



**CITY COUNCIL
AGENDA BILL
AB 15-15**

Meeting Date: February 17, 2015

AGENDA ITEM INFORMATION

		<i>Originator:</i>
SUBJECT: Resolution 2015-08; implementation of City Safety Committee	Mayor	
	City Council	
	City Administrator	GM
	City Attorney	
	City Clerk	
	City Engineer	
	Community Development Director	
	Finance Director	
	Fire Chief	
	Police Chief	
	Streets/Parks/Drainage Supervisor	
	Water/Wastewater Supervisor	
	Other:	
COST: N/A		
SUMMARY STATEMENT: This is a program put together by our insurance carrier and is required for our loss prevention program. This is done by departments and as a group in certain items		
RECOMMENDED ACTION: Approve please		

RESOLUTION 2015-08

WHEREAS, the City of Long Beach supports the safety and health of each employee of the City, and,

WHEREAS, the City of Long Beach wishes to commit to the protection from accidental loss of our employees and property by developing an Accident and Illness Prevention Program, and,

WHEREAS, the City of Long Beach want each of our employees to have a safe and productive work setting and return home each day to family and friends free from injury.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Long Beach, Washington, that the Management will ensure the implementation of our safety program by dedicating time and resources to comply with all present and future safety and health codes and regulations.

Adopted this 17th day of February, 2015.

AYES _____

NAYS _____

Absent _____

MAYOR

ATTEST:

City Clerk

CITY NAME

COMMITMENT TO SAFETY

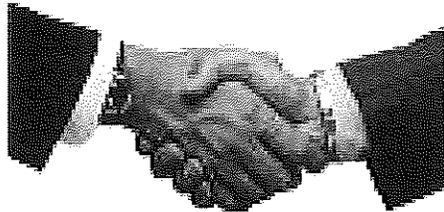
The personal safety and health of each employee within the City of (name of City) is of primary importance. We are committed to the protection from accidental loss to our employees and property by developing an Accident and Illness Prevention Program. Management will ensure the implementation of this program by dedicating time and resources to comply with all present and future safety & health codes and regulations. We want each employee to have a safe and productive work setting and return home each day to family and friends free from injury.

In fulfilling this commitment we will provide and maintain a safe and healthful work environment. We will strive to eliminate any foreseeable hazards, which may result in personal injuries/illnesses, fires, security losses, and damage to property.

All activities will be conducted in accordance with the Department of Occupational Safety and Health/Washington Industrial Safety and Health Administration (DOSH/WISHA) requirements. The City will provide adequate training, proper equipment and develop safe work procedures and practices to assure all activities will be performed safely and efficiently.

The responsibility for implementing this policy is Management's. However, the City of (name of City) expects its staff and supervisory personnel to share and champion these goals. Supervisors are responsible for the safety of their employees and as a part of their daily duties must check the workplace for unsafe conditions, watch employees for unsafe actions and take prompt action to eliminate any hazards. They are trained and expected to be leaders, setting a proper example by showing dedication and support in compliance with all policies, laws, rules & regulations, and good practice. In addition, all employees are responsible for performing their jobs in accordance with the established facility safety rules, regulations and procedures.

We encourage all employees to continually be committed to our goals, to show leadership by setting good examples and to actively participate in identifying ways to make the City of (name of City) a safer place to work.



CITY NAME

SAFETY AND HEALTH RESPONSIBILITIES (WAC 296-800-110)

Management Responsibilities

All leaders should create an atmosphere that clearly demonstrates to employees that safety is a vital part of their personal and professional activities. Leaders are responsible for implementing systems and programs that convey the City's safety philosophy to employees.

- ◆ Assumes the responsibility for the safety and health program and ensures that the program remains successful and effective in practice.
- ◆ Report all fatalities and multiple hospitalizations within 8 hours to the nearest Department of Labor and Industries office. (1-800-4BE SAFE)
- ◆ Make certain that a city wide Safety Committee is formed and is carrying out its responsibilities as described in this program.
- ◆ Insure that sufficient employee time, supervisor support, and funds are budgeted for safety equipment, training and to carry out the safety program.
- ◆ Evaluate supervisors each year to make sure they are carrying out their responsibilities as described in this program.
- ◆ Make sure that incidents are fully investigated and corrective action is taken to prevent the hazardous conditions or behaviors from happening again.
- ◆ Insure that a record of injuries and illnesses is maintained and posted as described in this program.
- ◆ Set a good example by following established safety rules and attending required training.
- ◆ Make subcontractors aware of the importance of complying with the City's contractor site safety program.
- ◆ Safety performance is included in each employee's as well as each manager's performance appraisal process each year.
- ◆ Acknowledge and reward safe practices.

(Add/delete responsibilities as appropriate)

Supervisor Responsibilities

- ◆ Ensure that each employee you supervise has received an initial orientation of the Accident Prevention Program *before* beginning work.
- ◆ Make certain that each employee you supervise is competent or receives training on safe operation of equipment or tasks *before* starting work on that equipment or project.
- ◆ Take care that each employee receives required personal protective equipment (PPE) *before* starting work on a project requiring PPE.
- ◆ Do a daily walk-around safety-check of the work area. Promptly correct any hazards you find.
- ◆ Observe the employees you supervise working. Promptly correct any unsafe behavior. Provide training and take corrective action as necessary. Document employee evaluations.
- ◆ Set a good example for employees by following safety rules and attending required training.
- ◆ Investigate all incidents in your area and report your findings to management.
- ◆ Talk to management about changes to work practices or equipment that will improve employee safety.
- ◆ Enforce all safety rules.

CITY NAME

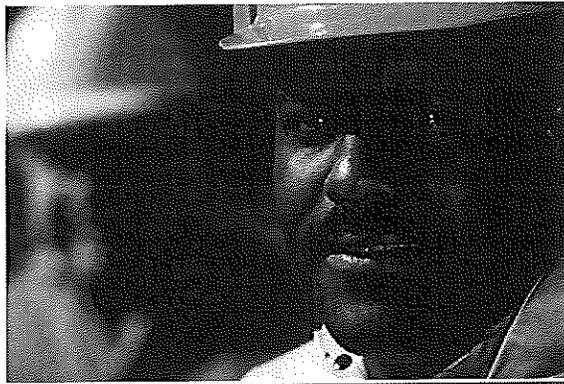
SAFETY AND HEALTH RESPONSIBILITIES (WAC 296-800-120)

Employee Responsibilities

The health and safety of each employee is a major responsibility. All employees share this obligation. Employees should treat safety as one of their most important job responsibilities, watching for potential hazards, and thinking about what could go wrong before it goes wrong. Employee's safety responsibilities include:

- ◆ Observe and comply with all safety signs, rules, and regulations described in this program.
- ◆ Report all on the job injuries promptly.
- ◆ Identify, correct or report potential or unsafe conditions.
- ◆ Report all near-miss incidents to your supervisor promptly.
- ◆ Incorporate safe practices into all activities.
- ◆ Attend & participate in safety meetings.
- ◆ Always use personal protective equipment (PPE) in good working condition where it is required.
- ◆ Do not remove or defeat any safety device or safeguard provided for employee protection.
- ◆ Operate equipment safely. Do not operate equipment you are not trained for or qualified to operate.
- ◆ Report all equipment damage or failure to your supervisor immediately.
- ◆ Feel free to talk to management about problems that affect your safety or working conditions.
- ◆ Make suggestions to your supervisor, safety committee representative or management about changes you believe will improve employee safety.

(Add/delete responsibilities as appropriate)



CITY NAME

GENERAL SAFETY RULES

The following are general safety rules and regulations that have been established to help make the City of *(name of city)* a safe and efficient place to work. Failure to comply with these rules will result in disciplinary action.

1. Report all injuries or incidents to your Supervisor immediately (within 8 hours), regardless of severity, including ergonomic/cumulative trauma issues.
2. Any unsafe act or condition must be reported immediately to your supervisor.
3. Always use proper body mechanics when lifting.
4. Use good housekeeping practices in and around workstations. Keep debris, cords, loose paper, etc. off the floor.
5. Keep drawers of desks and file cabinets closed when not in use. Only one drawer or file cabinet should be open at a time in order to prevent tipping over.
6. Shelves will be stacked in a way that prevents heavy objects from falling off. Do not overload shelves!
7. Keep aisle ways and fire extinguishers clear of blockage and equipment.
8. Do not place broken or sharp objects in the waste paper containers.
9. Alcohol, weapons, and illegal drugs are not allowed on the property.
10. Smoking is not permitted in any building.
11. All secondary chemical containers, such as cleaning bottles and fuel or solvent containers must be labeled clearly with the name of the material and appropriate hazard warnings.
12. Food and beverages are not allowed in work areas where hazardous chemicals are in use.
13. Horseplay, scuffling, fighting, etc. is prohibited.
14. Running is prohibited.
15. Aisles and emergency exits must not be blocked for any reason.

Violation of the above listed safety guidelines may lead to corrective action and/or disciplinary action.

(Add/delete safety rules as appropriate)

Disciplinary Policy

(Modify as needed)

Employees are expected to use good judgment when doing their work and to follow established safety rules. We have established a disciplinary policy to provide appropriate consequences for failure to follow safety rules. This policy is designed not so much to punish as to bring unacceptable behavior to the employee's attention in a way that the employee will be motivated to make corrections. The following consequences apply to the violation of the same rule or the same unacceptable behavior:

- First Instance -- verbal warning, notation in employee file, and instruction on proper actions
- Second Instance-- 1 day suspension, written reprimand, and instruction on proper actions
- Third Instance -- 1 week suspension, written reprimand, and instruction on proper actions
- Fourth Instance -- Termination of employment

An employee may be subject to immediate termination when a safety violation places the employee or co-workers at risk of permanent disability or death.

NEW EMPLOYEE ORIENTATION

The Supervisor must orient new employees to on the job health and safety requirements, including those who are new to a location, as they relate to the job being performed. This must take place before the employee is allowed to do the work.

Components of Orientation

- ◆ Total description of the City's Accident and Illness Prevention Program.
- ◆ Safety programs, policies and rules applicable to the job
- ◆ Recognizing hazards of the workplace.
- ◆ Procedures on how to report hazards and accidents.
- ◆ Proper lifting techniques and use of available lift aids.
- ◆ Ergonomics in the office and operations.
- ◆ Use of tools, equipment, and procedures necessary to carryout work assignments safely and efficiently.
- ◆ Housekeeping procedures.
- ◆ Fire protection and emergency evacuation, including who is on the fire evacuation team and actions to take in the event of a fire alarm.
- ◆ Locations, types, and use of fire extinguishers.
- ◆ Emergency numbers.
- ◆ First Aid kit locations and training.
- ◆ Driver training.
- ◆ Housekeeping procedures.
- ◆ Purpose and techniques for use of any personal protective equipment required on the job.



CITY NAME

(Insert Orientation Checklist)

CITY NAME

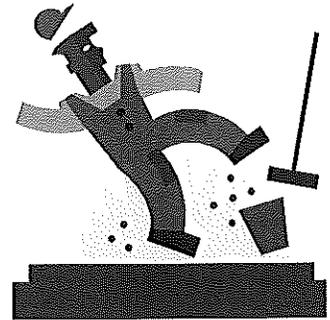
REPORTING ACCIDENTS & SAFETY HAZARDS

Employees are required to report any injury or work related illness to their immediate supervisor regardless of how serious. Minor injuries such as cuts and scrapes can be entered on the minor/first aid injury log posted *(Add location of Minor Injury Log)*. The employee must use an "Employee's Injury/Illness Report Form", *(insert at end of this section)* to report more serious injuries.

Industrial Injury Reporting Procedures:

Note: An employee who has an on-the-job injury must follow the steps below:

1. Immediately notify your Supervisor of the injury or accident.
2. Seek medical attention, as needed.
3. Complete any necessary paperwork.



The Supervisor will:

1. Investigate a serious injury or illness using procedures in the "Accident Investigation" section next.
2. Complete an "Accident Investigation Report" form.
3. Give the "Employee's Report" and the "Accident Investigation Report" to *(Add the name or title of the person to whom this information will be given.)*.

(Add the name or job title of the responsible person) will:

1. Determine from the Employee's Report, Accident Investigation Report, and any L&I claim form associated with the incident, whether it must be recorded on the OSHA Injury and Illness Log and Summary according to the instructions for that form.
2. Enter a recordable incident within six days after the company becomes aware of it.
3. If the injury is not recorded on the OSHA log, add it to a separate incident report log, which is used to record non-OSHA recordable injuries and near misses.
4. Each month before the scheduled safety committee meeting, make any new injury reports and investigations available to the Safety Committee for review, along with an updated OSHA and Incident Report Log.

The Safety Committee will review the log for trends and may decide to conduct a separate investigation of any incident.

(Add the name or job title of the responsible person) will post a signed copy of the OSHA log summary for the previous year on the safety bulletin board each February 1 until April 30. The log will be kept on file for at least 5 years. Any employee can view an OSHA log upon request at any time during the year.

CITY NAME

REPORTING ACCIDENTS & SAFETY HAZARDS (continued)

(If City has a Return to Work Program Enter Procedures Here)

- ◆ **Return to Work/Time Loss Certification.** The injured employee must take this form to his/her physician. The form must be completed by the physician and returned to the employee's supervisor within two business days of receiving it from the physician.

In addition, if your doctor says you are unable to report for work the following day under regular status, the following form must also be completed:

- ◆ **Modified Work Form.** The injured employee must take this form also to his/her physician. The form must be completed by the physician and returned to the employees' supervisor.

Reporting Hazards

- ◆ Take immediate action to correct any unsafe condition, piece of equipment, or work practice.
- ◆ If you, or a co-worker, cannot correct the unsafe condition, report it to your supervisor.

Report to your Supervisor

- ◆ Unsafe work practices.
- ◆ Unsafe working conditions.
- ◆ Accidents of all kinds including vehicle accidents.
- ◆ Near misses.

Insert Accident and Hazard Report Forms

ACCIDENT INVESTIGATION PROCEDURES

All accidents and near misses should be investigated. The seriousness of the accident will determine the extent of the investigation. The purpose of the investigation is to produce factual information that leads to corrective action in order to prevent further accidents from occurring.

Who conducts the investigation?

- ◆ Immediate Supervisor
- ◆ Safety Committee
- ◆ Management

Investigation Procedures

The investigation should take place as soon as possible after the incident. Following are a list of procedures that encompass a thorough investigation report:

- ◆ Report the accident
- ◆ Arrival at the scene
- ◆ Gather information
 - Preserve Evidence
 - Interview Witnesses
 - Take Photos
 - Draw Sketches
- ◆ Find root causes
- ◆ Determine corrective actions
- ◆ Provide recommendations
- ◆ Write a report



All accident investigations should result in some kind of change or control. Recommendations for change/control should include:

- ◆ Engineering control/changes-encompassing those actions that include physical changes to the work environment.
- ◆ Administrative control/changes-include procedural, operating or training procedures.

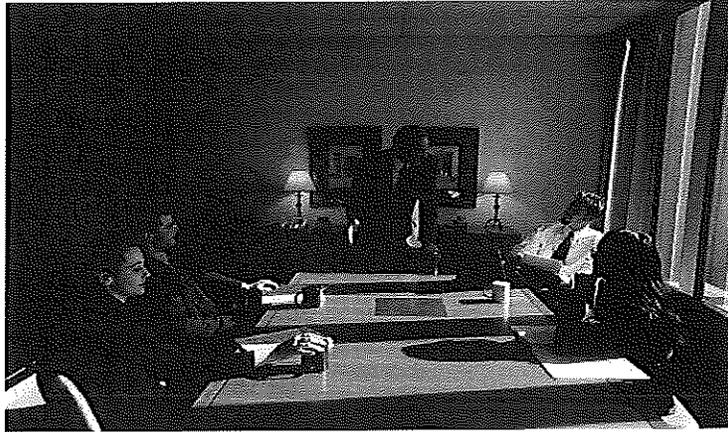
The Safety Committee will review accident investigation reports to ensure corrections have been made.

CITY NAME

SAFETY COMMITTEE (WAC296-800-130)

(Cities with more than 11 employees)

Implementing an effective Accident and Illness Program can guard against prevention of unpredictable occurrences. But for a viable safety program to function well it requires everyone, both employer and employee, working together. A means utilized to involve all personnel in the safety efforts is the organization and active function of the Safety Committee. The Safety Committee becomes the communication link between management and employees.



Purpose:

The purpose of the Safety Committee is to assist and supplement management's efforts to provide a safe and healthy work place for its employees. The Safety Committee provides the structure for employees to become involved and participate in providing for a safe work place and affect the environment where they work.

Duties and Responsibilities

- ◆ Evaluates accident investigations conducted since the last meeting to determine if the cause of the unsafe act or unsafe condition involved was properly identified and corrected.
- ◆ Conducts self-inspections of the facility: members of the Safety Committee inspect work areas to discover unsafe practices or conditions.
- ◆ Reviews safety and health inspection reports to assist in correction of identified unsafe condition or practices.
- ◆ Evaluates the accident and illness prevention program with a discussion of recommendations for improvement.

How the Safety Committee Is Organized

- ◆ Committee members are elected by fellow employees and usually serve a minimum of one year.
- ◆ The number of management personnel on the committee does not exceed the number of hourly employees.
- ◆ Committee members represent each work area of the facility. The committee may be as small as 3 - 5 people or as large as 15 - 20 people.

SAFETY COMMITTEE continued

- ◆ Members schedule meetings monthly on a given day and time (such as 1:30 p.m. the first Tuesday of the month. *Insert day and time*). Meetings can be held at a standard location or rotated between locations to help insure participation of all involved.
- ◆ An agenda is prepared and followed.
- ◆ Minutes are taken.
- ◆ Meetings start and end on time.

(NOTE: Meetings may last beyond the one-hour limit by majority vote of the committee).

Membership

Chair – Elected annually by the committee and shall:

- ◆ Starts and ends on time.
- ◆ Summarizes discussion and call for votes.
- ◆ Make certain that minutes are kept.
- ◆ Ensure that agendas are provided to the Committee 2 weeks prior to the meeting.

Secretary – Elected annually by the Committee and shall:

- ◆ Prepare agendas and distribute to Committee members 2 weeks prior to the meeting.
- ◆ Prepare minutes of the meeting and distribute to Committee members.
- ◆ Assist the Chair as requested.

Terms

The term of all employee elected members shall be a maximum of one year. Should a vacancy occur, a new member shall be elected prior to the next scheduled meeting.

Individual Members of the Committee

Each member has the responsibility to:

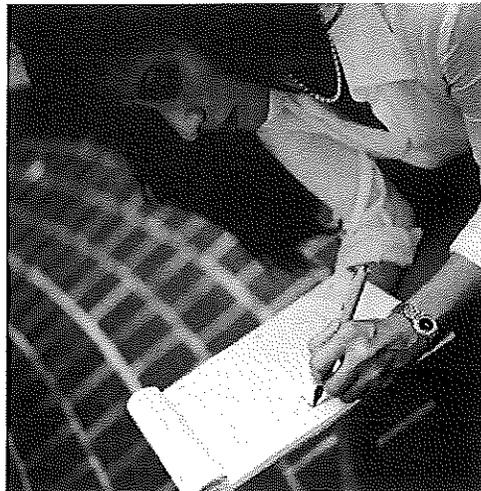
- ◆ Attend meetings.
- ◆ Participate/Discuss.
- ◆ Report for fellow employees on various hazards or unsafe work practices.
- ◆ Report to employees the safety efforts of the company.
- ◆ Education/Instruction

Agenda Items

- ◆ Approve previous minutes.
- ◆ Unfinished business.
- ◆ Review of recent incidents/accidents.
- ◆ Report on special assignments.
- ◆ Reports of inspections.
- ◆ Special features, such as presentation.
- ◆ New business.
- ◆ Set next agenda and meeting date & time.

Minutes

- ◆ Documents attendance.
- ◆ Summarizes all subjects discussed.
- ◆ Filed for at least one year.
- ◆ Posted on the safety bulletin board.



Insert minutes/agenda forms

FIRST AID /CPR (WAC 296-800-150)

The City of (name of City) has First Aid qualified workers at all offices. First Aid is done on a “Good Samaritan” basis. (?)

If you or a co-worker is involved in an accident, you must:

1. Ensure no further damage to yourself and/or the injured person.



2. Get first aid or medical assistance (if necessary, dial 911)
3. Transport the injured individual to the nearest medical aid (if necessary)
4. Report the incident immediately to your Supervisor.
5. Fill out the necessary accident reports.

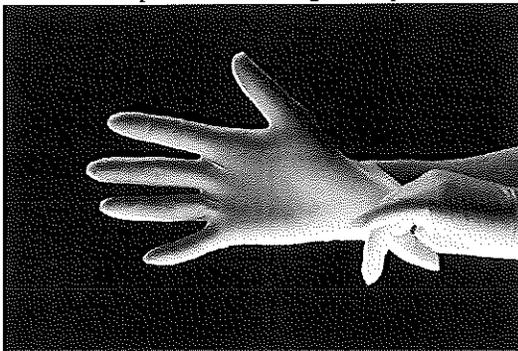
Who is qualified to provide First Aid?

- ◆ If you are trained and currently certified in First Aid/CPR, you are qualified to provide First Aid/CPR to an injured person.
- ◆ All individuals located at fixed sites who are in charge of supervising employees are required to hold certification in First Aid/CPR.



If involved in a situation involving blood:

- ◆ Avoid skin contact with blood/OPIM (other potential infectious materials) by letting the victim help as much as possible. Use gloves provided in first aid kits.



- ◆ Remove clothing with blood on it after rendering help.
- ◆ Wash thoroughly with soap and water to remove blood.
- ◆ Report such first aid incident exposures to blood/OPIM to supervisor.

FIRST AID continued

First Aid Kits/Stations (state locations)

Make sure that first-aid supplies are:

- ◆ Easily accessible to all your employees.
- ◆ Stored in containers that protect them from damage, deterioration, or contamination.
- ◆ Containers must be clearly marked, not locked, and may be sealed.
- ◆ Able to be moved to the location of an injured or acutely ill employee.

Insert Emergency Numbers



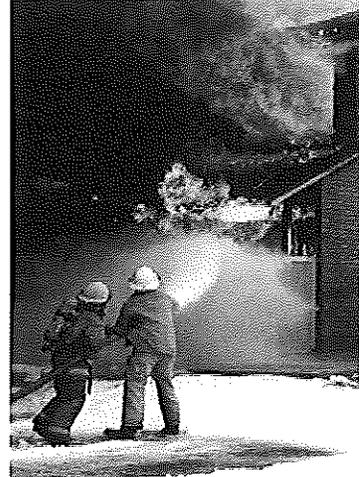
EMERGENCY PREPAREDNESS (WAC 296-24-567)

What Will We Do In An Emergency?

In case of fire

An evacuation map for the building is posted (Add locations). It shows the location of exits, fire extinguishers, first aid kits, and where to assemble outside (Add meeting location). A copy of the map is attached. A fire evacuation drill will be conducted once a year during the first week of April (**determine date**).

All fire extinguishers will be serviced on a yearly basis. This includes examining for pitting, cracks and corrosion. The placement of all Class A fire extinguishers shall be located so that there is a travel distance not to exceed 75' in any one direction for retrieval of this unit. Class B & C fire extinguishers shall be located so that there is a travel distance not to exceed 50' in any one direction from the unit to the potential fire hazard.



If you discover a fire

- ◆ Tell another person immediately. Call or have them call 911 and a supervisor.
- ◆ If the fire is small (such as a wastebasket fire) and there is minimal smoke, you may try to put it out with a fire extinguisher
- ◆ If the fire grows or there is thick smoke, do not continue to fight the fire.
- ◆ Tell other employees in the area to evacuate.
- ◆ Go to the designated assembly point outside the building. (**example: north parking lot**)

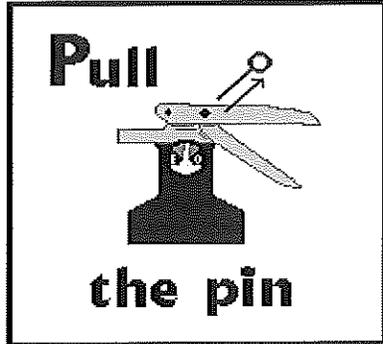
If you are a Supervisor notified of a fire in your area

- ◆ Tell your employees to evacuate to the designated assembly location. Check that all employees have been evacuated from your area.
- ◆ Verify that 911 has been called.
- ◆ Determine if the fire has been extinguished. If the fire has grown or there is thick smoke, evacuate any employees trying to fight the fire.
- ◆ Tell supervisors in other areas to evacuate the building.
- ◆ Go to the designated assembly point and check that all your employees are accounted for. If an employee is missing, *do not* re-enter the building! Notify the responding fire personnel that an employee is missing and may be in the building.

Training and Education: Annually, the City is required to provide fire extinguishers training and education. It will be provided for the familiarization and general use principals of extinguisher operation and their capabilities.

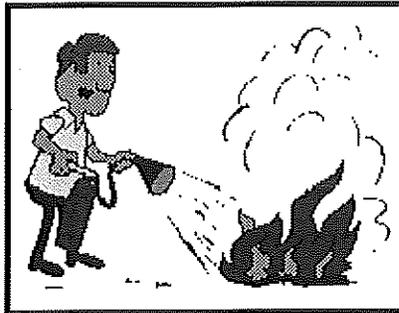
EMERGENCY PREPAREDNESS continued

It's easy to remember how to use a fire extinguisher if you can remember the acronym **PASS**, which stands for **P**ull, **A**im, **S**queeze, and **S**weep.

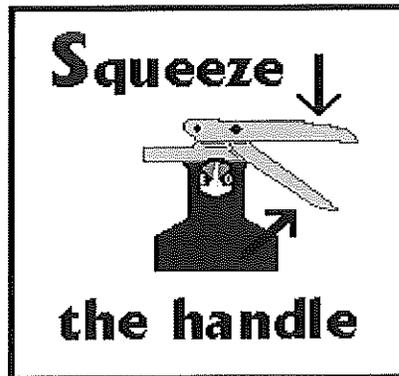


Pull the pin.

This will allow you to discharge the extinguisher.

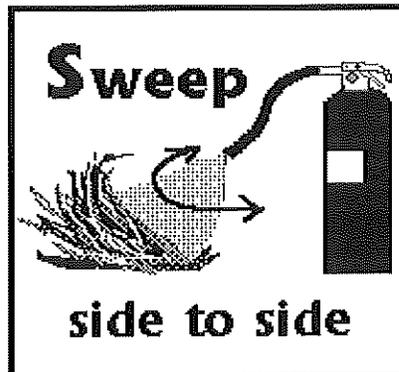


If you aim at the flames (which is frequently the temptation), the extinguishing agent will fly right through and do no good. You want to hit the fuel.



Squeeze the top handle or lever.

This depresses a button that releases the pressurized extinguishing agent in the extinguisher.



Sweep from side to side until the fire is completely out. Start using the extinguisher from a safe distance away, then move forward. Once the fire is out, keep an eye on the area in case it re-ignites.

EMERGENCY PREPAREDNESS continued

In case of earthquake

The west coast of the United States is subject to earthquakes. There will be no advance warning. The shock will be your only warning. An earthquake drill will be conducted each year during the first week of September (or other date). In the event of an earthquake:

If you are inside a building:

- ◆ Drop under a desk or table, cover your head and hold on. Stay away from windows, heavy cabinets, bookcases or glass dividers.
- ◆ When the shaking stops, (Add name or title of responsible person) are to check for damage and available evacuation routes then begin an evacuation of their area to the designated assembly location. (Add meeting location for your location)
- ◆ Evacuation should proceed as quickly as possible since there may be aftershocks.
- ◆ Offer assistance to people who need help (elderly, mobility impaired, etc.)
- ◆ Supervisors must account for each employee in their work group as quickly as possible.
- ◆ First Aid certified employees should check for injuries and help evacuate injured employees. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.
- ◆ If a gas odor is in the building, tell a supervisor to turn off the gas at the main. Open windows.
- ◆ Supervisors and First Aid employees must not re-enter the building once evacuation is complete.
- ◆ Do not approach or touch downed power lines or objects touched by downed power lines.
- ◆ Do not use the phone except for emergency use.
- ◆ Turn on a radio and listen for public safety instructions.

If you are outside:

- ◆ Stand away from buildings, trees, telephone and electric lines.

If you are on the road:

- ◆ Drive away from underpasses/overpasses. Stop in a safe area. Stay in the vehicle.

INSERT EVACUATION PLANS

SAFETY BULLETIN BOARD (WAC 296-800-190)

A bulletin board containing posters and notices that must be posted by law, statues and information will be maintained for employees' attention at (state location). These include:

- ◆ All safety-related information required by local, state and federal agencies.
- ◆ Safety and health protection on the job.
- ◆ Workers Compensation.
- ◆ Wage and hour.
- ◆ Unemployment Compensation.
- ◆ Equal Employee Opportunity Rights- ADA Americans with Disability Act.
- ◆ Prohibition of discrimination in employment.
- ◆ Family Medical Leave Act (50 or more employees).
- ◆ OSHA Log of Injury and Illness.
- ◆ Emergency Phone Numbers.



SECTION 2

PERSONAL PROTECTIVE EQUIPMENT HAZARD ASSESSMENT (WAC 296-800-160)

Personal Protective Equipment (PPE) is an item or items used to protect the eyes, face, head, body, arms, hands, legs, and feet such as goggles, helmets, head covers, gloves, rubber slickers, disposable coveralls, safety shoes, protective shields, and barriers.

In order to comply with all occupational safety and health standards, rules, and regulations required by the Department of Occupational Safety and Health Act (DOSH) and Washington Industrial Safety and Health Act (WISHA) a Hazard Assessment was conducted of all job tasks according to 296-800-16005.

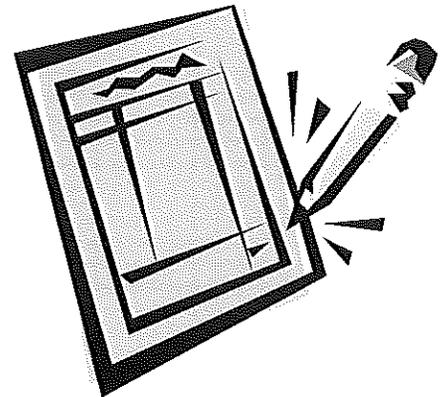
PPE alone should not be relied on to provide protection for our employees. PPE should be used after all other reasonable means of reducing hazards have been carried out. The City of *(name of City)* has identified hazards in the workplace and we have taken the following steps to minimize/eliminate those hazards.

- ◆ Considered other ways to get hazardous jobs done.
- ◆ Reduced hazardous materials or processes.
- ◆ Applied engineering controls to reduce or eliminate hazards.

The purpose of conducting a Hazard Assessment was to identify the sources of hazards or potential hazards that are present or associated with each particular workstation in the City's work environment.

The Hazard Assessment was conducted in the following manner: *(each City to conduct a hazard assessment)*

1. A walk through survey of all workstations was conducted at the City of *(name of City)*. Sources of hazards to workers and co-workers were identified and documented on the Appendix B Worksheet of Core Rules 296-800-16005.
2. Data was organized following the walk-through survey in order to analyze hazards in the environment and enable proper selection of protective equipment.
3. After gathering and organizing the data, an estimate of the potential for injuries was made. Each basic hazard was reviewed and a determination made as to the type, level of risk, and seriousness of potential injury from each hazard found.



PERSONAL PROTECTIVE EQUIPMENT—Hazard Assessment continued

Written Certification (fill in appropriate information)

The Hazard Assessment was conducted for *(name of City/address)* by *(name of person conducting the assessment)*. This document certifies that the Hazard Assessment was conducted on the following dates: *(fill in dates)*

Personal Protective Equipment Required

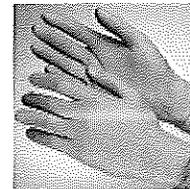
Department: *(Fill in appropriate department. Example: Parks & Recreation)*



A. *(Fill in appropriate position. Example: Lawn Mowing)*

Safety Glasses	Goggles	Gloves	Face Shield	Ear Plugs	Foot Protection	Hard Hat	Protective Clothing	Respiratory
X		X		X	X			

Department: *(Example Parks and Recreation)*



B. *(Example: Weed Control)*

Safety Glasses	Goggles	Gloves	Face Shield	Ear Plugs	Foot Protection	Hard Hat	Protective Clothing	Respiratory
	X	X*			X			X**

* Rubber gloves

** Name/type of respirator

Continue with each Department/position

PERSONAL PROTECTIVE EQUIPMENT

(WAC 296-800-160)

Personal protective equipment (PPE) protects employees and helps in controlling the danger from the risks of injury against workplace hazards. When the eyes, face, hands, extremities, or other parts of the body are exposed to workplace hazards that cannot be controlled by other means then PPE must be worn. PPE is the last line of defense and is not a substitute for engineering or administrative controls, or good work practices, but should be used in conjunction with those controls. Remember, using PPE does not eliminate the hazard, and if the PPE fails or is used improperly, exposure to the hazard may occur.

Responsibilities

◆ Supervisor/ Lead Worker:

- ✓ Ensure that the required personal protective equipment is made available to, maintained properly and worn by the employee.

◆ Employees:

- ✓ Responsible for wearing and/or using all safety equipment provided for its intended purpose.
- ✓ Following all safety policies and instructions.

Equipment and Usage:

◆ Hard Hats and/or Head Protection: Shall be worn performing construction, repair, or inspection work or on: *(name appropriate areas)*

1. Construction sites where cranes, backhoes, scaffolding are present and whenever overhead hazards exist.
2. Trenches and hazardous confined spaces.
3. Wherever the Supervisor, Lead Worker I, Lead Worker II, WWTP Lead, Heavy Equipment Operator, Permit Coordinator Safety Officer determines that a hazard exists.
4. Hair netting and/or other such protection shall be worn by an employee who has hair long enough to present a hazard while working around machinery.



PERSONAL PROTECTIVE EQUIPMENT *continued*

◆ **Reflective clothing:** Approved reflective and protective clothing will be required when:

1. Employees are working within Public right-of-way or are exposed to vehicular traffic.
2. Employees working night time operations.
3. Whenever the Supervisor, Lead Worker I, Lead Worker II, WWTP Lead, Heavy Equipment Operator, Permit Coordinator, Safety Officer or their designee determines that visibility danger is present.

Note: All flaggers shall have a flagging card issued by the proper authority. All flaggers will wear a hard hat, reflectorized outer garment and carry an approved sounding device such as a whistle or air horn. During emergency situations Police personnel are exempt when involved for traffic control. (It is recommended a reflectorized vest or coat should be used.)



◆ **Eye and Face Protection:** Eye and face protectors shall be provided and worn where machines or operations present the hazards of:

1. Flying Objects
2. Glare
3. Liquids
4. Injurious Radiation
5. Or a combination of these hazards.

Note: Prior to handling chlorine, refer to City Chlorine Program,

Confined Space Entry and Respiratory Program.

◆ **Respiratory Protection:** Respirators shall be provided when such equipment is necessary to protect the health of the employee. The employee shall use the provided respiratory protection in accordance with the instructions and training received as outlined in the City's Respiratory Protection Program.

◆ **Full Body Harness and Lifelines:** Where workers are employed above the floor, water surface, or the ground and it is impractical to provide temporary floors, staging, ladders, or scaffolds, safety belts, lifelines or life nets shall be provided and used by employees.

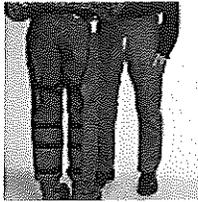
1. No employee shall enter a sewer, sewer flue, storm sewer duct, waterline, tunnel or other similar places without first notifying his supervisor. He shall wear a full body harness with a lifeline attached, when conditions require it.



- The line shall be held by a fellow worker stationed at the opening which he enters. In such cases, signals shall be agreed upon and responded to immediately.

PERSONAL PROTECTIVE EQUIPMENT *continued*

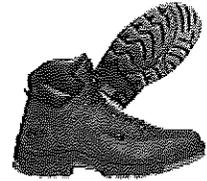
2. Employees working over or on water, where a danger of drowning exists, shall wear a U.S. Coast Guard approved lifesaving device.



◆ **Shirts or Protective Clothing:** Shirts or approved clothing shall be worn by all employees. No employee at any time shall work without some type of protective clothing above the waist.

1. Safety Chaps: Shall be worn by operator anytime a chain saw is in use.

◆ **Safety Shoes and Boots:** When provided by the City, safety shoes or boots shall be worn. (see hazard assessment)



◆ **Hearing Protection:** Shall be worn when the noise level reaches: 85 dBA

Responsibility:

It shall be the responsibility of the Supervisor, (*Lead Worker I, Lead Worker II, WWTP Lead, Heavy Equipment Operator and Permit Coordinator ?*) to ensure that the required personal protective equipment is made available to, maintained properly by the employee and that all safety precautions are in use on all job sites according to the procedures set forth in this policy. Employees shall also be responsible for wearing and/or using all safety equipment provided for its intended purpose, and for following all safety policies and instructions.

Disciplinary Actions:

The City of (*name of City*) is concerned about the safety of each employee and their fellow crew members on the job site. Therefore, each employee shall be made aware of this policy and supplied with the necessary protective equipment by their department supervisor.

Any Supervisor, Lead Worker I, Lead Worker II, WWTP Lead, Heavy Equipment Operator and Permit Coordinator that does not enforce, or any employee not following the conditions of this policy could face the following disciplinary action: (*Fill in for appropriate action*)

- ◆ First Offense--Verbal warning and supervisor record.
- ◆ Second Offense--Counseling session and supervisor record.
- ◆ Third Offense--Written warning procedures will be implemented through applicable employee's union contract or personnel rules.

HAZARD COMMUNICATION PROGRAM (WAC 296-800-170)

Each City employee will be informed about the chemicals in which he/she may be exposed to, the hazards associated with those chemicals, and the precautions that are necessary to avoid the hazards while in the performance of their job. The City of *(name of City)* is committed to the prevention of exposures that result in injury and/or illness and to comply with all applicable state health and safety rules. To make sure that all affected employees know about information concerning the dangers of all hazardous chemicals used by City employees, the following hazardous information program has been established.

All work units of *(name departments)* will participate in the Hazard Communication program. This written program will be available *(name location of program)* for review by any interested employee.

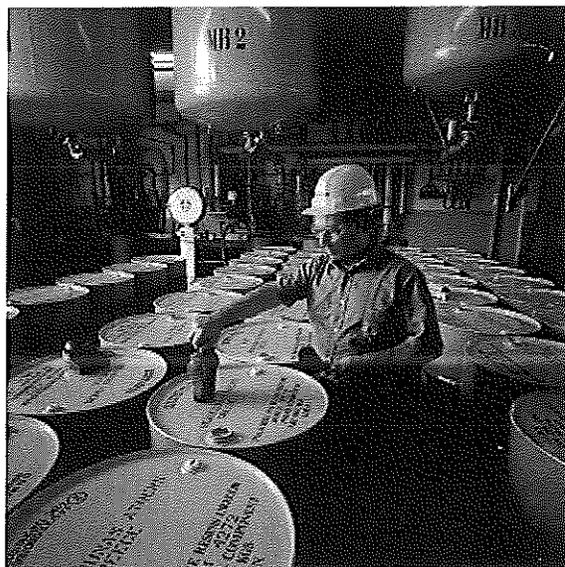
Container Labeling

(Name of person) is responsible for container labeling procedures, reviewing, and updating. They must verify that all containers received for use will:

1. Be clearly labeled as to the contents.
2. Note the appropriate hazard warning.
3. List the name and address of the manufacturer.

How to Read and Interpret Labels: Labels have or show---

- ◆ **Identity of the Chemical** -- a code number, chemical or trade name.
- ◆ **Signal Word** -- telling you the degree of hazard: "Caution!"; "Warning!" or "Danger!"
- ◆ **Hazard Statement** -- telling you the major hazards you face: "extremely flammable" or "harmful if inhaled."
- ◆ **Precautions** -- what to do to avoid injury or illness: "avoid breathing" or "wash thoroughly after handling."
- ◆ **Instructions In Case Of Exposure** -- first-aid information telling you what to do if you're exposed to a chemical.
- ◆ **Antidotes** -- measures that can be used by a medical lay person to counteract the effects of chemical exposure.
- ◆ **Fire, Spill, Leak Instructions** -- how to put out or control fires, clean up leaks or spills.
- ◆ **Notes To Physician** -- information for physicians in case someone is exposed to a chemical.
- ◆ **Handling and Storage Instructions** -- special procedures for handling and storing chemical containers.



Material Safety Data Sheets (MSDS)

(Name/job title) is responsible to establish and monitor the City's MSDS program. This person will make sure procedures are developed to obtain the necessary MSDS's and will review incoming MSDS's for new or significant health and safety information. This person will see that any new information is passed on to affected employees.

HAZARD COMMUNICATION PROGRAM continued

The procedures to obtain MSDS's and review incoming MSDS's for new or significant health and safety information are as follows:

1. Name of chemical.
2. Name, address and phone number for hazard and emergency information.
3. The date the MSDS was prepared.
4. Chemical and common names of hazardous ingredients in the chemical (unless it is a trade secret).
5. Limitations on exposure levels of the chemicals.
6. Physical and chemical characteristics.
7. Flammability, Reactivity, Stability of the chemical.
8. How the chemical enters your body. (routes of entry)
9. Health hazards - physical effects (skin, lungs, eyes, and nervous system)
10. Carcinogenic possibilities.
11. Emergency First Aid Procedures.
12. Safe handling procedures.
13. PPE required in using the chemical.



(State locations where MSDS Books are located)

MSDS's will be available to all employees during each work shift. If an MSDS is not available, or a new chemical in use does not have an MSDS, immediately contact *(person/job title responsible)*

Employee Information and Training

(Name/job title) is responsible for the employer/employee training program. All present and new employees of the City will attend one or more Health and Safety training courses and will receive information on the following:

- ◆ An overview of the requirements contained in the Hazard Communication Standard.
- ◆ Hazardous chemicals present at his or her work places.
- ◆ Physical and health risks of the hazardous chemical.
- ◆ The symptoms of overexposure.
- ◆ How to determine the presence or release of hazardous chemicals in his or her work area.
- ◆ How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices, and personal protective equipment.
- ◆ Steps the City has taken to reduce or prevent exposure to hazardous chemicals.
- ◆ Procedures to follow if employees are overexposed to hazardous chemicals.
- ◆ How to read labels and review MSDS's in order to obtain hazard information.
- ◆ Location of the MSDS file and written Hazard Communication Program.

Before introducing a new chemical hazard in any department, each employee in that department will be given information and training as outlined above for the new chemical.

CITY NAME

HAZARD COMMUNICATION PROGRAM *continued*

Hazardous Non-Routine Tasks



Periodically, employees are required to perform hazardous non-routine tasks. (Some examples of non-routine tasks are confined space entry, tank cleaning, and painting reactor vessels.) Non-routine tasks that are performed at *(locations)* include:

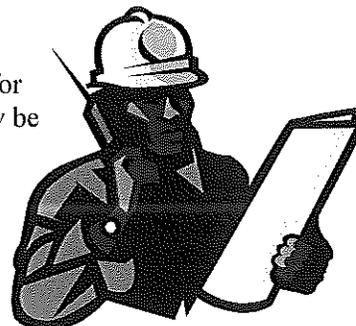
- 1.
- 2.
- 3.

Prior to starting work on such projects, each affected employee will be given information by *(name/job title)* about the hazardous chemicals he or she may encounter during these activities: *(For each activity, list the specific chemical hazards, protective safety measures the employee can use, and the steps the City has taken to reduce the hazards, including ventilation, respirators, presence of another employees, and emergency procedures.)*

Informing Contractors and Multi-Employer Work Places

It is the responsibility of *(name/job title)* to provide employers of any other employees, or sub-contractors at the work site, with the following information:

- ◆ Copy of the Hazardous Communication Program.
- ◆ Copies of MSDS's (or make them available at a central location) for any hazardous chemicals that the other employers' employees may be exposed to while working.
- ◆ Inform other employers of any precautionary measures that need to be taken to protect employees during normal operating conditions or in foreseeable emergencies.
- ◆ Provide other employers with an explanation of the labeling system that is used at the work site.



It is also the responsibility of *(name/job title)* to identify and obtain MSDS's for the chemicals the contractor is bringing into the work place.

List of Hazardous Chemicals

The following is a list of all known hazardous chemicals used by our employees. Further information on each chemical may be obtained by reviewing the MSDS's located at *(name location)*.

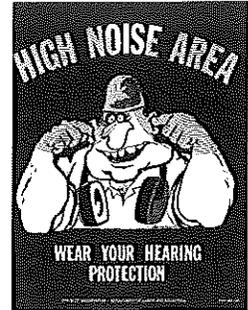
A list of all known Hazardous Chemicals used by the City of *(name City)* employees on any particular job is available in the front of the Material Safety Data Sheets Books.

Insert copy of Chemicals

CITY NAME

**HEARING CONSERVATION PROGRAM
(WAC 296-817)**

This procedure will ensure that employees who are exposed to noise levels 85 decibels or greater are provided with protective equipment, engineering controls, and educational information to prevent a hearing disability due to prolonged exposure to high noise levels.



Permissible Exposure Limits

Table 12-1 shows the permissible noise exposure limits as set by OSHA and the State of Washington (WISHA)

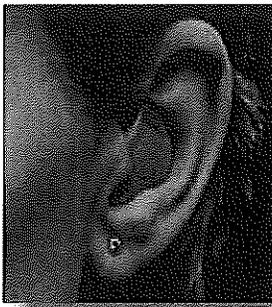
Table 12-1

Duration per day (hours)	Sound level (dBA)
8	85
4	90
2	95
1	100
0.5	105
0.25	110
1 second	115

The permissible exposure limits refer to sound pressure levels that represent conditions under which it is believed that nearly all workers may be repeatedly exposed without adverse effect on their ability to hear and understand normal speech.

When an employee's duration per day has reached exposures listed in Table 12-1, (50% of 90 dBA) then that employee will be part of the Hearing Conservation Program.

No employee should be exposed to impulse or impact noise in excess of 140 dBA peak sound pressure level.



Continued exposure to loud noises may result in permanent impairment to hearing which may impact upon the work efficiency of an employee or result in a physical disability recognized under State and Federal laws. This disability can be prevented in most cases. Permanent hearing loss is frequently not recognized by the individual because it affects hearing of sounds higher in frequency than necessary in speech communication.

INSERT NOISE SURVERYS HERE

CITY NAME

HEARING CONSERVATION PROGRAM continued

Requirements

All employees that are part of the Hearing Conservation Program will receive:

1. An annual audiogram
2. Annual training



The City Safety Officer will:

1. Monitor work sites for noise hazards in compliance with WISHA/OSHA requirements.
2. Provide a method of annual training for all employees in the Hearing Conservation Program.
3. Assist Supervisors in developing solutions to noise hazard problems.

Supervisors will:

1. Inform the City Safety Officer in writing of any noise hazards that may require monitoring.
2. Ensure all provisions of this procedure are adhered to.

Monitoring



When reasonable information indicate that an employee's exposure may equal or exceed an 8-hour time-weighted average of 85 dBA, the Supervisor shall send a written request for monitoring to the City Safety Officer.

The City Safety Officer will monitor the requested area and/or personnel involved. After monitoring, if the noise exposure equals or exceeds that referenced in Table 12-1, the supervisor of the affected employee will be notified of the results, and the supervisor will notify the employee of the results. The employee and/or job identified will be included in the Hearing Conservation Program. The supervisor will then schedule audiometric tests for the involved employees.

Prior to filling any job vacancy, by new hire or transfer, in a classification covered by the hearing conservation program, the person will be given an audiometric test. The purpose of this test is to establish a baseline level of hearing and to determine if the person has any medical problem that would be aggravated by the use of hearing protectors.

Any affected employee or their representative may be provided with an opportunity to observe any measurements of employee noise exposure.

Whenever employee noise exposures equal or exceed an 8-hour time-weighted average of 90 dBA, feasible administrative or engineering controls shall be implemented by the supervisor, with assistance from the City Safety Officer.

CITY NAME

HEARING CONSERVATION PROGRAM continued

Examples of acceptable engineering controls are:

- ◆ Replace noisy equipment
- ◆ Keep up on maintenance
- ◆ Mufflers and silencers
- ◆ Enclose equipment or workers
- ◆ Distance (double distance; half the exposure)
- ◆ Schedule noisy work to avoid exposures
- ◆ Reduce employee time in noisy areas.

Whenever engineering methods cannot reduce noise to safe levels or employees cannot be excluded from noisy areas, all employees exposed to loud noise will be required to wear personal protective devices designed to attenuate the ambient noise in the ear. These devices are two types:

1. Ear plugs
2. Aural protectors (ear muffs).

NOTE: Supervisors must ensure that employees wear this protective equipment whenever these employees are exposed to potentially hazardous noise levels.

Audiometric Testing

All employees whose exposures equal or exceed an 8-hour time-weighted average of 85 decibels will have an audiometric test.

NOTE: Supervisors may elect to have audiograms completed for employees not addressed by this procedure.

A Vendor approved by the AWC Retro Program will perform audiometric tests in accordance with this policy. All audiometric test results will be given to and maintained by the City Safety Officer.

All employees or work groups identified to be in the Hearing Conservation Program will be tested within 90 days of being identified, and annually thereafter for as long as the employee is qualified. All persons transferring to or hiring into jobs covered by this program will be given an audiometric test prior to filling the vacancy.



Evaluation

1. Each employee's annual audiogram shall be compared to that employee's baseline audiogram to determine if a standard threshold shift has occurred. This comparison may be made by a certified audiometric technician.
2. If the annual audiogram indicates that an employee has suffered a standard threshold shift,

CITY NAME

HEARING CONSERVATION PROGRAM continued

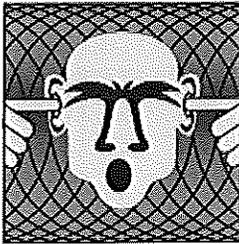
they will be retested within 30 days and the results of the retest will be considered as the annual audiogram.

3. An audiologist, otolaryngologist or other qualified physician shall review audiograms which indicate a standard threshold shift to determine whether there is a need for further evaluation.

Follow-up:

If a comparison of the annual audiogram to the baseline audiogram indicates a significant threshold shift, the City Safety Officer will ensure that the following steps are taken:

1. Inform the employee and his /her supervisor and/or manager in writing within 21 days of the determination.
2. Refer the employee for a clinical audiological evaluation, or an ontological examination, as appropriate, if additional testing is necessary or if the City Safety Officer suspects that a medical pathology of the ear is caused or aggravated by the wearing of hearing protectors.



3. Inform the employee of the need for an ontological examination.
4. Upon notification by the City Safety Officer, the supervisor and/or manager of the affected employee will ensure that the following steps are taken:

- ◆ The employee is fitted with hearing protectors, trained in their use and care, and be required to use them.
 - ◆ An employee already using hearing protectors shall be refitted and retrained in the use of hearing protectors offering greater attenuation if necessary.
5. If an employee continues to have a significant threshold shift, as determined from previous audiometric tests, the manager and/or department head and AWC Retro will be notified.

Hearing Protectors

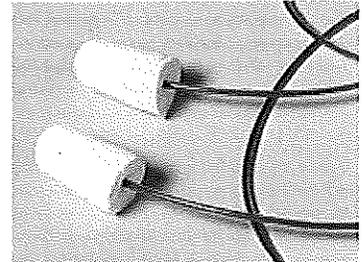
Supervisors shall make hearing protectors available to all employees exposed to a time-weighted average of 85 dBA or greater at no cost to the employees. Hearing protectors shall be replaced as necessary.

Supervisors shall ensure that hearing protectors are worn by:

- ◆ Any employee who is exposed to an 8-hour time-weighted average of 85 dBA or greater; or
- ◆ Any employee who is exposed to noise above 115 dBA; or
- ◆ Any employee who is exposed to any impulse or impact noise measure at or above 140 dBA peak using an impulse sound level meter set to either the linear or C-scale, or

HEARING CONSERVATION PROGRAM continued

- ◆ Any employee working near or with equipment with sound levels greater than 90 dBA



CITY NAME

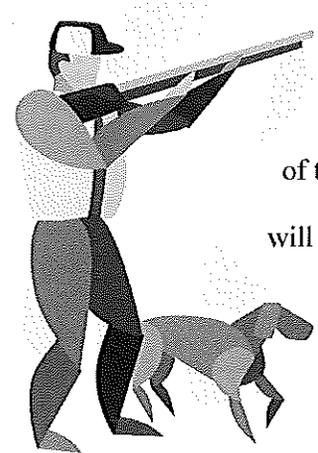
The City will provide hearing protectors from at least two different types for the employee to choose from.:

1. Molded, self-molded
2. Ear muffs

Training

Employees exposed to noise at or above a time-weighted average of 85 dBA will be trained at least annually by the City Safety Officer, in the following items:

1. The effects of noise on hearing.
2. The purpose of hearing protectors, the advantages, disadvantages, and attenuation of various types, and instructions on selection, fitting, use, and care.
3. The purpose of audiometric testing and an explanation test procedures.
4. Attendance records of Hearing Conservation training retained by the City Safety Officer.



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Information Regarding Hearing Protectors



Ear Plugs

- ◆ Foam - with and without string.
- ◆ Custom-modeled plastic (can be ordered as needed)
- ◆ All of the ear plugs must have a Noise Reduction Rating (NRR) of at least 25.

Ear Muffs

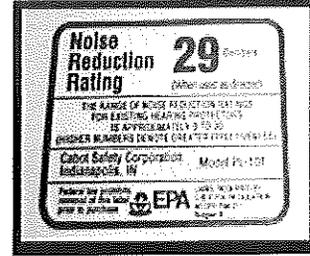
- ◆ Fits over and attaches to the helmet
- ◆ Fits directly over the head.
- ◆ Ear muffs have different NRR's depending on their make and model.



HEARING CONSERVATION PROGRAM continued

Noise Reduction Ratings (NRRs)

Noise reduction ratings (NRRs) are obtained under ideal (laboratory) conditions. Slippage, improper fit, etc. may allow noise to “leak” past the hearing protector. For normal usage you should subtract 7 dBA and divide the result by two to determine the noise reduction level.



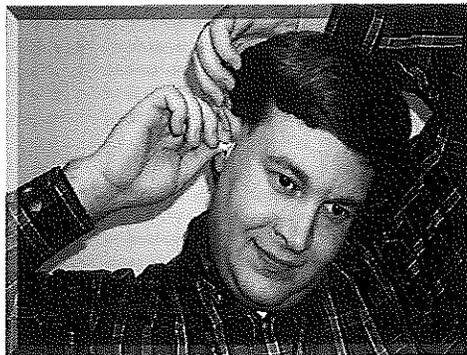
◆ $(NRR - 7) \div 2$ ex. $(21-7) \div 2 = 7$

Sound level resulting from use of HPD	Protection Outcome
80 – 85	Acceptable
75 – 80	Optimum
70 – 75	Acceptable

Example: Noise dosimetry reveals that an employee’s daily exposure to noise is 88 dBA. We want to reduce exposure at the ear to at least 80 dBA. Therefore the hearing protector must be able to yield 8 dBA of effective noise reduction. Using the formula above, the NRR must be at least 23 dBA.
 $(23-7) \div 2 = 8$

Care Instructions

- ◆ Foam ear plugs can be disposed of after use.
- ◆ Custom-modeled ear plugs and ear muffs should be checked by employees before each use for signs of damage and routinely cleaned.
- ◆ If the damage to the hearing protection is such that it can no longer provide proper protection, then it should be repaired or replaced.



CITY NAME

HEARING CONSERVATION PROGRAM continued

Sample Noise Levels for Various Types of Equipment and Processes

These noise levels are for individual pieces of equipment or processes in a specific environment. It is important to note that noise levels produced by equipment or work processes may vary depending on equipment type and manufacturer, condition of equipment, method and environment of use.

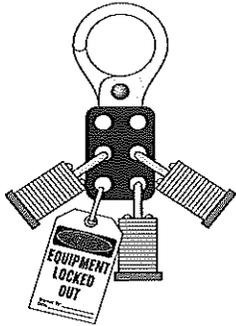
This chart is not meant to be a substitute for a noise monitoring program, but can be used to provide some general guidance.

<u>Tool/Equipment</u>	<u>Decibel Level (dB)</u>
Oxygen Torch	121
Pneumatic Hammers	120
Bulldozer	117
Backhoe Tamper	115
Abrasive Saw	115
Jackhammer	114
Rock Concert	114
Whistle	113
Pump	113
Air Hose Alone	112
Chainsaw	110
Highways	110
Riveting	110
Clay Gun	106
Breaker on Asphalt	106
Caulking Gun	106
Hand Held Tamper	104
Circular Saw	102
Sheet Metal Shop	100
General Workshop	100
Grinder, Electric	99
Backhoe	98
Breaker on asphalt (30 feet away)	98
Power Mower	96
High Pressure Washer (idle)	95
Jigsaw	94
High Pressure washer (in use)	93
Gas Blower (yard)	93
Drill	93
Breaker on Asphalt (90 feet away)	88
Palm Sander	87
Forklift Idle	76
Compressor	72
Drill Press	68

CITY NAME

LOCK-OUT / TAG-OUT PROGRAM (WAC 296-803)

The Control of Hazardous Energy (Lockout/Tagout) helps protect and safeguard employees while they perform servicing and maintenance on machines and equipment in which the unexpected energization or startup of the machine, or equipment, or the release of stored energy could occur and cause injury or possible death.



This procedure defines the **minimum** requirements for isolating hazardous energy sources to be in compliance with WISHA Standard WAC 296-803 (The Control Of Hazardous Energy Lockout/Tagout).

This procedure applies to the control of energy during:

1. Servicing and/or maintenance of machines and equipment.
2. Work performed on piping systems.
3. Servicing of motor vehicles or heavy mobile equipment.
4. *(List other areas/jobs)*

Definitions

Personnel Affected by this Safety Procedure: Any employee, whose job requires them to work on any source of:

- ◆ Electrical
- ◆ Mechanical
- ◆ Hydraulic
- ◆ Pneumatic
- ◆ Chemical
- ◆ Thermal
- ◆ Other Energy, Including Gravity.

Controlled energy where this procedure does not apply:

- ◆ Electrical equipment that has a receptacle that is detached from the electrical source, or an electrical device that has a start/stop switch within arms length of the person and within line of sight.

Energy Isolating Device: is a mechanical device that physically prevents the transmission or release of energy. The isolation device can be, but not limited to:

- ◆ A block valve
- ◆ A double block valve with bleeder in between
- ◆ A blind blank
- ◆ A blind flange, break, and plug
- ◆ Electrical disconnects
- ◆ Mechanical gags

CITY NAME



Lockout is the placement of a locking device on an energy isolating device ensuring that the energy isolating device cannot be operated until the lockout device is removed.

Tagout is the placement of a tagout device on an energy isolating device to ensure that the energy isolating device may not be operated until the tagout device is

LOCK-OUT/ TAG-OUT PROGRAM continued

removed (Tagout devices including their means of attachment shall be substantial enough to prevent inadvertent or accidental removal)

Tags provide visual warnings that the equipment has been shut down. *(Name of City)* worker will hang picture I.D. tags showing who is performing the work. Tags will also list the equipment that is out of service and how long the equipment will be shut down. Employees will use protective materials and hardware such as locks, tags, or other hardware for isolating, securing, or blocking of machines or equipment from energy sources. All locks and tagging devices:



to.

- ◆ Are used only for the purpose of controlling energy.
- ◆ Durable and capable of withstanding the environment they are exposed
- ◆ Standardized in color, shape, and sizes.
- ◆ Identifies employee applying the devices.
- ◆ Substantial enough to prevent removal without the use of bolt cutters.

Note: When a machine or equipment cannot be locked out and a tag is used, an additional safety measure must be incorporated to achieve a safety level equivalent to that of a locking device. The tag also must hang at the same location that a lockout device would have been attached.

Requirements for Securing Electrical Equipment

Sequence Of Lock-Out

1. A maintenance work order form is issued for service or maintenance work to be done on a piece of equipment, machine, motor etc.
2. Supervisor of the area that work is to be done will issue a permit.
3. All authorized and affected employees will adhere to the following written Lock-out and Tag-out procedures:

(Identify specific equipment that needs to be locked out such as examples in a and b listed below. Develop a check-sheet that must be filled out with each lock out. If procedures are different for other equipment a different type of check-sheet must be developed.)

CITY NAME

- a) **Rectifiers** - Follow check sheet to remove 13.2 high voltages from rectifier units
- b) **Other equipment, motors, machines** etc. that have electrical, hydraulic, pneumatic, chemical or thermal energy:

LOCK-OUT/ TAG-OUT PROGRAM continued

1. Notify supervisor to verify proper procedure.
2. Get required signatures.
3. Notify all affected employees in area of lock out.
4. Install lock and tag.
5. Verify isolation of energy before beginning work.
6. Perform service or maintenance work.
7. Notify supervisor work is completed.
8. Supervisor must visually inspect for safety of start up.
9. Notify all affected employees and clear area for start up.
10. Remove lock-out and tag-out devices.
11. Supervisor signs off on permit.
12. Start up equipment, machine etc.
13. Permit is filed in area department and copy sent to safety department.



Procedures For Using A Single Lock System

Contact the operator and area supervisor to tell them the machine or whatever piece of equipment is going to be locked out.

Lock-out the machine:

1. **Electric:** Stop motor, open disconnect switch and attach lock. Make sure the switch is in the **OFF** or **OPEN** position. Attach tag stating one of the following:
 - ◆ **DO NOT START**
 - ◆ **DO NOT OPEN**
 - ◆ **DO NOT CLOSE**
 - ◆ **DO NOT ENERGIZE**
 - ◆ **DO NOT OPERATE**
2. **Air:** Disconnect the air line or cut off the air downstream of the valve or switch. Lock out if possible. Otherwise, tag the air supply valve in **OFF** or **CLOSED** position. The line being disconnected must be tagged with one of the following:
 - ◆ **DO NOT START**
 - ◆ **DO NOT OPEN**
 - ◆ **DO NOT CLOSE**
 - ◆ **DO NOT ENERGIZE**
 - ◆ **DO NOT OPERATE**

The valve or switch must be in the **OFF/CLOSED** position and strapped with a nylon or equivalent non reversible strap that will hold the valve switch off.

NOTE: A chain is the preferable device used in locking out valve handles.

CITY NAME

LOCK-OUT/ TAG-OUT PROGRAM continued

3. **Hydraulic:** Shut down the pump, bleed lines to release or eliminate any stored energy sources or movement and use blocking so equipment cannot move.

CAUTION— Wait until hydraulic pressure is bled down to **ZERO** before working. (Rotating parts may still be in motion)

*** Test and make sure all energy sources are disconnected – Then begin work.**

Note: All non-grounded conductors must be disconnected and tagged when electric lines must be disconnected to remove power to equipment. (Remove the neutral and all other hot conductors unless the neutral is grounded to the grounding bus.)



For **SHIFT CHANGES** or when an employee must leave, the new employee coming on shift must apply their lock before the off going employee lock is removed, so equipment stays positively locked out at all times. **EXCEPTION:** A supervisor's lock must be put on if the night shift employee has not come on duty when the day shift leaves work.

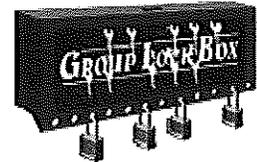
Contact area supervisor when work is done and lock is ready to come off.

The lock may be removed when:

1. The person who placed the lock has cleared area of tools, materials etc. and has completed all areas of **LOCK OUT CHECK LIST**.
2. The person tests the equipment for operation.

Group/Multiple Locks

When more than one piece of equipment must be locked out in a system, the supervisor will place locks on the individual pieces of equipment from the group or gang lock-box.



The Supervisor will complete:

1. Energy Control Checklist.
2. Place the key in the lock-box and secure the lock-box with a supervisor's lock.

The individual(s) working on equipment within the system will:

1. Place their locks on the group or gang lock-box.
2. Sign lockout portion on the reverse side of the Energy Control checklist.

CITY NAME

LOCK-OUT/ TAG-OUT PROGRAM continued

When multiple employees are involved in work on a piece of equipment:

The Supervisor will:

1. Use a group/gang lock-box lock with a supervisor's lock.
2. Have all individuals working on the equipment place their locks on the lock-box.
3. Complete the Energy Control Checklist.

Individuals will:

1. Sign the lock out portion on the reverse side of the Energy Control Checklist.

When an individual completes their work on the equipment, they will:

1. Notify the area supervisor that he/she is finished.
2. Remove his/her lock.
3. Sign the lock-out clearance portion on the reverse side of the Energy Control Checklist.

Prior to restarting, the Departmental Supervisor will follow procedures below.

Restoring Machinery To Normal Operation By Supervisor



When service or maintenance is complete and the machinery is ready for operation, check to ensure that:

- ◆ All personnel are cleared of the area.
- ◆ Tools and equipment have been removed.
- ◆ Safeguards are reinstalled.
- ◆ Locks and tags removed from switches, valves etc. by the individuals who installed them.
- ◆ Lock-out clearances are signed on back of forms.
- ◆ Start equipment to restore energy.

Procedures to Follow If Lock Needs To Be Cut (Individual and Group)

When the authorized employee who applied the lock-out device is not available to remove it, that device may be removed by their supervisor after:

1. The employer verifies the authorized employee is not at the facility.
2. All reasonable efforts to contact authorized employee to inform him/her that their lock out device has been removed.

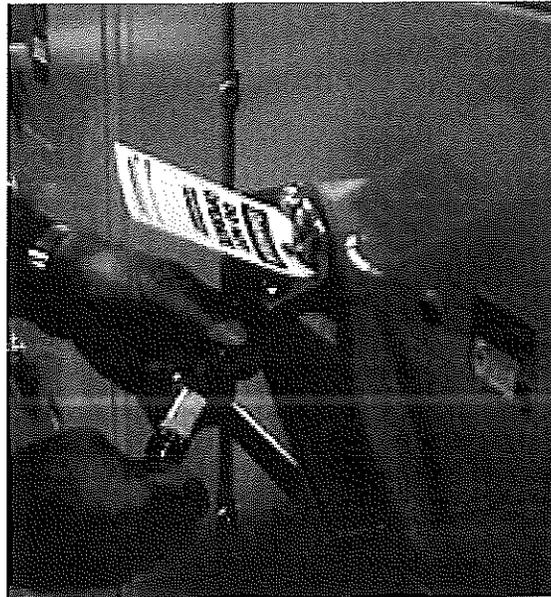
CITY NAME

LOCK-OUT/ TAG-OUT PROGRAM continued

3. Ensuring that the authorized employee has this knowledge before he/she resumes work at the facility.
4. Verifying that all required steps of the LOTO procedures have been completed and a walk-through inspection of equipment condition has been performed.

Departmental Supervisor Date/Time _____

Area Supervisor Date/Time _____



CITY NAME

LOCK-OUT/ TAG-OUT PROGRAM continued
ENERGY CONTROL CHECKLIST (Sample)

CHECK-OFF EACH STEP IN SEQUENCE WHEN WORKING ON ANY EQUIPMENT

- Departmental Supervisor's Signature_____
- Equipment Operator's signature_____
- Location of locks and tags._____
- Shut down machine.
- Notify all affected personnel.
- Identify and locate all sources of power to equipment.
- Disconnect main sources of power.
- Disconnect each independent power source of multiple power systems, i.e.: air over hydraulic, electric over hydraulic, etc.
- Discharge all residual energy remaining behind the power source.
- Attach a padlock, chain, cable, etc. thus securing all power sources in the de-energized position.
- Block or confine any equipment that can move on its own, with or without the power source.
- Test equipment before working on it.

IF THE LOCK-OUT TAG-OUT PROCEDURE MUST BE INTERRUPTED TO TEST A REPAIR OR ADJUSTMENT, THE FOLLOWING PROCEDURE MUST BE FOLLOWED.

- Contact Departmental Supervisor.
- Notify all affected personnel

BEFORE RE-ENERGIZING

- Clear all personnel.
- Remove blocking etc. and any tools, parts, or materials.
- Replace barricades, guards., etc that had been removed.
- The authorized person (supervisor) is the last person to remove his lock or tag. They are also responsible for re-energizing the equipment.

Turn this checklist into your Departmental Supervisor.
Authorized Employee/Time/Date_____

Equipment Operator/Time/Date_____

Departmental Supervisor/Time/Date_____

CITY NAME

LOCK-OUT/ TAG-OUT PROGRAM continued

Sample Multiple Lockout / Log In Sheet

NAME	EQUIPMENT	CLEARANCE	DATE

Training Requirements

- ◆ All employees engaged in or affected by the Energy Control Program will receive training on site specific programs. They are also to receive annual refresher training on the program. Records of training are to be maintained in the Safety Training Department File. Records must include the employees name, employee number, test scores, and date of training.
- ◆ New employees are to receive training at the time of initial orientation.
- ◆ The training shall include the following:
 1. Purpose of the Lockout/Tagout Procedure.
 2. Recognition of applicable hazardous energy sources.
 3. Type and magnitude of energy found in the work place.
 4. Methods and means necessary to isolate and control.
 5. Responsibilities under the Lockout/Tagout procedure.
 6. Right to individually verify isolation.
 7. Procedure to remove lock/tag and sign out an authorized person when they are unavailable.
 8. Proper verification techniques to verify equipment has been de-energized.
 9. Site-specific training will be given at each work site.
 10. Tags must be legible and understandable to all employees.
 11. Tags must be durable (use only those provided).
 12. Tags must be securely attached (how to attach securely).
- ◆ Retraining for the Energy Control Program will be given as required to all affected personnel each time a procedure is changed, or a new procedure is added.

CITY NAME

CONFINED SPACE ENTRY PROGRAM (WAC 296-809)

The Confined Space Entry Program was developed to establish protective measures and to ensure your safety and health when you enter, work in and exit from confined spaces.

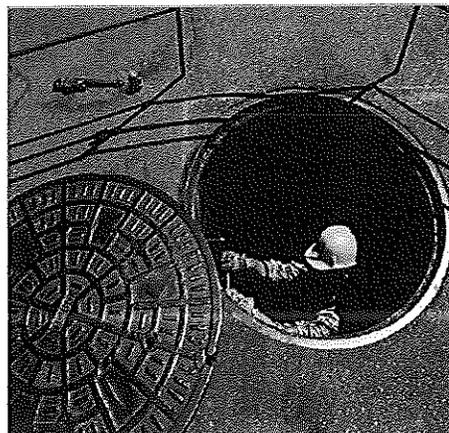
Death and injury in confined spaces are often the result when employees disregard proper safety procedures, take short cuts, refuse to accept the fact that a space which has been safe for years in the past could develop into a deadly hazardous space, or Supervisory personnel fail to heed safety standards.

Confined space accidents are completely preventable, and when employees are properly trained, provided adequate supervision, equipment and other devices, confined space entry is a safe and routine working procedure.

"Confined Space" means any space having limited means of egress which is subject to the accumulation of toxic or flammable contaminants, or an oxygen deficient atmosphere. Confined spaces include but are not limited to storage tanks, process vessels, bins, boilers, ventilation or exhaust ducts, sewers, underground utility vaults and vessels, cells, digesters, tank cars, and plumbing access areas.

A confined space is further defined as any area that:

1. Has a limited opening for entry or exit.
2. May contain or produce toxic air contaminants.
3. May contain a high concentration of inert gases.
4. Is not intended for continuous occupancy.
5. May have an oxygen deficient atmosphere.



Authority/Responsibilities

Director/Manager

1. Review and update (*Name of City*) Confined Space Entry Program to conform to current WISHA standards.
2. Ensure compliance with standards set forth in the program by periodic inspection of entry sites and canceling permits where unsafe conditions are present.
3. Assist Supervisors with:
 - ◆ Providing training as set forth in the program.
 - ◆ Identification of confined spaces.
 - ◆ Identifying spaces that require a permit for entry.
 - ◆ Labeling Permit-Required Confined Spaces.
 - ◆ Performing a single annual review covering all entries performed during a 12-month period to ensure employees participating in entry operations are protected from permit space hazards.

CITY NAME

CONFINED SPACE ENTRY PROGRAM continued

Supervisor:

1. Identify confined spaces within facilities or areas under their control.
2. Identify hazards within a confined space.
3. Ensure procedures are implemented.
4. Ensure the guidelines set for this procedure are followed.
5. Confirm that all employees involved in the work are trained in the safe entry procedures and confident that they are abetted.
6. Make certain that all necessary safety equipment is on hand, calibrated, and working properly.
7. Complete a Confined Space Entry permit, perform all necessary air testing, and discuss possible hazards and safety precautions.



Authorized Entrants:

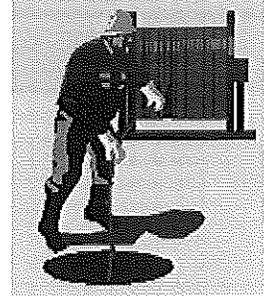
1. Understand the knowledge of hazards that may be faced during entry, including the mode, signs or symptoms, and consequences of the exposure.
2. Bringing to their Supervisor's attention any unsafe or hazardous conditions or practices that may cause injury to either themselves or any other employee.
3. Report to their Supervisor any malfunction of gas detectors, ventilation equipment, tripods, harnesses, safety lines, self-contained breathing apparatus (SCBA), and other air supplies, or any other related equipment used for confined space entry.
4. Have current certification in First Aid/CPR.
5. Fully understand and strictly observe the safety standards, regulations and procedures applicable to such work.
6. Alert the attendant (standby person) whenever:
 - ◆ The entrant recognizes any warning sign or symptom of exposure to a dangerous situation.
 - ◆ The entrant detects a prohibited condition.
7. Exiting the permit space as quickly as possible whenever:
 - ◆ An order to evacuate has been given by the attendant or the entry Supervisor.
 - ◆ The entrant recognizes any warning sign or symptom of exposure to a dangerous situation.
 - ◆ The entrant detects a prohibited condition.
 - ◆ An evacuation alarm is activated.

CITY NAME

CONFINED SPACE ENTRY PROGRAM continued

Attendants

1. Know the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of exposure.
2. Awareness of possible behavioral effects of hazard exposure to authorized entrants.
3. Continuously maintaining an accurate count of authorized entrants in the permit space and ensuring that the means used to identify authorized entrants accurately identifies who is in the permit space.
4. Remains outside the permit space during entry operations until relieved by another attendant.
5. Attempts non-entry rescue if proper equipment is in place and the rescue attempt will not present further hazards to the entrant or attendant.
6. Communicates with authorized entrants as necessary to monitor entrant status and to alert entrants of the need to evacuate the space when conditions warrant.
7. Monitors activities inside and outside the space to determine if it is safe for entrants to remain in the space and ordering the authorized entrants to evacuate the permit space immediately under any of the following conditions:
 - ◆ If the attendant detects a prohibited condition.
 - ◆ If the attendant detects the behavioral effects of hazard exposure in an authorized entrant.
 - ◆ If the attendant detects a situation outside the space that could endanger the authorized entrants.
 - ◆ If the attendant cannot effectively and safely perform all the duties required by this program.
8. Summons rescue and other emergency services as soon as the attendant determines that authorized entrants may need assistance to escape from permit space hazards.
9. Takes the following actions when unauthorized persons approach or enter a permit space while entry is underway:
 - ◆ Warns the unauthorized persons that they must stay away from the permit space.
 - ◆ Advises the unauthorized persons that they must exit immediately if they have entered the permit space.
 - ◆ Informs the authorized entrants and the entry supervisor if unauthorized persons have entered the permit space.
10. Performs no duties that might interfere with the attendant's primary duty to monitor and protect the authorized entrants.



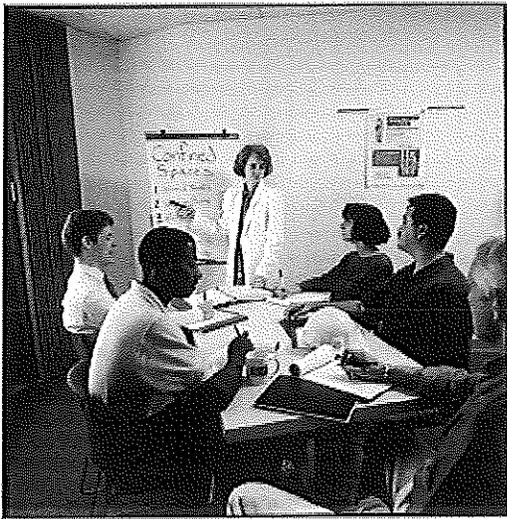
CITY NAME

CONFINED SPACE ENTRY PROGRAM continued

Training

Employees who perform tasks covered by the Confined Space Entry Program will receive a written copy of these procedures, trained annually in on-site procedure and the use of permits and equipment.

The Department Supervisor is directly responsible for confined space safety training. Each employee required to enter designated confined spaces shall have received training on the following:



1. The potential hazards that could be confronted.
2. Safety precautions, emergency procedures and hazard exposure treatment.
3. Required personal protective equipment, clothing and devices.
4. Inspection, use, selection, and fitting of safety harness and life lines.
5. Fitting, use and limitations of self-contained breathing apparatus.
6. Traffic control and job site protection.
7. CPR and First Aid.
8. Proper testing and monitoring of confined spaces.
9. Decontamination of hazardous spaces.
10. Proper ventilation procedures.

Identification

Recognition is an important aspect of making a safe entry into a confined space. Not all confined spaces will be considered permit-required confined spaces and being able to identify the difference between the two is important. To clarify what constitutes a Confined Space, the following definition will be used.

◆ A **Confined Space** is any space that has the following characteristics:

1. It is large enough or so configured that an employee can bodily enter and perform assigned work.
2. It has limited or restricted means for entry or exit. Confined-space openings are limited primarily by size and location. Openings may be small in size and may be difficult to move through easily. However, in some cases openings may be very large; for example, open-topped spaces such as pits or excavations. Entrance and exit may be required from top, bottom, or side. In some cases, having to access the work area by a fixed ladder may constitute limited or restricted entry or exit. Size or location will generally make rescue efforts difficult.

CITY NAME

CONFINED SPACE ENTRY PROGRAM continued

3. It is not designed for continuous employee occupancy. Most confined spaces are not designed for employees to enter and work on a routine basis. They may be designed to store a product, enclose materials and processes, or transport products or substances. Because they are not designed for continuous occupancy, frequently they will not have good ventilation or lighting. Therefore, occasional employee entry for inspection, maintenance, repair, cleanup, or similar tasks, can be difficult and dangerous. The danger associated with entry may come from chemical or physical hazards within the space.

◆ A **Non-Permit Confined Space** is a confined space that does not contain, nor has the potential to contain, any hazard capable of causing death or serious physical harm. Examples of non-permit required confined spaces might include the interiors of HVAC units, certain air plenums and pipe chases, attics, walk-in freezers or refrigerators, and some building crawl spaces.

◆ A **Permit-Required Confined Space** is a confined space that is potentially hazardous. A permit-required confined space has one or more of the following characteristics:

1. Contains or has a potential to contain a hazardous atmosphere.
2. Contains a material that has the potential for engulfing an entrant.
3. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly-converging walls or by a floor that slopes downward and tapers to a smaller cross-section.
4. Contains any other recognized serious safety or health hazard. Examples of serious safety or health hazards might include:

- ✓ Fall hazards
- ✓ Unguarded machinery
- ✓ Extreme heat or cold
- ✓ Steam pipes or chemical lines
- ✓ Hazardous noise levels
- ✓ Electrical hazards
- ✓ Presence of asbestos
- ✓ Potentially hazardous levels of dust



Because of the lack of ventilation in most confined spaces, they will have the potential for a hazardous atmosphere. Therefore, they must be designated "permit-required" and the procedures for making entry into a permit-required space must be followed.

CITY NAME

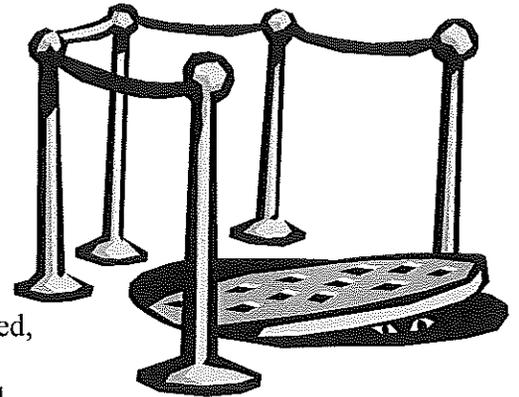
CONFINED SPACE ENTRY PROGRAM continued

Locations of Confined Spaces at *(Name of City, Name locations Examples below)*

1. All electrical vaults
2. All manholes
3. Drainage pump station (located outside of SE corner of equipment bldg (example))

Pre-Entry Procedures

1. Post or barricade the area to prevent unauthorized entry.
2. Ensure control of all sources of ignition where a potential fire hazard exists.
3. Prior to leaving the City shop or main location, all specified safety and health related equipment for confined space entry shall be compared to the "Safety Equipment Checklist" located at the end of this section. All equipment must be examined, tested, and calibrated to ensure the correct operational condition and transported to the work site. No job shall be attempted unless all required personnel and equipment are on-site and ready for use.
4. If vehicles are involved, park vehicle, set the parking brake, block the wheels, turn on flashers and strobes; set up cones and provide for flagging, if necessary.
5. Mechanical hazards: Employees will not enter confined areas containing parts which may move or which contain motors, fans, or other power-driven moving parts of potential hazards until they are sure such parts cannot move to injure them. Tagging of controls without other means of control will be satisfactory only if the control is barricaded and/or is under constant observation during occupancy of the space. Isolation of a confined space is a process in which the space is removed from service by:
 - ◆ Locking out electrical sources.
 - ◆ Blanking and bleeding pneumatic and hydraulic lines.
 - ◆ Disconnecting belt and chain drives or mechanical linkages on shaft-driven equipment where possible.
 - ◆ Securing mechanical moving parts within confined spaces with latches, chains, chocks, blocks, or other devices.
6. Electric hazards: Employees will disconnect, lockout, and tag electrical circuits in the confined area which may present a hazard. They will protect all temporary lights against damage. They will use heavy duty cords and keep these cords clear of working spaces and walkways. Finally, they will use only low voltage, battery operated, or ground fault protected equipment on water sides of boilers or electrical conductive liquids.



CITY NAME

CONFINED SPACE ENTRY PROGRAM continued

7. Electric lighting or circuits used where potentially hazardous concentrations of flammable vapors, gases, or dusts are present, or may develop, will conform to the National Electric Code. Also, employees will ground portable electric tools or use isolation transformers, ground fault interrupters, or double insulated tools.

Confined Space Entry Procedure

1. Obtain the equipment required for entry if not on-site. Use the checklist if necessary.
2. Complete a Confined Space Entry permit. All the line items must be completed prior to entry. The Supervisor or qualified person shall certify by signature that the requirements have been reviewed and confirmed.
3. Set up rescue equipment at the confined space entry point.



4. Equip all confined space workers with:
 - ◆ Harness and safety line.
 - ◆ Combination gas/oxygen detector.
 - ◆ Proper respirator for the job..
 - ◆ Non-sparking tools.

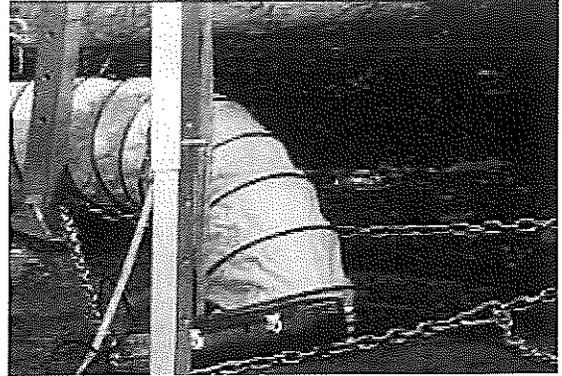
Exception: Where all confined space workers are located within ten (10) feet of each other and on the same level, only one combination gas/oxygen detector is required. It shall be carried by the worker farthest into the confined space.

5. Equip attendant with SCBA respirator, or air line respirator, with an escape provision ready for instant use.
6. Hold crew meeting and discuss:
 - ◆ Safety procedures.
 - ◆ Communication signals.
 - ◆ Evaluation results.
 - ◆ Rescue procedures.
7. Attach the safety line to the confined space worker's harness; attach the other end to the rescue tripod where applicable.
8. No matches or lighters are to be used or carried into confined spaces. Explosion-proof drop lights or extension cords will be used in areas which could contain an explosive.

CITY NAME

CONFINED SPACE ENTRY PROGRAM continued

9. Continue to ventilate as long as workers are in the confined space.
10. Attendant must remain in constant voice communication with confined space worker(s) while he/she is in the confined space.
11. Upon loss of voice communication with the confined space worker(s) or upon receipt of an emergency signal (such as three (3) sharp tugs of the safety line), the attendant shall immediately implement the rescue plan.



12. Departure from Confined Space:

- ◆ Emergency - The confined space worker shall immediately evacuate the confined space if the ventilation system fails or an audio or visual alarm warning is emitted from the gas/oxygen detector.
- ◆ Routine Exits - Upon notification that the confined space worker is ready to exit the confined space, the attendant shall take in the slack on the safety line. The attendant shall remain in voice contact with the confined space worker until all tools, material and workers are completely removed.

13. Rescue Plan:

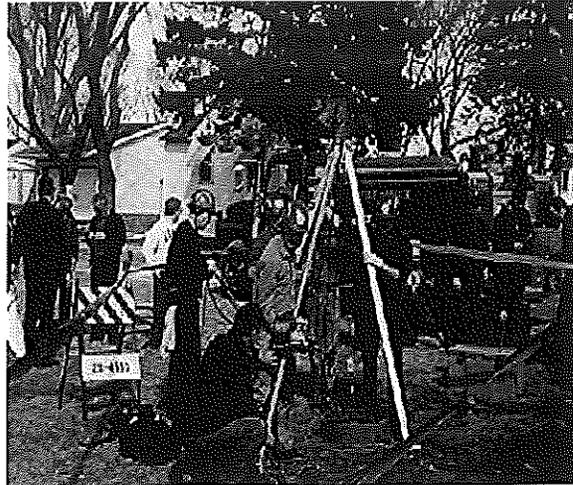
- ◆ Pre-Plan
 - ✓ All personnel on the job site shall be trained in rescue procedures.
 - ✓ All equipment shall be inspected, tested and/or calibrated in advance prior to entry into the confined space.
 - ✓ Rescue equipment shall be in place and ready for use, including a tripod and winch approved for fall restraint and ladders when appropriate.

CONFINED SPACE ENTRY PROGRAM continued

CITY NAME

14. Rescue Procedures:

- ◆ Initiate rescue operation upon:
 - ✓ Declaration of an emergency by a confined space worker in the confined space.
 - ✓ Loss of voice communication with worker in a confined space.
 - ✓ The attendant calls for assistance, breaking into any existing communication, declares emergency station "worker down" in confined space. **CALL 911** Send rescue assistance to (*address*).



- ◆ The attendant will immediately put on SCBA or airline respirator mask and prepare to enter space. **THE ATTENDANT MUST NEVER ENTER A CONFINED SPACE UNTIL THEY ARE RELIEVED OF THEIR DUTIES BY ANOTHER PERSON.**
- ◆ The attendant then enters the confined space and assists affected worker(s) to the entrance.
- ◆ The standby helper then plays out the airline, and retrieves the airline and safety line to prevent fouling as the confined space worker is moved to the entrance.
- ◆ The standby helper then assists the attendant in removing the confined space worker(s) from the confined space with the safety line and hoist if they are unable to do it themselves.



- ◆ The standby helper performs First-Aid/CPR, as required, while the attendant removes the respirator equipment. First-Aid/CPR shall be maintained until the confined space worker(s) is revived or until the attendant/helper is relieved by medical personnel.

15. Post Rescue:

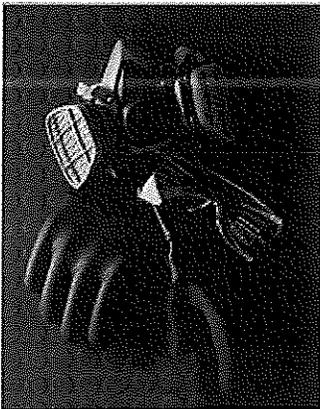
- ◆ Secure the hazard by closing the confined space. Provide barricading and posting as applicable.
- ◆ Make full report to the Supervisor and the City Safety Officer.

CITY NAME

CONFINED SPACE ENTRY PROGRAM continued

General Guidelines

1. Employees must never use pure oxygen to ventilate a confined space.
2. Employees will not enter atmospheres which contain, or could contain, flammable gases or vapors if the contamination of gases or vapors in any part of the area is more than 10% of the lower explosive limit, except in the event of an emergency, and then only when equipment approved for such an exposure is protecting these employees.
3. The atmospheric testing equipment for explosive gases must be set to alarm when the concentration is above 10% of the lower explosive limit (LEL).
4. All workers will exit and/or not enter any space with a reading of >10% of the lower explosive limits (LEL). The exception is in emergency rescue operations when using confined space entry equipment approved for this purpose.
5. Use of toxic and/or flammable materials in confined spaces:
 - ◆ Quantities of toxic or flammable materials brought into or used in confined spaces shall be limited to the smallest amount consistent with efficient use.
 - ◆ Containers shall be designed to minimize the evaporation and spillage. Safety cans or small squeeze bottles are preferable when applicable.
 - ◆ Continuous ventilation shall be provided.
 - ◆ Spraying of toxic or flammable substances such as paint is not recommended.



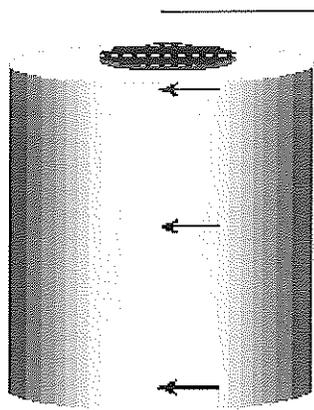
6. Employees may enter atmospheres that have no contamination without respiratory protection. Always ventilate to remove contaminate atmospheres where contamination is above the threshold limit values but below values immediately hazardous to life or health.
7. If ventilation cannot remove contaminants, the immediate supervisor may authorize entry with respiratory protective equipment on a case by case basis. Use ambient air for ventilation purposes. Again, never use pure oxygen for ventilation.

Testing the Atmosphere of a Confined Space

- ◆ It is necessary to test all areas (top, middle and bottom) of the confined space with properly calibrated testing instruments to determine what gases are present and whether enough oxygen is present. If testing levels reveal oxygen-deficiency or the presence of toxic gases or vapors, employees must purge the spaces by forced ventilation and re-test it before any workers enter. If ventilation is not possible, and entry is necessary, workers must have appropriate respirator protection. If doors and covers contain vents, employees must make the re-test with doors and covers in place in order to test conditions of the confined space before it has been disturbed. If the cover or door is un-vented, employees will open it only enough to admit the test hose or their equipment.

CONFINED SPACE ENTRY PROGRAM continued

CITY NAME



Test air at 3 or more elevations: top, mid-point, and bottom. Contaminants may stratify.

Allow sufficient time for sampled air to move through tubing. 5 seconds/meter is a good rule of thumb when using powered pumps.

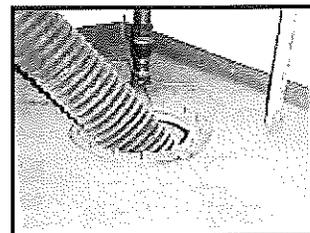
If the PRCS contains standing water, avoid drawing it up the sampling hose.

- ◆ When moving the cover, use only non-sparking tools.
- ◆ The qualified person will evaluate the area immediately prior to entry and during the occupation at intervals dependent on the possibility of changing condition.
- ◆ Re-test every confined space that has been closed for any period of time to determine air quality and the presence of mechanical hazards.
- ◆ If positive test results are found, ventilate with an explosion-proof fan. Extend the hose all the way to the bottom of the confined space. Ventilate for at least ten air changes.
- ◆ To maximize the ventilation, open any other access direct to the confined space, add more fans if possible. Direct the air flow to eliminate any pockets of hazardous gases. Workers in the surrounding area shall be protected from hazardous exhaust gases by distance or by respirators.

Ventilation

Air Changes

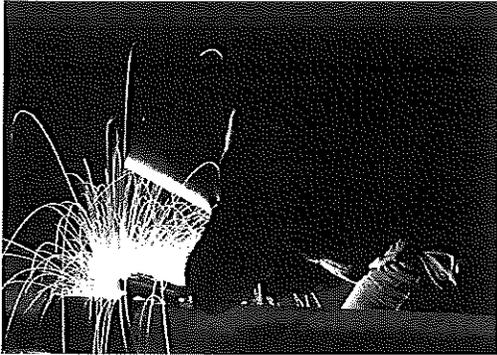
- ✓ A minimum of five complete exchanges of air are needed where oxygen deficiency may exist and a minimum of ten complete exchanges of air are needed where a toxic and/or flammable material is involved. In no case shall ventilation time be less than fifteen minutes immediately prior to entry.



Temporary ventilation tube is routed through a butter-worth hole minimizing interference with access and egress

CONFINED SPACE ENTRY PROGRAM continued

Hot Work/Welding In Confined Spaces



◆ Hot work permits must be issued by the Supervisor before employees may enter any area where hot work occurs. Local exhaust and/or respiratory protection shall be required where hot work involves the generation of toxic gases, fumes, or vapors.

◆ Employees generally should not allow compressed gas cylinders in confined spaces. If they do, they will protect the compressed gas lines from rupture or damage. Also, employees will monitor compressed gas cylinders or electric generators at all times, and immediately turn off sources of energy when an emergency arises or when work is interrupted or completed.

Record Keeping

1. The immediate Supervisor will fill out a Confined Space Entry permit for all confined space entry applications. They will post one copy at the site, and will keep the original on file in the department.
2. The department will keep a file of all permits. In it will be the originals of the permits that have been issued.
3. The department will maintain all permits for a period of one year.

Instrument/Detector Maintenance:

- ◆ Instruments used to evaluate life-threatening conditions shall be maintained in working condition.
- ◆ A person shall be assigned to maintain the instruments located in each department that has a need for such equipment. This person must be thoroughly familiar with the instruction manual and maintenance procedures.
- ◆ A calibration and maintenance log shall be kept with each instrument at the department or location.

Insert Confined Space Check Sheet

TAB - F



**CITY COUNCIL
AGENDA BILL
AB 15-16**

Meeting Date: February 17, 2015

AGENDA ITEM INFORMATION

SUBJECT: Resolution 2015-09; establish the clerk/treasurer position	<i>Originator:</i>	
	Mayor	
	City Council	
	City Administrator	DG
	City Attorney	
	City Clerk	
	City Engineer	
	Community Development Director	
	Finance Director	
	Fire Chief	
	Police Chief	
	Streets/Parks/Drainage Supervisor	
COST: N/A	Water/Wastewater Supervisor	
	Other:	

SUMMARY STATEMENT: This creates the position of clerk/treasurer.

RECOMMENDED ACTION: Staff recommends approval.

RESOLUTION 2015-09

**A RESOLUTION OF THE CITY OF LONG BEACH, WASHINGTON
ESTABLISHING THE POSITION OF CLERK.TREASURER.**

WHEREAS, the City of Long Beach wishes to establish the position of clerk/treasurer;
and

WHEREAS, the City of Long Beach city council sets the terms of the position of
clerk/treasurer;

NOW, THEREFORE, BE IT RESOLVED by the Long Beach City Council that the
position of Clerk/Treasurer is established with the duties and salary range on the attached
job description.

PASSED this 17th day of February, 2015.

Bob Andrew, Mayor

Attest:

City Clerk

JOB DESCRIPTION

TITLE: CITY CLERK/TREASURER

DEPARTMENT: Finance and Administration

REPORTS TO: Mayor and City Administrator

CO-SUPERVISES: Receptionist/Clerical Assistant

ADOPTED/REVISED DATE: 01-17-2015 SALARY RANGE: \$2,863 - \$4,300

POSITION PURPOSE/SUMMARY

This position is responsible for the maintenance and preservation of City and records and for all other statutory provisions governing the position of City Clerk. The person in this position also provides administrative support of a highly complex and responsible nature to the Mayor and City Administrator; exercises independent judgment in preparing reports and various official documents; and exercises considerable discretion in the protection and release of confidential information and in the interpretation and administration of policies and procedures.

Performs a variety of routine and complex supervisory, clerical, and accounting, finance and administrative work involving custody and safekeeping of city funds and monies, accounting records, personnel records, and public records conforming to City and State laws.

DUTIES AND RESPONSIBILITIES

- Serves as custodian of official town records and public documents; performs certification and arrange recording of legal documents and other records; seals and attests by signature to ordinances, resolutions, contracts, easements, deeds, bonds or other documents requiring city certification; maintain tapes of public hearings, maintain tapes of council meetings; files all town records.
- Must demonstrate competency and knowledge in the field of records management, including archive requirements.
- Oversees and documents the City's response to requests for public records to ensure compliance with the Washington State Public Records Act.
- Record and edit meeting minutes and distribute to appropriate officials, staff members and public;
- Serves as custodian of the Official Seal of the City and affixes seal to documents as required, attests the Mayor's signature on all official records and documents.
- Coordinates City's compliance with the WCIA COMPACT, updates WCIA Property and Auto Physical Damage Schedules as needed, and serves as WCIA Training Coordinator and Alternate Delegate to the WCIA Full Board
- Helps prepare City Council meeting information packets and posts them to the City's website. Maintains agenda bill index and database of Council actions, prepares Council meeting minutes and action reports, coordinate the execution of approved documents and the codification of ordinances.

- Prepares and publicizes legal notices in accordance with the Revised Code of Washington and Washington Administrative Code. Prepares and publishes other public notices, news releases, RFP's, RFQ's, bid requests and employment ads.
- Ensures public hearings, legal publication, and recording for annexations and street vacations meet legal requirements. Responsible for ensuring that notice of public hearings meet associated legal requirements.
- Oversees the codification, distribution and publication of ordinances into the Long Beach Municipal Code, and the maintenance of Council resolution records. Prepares council minutes using proper legislative terminology, grammar and business writing, and updates minute books.
- Reconcile general ledger to various reports.
- Monitors actual revenues and expenditures in accordance to the adopted budget for all funds.
- Oversee balancing and accounting of Utility Clerk/Receptionist's cash drawer, including receipts and cash.
- Codes receipts, reconciles cash, and keeps records as needed to verify cash balances.
- Maintain auxiliary cash controls for balancing and other related accounting activities.
- Maintain accounts receivable records and performs necessary follow-up on collections.
- Oversee account payable procedures.
- Maintain investments for all funds purchase and withdraw investments as needed.
- Reconcile investment statement with investment reports.
- Prepare payroll and all associated payroll reports.
- Prepare periodic financial, statistical or operational reports as assigned.
- Prepare annual financial report; work with state auditors during periodic audits of town finances, procedures and policies.
- Administers utility billing procedures and supervises distribution and collection of utility bills, payments and adjustments.
- Maintain bond coverage of employees as specified by state law and local codes; obtain signed oaths from Mayor, City Council, City Administrator, Clerk/Treasurer and Utility Clerk.
- Obtain signatures on ordinances and resolutions; publish in newspaper and file originals.
- Coordinate records storage center and prepare destruction forms and records.
- Develop and administers the City's record retention and disposition schedules; preserve and protect the City's historical records and information.
- Serve as back up to Utility Clerk, answers in-coming calls and routes callers or provides information as required.
- Assists in the management of the city's human resources functions. Keeps record of insurance coverage, pension plan, and personnel transactions such as hires, promotions, transfers, performance reviews, and terminations. Maintains personnel files, processes salary and benefit information, and assists in the recruitment and testing of city staff.
- Files ordinances, resolutions and other documents, and assists in the codification of ordinances the municipal code as needed or assigned.

- A key value of the City is customer service. This position requires considerable knowledge, ability and skill in the principles and practices of excellent customer service as practiced in both the private and public sectors. It requires the ability to effectively meet and deal with the public; the ability to communicate effectively verbally and in writing; the ability to handle stressful situations; the ability to greet and respond to customers in a friendly, pleasant and professional manner using appropriate inflection, grammar and syntax; the ability to establish and maintain effective working relationships with employees, supervisors, and the general public; the ability to maintain a professional, courteous, and pleasant demeanor in difficult and stressful situations; and the ability to diplomatically deal with difficult people. A willingness to expend extra effort to help the public find answers or information relative to their inquiry or complaint is expected.
- Monitors the terms of board and commission members and advises the Mayor of their status, advertises for volunteers, maintains "Talent Bank," coordinates the appointment process, prepare related correspondence for Mayor's signature.
- Prepare bank deposits as needed.
- Reconcile bank statement.
- Performs notary services for the City and public.
- Must be bondable.
- Performs other duties as directed.

WORKING CONDITIONS

Work is generally performed while standing or sitting, in an office environment, with a computer, telephone and copier/fax/scanner. Some lifting of forms, files and small equipment is required.

KNOWLEDGE, ABILITIES, SKILLS FOR SUCCESS

- Knowledge of municipal, state and federal laws
- Knowledge of office practices, procedures and equipment
- Knowledge of business English, composition, spelling, punctuation
- Ability to employ discretion and maintain confidentiality
- Ability to prioritize assignments and work independently
- Ability to accurately prepare correspondence, minutes, reports, statistical information
- Ability to operate standard office equipment, including computers
- Working knowledge of computers. Operate a variety of office machines including a computer and appropriate software programs;
- Ability to understand and correctly execute verbal and written instructions
- Ability to establish and maintain effective working relationships with co-workers, elected officials, other organizations and the general public.
- Thorough knowledge of modern records management techniques, including legal requirements of recording, retention and disclosure.

- Working knowledge of governmental accounting principles and practices (BARS).
- Read, interpret, apply and explain codes, rules, regulations, policies and procedures.
- Train and direct other clerical personnel;
- Perform a variety of specialized clerical, office support work involving the use of independent judgment and personal initiative;

QUALIFICATIONS REQUIRED

- High school diploma or General Educational Development (GED) and skills, knowledge and experience necessary to successfully perform this job.
- Notary Public License.
- Valid Washington State Driver's License with driving record free of serious or frequent violations.
- Ability to read, write and speak the English language.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as needed, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

DISCLAIMER: Job profiles are not intended, nor should they be construed to be, an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions or similar behaviors, attributes or requirements associated with a job. A job profile is not a comprehensive job description.

FLSA STATUS

This position will require early morning, lunchtime and evening work in addition to the regular work week. This position is FLSA exempt. The incumbent does not earn overtime or accrue compensatory time for hours worked over 40 per week.

TAB – G



**Washington State Auditor
Troy Kelley**

February 5, 2015

City Council Members
City of Long Beach
PO Box 310
Long Beach WA 98631

Dear Council Members:

We have completed our audit of the City of Long Beach for the fiscal year 2013 and wanted to share our preliminary results with you. We are inviting you to attend an exit conference with your staff that we have scheduled for 1:00 PM on February 25, 2015 at Long Beach City Hall.

We believe participation at the exit conference by you and others charged with the management and governance of the City is an essential part of our audit process. It gives you an opportunity to hear our conclusions and discuss with us the resolution of any audit issues.

Please note that if a quorum of City Council members attend the exit conference, the City is responsible for ensuring requirements of the Open Public Meetings Act are met.

If you have any questions or matters that you would like to discuss with us before the exit conference, feel free to contact me at 360-725-5377 or by email at Nina.Sebastian@sao.wa.gov.

Sincerely,

Nina Sebastian
Auditor in charge



FEMA

FEB 02 2015

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

The Honorable Robert Andrew
Mayor, City of Long Beach
115 Bolstad Avenue West
Long Beach, Washington 98631

Dear Mayor Andrew:

I commend you for the efforts that have been put forth in implementing the floodplain management measures for the City of Long Beach, Washington, to participate in the National Flood Insurance Program (NFIP). As you implement these measures, I want to emphasize the following:

- a Flood Insurance Study (FIS) and Flood Insurance Rate Map (FIRM) have been completed for your community;
- the FIS and FIRM will become effective on May 18, 2015; and
- by the FIS and FIRM effective date, the Department of Homeland Security's Federal Emergency Management Agency (FEMA) Regional Office is required to approve the legally enforceable floodplain management measures your community adopts in accordance with Title 44 Code of Federal Regulations Section 60.3(e).

As noted in FEMA's letter dated November 18, 2014, no significant changes have been made to the flood hazard data on the Preliminary and/or revised Preliminary copies of the FIRM for Pacific County. Therefore, the City of Long Beach should use the Preliminary and/or revised Preliminary copies of the FIRM as the basis for adopting the required floodplain management measures. Final printed copies of the FIRM for the City of Long Beach will be sent to you within the next few months.

If you encounter difficulties in enacting the measures, I recommend you contact the Washington Department of Ecology. You may contact Scott McKinney, the NFIP State Coordinator, by telephone at (360) 407-6131, in writing at Post Office Box 47600, Olympia, Washington 98504-7600, or by electronic mail at scott.mckinney@ecy.wa.gov.

The FEMA Regional staff in Bothell, Washington, is also available to provide technical assistance and guidance in the development of floodplain management measures. The adoption of compliant floodplain management measures will provide protection for the City of Long Beach and will ensure its participation in the NFIP. The Regional Office may be contacted by telephone at (425) 487-4600 or in writing. Please send your written inquiries to the Director, Federal Insurance and Mitigation Division, FEMA Region X, at 130 228th Street, Southwest, Bothell, Washington 98021-8627.

The Honorable Robert Andrew

FEB 02 2015

Page 2

The NFIP State Coordinating Office for your State has verified that Washington communities may include language in their floodplain management measures that automatically adopt the most recently available flood elevation data provided by FEMA. Your community's floodplain management measures may already be sufficient if the measures include suitable automatic adoption language and are otherwise in accordance with the minimum requirements of the NFIP. The NFIP State Coordinator can assist you further in clarifying questions you may have about automatic adoption.

You may have already contacted the NFIP State Coordinator and/or the FEMA Regional Office, and may be in the final adoption process or recently adopted the appropriate measures. However, in the event your community has not adopted the appropriate measures, this letter is FEMA's official notification that you only have until May 18, 2015, to adopt and/or submit a floodplain management ordinance that meets or exceeds the minimum NFIP requirements, and request approval from the FEMA Regional Office by the effective date. Your community's adopted measures will be reviewed upon receipt and the FEMA Regional Office will notify you when the measures are approved.

I appreciate your cooperation to ensure that your community's floodplain management measures are approved by the FEMA Regional Office by May 18, 2015. Your compliance with these mandatory program requirements will enable your community to avoid suspension from the NFIP.

Sincerely,



David H. Stearrett, CFM, Chief
Floodplain Management Branch
Federal Insurance and Mitigation Administration

cc: Kenneth Murphy, Regional Administrator, FEMA Region X
Scott McKinney, NFIP State Coordinator, Washington Department of Ecology
Gail Borchard, Community Development Director, City of Long Beach

§ 60.3 Flood plain management criteria for flood-prone areas.

The Federal Insurance Administrator will provide the data upon which flood plain management regulations shall be based. If the Federal Insurance Administrator has not provided sufficient data to furnish a basis for these regulations in a particular community, the community shall obtain, review and reasonably utilize data available from other Federal, State or other sources pending receipt of data from the Federal Insurance Administrator. However, when special flood hazard area designations and water surface elevations have been furnished by the Federal Insurance Administrator, they shall apply. The symbols defining such special flood hazard designations are set forth in §64.3 of this subchapter. In all cases the minimum requirements governing the adequacy of the flood plain management regulations for flood-prone areas adopted by a particular community depend on the amount of technical data formally provided to the community by the Federal Insurance Administrator. Minimum standards for communities are as follows:

(a) When the Federal Insurance Administrator has not defined the special flood hazard areas within a community, has not provided water surface elevation data, and has not provided sufficient data to identify the floodway or coastal high hazard area, but the community has indicated the presence of such hazards by submitting an application to participate in the Program, the community shall:

(1) Require permits for all proposed construction or other development in the community, including the placement of manufactured homes, so that it may determine whether such construction or other development is proposed within flood-prone areas;

(2) Review proposed development to assure that all necessary permits have been received from those governmental agencies from which approval is required by Federal or State law, including section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334;

(3) Review all permit applications to determine whether proposed building sites will be reasonably safe from flooding. If a proposed building site is in a flood-prone area, all new construction and substantial improvements shall (i) be designed (or modified) and adequately anchored to prevent flotation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy, (ii) be constructed with materials resistant to flood damage, (iii) be constructed by methods and practices that minimize flood damages, and (iv) be constructed with electrical, heating, ventilation, plumbing, and air conditioning equipment and other service facilities that are designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding.

(4) Review subdivision proposals and other proposed new development, including manufactured home parks or subdivisions, to determine whether such proposals will be reasonably safe from flooding. If a subdivision proposal or other proposed new development is in a flood-prone area, any such proposals shall be reviewed to assure that (i) all such proposals are consistent with the need to minimize flood damage within the flood-prone area, (ii) all public utilities and facilities, such as sewer, gas, electrical, and water systems are located and constructed to minimize or eliminate flood damage, and (iii) adequate drainage is provided to reduce exposure to flood hazards;

(5) Require within flood-prone areas new and replacement water supply systems to be designed to minimize or eliminate infiltration of flood waters into the systems; and

(6) Require within flood-prone areas (i) new and replacement sanitary sewage systems to be designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters and (ii) onsite waste disposal systems to be located to avoid impairment to them or contamination from them during flooding.

(b) When the Federal Insurance Administrator has designated areas of special flood hazards (A zones) by the publication of a community's FHBM or FIRM, but has neither produced water surface elevation data nor identified a floodway or coastal high hazard area, the community shall:

(1) Require permits for all proposed construction and other developments including the placement of manufactured homes, within Zone A on the community's FHBM or FIRM;

(2) Require the application of the standards in paragraphs (a) (2), (3), (4), (5) and (6) of this section to development within Zone A on the community's FHBM or FIRM;

(3) Require that all new subdivision proposals and other proposed developments (including proposals for manufactured home parks and subdivisions) greater than 50 lots or 5 acres, whichever is the lesser, include within such proposals base flood elevation data;

(4) Obtain, review and reasonably utilize any base flood elevation and floodway data available from a Federal, State, or other source, including data developed pursuant to paragraph (b)(3) of this section, as criteria for requiring that new construction, substantial improvements, or other development in Zone A on the community's FHBM or FIRM meet the standards in paragraphs (c)(2), (c)(3), (c)(5), (c)(6), (c)(12), (c)(14), (d)(2) and (d)(3) of this section;

(5) Where base flood elevation data are utilized, within Zone A on the community's FHBM or FIRM:

(i) Obtain the elevation (in relation to mean sea level) of the lowest floor (including basement) of all new and substantially improved structures, and

(ii) Obtain, if the structure has been floodproofed in accordance with paragraph (c)(3)(ii) of this section, the elevation (in relation to mean sea level) to which the structure was floodproofed, and

(iii) Maintain a record of all such information with the official designated by the community under §59.22 (a)(9)(iii);

(6) Notify, in riverine situations, adjacent communities and the State Coordinating Office prior to any alteration or relocation of a watercourse, and submit copies of such notifications to the Federal Insurance Administrator;

(7) Assure that the flood carrying capacity within the altered or relocated portion of any watercourse is maintained;

(8) Require that all manufactured homes to be placed within Zone A on a community's FHBM or FIRM shall be installed using methods and practices which minimize flood damage. For the purposes of this requirement, manufactured homes must be elevated and anchored to resist flotation, collapse, or lateral movement. Methods of anchoring may include, but are not to be limited to, use of over-the-top or frame ties to ground anchors. This requirement is in addition to applicable State and local anchoring requirements for resisting wind forces.

(c) When the Federal Insurance Administrator has provided a notice of final flood elevations for one or more special flood hazard areas on the community's FIRM and, if appropriate, has designated other special flood hazard areas without base flood elevations on the community's FIRM, but has not identified a regulatory floodway or coastal high hazard area, the community shall:

(1) Require the standards of paragraph (b) of this section within all A1-30 zones, AE zones, A zones, AH zones, and AO zones, on the community's FIRM;

(2) Require that all new construction and substantial improvements of residential structures within Zones A1-30, AE and AH zones on the community's FIRM have the lowest floor (including basement) elevated to or above the base flood level, unless the community is granted an exception by the Federal Insurance Administrator for the allowance of basements in accordance with §60.6 (b) or (c);

(3) Require that all new construction and substantial improvements of non-residential structures within Zones A1-30, AE and AH zones on the community's firm (i) have the lowest floor (including basement) elevated to or above the base flood level or, (ii) together with attendant utility and sanitary facilities, be designed so that below the base flood level the structure is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy;

(4) Provide that where a non-residential structure is intended to be made watertight below the base flood level, (i) a registered professional engineer or architect shall develop and/or review structural design, specifications, and plans for the construction, and shall certify that the design and methods of construction are in accordance with accepted standards of practice for meeting the applicable provisions of paragraph (c)(3)(ii) or (c)(8)(ii) of this section, and (ii) a record of such certificates which includes the specific elevation (in relation to mean sea level) to which such structures are floodproofed shall be maintained with the official designated by the community under §59.22(a)(9)(iii);

(5) Require, for all new construction and substantial improvements, that fully enclosed areas below the lowest floor that are usable solely for parking of vehicles, building access or storage in an area other than a basement and which are subject to flooding shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect or meet or exceed the following minimum criteria: A minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to

flooding shall be provided. The bottom of all openings shall be no higher than one foot above grade. Openings may be equipped with screens, louvers, valves, or other coverings or devices provided that they permit the automatic entry and exit of floodwaters.

(6) Require that manufactured homes that are placed or substantially improved within Zones A1–30, AH, and AE on the community's FIRM on sites

(i) Outside of a manufactured home park or subdivision,

(ii) In a new manufactured home park or subdivision,

(iii) In an expansion to an existing manufactured home park or subdivision, or

(iv) In an existing manufactured home park or subdivision on which a manufactured home has incurred "substantial damage" as the result of a flood, be elevated on a permanent foundation such that the lowest floor of the manufactured home is elevated to or above the base flood elevation and be securely anchored to an adequately anchored foundation system to resist floatation collapse and lateral movement.

(7) Require within any AO zone on the community's FIRM that all new construction and substantial improvements of residential structures have the lowest floor (including basement) elevated above the highest adjacent grade at least as high as the depth number specified in feet on the community's FIRM (at least two feet if no depth number is specified);

(8) Require within any AO zone on the community's FIRM that all new construction and substantial improvements of nonresidential structures (i) have the lowest floor (including basement) elevated above the highest adjacent grade at least as high as the depth number specified in feet on the community's FIRM (at least two feet if no depth number is specified), or (ii) together with attendant utility and sanitary facilities be completely floodproofed to that level to meet the floodproofing standard specified in §60.3(c)(3)(ii);

(9) Require within any A99 zones on a community's FIRM the standards of paragraphs (a)(1) through (a)(4)(i) and (b)(5) through (b)(9) of this section;

(10) Require until a regulatory floodway is designated, that no new construction, substantial improvements, or other development (including fill) shall be permitted within Zones A1–30 and AE on the community's FIRM, unless it is demonstrated that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one foot at any point within the community.

(11) Require within Zones AH and AO, adequate drainage paths around structures on slopes, to guide floodwaters around and away from proposed structures.

(12) Require that manufactured homes to be placed or substantially improved on sites in an existing manufactured home park or subdivision within Zones A–1–30, AH, and AE on the community's FIRM that are not subject to the provisions of paragraph (c)(6) of this section be elevated so that either

(i) The lowest floor of the manufactured home is at or above the base flood elevation, or

(ii) The manufactured home chassis is supported by reinforced piers or other foundation elements of at least equivalent strength that are no less than 36 inches in height above grade and be securely anchored to an adequately anchored foundation system to resist floatation, collapse, and lateral movement.

(13) Notwithstanding any other provisions of §60.3, a community may approve certain development in Zones A1–30, AE, and AH, on the community's FIRM which increase the water surface elevation of the base flood by more than one foot, provided that the community first applies for a conditional FIRM revision, fulfills the requirements for such a revision as established under the provisions of §65.12, and receives the approval of the Federal Insurance Administrator.

(14) Require that recreational vehicles placed on sites within Zones A1–30, AH, and AE on the community's FIRM either

(i) Be on the site for fewer than 180 consecutive days,

(ii) Be fully licensed and ready for highway use, or

(iii) Meet the permit requirements of paragraph (b)(1) of this section and the elevation and anchoring requirements for "manufactured homes" in paragraph (c)(6) of this section.

A recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached additions.

(d) When the Federal Insurance Administrator has provided a notice of final base flood elevations within Zones A1-30 and/or AE on the community's FIRM and, if appropriate, has designated AO zones, AH zones, A99 zones, and A zones on the community's FIRM, and has provided data from which the community shall designate its regulatory floodway, the community shall:

- (1) Meet the requirements of paragraphs (c) (1) through (14) of this section;
- (2) Select and adopt a regulatory floodway based on the principle that the area chosen for the regulatory floodway must be designed to carry the waters of the base flood, without increasing the water surface elevation of that flood more than one foot at any point;
- (3) Prohibit encroachments, including fill, new construction, substantial improvements, and other development within the adopted regulatory floodway unless it has been demonstrated through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the proposed encroachment would not result in any increase in flood levels within the community during the occurrence of the base flood discharge;
- (4) Notwithstanding any other provisions of §60.3, a community may permit encroachments within the adopted regulatory floodway that would result in an increase in base flood elevations, provided that the community first applies for a conditional FIRM and floodway revision, fulfills the requirements for such revisions as established under the provisions of §65.12, and receives the approval of the Federal Insurance Administrator.

(e) When the Federal Insurance Administrator has provided a notice of final base flood elevations within Zones A1-30 and/or AE on the community's FIRM and, if appropriate, has designated AH zones, AO zones, A99 zones, and A zones on the community's FIRM, and has identified on the community's FIRM coastal high hazard areas by designating Zones V1-30, VE, and/or V, the community shall:

- (1) Meet the requirements of paragraphs (c)(1) through (14) of this section;
- (2) Within Zones V1-30, VE, and V on a community's FIRM, (i) obtain the elevation (in relation to mean sea level) of the bottom of the lowest structural member of the lowest floor (excluding pilings and columns) of all new and substantially improved structures, and whether or not such structures contain a basement, and (ii) maintain a record of all such information with the official designated by the community under §59.22(a)(9)(iii);
- (3) Provide that all new construction within Zones V1-30, VE, and V on the community's FIRM is located landward of the reach of mean high tide;
- (4) Provide that all new construction and substantial improvements in Zones V1-30 and VE, and also Zone V if base flood elevation data is available, on the community's FIRM, are elevated on pilings and columns so that (i) the bottom of the lowest horizontal structural member of the lowest floor (excluding the pilings or columns) is elevated to or above the base flood level; and (ii) the pile or column foundation and structure attached thereto is anchored to resist flotation, collapse and lateral movement due to the effects of wind and water loads acting simultaneously on all building components. Water loading values used shall be those associated with the base flood. Wind loading values used shall be those required by applicable State or local building standards. A registered professional engineer or architect shall develop or review the structural design, specifications and plans for the construction, and shall certify that the design and methods of construction to be used are in accordance with accepted standards of practice for meeting the provisions of paragraphs (e)(4) (i) and (ii) of this section.
- (5) Provide that all new construction and substantial improvements within Zones V1-30, VE, and V on the community's FIRM have the space below the lowest floor either free of obstruction or constructed with non-supporting breakaway walls, open wood lattice-work, or insect screening intended to collapse under wind and water loads without causing collapse, displacement, or other structural damage to the elevated portion of the building or supporting foundation system. For the purposes of this section, a breakaway wall shall have a design safe loading resistance of not less than 10 and no more than 20 pounds per square foot. Use of breakaway walls which exceed a design safe loading resistance of 20 pounds per square foot (either by design or when so required by local or State

codes) may be permitted only if a registered professional engineer or architect certifies that the designs proposed meet the following conditions:

- (i) Breakaway wall collapse shall result from a water load less than that which would occur during the base flood; and,
- (ii) The elevated portion of the building and supporting foundation system shall not be subject to collapse, displacement, or other structural damage due to the effects of wind and water loads acting simultaneously on all building components (structural and non-structural). Water loading values used shall be those associated with the base flood. Wind loading values used shall be those required by applicable State or local building standards.

Such enclosed space shall be useable solely for parking of vehicles, building access, or storage.

(6) Prohibit the use of fill for structural support of buildings within Zones V1-30, VE, and V on the community's FIRM;

(7) Prohibit man-made alteration of sand dunes and mangrove stands within Zones V1-30, VE, and V on the community's FIRM which would increase potential flood damage.

(8) Require that manufactured homes placed or substantially improved within Zones V1-30, V, and VE on the community's FIRM on sites

- (i) Outside of a manufactured home park or subdivision,
- (ii) In a new manufactured home park or subdivision,
- (iii) In an expansion to an existing manufactured home park or subdivision, or
- (iv) In an existing manufactured home park or subdivision on which a manufactured home has incurred "substantial damage" as the result of a flood, meet the standards of paragraphs (e)(2) through (7) of this section and that manufactured homes placed or substantially improved on other sites in an existing manufactured home park or subdivision within Zones VI-30, V, and VE on the community's FIRM meet the requirements of paragraph (c)(12) of this section.

(9) Require that recreational vehicles placed on sites within Zones V1-30, V, and VE on the community's FIRM either

- (i) Be on the site for fewer than 180 consecutive days,
- (ii) Be fully licensed and ready for highway use, or
- (iii) Meet the requirements in paragraphs (b)(1) and (e) (2) through (7) of this section.

A recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached additions.

(f) When the Federal Insurance Administrator has provided a notice of final base flood elevations within Zones A1-30 or AE on the community's FIRM, and, if appropriate, has designated AH zones, AO zones, A99 zones, and A zones on the community's FIRM, and has identified flood protection restoration areas by designating Zones AR, AR/A1-30, AR/AE, AR/AH, AR/AO, or AR/A, the community shall:

- (1) Meet the requirements of paragraphs (c)(1) through (14) and (d)(1) through (4) of this section.
- (2) Adopt the official map or legal description of those areas within Zones AR, AR/A1-30, AR/AE, AR/AH, AR/A, or AR/AO that are designated developed areas as defined in §59.1 in accordance with the eligibility procedures under §65.14.
- (3) For all new construction of structures in areas within Zone AR that are designated as developed areas and in other areas within Zone AR where the AR flood depth is 5 feet or less:
 - (i) Determine the lower of either the AR base flood elevation or the elevation that is 3 feet above highest adjacent grade; and
 - (ii) Using this elevation, require the standards of paragraphs (c)(1) through (14) of this section.

(4) For all new construction of structures in those areas within Zone AR that are not designated as developed areas where the AR flood depth is greater than 5 feet:

- (i) Determine the AR base flood elevation; and
- (ii) Using that elevation require the standards of paragraphs (c)(1) through (14) of this section.

(5) For all new construction of structures in areas within Zone AR/A1-30, AR/AE, AR/AH, AR/AO, and AR/A:

- (i) Determine the applicable elevation for Zone AR from paragraphs (a)(3) and (4) of this section;
- (ii) Determine the base flood elevation or flood depth for the underlying A1-30, AE, AH, AO and A Zone; and
- (iii) Using the higher elevation from paragraphs (a)(5)(i) and (ii) of this section require the standards of paragraphs (c)(1) through (14) of this section.

(6) For all substantial improvements to existing construction within Zones AR/A1-30, AR/AE, AR/AH, AR/AO, and AR/A:

- (i) Determine the A1-30 or AE, AH, AO, or A Zone base flood elevation; and
- (ii) Using this elevation apply the requirements of paragraphs (c)(1) through (14) of this section.

(7) Notify the permit applicant that the area has been designated as an AR, AR/A1-30, AR/AE, AR/AH, AR/AO, or AR/A Zone and whether the structure will be elevated or protected to or above the AR base flood elevation.

Long Beach Police

P.O. Box 795
Long Beach, WA 98631

lbpdchief@centurytel.net

Phone 360-642-2911
Fax 360-642-5273

02-01-15

Page 1 of 3

To: Mayor Andrew and Long Beach City Council

From: Chief Flint R. Wright

Ref.: Monthly Report for January 2015

During the month of January the Long Beach Police Department handled the following cases and calls:

Long Beach

597 Total Incidents
Aid Call Assists: 8
Alarms: 8
Animal Complaints: 4
Assaults: 9
Assists: 65
(Includes 14 Law Enforcement Agency Assists Outside City Boundaries)
Burglaries: 3
Disturbance: 21
Drug Inv.: 6
Fire Call Assists: 2
Follow Up: 184
Found/Lost Property: 14
Harassment: 13
Malicious Mischief: 6
MIP – Alcohol: 0
MIP – Tobacco: 0
Missing Person: 3
Prowler: 2
Runaway: 1
Security Checks: 98
Suspicious: 28
Thefts: 14
Traffic Accidents: 2
Traffic Complaints: 20
Traffic Tickets: 14
Traffic Warnings: 45
Trespass: 6
Warrant Contacts: 10
Welfare Checks: 11

Ilwaco

434 Total Incidents
Aid Call Assists: 2
Alarms: 3
Animal Complaints: 2
Assaults: 8
Assists: 41
Burglaries: 0
Disturbance: 11
Drug Inv.: 2
Fire Call Assists: 3
Follow Up: 75
Found/Lost Property: 4
Harassment: 7
Malicious Mischief: 0
MIP – Alcohol: 0
MIP – Tobacco: 0
Missing Person: 0
Prowler: 1
Runaway: 0
Security Checks: 218
Suspicious: 13
Thefts: 5
Traffic Accidents: 0
Traffic Complaints: 16
Traffic Tickets: 1
Traffic Warnings: 17
Trespass: 0
Warrant Contacts: 3
Welfare Checks: 2

On January 8th I attended training. I went through the BAC refresher class which enables me to operate the breath machine for DUI investigations. I also took the "Standardized Field Sobriety Tests" refresher training. This is training to conduct an investigation into whether or not a person is under the influence of alcohol and to develop probable cause for DUI arrest. This training is required every three years.

I met with the new Pacific County Prosecutor, Mark McClain, on the 9th. We talked about some new ideas he has for dealing with death investigations.

Officer Jeff Cutting took training online on the 18th. The training was for his role as an arson investigator. The class title was "The Scientific Method for Fire and Explosion Investigation".

On January 21st I gave a presentation to the Boys and Girls Club on preparing for emergencies and disasters. I also took some "interesting" questions from the kids as well. A thank you card from the Boys and Girls Club is attached.

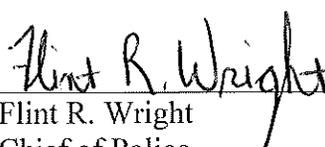
I sat in on job interviews at the local Child Protection Services office on the 22nd. CPS is looking to hire a case worker.

Also on the 22nd I attended a meeting with Crises Support Network and area law enforcement. We are going to be updating our protocols on dealing with sexual assault and domestic violence cases. This was the first of what will probably be many meetings to get this done.

On January 26th I met with representatives from Willapa Behavioral Health and Ocean Beach Hospital. We met to discuss ongoing issues dealing with treating people detained on a mental health hold. Due to some recent changes in laws OBH is working towards being certified to house persons for mental health issues.

I gave a presentation to students at Ocean Park Elementary on the 28th. I again talked about emergencies and disasters and how to be prepared for them.

Also on the 28th I went to a community meeting to discuss the possibility of Washington State Parks allowing wind powered "vehicles" to operate on area beaches.



Flint R. Wright
Chief of Police

Thank you so
much for spending
some time with us!
Can't tell you how
much we all
appreciate it ☺
Allie Reese

-Opps ☺
~~Thank you~~ Thank you so
very much for taking the
time to talk with our kids!
-Kayla McGuire

Thank you!
Jennifer

Thank You
Sooo much for
coming in and
talking with the
kids! This is the
quietest they have
ever bin!
-Hannah

Thank you for keeping
the Peninsula safe!
Raehael Barta

City of Long Beach
Department of Community Development

Transmittal Memo

To: Long Beach City Council
Long Beach Planning Commission

From: Gayle Borchard, Director of Community Development 

CC: file

Date: February 9, 2015

Re: SMP Update Visioning Comments: Actual and Summarized

Councilors and Commissioners,

As part of the city's SMP update, the city conducted a "visioning" open house on December 16, 2014. We accepted visioning comments and vision statements through the end of January 2015. Attached are the actual comments and a summary tabulation. It is best to read the comments in their entirety, but the summary is available if you are in a hurry.

Please ask any questions you may have about this effort. I am preparing a draft "Visioning Report" (a required deliverable under our grant agreement with the state) describing the overall visioning effort and the comments and visioning statements received. Once the draft is complete, I will be glad to provide you a copy; however, you will be able to view it yourself on the SMP update portion of the City's website after February 17.

Also, on that portion of the City's website is the final Inventory & Characterization report. At just under 300 pages (about 1/2 of them maps), it is physically the major deliverable under the state-city SMP agreement. You have to be patient to download the files – they are very large. Again, please contact me with any questions.

Regards,

Gayle Borchard
Community Development Director
City of Long Beach

Comment #	Topic	Summary
1-1	Preservation	Preserve dune, beachgrass, forest, and wetlands
1-2	Setbacks	Retain 1980 SCL as setback
1-3	Environment	Storm protection via preservation of current environmental assets
1-4	Access	Increase ped access by mowing street ends
1-4	Access	Sign beach end of access to avoid getting lost
1-5	Access	Develop Sid Snyder approach w/ kiosk, gazebo, wind screens, extend boardwalk beyond
1-6	Preservation	Preserve "best and most famous" aspects of our beach: boardwalk, trail, tall grass, vehicles on beach, clamming, birdwatching, and natural view toward town from beach (separation of beach and town)
1-7	Setback	Retain current 1980 SCL setback
1-8	Process	Annually for shoreline vision input
1-9	Preservation	Maintain status quo
1-10	Recreation	Expand recreation while maintaining environment
1-11	Process	Citizen shoreline committee
1-12	Preservation	One either recreation opportunities or environment are lost, they cannot be restored
1-13	Beach	wide, pristine stretch of sand with natural dune grass, tall beach grass, bordered by pines, mostly obscuring view of city from beach
1-14	Boardwalk	Expand south of Sid Snyder
1-14	Sid Snyder	build kiosk or gazebo on nearby dune w/ interpretive signage for birdwatching; create BBQ-picnic area, sign it as bicyclist meeting/rest area
1-15	Sid Snyder	Viewing platform for bird watching or plain air art area – arts could be tied to town-wide a festival
1-16	Discovery Trail	Tie to ROWs by mowing between street end and trail; location posts to get you off the beach w/ getting lost
1-17	Discovery Trail	Milepost or points of interest signage on the trail or a rock, or something more natural than just a sign
1-18	Discovery Trail	Art installations added over time
1-19	Discovery Trail	The occasional bench is nice
1-20	Discovery Trail	Toilets north of Bolstad, even a nicely screened porta-potty would do; locations might be Clark's Tree combined w/ a bike assembly area,
1-21	Recreation	Any city-managed property along Trail could be a horse assembly area w/ hitching post and water trough

Comment #	Topic	Summary
1-22	Access	Keep vehicular beach access; possibly expand to other wheeled devices
1-23	Recreation	Maintain horse access to the beach, possible city subsidy, possible day-parking area for horse trailers
1-24	Recreation	Kite-themed plain-air artist set up on boardwalk or viewing platform, with art for sale at kite museum
1-25	Recreation	More BBQ pits and windscreen/picnic shelters at both beach approaches
1-26	Recreation	Birdwatching kiosk or gazebo at Sid Snyder w/ interpretive panels – a brochure/pamphlet?
1-27	Recreation	Dog area (off-leach) designated somewhere on the beach – no cars
1-28	Recreation	Keep up and expand the clam festival
1-29	Recreation	Designate a bicycle “meet and rest” area
1-30	Other	Support the beach clean-up and provide ancillary fun activities
2-1	Environment	Protect wetlands
2-2	Environment	Maintain or enhance flood/stormwater control
2-3	Environment	Tsunami protection
2-4	Access	Beach access
2-5	Environment	Vegetation-fire management
2-6	Infrastructure	Infrastructure standards
2-7	Infrastructure	Infrastructure-garbage maintenance
2-8	Preservation	Restoration opportunities
2-9	Energy	Wind and wave farms
2-10	Access	Increase visibility of existing access points
2-11	Process	Continue efficient government practice, engage the public
2-12	Environment	Complete tsunami evacuation route
2-13	Process	Maintenance as important as
2-14	Infrastructure	City needs policies regarding wind and wave farms
2-15	Preservation	Preserve overall natural view from beach eastward by retaining setback and height limitations already in place
2-16	Access	Identify beach access routes from the beach side using raptor perches
2-17	Preservation	Keep the pace of growth and pattern of growth the same; preserve undeveloped areas where possible

Comment #	Topic	Summary
2-18	Preservation	Minimize fill, impervious surfaces, include storm water controls in combination with restoration to ensure no net loss of wetland functions
2-19	Environment	Vegetation management via an ordinance
2-20	Environment	Restore the dune at the major beach approaches for tsunami protection; consider artificially increasing dune size (slat fencing)
2-21	Infrastructure	Ensure sufficient fill for roads and pads to avoid flooding
3-1	Environment	Clear-cut fire breaks should be created through beach pine stands
3-2	Environment	Remove ocean debris and trash in the dunes
3-3	Recreation	Extend Discovery Trail to Ocean Park
3-4	Process	Work with other cities, the county, state and grant writers to extend the trail
4-1	Access	There is sufficient beach access if you include extension of street ends
5-1 & 5-5	Other	Promote high-end SF home development w/ strong CC&Rs
5-2	Environment	Dune and vegetation maintenance should occur
5-3 & 5-6	Access	Fewer or better controlled vehicle access points
5-4	Access	Pedestrian and bicycle access is already good and should remain so
5-7	Other	Commercial growth not in shoreline, but in town
5-8	Other	Promote LB w/ high-end developers to stress unspoiled nature, convenient location, low cost
5-9	Recreation	Extend Discovery Trail north to Ocean Park
5-10	Recreation	Include bike camps along the extended trail
6-1	Setback	Move the setback line west – it's been in the same location too long
7-1	Environment	Shore pines are a fire hazard and they hurt views – they are an introduced species
7-2	Access	If pedestrian/bike access points are added, they should include parking
7-3	Development	Denser, some development closer to ocean
8-1	Environment	Maintain "beach" feeling, do not let forest take over
8-2	Environment	Beach pines attracting large wildlife to town, creating fire hazard, destroying natural (traditional?) habitat
8-3	Development	Keep current open space open

Comment #	Topic	Summary
8-4	Recreation	Extend Discovery Trail
8-5	Access	Allow additional access as long as dunes are not disturbed
8-6	Development	Put a moratorium on new building
8-7	Development	Keep open space in dunes with minimal and controlled additional growth
8-8	Development	Control growth, limit it to specific areas near downtown
8-9	Recreation	Prefers natural to paved parks
8-10	Environment	Trees were introduced, now they are overgrown, a fire hazard, and not a natural part of the beach
9-1	Process	Shoreline applications should be subject to SEPA; experts should include a certified wetland expert and a licensed "hydro" engineer to conduct environmental studies; experts must not be hired by the city or the applicant
9-2	Process	A perimeter survey should be taken of a proposed development before the application is approved
9-3	Process	Signatures of the owners of adjacent and "landlocked" properties for proof of receipt of application of shoreline permits should be obtained before they are approved
10-1	Development	Severely restrict development in current open areas
10-2	Access	One more additional vehicle beach approach should be added at Pioneer Road or north
10-3	Environment	Shore pines block views, are non-native to the area, and the City should control them, no forest

Letter 1
1/30/15

City of Long Beach SMP Visioning Open House
December 16, 2014

CITIZEN INPUT

Please share your thoughts by completing the brief questionnaire below and on the back. Room is available on the back for additional comments you would like to share. Use a many sheets as you like. Thank you for your input!

Your name: Kathleen F. Graham

Phone: 360 642-0560 e-mail: Kathleen.graham16@yahoo.com

1. What issues associated with the Long Beach shoreline should be considered during the SMP update?

1-1 [Continuous protection of present sand dunes, beach grass, spontaneous forest and wetlands along with present building setbacks and heights.

2. What environmental issues associated with the Long Beach shoreline are of particular concern to you?

1-2 [Anticipate unexpected huge winter storms by holding on to beach grass and trees as far as possible along beach along with protection of wildlife (deer, clams, birds and bears).

3. Is there sufficient access to the Long Beach shoreline? No ~~Personnel~~ mowing a variety

1-4 [of fire lanes (extend city streets) for boat traffic along with sign post down on sand to mark return. (Otherwise one gets lost).
1-5 [Suggest development of Sid Sorenson Acres (kiosk, gazebo, portable picnic stations - or extend boardwalk.)

4. What is your vision for the Long Beach shoreline in the next 10 years? Protect and maintain best

1-6 [and most famous aspects of our beach - boardwalk, trail, tall grass, vehicle driving, horseback driving, clamming, bird watching - and ability to enjoy view toward land with barely a sign of civilization beyond tree line.

5. What has to be done to achieve your vision? Hold fast to building setback, height

1-7 [and development close to trail and dunes, grass and trees.
1-8 [City Council might establish an annual opportunity (during a holiday celebration) to invite public comment on same (future vision).

6. What is your vision for the Long Beach shoreline in the next 20 years?

1-9 An outstanding achievement would be to maintain what Long Beach Shore line is presently famous for and yet expand on additional recreational beach activities while preserving the environment. See list of ideas under comments.

7. What has to be done to achieve your vision? City Council might create a small

1-10 Committee of local citizens to meet quarterly with a couple of Council members or key City staff to review maintenance of beach use protecting the City. Once lost, recreational activities that do not affect environmental condition of beach cannot be restored. **ADDITIONAL COMMENTS**

List of prime features of beach and ideas of future development.

1-13 1. The Beach... wide, pristine stretch of sand with natural dune rimmed by tall beach grass and bordered by wild pines mostly obscuring vision of city life beyond the tree line. Future Objective: maintain status quo.

1-14 2. Boardwalk... conserve and maintain present iconic boardwalk. Future ideas: Possibly expand south of Sid Snyder Drive or build a kiosk or gazebo on dune - possibly pivoted to bird watching (visual information board). Or structure could accommodate picnic BBQ area or be identified as a meeting/rest spot for bikers. Another idea - build a viewing deck. Could feature something like a "Rent-an-artist" festival with public joining as artists and later feature sale of some at Veterans Field.

1-16 3. Discovery Trail. Some future development might include moving fire roads (extension of city roads) for a bit more public access. Locator posts might be installed beach side to help visitors return via some access. Possible additional signage would add interest to users (on a rock or on trail)

1-17 noting mileage or points of interest. Addition of artwork carvings or statues might be added in years to come.

1-18 Occasional benches are nice.
1-19 (continued on attached paper)

Kathleen Schubert
1/30/15

Component Cost:

(2)

3 Discovery Trail (cont.)

1-2P

Note - once away north from Bolstad, there are no toilet facilities. The public uses the beach/dune/grass for same. A couple port-a-potties might be placed where easily accessed near the trail. City would not maintain - just rent - and it would not require plumbing. (Seaview recently tore down bathroom building on beach access road and installed a port-a-potty.) Andulatin might feature a rustic cover (not enclosed building) to cover port-a-potty and room for garbage containers. Following are two thoughts for possible location:

a) Clark's Tree - add a bike meeting place, picnic area with toilet structure.

b) Utilize some city owned property north of Bolstad - mid way to end of trail. Same idea utilizing "access road" so maintenance of Port-a-potty can be done by vendor. Might expand site by dirt grading road a short distance and make it a horse trailer/truck day access

Kathleen Stephens
1/30/15

Comment - cont.

(3)

3. cont.

1-21 Horse trailer access - day use only.
This area could feature a small, simple
wood corral to tie up horses. Water/hay
would be responsibility of user. Some
city maintenance would be required -
but this might be a valuable
added feature to beach use
(with no environmental damage).
More on horses - item 5.

4. Vehicle driving on beach. This unique
activity is famous and unique in the US.

1-20 Future use might expand to other
wheeled devices and/or possible races
of same. Vehicle access should be
maintained.

5. Horses on beach - enjoyed by vendors,

1-23 spectators, locals and visitors. Also
historical and now unique. Future

protection might involve more support
by city by providing land and possible
1-20 subsidy in order to preserve. Future
might involve city-owned land to

5. Horses cont.

include day parking also for public horse trailers with access to beach. Horse vendor(s) might also provide cart cleanups of horse poop along access road to beach. Local horse club may provide interest, support and some maintenance.

6. Kites. Flying is always popular and the kite festival is a big success. Some added activities may help to keep up interest and participation. Possible add might be a kite - Plein - air artist (like Charles Melvey) set up on boardwalk deck area and later featured for sale (utilizing public participation). Local art groups might organize.

7. Beach picnic and BBQ use. Additional portable wind shields (with small area of overhead protection - from rain) might provide growth to future use as well as discourage open pit fires (by using city BBQ stands).

1/30/15

Comments cont.

(5)

1-26 8. Bird watching. This is a famous and noted area for bird watching at the beach. Most birds spotted at the far north end of the Peninsula also visit Long Beach. A kiosk or gazebo at Sid Snyder Drive approach devoted to information/images of visiting birds would capitalize on this popular activity. Perhaps the Visitors Bureau could join in by providing a small printed booklet for watchers to note their sightings.

1-27 9. Dogs. Long Beach is dog friendly and the public likes to walk their dogs on the beach (most off leash). Why not exploit this behavior by designating a portion of beach as a "off leash" area by signage noting common sense rules and taking no responsibility. Many beach towns feature same.

1-28 10. Clamming. Already successful. Could be expanded in future by more "festival" activity - classes, cleaning, cooking demos, etc.

Kathleen Lukom
1/31/15

Comments cont.

(6)

11. Bikes. This is a very popular and growing activity - thanks to the paved trail. A special, designated "mut and park" gathering spot would enhance the attraction. A couple prime locations would be "end of trail" - Clark's Tree or Sid Snyder Drive access. Signage re distances and artwork/attractions could be used.

12. Beach Cleanup Days. Great public activity and excellent effort to preserve and protect beach. These might be enhanced by social activities to attract participants such as beach bonfire - community feed (at moderate cost) - good especially in off-season dates.

Conclusion - City might use above 12 points (or something similar) as agenda items for future meetings as monthly/talking points to target a goal or two each year.

Recd
2/1/15
Letter 2

City of Long Beach SMP Visioning Open House
December 16, 2014

CITIZEN INPUT

Please share your thoughts by completing the brief questionnaire below and on the back. Room is available on the back for additional comments you would like to share. Use as many sheets as you like. Thank you for your input!

Your name: MIKE O'HARA

Phone: _____ e-mail: _____

- 2-1 through 2-9
1. What issues associated with the Long Beach shoreline should be considered during the SMP update? 2-1 2-4
- ALL of them! but to identify ^{some of} these issues is to understand protection
- 2-2 - 2. stormwater control 3 tsunami protection / dune breaks of beach
- access / signage 8 vegetation / fire management 6. infrastructure
- standards 7. infrastructure / garbage maintenance 8. restoration efforts
- 2-09, wind + wave farm pags. etc.
2. What environmental issues associated with the Long Beach shoreline are of particular concern to you? 2-8

All the above and more. See attached sheet
to the answer to questions 4 for more
details.

3. Is there sufficient access to the Long Beach shoreline?

2-10 Certainly. The trick is to know where it is. Signage
to a network of green street / trail heads
is key.

4. What is your vision for the Long Beach shoreline in the next 10 years?

SEE ATTACHED SHEETS

5. What has to be done to achieve your vision?

2-11 The continuation of efficient
government with citizen involvement.

6. What is your vision for the Long Beach shoreline in the next 20 years?

2-12 Similar to the answer to question 4. Excepted
There will be an even more mature forest ^{to build out}
Also the big Tsunami hasn't happen yet - it will
be even more likely to happen soon, so the city will
have completed its multiple ^{paths} pedestrian trail system soon

7. What has to be done to achieve your vision?

2-13 The beach are the ways to the Hills.
A realization from the city and citizenry
that ongoing maintenance of what you
have is as important as building new
infrastructure or ordinances. Passing new
ordinances.

ADDITIONAL COMMENTS

2-14 The city needs to weigh in wind
farms in the near shore environment
and also wave farms in the same
area. This should be done in
coordination with Pacific County's
SMP update.

2-15 When you're on the beach walking if you
look to the east the sand dune is high
enough to screen nearly the whole town.
This give you a few pristine setting. Hope-
fully w/ building setback lines and
height restriction that view shed can
continue.

2-16 When you're on the beach and it's foggy or
getting dark you can get lost as to
how you are where you are going to come
back thru the dunes. Raptor perch
poles up and down ^{baseline} the 1990 set line
would help this problem and also
signal where there is access back
thru the dunes. A form of signage?

(1)

4. What is your vision for the Long Beach shoreline in the next 10 years.

2-17
The intertidal land, foredune and beach will not look or function much differently than they do today. This will be due to effective administration of the regulator documents in place, (ie, SMP, CAO, WPO, etc.), and the relative slow growth economy of the Long Beach area.

2-18
Hopefully there will be some new houses on existing lots and perhaps even a new subdivision. However with minimal ~~fill~~ additional fill, impervious surfaces, and storm water control along with city restoration efforts the wetland area will function as well as it has in the recent past. (no net loss on site)

2-19
Due to a lack of resources for vegetative management the city parklands (The South Park, 5th St. South to 3rd St. North and The North Park, 8th St. North to 14th St. North) and some private land will have more and larger trees on them. The city in recognition of the lost

(2)

2-19
battle for ocean view in these areas will have enacted a forest/vegetative management plan by ordinance. Part of this plan will be Right of Way mowing to allow newly signed existing beach access to continue. It will allow for regulated, coordinated, limited grid style fire access/protection through out the semi forested interdunal area, while reducing the visual scarring of the landscape due to tire tracks from fire vehicles.

2-20
Also the city will have realized, and taken to heart, that it is just a matter of time until a large scale close source earthquake/tsunami event ^{will} occur here. However some scenarios would envision waves that the existing or slightly taller foredune without breaks could hold back to a large extent. Therefore the city will return to its original state the existing flat access points at 10th south and Bolstad Ave. In addition the city will not allow alteration of the foredune and will even

(3)

2-20
(cont.) consider promoting growth
of the fore dune (slat fencing)
for the majority of the ocean
view will be lost in town
due to the rapid growth of
shore pines.

2-21
New subdivisions that are
developed will have all streets,
drive ways and building pads
to build up to a minimum of
a 15' msl level or 1 foot above
the winter water table in the
interdunal. ^{ARCB} This will provide
for good urban design for
flood control. These new
subdivisions and lot build
out will reach the requirement
of maintaining storm water
on site. The WPO and CAO
incorporated ^{by reference} in the SMP will
clearly outline standards to
reach these goals.

That what I see for
the shore line area in the
next 10 years.

PO Box 310
LB

Letter 3

City of Long Beach SMP Visioning Open House
December 16, 2014

CITIZEN INPUT

Please share your thoughts by completing the brief questionnaire below and on the back. Room is available on the back for additional comments you would like to share. Use as many sheets as you like. Thank you for your input!

Your name: Carolyn Glenn

Phone: 360-642-2472 e-mail: oceanic@centurytel.net

1. What issues associated with the Long Beach shoreline should be considered during the SMP update?

3-1 Fire Danger in the dunes. There should be clearcut corridors for fire breaks. As trees progress covering dunes there is great danger for fires getting out of control.

2. What environmental issues associated with the Long Beach shoreline are of particular concern to you?

3-2 ocean debris that washes up as well as "trash" in the dunes.

3. Is there sufficient access to the Long Beach shoreline?

yes.

4. What is your vision for the Long Beach shoreline in the next 10 years?

3-3 Extending Discovery trail up to Ocean Park.

5. What has to be done to achieve your vision?

3-4 Interested cities, county, state, as well as huge grant writing.

City of Long Beach SMP Visioning Open House
December 16, 2014

CITIZEN INPUT

Please share your thoughts by completing the brief questionnaire below and on the back. Room is available on the back for additional comments you would like to share. Use as many sheets as you like. Thank you for your input!

Your name: Max Perez

Phone: 360-642-4544 e-mail: amperezlbwa@yahoo.com

1. What issues associated with the Long Beach shoreline should be considered during the SMP update?

2. What environmental issues associated with the Long Beach shoreline are of particular concern to you?

3. Is there sufficient access to the Long Beach shoreline?

4-1 Yes if you include walking paths at end of undeveloped streets

4. What is your vision for the Long Beach shoreline in the next 10 years?

5. What has to be done to achieve your vision?

City of Long Beach SMP Visioning Open House
December 16, 2014

CITIZEN INPUT

Please share your thoughts by completing the brief questionnaire below and on the back. Room is available on the back for additional comments you would like to share. Use as many sheets as you like. Thank you for your input!

Your name: JIM & DELARA GROVES

Phone: 360 687-0890 e-mail: jpgroves11@gmail.com

1. What issues associated with the Long Beach shoreline should be considered during the SMP update?

5-1 PROMOTING SINGLE-FAMILY HOME CONSTRUCTION & ENCOURAGING DEVELOPMENTS WITH STRONG CC&RS, IN ORDER TO ENCOURAGE ECONOMIC VITALITY AND GROWTH IN LONG BEACH. THIS WILL BRING IN HIGHER INCOME RETIREES & YOUNG FAMILIES.

2. What environmental issues associated with the Long Beach shoreline are of particular concern to you?

5-2 DUNE MAINTENANCE & VEGETATION NEED TO BE ENCOURAGED
5-3 VEHICLE ACCESS / DRIVING ON BEACH NEEDS STRONGER CONTROL (E.G.) LESS ACCESS / ENTRY AREAS

3. Is there sufficient access to the Long Beach shoreline?

5-4 PEDESTRIAN / BICYCLE ACCESS SHOULD CONTINUE TO BE ENCOURAGED VIA BEACH ACCESS POINTS & DISCOVERY TRAIL. THE CITY HAS DONE AN EXCELLENT JOB WITH THIS.

4. What is your vision for the Long Beach shoreline in the next 10 years?

5-6 THE SHORELINE AREA WOULD HAVE MORE HOMES (SEE #1 ABOVE) BEHIND THE DUNES, WELL MAINTAINED, LESS CARS / TRAFFIC ON BEACH. COMMERCIAL GROWTH WOULD BE ENCOURAGED IN CITY CENTER INTERSPERSED WITH GREEN SPACES
5-7

5. What has to be done to achieve your vision?

5-8 THE CITY SHOULD PROMOTE ITSELF WITH S.F. HOME BUILDERS & RELATED DEVELOPERS, PRIMARILY IN PUEGET SOUND & PORTLAND / VANCOUVER AREA, & EMPHASIZE LONG BEACH & RELATED AREA (E.G. PENINSULA) IS BOTH CONVENIENTLY LOCATED, UNspoiled, & ABOVE ALL, INEXPENSIVE COMPARED TO OTHER COASTAL AREAS (ESPECIALLY OREGON)

6. What is your vision for the Long Beach shoreline in the next ~~20~~ years? *

5-9. A ^{DEDICATED} BICYCLE PATH, INCLUDING PEDESTRIANS, SEPARATE FROM CARS, SHOULD BE BUILT LINKING SEAVIEW / ILLACO WITH THE TOP OF THE PENINSULA. THIS WOULD ENCOURAGE MORE HIGHER-INCOME PEOPLE FAMILIES TO COME TO LONG BEACH, ESPECIALLY IF THEY RECOGNIZED THIS BIKE TRAIL AS ONE OF THE PREMIER TRAILS IN THE SW WASHINGTON / NW OREGON AREA

7. What has to be done to achieve your vision?

ADDITIONAL COMMENTS

CONTINUING FROM #6, ABOVE: THE FLATNESS OF THIS NEARLY 20 MILE STRETCH, IF IT WERE COMBINED WITH OCCASIONAL PAVED STRETCHES IN THE DUNES, THROUGH ~~ACT~~ AREAS WITH FOOD SERVICE & THROUGH WOODS COULD BE MADE ATTRACTIVE FOR ~~THE~~ THE TYPE OF PEOPLE LONG BEACH WOULD WANT TO DRAW. A POSSIBLE WALK-IN / RIDE-IN ONLY OVERNIGHT "BIKE" CAMP COULD BE CONSIDERED NORTH OF THE CITY, WITHIN THE DUNES, WITH DESIGNATED CAMPSITES.

5-10

* THIS PROPOSED BIKE ROUTE COULD BECOME A REALITY IN THE NEXT FEW YEARS, NOT TWENTY.

Gayle Borchard

From: Shawn <shawnasan@comcast.net>
Sent: Tuesday, December 9, 2014 5:55 PM
To: 'Gayle Borchard'
Subject: RE: SMP Inventory

6-1
Thanks for your response. I would support moving the line West considering that it's been the same for 35 years.

Shawn Macfarlane

From: Gayle Borchard [mailto:planner@longbeachwa.gov]
Sent: Tuesday, December 09, 2014 9:04 AM
To: 'Shawn'
Subject: RE: SMP Inventory

The building setback line is up for discussion. I will say that it has worked well in its current location, and since horizontal accretion has slowed or stopped, it may still work well. But again, it's all up for discussion. Let us know what you think.
Regards,

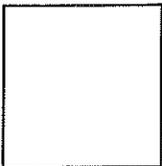
Gayle Borchard

**Director, Community Development
City of Long Beach**

From: Shawn [mailto:shawnasan@comcast.net]
Sent: Monday, December 8, 2014 8:35 PM
To: planner@longbeachwa.gov
Subject: SMP Inventory

I've reviewed the Inventory Maps. Thank you.
Is City considering any changes to the 1980 SCL/Building Setback line?

Thanks you.



This email is free from viruses and malware because avast! Antivirus protection is active.

City of Long Beach SMP Visioning Open House
December 16, 2014

CITIZEN INPUT

Please share your thoughts by completing the brief questionnaire below and on the back. Room is available on the back for additional comments you would like to share. Use as many sheets as you like. Thank you for your input!

Your name: Dave Erickson - Gen'l Mgr Chautauqua

Phone: 206 940 4474 e-mail: dave.at.chautauqua@gmail.com

1. What issues associated with the Long Beach shoreline should be considered during the SMP update?

2. What environmental issues associated with the Long Beach shoreline are of particular concern to you?

7-1 The proliferation of the shore pines. They present a fire hazard and hurt the views. Though not an "invasive" species, they were not native and were introduced and are taking over.

3. Is there sufficient access to the Long Beach shoreline?

7-2 I think so but if it is added parking should be provided. Not necessarily a parking lot, just an access road with room to park on the side of the road.

4. What is your vision for the Long Beach shoreline in the next 10 years?

No big changes but more development and density, perhaps some closer to the ocean.

5. What has to be done to achieve your vision?

RECEIVED

DEC 29 2014

CITY OF LONG BEACH

mailed
12/29/14

letter 3

City of Long Beach SMP Visioning Open House
December 16, 2014

CITIZEN INPUT

Please share your thoughts by completing the brief questionnaire below and on the back. Room is available on the back for additional comments you would like to share. Use as many sheets as you like. Thank you for your input!

Your name: Peggy & Lawrence Yamagata

Phone: 619-972-2319 e-mail: Liffin3806@aatt.net

1. What issues associated with the Long Beach shoreline should be considered during the SMP update?

8-1 Maintenance of a "beach" community - Reduction in overgrowth of trees turning it into a forest

2. What environmental issues associated with the Long Beach shoreline are of particular concern to you?

8-2 The growth of non-native trees on the beach increasing fire danger and destroying natural habitat - Also the introduction of wild life (bees) due to overgrowth of trees

3. Is there sufficient access to the Long Beach shoreline?

yes

4. What is your vision for the Long Beach shoreline in the next 10 years?

8-3 open space with removal of any additional
8-4 building : Extended bike & walking trails
8-5 To allow access without disturbing general dunes

5. What has to be done to achieve your vision?

8-6 Place a moratorium on building

6. What is your vision for the Long Beach shoreline in the next 20 years?

8-7 Open space - Sand dunes/grass with minimal additional growth (controlled)

7. What has to be done to achieve your vision?

8-8 Controlled growth with specific sections open for building primarily around downtown area with minimal height

ADDITIONAL COMMENTS

8-9 It would be nice to see park areas maintained with minimal development allow natural water run off and continued use by all as natural park not paved park.

8-10 One major concern is the overgrowth of trees unnecessary fire danger and habitat for wildlife and a natural part of beach.

mailed
12/31/14
Letter 9

Veronica G. Price

P.O. Box 1226, Long Beach, WA 98631

Cell: (360) 244-1865

December 31, 2014

SENT BY EMAIL AND US CERTIFIED MAIL

City of Long Beach, Washington
Department in charge of Shoreline
Management Program
Gayle Borchard, Community Developer
Matt Bonney, Building Inspector
Bob Andrews, Mayor
15 Bolstad Ave. W
Long Beach, Washington 98631
360-642-4421
inspector@longbeachwa.gov

RE: New Revision of the Shoreline Management Program

Dear Matt Bonney:

I, Veronica G. Price, in the City of Long Beach, WA, would like the new revision to the new Shoreline Management Program to require that it be mandatory that the following actions take place prior to the approval of any new Shoreline applications in Long Beach, WA:

1. That an Environmental Impact Study take place as specified by Chapter 17 State Environmental Policy Act (SEPA), under 17.18, Timing of environmental review ...

a-1
...“our Supreme Court observed that the risk of postponing environmental review is a dangerous incrementalism where the obligation to decide is postponed successively while project momentum builds.” County v. Boundary Review Bd., 122 Wash.2d 648, 664, 860 P.2d 1024 (1993) (quoting William H. Rodgers, The Washington Environmental Policy Act, 60 WASH. L.Rev. 33, 54 (1984)).

The scientists who do these studies must be impartial and not hired by the City of Long Beach or the developer of the property who is applying for the permit. This is because the City of Long Beach and Developer Leroy Ostrem of Shoreline Development, Case No. 03-12-12, has done absolutely nothing to protect acres of the Price adjacent and landlocked property, Tax

Lots 74057016103 and 10110932901. The impact study should include a certified wetland specialist and a licensed hydro engineer.

a-2 2. That a perimeter survey be taken of the proposed development before the application is approved.

3. It should be mandatory to receive signatures of adjacent and landlocked property owners for proof of receipt of applications of shoreline permits before they are approved.

a-3 I will elaborate on this further at a future date. Please keep me informed regarding all future meetings in regard to the Shoreline Management Program.

Sincerely and with Respect,

/s/

Veronica G. Price

Citizen Input on Shoreline Management Plan Update

Dec 20, 2014

Name: LeRoy McKee Phone: 360-871-1862 email: packandpaddle@silverlink.net

The year I was born, 1946, my folks bought a vacation house at 801 Ocean Beach Boulevard North. I'm now 68, the property has remained in the family, and it has passed to me. Over those years I have seen many things change in Long Beach, but one thing that has remained relatively unchanged is the open area we have to the west of the city. Yes, there has been some development, but it still is much less than what it could be. This is in stark contrast to what the coastline of northern Oregon looks like.

The Discovery Trail through the dune/grass area has been a great addition in my opinion because it lets people bike and walk/run through the area and enjoy it's uniqueness. Standing at North Head Lighthouse and looking north also shows how unique the peninsula is – the open area that exists to the west of the communities.

10-1 So in answer to the questions of what issues concerning the Long Beach shoreline should be considered, what is my vision for the shoreline in the next 10 and 20 years, and what can be done to achieve my vision, it simply comes down to maintain the uniqueness by severely limiting or restricting any commercial or private development of the open area. That is the only way our special area can endure.

10-2 With regards to the question of is there sufficient access to the Long Beach shoreline, I think the Discovery Trail and the access points to it has been great. I enjoy biking and walking the trail whenever I am at my beach house, and I have seen a large increase in the number of people also using it. I do think there should be another vehicle access road to the north ... perhaps somewhere in the area of Pioneer Road since that is a well used road.

10-3 The other, perhaps environmental, concern I have is the shore pine. This is an issue for me both from the standpoint of a property owner whose view is obstructed by shore pine and from the standpoint of a person who enjoys the open grass area that we have. To me the shore pine is an invasive species that is and has taken over our open areas. I've enclosed two pictures to emphasize that point. Both pictures are from the same location ... my house at 801 Ocean Beach Boulevard. One photo (no trees) is from the early 1960s. The other picture (full of trees) is from 2007. This clearly shows how shore pine didn't originally exist in the dune area but has invaded and taken over the lands. Another clear example of this happening is seeing all the small shore pine popping up all over the grass lands as you walk or ride on the Discovery Trail. Each year the number and size of the shore pines increase. The City had in the past, and should reinstate, a program to control and eliminate the shore pine in the open area. If that isn't done we will loose our open area just as surely as if development were to happen in the area. We need to maintain an open grass land and not change it into a forest.



Looking westward from 801 Ocean Beach Boulevard. The photo on the left is from early 1960s; the photo on the right is from 2007. This clearly shows how shorepine have taken over the dune/grass lands.

LeRoy McKee
12/20/14

Festivals & Events Logistics Checklist

City of Long Beach Festivals and Events Liaison
 Ragan Myers
events@longbeachwa.gov
 360-642-1227 – direct line
 360-642-4421 – Long Beach City Hall

Request for Materials

Tent Size	Number Requested
(1 available) 10 X 10	
(2 available) 20 X 30	

Number of garbage cans (20 available)

How Many	Location Needed

Number of cones for parking (30 Cones – 30 Pylons Available)

How Many	Location Needed

PA System/Electrical Equipment (1 portable)(1 non-portable)

Where:

When:

Veterans Field	
Veterans Stage	
Gazebo Park	
Marsh's Pocket Park	

Picnic tables (20 Available)

How Many	Location Needed

Number of chairs (92 folding)(53 regular)

How Many	Location Needed

Plastic 4 Ft Tables (29 Available)

How Many	Location Needed

Portable toilets (Sani Cans), Hand Washing Stations – Contact Ragan Myers

Banner across street for advertising (Detachable Event Strip)

Use of Flaggers/Law Enforcement – Contact Ragan Myers

Festival Security – Contact Ragan Myers

Fire Department Unit Request – Contact Ragan Myers

Medix/Paramedic Unit Request – Contact Ragan Myers

Use/Rental of Train Depot – Contact Ragan Myers

Use/Rental of Long Beach Trolley – Contact Ragan Myers

Pens to be set up for Doggie, Sandsations, Kite Festival
Dig ditches for water during Sandsations

Placement of the review stand and bunting for Loyalty Days
Decorating for the Holidays/Holidays at the Beach, i.e. City Christmas Tree, transporting décor from Merchants Storage to Event Location.

Staging and Platforms (Metal Stairs and Landing, 4 white portable stage pieces)

Event signs – Road Closure etc.

Street Closure – Contact City. The City requests the permit from WA State Department of Transportation or allows a Non-Highway as a Special Use Permit.

State Parks/Beach Logistics – Each year the Beach Events are required to have a Special Event Permit from State Parks to use the Beach. The City fills out the requests and pays \$25 for each event. January submission or 60 days prior to Event.

Festival/Event Emergency Contact. Please list two (2) individuals that can be contacted during the event in case of Emergency:

- 1.
- 2.

Event Location: i.e. Veterans Field, etc. The City of Long Beach requires each festival to have a Site Map for each City Venue used during the Event.

Identify any special equipment/chemicals that City Agencies need to know about.
Example, Frying pan, propane for cooking, etc.

Add City of Long Beach as additional insured on insurance for each event.

All permits and contracts completed and in compliance with City and Long Beach
Merchant's requirements.

Please return this document to the city of Long Beach NO LESS than 60 days prior to
your event to ensure all logistical needs can be addressed! Note not all requested items
may be met.

Respectfully,

Ragan Myers

Tourism & Events Coordinator
City of Long Beach, WA.

Long Beach Peninsula Visitors Bureau –Monthly Destination Marketing Report

January 2015

Web Traffic –Visits 30,713 - Unique Visitors 20,967 - Total hits 93,781 - 59% New
5 new blogs

New page for Group & Package Travel - <https://funbeach.com/group-package-travel/>

Social Media

Facebook -7,551 “likes”, mostly organic

Twitter – reached 500 followers

Consumer Direct E-news

Link to latest edition

<http://www.graphicmail.com/new/viewnewsletter2.aspx?SiteID=58657&SID=0&NewsletterID=1273472>

Nearly 14,000 subscribers

Open rate – 14% Click through rate 21% (also spike in web traffic)

Public Relations

Earned media: Modern-Day Nomads x 2 (blog by hosted writer), Washington

Filmworks e-news, Portland Monthly (digi.), Yahoo.com Thrillest, 21 Best Diners in America, Washington Filmworks Hotsheet, Sunset Magazine Editorial with images, Sunset, Best of the Coast (special edition), The Daily News, History Insider blog (about L&C event- hosted writer), USA Today.com, 10 Best Summer Beach Resorts for Winter Getaways, AAA Journey, Coast Explorer E-news, Freshwater News (cover-image).

Hosted 1 writer.

Membership

273 current members. 3 brand new members.

Renewal letter and decals (for new members) sent

Membership 1-sheet developed, designed and sent

Visitors Center

Number of visitors 918 (47 less than 2014, 344 more than 2013)

Tourism Industry Partnership & Advocacy

Attended joint executive meeting of Washington Lodging Association and Washington State Destination Marketing Association.

Print Collateral

BVP designed, produced, delivered by 12-23-14 and posted online.

Annual event calendar, designed, produced, delivered by 12-20-14 and posted online.

1-sheet translated to Mandarin 1-15-15 and posted online

https://funbeach.com/wp-content/uploads/2014/03/LBP_1PageMandarin.pdf

Hot sheet for Group & Package Travel and media outreach

Distribution

BVP- 25,200

Annual Events Calendar -15,277

Lure piece 2014 total -500

Discovery Trail Map – 4,205

Sports Venue Research

Internship description created and posted, open until 3-30-15

Other marketing and promotion

Washington State Film Commission “Featured Location of the Month”

Article/image in Washington Tourism Alliance monthly e-news

Article/image in “Tourism Today” tourism legislative update

Nomination accepted for Sunset Travel Awards “Best Beach Town” and “Best Property Remodel”

Advertising

Experience WA, digital and social media

Seattle Met, Official Seattle Visitors Guide, Portland Monthly, Washington State Travel Planner, print, digital, and social media package with Saga City

Northwest Travel, print, digital and social media

TravelGuideFree.com, print, digital, and leads program

Sunset, print, digital, leads and social media

Travelers Companion, print and social media

Oregon Coast Mile-by-Mile, print and social media

Oregon Coast, print and social media

Coast Explorer, print and social media

2015 Long Beach Softball Tournaments

May 23 rd & 24 th	MEN	4gg	\$275
June 6 th & 7 th ASAFP	10u, u12,	4Ggg	\$350
June 13 th & 14 th	10u, u12,	4Ggg	
June 20 th & 21 st ASAFP	14u, 16u,	4GG	\$350
June 27 th & 28 th	MEN's & Mixed	4gg	\$275
July 4 th & 5 th ASA	MEN's & Mixed	3gg	\$275
July 11 th & 12 th	Women's	4gg	\$275
July 25 th & 26 th	Men E Mixed	4gg	\$275
August 8 th & 9 th	Men E Mixed	4g	\$275
August 22 nd & 23 rd	Men E 4gg Mixed		\$275
September 5 th & 6 th	Mixed ASA	3gg	\$275
September 26 th & 27 th	Men over 40	4gg	\$275
September 26 th & 27 th	Mixed E	4gg	\$275
October 24 th & 25 th	Costume Contest Halloween Bash		\$275

For More Information regarding Long Beach Softball Contact:

Jason McClung: Ph. (360) 423-4700

OR

Joe Hightower: Ph. (360) 423-0131

After Action Report from Travel Exchange 2015

Prior to leaving for the National Tour Association (NTA) Convention the staff at the Long Beach Peninsula Visitors Bureau and I partnered to update the Long Beach Package Travel website and created a new "Fresh and Fabulous" Sheet. We have our sales Sheet translated into Mandarin, and are working on several other languages to better assist our International guests. In addition we changed the way the package travel website is laid out. You will still go to www.longbeachpackagetravel.com, however the link will take you to the pages on the funbeach.com website. We hoped that this change would allow us to better serve Tour Operators looking to come to the Pacific Northwest, specifically the Long Beach Peninsula. This also allows the website to be better updated as new information is being created.

In addition to updating our overall look. We were given the opportunity to network on a higher level with 53 other Package Travel Colleagues. Late last summer our WA State NTA Delegation Chair left her position and moved on. This left the Chair position open. Having missed that conference call, the delegation voted to have me Chair the group to get us through Convention 2014. This gave our program and product the opportunity to be sold and share leads by our state partners working to increase package travel tours to Washington. This position allowed me to meet others in the industry on a higher level, which led to new partnerships and better leads. It did not put extra work on me, as I have a great team that works well together. It also allowed them to get to know our product and have the confidence in me to complete the tasks needed to be accomplished during the Convention. I was responsible for the Washington NTA Dinner/Parade set up and logistics, Welcomed 73 people to our event, made sure contracts were completed prior to, and followed up with a thank you after the event through my follow ups.

Saturday: Travel to New Orleans for NTA/UMA Travel Exchange aka #TREX15, get settled in and dinner with WA State Colleagues to discuss the week ahead.

Sunday: Check in at Convention Center, get Long Beach booth set up and adjusted, Participated in the UMA/NTA Speed Networking sessions with Travel Partners. The sessions where every 7 minutes and the entire session consisted of 15 rounds. It was a unique way to get in front of Bus Companies working with Operators and Bus Companies that also run their own tours. Since my return, I am responding to everyone that I met with. The email consists of information they were requesting or sending them information about us that they can share with Tour Operators. Some of the UMA appointments would

have been Transportation Partners. During one of these sessions I found out that an Operator that we have worked with in the past brought a group to the Beach for the day in September. Roughly 28 people spent money on their own for lunch downtown, shopped, and continued on.

Monday: Appointments with Tour Operators on the floor took place. Washington State Tour Operator Dinner Hostess as Chair of WA. NTA Delegation. 3 of our WA. NTA reps went to the restaurant and decorated prior to the group arriving with the band. Please see pictures at the end of this report. **Picture of the Group. Picture of the Bag we presented to each Tour Operator that attended.** We had 40 Tour Operators in attendance, all interested in Washington State. As the Chair for the Delegation, I welcomed them to Washington and wished them a great evening. Talked to each and every operator that evening and shared my fun facts with them all.

Tuesday: Appointments, Meeting with Courier & Groups Today (bus tour media partners) will be creating a media campaign this year for Long Beach Package Travel. The BUZZ on the convention floor was the Washington State Dinner and how well the Tour Operators enjoyed the event. I told one of the operators that Washington's Long Beach Peninsula was open for Business!! During one of my open appointments, Justin Osbon from Image Tours sat with me and discussed TAP Travel Alliance Partners. There are 35 members of this Partnership. He mentioned that he wanted to help my program and wanted to extend an invitation to TAP in 2016. It is invitation only to the first 200 invitees that respond. Each Tour Operator is given 10 invitees. What this means is that we will have guaranteed appointments with all the Tour Operators there. Since neither Justin nor I create any business together. This was a very nice way for him to assist in showcasing our product.

Since returning I have emailed local partners that I promoted during my appointments. I recommended Jazz and Oyster and Water Music Festival and contacted Diana Thompson. I also contacted Bruce Peterson so that he can assist with Blues and Seafood Contacts. I also promoted North Jetty Brewery heavily and since my return am looking at attending a meeting for an event being organized by several local merchants. I discussed with one merchant about using the trolley. Creating revenue and exposure for the New Trolley. Justin Osbon and I have followed up regarding TAP and I have the date and location of the Event. We just wait for the formal invitation to be sent.

Wednesday: Appointments, Travel Exchange Greeter 9:00am – 10:30am (Volunteering is a great way to get your face (Company) in front of convention attendees) Dinner with 13 WA State Partners.

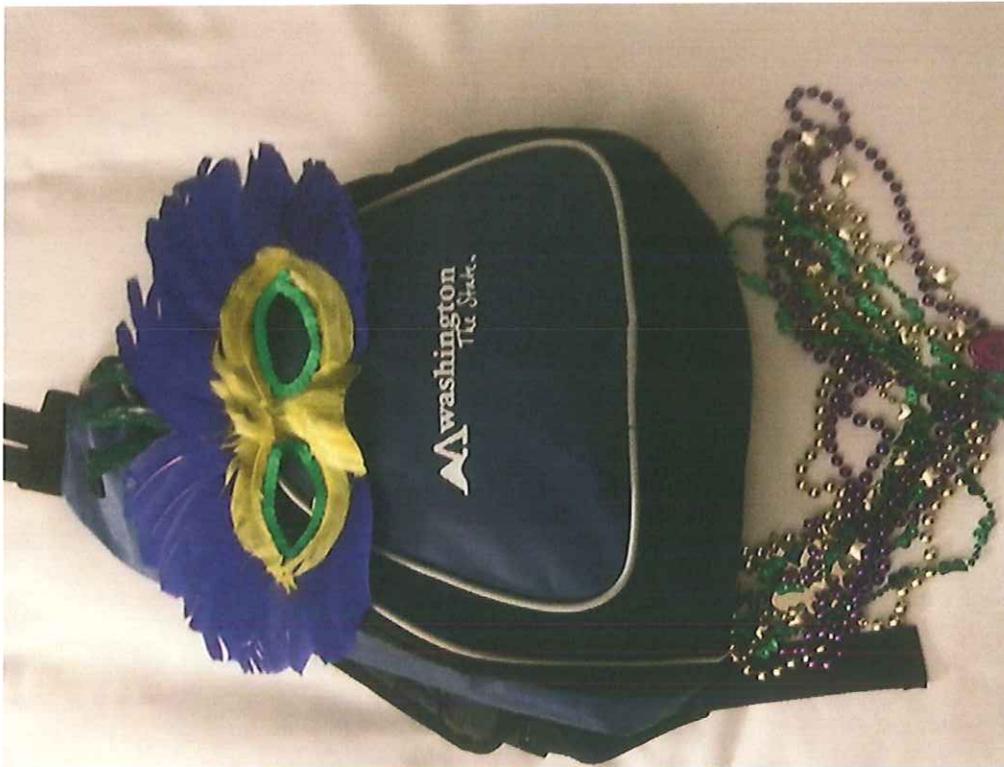
Thursday: Appointment with Kevin Kenley with Kenley Konnections, Inc. We have been working with this T/O for 6 years and he is finally selling our

Fishing for the Big One, Border to Border tour on his website. He is now going to put the tour on his website and start selling it for us! I look forward to getting this Fish on the boat in 2015-2016. They will be staying in Long Beach.

Friday: Travel Home

Monday January 26th – Friday January 30, 2015

Following up with each individual that I met with and received contact information from. As mentioned above, contacting local partners and arranging site visits and meetings with these partners. For example, Pink Poppy Bakery, Artistic Bouquet, and the Adrift are partnering for a 25 couple mass wedding on the boardwalk, tentatively set for September 2016. I have appointments with Best Western. I have met with Inn at the Arch and North Jetty Brewery to discuss what's new at both of these locations. Working with North Jetty, The Cove, North Coast Blues, Lost Roo and a small group of businesses to help create a Pub Crawl Event. We are discussing using the Long Beach Trolley as part of the event.



This was the parting gift we gave each Tour Operator that attended the Dinner/Parade. It contained all the things you need to visit Washington State; sun screen, wine bottle opener, beach bucket with little bag of beach goodies, water bottle, and a few other must haves to visit us!



This is the group of Tour Operators and NTA Delegates that attended the Washington State Dinner.

Thank you in advance!

Respectfully Submitted,

Ragan Myers

City of Long Beach & Pacific Northwest Living Historians

Lewis & Clark's Winter at the Pacific

Living History Encampment - Shoulder Season Enhancement

January 17, 18, & 19, 2015 MLK Weekend

Saturday 10am – 5pm, Sunday 10am – 5pm, and Monday 10am – 2pm

Veteran's Field in Downtown Long Beach, WA.

The Pacific Northwest Living Historians formed in 2005 and are well known in the Lewis & Clark Community for their 1st and 3rd Person Living History Programs. We have been working with this group for almost 10 years and have put together a program to bring people here during the shoulder season.

The PNLH has requested \$2,500 in support of this shoulder season event. The funds will pay for 8-10 living historians from Seattle, Idaho, Pasco, Colorado, Woodland, and Woodburn to attend and participate in this 1st person event. The men will set up a living history encampment from Saturday morning until Monday afternoon at Veteran's Field downtown Long Beach.

Currently the group has been able to get a few meals sponsored and Staging Room at Inn at the Arch for that weekend.

Marketing plan for this group will take place through the following channels:

- Andi Day through her channels at the Long Beach Peninsula Visitors Bureau
- Ragan Myers through her channels at the City of Long Beach
- Slow Poke Tours Director – Oregon State
- WA Chapter of the Lewis & Clark Trail Heritage Foundation
- OR Chapter of the Lewis & Clark Trail Heritage Foundation
- Press Releases, Radio Interviews, PSAs from PNLH
- Social Media for all sources
- Cross promotions between the Sports Boosters and the World Kite Museum.

The average number of people who attend the Salt Makers event is 2,500 people. Those that attend other events range from 800 – 1,000.

We are hoping that this will become an annual January event in Veterans Park. We feel that this will complement the Sports Boosters Crab Feed and the World Kite Museum's Windless Kite Event.

The Corp of Discovery will set up an 1805 Living History Encampment. They will have a gentleman from the Corp that will be welcoming visitors and asking if they would like to enroll in the Army and Support the Corp. They will be given parchment papers to sign and take with them as a souvenir of their service and visit to the encampment.

Contact Information:

City of Long Beach, City Hall – 360-642-4421

Long Beach Police Department – 360-642-2911

Ragan Myers – 503-791-7437

**City of Long Beach & Pacific Northwest Living Historians
Lewis & Clark's Wintering at the Pacific After Action Report
Living History Encampment - Shoulder Season Enhancement**

January 17, 18, & 19, 2015 MLK Weekend

Saturday 10am – 5pm, Sunday 10am – 5pm, and Monday 10am – 2pm

Veteran's Field in Downtown Long Beach, WA.

The Lewis & Clark living History Encampment took place during MLK weekend in downtown Long Beach at Veterans Field & the Big Stage. The weather for the weekend was windy, wet, and made the event very challenging. The Corp did not put tents up due to wind and moved most of the demonstrations to the stage. I was not here during the event, as I was representing the City at Travel Exchange.

The Corp consisted of 10 men and 2 women in period clothing. The women were used as contextuels for the visitors to the event. The following feedback was given from Gloria Linkey the contact person for the Pacific Northwest Living Historians.

1. We loved doing the event and sincerely hope that we will be invited back for more events.

The weather was horrible so we could not set up on the grass. It was extremely difficult to do 1st person on the stage. We were in a circle on the stage and each person had their items laid out upon the floor. As people came up on the stage, they were asked if they wanted to enlist in the Corp of Discovery. All people wanted to, so they were given a parchment paper showing their enlistment and signed it with a quill pen, which they were allowed to keep.

2. Then the participants walked around and talked to each man. John was sewing a buckskin shirt at his table and people stopped by and talked to him about the clothing they had on the journey.

3. Mark was carving out an oar for a canoe and drew quite a bit of attention with his work. DeWayne was showing his gun collection and explaining shooting to all people. David was showing his collection of animal bones, which the kids seemed to love. Glen was showing his hides and on Monday when I brought over Lionel, York, after a little bit of instruction, York took over the explaining of the tanning of the hides.

That is just a little bit of the demonstrations we had.

Could it have been better? Yes. If the weather had of cooperative, and the guys could have set up on the grass, it would have been much more hands on. The stage was not authentic, but that was nothing we could do about it. We had the salt makers set up on the stage but were not

able to build a fire to boil sat water to do an actual demonstration. The young people tried on the yoke for hauling buckets of water and walked around the stage.

Actually for the weather being so bad and for the 1st time, we had over 300 visitors come into camp. All the men tried to create an authentic situation as possible, under the circumstances, bit were hindered by the weather.

Could have used more signage and several of the men walked onto the street to drum up business. If we were able to set up tents on the grass, that would have drawn many more people. We had a Boy Scout troop of about 30 boys come by Saturday afternoon and they stayed for about 1 hour. There were times when we had no visitors, but they were only about 2 times during the 3 days. The people I talked to, doing contextual work were very appreciative and quite interested in the camp.

Our disappointment was with the weather and not being able to set up the camp that we have envisioned. I would hate to see it discontinued as so many people did enjoy it.

Gloria Linkey.

I would like to see us try this event again in 2016. Hopefully, the weather will be more cooperative and we will also have more time to advertise the event. The event was funded in November as a first time event and was executed 2 moth later. By having this event again, it gives us more time to promote the event and draw more attendance. This is a shoulder season event that's topic has great following.

Respectfully Submitted,

Ragan Myers

Tourism & Events Coordinator