



AGENDA – Tuesday, February 21, 2017

6:00 p.m. City Council Workshop

7:00 p.m. City Council Meeting

Long Beach City Hall
115 Bolstad Avenue West

6:00 p.m. COUNCIL WORKSHOP

- **WS 17-04- Remote Read Meters – TAB A**

7:00 p.m. CALL TO ORDER; PLEDGE OF ALLEGIANCE; AND ROLL CALL

Call to order	Mayor Phillips, Council Member Linhart, Council Member Murry,
And roll call	Council Member Hanson and Council Member Kemmer.

PUBLIC COMMENT

At this time, the Mayor will call for any comments from the public on any subject whether or not it is on the agenda for any item(s) the public may wish to bring forward and discuss. Preference will be given to those who must travel. **Please limit your comments to three minutes. The City Council does not take any action or make any decisions during public comment.** To request Council action during the Business portion of a Council meeting, contact the City Administrator at least one week in advance of a meeting.

CONSENT AGENDA – TAB B

All matters, which are listed within the consent section of the agenda, have been distributed to each member of the Long Beach City Council for reading and study. Items listed are considered routine by the Council and will be enacted with one motion unless a Council Member specifically requests it to be removed from the Consent Agenda to be considered separately. Staff recommends approval of the following items:

- Minutes, February 6, 2017 City Council Meeting
- Payment Approval List for Warrant Registers 56866-56899 & 81099-81145 for \$151,709.14

BUSINESS

- **AB 17-10 – Installation of Electrical Alarm System for the LBPD Evidence Room – TAB C**

DEPARTMENT HEAD ORAL REPORTS CORRESPONDENCE AND WRITTEN REPORTS – TAB D

- **Hearings Examiner Decision on SSDP 2017-01**
- **Tourism & Events Department 2017 February Staff Report**

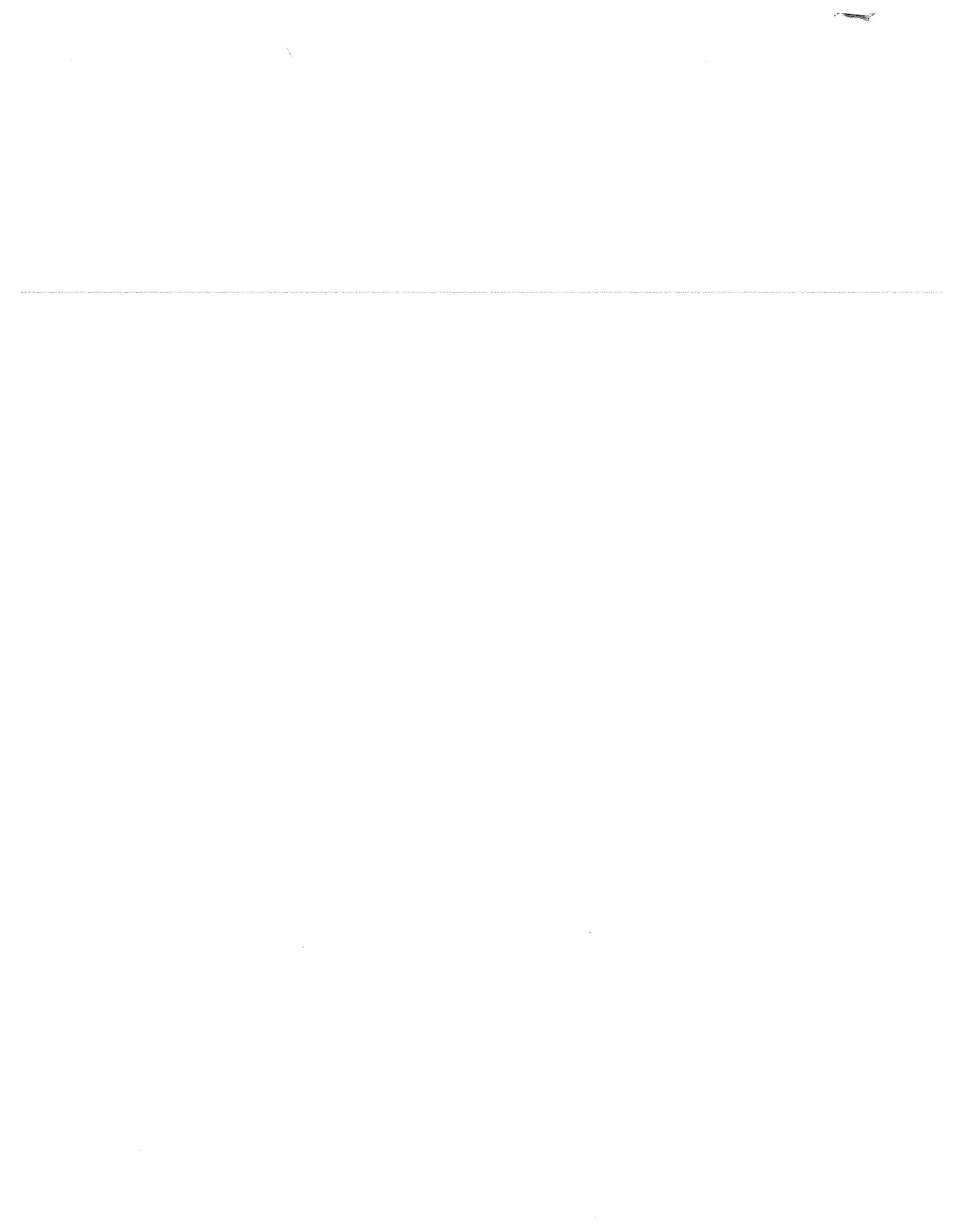
FUTURE CITY COUNCIL MEETING SCHEDULE

The Regular City Council meetings are held the 1st and 3rd Monday of each month at 7:00 PM and may be preceded by a workshop.
March 6, 2017, March 20, 2017 and April

ADJOURNMENT

American with Disabilities Act Notice: The City Council Meeting room is accessible to persons with disabilities. If you need assistance, contact the City Clerk at (360) 642-4421 or advise City Administrator at the meeting.

TAB - A





**CITY COUNCIL
WORKSHOP BILL
WS 17-04**

Meeting Date: February 21, 2017

AGENDA ITEM INFORMATION		
SUBJECT: Remote Read Meters presentation	<i>Originator:</i>	
	Mayor	
	City Council	
	City Administrator	DG
	City Attorney	
	City Clerk/Treasurer	
	City Engineer	
	Community Development Director	
	Events Coordinator	
	Fire Chief	
	Police Chief	
	Streets/Parks/Drainage Supervisor	
	Water/Wastewater Supervisor	DZ
COST: N/A		
SUMMARY STATEMENT: Staff discussed the idea of researching remote read meters during the budget process. Don has contacted a vendor and set up this date to discuss the process with the council.		

TAB - B

LONG BEACH CITY COUNCIL MEETING

February 6, 2017

6:00 COUNCIL WORKSHOP

WS 17-02 Utility Account Ownership Discussion

WS 17-03 Revenue Sources

7:00 CALL TO ORDER; PLEDGE OF ALLEGIANCE; ROLL CALL

Mayor Phillips called the meeting to order and asked for the Pledge of Allegiance and roll call.

ROLL CALL

David Glasson, City Administrator, called roll with C. Linhart, C. Hanson, C. Murry, and C. Kemmer all present.

PUBLIC COMMENT

No public comments.

CONSENT AGENDA

Minutes, January 23, 2017 City Council Meeting

Payment Approval List for Warrant Registers 56843-56865 & 81039-81098 for \$156,362.34

C. Linhart made the motion to approve the Consent Agenda. C. Hanson seconded the motion. 4 Ayes, motion passed.

EXECUTIVE SESSION: Current or Pending Litigation RCW 42.30.110(1)(i)

BUSINESS

AB 17-04- Agreement for Legal Services

David Glasson, City Administrator, presented the Agenda Bill. The former city attorney had to step down due to a newly elected position. City staff and the Mayor held interviews and is recommending Darcey Eilers from Porter Foster Rorick for the position of city attorney. Darcey has worked with the city in the past on multiple occasions and has a fundamental understanding of the area and the city code.

C. Linhart made the motion to authorize the Mayor to enter into this agreement for legal services. C. Hanson seconded the motion. 3 Ayes, 1 Nay, motion passed.

AB 17-05- Resolution 2017-01 Adopting Financial Policies

Ariel Smith, Community Development Director, presented the Agenda Bill. The proposed financial policy sets financial goals, outlines general policies, revenue policies, expenditure policies, operating budget policies, capital management policies, general accounting policies, debt policies, cash management/investment policies and reserve policies. Policies such as these were recommended by the Washington State Auditor's Office and were approved by MRSC.

C. Hanson made the motion to approve Resolution 2017-01 adopting financial policies for the City of Long Beach. C. Linhart seconded the motion. 4 Ayes, motion passed.

AB 17-06- Resolution 2017-02 Establishing a Fixed Assets and Inventory Policy
Ariel Smith, Community Development Director, presented the Agenda Bill. The proposed fixed assets and inventory policy outlines how fixed assets should be managed by department representing accountability on each level. This policy also mandates an internal annual inventory audit, again requiring each department to be responsible for equipment assigned their respective areas. This again is recommended by the SAO.

C. Linhart made the motion to approve Resolution 2017-03 establishing a Fixed Assets and Inventory Policy for the City of Long Beach. C. Hanson seconded the motion. 4 Ayes, motion passed.

AB 17-07- Resolution 2017-03 Adopting an Investment Policy
Ariel Smith, Community Development Director, presented the Agenda Bill. The proposed investment policy outlines what investments could be made, who can authorize them, what it would be appropriate to make such an investment, guidelines to make an investment, reporting the investment and other relation information. This policy is important to have in place as a time may come when the city might have excess funds and the ideal way to allocate them would be an investment of some sort.

C. Linhart made the motion to approve Resolution 2017-03 adopting an Investment Policy for the City of Long Beach. C. Hanson seconded the motion. 4 Ayes, motion passed.

AB 17-08- Agreement for Government Relations Services
Jerry Phillips, Mayor, and David Glasson, City Administrator, presented the Agenda Bill. Mayor Phillips has been working the legislature in his capacity as Mayor and representative to the Association of Washington Cities to educate state elected officials of the funding issues small cities face. He has been in contact with Sarah Davenport-Smith regarding lobbying services during this session. Included are her qualifications and proposed agreement.

C. Murry made the motion to authorize the Mayor to enter into this agreement for government relations services. C. Kemmer seconded the motion. 4 Ayes, motion passed.

AB 17-09- Agreement for Architectural Services – Restrooms on Bolstad West
David Glasson, City Administrator, presented the Agenda Bill. Erik Fagerland (EFA) has provided the City with a bid for architectural services to redesign the restrooms at Bolstad West. This agreement includes design development and the production of construction bid documents. This project was budgeted for in the 2017 budget.

C. Murry made the motion to authorize the Mayor to enter into this agreement for architectural services with EFA for the restrooms at Bolstad West. C. Linhart seconded the motion. 4 Ayes, motion passed.

DEPARTMENT HEAD ORAL REPORTS

CORRESPONDENCE AND WRITTEN REPORTS

- Sales and Lodging Tax Reports
- AWC Public Records Act eLearning Opportunity
- SummerFest Schedule of Events 2017
- 2017 January Staff Report – Tourism and Events Department
- Washington Tourism Alliance – January Newsletter
- Police Monthly Report for January
- Public Works Report for January – Streets, Parks and Stormwater
- Water Department Report for January
- Wastewater Department Report for January

ADJOURNMENT

The Mayor adjourned the meeting at 7:28 p.m.

Mayor

ATTEST:

City Clerk



Warrant Register

Check Periods: 2017 - February - First

I, THE UNDERSIGNED DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED HEREIN AND THAT THE CLAIM IS A JUST, DUE AND UNPAID OBLIGATION AGAINST THE CITY OF LONG BEACH, AND THAT I AM AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIM.

Council Member	Council Member	Council Member	Clerk/Treasurer
56866	Bell, Helen S	2/3/2017	2/13/2017
56867	Payroll Vendor	2/3/2017	
56868	Payroll Vendor	2/3/2017	
56869	Gilbertson, Bradley K	2/3/2017	2/6/2017
56870	Goulter, John R.	2/3/2017	2/6/2017
56871	Hanson, Natalie	2/3/2017	2/8/2017
56872	Huff, Timothy M.	2/3/2017	2/7/2017
56873	Kaino, Kris	2/3/2017	
56874	Kemmer, Holl L	2/3/2017	2/6/2017
56875	Linhart, Steven P	2/3/2017	2/3/2017
56876	Lueth, Paul J	2/3/2017	2/3/2017
56877	Mortenson, Tim	2/3/2017	2/6/2017
56878	Murry, Del R	2/3/2017	2/8/2017
56879	Padgett, Timothy J	2/3/2017	2/7/2017
56880	Phillips, Gerald S	2/3/2017	2/7/2017
56881	Quittner, Jonathan H	2/3/2017	2/8/2017
56882	Russum, Richard	2/3/2017	2/3/2017
56883	Warner, Ralph D.	2/3/2017	2/3/2017
56884	Williams, David L	2/3/2017	2/14/2017
56885	Wood, Matthew T	2/3/2017	2/6/2017
56886	Wright, Flint R	2/3/2017	2/6/2017
56887	Zuern, Donald D.	2/3/2017	2/6/2017
56888	Booi, Kristopher A	2/3/2017	2/6/2017
56889	Binion, Jacob	2/3/2017	2/3/2017
56890	AFLAC	2/3/2017	
56891	Association of WA Cities	2/3/2017	
56892	City of Long Beach - Fica	2/3/2017	
56893	City of Long Beach - FWH	2/3/2017	
56894	Council Gift Fund	2/3/2017	

56895	81100	Dept of Labor & Industries	2/3/2017		\$1,950.95
56896	81101	Dept of Retirement Systems	2/3/2017		\$11,597.05
56897	81102	Dept of Retirement Systems Def Comp	2/3/2017		\$1,200.00
56898	81103	Massmutual Retirement Services	2/3/2017		\$625.00
56899	81104	Teamsters Local #58	2/3/2017	2/14/2017	\$195.00
81099	81105	Active Enterprises, Inc.	2/6/2017	2/7/2017	\$568.77
81100	81106	Evergreen Rural Water of WA	2/6/2017		\$1,250.00
81101	81107	Long Beach Merchants	2/6/2017		\$1,233.28
81102	81108	Cline, Kevin	2/8/2017	2/9/2017	\$222.50
81103	81109	Phillips, John	2/8/2017		\$31.18
81104	81110	Talancon, Vicente	2/8/2017	2/13/2017	\$51.97
81105	81111	Williams, David	2/8/2017	2/14/2017	\$162.37
81106	81112	Association of WA Cities	2/8/2017	2/13/2017	\$300.71
81107	81113	Sam Burton Designs	2/8/2017	2/14/2017	\$940.50
81108	81114	Rip Tide Threads	2/10/2017	2/14/2017	\$1,465.71
81109	81115	Kitzman, Mike	2/10/2017	2/14/2017	\$162.00
81110	81116	Zuern, Donald	2/13/2017	2/13/2017	\$421.20
81111	81117	Active Enterprises, Inc.	2/13/2017	2/14/2017	\$283.21
81112	81118	Airgas USA LLC	2/16/2017		\$32.61
81113	81119	AKS Engineering & Forestry	2/16/2017		\$6,171.33
81114	81120	All Safe Mini Storage	2/16/2017		\$190.00
81115	81121	Beacon Athletics	2/16/2017		\$2,526.20
81116	81122	BSK Associates	2/16/2017		\$215.00
81117	81123	Cashmere Valley Bank	2/16/2017		\$4,854.56
81118	81124	CenturyLink	2/16/2017		\$497.43
81119	81125	Day Wireless Systems	2/16/2017		\$1,290.04
81120	81126	Dennis Company	2/16/2017		\$348.52
81121	81127	Ellyson, Sue	2/16/2017		\$41.32
81122	81128	Evergreen Septic Inc	2/16/2017		\$267.00
81123	81129	Evergreen Septic Pumping LLC	2/16/2017		\$546.75
81124	81130	Fastenal Industrial & Construction	2/16/2017		\$148.31
81125	81131	Ford Electric	2/16/2017		\$27.05
81126	81132	H. D. FOWLER	2/16/2017		\$5,163.09
81127	81133	Iron Mountain	2/16/2017		\$116.30
81128	81134	K & L Supply, Inc.	2/16/2017		\$1,701.85
81129	81135	Liberty Mutual Insurance Company	2/16/2017		\$100.00
81130	81136	Neofunds By Neopost	2/16/2017		\$549.12
81131	81137	Pacific Co. Dept. of Community Development	2/16/2017		\$3,075.00
81132	81138	Penoyar, William	2/16/2017		\$1,000.00
81133		Pilot Rock	2/16/2017		\$1,652.00
81134		Porter Foster Rorick LLP	2/16/2017		\$4,800.00
81135		Sea Western Fire	2/16/2017		\$1,421.68
81136		Tangly Cottage Garden	2/16/2017		\$270.00
81137		Traffic Safety Supply Co.	2/16/2017		\$816.31
81138		U.S. Cellular	2/16/2017		\$161.08

Account	Description	Date	Amount
81139	Usa Blue Book	2/16/2017	\$225.90
81140	Varsity Scoreboards	2/16/2017	\$8,457.61
81141	Visa	2/16/2017	\$1,814.27
81142	Vision Municipal Solutions	2/16/2017	\$536.88
81143	WABO	2/16/2017	\$95.00
81144	Wilcox & Flegel Oil Co.	2/16/2017	\$969.28
81145	World Kite Museum	2/16/2017	\$1,625.00

Total	Check	\$151,709.14
Grand Total		\$151,709.14

TAB - C



**CITY COUNCIL
AGENDA BILL
AB 17-10**

Meeting Date: February 21, 2017

AGENDA ITEM INFORMATION		
SUBJECT: Purchase of Alarm System for Police Department Evidence Room	<i>Originator:</i>	
	Mayor	
	City Council	
	City Administrator	DG
	City Attorney	
	City Clerk/Treasurer	
	City Engineer	
	Community Development Director	
	Fire Chief	
	Police Chief	
	Streets/Parks/Drainage Supervisor	
Water/Wastewater Supervisor		
COST: Installation \$2,596.32 plus \$30.00 per month reoccurring.	Other:	
SUMMARY STATEMENT: During budget season the Police Chief requested an alarm system for the evidence room. This would provide security to all items stored in the evidence room.		
RECOMMENDED ACTION: <i>Authorize the City Administrator to move forward with the purchase of the alarm system.</i>		

Loretta Ostgaard

From: Ford Electric <ford.electric.inc@gmail.com>
Sent: Wednesday, November 30, 2016 9:03 AM
To: Flint Wright
Cc: Loretta Ostgaard
Subject: Ford Electric Quote - LBP - ALARM SYSTEM
Attachments: LBP - ALARM SYSTEM - pg1.pdf; LBP - ALARM SYSTEM - pg2.pdf

Hi Mr. Wright,

Thank you for this opportunity, we really appreciate it.
Attached you will find the estimate you requested for the following electrical work:

1) INSTALL ELECTRICAL FOR ALARM SYSTEM.

If there is anything else you need or have any questions please don't hesitate to give us a call or shoot us an email.

--

And Don't Forget..... 2016 is going to be our BEST YEAR *YET!!!*

Best regards,
Bryce Emery Ford

Ford Electric CO., INC.
Same Family Business "Since 1944"

Office Tel 360 - 642 - 2137
Office Fax 360 - 642 - 3573
Mobile 360 - 244 - 1374

Company Website: <http://fordelectric.us/>
Company e-mail: ford.electric.inc@gmail.com

Mailing Address: PO Box 206,
Long Beach WA. 98631

Shipping Address: 105 3rd St. S.E.
Long Beach WA. 98631

FORD ELECTRIC COMPANY, INC.

SAME FAMILY BUSINESS "SINCE 1944 "

WASHINGTON STATE ELECTRICAL CONTRACTORS LICENSE # FORDECI558LN

JOB NAME:

LBP - ALARM SYSTEM

JOB QUOTE DESCRIPTION:

INSTALL ELECTRICAL FOR ALARM SYSTEM.

FROM FORD ELECTRIC CO., INC.

PO BOX 206, 105 3RD ST SE

LONG BEACH, WA 98631

TEL: 360-642-2137

FAX: 360-642-3573

EMAIL: ford.electric.inc@gmail.com

TO: LONG BEACH POLICE

PO BOX 795

LONG BEACH, WA 98631

JOB SITE: LORETTA OSTAGGARD

EVIDENCE ROOM

LONG BEACH, WA 98631

TEL: 360-642-2911

EMAIL: LOSTGAARD@LONGBEACHWA.GOV

FAX: 0

WE ARE PLEASED TO PROVIDE THE FOLLOWING QUOTE ON TODAYS DATE OF:

30-Nov-16

PRICE BREAKDOWN

Labor & Materials :	\$	2,319.00
Permit :	\$	85.00
Tax :	\$	192.32
Grand Total :	\$	2,596.32

Terms of Payment: 100% Due when Complete

Payment Methods:

Cash, Check or Money Order (ONLY)

EST. START DATE:

0

QUOTE AGREEMENTS & TERMS:

This quote includes material & labor per print or other information provided by owner or contractor. (See attached sheet) All material is guaranteed to be as specified. All work to be completed in a workman like manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will void this quote agreement. The job will then be billed as time & materials (Unless otherwise agreed upon via written contract). All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado & other necessary insurance. Our workers are fully covered by workman's compensation insurance. Full payment due 15 from invoice date. The only accepted payment methods are cash, check or money order.



Gene Ford, President

Note: This quote is valid for 14 days from the above date unless otherwise advised to you in writing by Ford Electric.

ACCEPTANCE OF PROPOSAL:

By signing below I am agreeing to the above Quote Agreements & Terms and that the specified payment listed above will be made as outlined above. My signature below also verifies that I am in agreement with the above labor & materials costs and hereby accept the material list, specifications and conditions Ford Electric has set forth. I here by authorize Ford Electric to do the work as listed above.

Date of Acceptance: _____

Customer Signature

Customer Signature

**FORD ELECTRIC
TIME and MATERIAL ESTIMATE SHEET**

DATE : 11/7/2016

JOB NAME : LBP - ALARM SYSTEM

BILLING PARTY NAME : LONG BEACH POLICE

BILLING ADDRESS : PO BOX 795
LONG BEACH, WA 98631

JOB SITE ADDRESS : EVIDENCE ROOM
LONG BEACH, WA 98631

JOB DISCRPTION : INSTALL ELECTRICAL FOR ALARM SYSTEM.

QTY	UNITS	DESCRIPTION
1		PERMIT
1		ALARM SYSTEM
1		ALARM CONTROL PANEL
1		ALPHA NUMERIC KEY PAD
1		WIRELESS MOTION DETECTORS
1		WIRLESS DOOR CONTACTS
1		WIRLESS SMOKE DETECTOR
1		WIRLESS INDOOR SIREN
1		MISC. PARTS - SCREWS, TAPE, WIRE NUTS. ETC..
3		LABOR
1		SECURITY SYSTEM MONITORING SOFTWARE
1	PLEASE NOTE:	THE ABOVE SECURITY SYSTEM MONITORING SOFTWARE IS NEEDED IN ORDER TO MONITOR THE SYSTEM "IN HOUSE".
		OR
1	PLEASE NOTE:	IF YOU WANT OUTSIDE MONITORING FROM A 3rd PARTY THE MONTHLY WOULD BE = \$30.00 a month

TAB - D

BEFORE THE HEARINGS EXAMINER FOR THE CITY OF LONG BEACH

In the Matter of the Application of)	
)	FILE NO: SSDP 2017-1
Adrift Hotels, Inc.)	
)	
For a Shoreline Substantial)	FINDINGS OF FACT,
Development Permit Application)	CONCLUSIONS OF LAW
for the construction of a 30' x 40')	
structure to house a drinking)	
establishment to include a tasting)	AND DECISION
room, retail sales and a micro)	
<u>distillery at 409 Sid Snyder Dr. W.)</u>	

DECISION

The Shoreline Substantial Development Permit Application is **APPROVED**, subject to conditions.

INTRODUCTION

The Shoreline Substantial Development Permit application of **Brady Turner for Adrift Hotels, Inc.** to allow the construction of a 1,200 square foot structure to house a drinking establishment to include a tasting room, retail sales area and a micro distillery came on for hearing before Jan LeM. Hedges, Hearings Examiner, on February 10th, 2017 at 2:00 p.m. . . , Community Development Director, presented the Department of Community Development Staff Report.

The Hearings Examiner explained the hearing procedure, after which City staff made an opening presentation concerning the Shoreline Substantial Development Permit Application.

Testifying under oath were:

Ariel Smith, Community Development Director

The following exhibits were offered and admitted:

EXHIBIT	DESCRIPTION	SUBMITTED BY	DATE ADMITTED	COMMENTS
1	Application for Shoreline Management Permit	Adrift Hotels, Inc.	01/13/2017	Complete
2	Determination of Completeness	City of Long Beach	01/18/2017	Complete
3	Staff Report	City of Long Beach	01/18/2017	Complete
4	Public Hearing Notice	City of Long Beach	01/25/2017	Complete
5	Public Hearing	City of Long Beach	02/10/2017	Complete

The hearing adjourned at 2:05 p.m.

From the foregoing, the Examiner makes the following:

FINDINGS OF FACT

1. Applicant, **Adrift Hotels, Inc.**, propose the construction of a 30ft x 40ft structure with associated loading ramp and 7 space vehicular parking. .
2. This parcel is located 409 Sid Snyder Drive West and is located within Section 21, Township 10N Tax parcel #10112121276.
3. The proposed site is located in a Shoreline Resort zoning district zoned **S3 - Urban Resort Environment Shoreline**.
4. The Comprehensive Plan and Future Land Use Map designation for this property is **Parks, Recreation and Open Space**.
5. The Shoreline Master Program designation for this property is **R3 – Urban Resort Environment**..
6. Construction of a 30ft x 40ft structure built on allow the construction of a 1,200 square foot structure to house a drinking establishment to include a tasting room, retail sales area and a micro distillery. This development would be placed on an existing area already cleared, a developed parking area and maintained to allow a parking lot..
7. Public water, sanitary sewer, storm water and utilities are available to serve the site.
8. The project is subject to Design Review.
9. There are no wetlands on or near the site.
10. The proposed project is consistent with the **Goals, Policies and Regulation of the Shoreline Master Plan**.
11. This Shoreline Substantial Development Permit Application was timely submitted, was received and met the CITY completeness requirements as required in CITY Ordinance 15.08.070 B. and RCW 36.70.B.070.
12. This proposed development addresses and/or meets the CITY's **Shoreline Master Program Goals**.
13. Any Conclusion of Law deemed to be a Finding of Fact is adopted as such.
From findings of Fact, the Examiner makes the following:

CONCLUSIONS OF LAW

1. The Hearing Examiner has jurisdiction over the persons and the subject matter of the proceeding.
2. The requirements of the CITY **Zoning Ordinance** have been met.
3. The standards and guidelines of the CITY **Comprehensive Plan** have been met.

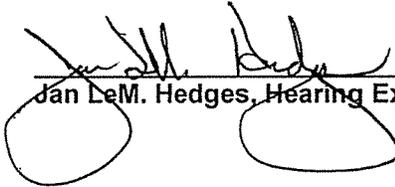
4. This proposed development has undergone **SEPA** review.
5. The applicant has sought the appropriate permit.
6. The proposed development is consistent with **Shoreline Management Act**, WAC 173-27-150 review criteria.
7. The proposed development is consistent with the CITY's **Shoreline Master Program**, Long Beach Ordinance # 712.
8. As conditioned below, the project will be consistent with the CITY criteria for building construction.
9. Any finding herein which may be deemed a conclusion is hereby adopted as such.

DECISION

The application of, **Adrift Hotel, Inc.** by **Brady Turner**, owner and applicant for the Shoreline Substantial Development Permit is **APPROVED**, subject to the following conditions:

1. The development, including any development by other than the Applicant, shall comply in all respects with the requirements of the City of Long Beach **Shoreline Master Program**.
2. The development, including any development by other than the Applicant, shall Comply in all respects with the applicable sections of the City of Long Beach **Unified Development regulations**.
3. The development, including any development by other than the Applicant, shall Comply in all respects with the applicable sections of the City of Long Beach **Zoning regulations**.
4. The development, including any development by other than the Applicant, shall Comply in all respects with the applicable section of the City of Long Beach **Building regulations**.
5. The Development, including development by other than the Applicant, shall Comply in all respects with the requirements of the City of Long Beach **Critical Areas regulations**.
6. Construction pursuant to any permit issued by the City shall not begin and is not authorized until twenty-one days from the date of filing of the hearing examiner's decision or until all review proceedings initiated within twenty-one days from the date of such filing have been terminated; except as provided in RCW 0111.(5)(b) .
7. The Applicant or any other developer of the subject property shall be bound by Conditions of any other conditioned City approval, including and not limited to short plat decisions and design review.
8. The conditions of this and other conditioned City approvals for Case No. SSDP 2017 – 01 are mandatory requirements. Failure to comply with conditions of this approval may result in the approval being rescinded and possibly the Applicant or subsequent developers or owners being cited and fined under the **Long Beach City Code**.

Done this 13th, day of February 2017



Jan LeM. Hedges, Hearing Examiner

NOTICE OF RIGHT TO APPEAL

RIGHT TO APPEAL – TIME LIMIT

Any person aggrieved by the decision of the hearing examiner shall have the right to appeal the decision to the City Council. The appeal shall be in writing and delivered to City Hall within ten calendar days of the hearing examiners decision. The appeal must contain a statement identifying the decision being appealed, the name and address of the appellant and the appellants standing, the specific reason(s) why the appellant asserts the decision is in error and the desired outcome or changes to the decision. Upon filing an appeal, the appellant must pay a fee of \$400.00. No new evidence will be accepted by the City Council. The appeal is limited to the record presented to the hearing examiner. [Ordinance No 656, Section 4]

TRANSCRIPT OF HEARING – PAYMENT OF COST

An appeal of the Hearing Examiner's decision requires the preparation of a transcript of the hearing before the Hearing Examiner. Therefore, a payment of ten dollars (\$10.00) for each hearing tape must accompany the request for appeal. The appeal fee is \$400.00. All costs are payable to the City of Long Beach, Washington.

2017 February Staff Report
Tourism & Events Department
City of Long Beach, WA.

Long Beach Package Travel / Cruise Ships – Paddle Boats:

- Researching Tour Operators for NTA Travel Exchange
- Preparing & arranging all Travel Exchange information, lodging, airfare, etc.
- Emailing everyone to know that I will be attending back to back conferences and will be gone Feb 23rd – March 8th, 2017.
- Scheduling Appointments with Tour Operators at Travel Exchange (35 pre-scheduled appointments)
- Sending 3 boxes of materials to myself in STL for Convention
- Working on the Social Media for Package Travel
- Working with Jason Lu regarding Chinese Travelers, Translation of items for Chinese travelers to take to NTA and also add to Website.
- Sent out February information for newsletter and photos
- Meeting with new suppliers for itineraries
- Met with Corrin Housley & Kayloni Johnson of Best Western regarding group leads to NTA. Since Best Western Corporate is an NTA Partner and their Hotel of Choice we are using that to leverage new business.
- Working with Adrift Hotel & Pickled Fish regarding upcoming groups and the Spotlight on the Northwest. Best Western is also assisting us.
- Partnering suppliers together for upcoming groups (food & activity)
- Researching the RV Caravan market for groups
- Full page article on Long Beach Package Travel from Group Tour Media. I have been working this article subject for 2 years and it finally paid off. See Article included.
- Met with Jean Fisher regarding June 2017 teachers retreat and booked 16 rooms for 2 nights at Best Western
- Participated and reported on the NTA Conference call for Travel Exchange and WA Team Dinner with Tour Operators. I am the Event Chair this year.
- Working on the logistics for Spotlight on the Northwest and their Pre-FAM overnight in Long Beach before they head to Seattle Southside. We would not be able to host the 30+ tour operators here in Long Beach September 2017 without the partnership of Meagan at Seattle Southside and them being awarded the bid. Spokane was also in the funning. We are able to use our FAM tour budget to host this group. It is a win win!
- Partnering with industry partner on lodging to save \$700 of my budget.

- Conference call with Meilee – Brighter Side Marketing regarding media menu and strategic planning to match our Marketing Plan.
- Received Social Media links in Chinese from the Chinese Media FAM we hosted last October/November.

SummerFest:

- Sent schedule to the printer for reproduction – 10,000 circulation this year. First time we have had the schedule to print and back by March first for Spring Break distribution.
- Working on the social media content for SummerFest
- Receiving contracts for entertainers and performers
- Creating contracts and sending them out to performers and entertainers
- Ordering supplies for SummerFest
- Met with Katie Kyle regarding weekend hands on help. She will be working the weekends and setting up and breaking down, so that I can be in the office Monday – Friday. We have not done this before, so not sure how it will work. I do know that there are 3 weekends I must work due to scheduling.
- Researching partnership entertainment for Moose, Eagles & Elks lodge. This has been a great way to get better rates for bands and entertainment.
- Preparing and arranging to attend Oregon Festivals and Events Conference in Seaside March 5-8, 2017. There is a 36-hour
- window between NTA and OFEA.
- Designed new signage for side of Police Station promoting “The Main Stage at Veterans’ Field)
- Designed new signage for downtown to hang on bright yellow sign holders.
- Painted 12 bright yellow sign holders for downtown. Folks should be able to find out what is going on during the day in downtown.

Marketing & Meetings:

- Attended the Loong Beach Merchants meeting and gave report
- Attended the Ilwaco Merchants meeting and gave report
- Attended the Ocean Park Area Chamber meeting and gave report
- Met with American Legion regarding overnight conference in April and a Veterans Walk
- Met with Ocean Beach School educator regarding Pumpkin Chunking Event in November
- Met with Jim Sayce & All Things Fun Sports regarding a Adaptive – Non-Adaptive Cycling event in September 2017.
- Met with Discovery Bikes regarding Cycling event in September
- Attended the Long Beach Peninsula Visitors Bureau and gave report.
- Met with Moose International and did site visits for Lodging, Meeting Space and Saturday night Dinner. This group is 225 - 250 people for March 2018.

- Partnering with Jennifer at Scenic byways for Maps and Social Media plug. Here is her feedback; I'm wondering who does your social media? Yesterday as I was reading your original email I noticed your FB page in the signature line so I went to check you out. I found your AMAZING cover photo and shared it in our daily post yesterday. The post was really well received, it has reached over 53,000 people so far and has had 1,940 reactions in the form of likes, comments and shares. I tagged you for photo credit and I saw that your social media person was responsive to the comments. That is great!
- Looking to partner with several WA partner for marketing our group travel packages, Sports events and groups coming for those sporting events and booking the unconventional convention since we don't have a convention center.
- Met with Water Music Festival regarding advertising/marketing of all 4 events. Will meet again in May to discuss Jazz and Oysters as well as creating a 2018 Water Music Festival Itinerary.
- Met with Jean Fisher regarding a July Field Trip for 50 – 100 K-3rd kids during SandSations.
- Met with Tom Warner regarding potential drone events in Long Beach. Also, working to get drone footage from wheelchair basketball athlete that was here in January. He made a few videos for us.
- Attended the Loyalty Days meeting and discussed the upcoming event. Looking for lodging for groups, arranging time and location for Saturday afternoon Concert at the Main Stage at Veterans' Field from the Shelton Concert Band.

Trolley:

- Marketing the trolley for use.
- Trolley is booked 65 times this year. Schedule has been given to Mike, Tim, David, all drivers.
- Looking to have 1 driver full time for Paddle Boats.
- Already committed to Slow Drags with Ilwaco Merchants. They are excited to make it an annual event and Pam is excited to drive again.
- Met with Stan Sonntag regarding Rod Run and more advertising of the trolley. We discussed an alternative route and better signage.

Festivals & Events:

- Met with Marla regarding Surf Perch Derby & insurance for festivals
- Submitted Elks Lodge Application for October 8th use for PNW Authors Showcase. We have 70+ authors interested in showcasing their published works. Working with Best Western on lodging as most are from out of the area and are requesting places to stay. We hope this event will become yearly and generate heads on beds during a slower season. We are partnering with PAA Fall Art show and the World Kite Museum's One Sky, One World Kite Celebration.

- Working on the 2 festival banners and the removable festival patches with FASTSIGNS. I have billed all entities that requested banner patches.
- Submitted the Festivals Porta Potty requests for the year to Evergreen Septic and gave Mike Kitzman a copy for his records.
- Distributed Festival and Event brochures, Beach Safety brochures and the new Beach Vacation Planner to merchants.
- Attended Presidents Cup Wheelchair basketball tournament and promoted the Ballin at the Beach 1/3 cut promoting 2018 in Long Beach. We have 10 teams interested.
- Meeting with Yvonne from WFEA publication regarding festivals and events and how to promote them in the future.
- Met with Laura from Medix regarding future partnerships with festivals and events. Last year they came to the Farmers Market and did health checks, was on location for the Wheelchair basketball and assisted with Children's Safety Days for SummerFest.
- Working with Russell Maize on Razor Clam Festival.
- Working with Laurie Freedman on the Dash Cache Splash event for 2017.

This report is based on the 1st 3 weeks of the month. I am submitting it early since I will be in St Louis for Travel Exchange 2017 and will be on the convention floor for the last week of this month. I will also be out of the office the first week of March, therefore my March staff report will reflect the 1st week spent at the Oregon Festivals and Events Conference.

Respectfully Submitted,

Ragan Myers

Tourism & Events Coordinator

Expert Tips to grow your group sales

By Group Tour Media, publisher of *Group Tour* and *Student Group Tour* magazines

Group Tourism Starting from Scratch

Ragan Myers

In 2009, Ragan Myers was given a mission: get groups to visit Long Beach, Washington.

Myers had no experience with groups, but she was ready to learn. Today, Long Beach is growing a solid group business: its 2016 group lodging accommodations increased 82% from 2015. **How did Ragan do it?**

Plunge in:

One day, after watching bus after bus whiz past on Highway 103, Myers jumped in her car and followed a motorcoach to its next stop. She asked the driver and tour leader where the group came from and where they were going. Over time, she connected with all the tour operators working in her area and used these connections to learn what operators needed and wanted.

Partnerships:

Myers reached out to all kinds of people. She educated local suppliers about the importance of groups, especially during the shoulder season. She found a mentor in Melody Johnson of Falcon's Crest, a package travel specialist and receptive tour operator. Myers formed partnerships with 50+ organizations and in 2018 will join the American Bus Association.

Unfamiliar with trade shows, Myers went to her first National Tour Association Travel Exchange with no appointments arranged in advance. Yet she left with a group booking and shortly after NTA Vice Chair Mark Hoffmann visited to meet with the Long Beach mayor, council, suppliers and hospitality students.

Packaging:

Armed with her growing market knowledge, she was ready to be a "concierge for groups" and focused on finding ways to WOW! visitors.

She launched the Mayor's Red Carpet Welcome. When a bus arrives, she rolls out a 6-foot red carpet before visitors disembarking the bus are greeted by the mayor or other community representatives.

"Guests have giggled as they step off the bus, saying they feel like royalty. In a way, they are," said Myers. "Each group of visitors is important to our community."

Myers inventoried everything the Long Beach Peninsula offered groups including festivals, activities, lodging, dining, 10 museums, 28 miles of gorgeous, uninhabited shoreline and a wealth of fascinating stories. This research provided inspiration for the Gems of the Long Beach Peninsula campaign. Long Beach Package Travel now offers a dozen categories of tours and is ready to customize any itinerary as needed.

Myers found creative ways to remove barriers. To help groups reach the Lewis and Clark Interpretive Center, accessible only by a switchback trail impossible for motorcoaches, she secured permission for the Long Beach Trolley to fill the gap.

Looking to the future: "We are in the process of creating an Adaptive Sports Program due to the popularity of the National Wheelchair Basketball Association-sanctioned 1st year tournament in Long Beach this past January," Myers said. We are also reaching out to Red Hat Societies, car clubs, dog groups, anyone that is looking for somewhere new, fun, and for the most part undiscovered."

