



**STAFF REPORT TO  
THE MAYOR AND CITY COUNCIL  
FOR THE MONTH OF FEBRUARY 2006**

<b>Item</b>	<b>Date of Change in Status</b>	<b>Item</b>	<b>Comments</b>	<b>Department</b>
1	January 2006	National Guard Recognition	Contacted CPT Loos and asked for her input on this. Awaiting response. We would like to conduct a ceremony recognizing the National Guard for their contributions to the Discovery Trail. We are working on a schedule.	Administrator
2	January 2006	Discovery Trail—South Main Crossing	ELS completed permit application, I signed it and it should be in the system. No feedback on timeline yet.	Administrator
3	February 2006	Cape Columbia Position Letter	I am working on a draft based on the City Council action to send a letter in opposition to the proposal. I will include the data gathered from the two surveys.	Administrator
4	February 2006	Dennis Company Siding—Code Enforcement Action	Dr. Roof submitted and received design review approval for shingles on the rear of the building to bring it into compliance with zoning requirements. The City and Dr. Roof reached agreement on cost sharing based on the circumstances.	Administrator
5	February 2006	Arch	The insurance carrier has a bid of \$44,000 to replace the arch, but the bid did not include sufficient detail. I am working with them to get a detailed bid so we can move forward.	Administrator
6	February 2006	AGT (Doney) Lift Station Agreement	Council approved an agreement for the sewer lift station on 28 <sup>th</sup> Street, all parties have signed the agreement. The funds were paid to finalize the agreement.	Administrator
7	February 2006	Water rate for construction	Need to amend the fee structure to add a fee for construction meter usage	Administrator
8	January 2006	WCIA Review	The annual review by the Washington Cities Insurance Authority included a number of actions the City should take to better protect the City's interests. These include changes in certain policies and procedures.	Administrator
9	February 2006	Beard's Hollow ADA issues	The State identified a number of items that we must resolve at the parking area and existing bridge to completely conform to ADA	Administrator

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			requirements. Most will be addressed when the paving is completed.	
10	January 2006	Scenic By-Ways Grant--Overlook	Met with some of the players, we will have to get a design done, WSDOT can't do it. We will set up a meeting of stakeholders to discuss the next step, probably some time in mid to late February.	Administrator
11	December 2005	Benefit Committee	The Council approved the budget with the elimination of the life insurance benefit for non-union employees, the discontinuation of deductible cost sharing, and a continued participation in dependent premium cost sharing.	Administrator
12	January 2006	Atlas SSDP Appeal	The City is working with Jeff Myers to defend the City's actions. Court filings are ongoing, most recently we responded to a summary judgment motion.	Administrator
13	September 2005	Skateboard Ordinance Update	The current Ordinance contains language that would prohibit bikes on streets in the downtown corridor. We need to revise the language to allow them on the streets.	Administrator
14	February 2006	Water and Sewer Hook up policies	Our existing policies do not provide for adequate protections for non-payment of connection fees. We need to allow for discontinuation of service if these fees are not paid in a similar fashion to non-payment of monthly charges. Additionally, we currently don't have language that provides an expiration date for connection fees, resulting in the potential for individuals paying connection fees now and not connecting for years—and not having to pay the higher cost that would be in place in later years. It is common practice to have the fees expire if service is not established. Most recently we had someone come in with a photo copy of a receipt from 1989 showing a \$400 payment for a new water hook up and asking us to connect the service. We are currently waiting for them to provide proof that the person who paid the \$400 owned the property at the time and for more information on their purchase of the property—they contend the sale included the hook up as part of the	Administrator

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			transaction.	
15	September 2005	Certificate of Occupancy Enforcement	Our existing regulations prohibit occupancy without a certificate of occupancy. This requirement is frequently ignored and we have not taken any action. We will review the existing policy and either make recommendations for changes or begin following the requirements.	Administrator
16	September 2005	Building Permit Fee Enforcement	The International Building Code adopted by the City, as with the UBC that preceded it, includes provisions for charging higher permit fees if the applicant does work without a permit. We occasionally have situations where this would be applicable and wanted to make sure the Mayor and City Council were aware of the potential to charge the higher fee. At present I don't know of any violations that would be subject to this fee.	Administrator
17	January 2006	Balboa Motel	Demolition is in progress	Administrator
18	February 2006	Itinerant Vendor Fees and Policies	Existing fees for itinerant vendors must be reviewed based on information discussed with the City Attorney.	Administrator
19	Completed	New Council Training	The new members of the City Council attended training. At Council Member Ahern's request we obtained the materials from the training for all members of the Council.	Administrator
20	February 2006	Boys and Girls Club	The group continues to work towards approval of a club in our community. Part of the process is a survey of community leaders to measure support and feasibility. The next meeting with the representative of the Club is in March, at that time they will make a decision on the proposal.	Administrator
21	October 2005	Codification	Sterling Codifies has completed the first draft of the new City Code and has mailed it to us. We will review the draft and have them complete their work as soon as possible.	Administrator
22	February 2006	Consulting Agreement—Carol Zahorsky	Carol's work in 2006 will be under the direction of a new board formed under the Visitors Bureau. The LTAC recommendation is the board consist of six members, with membership based on financial contribution levels. The current funding would dictate three members	Administrator

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			from Long Beach, to include the chairperson, two from Ilwaco, and one from Ocean Park if they opt to contribute financially to her contract.	
23	January 2006	Personnel Policy Manual	We have adopted some revisions to the manual, but have not incorporated them into a new draft. We need to do so to avoid audit findings and to provide a clear policy manual for our staff.	Administrator
24	February 2006	Discovery Trail Paving Bid Packet	We need to prepare the bid packets for the paving of the final sections of the Discovery Trail in anticipation of the outcome of the court proceedings in March.	Administrator
25	January 2006	Vacation Rentals	Council included this topic for the Comprehensive plan update	Administrator
26	February 2006	Sign Ordinance	Provided the City Council with a copy of the draft. The Planning Commission approved all definitions and will be working on language. There will be at least one joint workshop with the City Council, date to be determined.	Community Development Director
27	February 2006	Ambulance District Funding	Councilman Moore requested I research the agreements and obligations the City has in regard to funding for ambulance services.	Administrator
28	February 2006	Water System Master Plan Review and Adoption	G&O prepared a draft master plan for review and adoption.	Administrator
29	February 2006	WWTPO Vacancy	We are receiving application packets for the vacant position and will begin first review on February 8, 2006	Administrator
30	February 2006	JPCHA Homeless Plan	The Joint Pacific County Housing Authority is working on a Homeless Plan in an effort to secure funding and ultimately begin to make a difference for our homeless population.	Administrator
31	February 2006	JPCHA Eagles Acquisition	The JPCHA is working on acquiring an existing affordable housing property.	Administrator
32	January 2006	RV Show	Coordinating with Pacific Events Group for 2 <sup>nd</sup> annual RV's by the Sea RV Show to be held the end of April at the Bolstad Beach Approach	Activity Coordinator
33	Complete	Skills Building Conference	Attended a conference in Seattle on January 13, 2006 in regards to Conflict Management Skills for Women.	Activity Coordinator
34	January 2006	LTAC	Attended a meeting with the LTAC group and Ilwaco Charter Association in regards to	Activity Coordinator

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			television advertising. Took minutes for the meeting.	
35	January 2006	SummerFest 2006	Creating Schedule of Events and corresponding with entertainers on tentative dates. Working with sponsors for all safety weekend activities; such as Beach, Fire, Bicycle Rodeo, and Child Safety weekends throughout the summer.	Activity Coordinator
36	January 2006	Lewis & Clark DESC	Corresponding with the Discovery Expedition of St. Charles Missouri to have a Canoe Dedication in Long Beach on March 21, 2006 before they head back east on the final descent.	Activity Coordinator
37	January 2006	Trolley/Tent Scheduling	Scheduling the rental of tents and the trolley with local festival chairs for upcoming events.	Activity Coordinator
38	January 2006	Skills Building Conference	Checking into attending the 13 <sup>th</sup> Northwest Festivals and Events Conference in Seaside OR. on March 5, 6, & 7, 2006.	Activity Coordinator
39	January 2006	Advertising	Updating the Experience Washington, Funbeach, & other area websites with SummerFest and other Long Beach event activities.	Activity Coordinator
40	Completed	LTAC FY 2005 Budget	Compiling year to date expenses into excel spreadsheet for LTAC Committee	Activity Coordinator
41	Completed	Excel Spreadsheet Class	Attended an excel spreadsheet class at the Oregon Convention Center on October 14, 2005.	Activity Coordinator
42	November 2005	SummerFest	Preparing a short slide show to accompany picture portfolio for end of the SummerFest Season.	Activity Coordinator
43	February 2, 2006	Transportation Enhancement Grant- Discovery Trail	The City completed and submitted an application for the Transportation Enhancement Grant. The City has received a recommendation for funding; however, the Secretary of Transportation is reviewing the list of projects recommended for funding and we are waiting to see if we made the cut.	Community Development
44	February 2, 2006	Adult Business Ordinance	Based upon recommendation from the Planning Commission, the City Council adopted licensing requirements for adult use businesses. After expressing intent to adopt zoning regulations for adult uses in draft Ordinance 800, Council directed staff to more accurately identify the areas in which they could potentially be located and send the proposed	Community Development

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			ordinance to the State for review. The review period expires on February 17, 2006 and the final Ordinance will be back before Council for final approval on February 15, 2006.	
45	August 2005	Code Enforcement—Coast Grille and Lounge Off Premises Sign	The attorney for Vancouver signs is preparing a proposal for the City to consider regarding a plan to come into compliance.	Community Development
46	February 2, 2006	Comprehensive Plan Update and RFQ	Staff has published a Request for Qualifications (RFQ) for professional consulting services for the project on Monday, February 6, 2006 in the Oregonian and Seattle's Daily Journal of Commerce. Proposals are due back on March, 10, 2006.	Community Development
47	Completed	Comp plan workshop	The staff will schedule a workshop to get guidance from the City Council on priorities for the update of the Comprehensive Plan. We anticipate a joint workshop with the Planning Commission to be held within the next few months	Community Development
48	February 2, 2006	Bolstad Street Improvement	The staff will be seeking moving forward with the improvements to Bolstad Street by meeting to discuss proposed improvements in the next week.	Community Development
49	February 2, 2006	Tree Removal	Staff has been conducting research on tree removal in the dunal areas. Staff is putting together an outline of a formal process to ensure that tree removal meets the criteria as identified in our Critical Areas Ordinance.	Community Development
50	December 1, 2005	102 <sup>nd</sup> Street Water LID	Bad News – Found Out at AWC that we can't extend services beyond our Urban Growth Boundary. Working with Doug Goelz to create new maps to amend our UGB. Will Work with Council and Planning Department	Community Development
51	February 2, 2006	Sign Ordinance	Staff is assisting the Planning Commission on revising the existing Sign Regulations.	Community Development
52	Completed	2006 Budget	Held budget workshops and the public hearing. Council will have an ordinance to December 7 <sup>th</sup> .	Finance
53	February 2006	Discovery Trail	Our Court hearing was moved until March 20,	Finance

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		Phase 1	21 & 22, 2006. Have Settled with Marty Jones, and an offer is pending with Dr. Wong.	
54	February 2006	Discovery Trial Phase 2	The remaining two properties are Horn-Alford, which there is an offer on the table for settlement, and McArthur which has been combined with the Phase 1 properties for Jury Trial in March.	Finance
55	No Change	B & O Tax – Model Cities Ordinance	Adoption of a statewide standard B & O Tax, per Association of Washington Cities. Ordinance Will be prepared. Required by EHB2030	Finance
56	February 1 <sup>st</sup>	FY 2005 Monthly Financials	Paused on October.	Finance
57	February 2006	Surplus Equipment	Working with Chief Wright and Sonny Gore, we have compiled a list of surplus equipment to present to the council this month.	Finance
58	February 2006	Facilitators Meeting	Setting the date for February 25, and finding a facilitator.	Finance
59	December 1, 2005	Loan Applications	Gray and Osborne on the cities behalf prepared loan requests to Public Works Trust fund and the State Revolving Fund for improvements according to the new Water Comp Plan. We received approval from the SRF.	Finance
60	February 2006	Grant Reimbursement Request—Condor	Working with Garry Schalliol and Jim Sayce of the Washington State Historical Society to bill for the Condor Project	Finance
61	February 2006	Grant Reimbursement Request—North Trail Paving	Need to get reimbursement for the work Lakeside Paving did for the city in October on Phase 2 of the Trail Project.	Finance
62	February 2006	Audit Response	Crafting the audit response for the 2004 Single Year Audit.	Finance
63	February 2006	FY 2005 Budget Closeout	Need to finish repayment of transfers, balance year end books and work with John Powell on the Annual Statement.	Finance
64	February 2006	GIS System Update	Purchased and setting up the GPS Handheld system. Software is installed, units are entered into the system and data is being translated.	Finance
65	February 2006	Police Vehicle Claim	Working with Claims adjuster and WCIA on damaged police vehicle.	Finance
66	February 2006	File System Upgrades	Working with Ragan to Sort and File city agreements and contracts in a more orderly manner searchable by database.	Finance

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67	February 2006	Richard Roy Scott Claim	Working with WCIA regarding Lawsuit filed by Richard Roy Scott	Finance
68	February 2006	Computer System Update	Researching computer offerings for a replacement computer for Linda and David	Finance
69	February 2006	Templin Foundation Request	Requested \$30,000 from the Templin Foundation for SCBA fill station apparatus. Awaiting denial or award.	Fire
70	Complete	Fire Department Grant Application	FY 2005 Grant request. Fire department is requesting roughly \$50,000 from FEMA for new breathing apparatus fill station. Completed and awaiting award. Bad news, will not fund in 2006	Fire
71	February 2006	Testing of SCBA Equipment	Contacted Sea Western about annual required testing of SCBA equipment.	Fire
72	February 2006	Truck Information Books	Created books with useful information on important fire related information in an easy to understand format. Books currently have information on Hydrant Location, Burn Permits, Hazardous Materials, Tsunami Evacuation locations, Pacific County All Hazards Evacuation Plan.	Fire
73	January 2006	Parks and Recreation Plan	The City needs to adopt a Parks and Recreation Plan in order to qualify for state grants for parks improvements.	Parks
74	February 2, 2006	New Paving at Park	Mike K. met with the Mayor and members of the City Council to discuss specific plans for paving the parking area adjacent to the park and ball fields. Mike is working with the PUD on moving utilities as part of the project. Had a meeting with the Mayor, Councilman Zuern, Administrator Robert Strope and Mike Kitzman about moving the power pole and transformer. Robert is going to check with the city's attorney regarding the legalities.	Parks
75	Completed	Signage	Installed "No Driving in the Dunes" signs along the dune trail.	Parks
76	November 7, 2005	Dune Trail	Began work on carving the logs for the entrances to the trail.	Parks
77	January 22, 2006	Trees	Pruned all of the trees in the downtown area.	Parks
78	January 23, 2006	Lighting	Ran power to Coulter Park flagpole for a light to shine on the flag.	Parks
79	January 28,	Restrooms	Repaired the Bolstad restroom bathroom stalls	Parks

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	2006		due to vandalism	
80	January 21, 2006	Parks	Removed frying pan from Fish Alley for repairs.	Parks
81	January 25, 2006	Beach clean-up	5,040 lbs of debris put in the Bolstad dumpster as a result of the beach clean up.	Parks
80	January 2006	Evidence Room	The framing for the evidence room is almost complete, next will be sheetrock and taping.	Police
81	January 2006	Training	Officers Kevin Martin and Jay Gribble took a BAC (Breathalyzer) refresher course in Vancouver. The course is required every three years.	Police
82	January 2006	Community Policing	Chief Wright met with two individuals who are attempting to start a Boys and Girls Club in the area. Chief Wright was pleased to write them a letter of support for the club and he offered to help them with the club.	Police
83	January 2006	Community Policing	Chief Wright sat in on an oral board for the Pacific County Sheriff's Department. The oral board was for the hiring of a new deputy for the Sheriff's Department.	Police
84	January 2006	Community Policing	Loretta taught a traffic safety class at the Klipsan Beach Senior Center. She taught this as a member of the Pacific County Traffic Safety Task Force. The class was sponsored by AARP.	Police
85	January 2006	Community Policing	Chief Wright started mentoring a senior from Ilwaco High School. This is for the students senior project. Many officers in the department have done this in the past as well as Chief Wright. The department has always enjoyed the positive interaction with the students.	Police
86	January 2006	New Hires	Chief Wright interviewed three candidates from off of the civil service list. Mayor Ramsey and Councilman Cook also helped with the interviews. Chief Wright has picked two individuals to continue on with the hiring process. The two candidates will now move on to the polygraph and psychological tests. Currently the department still has two positions to fill that are, at this time, being filled with provisional officers.	Police
87	January 2006	Community Policing	Chief Wright gave a training class to the Ilwaco Bank of the Pacific. The training was on handling bomb threat calls and dealing with a	Police

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			robbery.	
88	January 2006	Training	The department had range training at the Coast Guard Station. The department trained on shotguns, M-16's and their duty handguns.	Police
89	January 2006	Training	Loretta attended training in traffic safety. The training was paid for by the Washington State Traffic Safety Commission.	Police
90	February 6, 2006	Street Lighting	Mike K. and Councilman Zuern are searching for potential problem dark areas to install new street lighting. Chief Wright has provided a listing of "Dark areas". Councilman Zuern asked the citizens of Long Beach for their input. Councilman Zuern and the Mayor chose 36 new locations for lighting. A contract has been signed and the PUD will be installing them with a completion date of two months.	Streets
91	August 2005	PUD Fiber Optic Vault	The staff met with Councilmember Cook on locations and is finalizing the staff position. Once complete we will meet with the PUD.	Streets
92	January 27, 2006	Gravel	Graveled Sid Snyder Dr. approach.	Streets
93	January 27, 2006	Streets	Cold patched potholes throughout town.	Streets
94	January 23, 2006	Trees	Removed leaning tree off of 18 <sup>th</sup> and Oregon	Streets
95	February 3, 2006	Signage	Installed three new No Parking signs on 5 <sup>th</sup> No between Washington and Oregon streets.	Streets
96	January 28, 2006	Drainage	Temporarily fixed a crushed galvanized pipe at 16 <sup>th</sup> No and Blvd.	Storm-water
97	February 1, 2006	Drainage	Due to the weather and all of the water, we have been making sure that all of the catch basin grates are clean. We have been channeling the water to the basins and dug the sand out in front of the outfalls.	Storm-water
98	January 25, 2006	Drainage	Took pictures of the flooded areas for repairs this summer.	Storm-water
99	September 2005	Construction Meter Rate	We currently charge only the cost of water for construction meter use. Staff plans to recommend a base rate charge in conjunction with the usage charge to make fees consistent amongst all water users.	Water
100	February 7 2006	Cross Connection Program	New cross connection ordinance needs to be adopted early this spring. Staff is setting up a	Water

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			workshop with BMI to bring the mayor and council up to speed on this issue.	
101	February 7 2006	New service installations	The crew has installed (3) new services since the start of the year, with (4) more pending.	Water
102	Completed	Water Storage Tank Warranty Paint Inspection	The new million gallon tank paint repairs were completed. The tank was disinfected and returned to service. The next inspection will be in a year.	Water
103	January 2006	Police Storage	Staff has been working to finish the new storage area for the police dept. All that is left is to build new shelving.	Water
104	January 11, 2006	Distribution System	Roglins construction moving 6" water main in south Seaview. We had a problem isolating the service area do to some valves that didn't close properly. The Seaview area was out of water for approx. 6 hours.	Water
105	January 2006	Water Comp Plan	Staff met with G&O to go over the contents of the new water comp plan.	Water
106	January 2006	Distribution System	Staff repaired 2 new leaks in the system.	Water
107	January 25, 2006	Performance Based Training	Rick Gray and Ralph Warner attended another training session in Longview. This is an on going training school by the D.O.H. The purpose of this training is to run the plant at the most efficient level possible.	Water
108	January 4, 2006	Water Plant Feasibility Study	Staff met with G&O to discuss the results of the water feasibility study to combine the areas water plants.	Water
109	January 19,20 2006	Sludge Site	Staff spent 2 days brushing the sludge site.	Wastewater
110	Complete	Lift Stations	Staff installed new backflow assemblies and weather covers at all lift stations.	Wastewater
111	Complete	Sludge Site Permit	Staff updated and completed the new sludge site permit.	Wastewater
112	January 30, 2006	Lift Station	Staff reinstalled pump number 1 in the 17 <sup>th</sup> st. north station. The pump had been removed for repairs and maintenance.	Wastewater
113	January 30, 2006	Collection System	Large backup in the northwest section of the collection system. Staff was able to isolate some of the cause due to a flooded manhole, homeowners removing cleanouts, and normal I&I from excessive rains.	

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114	January 26, 2006	Collection System	Wastewater backup on Ager Drive. Staff cleared the line with the help from Ilwaco's jet truck. Small sink hole starting on hill. Repairs will be made in near future.	Wastewater