHEREAS, the MOU requires that opioid settlement funds be used solely for opioid remediation and abatement strategies, including prevention, treatment, recovery, harm reduction, and enforcement efforts as outlined in Exhibit E of the MOU; and

WHEREAS, the city has received opioid settlement funds and must formally authorize the expenditure of such funds in a manner consistent with the MOU and applicable state law; and

WHEREAS, the city finds that the expenditure of opioid settlement funds for the purposes described herein will directly address opioid-related harms within the community and promote public health and safety;

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

Section 1. The City Manager is hereby authorized to administer the opioid settlement funds as provided by staff in attached presentation, maintain appropriate financial records to ensure transparency and accountability and shall report the use of opioid settlement funds as required by the MOU and applicable state guidelines.

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

THIS _____ DAY OF _____, 2026.

Mayor

ATTEST:

City Clerk

**Opioid Settlement Fund
City of Longview, WA**

Allocations & future projections

Settlement Fund Name	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	TOTAL
Distributor	\$98,732.87	\$50,592.83	\$91,196.05	\$63,324.10	\$63,324.10	\$51,998.43	\$84,948.37	\$87,619.73	\$87,619.73	\$73,653.23	\$73,653.23	\$73,653.23	\$73,653.23	\$73,653.23	\$73,653.23	\$73,653.23	\$73,653.23	\$1,268,582.05
Teva			\$34,109.09	\$17,203.50	\$17,203.50	\$17,203.50	\$17,203.50	\$16,727.76	\$16,727.76	\$16,727.76	\$16,727.76	\$16,727.76	\$16,727.76	\$16,727.76				\$220,017.41
Allergan			\$37,639.34	\$18,905.30	\$18,905.30	\$18,507.55	\$18,507.55	\$18,507.55										\$130,972.59
CVS			\$37,552.66	\$33,065.07	\$33,428.67	\$33,428.67	\$33,428.67	\$31,136.77	\$29,499.36	\$29,473.37	\$29,473.37							\$290,486.61
Walgreens			\$40,369.64	\$16,235.37	\$16,235.37	\$16,235.37	\$16,540.52	\$16,540.52	\$24,134.27	\$24,134.27	\$24,134.27	\$24,134.27	\$24,134.27	\$24,134.27	\$24,134.27	\$24,134.27	\$24,134.27	\$315,230.95
Walmart			\$164,141.20															\$164,141.20
McKinsey			\$26,082.35															\$26,082.35
Kroger				\$22,640.20	\$11,570.85	\$11,821.60	\$11,436.91	\$11,320.10	\$11,320.10	\$11,320.10	\$11,320.10	\$11,320.10	\$11,320.10	\$11,320.10				\$125,390.16
Janssen Washington			\$339,391.87															\$339,391.87
TOTAL REVENUE	\$98,732.87	\$50,592.83	\$770,482.20	\$171,373.54	\$160,667.79	\$149,195.12	\$182,065.52	\$181,852.43	\$169,301.22	\$155,308.73	\$155,308.73	\$125,835.36	\$125,835.36	\$114,515.26	\$97,787.50	\$97,787.50	\$73,653.23	\$2,880,295.19
FUND REVENUE CUMULATIVE	\$98,732.87	\$149,325.70	\$919,807.90	\$1,091,181.44	\$1,251,849.23	\$1,401,044.35	\$1,583,109.87	\$1,764,962.30	\$1,934,263.52	\$2,089,572.25	\$2,244,880.98	\$2,370,716.34	\$2,496,551.70	\$2,611,066.96	\$2,708,854.46	\$2,806,641.96	\$2,880,295.19	\$2,880,295.19

8/12/2025 - The city of Longview opted into additional settlements that have not been listed above yet.

Draw Down of Funds	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038
(1) Crisis Response Specialist (DOJ Byrne Grant position continuation)						\$129,600.00	\$139,968.00	\$151,165.44	\$163,258.68	\$171,421.61	\$179,992.69	\$188,992.32	\$198,441.94	\$208,364.04	\$218,782.24	\$229,721.35	\$241,207.42
(2) Therapeutic Court Program costs					\$45,000.00	\$46,350.00	\$47,740.50	\$49,172.72	\$50,647.90	\$52,167.33	\$53,732.35	\$55,344.32	\$57,004.65	\$58,714.79	\$60,476.24	\$62,290.52	\$64,159.24
(3) BHU Training					\$15,000.00	\$15,750.00	\$16,537.50	\$17,364.38	\$18,232.59	\$19,144.22	\$20,101.43	\$21,106.51	\$22,161.83	\$23,269.92	\$24,433.42	\$25,655.09	\$26,937.84
(4) Dark Horse Analytics Software - Fire					\$60,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00								
TOTAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	\$120,000.00	\$201,700.00	\$214,246.00	\$227,702.53	\$242,139.17	\$242,733.17	\$253,826.48	\$265,443.15	\$277,608.43	\$290,348.75	\$303,691.90	\$317,666.97	\$332,304.50
CUMULATIVE EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	\$120,000.00	\$321,700.00	\$535,946.00	\$763,648.53	\$1,005,787.70	\$1,248,520.86	\$1,502,347.34	\$1,767,790.49	\$2,045,398.92	\$2,335,747.67	\$2,639,439.57	\$2,957,106.53	\$3,289,411.04
FUND BALANCE	\$98,732.87	\$149,325.70	\$919,807.90	\$1,091,181.44	\$1,131,849.23	\$1,079,344.35	\$1,047,163.87	\$1,001,313.77	\$928,475.82	\$841,051.39	\$742,533.64	\$602,925.85	\$451,152.78	\$275,319.29	\$69,414.89	-\$150,464.57	-\$409,115.85

(1) Crisis Response Specialist - A Department of Justice Byrne Discretionary Grant funds a 5th BHU Crisis Response Specialist position and we have approximately 12 months of funding remaining but have not been able to fill the position due to the limited duration of the position and the demand for Crisis Responders. Demand exceeds supply so those who are qualified and can pass a background check are choosing employment that is secure (beyond 1 year). Longview Police is requesting to use Opioid Settlement funding for the continuation of this position. Costs include annual salary & benefits with 8% increases for the first 4 years (step increased plus COLA/benefit increases) and 5% increase after year 4. These costs would be categorized under the following eligible opioid settlement funding uses:
 -Schedule A E.5 - Hire additional social workers or other behavioral health workers to facility expansions above
 -Schedule B (Part 1)D.1.6 - Co-responder and/or alternative responder models to address OUD-related 911 calls with greater SUD expertise.
 -Schedule B (Part 3) K 1 - Provide funding for staff training or networking programs and services to improve the capability of government, community and not-for-profit entities to abate the opioid crisis.

(2) Washington Administrative Office of the Courts funded Therapeutic Court:
 Longview has received \$124,000 for the start of a Therapeutic Court (misdemeanor cases) via pass through money from Washington Administrative Officer of the Court (AOC) through Cowlitz County District Court to the City of Longview. The full request was not funded from AOC and success of the program includes the recovery supports that were not funded through AOC. We are requesting Opioid Settlement funds be used for recovery supports in the amount of \$43,000. In addition, the current funding is for 12 months beginning 7/1/25 - 6/30/26. The funding pays for the hiring of a new Case Manager position. An annual renewal process is required for this grant and funding is provided on a year to year basis. In the event funding was not renewed (unlikely per AOC), Longview Police is requesting to use the Opioid Settlement funds to continue this position beyond 7/1/2026 A stable source of funding is help us in recruiting someone to take this position. Annual costs of Case Manager position are \$115,000 These costs would be categorized under the following eligible opioid settlement funding uses:
 -Schedule B (Part 1)D.1 - Support pre-arrest or pre-arraignment diversion and deflection strategies for person s with OUD and any co-occurring SUD/MH conditions
 -Schedule B (Part1) D.2 - Support pre-trial services that connect individuals with OUD and any co-occurring SUD/MH conditions to evidence-informed treatment, including MAT and related services.

(3) WASPC Mental Health Field Response Team - Funding through WASPC for 7/1/25 - 6/30/27 was reduced and does not include any training money. Our original grant funding request included \$15,000 to send BHU members to the National Co-Responder Conference and the Washington State Co-Responder Conference along with on-line training in motivational interviewing. Longview Police is requesting to fund training for BHU members through Opioid Settlement Funds These costs would be categorized under the following eligible opioid settlement funding uses:
 -Schedule B (Part 3) K 1 - Provide funding for staff training or networking programs and services to improve the capability of government, community and not-for-profit entities to abate the opioid crisis.

(4) Dark Horse Software Analytics - Longview Fire Department is requesting \$100,000 from the Opioid Settlement Fund to implement enhanced data analytics tools. Our current analytics budget is approximately \$13,000 annually. This proposal replaces our existing analytics platform with the Darkhorse Analytics Response Module and adds the Risk Module to strengthen our data capabilities related to overdose response, naloxone program tracking, and public education.
 The funding request includes a one-time onboarding fee of \$50,000 for the Risk Module and five years of Risk Module subscription costs at \$10,000 per year. The annual \$20,000 cost for the Response Module will be absorbed into our existing operational budget starting in year one.
 This enhancement will allow LFD to better visualize and respond to emerging public health threats, develop strategic interventions, support succession planning, and create visual tools for educating first responders and the public.
 The total request is \$100,000, categorized under the following eligible opioid settlement funding uses:
 - H.5: Data tracking software for overdoses/naloxone
 - H.6: Public education on overdose response
 - J.2: Dashboards to report, track, and visualize outcomes and opioid-related indicators
 - L.1 & L.8: Research and evaluation of harm reduction strategies



City of Longview

Agenda Summary

2026 CITY COUNCIL SUMMIT EXPECTATION DISCUSSION

RECOMMENDED ACTION:

PROVIDE DIRECTION FOR THE 2026 CITY COUNCIL SUMMIT

DATE: JANUARY 22, 2026

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

- Improve streets and roads
- Enhance public safety & emergency response
- Preserve and enhance neighborhoods
- Improve transportation systems
- Address quality of place issues
- Strengthen economic conditions & create new opportunities
- Continue effective financial management

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

The purpose of this agenda item is to engage City Council in a discussion about the 2026 Council Retreat (Summit) and to seek direction on the overall approach, structure, and desired outcomes. This is a Council-focused planning conversation to ensure the retreat is designed to best support Council priorities, alignment, and effectiveness.

The 2026 Council Retreat has been tentatively scheduled for:

- Friday, March 13, 2026 | 5:00 – 8:00 p.m.
- Saturday, March 14, 2026 | 9:00 a.m. – 1:00 p.m.

These dates were selected to allow for both strategic discussion and relationship-building, while minimizing disruption to regular Council and staff operations. Final structure, facilitation, and content have not yet been determined and will be guided by Council direction.

Council is asked to provide input and guidance on the following:

1. Retreat Purpose and Outcomes

- What does Council most want to accomplish through the 2026 Retreat?
- Are the desired outcomes focused more on:
 - Strategic priorities and goal-setting (Council & City Manager)
 - Governance roles and expectations
 - Council cohesion and working relationships
 - Long-term vision and alignment
 - Council protocol manual
 - Council committee designee selection
- How should success of the retreat be defined?

2. Topics and Focus Areas

- What key topics should be prioritized?
 - Strategic Plan alignment and implementation
 - Council–Manager roles and governance best practices
 - Community priorities and challenges
 - Fiscal outlook and long-range planning

- Leadership, culture, and decision-making
- Are there topics Council would prefer not to focus on during the retreat?

3. Facilitation Approach

- Would Council like to:
 - Use an external professional facilitator, or
 - Facilitate internally with staff support?
- If an external facilitator is preferred:
 - What type of facilitation style is most helpful (structured, conversational, goal-oriented)?
 - Are there particular outcomes Council would expect from facilitation?

4. Location and Setting

- Preferences for:
 - On-site City facility
 - Off-site location to minimize distractions

5. Schedule and Format

- Do the proposed dates and times work for Council?
 - Friday evening 5 - 8pm(3 hours)
 - Saturday morning 9am - 1pm (4 hours)
- Should sessions be:
 - Shorter and more focused, or
 - Longer with built-in breaks and deeper discussion?
- Balance between:
 - Structured agenda items
 - Open dialogue and reflection time

6. Additional Considerations

- Desired level of staff participation (full session vs. specific segments)
- Use of pre-retreat materials or surveys to shape discussion
- Expectations for post-retreat outcomes (summary, action items, follow-up check-ins)

RECOMMENDED ACTION:

Staff is seeking direction to help prepare for the upcoming 2026 City Council Retreat

STAFF CONTACT:

Jennifer Wills, City Manager

Attachments: None