



AGENDA – Tuesday, January 16, 2018

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 18-02- Personnel Polices – 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 McGuire,
And roll call	Council Member Murry, Council Member Cline & 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, January 2, 2018 City Council Meeting
- Payment Approval List for Warrant Registers 57579-57610 & 82786-82855 for \$395,384.06

BUSINESS

- **AB 18-05 – SUP 2018-02 Big Truck Rally- TAB C**
- **AB 18-06 – Contract for Engineering Services for the Watershed Control Program – TAB D**

DEPARTMENT HEAD ORAL REPORTS CORRESPONDENCE AND WRITTEN REPORTS – TAB E

- **Water Department Report for December 2017**
- **Wastewater Department Report for December 2017**
- **Parks, Streets and Storm Water Report for December 2017**
- **Project Homeless Connect Road Closure**
- **Police Chief's Report for December**
- **Levy Lid Lift Webinar**
- **Annual Wastewater Report**
- **Annual Water 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.
February 5, 2018, February 19, 2018 & March 5, 2018

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 18-02
 Meeting Date: January 16, 2018**

AGENDA ITEM INFORMATION		
SUBJECT: Continued Review of Personnel Policies		<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	
COST: N/A		
<p>SUMMARY STATEMENT: Opportunity to discuss possible updates to the Personnel Policies, some of which are mandated by the State. Please review the document as a whole and specifically the highlighted areas as those are changes or alterations from the current policy.</p>		



Personnel Policies

Last updated: ???/??/2017
Resolution ???

Welcome to the City of Long Beach!

This manual outlines the personnel policies, benefits and standards that, as a member of the City of Long Beach team, you will be entitled to and expected to follow. It is your personal guide to policies that we have developed to help us achieve our mission to be a premier city that delivers quality services to our customers. You should study the manual carefully, and we suggest that you keep it available for ready reference. You may receive new pages to update changes from time to time, and it is our desire that you will take the time to keep your manual up to date.

Some statements may need clarification. The City Administrator stands ready to assist you should you have any questions or problems.

The public looks upon every employee as a representative of the City. This is true whether you are at work or out in the community. We are confident that you will do your part in maintaining our high quality of service to our customers and your community.

It is a must that each employee is treated fairly, equally, and with dignity, as an individual and as an important part of the City.

The following are the expectations to ensure consistent and positive operations of the City of Long Beach:

1. Team work and communications
2. Integrity, honesty, dignity, and respect for others
3. Professionalism, initiative, and confidentiality
4. Accountability focused actions and timely follow-through
5. Commitment to make our City and yourself successful
6. Quality service to all external and internal customers
7. Accurate work
8. Cost effective measures with value
9. Positive impact and interaction with the community
10. Good time management and quality work
11. Punctuality
12. Professional image

We are committed to do our utmost to make your city experience both challenging and rewarding.

Jerry Phillips
Mayor

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I. INTRODUCTION

The Handbook is prepared so that employees will better understand how the City operates and what is expected of employees. It is a summary of the City's personnel policies and practices, and is intended as a general guide to how the organization functions. We want to create a work environment that allows individuals to maximize their contribution to the organization and results in personal satisfaction. We believe that when consistent personnel policies are known and communicated to all, the chances are increased for greater job satisfaction.

While the City hopes that the employment relationship will be positive, things do not always work out as planned. Either party may decide to terminate the employment relationship. No supervisor, Administrator or representative of the City, other than the Mayor, has the authority to enter into any agreement with you for employment for any specified period or to make any promises or commitments contrary to the contents of this handbook. This handbook is not intended as a contract, express or implied, or as a guarantee of employment for any specific duration. As the need arises, the City may from time to time modify these policies. The City also reserves the right, at its sole discretion, to depart from the guidelines outlined in this handbook, in order to meet the business needs of the City. If you have any questions about any of our policies, please ask your supervisor or City Administrator.

We wish you success in your position and hope that your employment relationship with the City will be a personally rewarding experience.

II. APPLICABILITY AND AUTHORITY

A. Applicability

This Handbook is applicable to all employees who serve at the discretion of the Mayor and except where specifically stated otherwise.

B. At Will

At will positions include specific senior management positions designated by the Mayor; temporary, extra help and limited term positions; and regular employees who have not yet completed the orientation period. No provisions of this Handbook shall change at will status.

C. Local, State or Federal Law

In cases where these policies are in conflict with local, state or federal law, the provisions of local, state or federal law will govern. If any provision of these policies or their application to any person or circumstance is held invalid, the remainder of the policies will not be affected.

D. Authority

Authority to take personnel actions is vested in the Mayor or City Administrator. This authority shall include but not be limited to hiring, promoting, demoting, evaluating, reclassifying and terminating employees. Authority for personnel actions is frequently delegated to Department Supervisor; however, coordination of all such actions through the City Administrator.

III. DEFINITIONS

A. Anniversary Date

The date used for the purpose of calculating leave benefits and length of service. Usually the anniversary date is the date the employee began work for the City, but adjustments to the anniversary date shall be made proportionate to any unpaid time off.

B. Break in Service

The period of time between the date an employee separates from service and the date the employee is rehired.

C. Callback

All time worked in excess of a scheduled shift, which is not an extension of that shift, and is unanticipated, unforeseen, and not a regular function of the employee's work schedule.

D. City

The City of Long Beach, Washington.

E. City Administrator

The individual appointed by the Mayor to serve in this capacity.

F. Core Hours

Those hours during which City offices are open to the public and during which staffing is available to provide service to our customers. Core hours for the City are 8:00 a.m. to 5:00 p.m. Monday through Friday. Any deviation must be approved by the City Administrator.

G. Demotion

Any case where a regular employee moves on a non-temporary basis to a different position in a lower salary range with the exception of such movement resulting from a compensation study or salary survey.

H. Department Supervisor

An individual appointed by the Mayor to serve as the Department Supervisor.

I. Domestic Partner

The individual named in a current, valid Affidavit of Marriage/Domestic Partnership on file with the City Administrator. The Partnership may be of the same or opposite sex. The Partnership must satisfy the following criteria: □ Partners shall not be part of another Domestic Partnership or marriage,

- Partners shall be mentally competent, 18 years of age or older, not related by blood closer than permitted for marriage under RCW 26.04.020.1a and .2.
- Partners share a regular and permanent residence and living expenses.

J. Drugs

Includes any substance which is controlled in its distribution by federal or state law, including but not limited to, narcotics, depressants, stimulants, hallucinogens,

cocaine and cannabis. Does not include prescription and over-the-counter medication used according to prescription or consistent with standard dosage.

K. Employment Status Definitions

1. Regular Full Time

A regular position established by the City budget that is expected to be ongoing and to work a 40 hour week.

2. Regular Part Time

A regular position established by the City budget that is expected to be ongoing and to work at least 20 but less than 40 hours per week.

3. Limited Term

A position that has a specific end date, works 20 or more hours a week and is not Extra Help. The maximum term is limited to three years.

4. Extra Help

A position that is employed in activities related to seasonal programs, variable intermittent workloads, or ongoing work of less than 20 hours a week, further defined below.

a) Seasonal

Work that is seasonal beginning approximately the same season of each calendar year, customarily less than six months in duration.

Maximum Hours:

- 1,040 hours a year with no limit on weekly hours if all work is seasonal.
- If some of the work is not seasonal then all hours worked count toward a maximum average of 29 per week in the first 3 months of employment and during 12 months of employment.

b) Variable-hour

Work that is not seasonal but is intermittent and/or hours that are unpredictable from week to week.

Maximum Hours:

- 1,040 a year and
- an average of 29 per week during the first 3 months of employment and during 12 months of employment.

L. Exempt Employee

An employee exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA) as defined by that Act or applicable state law and designated as such by the City Administrator.

M. Flex-Time

A work schedule that permits flexible starting and quitting times or other alternative work schedules within limits set by the respective Department Supervisor and approved by the City Administrator.

N. Immediate Family

Unless defined otherwise in these policies, the employee's grandparent, parent, parent-in-law, foster parent, spouse, domestic partner, biological child, adopted child, step child, child of domestic partner, foster child, a legal ward or child of a person standing in loco parentis if the child is younger than 18, grandchild, sister, sister-in-law, brother or brother-in-law.

In appropriate circumstances, an employee may believe that another individual should be considered a member of the immediate family for the purpose of applying these policies. The employee shall make a written request explaining to the City Administrator why the employee believes that this individual should be considered a member of the immediate family. The City Administrator shall decide to approve or deny the request. (If the definition of immediate family is different in certain approved benefit plans or policies; the provisions of those plans or policies will govern.)

O. Insubordination

Expressed hostility or contempt for an employee's supervisor or willful disregard of a supervisor's reasonable directive.

P. Intern

A position that is a form of on-the-job training that may be either voluntary or on paid status.

Q. Non-Exempt Employee

An employee covered by the minimum wage and overtime provisions of the Fair Labor Standards Act.

R. Promotion

Any case where a regular employee moves on a non-temporary basis to a different position in a higher salary range with the exception of such movement resulting from a compensation study or salary survey.

S. Standby

Specific assignment of an employee during off-hours to be available to come to work if needed. Standby is not considered as time worked.

T. Step Increase Date

The date that is used for the purpose of annual performance review and step increase. Usually the step increase date is the date the employee began work in his or her current position, but adjustments shall be made proportionate to any unpaid time off.

U. Time in Paid Status

The period of hours during a pay cycle for which an employee receives compensation including hours worked, vacation, sick, holiday, **management,** **personal** or other paid leaves.

V. **Transfer**

Any case where a regular employee moves on a non-temporary basis to a different position in the same salary range.

W. **Work Location**

Work locations are the places employees work. The locations include city owned buildings, adjacent structures and parking lots, and grounds.

City Hall: 115 Bolstad Avenue West

City Shop: 313 6th Street North East

Long Beach Water Treatment Plant: 5415 67th Place

Long Beach Police Department: 212 Pacific Avenue South

X. **Work Week**

A fixed and regularly recurring period of seven (7) consecutive twenty-four (24) hour periods. The standard workweek for employees consists of the period from 12:01 a.m. Sunday to 12:00 midnight the following Saturday. Where a different work week is required, the City Administrator will define an appropriate work week and communicate that to the employees.

IV. **EMPLOYMENT POLICIES**

A. **Recruitment and Selection**

1. **External and Internal Recruitment**

Job Posting and Application: Open positions will be posted on the City's web page and the official publication of the City with links to the application process. The opening will be posted for a minimum of five working days. To ensure internal employees are aware of an open position, the City Administrator will announce openings through email and post at the above work locations.

Selecting Candidates for an Interview: The hiring supervisor will review the applications and identify candidates that will proceed to an interview. Additionally, all regular employees who applied will be granted an interview provided they possess the experience and training qualifications listed in the job description for the position.

Selecting the Best Candidate: The City's policy is to hire the best candidate for any job vacancy. The best candidate is an applicant who meets the minimum qualifications for the position and has the strongest match between their knowledge, skills and abilities and the work responsibilities of a position. The best candidate will be determined based upon a review of application materials, the results of tests and/or background checks required by positions, an evaluation of responses to interview questions, and favorable references.

2. Internal Recruitment Only

The Department Supervisor, after consultation with the Mayor/City Administrator, will determine if an opening will be available internally only.

Job Posting and Application: The City Administrator will announce openings through email, directing interested employees to apply through the City's web page with links to the application process. The opening will be posted for a minimum of five working days, any employee may apply.

Selecting Candidates for an Interview: The department supervisor will review the applications and identify candidates that will proceed to an interview. All regular employees who applied will be granted an interview provided they possess the experience and training qualifications listed in the job description for the position.

Selecting the Best Candidate: The City's policy is to hire the best candidate for any job vacancy. The best candidate is an applicant who meets the minimum qualifications for the position and has the strongest match between their knowledge, skills and abilities and the work responsibilities of a position. The best candidate will be determined based upon a review of application materials, the results of tests and/or background checks required by positions, an evaluation of responses to interview questions, and favorable references. If there is not an internal candidate who has a strong match between their knowledge, skills and abilities and the work responsibilities of the position; the position may be re-posted and made available to external applicants.

B. Reference Checking

All requests for information regarding past or present employees shall be directed to the City Administrator. The City Administrator will then release information stating job title, length of service and eligibility for rehire. If the employee has signed a statement releasing the City from liability, additional information may be given.

C. Prohibited Political Activities – Code of Ethics, Appendix A

While all employees have the right to participate in political or partisan activities of their choosing, employees are stewards of the public's trust in matters of City government. Political activity may not adversely affect the responsibilities of employees in their official duties. Because of the sensitive nature of the services in which the City is engaged, the following activities are prohibited:

1. Use of City Resources, Property, Authority and Influence

Employees may not campaign on City time or in City uniform or while representing the City in any way. Employees may not allow others to use City facilities or funds for political activities. Employees may not use City authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office. Violation of this policy

2. Coercion

Employees may not directly or indirectly coerce, attempt to coerce, or command a state or local officer or employee to pay, lend, or contribute anything of value to any party, committee, organization, agency, or person for political purposes.

3. Elected Office, Commission or Board Service

Employees may not serve as an elected official of the City, a member of a City commission, or a member of a City board while an employee of the City.

4. Conflict of Interest

If there is a conflict of interest between an employee's elected position outside of the City and their position with the City, the employee must resign from one of the positions.

Violation of any part of this policy may be grounds for disciplinary action, up to and including termination.

D. Prohibited Personal Gain - Code of Ethics, Appendix A

The following standards are established for all City employees for conducting business within the guidelines of the Code of Ethics and providing friendly and courteous service to the public. The Code of Ethics is located in Appendix A of this manual.

Employees are prohibited from:

1. Receiving proceeds or having any financial interest in any sale to the City of any service or property when such proceeds or financial interest was received with the prior knowledge that the City intended to purchase such property or obtain such service.
2. Soliciting or accepting anything of economic value as a gift, gratuity, or favor from any person, firm or corporation involved in a contract or transaction which is or may be the subject of official action of the City; provided, that the such prohibitions shall not apply to:
 - a. Attendance at a hosted meal when it is provided in conjunction with a meeting directly related to the conduct of City business or where attendance is appropriate as a staff representative.
 - b. An award publicly presented in recognition of public service.
 - c. Attendance at a hosted meal where general information is being presented, but where no active consideration of a contract is being discussed.
 - d. Advertising items of no material value which are widely distributed to others under essentially the same business relationship with the donor or any other gift that is deemed by the City Administrator to be of insignificant value such that it does not present a conflict of interest.

3. Disclosing confidential information (except as provided for under public disclosure regulations), participating in the making of a contract, accepting private employment or providing private services that would be in conflict or incompatible with the performance of official duties as a City employee.

Violation of this policy may be grounds for disciplinary action, up to and including termination.

E. Employee Orientation

Upon hire or appointment, the Department Supervisor and City Administrator shall be responsible for the orientation of each employee. Orientation may include explanation of the organization and services of the City, work and safety rules, personnel manual and procedures, departmental rules and procedures, completion of payroll forms and introduction to City personnel.

1. Orientation Period for Initial Hire

Upon hire to a regular position, each employee will be at will while serving in a six-month orientation period. Upon the recommendation of the Department Supervisor and the City Administrator, the orientation period may be extended up to an additional 6 months at the discretion of the City Administrator.

The orientation period is part of the selection process and affords the employee and the City an opportunity to evaluate whether the match between the job and the employee is appropriate.

An employee may be discharged without cause or notice prior to the completion of the orientation period. Successful completion of the orientation period means a regular employee is no longer at will; however, this should not be construed as creating a contract or as guaranteeing employment for any specific duration.

This section shall not apply to specified senior management positions at will, temporary, extra help, and limited term positions.

2. Orientation Period for Promoted or Transferred Employees

A promoted or transferred employee shall serve a 3 month orientation period in the new position. Upon the recommendation of the Department Supervisor, the orientation period may be extended up to an additional 3 months at the discretion of the City Administrator.

The promoted or transferred employee may be removed from the new position at any time prior to the completion of the orientation period by the Department Supervisor giving written notice of failure to complete the orientation period. The Department Supervisor shall consult with City Administrator before making the decision to remove an employee.

If removed, the employee may return to the position from which he or she promoted or transferred by providing written notice to the Department

Supervisor for the former position. This notice must be provided within 5 days of the notice of failure to complete the orientation period.

During the orientation period, the promoted or transferred employee may request to voluntarily return to the former position by making a written request to the Department Supervisor for the former position. If the position has not yet been offered to a new employee, the Department Supervisor, after consulting with the City Administrator and any other affected department, may approve the return.

This section shall not apply to at will positions.

F. Equal Employment Opportunity

It is the intent of the City to provide equal employment opportunity for all employees and applicants for employment without regard to race, color, religion, gender, national origin, marital status, age, sexual orientation or disability (as defined under state and federal law). This policy applies to all terms and conditions of employment, including, but not limited to: hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training. If an employee believes that his or her rights under this provision have been violated, he or she should follow the complaint reporting and resolution process outlined in Section 4, Discrimination Complaint Procedure.

G. Prohibition of Employee Harassment

The City expressly prohibits any form of unlawful employee harassment based on race, color, religion, sex, national origin, marital status, age, sexual orientation or disability (as defined under state and federal law) which includes behavior by coworkers, supervisors, vendors, citizens, or any other individual or group with whom an employee may come in contact in the course of their job duties. Improper interference with the ability of employees to perform their jobs will not be tolerated.

With respect to sexual harassment, the City expressly prohibits the following:

1. Unwelcome sexual advances; requests for sexual favors; and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where:
 - a) Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
 - b) Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
 - c) Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.
2. Offensive comments, jokes, innuendoes, and other sexually oriented statements or displays.

H. Discrimination Complaint Procedure

Each member of management is responsible for creating and maintaining an atmosphere free of discrimination and harassment, sexual or otherwise. Further, employees are responsible for respecting the rights of all co-workers.

If an employee believes he or she has experienced any job related harassment based upon sex, race, color, religion, national origin, marital status, age, sexual orientation or disability, or believes he or she has been treated in an unlawful, discriminatory manner, the employee should promptly:

1. Report the incident to his or her supervisor. The supervisor will immediately report the information to the City Administrator and together they will determine how to investigate the matter and ensure that appropriate action is taken.
 - a) If an employee believes it would be inappropriate to discuss the matter with his or her supervisor, the employee may bypass the supervisor and report the complaint directly to the City Administrator or to the Mayor. The person receiving the report shall consult with other appropriate parties, and together they will determine how to undertake an investigation and ensure appropriate action is taken.
2. The complaint will be kept confidential to the extent possible.
3. If the City determines that an employee is guilty of harassing or discriminating against another employee, appropriate disciplinary action will be taken against the offending employee, up to and including termination of employment.
4. The City prohibits any form of retaliation against any employee for filing a good faith complaint under this policy or for assisting in a complaint investigation.
5. Any employee who makes a complaint in bad faith, who provides false information regarding a complaint or who engages in any form of retaliation will be subject to disciplinary action, up to and including termination.

I. Employment of Immediate Family

1. Members of the immediate family of City elected officials will not be employed by the City in any capacity.
2. Members of the immediate family of employees will not be hired if:
 - a) One individual would have the authority or power to influence decisions, supervise, hire, remove or discipline the other;
 - b) One individual would be responsible for financially auditing the work of the other;
 - c) One individual would handle confidential material that creates improper or inappropriate exposure to that material by the other; or
 - d) The member of the immediate family would be employed in the same department as the employee with the following two exceptions:
 - (1) Extra help employees may be employed in the same department as an immediate family member if no conflict of interest exists, including those outlined above.

- (2) Spouses may be employed in the same department if no conflict of interest exists, including those outlined above.
3. If two employees marry, enter into a domestic partnership or become related, and in the judgment of the City Administrator, the problems noted above exist or could exist, one of the employees will be required to terminate employment unless some step can be taken to eliminate the problem. The decision to define and implement steps to eliminate the problem is at the sole discretion of the City Administrator. A decision as to which employee will remain must be made by the two employees within 30 days of the date they marry, enter into a domestic partnership or become related. If the parties do not make a decision within 30 days, the City Administrator shall make the determination.

J. Personnel Files

Official personnel files are maintained by the City Administrator or designee. An employee has the right to inspect his or her personnel file at reasonable times during regular business hours. An employee wishing to see his or her personnel file should contact the City Administrator. An employee has the right to have a copy of any information in his or her personnel file.

Personnel files are kept confidential to the maximum extent permitted by law.

K. Reporting Improper Governmental Action and Protecting Employees against Retaliation

1. It is the policy of the City to encourage reporting by City employees of improper governmental action and to protect City employees who have reported improper governmental action in accordance with City policy by providing remedies for retaliation.
2. Key Definitions:
 - a) **Improper Governmental Action** is any action by a City officer or employee that is:
 - (1) undertaken in the performance of the official's or employee's official duties, whether or not the action is within the scope of the employee's employment; and
 - (2) in violation of any federal, state, or local law or rule, is an abuse of authority, is of substantial and a specific danger to the public health or safety, or is a gross waste of public funds. "Improper governmental action" does not include personnel actions. In addition, employees are not free to disclose matters that would affect a person's right to legally protected confidential communications.
 - b) **Retaliatory Action** means (a) any adverse change in a City employee's employment status, or in the terms and conditions of employment including: denial of adequate staff to perform duties,

frequent staff changes, frequent and undesirable office changes, refusal to assign meaningful work, unwarranted and unsubstantiated letters of reprimand or unsatisfactory performance evaluations, demotion, transfer, reassignment, reductions in pay, denial of promotion, suspension, dismissal, or any other disciplinary action, not independently justified by factors unrelated to the reporting of improper government action; or (b) hostile actions by another employee that were encouraged by a supervisor or administrator.

- c) **Emergency** means a circumstance that if not immediately changed may cause damage to persons or property.
2. **Reporting Mechanism:** An employee who becomes aware of improper governmental action shall report the action to the Department Supervisor. If the employee reasonably believes that the improper governmental action involves the Department Supervisor, then the employee shall report the action to the City Administrator. If the employee reasonably believes that the improper governmental action involves the City Administrator, then the employee shall report the action to the Mayor. The person receiving the report shall notify the City Attorney. In an emergency, the employee may report the improper governmental action directly to the government agency with responsibility for investigating the improper action.
 3. **Investigation:** The person receiving the report shall confer with the City Attorney and they shall agree upon an appropriate method of investigation. The person receiving the report shall ensure that prompt action is taken to properly investigate.
 4. **Confidentiality:** The investigation should be conducted as confidentially as possible. Until the investigation is final, the identity of all employees involved shall be kept confidential to the extent permitted by law. At all times, the identity of the reporting employees shall be kept confidential to the extent possible under law, unless the employee authorizes the disclosure of his or her identity in writing.
 5. When the investigation is completed, the person receiving the report shall advise all employees involved in the investigation of a summary of the results of the investigation, except that personnel actions taken as a result of the investigation may be kept confidential.
 6. If an employee fails to make a good faith attempt to follow the provided reporting mechanism, the employee shall not be entitled to receive the protection against retaliation provided by this policy. Any false or frivolous claims or reporting will be subject to disciplinary action up to and including termination.
 7. **Protection against Retaliatory Actions.** The City is prohibited from taking retaliatory action against an employee because he or she has in good faith reported an improper government action in accordance with this policy.

8.
 - a) An employee who believes he or she has been retaliated against shall provide written notice of the charge of retaliatory action to the City Administrator (or to the Mayor if the charge is against the City Administrator) within 30 days of the alleged retaliatory action. The notice shall specify the alleged retaliatory action and the relief requested.
 - b) The City Administrator shall have 30 days to respond to the charge.
9. **Appeal to the State.** Upon receipt of the City Administrator's response, or after the 30 day response period, the employee may request a hearing before a state administrative law judge for the purpose of establishing that a retaliatory action occurred and to obtain appropriate relief provided by law. The employee must submit the request for a hearing to the City Administrator within 15 days of delivery of the City Administrator's response, or within 15 days after the response period has expired. Within 5 working days of receipt of a request for hearing, the City shall apply to the State Office of Administrative Hearings for an adjudicative proceeding before an administrative law judge (ALJ).
9. **Relief Granted Under The Act**
 - a) Reinstatement, with or without pay.
 - b) Injunctive relief necessary to return the employee to the position he or she held before the retaliatory action and to prevent the recurrence of retaliation.
 - c) Costs and reasonable attorneys' fees.
 - d) Penalty assessed against each individual retaliator or up to \$3,000 plus recommendation to City Administrator that retaliator be suspended or dismissed.
 - e) State law does not provide for general economic damages or damages for emotional distress.
10. **List of Agencies:** The following is a partial list of agencies responsible for enforcing federal, state and local laws and investigating other issues involving improper governmental action. Employees having questions about these agencies or the procedures for reporting improper governmental action are encouraged to contact the following:

City of Long Beach

City Attorney or
 City Administrator
 Long Beach City Hall
 PO Box 310
 Long Beach, WA 98133
 360-642-4421
 Web: www.LongBeachwa.gov

Pacific County

Ombudsman or
 Prosecuting Attorney
 P O Box 45
 South Bend, WA 98586
 360-875-9361
 Web: www.co.pacific.wa.us

State of Washington

Auditor's Office
 302 Sid Snyder Avenue SW
 Olympia, WA 98504-0021
 Web: www.sao.wa.gov
 Human Rights Commission
 711 South Capitol Way, St 402
 Olympia, WA 98504-2490
 Web: www.hum.wa.gov

Dept. of Ecology
3190 - 160th SE
Bellevue, WA 98008-5852
Web: www.ecy.wa.gov

Dept. of Labor & Industries
PO Box 44000
Olympia, WA 98504
Web: www.lni.gov

L. Outside Employment

The City expects that it shall be the primary employer for all regular employees. Therefore, employees shall not engage in employment or render services for pay for any public or private interest (including self employment) when such activity may:

- a) **Occur during working hours;**
 - b) Detract from the efficiency of the employee while performing City duties;
 - c) Constitute a conflict of interest or create an appearance of impropriety as determined by the City Administrator;
 - d) Utilize confidential information or contacts made during City employment which would give an unfair insider advantage or would otherwise be an inappropriate use or disclosure of such information or contacts;
 - e) Take preference over extra duty required by City employment;
 - f) Interfere with emergency callout duty;
 - g) Tend to impair independence of judgment or action in performance of official duties;
 - h) Involve the use of any City resources such as copiers, telephones, supplies, other equipment, or time; or
 - i) Interfere in any other manner with the employee's provision of quality customer service.
2. In order to protect the interests of both the City and the employee, it is important that an employee and his or her Department Supervisor have an opportunity to discuss any outside employment with the goal of avoiding any possible conflicts between the City and the other employment.
- a) Prior to engaging in any outside employment, an employee shall provide his or her Department Supervisor with written notice of his or her intent to engage in the outside work. If an employee is unsure as to these criteria or the effect of his or her outside employment, he/she should consult with his or her Department Supervisor or the City Administrator for clarification.
 - (1) After receiving the employee's request, the Department Supervisor shall consult the City Administrator and if the

request complies with this policy, the City Administrator may approve the outside employment.

- (2) If the Department Supervisor determines that the outside employment interferes with or reduces the efficiency of City employment, then the Supervisor shall recommend to the City Administrator that the request to engage in the employment shall be denied.
- b) After considering the employee's written request and the recommendation of the Department Supervisor, the City Administrator shall make a decision approving or denying the request.
3. Failure to comply with these provisions concerning outside employment may be grounds for disciplinary action, up to and including termination.

V. GENERAL WORKING CONDITIONS AND PERSONNEL ADMINISTRATION

A. Working Hours

1. The workweek for regular, full-time employees is 40 hours. The daily hours of work shall be set by the Department Supervisor with respect to each department as necessary for the efficient operation of the City. Employees may be requested to work different schedules, including varying shifts, weekends, holidays and overtime to meet the needs of the City or of specific departments. Varying schedules or overtime may also be required in emergency situations as defined by the City Administrator.
2. Employees may request to work flex time or to job share. Flex time and job share arrangements may not interfere with efficient City operation and must provide for effective service delivery. Flex time and job share must be approved by the Department Supervisor, after consultation with the City Administrator.

B. Breaks

1. Lunch and Rest Breaks

All employees working an 8 hour day shall be entitled to at least a one half hour unpaid meal period within five hours of the beginning of their shift, and scheduled as close to the midpoint of the day as possible. In addition, employees are entitled to a paid fifteen minute rest break for each four hours of working time. Employees who are able to take a break as needed do not have to take a formally scheduled break and it is the employees' responsibility to take these breaks. Breaks shall be arranged so as not to interfere with normal business operations. All breaks should be taken away from the employee's immediate work area. Breaks cannot be combined or

saved until the end of the day in order to arrive at work late or to leave work early.

2. Lactation Breaks

For one year after her child's birth, nursing employees are allowed to take reasonable breaks to express breast milk whenever the nursing employee feels it is necessary to do so. A private space for this purpose will be established at all City work locations. If you need information on the space at your work location contact a supervisor or the City Administrator.

C. Overtime

This section applies to non-exempt employees. Employees will receive compensation for approved time in paid status in excess of 40 hours in a work week. Employees receiving overtime will be paid at one and one-half the regular hourly rate of pay. All overtime must be authorized in advance by the supervisor.

D. Standby

This section applies to non-exempt employees. A department may assign an employee who may be needed to work during off-hours to be on standby. Standby assignment normally will be rotated among similarly situated employees. An employee placed on standby shall be provided with a paging device to enable the employee to conduct his or her personal business within range of the paging device. Each employee on standby will receive compensation at the currently established rate for those hours on standby, and this allowance will be suspended when callback commences. Standby is not to be counted as hours worked for purposes of computing overtime or eligibility to receive benefits. Employees on standby will be expected to report for work within an hour of a request. If an employee on standby status fails to respond to a call to return to work, he or she may be subject to disciplinary action.

E. Callback

This section applies to non-exempt employees. Employees called back to work shall be paid a minimum of two hours at a rate of time and one-half. Hours worked on callback beyond the 2 hour minimum shall be paid at the overtime rate of pay, unless such time is part of the employee's regularly scheduled work shift.

F. Compensatory Time

This section applies to non-exempt employees. Limited amounts of compensatory time may be granted. An employee who is in paid status more than 8 hours in a 24 day or 40 hours in a work week may earn compensatory time at one and one-half times the straight time, instead of paid overtime, when requested by the employee and approved by the employee's supervisor. Compensatory time may not accumulate beyond 120 hours, and must be used within six months of award. Compensatory time not used within six months will be paid.

G. Inclement Weather

1. The City is in the business of providing vital public services and therefore does not cease operations during times of inclement weather or natural

disasters. The City may be the only organization providing essential services to citizens. Therefore, all employees are asked to make every reasonable effort to report to work during such times even if it is inconvenient.

2. A non-exempt employee who is unable to get to work or who leaves work early because of weather or natural disaster conditions may either charge the time missed against accrued vacation leave, compensatory time, or take leave without pay for the time missed. Tardiness due to an employee's inability to report for scheduled work because of severe weather conditions may be allowed up to one hour at the beginning of the work day or at the discretion of the City Administrator. Inclement weather or natural disaster tardiness in excess of that allowed by the City Administrator shall be charged as provided above.
3. In the event that the City Administrator advises employees not to report to work or to leave early due to inclement weather or natural disaster, such time off will be paid time off and not charged to accrued vacation leave or compensatory time. Non-exempt employees who are available and report to work or continue to work in this situation, if requested by the City Administrator, shall either be paid time and one-half for the actual hours worked or be given compensatory time off, at another time mutually agreed upon by the employee and the supervisor.

H. Performance Evaluations

1. Each regular employee's performance will be evaluated by his or her supervisor on an annual basis. The City also has a formal performance evaluation system.
2. Employees who disagree with their formal performance evaluations may provide comments on the evaluation form itself and may also submit a rebuttal in writing that will be attached to a copy of their performance evaluation and kept in their official personnel file. Employees may also appeal pursuant to Section 8 Complaint Resolution Procedure.

I. Classification and Compensation Plan

The City has a strong interest in attracting and retaining excellent employees. It is the policy of the City to maintain a comprehensive classification and compensation program. Within budget limitations, the City endeavors to pay salaries competitive with those paid within comparable jurisdictions and within the applicable labor market.

The City Administrator shall be responsible for the administration of the classification and compensation plan. All changes in classifications and changes in assignment of classifications to salary ranges must be approved by the City Council.

1. Job Classification

The Job Description and Salary Range assigned to the responsibilities of a position is the 'job classification.' A job description includes a job title and statements that define the position, including essential and marginal job functions and qualifications for knowledge, ability, experience and training. The experience and training qualifications in the job description are considered to be minimum qualifications. Salary range assignments are recommended by the City Administrator, with input from the Department Supervisor. Periodically, the City may revise job classifications as needed or as part of a compensation study.

2. Classification Review

Positions sometimes evolve as a result of changed duties and responsibilities assigned by a supervisor. A classification review studies these changes to determine if a different job description and salary range assignment is appropriate. Importantly, not all changes warrant a different salary range assignment, the majority of the assigned duties must be a different type or complexity that is compensated at a different level to warrant a different salary range assignment.

3. Steps and Increases

The compensation plan consists of six salary steps which are referred to as a salary range. Step 1 is the minimum; Step 6 is the top. **The steps are set at 5% increments.**

Regular employees not at the top step are eligible for advancement to the next step annually. The step increase will be effective on the step increase date.

4. Starting Rates of Pay

New employees generally will begin their employment at Step 1 of the salary range for the position. At the request of a Department Supervisor, the City Administrator may recommend to the Mayor that a new employee start at a higher step. The Mayor must give approval prior to offering a salary above step 1. Offers will be extended by either the City Administrator or the Department Supervisor.

Circumstances that support hiring above Step 1 include:

- a) Additional and directly applicable education or experience above the minimum requirements;
- b) Market conditions, including the applicant's current salary, that support a higher starting salary;
- c) The proposed higher salary will not create inequities with existing internal salaries.

5. Promotion

A regular employee receiving a promotion shall be placed in the first step in the new salary range that provides for at least a 5% increase or the top step of the new salary range if there is not a step that allows at least a 5% increase. The employee's promotion date becomes the employee's step increase date.

If the Department Supervisor believes that circumstances warrant an exception to the 5% placement rule, and if the City Administrator concurs, they may recommend to the Mayor a higher placement. Circumstances that support a placement greater than a 5% increase are:

- a) Additional and directly applicable education or experience above the minimum requirements;
- b) Market conditions that support a higher starting salary;
- c) The proposed higher salary will not create inequities with existing internal salaries.

6. Transfer

A regular employee receiving a transfer shall remain in the same step and retain the same step increase date.

7. Demotion

Disciplinary Demotion. If the demotion is a result of a disciplinary action, the employee shall be placed in the highest step in the new salary range that provides for a decrease. The demotion date will become the employee's new step increase date.

Any Other Demotion. If the demotion is a result of any reason other than discipline and the employee's current salary is within the new salary range, the employee shall remain at the same rate of pay until the employee's next step increase date. On the step increase date, the employee shall move to the next step in the new salary range that provides for an increase. The employee shall retain the same step increase date.

If the employee's current salary is higher than the top step of the new salary range, the employee shall be placed in the top step of the new salary range.

8. Pay Schedule

The City is on a semi-monthly pay schedule that provides the equivalent of 24 paydays during a standard year (12 months divided by two).

9. Out of Class Pay

When a Department Supervisor or the City Administrator assigns a regular employee substantially higher paid responsibilities outside the scope of his or her job classification and the assignment exceeds five working days, the employee shall be paid an additional 10% for the entire period of the out of class work. The assignment and the out of class pay must be in writing and approved by the City Administrator prior to the Department Supervisor making the assignment.

K. Garnishment

The City will honor and process any legally served writ of garnishment against any employee without prejudice towards the employee.

L. Longevity

The City realizes the importance of quality staff to continue their service to the City and in recognition of the quality employees continued service to the City; the employee shall be eligible for longevity pay upon the completion of certain number of years of service. The employee will receive a one percent (1%) increase in their base pay upon the completion of fifteen (15) years of service to the City. The employee will receive a one and a half percent (1.5%) increase upon the completion of twenty years (20), and upon the completion of twenty-five years (25) the employee will receive a two percent (2%) increase in the base pay.

M. Employee Training and Development

It is the intent of the City to provide training opportunities to employees for building of skills directly related to the job. These opportunities may include in-house workshops, or workshops and seminars sponsored by other agencies or institutions.

N. Educational Reimbursement Program

The City has established an educational reimbursement program to help eligible regular employees develop their skills and upgrade their performance. All full time regular employees who have completed a minimum of one year of service are eligible to participate in the program.

1. Under the program, and within budget guidelines, educational reimbursement is provided for courses offered by approved institutions of learning, such as accredited colleges, universities and secretarial and trade schools. Courses must be, in the City's opinion, directly or reasonably related to the employee's present job or consistent with the employee's performance development plan. Courses must not interfere with job responsibilities and must be taken on the employee's own time.
2. Reimbursement covers actual costs of tuition and registration fees only and is limited to a maximum of six credits per semester or nine credits per quarter for approved courses. The employee must pass the course in order to receive reimbursement.
3. Employees eligible for reimbursement from any other source (e.g., a government sponsored program or a scholarship) may seek assistance from this program but will be reimbursed only for the difference between the amount received from the other funding source and the actual course cost up to the maximum reimbursement allowable under this policy.
4. To be eligible for reimbursement, the employee must submit a tuition reimbursement form to his or her supervisor prior to the scheduled commencement of the course(s), receive written approval from the Department Supervisor and City Administrator in advance, be actively

employed by the City at the time of course completion and pass the course. The employee should also have raised the issue of pursuing this education as part of the performance development planning discussions of the Performance Management System.

5. On completion of the course, the employee must submit to the Department Supervisor an official transcript from the school, indicating grade received and a receipt or other official proof of payment.

O. Reasonable Accommodation

The City of Long Beach does not discriminate against qualified individuals with a disability with regard to any aspect of employment and is committed to complying with the Americans with Disabilities Act.

The City recognizes some individuals with disabilities may require reasonable accommodations. If an employee is disabled or becomes disabled (meaning he or she has a mental or physical impairment substantially limiting one or more of the major life activities) and requires a reasonable accommodation, the employee must contact the City Administrator to begin the interactive process. Accommodation requests may be made orally or in writing to the City Administrator. Requests may be made by the employee, the employee's supervisor or someone on behalf of the employee.

A reasonable accommodation is assistance or changes to a position or working conditions that will enable an employee with a disability to perform the essential functions of their job. The City will provide reasonable accommodation to employees with medically certified disabilities, unless doing so would pose an undue hardship.

The City Administrator will meet with the employee to review the accommodation process, answer questions and provide the necessary forms which include a Medical Certification form to be completed by the employee's physician.

If the Medical Certification does not confirm that the employee has a disability, The City Administrator will seek clarification from the medical provider and the employee before rejecting the request. If the Medical Certification confirms that the employee has a disability, the employee, supervisor and City Administrator will meet and begin an interactive process. The interactive process will include discussing the disability, limitations, and possible reasonable accommodations that may enable the employee to perform the functions of his or her position, make the workplace readily accessible to and usable by the employee, or otherwise allow the employee to enjoy equal benefits and privileges of employment. Following the interactive process, a decision will be made and the employee will be notified if the accommodation is approved or denied.

VI. BENEFITS

All benefits apply to regular and limited term employees and selected benefits apply to extra help employees and paid interns. These benefits contribute to total compensation. Complete descriptions of these benefits are available from City Hall.

A. Group Insurance

Applies to: Regular and limited term employees.

Employees and their dependents are generally eligible for medical, dental, vision, long term disability, life insurance, and the employee assistance program as defined by the City and as authorized by the carrier. The City makes contributions to the cost of these benefits as authorized by the City Council by resolution.

Regular and limited term regular part-time employees and their dependents, if eligible, receive City contributions for such insurance for the employee only.

The City reserves the right to make changes in the carriers and provisions of these programs when deemed necessary or advisable, and will make reasonable attempts to give prior notice to employees of any changes.

B. 457 Plan

Applies to: Regular and limited term employees.

The City provides a 457 Deferred Compensation program for eligible employees. Employees must defer funds into this plan which have been allocated for benefits by the City but are not used by the employee. In addition, an employee may make personal contributions to this plan through payroll deduction, up to the limits set by law.

C. Retirement

Applies to: All employees determined to be eligible by state law.

The City contributes to the Washington State Public Employees Retirement System (PERS) as prescribed by law. State law determines employee eligibility. For more information, contact the City Administrator or the Washington State Department of Retirement Systems.

E. Vacation

Applies to: Regular and limited term employees.

Employees accrue paid time off for vacation. Regular and limited term part-time employees receive prorated vacation accrual based on the ratio of their normally scheduled work week to a forty hour week.

1. Accrual Table

Vacation shall be accrued monthly as follows:

Months of Employment Completed	Days of Vacation per Year	Hours Accrued per Month
0 – 12	12	6.67
13 - 36	13	7.33

37 - 60	14	8.00
61 -120	15	10.0
121 – 144	16	10.67
145 – 180	17	12.00
181 - 240	18	13.33
241 +	19	15.33

2. Carryover Maximum

The maximum number of vacation hours that may be carried over from December 31 of one year to January 1 of the next year is 160 hours.

3. Carryover Exceptions

Employees with a vacation balance in excess of the carryover maximum should reduce the balance to the maximum. If an employee perceives they cannot use vacation because City operations have prevented it, the employee should discuss the matter with their supervisor well ahead of requesting a carryover exception. If the employee and supervisor are unable to plan for the employee to take the time off, they may request a carryover exception. The Department Supervisor with the approval of the City Administrator may allow a carryover exception of unused accrual in excess of the carryover maximum. An employee will not be granted an exception two years in a row.

4. Forfeiture

Unused vacation leave in excess of the carryover maximum shall be forfeited at the end of the calendar year unless a carryover exception has been granted.

5. Requesting Vacation

In requesting vacation, employees should consider the City’s needs to conduct the public business and to have time to plan for vacation coverage. Supervisors should respect employees’ needs to take vacation. An employee’s reasonable request for vacation should be approved unless the granting of the vacation would negatively compromise the business needs of the City. In case of a conflict in scheduling vacation leave, normally the earliest request shall be given the preferred vacation choice.

An exempt employee shall not have deductions taken for vacation absences of less than a full day.

Vacation for a new employee shall accrue but shall not be used until after six months unless special authorization has been granted by the City Administrator. The City Administrator is authorized to negotiate higher accrual levels and/or starting balances of vacation with individual staff members.

6. Separation from Service

In the event of separation from service for any reason other than at retirement the employee shall be paid for any accrued vacation earned and not taken. In the case of separation for any reason when the employee is eligible for retirement as

defined by the rules and regulations of the Washington State Public Employees Retirement System the maximum cash out shall be 160 hours.

F. Holidays

1. **Observed Holidays**

Applies to: Regular employees.

Employees receive paid time off for holidays. Regular employees receive prorated holiday benefits based on the ratio of their normally scheduled work week to a forty hour week.

Floating Holiday	Chosen by Employee
New Year's Day	January 1
Martin Luther King's Birthday	3 rd Monday in January
President's Day	3 rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1 st Monday in September
Veteran's Day	November 11
Thanksgiving	4 th Thursday in November
Employees' Day	Day after Thanksgiving
Christmas	December 25

If a designated holiday falls on a Saturday, the preceding Friday shall be observed and if the holiday falls on a Sunday, the following Monday shall be observed. If a designated holiday falls on any other regularly scheduled day off, it shall be observed on the work day immediately preceding or following the holiday as determined by the City Administrator.

Nonexempt regular employees working on a holiday (either the actual holiday or the City recognized holiday) shall be paid at time and a half for all hours worked. In the case that an employee works both the actual holiday and the corresponding City recognized holiday, the employee shall only receive the holiday pay for one of the days. The pay shall be for the hours worked on actual holiday.

H. Sick Leave

Applies to: All employees

Employees accrue paid time off for sick leave at the rate of eight hours for each month worked. Regular and limited term part-time employees receive prorated sick leave accrual based on the ratio of their normally scheduled work week to a forty hour week. The City Administrator is authorized to negotiate starting balances of sick leave with individual staff members. Seasonal part time employees earn one hour of sick leave for every 40 hours worked. This leave may be used beginning on the 90th calendar day of employment.

1. **Purpose**

The purpose of sick leave is to provide an 'insurance policy' of a bank of paid leave to be used in the event that an employee or immediate family member

experiences an illness or disability that requires an employee to be absent from work. Employees who are ill or disabled are expected to use sick leave to recover and to not report to work when they could expose co-workers to illness. Employees shall use leave to account for any sick leave related absence whether full or partial day unless they have otherwise made up the time in the same work week.

2. Use of Sick Leave

a) Employee

Sick leave may be used when an employee is ill, injured, disabled (including a disability due to pregnancy or childbirth) or has been exposed to a contagious disease where there is a risk to the health of others, or for medical or dental examinations or treatment when such appointments cannot be scheduled outside of working hours, or when the use of a prescription drug impairs job performance or safety.

b) Immediate Family Members

Sick leave may be used to care for a member of the immediate family who is ill, injured or disabled. Sick leave may also be used for qualifying Family Leave provided for in the Family Leave section.

c) Closures

Sick leave may be used if the Employee's place of business or child's school is closed by public official for health reasons.

d) Victims of Domestic Violence Leave

Applies to: All employees

Employees who are victims of domestic violence, sexual assault, or stalking may take Sick leave from work to take care of legal or law enforcement needs or to get medical treatment, social services assistance, or mental health counseling. Employees who are qualifying family members of a domestic violence victim are also eligible for leave under this policy.

While Sick leave is available employees may elect to use vacation or other accrued paid time off while on leave.

Employees must give as much advance notice of the need for leave under this policy as is possible. Leave requests must be supported with one or more of the following:

- A police report indicating the employee or employee's family member was a victim.
 - A court order providing protection to the victim.
 - Documentation from a healthcare provider, advocate, clergy, or attorney. □
- An employee's written statement that the employee or employee's family member is a victim and needs assistance.

For purposes of this section only, family member means child, spouse, parent, parent-in-law, grandparent or person the employee is dating. The City may request verification of family relationship.

e) Doctor's Note

After three consecutive work days of sick leave an employee may be asked to provide a doctor's note or other evidence of inability to work at the discretion of the supervisor or Department Supervisor.

f) Notification

Each employee, or someone on their behalf, should inform their supervisor if unable to come to work. This notification should be done each day prior to the scheduled starting time unless it is not practicable to do so. Employees on long term leave need not notify their supervisor daily.

3. Conversion of Vacation to Sick Leave

If an employee on approved vacation is hospitalized or experiences a similar extraordinary sick leave event, the employee may make a written request to the City Administrator to convert the sick leave connected time from vacation leave to sick leave. The City Administrator shall consider the facts involved and shall approve or deny the request.

3b. Conversion of Sick Leave to Vacation Leave

Sick Leave Conversion Employees shall have the option to increase their monthly accrual of vacation accrual in exchange for reducing their monthly sick leave accrual as follows (This must be approved by the City Administrator):

- a) Employees who have accumulated 480 hours of sick leave may elect through appropriate notification to payroll to participate in a leave conversion program that provides for an automatic conversion of additionally earned sick leave to vacation leave at the rate of 0.65 hours per month;
- b) Employees who have accumulated 720 hours of sick leave may elect through appropriate notification to payroll to participate in a leave conversion program that provides for an automatic conversion of additionally earned sick leave to vacation leave at the rate of 1.33 hours per month;
- c) Employees who have accumulated 960 hours of sick leave may elect through appropriate notification to payroll to participate in a leave conversion program that provides for an automatic conversion of additionally earned sick leave to vacation leave at the rate of 2.67 hours per month.

4. Maximum Balance

The maximum banked balance of sick leave is 1040 hours. Regular and limited term part time employees maximum banked balance will be prorated based on the ratio of their normally scheduled work week to a forty hour week. Part time employees will be allowed to carry over a minimum of 40 hours of unused sick leave to the following year.

5. Separation from Service

Upon separation, if an employee is eligible for retirement as defined by the rules and regulations of the Washington State Public Employees Retirement System, an employee shall be paid for 10% of their accrued but unused sick leave.

6. On-the-job Injury

An employee who has an on-the-job injury and receives time loss payments from the Washington Department of Labor and Industries (L & I) may not use sick leave for the same hours for which the employee receives the time loss payment. An employee may use sick leave to supplement the time loss payment for the purpose of continuing to receive his or her normal salary. If sick leave is exhausted, the City will use other available leave to supplement the time loss, unless the employee otherwise notifies Payroll in writing. If an employee is awarded time loss payments for a period that the employee has already used sick leave or other available leave, the employee shall submit the L & I check to Finance and 'buy back' the equivalent amount of leave used. While on time loss, the employee's salary may not exceed the employee's normal salary when not on time loss.

I. Donated Leave

Applies to: Regular and limited term employees.

A Department Supervisor may recommend that the City Administrator allow a regular employee to receive donated sick leave from another regular employee. The City Administrator may approve the donated leave if he or she finds that the employee meets all of the following criteria.

1. Criteria

- a) The employee needs leave that qualifies for sick leave, which is of an extraordinary or severe nature and that has caused, or is likely to cause, the employee to either go on leave without pay or to terminate employment; and
- b) The employee has depleted all of his or her available leave time; and
- c) The employee has abided by all applicable policies regarding sick leave use; and
- d) The employee has been found ineligible for benefits under Worker's Compensation as governed by state law.

2. Donation

An employee may donate up to 25 hours annually of their sick leave balance. An employee is not eligible to donate sick leave hours unless a balance of 80 hours will be maintained. An employee may also choose to donate accrued vacation leave. The donating employee in either case shall submit a written request to the City Administrator.

3. Value of Leave

Donated hours will be used on an hour for hour basis with no consideration given to the dollar value of the leave donated.

4. Treatment of Leave Remaining

If more leave is donated than is used, the hours of leave that remain shall be returned to the employee(s) donating the leave on a pro rata basis.

5. No Cash Out

Donated sick leave hours are not eligible for the cash out provisions in the Separation from Service section.

J. Family Leave under FMLA

Applies to: All employees meeting FMLA eligibility criteria.

The City complies with the Federal Family and Medical Leave Act and all applicable state laws related to family and medical leave. This policy provides detailed information concerning the terms of FMLA. State laws may have additional requirements and provide additional protections; please check with the City Administrator for details.

1. Length of Family Leave and Eligibility

Eligible employees may take up to 12 weeks of unpaid, family leave every 12 months for certain family and medical reasons, or up to 26 weeks of unpaid, family leave every 12 months for military family care leave. To be eligible, an employee must have worked for the City for at least 12 months and for at least 1,250 hours over the previous 12 months.

2. Reasons for Taking Leave

Family leave is provided for any of the following reasons:

- To care for an employee's child after birth or placement for adoption or foster care. Leave to care for a child after birth or placement for adoption or foster care must be concluded within 12 months of the birth or placement.
- To care for an employee's spouse, child or parent who has a serious health condition.
- To care for a spouse, son, daughter, parent or next of kin who has a serious health condition as a result of military service 'military family care'.
- For qualifying exigencies (as defined by the FMLA) when a spouse, parent, son or daughter serving in the military is on, called to, or notified of impending call to covered active duty.
- If a serious health condition makes an employee unable to perform the functions of his or her job.

3. Definitions

For the purposes of Family Leave, the following definitions apply:

- **Child:** A biological, adopted or foster child, a stepchild, a legal ward or a child of a person standing in loco parentis (in place of the parent) if the child is younger than 18; or A biological, adopted or foster child, a stepchild, a legal ward or a child of a person standing in loco parentis if the child is 18

or older and incapable of self-care because of a mental or physical disability.

- **Military Family Care:** Caring for a spouse, parent, son, daughter or next of kin with a serious injury or illness as a result of military service.
- **Parent:** A biological parent of an employee or an individual who stood in loco parentis to that employee when the employee was a child.
- **Serious Health Condition:** An injury, illness, impairment or physical or mental condition that involves:
 - a. hospital care: any period of incapacity or subsequent treatment connected with or consequent to inpatient care (an overnight stay) in a hospital, hospice or residential medical care facility; or
 - b. absences plus treatment: any period of incapacity of more than three consecutive calendar days including any subsequent treatment or period of incapacity relating to the same condition that also involves 1) treatment 2 or more times by a health care provider within 30 days, by a nurse or physician's assistant under direct supervision of a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider; or 2) treatment by a health care provider on at least 1 occasion which results in a regimen of continuing treatment under the supervision of a health care provider;
 - c. pregnancy: any period of incapacity due to pregnancy or for prenatal care; or
 - d. chronic conditions requiring treatments: a chronic condition which 1) requires periodic visits for treatment by a health care provider or by a nurse or physician's assistant under the direct supervision of a health care provider; 2) continues over an extended period of time; and 3) may cause episodic rather than a continuing period of incapacity;
 - e. permanent/long term conditions requiring supervision: a period of incapacity which is permanent or long term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider;
 - f. multiple treatment (non-chronic conditions): any period of absence to receive multiple treatments (including any period of recovery there from) by a health care provider or by a provider of health care services under orders of or on referral by, a health care provider, whether for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment.

g. incapacity: inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment therefore or recovery there from.

- **Qualifying Exigency**: An urgent need that arises out of the fact that a covered military member is on, called to, or notified of impending call to covered active duty status. The most common qualifying exigencies include attending military functions, making financial and legal arrangements, and arranging for child care. The Department of Labor maintains a complete list of qualifying exigencies.

4. Intermittent Leave

Under some circumstances, family leave may be taken in separate blocks of time or by reducing a normal weekly or daily work schedule. Family leave may be taken intermittently if medically necessary because of a serious health condition (the employee's, or that of a spouse, child or parent). If family leave is for birth or placement for adoption or foster care, use of intermittent leave is subject to Department Supervisor approval.

5. Paid Leave before Unpaid Leave

When an employee has paid leave or comp time available that paid leave must be exhausted before unpaid leave is allowed as family leave.

6. Advance Notice

An employee shall provide advance notice of the need for family leave along with the requested dates for the leave. Taking leave, or reinstatement after leave, may be denied if these requirements are not met.

Notice must be provided at least 30 days in advance of the leave if the reason for the leave is birth, placement for adoption or foster care. If 30 days notice is not possible due to the employee taking physical custody of the child at an unanticipated time, notice must be given as soon as possible and at least within 5 working days of the placement. The employee shall adhere to the dates of leave requested unless the birth is premature, the mother is incapacitated by the birth and is unable to care for the child, the employee takes physical custody at an unanticipated time or the employee and Department Supervisor agree to alter the dates. If there is a premature birth, incapacity or unanticipated placement, the employee must give notice of revised dates as soon as possible and at least within 5 working days.

Notice must be provided at least 14 days in advance of the leave if the reason for the leave is a serious health condition and the leave is foreseeable. The employee should make reasonable efforts to schedule the leave to not unduly disrupt the City's operations. If the leave is not foreseeable, the employee or the employee's representative shall provide notice within 1 or 2 working days, except in extraordinary circumstances.

7. Medical Certification

The City requires the provision of a medical certification to support a request for leave because of a qualifying event whenever the leave is expected to extend beyond three consecutive working days or will involve intermittent or part-time leave. The City may require second or third opinions, at its option and expense.

The City may require all employees on family leave due to the employee's serious health condition or due to the birth of a child to provide a medical certification of fitness for duty prior to return to work after a medical leave, dependent on the circumstance as it relates to the employees duties.

8. Periodic Reporting

If an employee takes leave for more than two weeks, the City may require the employee to periodically report on his or her status and intent to return to work.

9. Health Insurance

During an FMLA of absence, while an employee is in an unpaid status and unable to pay their portion of contributions for health insurance, the City will pay the City's portion and the employee's portion of the cost as governed by FMLA regulations. Therefore, employees covered by the City's group health plan (medical, dental or vision) will continue to receive health insurance during family leave on the same basis as during regular employment. An employee will be required to pay back the employee portion of cost paid by the City through a repayment plan regardless of whether the employee returns to work or does not. Employees that do not return to work after the leave will be required to pay back both the employee and the City portion of the insurance premiums unless failure to return to work was beyond the employee's control as governed by FMLA regulations.

10. Other Insurance

For employees covered by other insurance plans through the City, those coverages will continue during paid leave on the same basis as during regular employment. For any period of unpaid leave, the employee wishing the insurance to continue must pay for the coverage on a monthly basis prior to the month of coverage. Check with the City Administrator for current information and costs for coverages.

11. Couples Employed by the City

If employees married to each other request leave for the birth, adoption or foster care placement of a child, the total family leave available to the couple is 12 weeks. The City may grant leave to only one parent at time. If the leave requested is due to a serious health condition (the employee's or that of the child, spouse or parent), each employee is independently entitled to 12 weeks.

12. Determining Leave Availability

Family leave is available for up to 12 weeks during a 12-month period. For purposes of calculating leave availability, the 12-month period is a rolling 12months measured from the first date any family leave is used. The employee is required to notify the City if any leave qualifies as family leave. All leave qualifying

for family leave shall be designated and tracked as family leave upon the request of the employee.

13. Special Rule for Leave Related to Pregnancy

Leave taken for the disability phase of pregnancy or childbirth when physically unable to work, is counted against the 12-week FMLA family leave allowance. In some cases, state law may entitle the disabled employee to leave beyond the standard 12-week period. The City Administrator can provide information concerning the state law and its applicability.

14. Return Rights after Family Leave

When an employee returns to work after family leave:

- the City shall place the employee in the same position the employee held when the leave began or in another City position with equivalent benefits and pay;
- the return is subject to bona fide changes in compensation or work duties; the employee does not have return rights if:
 - a. the City eliminates the employee's position by a bona fide restructuring or reduction-in-force; or
 - b. the employee takes another job; or
 - c. the employee fails to provide the required timely notice of family leave or fails to return on the established ending date of the leave.

K. Supplemental Paid Family Leave

Applies to: Regular employees

Supplemental Paid Family Leave provides employees an increased ability to attend to family matters by supplementing an employee's accrued paid leaves. The employee will receive the equivalent of his or her full pay for up to a total of twelve weeks, when combined with the employee's accrued leave (except for two weeks of their accrued leave), to pay for a qualified family leave. Refer to Section VI Benefits, Family Leave under FMLA or Victims of Domestic Violence leave to learn what constitutes a qualifying event.

1. Eligibility

Supplemental Paid Family Leave is available to all regular employees who have:

- Worked for the City continuously for at least 12 months and for at least 1,250 hours over the previous 12 months; and
- Have a qualifying event under FMLA or under the Victims of Domestic Violence policy; and
- Lack enough accrued leave to maintain a balance of two weeks and to pay for a leave of absence of up to 12 weeks.

2. Benefit Amount

An employee's Supplemental Paid Family leave benefit is calculated when an employee's accrued leave balances are down to two weeks or less. Accrued leave balances for purposes of this policy include sick leave, vacation, personal holiday, compensatory time and management leave. Employees may choose

which type of leave they use first but are encouraged to use any personal holidays, management leave or compensatory time first because those leaves expire at the end of the year.

The employee will receive the equivalent of their full salary for up to a total of twelve weeks, when combined with the employee's accrued leave (except for two weeks of their accrued leave). Regular part time employees will receive this benefit on a pro-rata basis relative to their normal work week. The following is an example:

An employee has an FMLA qualifying event that documents the need for a twelve week family leave of absence. At the time of the qualifying event, the employee has five weeks of accrued leave and will accrue an additional 1.2 weeks (6 days) of vacation and sick leave during the leave of absence. With the five weeks of accrued leave on the books at the time of the qualifying event and with the additional 1.2 weeks of accrual, the employee will have a total of 6.2 weeks of accrued leave. In this example, the following would happen:

4.2 weeks of the employee's accrued leave would be applied towards the twelve weeks of Paid Family Leave.

Then, when the employee's balance of accrued leave is down to two weeks, the City would provide the employee with 5.8 weeks of Supplemental Paid Family Leave, so that the employee's twelve week family leave may be a fully paid leave.

If the qualifying event is the birth, adoption or foster care placement of a child and both parents work for the City and meet the eligibility requirements, the total Supplemental Paid Family leave available to the couple is 12 weeks. The City may grant leave to only one parent at time.

The employee must use all but two weeks of their accrued leave before using Supplemental Paid Family leave.

Supplemental Paid Family Leave may not be cashed out under any circumstance.

3. Benefit Period, Frequency, and Concurrency

Supplemental Paid Family Leave must begin and be completed within twelve months of the qualifying event.

An employee may use Supplemental Paid Family Leave on an intermittent or parttime basis, as long as it is consistent with the department's operational needs, and is approved in writing by the employee's Supervisor prior to the leave.

Supplemental Paid Family Leave will run concurrently with the City's family and medical leave, and federal and state family and medical leave laws, to the fullest extent permitted by law. Supplemental Paid Family Leave is limited to a maximum of 12 weeks a year, calculated on a rolling 12 month period from the start of the supplemental paid family leave.

4. Job Protection and Health Benefits

Supplemental Paid Family Leave is protected leave. Barring required budget cuts or layoffs, an employee's job cannot be eliminated while the employee is on Supplemental Paid Family leave. Further, no retaliatory action may be taken against an employee for participating or planning to participate in the program.

The employee will continue to receive health benefits according to the underwriting rules of the relevant health plans and shall continue to accrue vacation and sick leave according to City policy during the period of Supplemental Paid Family Leave.

5. Procedure for Requesting Supplemental Paid Family Leave

- a) Provide notice – Unless a leave is unexpected, at least thirty days' notice must be given to the Immediate Supervisor. In the case when the need for leave is not foreseeable, employees must provide notice as soon as possible.
- b) Discuss your anticipated leave duration and schedule with the City Administrator and your Immediate Supervisor. If you plan to take intermittent or part-time leave, this must be approved in writing prior to the leave.
- c) Complete the Supplemental Paid Family Leave Request Form.
- d) Submit the Supplemental Paid Family Leave Request Form along with the completed paperwork to request an FMLA leave; or along with your request for a leave under the Victims of Domestic Violence policy.

6. Time Recording

Record your time using the time card codes provided by Payroll.

L. Spousal Military Deployment Leave under Washington State Law

Applies to: All employees

An employee who works an average of twenty or more hours a week and who is a spouse of a military service member may take up to fifteen days of unpaid leave while the military service members is on leave from deployment, or before and up to deployment, during times of military conflict declared by the President or Congress. An employee must provide the City Administrator with notice of their intent to take leave within five business days of receiving official notice of leave from deployment or of an impending call to duty. Leave will run concurrently with FMLA leaves for deployment of a family member.

M. Medical Leave of Absence (non FMLA)

Applies to: Regular and limited term employees.

In addition to or in lieu of family leave, an unpaid leave of absence of up to six months may be granted in the case of an employee's disability when approved by the City Administrator and when the leave will not adversely impact City operations. The request must be supported by a physician's certificate of necessity and reasonable expectation of a timely return to duty. Prior to application for a non FMLA medical leave of absence, an employee's accrued sick leave, vacation leave, compensatory time, management leave and personal days must be exhausted.

N. Leave of Absence Without Pay

Applies to: Regular and limited term employees

Leave without pay is a temporary nonpaid status and absence from duty that occurs when an employee doesn't have enough, or does not qualify to use, paid time off for the absence. All paid leave banks must be exhausted prior to authorizing unpaid leave except when the reason for the leave does not qualify for paid sick leave or the leave is otherwise covered by Leave for Active Duty Military Service.

Leave without pay for an illness not covered by FMLA requires the Department Supervisor approval. If such an absence exceeds three consecutive work days, the absence requires notification and approval by the City Administrator.

The City Administrator may approve leave without pay for other personal reasons not covered by family leave, such as parenting or caring for an ill relative; other reasons in the best interest of the City and not solely for the employee's personal gain or profit. To request a leave of absence without pay for personal reasons, the employee shall submit a written request to the Department Supervisor that states the reason for and the proposed length of the leave. If the Department Supervisor approves of the leave, the Supervisor will forward the request to the City Administrator. If the leave is approved, the employee and City Administrator will enter into an agreement detailing the terms and conditions of the leave and a copy will be filed with payroll.

O. Continuation of Benefits

Applies to: Regular and limited term employees.

Employees on any paid leave shall continue to receive all benefits including the accrual of vacation, sick leave, holiday pay, pension, and all insurance benefits. Employees in unpaid status shall not be entitled to and shall not accrue any of the benefits of the City, except as provided under family leave, FMLA.

P. Bereavement Leave

Applies to: Regular and limited term employees

Employees may be granted up to three days of paid leave to make arrangements for or to attend the funeral of, or memorial service for, a member of their immediate family. If more than three days leave is necessary, earned vacation, sick leave or compensatory time may also be used.

If while on approved vacation an employee has a death in his or her immediate family requiring the employee to engage in activities typically covered by bereavement leave, the employee may make a written request to the City Administrator to convert the bereavement leave connected time from vacation leave to bereavement leave. The City Administrator shall consider the facts involved and shall approve or deny the request.

Regular and limited term part time employees will receive bereavement leave prorated based on the ratio of their normally scheduled work week to a forty hour week.

Q. Court and Jury Duty Leave

Applies to: Regular and limited term employees

Employees called to jury duty are strongly encouraged to fulfill their legal and civic responsibility. A regular or limited term employee will be granted leave at their regular rate of pay. Days during the period of summons when reporting to the court is not required are not covered by this leave.

During the regular work shift, an employee must report to work when not required to be in court. If the court pays the employee for the jury service, that payment must be turned in to the City. An employee is permitted to retain any mileage reimbursement received from the court.

An employee must inform their supervisor as soon as a summons is received, and on a daily basis as to court schedule.

Employees who have been subpoenaed for a job related matter shall be compensated as for any other working time.

R. Military Leave

1. Military Training

Applies to: Regular and limited term employees

An employee may take up to twenty one work days per year for active duty training if he/she is a member of the Washington National Guard, the Army, Navy, Air Force, Coast Guard or Marine Corps Reserves of the United States. This leave is in addition to regular vacation leave. For purposes of this section, "year" shall mean from October 1 to September 30.

An employee will continue to receive his or her normal pay during such active duty training, provided a written copy of the orders is submitted to the supervisor prior to leave and a written copy of the release is submitted upon return. If the active duty exceeds fifteen working days, the employee will be required to take the excess time first as compensatory time, vacation, and then leave without pay.

2. Active Duty Military Service

Applies to: Regular employees

Employees who are called to, or volunteer for active duty military service will be placed on an indefinite unpaid leave of absence for the entire time the employee is in an active duty status with any branch of the United States Armed Forces or state militia. The employee may, at his or her option, use any or all accrued vacation leave or comp time prior to moving to the unpaid status. Any unused leave accruals remaining at the time the unpaid leave begins will be held until return to active employment with the City. Vacation and sick leave will not accrue during the time of the unpaid leave. The employee may choose to continue dependent medical coverage under the City's health plans to the extent allowed under the underwriting rules of those plans. While the employee is in an unpaid status and unable to pay their portion of contributions for dependent health

insurance, the City will pay the City's portion and the employee's portion of the cost. An employee will be required to pay back the employee portion of cost paid by the City through a repayment plan upon their return from active duty leave of absence. An employee choosing to do so needs to contact the City Administrator to arrange the coverage and the payment plan prior to leaving for active duty.

Reinstatement following active duty will be in compliance with state and federal laws at the time of the return to work.

VII. STANDARDS OF EMPLOYEE CONDUCT

The City expects all employees to strive for excellence, to exhibit the City Values in their work, to accomplish organizational and individual performance goals and to provide superior customer service.

A. Personal Appearance and Demeanor

Employees are expected to dress in attire appropriate to their job tasks and to behave in a professional, businesslike manner at all times.

Employees failing to adhere to City standards with respect to appearance and demeanor are subject to disciplinary action, up to and including termination.

B. Absenteeism and Tardiness

Employees are expected to report for work promptly and maintain good attendance. The supervisor must be advised of absence or late arrival prior to the beginning of the shift. Absenteeism or tardiness that is unexcused may be grounds for disciplinary action, up to and including termination.

C. Solicitations and Distribution of Literature

In the interest of maintaining a proper business environment and preventing interference with work and inconvenience to others, employees may not distribute literature or post materials, sell merchandise, solicit financial contributions or otherwise solicit for any cause during working hours. Employees who are not on working time (for example on lunchtime or break) may not solicit employees who are on working time. An employee (including any employee with management responsibility) shall not directly solicit any employee he or she supervises or otherwise exercises some element of control over. All employees shall recognize that any employee has the right to say "no" to any solicitation. E-mail shall not be used to solicit employees for any purpose.

Employees may utilize such things as an employee newsletter or the employee lunch room bulletin board if approved by the City Administrator's Office for personal messages of this nature. Violation of this policy may be grounds for disciplinary action, up to and including termination.

Non-employees are prohibited from distributing material or soliciting employees on City premises at any time.

D. Drug-Free Workplace

1. It is the policy of the City to maintain a drug-free workplace. Actions in violation of this policy are inconsistent with the behavior expected of employees, subject all employees and visitors to our facilities to unacceptable safety risks and undermine the City's ability to operate effectively and efficiently.
2. The unlawful manufacture, distribution, dispensation, possession, sale, or use of a controlled substance, alcohol or other intoxicant in the workplace or while engaged in City business on or off the premises or in a City vehicle is strictly prohibited. Such conduct is also prohibited to the extent that in the opinion of the City, it impairs an employee's ability to perform on the job or threatens the reputation or integrity of the City. Therefore:
 - a) When employees are on the job, they are expected to be physically free from any impairment or substance that could contribute to an injury, property damage, or interfere with productivity. An employee shall not consume any alcohol during lunch or any other break occurring prior to the end of that employee's work day. Workday in this context includes any evening meeting or other similar activity on behalf of the City. Employees are to be free of illegal drugs or potentially impairing levels of legal substances. In short, all City employees are expected to be "fit for work".
 - b) Use or possession of prescription or non-prescription medication is not prohibited when taken in accord with prescription or standard dosage recommendations. However, employees shall notify their supervisors when they are taking over-the-counter or prescription drugs that could prevent the employee from performing his or her job safely and effectively. The employee and supervisor shall work together to determine the employee's fitness for duty or to establish a light duty assignment if available and appropriate. If no agreement is reached, the fitness for duty determination shall be made by the Department Supervisor.
 - c) An employee convicted of a controlled substance-related violation must inform the City within five days of such conviction.
 - d) Employees who violate any aspect of this policy may be subject to disciplinary action up to and including termination. The City may require employees who violate this policy to successfully complete a drug abuse rehabilitation program as a condition of continued employment.
 - e) Employees may be required to submit to alcohol, drug or controlled substance testing when: an employee's work performance causes reasonable suspicion that the employee is impaired due to current intoxication, drug or controlled substance use; testing is required prior to appointment to a position; as a result of a job related accident when reasonable cause exists or if required by the

Department of Transportation; or in cases where employment has been conditioned, in a return to work agreement, upon remaining alcohol, drug or controlled substance free following treatment. Refusal to submit to testing when requested may result in immediate disciplinary action up to and including termination. Testing information shall be confidential unless used in an employer action with regard to the employee.

- f) Employees who voluntarily enter treatment programs for drug or alcohol addiction shall not be subject to discrimination or retaliation. Such occurrences will be regarded as medical conditions with regard to City provided benefits and rights. However, the City may condition continued employment on the employee's successful completion of treatment or counseling programs and future avoidance of alcohol, drugs or other controlled substances. The City has an employee assistance referral center to assist employees in dealing with personal problems. Details are available from the City Administrator.
3. In addition to previous sections. candidates applying for positions which require a valid Commercial Driver's License (CDL) will be subject to passing a pre-employment drug screening. All City employees in positions requiring a CDL must comply with the City's Drug and Alcohol Policy and Procedures Manual.

E. Safety

The City is committed to providing a safe and healthful working environment. The City makes every effort to comply with applicable federal and state occupational health and safety laws and to develop the best feasible operations, procedures, technologies and programs conducive to such an environment. Safety policy is contained in the Accident Prevention and Safety Manual.

F. Weapons

No employee is authorized to carry a weapon, concealed or not, on City premises, in City vehicles, or while representing the City. An employee carrying a weapon in violation of this policy is subject to disciplinary action, up to and including termination.

G. Workplace Violence

It is the policy of the City to have zero tolerance of any acts or threats of violence by any employee in or about City facilities or elsewhere at any time. The City will not condone any acts or threats of violence against employees, customers or visitors in or about City premises at any time or while they are engaged in business with or on behalf of the City off City premises.

To ensure City objectives are attained, the City is committed to the following:

1. To provide a safe and healthful work environment, in accordance with the City safety policy.

2. To take prompt remedial action up to and including immediate termination against any employee who engages in any threatening behavior or acts of violence or who uses any obscene, abusive or threatening language or gestures.
3. To take appropriate action when dealing with customers or other visitors to City facilities who engage in such behavior. Such action may include notifying the police or other law enforcement personnel and prosecuting violators of this policy to the maximum extent of the law.
4. To prohibit employees from bringing unauthorized firearms or other weapons onto City premises.

In furtherance of this policy, employees have a duty to warn their supervisor, Administrators of any suspicious workplace activity or situations or incidents that they observe or that they are aware of that involve themselves or other employees, customers or visitors and that appear problematic. This includes, for example, threats or acts of violence, aggressive behavior, offensive acts, threatening or offensive comments or remarks and the like. Employee reports made pursuant to this policy will be held in confidence to the maximum possible extent. The City will not condone any form of retaliation against any employee for making a report under this policy.

Violation of this policy may be grounds for disciplinary action, up to and including termination.

H. Tobacco and Vaping Free Workplace

In order to maintain a safe and comfortable working environment and to ensure compliance with applicable laws, use of all tobacco products, including smoking and smokeless tobacco, and vapor products is prohibited at all City work locations and property, and in City owned vehicles. Smoking and vaping is prohibited within 25 feet of all building entrances, windows that open and ventilation intakes. Violation of this policy may be grounds for disciplinary action, up to and including termination.

I. General Conduct

Employees are expected to conduct themselves in an appropriate, professional manner. Examples of behavior that are inappropriate include, but are not limited to:

1. Insubordination (as defined in Section 3);
2. Theft or other criminal activity;
3. General dishonesty including falsifying employment or other City records;
4. Failing to maintain confidentiality of City information;
5. Unwillingness or inability to maintain an acceptable level of work performance.

Violation of this policy may be grounds for disciplinary action, up to and including termination.

J. Personal Phones

Personal calls on city telephones and city-owned cellular phones are generally discouraged. Such calls should be brief and to the point. Personal long distance calls shall not be allowed. An employee may use their personal cellular phone sparingly for personal business during the workday as long as it doesn't become a distraction to the employee or others. Personal calls and messages should be kept to a minimum. Employees are encouraged to make personal calls and use personal electronic devices on non-work time where possible, and to ensure that friends and family members are aware of this policy.

K. Searches of Property

Employees should be aware that all offices, desks, files, lockers and vehicles are the property of City and are issued for the use of employees only during their employment with the City. It may be necessary to conduct searches of employee personal property in City facilities or vehicles. In addition, the City reserves the right to search any employee's office, desk, files, locker or any other area or article on City premises. Searches may be conducted at any time without advance notice. Searches must be conducted by and authorized by the City Administrator. Where reasonable, the search will be conducted by more than one person.

Employees may not use a personal lock on City property or lockers, unless authorized and only if a copy of the key or combination is retained by the City.

Violation of this policy may be grounds for disciplinary action, up to and including termination.

L. Corrective Action Procedure

1. Progressive Discipline

In taking disciplinary action, Administrators and supervisors may use a variety of measures. Where appropriate, Administrators and supervisors will follow a program of progressive discipline designed to give the employee the opportunity to correct behavior before it becomes a serious problem. Supervisors and Administrators also have the responsibility to provide behaviorally-specific feedback, either orally or in writing as appropriate, to employees to enable them to make improvements in their performance or correct the behavior that was a problem.

Please note that any or all of the steps outlined below or other appropriate measures may be utilized, depending upon individual circumstances and the nature of the offense. Serious discipline, including immediate termination may occur even on the first offense, in some circumstances, depending on the severity of the situation.

The degree of corrective action depends on the severity of the situation. It is the responsibility of the supervisor to objectively evaluate the circumstances and facts involved and to consult with the City Administrator before beginning such action.

The City may use administrative leave with pay while conducting an investigation into an alleged wrongdoing. This leave may be used when it is necessary to remove the employee from the work place pending the outcome of the investigation.

The following are examples of a pattern of progressive discipline

a) Step One: Verbal Warning

This step is used for relatively minor offenses and problems. The supervisor verbally discusses the concerns with the employee and lets the employee know the nature of the problem. Written documentation of the verbal warning shall be placed in the employee's personnel file.

b) Step Two: Written Warning

This step is used for a repeated offense where the discipline in Step 1 has failed to correct the problem or behavior, or for more serious problems that initially require stronger action. Under this step, a written warning is given to the employee and put in the employee's personnel file documenting the problem.

c) Step Three: Suspension

This step is used for repeated offenses where Steps 1 and 2 have failed to correct the problem or behavior, or for more serious problems that initially require stronger corrective action than the above steps. An employee is sent home without pay for a specified period of time. For an exempt employee, unpaid suspensions shall be in increments of workweeks. An exempt employee may also be given a period of time off with pay to make a personal decision as to whether to change behavior and continue employment with the City. Prior to a decision to suspend an employee, a pre-disciplinary hearing must be held.

d) Step Four: Termination

This step is to be used for instances where an employee has failed to correct their behavior after previous discipline or if there is a serious violation of City standards of conduct where immediate termination is warranted.

Other examples of disciplinary methods that may be used include withholding a scheduled pay increase, pay reduction and demotion. Prior to a decision to terminate an employee, a pre-disciplinary hearing must be held.

2. Pre-Disciplinary Hearing.

This section does not apply to at will employees or to employees who have not completed their initial orientation period.

When considering discipline that would deprive an employee of pay, such as a step three suspension or step four termination, the City will conduct a pre-disciplinary hearing. The hearing serves as a check against a mistaken decision and as an opportunity for an employee to furnish reasons why he or she should not be disciplined before the decision is finalized.

a) Notice to the Employee

The employee shall be provided with a notice of the pre-disciplinary hearing.

The notice shall include an explanation of the charges on which the potential discipline is based, and the time and date for the hearing.

b) At the Hearing

The hearing will be presided over by the Department Supervisor or a designated representative. The hearings are intended to be informal. The employee will be given an opportunity to explain why the serious discipline should not be taken. The employee may bring one person to the hearing as a representative. If the employee fails or refuses to appear, the Department Supervisor shall determine the discipline without the employee's input.

c) After the Hearing

After the hearing, the Department Supervisor will consider the information provided and will consult with the City Administrator. As soon as possible, the director will issue the decision. A longer review period may be required in more complex situations, and the employee will be so informed.

M. Complaint Resolution Procedure

1. Resolving Conflict Informally

It is natural to have misunderstandings and conflict in organizations. The purpose of this procedure is to provide a method for the resolution of such matters in a positive and constructive manner and to give employees a means of airing complaints regarding their employment. Employees and supervisors are encouraged to resolve the causes of conflict or disputes between themselves informally whenever possible.

2. Resolving Conflict Formally

When informal resolution fails, an employee may file a complaint in a more formal manner following the procedure outlined below. No retaliation, disciplinary action or discrimination shall occur because of the filing of a bona fide complaint under this procedure. The procedure should not, however, be construed as preventing, limiting, or delaying the City from taking disciplinary action against any employee up to and including termination where disciplinary action is deemed appropriate.

An employee who has been involuntarily separated from employment with the City has the right to participate in this process pursuant to the terms outlined below. Any complaint by a terminated employee must begin with step 3.

a) Complaint Definition

A complaint is a written allegation by an employee or former employee who has been involuntarily terminated that he or she has not been treated according to the personnel policies, or other rules or regulations.

b) 30 Days to Initiate a Complaint

Complaints must be initiated within 30 days of the alleged act and a copy of the complaint provided to the City Administrator.

c) Step 1 Present Complaint to Supervisor

An employee should present the complaint to the supervisor and request time to meet and discuss the complaint. In consultation with the City Administrator, the supervisor shall consider the complaint and all relevant information and respond to the employee in a timely manner.

d) Step 2 if Needed

If the problem is not resolved at Step 1, the employee shall next request a meeting with the Department Supervisor. In consultation with the City Administrator, the Department Supervisor will conduct an investigation and review the matter with appropriate persons. The Department Supervisor shall respond to the employee within 10 working days, unless the response will take longer, in which case the Supervisor will keep the employee informed when the response will be available.

e) Step 3 Final Step if Needed

If the problem is not resolved at Step 2 and the employee wishes to pursue the complaint, he or she shall request a meeting with the City Administrator. The City Administrator shall meet with the employee. The City Administrator shall also conduct an investigation or otherwise consider information relevant to the complaint.

The City Administrator shall issue a decision within 15 working days unless more time is needed, in which case the City Administrator shall keep the employee informed of when the response will be available. The City Administrator's decision shall be final and binding on the parties.

VIII. SEPARATION FROM EMPLOYMENT

A. Resignation

The City expects a resigning employee to give written notice to their supervisor at least 14 days in advance of the final working day.

B. Unauthorized 3 Day Absence

Unauthorized absence from work for a period of three consecutive days will be considered as a voluntary resignation, unless the employee can provide a reasonable explanation to the Department Supervisor.

C. Separation Procedures

The City Administrator will verify an employee's separation date and notify payroll. A final paycheck will be issued to the employee on the next regular payday after completion of the following: exit interview, return of City keys, car, ID card, credit cards, bus pass, tools and equipment, uniforms, printed materials, and any other property or resources which had been made available to the employee. In addition, the City Administrator will resolve the status of retirement plans, insurance conversions, and deferred compensation programs, and will conduct an exit interview.

D. Layoff (Reduction in Force)

The City may lay off employees where there are changes in duties, reorganization of work or positions, a position or service is abolished, there is a lack of work, shortage of funding or for other legitimate business reasons.

1. Notice

Whenever a layoff is anticipated, employees whose jobs may be affected will be notified of the situation, and options available, as soon as possible to allow time to make necessary arrangements.

2. Order of Layoff

Layoffs are determined by classification on an organization-wide-basis.

Extra help employees performing similar work will be laid off first.

Regular employees will be retained on the basis of their ability to perform work needed to meet program needs.

Where there is no demonstrable difference in ability to perform, employees with longer service shall be retained.

3. Options

Options such as part-time work schedules, job sharing and voluntary time and/or pay reductions, or furloughs may also be explored, at the discretion of the City Administrator.

4. Layoff Support

Regular full time and regular part time employees are eligible for Layoff Support. Once the employee has been notified of the future layoff, the employee shall be eligible for:

- a) Job search assistance, tailored to the particular circumstances and authorized by the City Administrator.
- b) Limited time off for interviewing, subject to the approval of the Department Supervisor.

5. Severance

Regular full time and regular part time employees are eligible for severance. After the layoff takes effect, the employee shall receive a severance package consisting of four (4) weeks' pay and 10% of the employee's sick leave balance. If the employee leaves employment at the City prior to the layoff date, the employee is not eligible for the severance package.

6. Rehire List

Any regular employee who is laid off shall be placed on a City rehire list for a period of one year from the date of layoff. An employee shall not be placed on the rehire list if the employee leaves employment at the City prior to the layoff date. The City will honor an employee's written request to not be placed on or to be removed from the list.

An employee on the Rehire List shall be deemed eligible for an open regular position when:

- The employee meets the minimum qualifications listed on the classification specification based on the information contained in the employee's personnel file; and
- The position is in a salary range equal to or lower than the salary range of the position the employee was in on the date of layoff.

When hiring for any vacancy, the Department Supervisor shall first consult the City Administrator to determine if any employee on the rehire list is eligible for the vacancy. If there is an eligible employee on the rehire list, the employee shall be offered the position. In the case of more than one eligible employee on the rehire list, the position shall first be offered to the employee with the longest term of service with the City.

The employee has seven calendar days from the time the offer is sent to accept the offer; failure to do so will be considered a refusal.

An employee accepting a demotion to a position in a lower salary range shall remain on the list for the remainder of the year (based on the original layoff date).

An employee shall be removed from the list upon rehire by the City, a third refusal of a City job offer or the expiration of one year, whichever comes first.

If a department has a need to hire extra help while the City has any employees on the Rehire List, the Department Supervisor shall first contact the City Administrator before taking any other steps to hire the extra help. The extra help opportunity shall first be offered to any employees on the rehire list meeting the minimum requirements (in order of service with the City – longest first). Only if all eligible employees on the Rehire List refuse the extra help opportunity may the department proceed to outside hire. Neither acceptance nor refusal of an extra help opportunity shall affect an employee's status on the Rehire List.

IX. CLOSING STATEMENT

Welcome to the City of Long Beach. If you have any questions about this handbook, please ask your supervisor or visit the City Administrator.

X. APPENDIX A - CODE OF ETHICS

The purpose of the City of Long Beach Code of Ethics is to strengthen the quality of government through ethical principles which shall govern the conduct of the City's elected and appointed officials, and employees, who shall:

1. Be dedicated to the concepts of effective and democratic local government.

Guidelines:

Democratic Leadership: Officials and staff shall honor and respect the principles and spirit of representative democracy and set a positive example of good citizenship by scrupulously observing the letter and spirit of laws, rules and regulations.

2. Affirm the dignity and worth of the services rendered by government and maintain a deep sense of social responsibility as a trusted public servant.
3. Be dedicated to the highest ideals of honor and integrity in all public and personal relationships.

Guidelines:

Public Confidence: Officials and staff shall conduct themselves so as to maintain public confidence in city government and in the performance of the public trust.

Impression of Influence. Officials and staff shall conduct their official and personal affairs in such a manner as to give the clear impression that they cannot be improperly influenced in the performance of their official duties.

4. Recognize that the chief function of local government at all times is to serve the best interests of all the people.

Guidelines

Public Interest: Officials and staff shall treat their office as a public trust, only using the power and resources of public office to advance public interests, and not to attain personal benefit or pursue any other private interest incompatible with the public good.

5. Keep the community informed on municipal affairs; encourage communication between the citizens and all municipal officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.

Guidelines

Accountability: Officials and staff shall assure that government is conducted openly, efficiently, equitably and honorably in a manner that permits the citizenry to make informed judgments and hold city officials accountable.

Respectability: Officials and staff shall safeguard public confidence in the integrity of city government by being honest, fair, caring and respectful and by avoiding conduct creating the appearance of impropriety or which is otherwise unbecoming a public official.

6. Seek no favor; believe that personal benefit or profit secured by confidential information or by misuse of public time is dishonest.

Guidelines

Business Interests: Officials and staff shall have no beneficial interest in any contract which may be made by, through or under his or her supervision, or for the benefit of his or her office, or accept directly or indirectly, any compensation, gratuity or reward in connection with such contract unless allowed under State law.

Private Employment: Officials and staff shall not engage in, solicit, negotiate for, or promise to accept private employment or render services for private interests or conduct a private business when such employment, service or business creates a conflict with or impairs the proper discharge of their official duties.

Confidential Information: Officials and staff shall not disclose to others, or use to further their personal interest, confidential information acquired by them in the course of their official duties.

Gifts: Officials and employees shall not directly or indirectly solicit any gift or accept or receive any gift whether it be money, services, loan, travel, entertainment, hospitality, promise, or any other form - under the following circumstances: (a) it could be reasonably inferred or expected that the gift was intended to influence the performance of official duties; or (b) the gift was intended to serve as a reward for any official action on the official's or employee's part.

Investments in Conflict with Official Duties: Officials and employees shall not invest or hold any investment, directly or indirectly, in any financial business, commercial or other private transaction that creates a conflict with their official duties.

Personal Relationships: Personal relationships shall be disclosed in any instance where there could be the appearance of a conflict of interest.

Business Relationships: Officials and staff shall not use staff time, equipment, or facilities for marketing or soliciting for private business activities.

Reference Checking: Reference checking and responding to agency requests are a normal function of municipal business and is not prohibited if it does not adversely affect the operation of the City.

7. Conduct business of the city in a manner which is not only fair in fact, but also in appearance.

Guidelines

Personal Relationships: In quasi-judicial proceedings elected officials shall abide by the directives of RCW 42.36 which requires full disclosure of contacts by proponents and opponents of land use projects which are before the City Council. Boards and Commissions are also subject to these fairness rules when they conduct quasi-judicial hearings.

Not knowingly violate any Washington statutes, City ordinance or regulation in the course of performing their duties.

1031.07. Employees are expected to report to work without being accompanied by children or family members. Employees must take time off from work subject to City of Sunnyside leave policies should they need to care for children or other family members. Any deviation from this requires written approval from the city administrator.

TAB - B

LONG BEACH CITY COUNCIL MEETING

January 2, 2018

6:30 COUNCIL WORKSHOP

WS 18-01- Personnel Policies

OATH OF OFFICE

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

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

ROLL CALL

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

PUBLIC COMMENT

Natalie Hanson commented that she went on a ride-along with one of the police officers and highly suggests that the current councilmembers do the same.

CONSENT AGENDA

Minutes, December 18, 2017 City Council Meeting

Payment Approval List for Warrant Registers 57555-57577 & 82726-82784 for \$138,112.71

C. Linhart made the motion to approve the Consent Agenda. C. McGuire seconded the motion; 5 Ayes, motion passed.

BUSINESS

AB 18-01- SUP 2018-01 Tiny Home Show

Ariel Smith, Community Development Director, presented the Agenda Bill. Peggy Hallas has completed a request for a tiny home show that would occupy portions of the Bolstad beach approach and the State Parks parking lot. This event has happened in the past with the City's permission and without problems.

C. Linhart made the motion to approve SUP 2018-01 allowing Peggy Hallas to host a Tiny Home Show on the Long Beach Bolstad approach and portions of the State Parks parking lot. C. Murry seconded the motion; 5 Ayes; motion passed.

AB 18-02- Contract for Deputy Police Chief

Jerry Phillips, Mayor, and Flint Wright, Police Chief, presented the Agenda Bill. The agreement has been reviewed by the Mayor and City Attorney. This promotion was initiated by Chief Wright based on Officer Meling's dedication to the department.

C. Linhart made the motion to authorize the Mayor to sign the contract. C. Murry seconded the motion, 5 Ayes, motion passed.

AB 18-03- Ordinance 949- 2018 Water, Sewer, and Stormwater Rates

David Glasson, City Administrator, presented the Agenda Bill. This adopts the rate increases discussed during the budget workshops. Monthly residential rates for Water increase \$3.20, Sewer increases \$5.91 and Storm Water increases \$1.10 for a total monthly increase of \$10.21 per month.

C. Linhart made the motion to adopt Ordinance 949. C. McGuire seconded the motion; 4 Ayes, 1 Nay (C. Murry), motion passed.

AB 18-04- MOU – Between Teamsters and City of Long Beach

David Glasson, City Administrator, presented the Agenda Bill. The agreement outlines the AWC benefits that are provided to all City employees; the only difference is that effective January 1, 2018 the city shall contribute fifty dollars (\$50) per month for each police department employee to an individual HRA account. The employee can use this account to offset any out-of-pocket medical expenses as allowable under law.

C. Linhart made the motion to approve MOU and authorize the Mayor to sign the Agreement. C. Murry seconded the motion, 5 Ayes, motion passed.

DEPARTMENT HEAD ORAL REPORTS

CORRESPONDENCE AND WRITTEN REPORTS

- Sales Tax Collections
- Lodging Tax Collections
- Building Permit Directory
- Letter of Interest- Street Vacation North Half of 17th NW
- Letter of Interest- Agreement for Purchase of Lands- Riekkola Property
- DOE Approval of Biosolids Treatment and Management Engineering Report
- Open Government Training Act- Training Opportunities
- JPCHA-Project
- Public Disclosure Commission Filing Requirement

Mayor

ATTEST:

City Clerk



Warrant Register

Check Periods: 2018 - January - 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
57579	Bell, Helen S	1/5/2018	1/10/2018
57580	Binton, Jacob	1/5/2018	1/5/2018
57581	Booi, Kristopher A	1/5/2018	1/9/2018
57582	Gilbertson, Bradley K	1/5/2018	
57583	Gouler, John R.	1/5/2018	
57584	Hanson, Natalie	1/5/2018	
57585	Huff, Timothy M.	1/5/2018	
57586	Kalno, Kris	1/5/2018	
57587	Kemmer, Hollie L	1/5/2018	1/5/2018
57588	Kemmer, Larry L	1/5/2018	1/5/2018
57589	Linhart, Steven P	1/5/2018	1/5/2018
57590	Luehse, Paul J	1/5/2018	1/5/2018
57591	McGuire, Tina M	1/5/2018	
57592	Miller, Matt W	1/5/2018	
57593	Mortenson, Tim	1/5/2018	
57594	Murry, Del R	1/5/2018	
57595	Padgett, Timothy J	1/5/2018	1/10/2018
57596	Quittner, Jonathan H	1/5/2018	
57597	Williams, David L	1/5/2018	
57598	Wood, Matthew T	1/5/2018	
57599	Wright, Flint R	1/5/2018	
57600	Zuern, Donald D.	1/5/2018	
57601	AFLAC	1/5/2018	
57602	Association of WA Cities	1/5/2018	
57603	City of Long Beach - Fica	1/5/2018	
57604	City of Long Beach - FWH	1/5/2018	
57605	Council Gift Fund	1/5/2018	
57606	Dept of Labor & Industries	1/5/2018	
57607	Dept of Retirement Systems	1/5/2018	

57608	Dept of Retirement Systems Def Comp	1/5/2018	\$1,855.00
57609	Massmutual Retirement Services	1/5/2018	\$475.00
57610	Teamsters Local #58	1/5/2018	\$200.00
82786	McGuire, Tina	1/5/2018	\$52.00
82787	Dept of Ecology	1/8/2018	\$92.50
82788	Department of Health	1/8/2018	\$177.00
82789	Parker, Michael	1/9/2018	\$400.00
82790	Cutting, Jeff	1/10/2018	\$837.96
82791	Kemmer, Larry	1/11/2018	\$194.18
82792	Tardiff, Donald W	1/11/2018	\$407.99
82793	Chevron & Texaco Business Card Services	1/11/2018	\$3,000.00
82794	Active Enterprises, Inc.	1/12/2018	\$367.10
82795	Airgas USA LLC	1/12/2018	\$42.84
82796	ALS Group USA, Corp.	1/12/2018	\$187.00
82797	Alsco-American Linen Div.	1/12/2018	\$138.72
82798	Association of Washington Cities	1/12/2018	\$2,566.12
82799	Backflow Management Inc	1/12/2018	\$1,500.00
82800	Bailey's Saw Shop	1/12/2018	\$35.65
82801	Blue Line Training LLC	1/12/2018	\$398.00
82802	Board For Volunteer Firefighters & Reserve Officers	1/12/2018	\$2,430.00
82803	Bonney, Matt	1/12/2018	\$365.43
82804	Brighter Side Marketing	1/12/2018	\$375.00
82805	BSK Associates	1/12/2018	\$170.00
82806	Cartomation, Inc	1/12/2018	\$1,000.00
82807	Chinook Observer	1/12/2018	\$170.53
82808	Clatsop Power Equipment	1/12/2018	\$293.58
82809	Cottage Bakery	1/12/2018	\$35.95
82810	Dennis Company	1/12/2018	\$443.63
82811	Department of Health	1/12/2018	\$1,854.71
82812	Dept of Ecology	1/12/2018	\$57,658.64
82813	DMCJA	1/12/2018	\$250.00
82814	Emerald Coast Title	1/12/2018	\$551.82
82815	Englund Marine Supply	1/12/2018	\$193.42
82816	Evergreen Rural Water of WA	1/12/2018	\$1,550.00
82817	Evergreen Septic Inc	1/12/2018	\$178.00
82818	Forensic Pieces, Inc	1/12/2018	\$595.00
82819	Galls, LLC	1/12/2018	\$12.42
82820	Group Tour Media	1/12/2018	\$4,000.00
82821	Hach Company	1/12/2018	\$584.05
82822	Iron Mountain	1/12/2018	\$118.55
82823	Kemmer, Larry	1/12/2018	\$38.18
82824	Knappion Cove Heritage Center	1/12/2018	\$20.00
82825	MAC TOOLS	1/12/2018	\$1,325.66
82826	MailFinance	1/12/2018	\$636.53

Account	Date	Amount	Check
82827	1/12/2018	\$434.51	
Municipal Emergency Services Depository			
Account			
82828	1/12/2018	\$1,049.36	
Neofunds			
82829	1/12/2018	\$700.00	
NTA Services, INC			
82830	1/12/2018	\$1,101.10	
Olympic Region Clean Air Agency			
82831	1/12/2018	\$365.66	
Oman & Son Builders			
82832	1/12/2018	\$62.17	
Pacific Art & Office Supply			
82833	1/12/2018	\$1,500.00	
Pacific Council of Governments			
82834	1/12/2018	\$34.00	
Pacific County Auditor			
82835	1/12/2018	\$2,000.00	
Pacific County Economic Development Council			
82836	1/12/2018	\$920.32	
Peninsula Sanitation			
82837	1/12/2018	\$0.00	
Peninsula Visitors Bureau			
82838	1/12/2018	\$3,600.00	
Penoyar, Joel			
82839	1/12/2018	\$1,000.00	
Penoyar, William			
82840	1/12/2018	\$8,511.58	
PND Engineers, Inc			
82841	1/12/2018	\$1,210.00	
Powell, Seller & Co., P.S			
82842	1/12/2018	\$1,348.16	
Sea Western Fire			
82843	1/12/2018	\$268.96	
Solutions Yes			
82844	1/12/2018	\$86.79	
STAPLES ADVANTAGE			
82845	1/12/2018	\$26,242.62	
Suez WTS Analytical Instrument, Inc			
82846	1/12/2018	\$542.86	
SUNSET AUTO PARTS, INC			
82847	1/12/2018	\$237.26	
Total Battery & Auto			
82848	1/12/2018	\$20,164.00	
University of Washington			
82849	1/12/2018	\$158.10	
Unum Life Insurance			
82850	1/12/2018	\$514.51	
Verizon Wireless			
82851	1/12/2018	\$1,423.97	
Visa			
82852	1/12/2018	\$95.00	
WABO			
82853	1/12/2018	\$134,666.00	
Washington Cities Insurance Authority			
82854	1/12/2018	\$4,814.64	
Whitney Equipment Co. Inc			
82855	1/12/2018	\$2,596.61	
Wilcox & Flegel Oil Co.			
Total		\$395,384.06	
Check			\$395,384.06
Grand Total			\$395,384.06

TAB - C



**CITY COUNCIL
AGENDA BILL
AB 18-05**

Meeting Date: January 16, 2018

AGENDA ITEM INFORMATION		
SUBJECT: Case No. SUP 2018-02 Request by Ellie Anderson to hold a Big Truck Rally– May 19, 2018.	<i>Originator:</i>	
	Mayor	
	City Council	
	City Administrator	
	City Attorney	
	City Clerk	
	City Engineer	
	Community Development Director	AS
	Finance Director	
	Fire Chief	
	Police Chief	
	Streets/Parks/Drainage Supervisor	
	Water/Wastewater Supervisor	
COST: N/A	Other:	

SUMMARY STATEMENT: *Attached is a request for a big truck rally that would occupy portions of the Bolstad beach approach and the State Parks parking lot. Also attached are the relevant sections of City Code for Council review. This event has also requested to allow for a couple of vendors, they would be strictly selling truck accessories and would be required to have a City Business License. Another thing to note is that the trucks will be parked and not racing, burning out or doing any other egregious activities. The site will be required to be left clean and unaltered.*

RECOMMENDED ACTION: *Approve SUP 2018-02 allowing Ellie Anderson to host a Bid Truck Rally on the Long Beach Bolstad approach and portions of the State Parks parking lot.*



APPLICATION FOR DEVELOPMENT APPROVAL

Return to Long Beach City Hall, 115 Bolstad Avenue West, PO Box 310, Long Beach, WA 98631

APPLICATION TYPE

- Short Plat
- Boundary Line Adjustment
- Binding Site Plan
- Variance
- Long Plat
- Conditional Use
- Special Use
- Other _____

APPLICANT INFORMATION

Name Ellie P. Anderson
 Mailing Address 7474 Noon Rd. Lynden, WA 98264

Telephone 360-318-4305
 Fax 360
 E-mail WA+TRUCKMEETS@gmail.com

PROPERTY OWNER INFORMATION (if different)

Name City of Long Beach ATTN: Regan
 Mailing Address _____

Telephone _____
 Fax _____
 E-mail _____

PROPERTY INFORMATION

Site Address Municipal Parking lot/Bolstad approach Plat Name _____
 Section _____ Township _____ Range _____ Lot _____ Block _____ Acres _____ Zoning _____
 Lender _____ Telephone _____
 Current/Prior Use of Property _____

PROJECT INFORMATION

Architect/Designer _____ License/Cert _____ Telephone _____
 Engineer _____ License _____ Telephone _____
 Surveyor _____ License _____ Telephone _____

- Design Review Required? Yes (separate application required) No
 SEPA Checklist Required? Yes (must be submitted w/ application) No

Project Type (check or fill in all that apply)

- Single Family Residential # of lots _____
- Multi-Family Residential # of dwelling units _____
- Commercial type _____ building square feet _____
- Other Non-Residential type _____ building square feet _____

- Does the proposal create a new tax parcel or divide property ownership? Yes No
 Is the subject property located within 200 feet of any surface water? Yes No
 Does the proposal involve or require crossing or filling of any wetland, drainage system, or ditch? Yes No
 Is the property located in an area subject to flooding? Yes No
 Are there existing structures or infrastructure or utilities on the property? Yes No
 Does the proposal require displacement, removal, or placement of materials in excess of 50 cubic yards? Yes No
 Does the proposal change the existing land use classification of the subject property? Yes No

NOTE: The City of Long Beach assumes no responsibility to notify applicants of state or Federal permit requirements. If you believe your project may require a state or Federal permit, relay that information to the Long Beach Community Development Department.

ATTESTATION: I hereby certify that I prepared or directed preparation of this application, and that to the best of my knowledge the information provide is complete, accurate, and a true representation of the proposal. I understand the City of Long Beach relies on the representations made herein in determining whether this application may be approved, and that false, inaccurate (including missing) information may result in severe consequences, including and not limited to the removal at my expense of any site improvement constructed under this application. I further attest that I have legal authority to submit this application, and I agree to comply with any and all conditions of approval related to this development proposal.

APPLICANT SIGNATURE <u>Ellie P. Anderson</u>	DATE <u>1-4-18</u>
OWNER SIGNATURE _____	DATE _____
<i>Office Use Only</i>	
Received by _____	Amount of fee paid _____
Date _____	Project No. _____



Case No. SUP 2018-02

Location Map

- Big Truck Rally
- Municipal Parking Lot – Bolstad West
- Special Use Permit: Big Truck Rally – S4 Zone

Ariel Smith

From: Ragan Myers
Sent: Tuesday, January 9, 2018 3:17 PM
To: Ariel Smith
Cc: elliep97@icloud.com
Subject: Washington Truck Meets

Hi Ariel,

Here is a little bit on Washington Truck Meets:

Washington Truck Meets Hosts truck shows all over Washington State and has worked with Cabela's for the last three years, as well as the City of Lynden and several other locations. The Long Beach Truck Meet is a show for trucks where folks may come and show off their prized truck and all of the custom and fabrication work they've done to them. This will take place in the Municipal Park Lot in Long Beach where all of the trucks will be lined up and parked accordingly. This should hopefully draw in business for all of the local shops and bring out people who have never visited Long Beach before. We would like to have this be our annual beach event. Thank you in advance!

Ellie Anderson
Event Coordinator

Ragan Myers
Tourism & Events Coordinator
Long Beach Package Travel
City of Long Beach, WA.
rmyers@longbeachwa.gov
www.longbeachpackagetravel.com
360-642-1227 Direct Line
503-791-7437 Cell
www.Facebook.com/LBPackageTravel

"We live in a connected world, and travel is what helps us share each other's cultures and backgrounds and unique perspectives. It forces us to reassess ourselves, our values and the values of others." Frank Gruber, CEO Tech.co

TAB - D



**CITY COUNCIL
AGENDA BILL
AB 18-06**

Meeting Date: January 16, 2018

AGENDA ITEM INFORMATION		
SUBJECT: <i>Professional Engineering Services to Complete the Watershed Control Program</i>	<i>Originator:</i>	
	Mayor	
	City Council	
	City Administrator	
	City Attorney	
	City Clerk	
	City Engineer	
	Community Development Director	AS
	Finance Director	
	Fire Chief	
	Police Chief	
	Streets/Parks/Drainage Supervisor	
	COST: \$27,500 – Grant	Water/Wastewater Supervisor
	Other:	

SUMMARY STATEMENT: *The city was awarded a \$30,000 grant from the Washington State Department of Health to complete a Watershed Control Program. The scope of work for the project is listed in the attached contract and has been approved by DOH as reimbursable. This must be completed before the end of the biennium, hence the aggressive timeline.*

RECOMMENDED ACTION: *Authorize the Mayor to enter into an agreement with Gray and Osborne to complete the Watershed Control Program.*

**PROPOSAL AND CONTRACT
FOR
PROFESSIONAL ENGINEERING SERVICES**

**CITY OF LONG BEACH
WASHINGTON**

JANUARY 2018

G&O Job. No. 17576

**GRAY & OSBORNE, INC.
CONSULTING ENGINEERS**

CONTRACT FOR

PROFESSIONAL ENGINEERING SERVICES

THIS Contract, entered into this ____ day of _____ 2018, between the CITY OF LONG BEACH, Washington, hereinafter called the "Agency"; and GRAY & OSBORNE, INC., Consulting Engineers, Seattle, Washington, hereinafter called the "Engineer".

WITNESSETH:

WITNESSETH THAT, the Agency now finds that it is in need for the engagement of professional engineering services. The purpose of this Contract is to define the scope of work to be performed, the conditions under which it shall be performed, and method of payment for professional engineering services authorized by the Agency.

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, the parties hereto do mutually agree as follows:

ARTICLE 1

EMPLOYMENT OF THE ENGINEER

The Agency, acting pursuant to its vested authority, does hereby engage the Engineer and the Engineer agrees to furnish the engineering services as requested by the Agency in connection with Watershed Control Program, hereinafter also called the "Project." These services are outlined in this Contract and shall be undertaken upon request by the Agency to the Engineer.

ARTICLE 2

CHARACTER & EXTENT OF ENGINEERING SERVICES

Upon execution of this Contract, and authorization of the Agency to proceed, the Engineer shall provide engineering services more fully described in Exhibit "A."

SPECIAL SERVICES

The Engineer may employ competent professionals to assist in the completion of the work as described as scope of work and budget herein.

The information so secured shall be made available to the Agency and the Engineer for the use and development of the Agency's projects.

ARTICLE 3

SCOPE OF OWNER SERVICES

The AGENCY shall provide or perform the following:

Provide full information as to the Agency's requirements for the Project. Assist the Engineer by placing at his disposal all available information pertinent to the site of the Project, including previous reports, drawings, plats, surveys, utility records, and any other data relative to the Project. Absent specific written direction to the contrary, the Engineer shall be entitled to rely upon the completeness and accuracy of such documentation.

Examine all studies, reports, sketches, estimates, specifications, drawings, proposals, and other documents presented by the Engineer.

ARTICLE 4

COMPENSATION

It is mutually agreed that the Agency will compensate the Engineer for services furnished based on the cost reimbursement method.

The total cost of these services shall not exceed the amount shown in Exhibit "B" without further written authorization by the Agency.

Total compensation is based on the following:

- (a) Cost Ceiling: The total amount of compensation for engineering services as described herein, and as further defined in letters or exhibits to this Contract including profit (fee), out-of-pocket expenses, direct labor costs, direct overhead and indirect overhead shall not exceed the total dollar cost agreed upon, without a formal amendment to this Contract.
- (b) Compensation Determination: Payment for work accomplished is on the basis of the Engineer's fully burdened labor cost plus direct non-salary costs.
 - 1. Fully burdened labor costs are determined by multiplying the hours spent by employees on the project, times the employee's fully burdened billing rate. The fully burdened billing rates are identified on Exhibit "C" and include direct salary cost, overhead, and profit. Overhead includes federal, state, and local taxes; insurance and medical; professional development and education; vacations and holidays; secretarial and clerical work; GIS, CADD,

and computer equipment; owned survey equipment and tools; attendance at non-project-specific public meetings for the purpose of keeping the public informed in regard to infrastructure improvements in the community and how the public will be affected; rent, utilities, and depreciation; office expenses; recruiting; professional services; incentive and retirement; and facilities cost of capital.

2. The direct non-salary costs are those costs directly incurred in fulfilling the terms of this Contract including, but not limited to travel, reproduction, supplies and fees for special professional services of outside consultants. If the Engineer is directed to employ special, professional expertise, the Agency will be billed by the Engineer for the special service invoiced amount plus ten percent (10%) for administrative overhead.

Payment of compensation shall be upon submittal to the Agency of a bill by the Engineer at approximate monthly intervals for services rendered during the preceding time period, plus a proportionate percentage of the fee amount stipulated above.

The cost records and accounts pertaining to this Contract are to be kept available for inspection by representatives of the Agency for a period of three (3) years after final payment. In the event any audit or inspection identifies any discrepancy in the financial records, the Engineer shall provide clarification and/or make adjustments accordingly.

ARTICLE 5

ADDITIONAL WORK

If during the performance of this contract, or subsequent to completion of the work under this contract, other or additional services other than those previously specified, including but not limited to additions or revisions by the Agency are ordered in writing by the Agency, the Engineer agrees to provide the services and the Agency agrees to compensate the Engineer under the same method of Compensation Determination described herein, to be determined at the time the additional services are ordered. The Engineer agrees not to proceed with the additional services until such time as the costs for the additional services have been approved by the Agency.

ARTICLE 6

PUBLIC RECORDS REQUESTS

The Engineer shall comply with Agency requests for documents which are the result of public records requests made under the Public Records Act. The Agency hereby acknowledges that gathering, copying and transmitting documents requested in this manner is Additional Work and agrees to compensate the Engineer accordingly.

ARTICLE 7

MAJOR REVISIONS

If, after the design has been approved by the Agency, and the Engineer has proceeded with the final design, and has performed work in processing same and the Agency authorizes new or substantially alters the design, the Agency will pay the Engineer a just and equitable compensation as mutually agreed upon by the Agency and the Engineer, or if an agreement cannot be reached within thirty (30) days, the equitable compensation shall be determined by mediators.

ARTICLE 8

COST ESTIMATE

The Agency is herewith advised that the Engineer has no control over the cost of labor, material, and equipment, including the contractors' and suppliers' methods of producing and delivering such goods and services; or over the methods and styles of competitive bidding or market conditions; and, accordingly, the Engineer's cost estimates are made and furnished on the basis of his experience and qualifications and represent only his best judgment as a design professional and within his familiarity with the construction industry, and, as such, the Engineer cannot and does not warrant, in any other manner or style, the accuracy of the cost estimates, nor that the estimates will or will not vary significantly with bids received by or construction costs realized by the Agency.

ARTICLE 9

FACILITIES TO BE FURNISHED BY THE ENGINEER

The Engineer shall furnish and maintain a central office, work space and equipment suitable and adequate for the prosecution of the work that is normal to the functioning of an established operating engineering practice.

ARTICLE 10

OWNERSHIP OF PLANS

All reports, designs, drawings and specifications prepared by the Engineer, as provided under this Contract shall be and do become the property of the Agency upon payment to the Engineer of his compensation as set forth in this Contract. Reuse of any of the instruments of services of the Engineer by the Agency on extensions of this project or on any other project without the written permission of the Engineer shall be at the Agency's risk and the Agency agrees to defend, indemnify and hold harmless the Engineer from all claims, damages and expenses including attorney's fees arising out of such unauthorized

reuse of the Engineer's instruments of service by the Agency or by others acting through the Agency.

ARTICLE 11

SEVERABILITY

If any provision of this Contract is held invalid, the remainder of this Contract shall not be affected thereby, if such remainder would then continue to conform to the terms and requirements of the applicable law.

ARTICLE 12

MEDIATION

All claims, disputes and other matters in question between Agency and Engineer shall, in the first instance, be subject to mediation. Either party may notify the other, by certified mail, of the existence of a claim or dispute. If such claim or dispute cannot promptly be resolved by the parties, the Engineer shall promptly contact the Judicial Arbitration and Mediation Service, Inc., or any other recognized mediation service agreed to by the parties, to arrange for the engagement and appointment of a mediator for the purpose of assisting the parties to amicably resolve the claim or dispute. The cost of the mediator shall be borne equally by the parties. The Agency and Engineer further agree to cooperate fully with the appointed mediator's attempt to resolve the claim or dispute, and also agree that litigation may not be commenced, by either party, for a period of ninety calendar days following the receipt by the other party of the written notice of claim or dispute. This mediation provision may be asserted by either party as grounds for staying such litigation.

ARTICLE 13

ASSIGNABILITY

The Engineer shall not assign nor transfer any interest in this Contract without the prior written consent of the Agency.

ARTICLE 14

EQUAL EMPLOYMENT OPPORTUNITY

The Engineer agrees that it will not discriminate against any employee or applicant for employment because of race, religion, color, sex, age or national origin.

The parties hereby incorporate 41 C.F.R. 60-1.4(a)(7); 29 C.F.R. Part 471, Appendix A to Subpart A; 41 C.F.R.60-300.5(a)11; and 41 C.F.R. 60-741.5(a)6; if applicable.

This contractor and subcontractor shall abide by the requirements of 41 C.F.R. 60-300.5(a) and 41 C.F.R. 741.5(a). These regulations prohibit discrimination against qualified protected veterans, and qualified individuals on the basis of disability, respectively, and require affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans and qualified individuals with disabilities, respectively.

ARTICLE 15

COVENANT AGAINST CONTINGENT FEES

The Engineer warrants that no person or selling agency has been employed or retained to solicit or secure this Contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fees, excepting bona fide employees. For breach or violation of this warranty, the Agency shall have the right to annul this Contract without liability or in its discretion to deduct from the Contract price or consideration or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee.

ARTICLE 16

SAFETY

The duty and/or Services furnished hereunder by the Engineer, does not include a review of the adequacy of any contractor's safety measures in, on, or near a project construction site. The contractor alone shall have the responsibility and liability thereof, and shall be insured accordingly. Neither the activities of the Engineer, nor the presence of the Engineer's employees at a site, shall relieve the contractor of their obligations, duties, and responsibilities with any health or safety precaution required to ensure the safety of the jobsite.

ARTICLE 17

INDEMNITY AGREEMENT

The Engineer shall hold the Agency harmless from, and shall indemnify the Agency against, any and all claims, demands, actions or liabilities caused by or occurring by reason of any negligent act or omission of the Engineer, its agents, employees or subcontractors, arising out of or in connection with the performance of this Contract.

The Engineer shall be required to indemnify the Agency in those cases where damages have been caused by the concurrent negligence of the Agency and Engineer, its agents, employees or subcontractors. In those cases, the liability of the Engineer for indemnifications shall be limited to that portion of the damages caused by the negligence of the Engineer, its agents, employees or subcontractors.

The Engineer has no duty to indemnify the Agency where damages were caused by the negligence of the Agency.

ARTICLE 18

INSURANCE

A. Public Liability

The Engineer shall provide evidence of comprehensive Public Liability and Property Damage Insurance which includes but is not limited to, operations of the Engineer, commercial general liability, and blanket limited contractual liability with limits of not less than:

COMPREHENSIVE GENERAL LIABILITY

Bodily Injury & Property Damage: \$1,000,000 each person
\$1,000,000 each occurrence
\$1,000,000 each aggregate

AUTOMOBILE LIABILITY

Bodily Injury: \$1,000,000 each person
\$1,000,000 each occurrence

Property Damage: \$1,000,000 single limit

The Agency shall be named as an additional insured as respects this Contract. In conjunction therewith, the Engineer shall furnish a certificate of such insurance to the Agency at the time of execution of this Contract.

B. Professional Liability

The Engineer shall provide Professional Errors and Omissions Liability Insurance which shall provide coverage for any negligent professional acts, errors or omissions for which the Engineer is legally responsible, with limits of not less than:

PROFESSIONAL ERRORS \$1,000,000 each occurrence
AND

OMISSIONS LIABILITY \$1,000,000 aggregate

The Engineer shall furnish a certificate of such insurance to the Agency at the time of execution of this Contract.

ARTICLE 19

STATUS OF ENGINEER

The Engineer is an independent contractor operating for its own account, and is in no way and to no extent an employee or agent of the Agency. The Engineer shall have the sole judgment of the means, mode or manner of the actual performance of this Contract. The Engineer, as an independent contractor, assumes the entire responsibility for carrying out and accomplishing this Contract.

ARTICLE 20

CERTIFICATION OF ENGINEER

Attached hereto is Exhibit "D" Certification Regarding Debarment, Suspension and Other Responsibility Matters.

ARTICLE 21

CHOICE OF LAW/JURISDICTION/VENUE

This Contract shall be governed as to validity, interpretation, construction and effect, and in all other respects, by the laws of the State of Washington. Jurisdiction of any suit or action arising out of or in connection with this Contract shall be in the State of Washington, and the venue thereof be in the same County as the Agency.

ARTICLE 22

NOTICES

In every case where, under any of the provisions of this Contract or in the opinion of either the Agency or the Engineer or otherwise, it shall or may become necessary or desirable to make, give, or serve any declaration, demand, or notice of any kind or character or for any purpose whatsoever, the same shall be in writing, and it shall be sufficient to either (1) deliver the same or a copy thereof in person to the City of Long Beach, if given by the Engineer, or to the President or Secretary of the Engineer personally, if given by the Agency; or (2) mail the same or a copy thereof by registered or certified mail, postage prepaid, addressed to the other party at such address as may have theretofore been designated in writing by such party, by notice served in the manner herein provided, and until some other address shall have been so designated, the address of the Agency for the purpose of mailing such notices shall be as follows:

CITY OF LONG BEACH
P.O. Box 310
Long Beach, Washington 98631

and the address of the Engineer shall be as follows:

GRAY & OSBORNE, INC.
701 Dexter Ave. North
Suite 200
Seattle, Washington 98109-4339

ARTICLE 23

ATTORNEY'S FEES

The parties agree that in the event a civil action is instituted by either party to enforce any of the terms and conditions of this Contract, or to obtain damages or other redress for any breach hereof, the prevailing party shall be entitled to recover from the other party, in addition to its other remedies, its reasonable attorney's fees in such suit or action and upon any appeal therefrom.

IN WITNESS WHEREOF, the parties hereto have executed this Contract as of the day and year written below.

ENGINEER: Gray & Osborne, Inc.

AGENCY: City of Long Beach

By: 
(Signature)

By: _____
(Signature)

Name/Title: Michael B. Johnson, P.E., President

Name/Title: _____
(Print)

Date: 1/9/18

Date: _____

"Equal Opportunity/Affirmative Action Employer"

EXHIBIT “A”

SCOPE OF WORK

**CITY OF LONG BEACH
WATERSHED CONTROL PROGRAM**

Develop a Watershed Control Plan that includes an evaluation of all items outlined in WAC 246-290-135(4), specifically addressing the following items and. The Watershed Control Plan will provides a roadmap for management of City-owned portions of the watershed, schedule for regular monitoring and evaluation of the condition of the watershed and land-owner agreements and identify potential funding sources to implement activities identified in the plan.

Task 1: Evaluate the existing conditions: current ownership, all existing agreements between City and watershed landowners. Determine and evaluate any forest practice activities existing or planned within the watershed; and obtain copies of existing forestry management plans for properties with the watershed.

Task 2: Complete a comprehensive forest management plan to include: evaluation of the health and timber age of the City’s property and proposed management activities that will support forest health and water quality by reducing risk of fires and bug infestation and consider the activities and plans of other landowners. If thinning or selective harvest are determined to be beneficial an analysis of appropriate access locations and road construction and decommissioning recommendations shall be included.

Task 3: Complete a comprehensive review of the watershed, identify areas most sensitive to disturbances or likely to contribute to water quality challenges. Identify existing or future activities that can influence water quality. Describe current forest practice requirements and outline a forest practice application review process for the City to follow. Identify ways the City can further engage with watershed landowners prior to forest practice applications. Identify any activities that will mitigate existing water quality concerns. Provide recommendation about communication and development of agreements between the City and watershed landowners. Include a schedule for regular monitoring and evaluation of the watershed health. Identify and recommend management strategies the City can implement; these can include; purchase of land, easements, purchase of timber rights or other strategies. Incorporate all recommendations from forest management plan into Watershed control plan.

Schedule

Task 1 – Existing Condition	February 28, 2018
Task 2 – Forest Management Plan.....	April 30, 2018
Task 3 – Watershed Evaluation and Development of Watershed Control Plan.....	May 31, 2018
Department of Health Approval	June 30, 2018

EXHIBIT "B"

**ENGINEERING SERVICES
SCOPE AND ESTIMATED COST**

City of Long Beach - Watershed Control Program

Tasks	Project Manager Hours	Civil Eng. Hours	Environmental Tech./ Specialist Hours	AutoCAD/ GIS Tech./ Eng. Intern Hours
Task 1 - Existing Conditions	8	24		12
Task 2 - Forest Management Plan	8	16		8
Task 3 - Management Strategies	12	32	18	10
Task 4 - Watershed Control Program	16	32		8
Hour Estimate:	44	104	18	38
Fully Burdened Billing Rate Range:*	\$106 to \$184	\$96 to \$126	\$80 to \$115	\$42 to \$120
Estimated Fully Burdened Billing Rate:*	\$165	\$96	\$110	\$110
Fully Burdened Labor Cost:	\$7,260	\$9,984	\$1,980	\$4,180

Total Fully Burdened Labor Cost: \$ 23,404

Direct Non-Salary Cost:

Mileage & Expenses (Mileage @ current IRS rate) \$ 246

Subconsultant: \$ 3,500

Subconsultant Overhead (10%) \$ 350

TOTAL ESTIMATED COST: \$ 27,500

EXHIBIT "C"

GRAY & OSBORNE, INC.

**PROFESSIONAL ENGINEERING SERVICES CONTRACT
FULLY BURDENED BILLING RATES*
THROUGH JUNE 15, 2018****

<u>Employee Classification</u>	<u>Fully Burdened Billing Rates</u>		
AutoCAD/GIS Technician/Engineering Intern	\$ 42.00	to	\$120.00
Electrical Engineer	\$103.00	to	\$184.00
Structural Engineer	\$100.00	to	\$168.00
Environmental Technician/Specialist	\$ 80.00	to	\$115.00
Engineer-In-Training	\$ 80.00	to	\$123.00
Civil Engineer	\$ 96.00	to	\$126.00
Project Engineer	\$106.00	to	\$145.00
Project Manager	\$106.00	to	\$184.00
Principal-in-Charge	\$112.00	to	\$184.00
Resident Engineer	\$122.00	to	\$168.00
Field Inspector	\$ 77.00	to	\$142.00
Field Survey (2 Person)***	\$161.00	to	\$213.00
Field Survey (3 Person)***	\$238.00	to	\$290.00
Professional Land Surveyor	\$112.00	to	\$136.00
Secretary/Word Processor***	N/A		

* Fully Burdened Billing Rates include overhead and profit.

** Updated annually, together with the overhead.

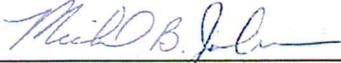
All actual out-of-pocket expenses incurred directly on the project are added to the billing. The billing is based on direct out-of-pocket expenses; meals, lodging, laboratory testing and transportation. The transportation rate is \$0.54 per mile or the current maximum IRS rate without receipt IRS Section 162(a).

*** Administration expenses include secretarial and clerical work; GIS, CADD, and computer equipment; owned survey equipment and tools (stakes, hubs, lath, etc. – Note: mileage billed separately at rate noted); miscellaneous administration tasks; facsimiles; telephone; postage; and printing costs, which are less than \$150.

EXHIBIT "D"

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

- I. The Engineer, Gray & Osborne, Inc., certifies to the best of its knowledge and belief, that it and its principals:
- A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
 - B. Have not within a 3-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission or fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - C. Are not presently indicated for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (I)(B) of this certification; and
 - D. Have not within a 3-year period preceding this application/proposal had one or more public transactions (federal, state, or local) terminated for cause or default.



Michael B. Johnson, P.E., President
Gray & Osborne, Inc.

1/9/18

Date

The Agency may confirm the Engineer's suspension or debarment status on General Services Administration Excluded Parties List System website: www.epls.gov.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/8/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Hall & Company 19660 10th Ave NE Poulsbo WA 98370	CONTACT NAME: Allison Andrus PHONE (A/C, No, Ext): 360-626-2007 E-MAIL ADDRESS: aandrus@hallandcompany.com	FAX (A/C, No): 360-598-3703	
	INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED Gray & Osborne Inc 701 Dexter Avenue N #200 Seattle WA 98109	INSURER A : Hartford Casualty Insurance Company		29424
	INSURER B : Travelers Casualty and Surety Company		19038
	INSURER C :		
	INSURER D :		
	INSURER E :		
INSURER F :			

COVERAGES

CERTIFICATE NUMBER: 1890255329

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> OCP/XCU/BFPD <input checked="" type="checkbox"/> Separation Instds GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			52SBADU7303	9/10/2017	9/10/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			52UECJS3276	9/10/2017	9/10/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			52SBADU7303	9/10/2017	9/10/2018	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/> N/A			52SBADU7303	9/10/2017	9/10/2018	<input type="checkbox"/> PER STATUTE <input checked="" type="checkbox"/> OTH-ER WA Stop Gap E L EACH ACCIDENT \$ 1,000,000 E L DISEASE - EA EMPLOYEE \$ 1,000,000 E L DISEASE - POLICY LIMIT \$ 1,000,000
B	Professional Liab: Claims Made Pollution Liab: Occurrence Form			105339819	9/10/2017	9/10/2018	\$1,000,000 Per Claim \$1,000,000 Aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Re: Long Beach Watershed Control Program
 The certificate holder is an additional insured per the attached.

CERTIFICATE HOLDER**CANCELLATION**

City of Longbeach PO Box 310 Long Beach WA 98631	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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BUSINESS LIABILITY COVERAGE FORM

(b) Rented to, in the care, custody or control of, or over which physical control is being exercised for any purpose by you, any of your "employees", "volunteer workers", any partner or member (if you are a partnership or joint venture), or any member (if you are a limited liability company).

b. Real Estate Manager

Any person (other than your "employee" or "volunteer worker"), or any organization while acting as your real estate manager.

c. Temporary Custodians Of Your Property

Any person or organization having proper temporary custody of your property if you die, but only:

- (1) With respect to liability arising out of the maintenance or use of that property; and
- (2) Until your legal representative has been appointed.

d. Legal Representative If You Die

Your legal representative if you die, but only with respect to duties as such. That representative will have all your rights and duties under this insurance.

e. Unnamed Subsidiary

Any subsidiary and subsidiary thereof, of yours which is a legally incorporated entity of which you own a financial interest of more than 50% of the voting stock on the effective date of this Coverage Part.

The insurance afforded herein for any subsidiary not shown in the Declarations as a named insured does not apply to injury or damage with respect to which an insured under this insurance is also an insured under another policy or would be an insured under such policy but for its termination or upon the exhaustion of its limits of insurance.

3. Newly Acquired Or Formed Organization

Any organization you newly acquire or form, other than a partnership, joint venture or limited liability company, and over which you maintain financial interest of more than 50% of the voting stock, will qualify as a Named Insured if there is no other similar insurance available to that organization. However:

- a. Coverage under this provision is afforded only until the 180th day after you acquire or form the organization or the end of the policy period, whichever is earlier; and

b. Coverage under this provision does not apply to:

- (1) "Bodily injury" or "property damage" that occurred; or
- (2) "Personal and advertising injury" arising out of an offense committed before you acquired or formed the organization.

4. Operator Of Mobile Equipment

With respect to "mobile equipment" registered in your name under any motor vehicle registration law, any person is an insured while driving such equipment along a public highway with your permission. Any other person or organization responsible for the conduct of such person is also an insured, but only with respect to liability arising out of the operation of the equipment, and only if no other insurance of any kind is available to that person or organization for this liability. However, no person or organization is an insured with respect to:

- a. "Bodily injury" to a co-"employee" of the person driving the equipment; or
- b. "Property damage" to property owned by, rented to, in the charge of or occupied by you or the employer of any person who is an insured under this provision.

5. Operator of Nonowned Watercraft

With respect to watercraft you do not own that is less than 51 feet long and is not being used to carry persons for a charge, any person is an insured while operating such watercraft with your permission. Any other person or organization responsible for the conduct of such person is also an insured, but only with respect to liability arising out of the operation of the watercraft, and only if no other insurance of any kind is available to that person or organization for this liability.

However, no person or organization is an insured with respect to:

- a. "Bodily injury" to a co-"employee" of the person operating the watercraft; or
- b. "Property damage" to property owned by, rented to, in the charge of or occupied by you or the employer of any person who is an insured under this provision.



6. Additional Insureds When Required By Written Contract, Written Agreement Or Permit

The person(s) or organization(s) identified in Paragraphs a. through f. below are additional insureds when you have agreed, in a written



BUSINESS LIABILITY COVERAGE FORM

contract, written agreement or because of a permit issued by a state or political subdivision, that such person or organization be added as an additional insured on your policy, provided the injury or damage occurs subsequent to the execution of the contract or agreement, or the issuance of the permit.

A person or organization is an additional insured under this provision only for that period of time required by the contract, agreement or permit.

However, no such person or organization is an additional insured under this provision if such person or organization is included as an additional insured by an endorsement issued by us and made a part of this Coverage Part, including all persons or organizations added as additional insureds under the specific additional insured coverage grants in Section F. – Optional Additional Insured Coverages.

a. Vendors

Any person(s) or organization(s) (referred to below as vendor), but only with respect to "bodily injury" or "property damage" arising out of "your products" which are distributed or sold in the regular course of the vendor's business and only if this Coverage Part provides coverage for "bodily injury" or "property damage" included within the "products-completed operations hazard".

- (1) The insurance afforded to the vendor is subject to the following additional exclusions:

This insurance does not apply to:

- (a) "Bodily injury" or "property damage" for which the vendor is obligated to pay damages by reason of the assumption of liability in a contract or agreement. This exclusion does not apply to liability for damages that the vendor would have in the absence of the contract or agreement;
- (b) Any express warranty unauthorized by you;
- (c) Any physical or chemical change in the product made intentionally by the vendor;
- (d) Repackaging, except when unpacked solely for the purpose of inspection, demonstration, testing, or the substitution of parts under instructions from the manufacturer, and then repackaged in the original container;

(e) Any failure to make such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products;

(f) Demonstration, installation, servicing or repair operations, except such operations performed at the vendor's premises in connection with the sale of the product;

(g) Products which, after distribution or sale by you, have been labeled or relabeled or used as a container, part or ingredient of any other thing or substance by or for the vendor; or

(h) "Bodily injury" or "property damage" arising out of the sole negligence of the vendor for its own acts or omissions or those of its employees or anyone else acting on its behalf. However, this exclusion does not apply to:

(i) The exceptions contained in Subparagraphs (d) or (f); or

(ii) Such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products.

- (2) This insurance does not apply to any insured person or organization from whom you have acquired such products, or any ingredient, part or container, entering into, accompanying or containing such products.

b. Lessors Of Equipment

- (1) Any person or organization from whom you lease equipment; but only with respect to their liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your maintenance, operation or use of equipment leased to you by such person or organization.

- (2) With respect to the insurance afforded to these additional Insureds, this insurance does not apply to any "occurrence" which takes place after you cease to lease that equipment.

c. Lessors Of Land Or Premises

- (1) Any person or organization from whom you lease land or premises, but only with respect to liability arising out of the ownership, maintenance or use of that part of the land or premises leased to you.
- (2) With respect to the Insurance afforded to these additional Insureds, this insurance does not apply to:
- (a) Any "occurrence" which takes place after you cease to lease that land or be a tenant in that premises; or
- (b) Structural alterations, new construction or demolition operations performed by or on behalf of such person or organization.

d. Architects, Engineers Or Surveyors

- (1) Any architect, engineer, or surveyor, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:
- (a) In connection with your premises; or
- (b) In the performance of your ongoing operations performed by you or on your behalf.
- (2) With respect to the insurance afforded to these additional Insureds, the following additional exclusion applies:
- This insurance does not apply to "bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of or the failure to render any professional services by or for you, including:
- (a) The preparing, approving, or failure to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders, designs or drawings and specifications; or
- (b) Supervisory, inspection, architectural or engineering activities.

e. Permits Issued By State Or Political Subdivisions

- (1) Any state or political subdivision, but only with respect to operations performed by you or on your behalf for which the state or political subdivision has issued a permit.
- (2) With respect to the insurance afforded to these additional Insureds, this insurance does not apply to:
- (a) "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the state or municipality; or
- (b) "Bodily injury" or "property damage" included within the "products-completed operations hazard".

f. Any Other Party

- (1) Any other person or organization who is not an Insured under Paragraphs a. through e. above, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:
- (a) In the performance of your ongoing operations;
- (b) In connection with your premises owned by or rented to you; or
- (c) In connection with "your work" and included within the "products-completed operations hazard", but only if
- (i) The written contract or written agreement requires you to provide such coverage to such additional Insured; and
- (ii) This Coverage Part provides coverage for "bodily injury" or "property damage" included within the "products-completed operations hazard".
- (2) With respect to the insurance afforded to these additional Insureds, this insurance does not apply to:
- "Bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of, or the failure to render, any professional architectural, engineering or surveying services, including:

BUSINESS LIABILITY COVERAGE FORM

- (a) The preparing, approving, or failure to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders, designs or drawings and specifications; or
- (b) Supervisory, inspection, architectural or engineering activities.

The limits of insurance that apply to additional insureds are described in Section D. – Limits Of Insurance.

How this insurance applies when other insurance is available to an additional insured is described in the Other Insurance Condition in Section E. – Liability And Medical Expenses General Conditions.

No person or organization is an insured with respect to the conduct of any current or past partnership, joint venture or limited liability company that is not shown as a Named Insured in the Declarations.

D. LIABILITY AND MEDICAL EXPENSES LIMITS OF INSURANCE

1. The Most We Will Pay

The Limits of Insurance shown in the Declarations and the rules below fix the most we will pay regardless of the number of:

- a. Insureds;
- b. Claims made or "suits" brought; or
- c. Persons or organizations making claims or bringing "suits".

2. Aggregate Limits

The most we will pay for:

- a. Damages because of "bodily injury" and "property damage" included in the "products-completed operations hazard" is the Products-Completed Operations Aggregate Limit shown in the Declarations.
- b. Damages because of all other "bodily injury", "property damage" or "personal and advertising injury", including medical expenses, is the General Aggregate Limit shown in the Declarations.

This General Aggregate Limit applies separately to each of your "locations" owned by or rented to you.

"Location" means premises involving the same or connecting lots, or premises whose connection is interrupted only by a street, roadway or right-of-way of a railroad.

This General Aggregate limit does not apply to "property damage" to premises while rented to you or temporarily occupied by you with permission of the owner, arising out of fire, lightning or explosion.

3. Each Occurrence Limit

Subject to 2.a. or 2.b above, whichever applies, the most we will pay for the sum of all damages because of all "bodily injury", "property damage" and medical expenses arising out of any one "occurrence" is the Liability and Medical Expenses Limit shown in the Declarations.

The most we will pay for all medical expenses because of "bodily injury" sustained by any one person is the Medical Expenses Limit shown in the Declarations.

4. Personal And Advertising Injury Limit

Subject to 2.b. above, the most we will pay for the sum of all damages because of all "personal and advertising injury" sustained by any one person or organization is the Personal and Advertising Injury Limit shown in the Declarations.

5. Damage To Premises Rented To You Limit

The Damage To Premises Rented To You Limit is the most we will pay under Business Liability Coverage for damages because of "property damage" to any one premises, while rented to you, or in the case of damage by fire, lightning or explosion, while rented to you or temporarily occupied by you with permission of the owner.

In the case of damage by fire, lightning or explosion, the Damage to Premises Rented To You Limit applies to all damage proximately caused by the same event, whether such damage results from fire, lightning or explosion or any combination of these.

6. How Limits Apply To Additional Insureds

The most we will pay on behalf of a person or organization who is an additional insured under this Coverage Part is the lesser of:

- a. The limits of insurance specified in a written contract, written agreement or permit issued by a state or political subdivision; or
- b. The Limits of Insurance shown in the Declarations.

Such amount shall be a part of and not in addition to the Limits of Insurance shown in the Declarations and described in this Section.

If more than one limit of insurance under this policy and any endorsements attached thereto applies to any claim or "suit", the most we will pay under this policy and the endorsements is the single highest limit of liability of all coverages applicable to such claim or "suit". However, this paragraph does not apply to the Medical Expenses limit set forth in Paragraph 3. above.

The Limits of Insurance of this Coverage Part apply separately to each consecutive annual period and to any remaining period of less than 12 months, starting with the beginning of the policy period shown in the Declarations, unless the policy period is extended after issuance for an additional period of less than 12 months. In that case, the additional period will be deemed part of the last preceding period for purposes of determining the Limits of Insurance.

E. LIABILITY AND MEDICAL EXPENSES GENERAL CONDITIONS

1. Bankruptcy

Bankruptcy or insolvency of the insured or of the insured's estate will not relieve us of our obligations under this Coverage Part.

2. Duties In The Event Of Occurrence, Offense, Claim Or Suit

a. Notice Of Occurrence Or Offense

You or any additional insured must see to it that we are notified as soon as practicable of an "occurrence" or an offense which may result in a claim. To the extent possible, notice should include:

- (1) How, when and where the "occurrence" or offense took place;
- (2) The names and addresses of any injured persons and witnesses; and
- (3) The nature and location of any injury or damage arising out of the "occurrence" or offense.

b. Notice Of Claim

If a claim is made or "suit" is brought against any insured, you or any additional insured must:

- (1) Immediately record the specifics of the claim or "suit" and the date received; and
- (2) Notify us as soon as practicable.

You or any additional insured must see to it that we receive a written notice of the claim or "suit" as soon as practicable.

c. Assistance And Cooperation Of The Insured

You and any other involved insured must:

BUSINESS LIABILITY COVERAGE FORM

- (1) Immediately send us copies of any demands, notices, summonses or legal papers received in connection with the claim or "suit";
- (2) Authorize us to obtain records and other information;
- (3) Cooperate with us in the investigation, settlement of the claim or defense against the "suit"; and
- (4) Assist us, upon our request, in the enforcement of any right against any person or organization that may be liable to the insured because of injury or damage to which this insurance may also apply.

d. Obligations At The Insured's Own Cost

No insured will, except at that insured's own cost, voluntarily make a payment, assume any obligation, or incur any expense, other than for first aid, without our consent.

e. Additional Insured's Other Insurance

If we cover a claim or "suit" under this Coverage Part that may also be covered by other insurance available to an additional insured, such additional insured must submit such claim or "suit" to the other insurer for defense and indemnity.

However, this provision does not apply to the extent that you have agreed in a written contract, written agreement or permit that this insurance is primary and non-contributory with the additional insured's own insurance.

f. Knowledge Of An Occurrence, Offense, Claim Or Suit

Paragraphs a. and b. apply to you or to any additional insured only when such "occurrence", offense, claim or "suit" is known to:

- (1) You or any additional insured that is an individual;
- (2) Any partner, if you or an additional insured is a partnership;
- (3) Any manager, if you or an additional insured is a limited liability company;
- (4) Any "executive officer" or insurance manager, if you or an additional insured is a corporation;
- (5) Any trustee, if you or an additional insured is a trust; or
- (6) Any elected or appointed official, if you or an additional insured is a political subdivision or public entity.

BUSINESS LIABILITY COVERAGE FORM

This Paragraph f. applies separately to you and any additional insured.

3. Financial Responsibility Laws

- a. When this policy is certified as proof of financial responsibility for the future under the provisions of any motor vehicle financial responsibility law, the insurance provided by the policy for "bodily injury" liability and "property damage" liability will comply with the provisions of the law to the extent of the coverage and limits of insurance required by that law.
- b. With respect to "mobile equipment" to which this insurance applies, we will provide any liability, uninsured motorists, underinsured motorists, no-fault or other coverage required by any motor vehicle law. We will provide the required limits for those coverages.

4. Legal Action Against Us

No person or organization has a right under this Coverage Form:

- a. To join us as a party or otherwise bring us into a "suit" asking for damages from an insured; or
- b. To sue us on this Coverage Form unless all of its terms have been fully complied with.

A person or organization may sue us to recover on an agreed settlement or on a final judgment against an insured; but we will not be liable for damages that are not payable under the terms of this insurance or that are in excess of the applicable limit of insurance. An agreed settlement means a settlement and release of liability signed by us, the insured and the claimant or the claimant's legal representative.

5. Separation Of Insureds

Except with respect to the Limits of Insurance, and any rights or duties specifically assigned in this policy to the first Named Insured, this insurance applies:

- a. As if each Named Insured were the only Named Insured; and
- b. Separately to each insured against whom a claim is made or "suit" is brought.

6. Representations**a. When You Accept This Policy**

By accepting this policy, you agree:

- (1) The statements in the Declarations are accurate and complete;
- (2) Those statements are based upon representations you made to us; and

- (3) We have issued this policy in reliance upon your representations.

b. Unintentional Failure To Disclose Hazards

If unintentionally you should fail to disclose all hazards relating to the conduct of your business at the inception date of this Coverage Part, we shall not deny any coverage under this Coverage Part because of such failure.

7. Other Insurance

If other valid and collectible insurance is available for a loss we cover under this Coverage Part, our obligations are limited as follows:

a. Primary Insurance

This insurance is primary except when b. below applies. If other insurance is also primary, we will share with all that other insurance by the method described in c. below.

b. Excess Insurance

This insurance is excess over any of the other insurance, whether primary, excess, contingent or on any other basis:

(1) Your Work

That is Fire, Extended Coverage, Builder's Risk, Installation Risk or similar coverage for "your work";

(2) Premises Rented To You

That is fire, lightning or explosion insurance for premises rented to you or temporarily occupied by you with permission of the owner;

(3) Tenant Liability

That is insurance purchased by you to cover your liability as a tenant for "property damage" to premises rented to you or temporarily occupied by you with permission of the owner;

(4) Aircraft, Auto Or Watercraft

If the loss arises out of the maintenance or use of aircraft, "autos" or watercraft to the extent not subject to Exclusion g. of Section A. – Coverages.

(5) Property Damage To Borrowed Equipment Or Use Of Elevators

If the loss arises out of "property damage" to borrowed equipment or the use of elevators to the extent not subject to Exclusion k. of Section A. – Coverages.

BUSINESS LIABILITY COVERAGE FORM

(6) When You Are Added As An Additional Insured To Other Insurance

That is other insurance available to you covering liability for damages arising out of the premises or operations, or products and completed operations, for which you have been added as an additional insured by that insurance; or

(7) When You Add Others As An Additional Insured To This Insurance

That is other insurance available to an additional insured.

However, the following provisions apply to other insurance available to any person or organization who is an additional insured under this Coverage Part:

(a) Primary Insurance When Required By Contract

This insurance is primary if you have agreed in a written contract, written agreement or permit that this insurance be primary. If other insurance is also primary, we will share with all that other insurance by the method described in c. below.

*** (b) Primary And Non-Contributory To Other Insurance When Required By Contract**

If you have agreed in a written contract, written agreement or permit that this insurance is primary and non-contributory with the additional insured's own insurance, this insurance is primary and we will not seek contribution from that other insurance.

Paragraphs (a) and (b) do not apply to other insurance to which the additional insured has been added as an additional insured.

When this insurance is excess, we will have no duty under this Coverage Part to defend the insured against any "suit" if any other insurer has a duty to defend the insured against that "suit". If no other insurer defends, we will undertake to do so, but we will be entitled to the insured's rights against all those other insurers.

When this insurance is excess over other insurance, we will pay only our share of the amount of the loss, if any, that exceeds the sum of:

- (1) The total amount that all such other insurance would pay for the loss in the absence of this insurance; and
- (2) The total of all deductible and self-insured amounts under all that other insurance.

We will share the remaining loss, if any, with any other insurance that is not described in this Excess Insurance provision and was not bought specifically to apply in excess of the Limits of Insurance shown in the Declarations of this Coverage Part.

c. Method Of Sharing

If all the other insurance permits contribution by equal shares, we will follow this method also. Under this approach, each insurer contributes equal amounts until it has paid its applicable limit of insurance or none of the loss remains, whichever comes first.

If any of the other insurance does not permit contribution by equal shares, we will contribute by limits. Under this method, each insurer's share is based on the ratio of its applicable limit of insurance to the total applicable limits of insurance of all insurers.

8. Transfer Of Rights Of Recovery Against Others To Us

a. Transfer Of Rights Of Recovery

If the insured has rights to recover all or part of any payment, including Supplementary Payments, we have made under this Coverage Part, those rights are transferred to us. The insured must do nothing after loss to impair them. At our request, the insured will bring "suit" or transfer those rights to us and help us enforce them. This condition does not apply to Medical Expenses Coverage.

*** b. Waiver Of Rights Of Recovery (Waiver Of Subrogation)**

If the insured has waived any rights of recovery against any person or organization for all or part of any payment, including Supplementary Payments, we have made under this Coverage Part, we also waive that right, provided the insured waived their rights of recovery against such person or organization in a contract, agreement or permit that was executed prior to the injury or damage.



THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED AND RIGHTS OF RECOVERY AGAINST OTHERS

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM

- A. Any person or organization whom you are required by contract to name as additional insured is an "insured" for LIABILITY COVERAGE but only to the extent that person or organization qualifies as an "insured" under the WHO IS AN INSURED provision of Section II - LIABILITY COVERAGE.
- B. For any person or organization for whom you are required by contract to provide a waiver of subrogation, the Loss Condition - TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US is applicable.

TAB - E

City of Long Beach Activities Report

December 2017

Water Dept.

Call Outs - 0

Meetings - 6 Staff / Home owners (New Construction) / Contractors (28th st. Drainage Construction) / HD Fowler (Remote Meter Project) / Evergreen Rural Water / PUD 49th pl.

Safety Meetings - 2 (Emergency Power & Pump Operations / Bucket Truck Operations.)

Plant Management - Paperwork / ordered parts / time cards / Monthly DOH Report / Monthly DMR's. / Monthly Report / Bills / Log Book / Billing New Services / Called Locates / Mapping Water System Repairs / Checking Contractors 28th st. Project / New Personal Policy Review / Shop & Yard Inspections / Scheduling CPR , Asbestos Awareness , Confined Space Training.

Customer Service - 4

Locates - 14

Emergency Locates – 2 (PUD Washington Project 16th n / 49th pl.)

Re-reads - 22

Install New Meters - 2 (5th st. n & 49th pl.) Meter Reinstall - 0

New Service Investigations – 2 Valve Investigation - 1

New Service Prep – 2 Valve Can Raising - 3

Meter Removal – 3

Meter Repairs - 3

Hydrant Maint. - 1 (Chautauqua north hydrant)

Shut Off's - 5 Emergency Shut Offs - 2

Turn On's - 3

Res. Checking - 2

Res: Maint. – 0

Leak Repairs - 4 (17th st. s / 11th st. ne / 2nd st. s / 19th st. n)

Leak Investigations - 4

Equipment Cleanup - 7

System Samples - Weekly entire system.

Samples to Lab - 1

Training -

Tye – CDL Hazmat.

Jake – Passed WDM 1 Test.

Tye & Matt M. – Backhoe Training.

Other Activities –

Digging Outfalls.

Reading Meters. (Seaview)

Cold Patching Road Cuts.

Raising Valve Cans.

Cleaning & Organizing Water Shop.

Sweeping Town.

North End Meter Survey.

Water System Repairs Mapping.

Digging Out Maddix Creek Station.

7th st. Blow Off Repairs.

Shop Maint. (Gutters)

Ordered New Water Meters & Boxes. (Remote Meter Project)

Staking Future Service Connections.

Moving Handi-cap Wheel Chair.

City of Long Beach Activities Report

December 2017

Wastewater Dept.

Call Outs - 0

Meetings - 3

Safety Meetings - 2 (Emergency Power & Pump Operations & Safety / Bucket truck operations.)

Plant Management - Monthly DMR's / Paperwork Review / Emails / Ordering Supplies .

Samples – Dailey Tests / Twice Weekly Testing (BODs , TSSs , and Fecals.)

Customer Service - 2

Locates - 6

Hauling Sludge - 32 loads.

Lift Station Checking - Daily Action. (inspection / cleaning transducers)

Lift Station Wash down - 1 Plant Wash Down - 2

Samples to Lab - 3 (regular)

Pump / Blower Maint. – 2

Sink Hole Investigation - 4

Main Repairs - 0

Equipment Cleanup - 2

Headworks Debris Removal – 2 Decanting Digester - 6

Training - Matt W still in WWTP training on weekends.

Other Activities –

MH 102A @ Poiner Market Failing. (cracked and sinking)

Checking New Bio-solids site signs.

Checking Sludge site roads.

Bids for Man hole replacement.

Approval for new Sludge processing project.

Parks - Streets - Storm Water Dec Monthly Report

Monthly

Safety Meetings

Bi-Monthly

Staff Meetings

Mondays

Street Sweeping

Backpack Blowing of sidewalks and brick parks

Boardwalk and dune trail Maintenance

Thursdays

Daily

Restroom maintenance

Garbage maintenance

Festivals / Events /set up and tear down

Clam Digging

Holidays at the beach

- 1 . Mowing the right of ways with the tractor with the 12ft boom
2. Maintaining all the Christmas decorations
3. Filled 50 sand bags
4. Sign inventory
5. Fixed street light at 4th and so blvd
6. Cleaned shop

7. Helped fix water leak at 3rd so blvd
8. Cold patch
9. Replaced burnt out lights on the boardwalk
10. Brushing discovery trail red lake to beards hollow
11. Installed 2 new lights at the welcome to long beach sign due to vandalism

RECEIVED
OCT 19 2017
CITY OF LONG BEACH

Submitted: October 17, 2017

City of Long Beach
City Council

Request for Street Closure

Project Homeless Connect

Request closure for side street 2nd NE (adjacent to Elk's Lodge).

Date: Thursday, January 25, 2018

Time: 8:00 am – 5:00 pm

Reason: Parking for mobile unit providers.

Bill Buck
Project Homeless Connect Coordinator
billybuck04@acl.com
360 665-2327

Long Beach Police

P.O. Box 795
Long Beach, WA 98631

lbpdchief@centurytel.net

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

01-01-18

Page 1 of 5

To: Mayor Phillips and Long Beach City Council

From: Chief Flint R. Wright

Ref.: Monthly Report for December 2017

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

Long Beach

486 Total Incidents
Aid Call Assists: 5
Alarms: 6
Animal Complaints: 2
Assaults: 5
Assists: 59
(Includes 14 Law Enforcement Agency Assists Outside City Boundaries)
Burglaries: 2
Disturbance: 11
Drug Inv.: 5
Fire Call Assists: 3
Follow Up: 83
Found/Lost Property: 8
Harassment: 6
Malicious Mischief: 4
MIP – Alcohol: 0
MIP – Tobacco: 0
Missing Persons: 1
Prowler: 3
Runaway: 0
Security Checks: 142
Suspicious: 28
Thefts: 8
Traffic Accidents: 3
Traffic Complaints: 11
Traffic Tickets: 1
Traffic Warnings: 60
Trespass: 7
Warrant Contacts: 13
Welfare Checks: 10

Ilwaco (Includes 23 Calls At Port)

245 Total Incidents
Aid Call Assists: 1
Alarms: 5
Animal Complaints: 0
Assaults: 5
Assists: 38
Burglaries: 0
Disturbance: 6
Drug Inv.: 2
Fire Call Assists: 1
Follow Up: 69
Found/Lost Property: 4
Harassment: 3
Malicious Mischief: 1
MIP – Alcohol: 0
MIP – Tobacco: 0
Missing Persons: 1
Prowler: 1
Runaway: 0
Security Checks: 48
Suspicious: 10
Thefts: 8
Traffic Accidents: 1
Traffic Complaints: 4
Traffic Tickets: 1
Traffic Warnings: 21
Trespass: 3
Warrant Contacts: 9
Welfare Checks: 3

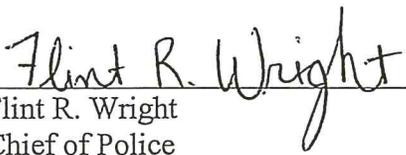
On December 2nd the department participated in the annual "Shop With A Cop" event. There were 16 children this year who were treated to a breakfast at the Lost Roo, a small parade in the patrol cars with Santa and then shopping for Christmas presents at Dennis Company. The Long Beach Police Department had 5 officers there. The Pacific County Sheriff's Department, Washington State Patrol, Washington State Department of Fish and Wildlife, Washington State Parks and National Oceanic and Atmospheric Administration sent uniformed personnel to participate as well.

On December 4th and December 14th the department had firearms range training. The training was held at night which adds a whole different dynamic to shooting.

During the holiday season the department handed out gift cards to people we stopped on traffic stops. These cards were generously donated by The Cottage Bakery and Mayor Phillips who purchased cards from Diamond Expresso.

New Year's Eve was quiet. The crowds were very large but we had no issues.

Attached to this report you will find the "Annual Statistics Report" for 2017.



Flint R. Wright
Chief of Police

LBPD

To: Mayor Phillips and Long Beach City Council
 To: Mayor Forner and Ilwaco City Council

From: Chief Flint R. Wright

Ref: Annual Report For 2017

During the Year the Long Beach Police Department handled the following cases and calls:

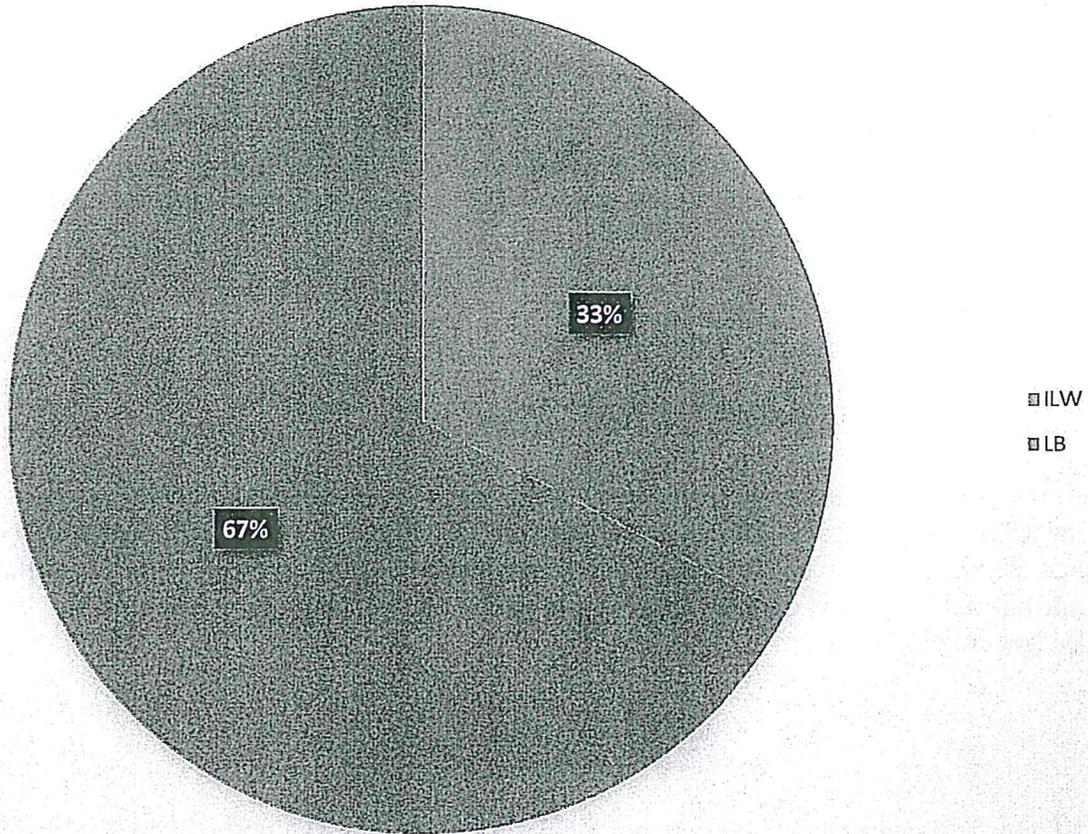
Long Beach	Ilwaco
7,118 Total Incidents	3,448 Total Incidents
49 Aid Call Assists	12 Aid Call Assists
81 Alarms	57 Alarms
75 Animal Complaints	19 Animal Complaints
59 Assaults	61 Assaults
919 Assists	599 Assists
30 Burglaries	4 Burglaries
223 Disturbance	106 Disturbance
67 Drug Inv.	25 Drug Inv.
26 Fire Call Assists	9 Fire Call Assists
1520 Follow Up	1043 Follow Up
133 Found/Lost Property	44 Found/Lost Property
96 Harassment	57 Harassment
34 Malicious Mischief	24 Malicious Mischief
1 MIP - Alcohol	0 MIP - Alcohol
0 MIP - Tobacco	2 MIP - Tobacco
29 Missing Persons	10 Missing Persons
40 Prowler	9 Prowler
2 Runaway	5 Runaway
1884 Security Checks	700 Security Checks
322 Suspicious	142 Suspicious
172 Thefts	50 Thefts
52 Traffic Accidents	19 Traffic Accidents
175 Traffic Complaints	64 Traffic Complaints
135 Traffic Tickets	33 Traffic Tickets
685 Traffic Warnings	203 Traffic Warnings
77 Trespass	40 Trespass

102 Warrant Contacts
130 Welfare Checks

55 Warrant Contacts
56 Welfare Checks

ILW 3,448
LB 7,118

Annual Calls 2017



From: MRSC Webinars <it@mrsc.org>
Sent: Thursday, January 11, 2018 9:31 AM
To: Jerry Phillips
Subject: Register now for our levy lid lift webinar!



With the 101% limit on property tax levies, is a levy lid lift in the future for your jurisdiction? Register now for our webinar, [Are You Thinking About a Levy Lid Lift](#), to learn more about this complicated subject and the process for getting a levy lid lift to the ballot.

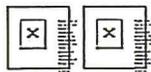
- Date: Wednesday, February 7, 2018
- Time: 11:00 a.m. to 12:00 p.m., PST
- Cost: \$35/person
- Presenter: Alice Ostdiek of Stradling Law Group

This webinar will review how the levy lid lift works and discuss the various options available for local governments. It will also address the importance of the ballot title and the timing of the ballot measure. This webinar is targeted at local government staff and elected/appointed officials responsible for revenue strategies associated with budget development.



Eligible attendees can earn 1.0 hours of CPE through the Washington State Board of Accountancy and city officials are eligible to earn 1.0 credit towards a Certificate of Municipal Leadership from the AWC.

Registration is open now through **Monday, February 5**, so hurry!



City of Long Beach Activities Report

Year End (2017)

Wastewater Dept.

Call Outs - 14

Meetings - 42

Safety Meetings - 13

Samples – Dailey Tests / Twice Weekly Testing (BODs , TSSs , and Fecals.)

Customer Service - 30

Locates - 149

Hauling Sludge - 239 loads.

Lift Station Checking - Daily Action. (inspection / cleaning transducers)

Drain Station Checking – Daily Action.

Lift Station Wash down - 24

Plant Wash Down - 28

Samples to Lab - 24

Cleaning Headworks - 18

Pump / Blower Maint. – 43

Sink Hole Investigation - 12

Main Repairs - 4

Equipment Cleanup - 31

Headworks Debris Removal – 13

Decanting Digester - 13

Training - Matt W - in WWTP training on weekends.

Kris - took WWTPO 2 Test , CDL

John – Passed WWTPO 2 Cert.

Other Activities –

MH 102A @ Poiner Market Failing. (cracked and sinking)

Checking New Bio-solids site signs.

Checking Sludge site roads.

Bids for Man hole replacement.

Approval for new Sludge processing project.

Multiple Meeting W / D.O.E.

Leak Repairs Main Lift Station.

New Drive Installed on W.A.S.

Backflows Checked.

Grit Pump Repaired.

Algae Control at Plant.

Festival (Setup / Tear down)

Samples Collected.

Weedeated Lift Stations.

Generator Load Testing.

Hauling Sludge.

Removed 3 Cleanouts for Road Project.

Sludge Truck Repairs.

New Control Panel 15th st. s.

Backup Ilwaco Wastewater Plant.

Brushing Sludge Site.

Scanned Old Maps to Digital System.

City of Long Beach Activities Report

Year End (2017)

Water Dept.

Call Outs - 19

Meetings - 78

Safety Meetings - 14

Customer Service - 47

Locates - 261

Emergency Locates – 11

Re-reads - 170

Install New Meters - 17

Meter Reinstall - 5

New Service Investigations – 17

Valve Investigation - 8

New Service Prep – 17

Valve Can Raising - 40

Meter Removal – 24

Meter Repairs - 56

Hydrant Maint. - 13

Shut Off's - 90

Emergency Shut Offs - 17

Turn On's - 48

Res. Checking - 28

Res. Maint. – 5

Leak Repairs - 27

Leak Investigations - 27

Equipment Cleanup - 56

System Samples - Weekly entire system.

Samples to Lab - 13

Training -

Tye – CDL Hazmat , Backhoe , Flaggers.

Matt M – Backhoe .

Jake – WDM 1 Cert.

Matt W -WTPO 1 Cert.

Don & Mike - Asbestos Training.

Larry – Flaggers.

Kris – WWTPPO 2 cert. taken.

All Crew – Confined Space , Asbestos yearly review.

Other Activities –

Digging Outfalls.

Reading Meters. (Seaview even months / Long Beach odd months.)

Cold Patching Road Cuts.

Raising Valve Cans.

Cleaning & Organizing Water Shop.

Cleaning & Organizing Yard at Shop.

Sweeping Town.

North End Meter Survey.

Water System Repairs Mapping.

Digging Out Maddix Creek Station.

7th st. Blow Off Repairs.

Shop Maint. (Gutters)

Ordered New Water Meters & Boxes. (Remote Meter Project)

Staking Future Service Connections.

Moving Handi-cap Wheel Chair.

Booster Station Cleanup.

Installing Catch Basins.

Cleaning Catch Basins.

Installing Hydrant Ballards.

X – Mas Decks.

Flushing Water System.

Installed New Hydrant 3rd st. s.

Cutting Trees on Beach.

Patching Overflow Main Impoundment.

Jetting Ilwaco Culverts.

Installing New 3" Meter at Chautauqua Lodge.

Festival Setup / Tear Down.

Beach Shelters.

Moving Logs on Beach.

Rikkala Creek Dig Out.

Weedeating Hydrants.

Pressure Washing Hydrants.

Painting Hydrants.

Painted Pipes at both Reservoirs.

Maddix Creek Station Cleanup.

Emergency Response Plan.

Vulnerability Assessment Plan.

Cleaning Sidewalks.

Stanley Field Cleanup / Prep.