



AGENDA – Monday, November 18, 2019

6:00 p.m. Workshop

7:00 p.m. City Council Meeting

Long Beach City Hall
115 Bolstad Avenue West

6:00 WORKSHOP

WS 19-28 Budget Workshop – TAB A

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

Call to order Mayor Phillips, 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, November 4, 2019 City Council Meeting
- Payment Approval List for Warrant Resisters 59016-59051 & 85995-86069 for \$943,789.26

BUSINESS

- AB 19-86 – Resolution 2019-11 - Setting the Property Tax Levy for 2020– **Public Hearing** -TAB C
- AB 19-87 – Preliminary Budget Hearing – **Public Hearing** – TAB D
- AB 19-88 – Contract with SDS Consulting – TAB E
- AB 19-89 -- Shoe Boxes of Joy – TAB F
- AB 19-90 – PPR 2nd Street Closure Request – TAB G
- AB 19-91—Laserfiche Cloud Solutions – TAB H

DEPARTMENT HEAD ORAL REPORTS CORRESPONDENCE AND WRITTEN REPORTS – TAB I

- Water Department Report for October 2019
- Parks, Streets and Stormwater Report for 2019
- Police Chief's Report for October 2019
- Wastewater Report for October 2019
- Thank You Note
- Letter of Gratitude

EXECUTIVE SESSION – Performance of a Public Employee RCW42.30.110(1)(g)

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.
December 2, 2019, December 16, 2019 & January 6, 2020

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 19-28**

Meeting Date: November 18, 2019

AGENDA ITEM INFORMATION		
SUBJECT: Budget Recap	<i>Originator:</i>	
	Mayor	
	City Council	
	City Administrator	DG
	City Attorney	
	City Clerk	
	City Engineer	
	Community Development Director	
	Events Coordinator	
	Finance Director	
	Police Chief	
	Streets/Parks/Drainage Supervisor	
	Water/Wastewater Supervisor	
COST: N/A		
SUMMARY STATEMENT: Overview off all of the funds.		

Workshops are public meetings with the purpose of allowing the City Council to discuss topics. No formal decisions are made at workshops. While almost every meeting when a majority of the city council is present is considered a public meeting, that doesn't necessitate the Council allowing public comment. If the Mayor and Council request more information or clarification they may seek input from the audience.

TAB - B

LONG BEACH CITY COUNCIL MEETING

November 4, 2019

5:30 COUNCIL WORKSHOP

C. McGuire, C. Kemmer, C. Murry and C. Cline were all present.

WS 19-27- Budget Workshop

-David Glasson, City Administrator, presented the workshop bill.

Review the General, Fire Equipment, and Law Enforcement Funds.

- **No decisions or motions were made at this time.**

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. Kemmer, C. McGuire, C. Murry and C. Cline all present.

OUTSTANDING PERFORMANCE AWARD 2018

Mayor Phillips presented John Goulter, Kris Booi, and Tye Caldwell with the 2018 Outstanding Performance Award for Wastewater Treatment.

PUBLIC COMMENT

Jeffrey McMorro and Sue Svendsen commented.

CONSENT AGENDA

Minutes, October 21, 2019 City Council Meeting

Payment Approval List for Warrant Registers 58987-59015 & 85920-85994 for \$331,999.06

C. McGuire made the motion to approve the Consent Agenda. C. Kemmer seconded the motion; 4 Ayes, motion passed.

BUSINESS

AB 19-84– Ordinance 975 Amending the Business and Occupation Tax Code

Ariel Smith, Community Development Director, presented the Agenda Bill. There are state mandated changes to the Business and Occupation Tax law that requires local entities to define “digital sales/goods”. The city must adopt these mandatory updates to the Business and Occupation Tax Ordinance.

C. McGuire made the motion to approve the proposed ordinance. C. Kemmer seconded the motion; 4 Ayes, motion passed.

AB 19-85– Washington State Parks and Recreation beach gap road maintenance agreement

David Glasson, City Administrator, presented the Agenda Bill. This is an interagency agreement with Washington State Parks and Recreation to have the city maintain the Bolstad and Sid Snyder approaches for calendar years 2020 and 2021. The agreement has been in place for more than 20 years and has worked well for both parties. The duration and terms of the agreement have stayed the same.

C. McGuire made the motion to approve the agreement between the City and Washington State Parks and Recreation to continue with the maintenance of the Bolstad and Sid Snyder beach approaches. C. Kemmer seconded the motion; 4 Ayes, motion passed.

DEPARTMENT HEAD ORAL REPORTS

CORRESPONDENCE AND WRITTEN REPORTS

- Water Report for September 2019
- Wastewater Report for September 2019
- Sales Tax Collections
- Lodging Tax Collections
- Transportation Benefit District Collections
- Letter of Thanks
- Letter of Thanks

ADJOURNMENT

The Mayor adjourned the meeting at 7:16 p.m.

Mayor

ATTEST:

City Clerk



Warrant Register

Check Period: 2019 - November - 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.

Account Number	Name	Reference	Posting Date	Amount
59016	Bell, Helen S		11/5/2019	\$308.04
59017	Binion, Jacob		11/5/2019	\$1,854.54
59018	Booi, Kristopher A		11/5/2019	\$1,614.01
59019	Cline, Kevin M		11/5/2019	\$266.19
59020	Eastham, Miranda L		11/5/2019	\$1,697.77
59021	Gilbertson, Bradley K		11/5/2019	\$1,536.10
59022	Goulter, John R.		11/5/2019	\$1,694.04
59023	Huff, Timothy M.		11/5/2019	\$1,635.90
59024	Jewell, Kyle E		11/5/2019	\$1,078.25
59025	Kaino, Kris		11/5/2019	\$1,012.96
59026	Kemmer, Hollie L		11/5/2019	\$266.19
59027	Kemmer, Larry L		11/5/2019	\$1,523.50
59028	Luethke, Paul J		11/5/2019	\$1,574.02
59029	McGuire, Tina M		11/5/2019	\$266.19
59030	Miller, Matt W		11/5/2019	\$1,518.72
59031	Mortenson, Tim		11/5/2019	\$1,803.72
59032	Murry, Del R		11/5/2019	\$266.19
59033	Padgett, Timothy J		11/5/2019	\$1,615.89
59034	Persell, Whitney J		11/5/2019	\$1,105.36
59035	Quitner, Jonathan H		11/5/2019	\$1,010.71
59036	Williams, David L		11/5/2019	\$368.29
59037	Wood, Matthew T		11/5/2019	\$1,601.92
59038	Wright, Flint R		11/5/2019	\$2,813.17
59039	Zuern, Donald D.		11/5/2019	\$2,269.67
59040	AFLAC		11/5/2019	\$491.97
59041	Association of WA Cities		11/5/2019	\$33,266.92
59042	City of Long Beach - Fica		11/5/2019	\$13,234.90
59043	City of Long Beach - FVH		11/5/2019	\$8,092.42
59044	Council Gift Fund		11/5/2019	\$50.00

59045	Dept of Labor & Industries	11/5/2019	\$2,229.96
59046	Dept of Retirement Systems	11/5/2019	\$15,630.42
59047	Dept of Retirement Systems Def Comp	11/5/2019	\$3,206.50
59048	Discovery Benefits Inc.	11/5/2019	\$150.00
59049	Employment Security Dept	11/5/2019	\$220.20
59050	Massmutual Retirement Services	11/5/2019	\$675.00
59051	Teamsters Local #58	11/5/2019	\$178.50
85995	Kemmer, Larry	11/1/2019	\$361.40
85996	Zuern, Donald	11/4/2019	\$211.84
85997	Jewell, Kyle	11/5/2019	\$169.88
85998	Phillips, Jerry	11/6/2019	\$37.48
85999	Pacific County Auditor	11/6/2019	\$39.00
86000	IHS Class of 2020	11/6/2019	\$39.00
86001	Washington State Parks	11/6/2019	\$45.00
86002	Pacific County Auditor	11/12/2019	\$1.00
86003	Active Enterprises, Inc.	11/15/2019	\$96.55
86004	Airgas USA LLC	11/15/2019	\$53.12
86005	All Safe Mini Storage	11/15/2019	\$95.00
86006	Alpine Products Inc	11/15/2019	\$344.56
86007	AlSCO-American Linen Div.	11/15/2019	\$155.88
86008	Arts Auto Parts Inc.	11/15/2019	\$495.77
86009	Astoria Janitor & Paper Supply	11/15/2019	\$1,295.60
86010	Bailey's Saw Shop	11/15/2019	\$133.17
86011	Barco Municipal Products	11/15/2019	\$1,483.37
86012	Bayview Asphalt Inc.	11/15/2019	\$21,250.00
86013	Berkadia Commercial Mortgage	11/15/2019	\$5,743.00
86014	BMC WELDING	11/15/2019	\$541.50
86015	Bonney, Matt	11/15/2019	\$62.21
86016	Boyce Equipment & Parts Co., Inc	11/15/2019	\$869.00
86017	Carlin, Bruce	11/15/2019	\$2.08
86018	Cartomation, Inc	11/15/2019	\$500.00
86019	Cascade Columbia Distribution CO	11/15/2019	\$2,238.45
86020	Ced - Consolidated	11/15/2019	\$517.93
86021	CenturyLink	11/15/2019	\$1,692.64
86022	Chinook Observer	11/15/2019	\$721.65
86023	Cranberry Museum	11/15/2019	\$2,500.00
86024	Creative Community Solutions, Inc.	11/15/2019	\$3,700.00
86025	Dennis Company	11/15/2019	\$996.68
86026	Department of Health	11/15/2019	\$87.00
86027	Dept of Ecology	11/15/2019	\$192.00
86028	Ecological Land Services	11/15/2019	\$1,206.25
86029	Englund Marine Supply	11/15/2019	\$443.78
86030	Evergreen Septic Inc	11/15/2019	\$1,398.00
86031	Friends of Willapa Wildlife Refuge	11/15/2019	\$2,638.07
86032	Galls, LLC	11/15/2019	\$300.21
86033	Goulter, Allen J III	11/15/2019	\$1,300.00

Account	Account	Account	Account	Account	Account	Account	Account	Account
86034	86035	86036	86037	86038	86039	86040	86041	86042
GRAINGER	Green Planet Carpet Cleaning	H. D. FOWLER	Hach Company	Iiwaco Charter Association	Interstate Battery	Iron Mountain	L.N. Curtis & Sons	Lindstrom & Son Construction
11/15/2019	11/15/2019	11/15/2019	11/15/2019	11/15/2019	11/15/2019	11/15/2019	11/15/2019	11/15/2019
\$119.13	\$375.00	\$30,997.16	\$242.38	\$4,000.00	\$754.58	\$133.93	\$1,193.04	\$6,389.70
86043	MAC TOOLS	Naselle Rock & Asphalt	Neofunds	Ohana Media Group	Oman & Son Builders	One Call Concepts, Inc.	Pacific County Roads Division Dept of Public Works	Peninsula Pharmacies
11/15/2019	11/15/2019	11/15/2019	11/15/2019	11/15/2019	11/15/2019	11/15/2019	11/15/2019	11/15/2019
\$273.92	\$44,465.51	\$1,049.19	\$56.00	\$3,738.26	\$20.33	\$78,195.54	\$42.59	\$5,877.19
86051	Peninsula Sanitation	Peninsula Visitors Bureau	Penoyar, Joel	Penoyar, William	PR Diamond Products, Inc.	Ron's Recycling, LLC	Ryan Herco Products Corp	Sid's Iga
11/15/2019	11/15/2019	11/15/2019	11/15/2019	11/15/2019	11/15/2019	11/15/2019	11/15/2019	11/15/2019
\$43,308.50	\$5,020.00	\$1,000.00	\$640.00	\$500.00	\$490.03	\$35.77	\$689.14	\$358.78
86052	Solutions Yes	STAPLES BUSINESS CREDIT	SUNSET AUTO PARTS, INC	Tapani, Inc	Total Battery & Auto	U.S. Bank N.A.	U.S. Bank N.A.	U.S. Bank N.A.
11/15/2019	11/15/2019	11/15/2019	11/15/2019	11/15/2019	11/15/2019	11/15/2019	11/15/2019	11/15/2019
\$1,421.48	\$159.45	\$511,981.12	\$159.45	\$27,200.00	\$3,163.43	\$346.88	\$100.59	\$2,489.44
86053	Vision Municipal Solutions	Washington LiftTruck	Wilcox & Flegel Oil Co.	World Kite Museum				
11/15/2019	11/15/2019	11/15/2019	11/15/2019	11/15/2019				
\$346.88	\$100.59	\$2,489.44	\$4,875.00					
86054	Total	Check	Grand Total					
11/15/2019								
\$943,789.26			\$943,789.26					

TAB - C



**CITY COUNCIL
AGENDA BILL
AB 19-86**

Meeting Date: November 18, 2019

AGENDA ITEM INFORMATION

SUBJECT: Setting Property Tax Rate for 2020 collections	<i>Originator:</i>	
	Mayor	
	City Council	
	City Administrator	DG
	City Attorney	
	City Clerk	
	City Engineer	
	Community Development Director	
	Fire Chief	
	Police Chief	
	Streets/Parks/Drainage Supervisor	
	Water/Wastewater Supervisor	
COST: N/A - Revenue	Other:	
SUMMARY STATEMENT: The preliminary budget has been prepared with a 1.0% increase in property taxes, plus any new construction, banked amount and annexations. The amount of increase for 2020 is \$18,147.		
RECOMMENDED ACTION: Approve resolution 2019-11 setting property tax rates.		

RESOLUTION 2019-11

A RESOLUTION OF THE CITY OF LONG BEACH, WASHINGTON, SETTING THE 2020 PROPERTY TAX LEVY FOR COLLECTION IN 2020.

WHEREAS, the City of Long Beach has met and considered its budget for the calendar year 2020; and

WHEREAS, the cities actual levy amount from the previous year was \$624,753; and,

WHEREAS, the population of the city is less than 10,000; and now, therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LONG BEACH, WASHINGTON, that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2020 tax year. The dollar amount of the increase over the actual levy amount from the previous year shall be \$6,248 which is a percentage increase of 1.00% from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred and refunds made.

This would bring the city up to the highest available due to banked capacity last year.

Passed this 18th day of November 2019.

Ayes Nay Absent

Jerry Phillips, Mayor

ATTEST:

Helen Bell, City Clerk

Levy Certification

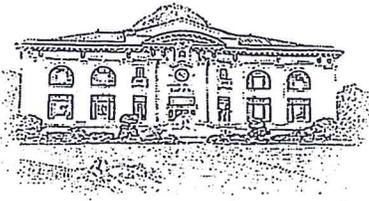
In accordance with RCW 84.52.020, I, David Glasson, City Administrator for the City of Long Beach, do hereby certify to the Pacific County legislative authority that the Council of the City of Long Beach requests that the following levy amounts be collected in 2020 as provided in the city's budget, which will be adopted following a public hearing held on December 2, 2019.

Regular Levy: \$642,900.00

Excess Levy: \$87,408.21

City Administrator

Date



Pacific County
ASSESSOR

BRUCE WALKER

Memo

TO: Cities and Taxing Districts within or co-extensive with Pacific County
FROM: Bruce Walker, Pacific County Assessor
CC: Marie Guernsey, Clerk of the Board •
DATE: August 30, 2019
RE: **NOTICE TO FILE BUDGETS OR ESTIMATES OF AMOUNTS TO BE LEVIED BY TAXATION DURING THE YEAR 2020**

It is that time of year again for each city and taxing district to file budgets or estimates to be levied during the year of 2020. I have listed below issues that need to be addressed:

Certified budgets or estimates of the amounts to be raised by taxation on assessed valuation of the property in the City or District during 2020 **must be filed with the Clerk of the Board of County Commissioners in order for the County to certify to the County Assessor by November 30, 2019.** (RCW 84.52.020, RCW 84.52.070)

PLEASE NOTE: THE BOARD OF PACIFIC COUNTY COMMISSIONERS INTEND TO HOLD A PUBLIC HEARING ON NOVEMBER 26, 2019 TO CERTIFY LEVIES. THE CLERK OF THE BOARD REQUESTS THAT YOUR DOCUMENTS BE RECEIVED BY NOVEMBER 21, 2019.

- A taxing district that collects regular levies is to hold a public hearing on revenue sources for the district's following year's current expense budget. The hearing must include consideration of possible increases in property tax revenues and must be held prior to the time the taxing district levies the taxes or requests to have the taxes levied. (RCW 84.55.120)
- Provide a copy of the legal notice advertising your public hearing to this office and to the Clerk of the Board of County Commissioners.
- Budgets shall clearly indicate an estimate of cash balance at the beginning and ending of each budget period in said budget or estimate. (RCW 84.52.025)

- **Resolution/Ordinance to increase property tax levy.** RCW 84.55.120 requires all taxing districts to adopt a resolution or ordinance in order to realize any increase in their regular property tax levy other than increases due to new construction, improvements to property, increased value of state-assessed property, annexations, and refunds. The Washington State Department of Revenue has created a form for your use when requesting such an increase in your regular property tax levy. These are available on the DOR website <http://dor.wa.gov/Content/Home/Default.aspx>.

State law requires certain information be included in the resolution or ordinance. Specifically, the resolution or ordinance must state the dollar amount of the increase and the percentage increase over the prior property tax levy. Resolutions or ordinances that do not comply with state law could result in your taxing district receiving an incorrect amount of property tax.

- **Budget Certification.** RCW 84.52.020 requires taxing districts to certify the amount to be raised through property taxation to the county legislative authority. This certification is to be made each year on or before November 30. The amount certified should include the total amount the district intends to levy, including amounts for new construction, improvements to property and so forth.

Please return your Resolutions/Budgets to:

**Clerk of the Board
Board of Pacific County Commissioners
P. O. Box 187
South Bend, WA 98586**

Thank you so much for your immediate attention to this matter. If you have any questions, please feel free to give me a call at (360) 875-9301.

PLEASE NOTE: If a taxing district or city does not submit its certified budget or estimate to the Clerk of the Board of County Commissioners, by November 21, 2019, it will not be included in the levy amounts to be included for the year 2020.

Enclosures: RCW 84.52.020, RCW 84.52.070, RCW 84.55.120, RCW 84.52.025
Fire Protection Budget Form (Pacific County Fire Districts Only)
Levy Certification Form
Ordinance/Resolution Form
2020 Levy Limit (101%) Calculation Estimate
2019 Preliminary Assessed Values for 2020 Tax
(New Timber & Utility Values are not available at this time)

RCW 84.52.020

City and district budgets to be filed with county legislative authority.

It shall be the duty of the city council or other governing body of every city, other than a city having a population of three hundred thousand or more, the board of directors of school districts of the first class, the superintendent of each educational service district for each constituent second class school district, commissioners of port districts, commissioners of metropolitan park districts, and of all officials or boards of taxing districts within or coextensive with any county required by law to certify to the county legislative authority, for the purpose of levying district taxes, budgets or estimates of the amounts to be raised by taxation on the assessed valuation of the property in the city or district, through their chair and clerk, or secretary, to make and file such certified budget or estimates with the clerk of the county legislative authority on or before the thirtieth day of November.

RCW 84.52.070

Certification of levies to assessor.

It shall be the duty of the county legislative authority of each county, on or before the thirtieth day of November in each year, to certify to the county assessor of the county the amount of taxes levied upon the property in the county for county purposes, and the respective amounts of taxes levied by the board for each taxing district, within or coextensive with the county, for district purposes, and it shall be the duty of the council of each city having a population of three hundred thousand or more, and of the council of each town, and of all officials or boards of taxing districts within or coextensive with the county, authorized by law to levy taxes directly and not through the county legislative authority, on or before the thirtieth day of November in each year, to certify to the county assessor of the county the amount of taxes levied upon the property within the city, town, or district for city, town, or district purposes. If a levy amount is not certified to the county assessor by the thirtieth day of November, the county assessor shall use no more than the certified levy amount for the previous year for the taxing district: PROVIDED, That this shall not apply to the state levy or when the assessor has not certified assessed values as required by RCW 84.48.130 at least twelve working days prior to November 30th.

RCW 84.55.120

Public hearing — Taxing district's revenue sources — Adoption of tax increase by ordinance or resolution.

A taxing district, other than the state, that collects regular levies shall hold a public hearing on revenue sources for the district's following year's current expense budget. The hearing must include consideration of possible increases in property tax revenues and shall be held prior to the time the taxing district levies the taxes or makes the request to have the taxes levied. The county legislative authority, or the taxing district's governing body if the district is a city, town, or other type of district, shall hold the hearing. For purposes of this section, "current expense budget" means that budget which is primarily funded by taxes and charges and reflects the provision of ongoing services. It does not mean the capital, enterprise, or special assessment budgets of cities, towns, counties, or special purpose districts.

If the taxing district is otherwise required to hold a public hearing on its proposed regular tax levy, a single public hearing may be held on this matter.

No increase in property tax revenue, other than that resulting from the addition of new construction, increases in assessed value due to construction of electric generation wind turbine facilities classified as personal property, and improvements to property and any increase in the value of state-assessed property, may be authorized by a taxing district, other than the state, except by adoption of a separate ordinance or resolution, pursuant to notice, specifically authorizing the increase in terms of both dollars and percentage. The ordinance or resolution may cover a period of up to two years, but the ordinance shall specifically state for each year the dollar increase and percentage change in the levy from the previous year.



PACIFIC COUNTY ASSESSOR
BRUCE WALKER

(360) 875-9301

PRELIMINARY VALUES
2019 FOR 2020 TAXES
DATE: 8/30/2019

CITIES	REAL & PERSONAL ASSESSED VALUE REGULAR LEVIES	TIMBER T.A.V (2018)	REAL & PERSONAL ASSESSED VALUE SPECIAL LEVIES	INFORMATIONAL ONLY Values included in Totals	
				NEW CONSTRUCTION	UTILITIES (2018)
RAYMOND	\$ 173,099,210	\$ 127,878	\$ 170,260,510	\$ 903,800	\$ 1,863,439
SOUTH BEND	\$ 99,546,532	\$ 10,338	\$ 97,139,032	\$ 238,700	\$ 1,217,476
LONG BEACH	\$ 331,190,291	\$ -	\$ 327,570,991	\$ 5,160,400	\$ 1,884,883
ILWACO	\$ 137,443,749	\$ 41,449	\$ 135,986,149	\$ 2,058,100	\$ 1,104,360
OUTSIDE DISTRICTS					
STATE SCHOOL	\$ 3,002,125,411	\$ -	\$ 2,946,224,911	\$ 30,033,000	\$ 27,445,159
CURRENT EXPENSE	\$ 3,006,056,787	\$ 310,774,369	\$ 2,950,156,287	\$ 30,033,000	\$ 27,445,159
ROADS	\$ 2,264,777,005	\$ 310,594,704	\$ 2,219,199,605	\$ 21,672,000	\$ 21,375,001
LIBRARY	\$ 3,006,056,787	\$ 310,774,369	\$ 2,950,156,287	\$ 30,033,000	\$ 27,445,159
HOSPITAL DIST #2	\$ 835,187,776	\$ 263,781,933	\$ 820,185,876	\$ 5,748,200	\$ 12,171,173
HOSPITAL DIST #3	\$ 2,170,869,011	\$ 46,992,436	\$ 2,129,970,411	\$ 24,284,800	\$ 15,273,986
PAC CO EMS #1	\$ 836,409,349	\$ 249,792,577	\$ 820,993,249	\$ 7,383,600	\$ 10,391,409
FIRE DISTRICTS					
FIRE NO 1	\$ 1,445,443,652	\$ 290,249	\$ 1,414,382,452	\$ 14,191,400	\$ 5,529,970
FIRE NO 1 - EMS	\$ 1,445,470,552	\$ 401,921	\$ 1,414,409,352	\$ 14,191,400	\$ 5,529,970
FIRE NO 2	\$ 100,085,473	\$ 541,887	\$ 97,525,373	\$ 1,101,200	\$ 136,804
FIRE NO 3	\$ 271,031,640	\$ 10,194,349	\$ 265,053,240	\$ 3,374,900	\$ 1,035,735
FIRE NO 4	\$ 123,248,648	\$ 1,722,204	\$ 121,048,248	\$ 1,769,300	\$ 3,467,257
FIRE NO 5	\$ 108,608,195	\$ 100,845	\$ 106,910,795	\$ 110,900	\$ 4,231,030
FIRE NO 5 - EMS	\$ 108,608,195	\$ 100,845	\$ 106,910,795	\$ 110,900	\$ 4,231,030
FIRE NO 6	\$ 62,368,168	\$ 578,389	\$ 61,291,168	\$ 518,400	\$ 43,438
FIRE NO 7	\$ 15,298,422	\$ 275,845	\$ 14,900,722	\$ 589,500	\$ 24,507
FIRE NO 8	\$ 22,422,840	\$ 1,397,702	\$ 21,950,440	\$ 12,000	\$ 209,440
GH FIRE DIST #15	\$ 7,260,656	\$ 182,967	\$ 7,171,856	\$ -	\$ 227,356
GH FIRE DIST #15 - EMS	\$ 15,067,591	\$ 32,509,395	\$ 14,978,791	\$ -	\$ 227,356
SOUTH BEACH RFA	\$ 108,608,195	\$ 100,845	\$ 106,910,795	\$ 110,900	\$ 4,231,030
SOUTH BEACH RFA - EMS	\$ 108,608,195	\$ 100,845	\$ 106,910,795	\$ 110,900	\$ 4,231,030
PORT DISTRICTS					
PORT OF WILLAPA	\$ 842,037,981	\$ 237,193,947	\$ 827,036,081	\$ 5,748,200	\$ 11,856,278
PORT OF ILWACO	\$ 653,727,141	\$ 69,045,469	\$ 643,528,341	\$ 6,359,000	\$ 7,006,498
PORT OF CHINOOK	\$ 86,171,704	\$ 4,435,377	\$ 83,976,104	\$ 686,200	\$ 1,613,670
PORT OF PENINSULA	\$ 1,424,114,561	\$ 99,576	\$ 1,395,610,361	\$ 17,239,600	\$ 6,968,713

I hereby certify the above is the Assessed Valuation of the various taxing districts in Pacific County.

Bruce Walker, Chief Deputy 8/30/19
Bruce Walker, Pacific County Assessor - Date

TAB - D



**CITY COUNCIL
AGENDA BILL
AB 19-87**

Meeting Date: November 18, 2019

AGENDA ITEM INFORMATION		
SUBJECT: 2020 Preliminary Budget Public Hearing	<i>Originator:</i>	
	Mayor	
	City Council	
	City Administrator	DG
	City Attorney	
	City Clerk	
	City Engineer	
	Community Development Director	
	Fire Chief	
	Police Chief	
	Streets/Parks/Drainage Supervisor	
	COST:	Water/Wastewater Supervisor
	Other:	
<p>SUMMARY STATEMENT: The city is required to have a public hearing regarding the preliminary budget. Anyone from the public is welcome to comment. A copy is provided upon request.</p>		
<p>RECOMMENDED ACTION: <i>Open the public hearing and allow the public to comment on the 2020 preliminary budget.</i></p>		

TAB - E



**CITY COUNCIL
AGENDA BILL
AB 19-88**

Meeting Date: November 18, 2019

AGENDA ITEM INFORMATION		
SUBJECT: Agreement for Services with SDS Municipal Consulting LLC	<i>Originator:</i>	
	Mayor	
	City Council	
	City Administrator	DG
	City Attorney	
	City Clerk	
	City Engineer	
	Community Development Director	
	Finance Director	
	Fire Chief	
	Police Chief	
	Streets/Parks/Drainage Supervisor	
	Water/Wastewater Supervisor	
COST: \$6,300	Other:	
SUMMARY STATEMENT: SDS Consulting has been instrumental in helping the City secure funding from the legislature for the police department. She has also helped lobby for the TPA and to retain MRSC as a benefit to small cities. Her schedule for 2020 is outlined in the attached agreement.		
RECOMMENDED ACTION: <i>Authorize the Mayor to sign the agreement.</i>		

AGREEMENT FOR SERVICES
BETWEEN THE CITY OF LONG BEACH AND
SDS MUNICIPAL CONSULTING LLC

THIS AGREEMENT, is made this 1st day of December, 2019, by and between the City of Long Beach (hereinafter referred to as "City"), a Washington Municipal Corporation, and SDS Municipal Consulting LLC (hereinafter referred to as "Service Provider"), doing business at 841 W. Pheasant Lane, Saratoga Springs, UT 84045.

WHEREAS, Service Provider is in the business of providing certain services specified herein; and WHEREAS, the City desires to contract with Service Provider for the provision of such services for government relations in Olympia for the purposes of building and coordinating support for the following legislation: appropriations for boardwalk repairs; allow small cities to be exempt from the prevailing wage law; and allow a greater portion of the sales tax revenues to remain with the City; and Service Provider agrees to contract with the City for same;

NOW, THEREFORE, in consideration of the mutual promises set forth herein, it is agreed by and between the parties as follows:

TERMS

1. **Description of Work.** Service Provider shall perform work as described in Attachment A, Scope of Work, which is attached hereto and incorporated herein by this reference, according to the existing standard of care for such services. Service Provider shall not perform any additional services without the expressed written permission of the City Council.
2. **Payment.**
 - A. The City shall pay Service Provider at the rates set forth in Attachment A, one thousand eight hundred dollars (\$1800) per month, for the services described in this Agreement.
 - B. Service Provider shall submit monthly payment invoices to the City after such services have been performed, and the City shall make payment within four (4) weeks after the submittal of each approved invoice. Such invoice shall detail the hours worked, a description of the tasks performed.
 - C. If the City objects to all or any portion of any invoice, it shall so notify Service Provider of the same within five (5) days from the date of receipt and shall pay that portion of the invoice not in dispute. The parties shall immediately make every effort to settle the disputed portion.
3. **Relationship of Parties.** The parties intend that an independent contractor - client relationship will be created by this Agreement. As Service Provider is customarily engaged in an independently established trade which encompasses the specific service provided to the City hereunder, no agent, employee, representative or subcontractor of Service Provider shall be or shall be deemed to be the employee, agent, representative or subcontractor of the City. None of the benefits provided by the City to its employees, including, but not limited to, compensation, insurance and unemployment insurance, are available from the City to the Service Provider or his employees, agents, representatives or subcontractors. Service Provider will be solely and entirely responsible for his acts and for the acts of Service Provider's agents, employees, representatives and subcontractors

during the performance of this Agreement. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that Service Provider performs hereunder.

4. **Project Name.** Government Relations Services for the City of Long Beach.
5. **Duration of Work.** Service Provider shall complete the work described in Attachment A by March 13, 2020. If a special session begins, Service Provider will continue to represent the City, unless otherwise agreed upon.
6. **Termination.**
 - A. Termination Upon the City's Option. The City shall have the option to terminate this Agreement at any time. Termination shall be effective upon ten (10) days written notice to the Service Provider.
 - B. Termination for Cause. If Service Provider refuses or fails to complete the tasks described in Attachment A, or to complete such work in a manner satisfactory to the City, then the City may, by written notice to Service Provider, give notice of its intention to terminate this Agreement. After such notice, Service Provider shall have ten (10) days to cure, to the satisfaction of the City or its representative. If Service Provider fails to cure to the satisfaction of the City, the City shall send Service Provider a written termination letter which shall be effective upon deposit in the United States mail to Service Provider's address as stated below.
 - C. Rights upon Termination. In the event of termination, the City shall only be responsible to pay for all services satisfactorily performed by Service Provider to the effective date of termination, as described in the final invoice to the City. The Mayor shall make the final determination about what services have been satisfactorily performed.
7. **Nondiscrimination.** In the hiring of employees for the performance of work under this Agreement or any subcontract hereunder, Service Provider, its subcontractors or any person acting on behalf of Service Provider shall not, by reason of race, religion, color, sex, marital status, national origin or the presence of any sensory, mental, or physical disability, discriminate against any person who is qualified and available to perform the work to which the employment relates.
8. **Indemnification / Hold Harmless.** The Service Provider shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Service Provider and the City, its officers, officials, employees, and volunteers, the Service Provider's liability hereunder shall be only to the extent of the Service Provider's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Service Provider's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

9. **Insurance.** The Service Provider shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Service Provider, their agents, representatives, employees or subcontractors.
- A. **Minimum Scope of Insurance.** Service Provider shall obtain insurance of the types described below:
1. *Automobile Liability* insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
 2. *Commercial General Liability* insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract. The City shall be named as an insured under the Service Provider's Commercial General Liability insurance policy with respect to the work performed for the City using ISO additional insured endorsement GC 20 10 10 01 and GC 20 37 10 01 or substitute endorsements providing equivalent coverage.
- B. **Minimum Amounts of Insurance.** Service Provider shall maintain the following insurance limits:
1. *Automobile Liability* insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
 2. *Commercial General Liability* insurance shall be written with limits no less than \$1,000,000 each occurrence, \$1,000,000 general aggregate and \$1,000,000 products-completed operations aggregate limit.
- C. **Other Insurance Provisions.** The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability and Commercial General Liability insurance:
1. The Service Provider's insurance coverage shall be primary insurance as respect to the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Service Provider's insurance and shall not contribute with it.
 2. The Service Provider's insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.
- D. **Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.
- E. **Verification of Coverage.** Service Provider shall furnish upon request the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Service Provider before commencement of the work.

- F. Subcontractors. Service Provider shall include each subcontractor as insured under its policies or shall furnish separate certifications and endorsements for each subcontractor. All coverage shall be subject to all of the same insurance requirements as stated herein for the Service Provider.
- 10. Entire Agreement.** The written provisions and terms of this Agreement, together with all documents attached hereto, shall supersede all prior verbal statements of any officer or other representative of the City, and such statements shall not be effective or be construed as entering into or forming a part of, or altering in any manner whatsoever, this Agreement.
- 11. City's Right of Supervision, Limitation of Work Performed by Service Provider.** Even though Service Provider works as an independent contractor in the performance of his duties under this Agreement, the work must meet the approval of the City and be subject to the City's general right of inspection and supervision to secure the satisfactory completion thereof. In the performance of work under this Agreement, Service Provider shall comply with all federal, state and municipal laws, ordinances, rules and regulations that are applicable to Service Provider's business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.
- 12. Work Performed at Service Provider's Risk.** Service Provider shall be responsible for the safety of its employees, agents and subcontractors in the performance of the work hereunder and shall take all protections reasonably necessary for that purpose. All work shall be done at Service Provider's own risk, and Service Provider shall be responsible for any loss of or damage to materials, tools, or other articles used or held for use in connection with the work.
- 13. Ownership of Products and Premises Security.**
- A. All reports, plans, specifications, data maps, and documents produced by the Service Provider in the performance of services under this Agreement, whether in draft or final form and whether written, computerized, or in other form, shall be the property of the City.
 - B. While working on the City's premises, the Service Provider agrees to observe and support the City's rules and policies relating to maintaining physical security of the City's premises.
- 14. Modification.** No waiver, alteration or modification of any of the provisions of this Agreement shall be binding unless in writing and signed by a duly authorized representative of the City and Service Provider.
- 15. Assignment.** Any assignment of this Agreement by Service Provider without the written consent of the City shall be void.
- 16. Written Notice.** All communications regarding this Agreement shall be sent to the parties at the addresses listed below, unless notified to the contrary. Any written notice hereunder shall become effective as of the date of mailing by registered or certified mail, and shall be deemed sufficiently given if sent to the addressee at the address stated in this Agreement or such other address as may be hereafter specified in writing.

17. Non-Waiver of Breach. The failure of the City to insist upon strict performance of any of the covenants and agreements contained herein, or to exercise any option herein conferred in one or more instances shall not be construed to be a waiver or relinquishment of said covenants, agreements or options, and the same shall be and remain in full force and effect.

18. Resolution of Disputes, Governing Law. Should any dispute, misunderstanding or conflict arise as to the terms and conditions contained in this Agreement, the matter shall be referred to the Mayor whose decision shall be final. In the event of any litigation arising out of this Agreement, the prevailing party shall be reimbursed for its reasonable attorney fees from the other party. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year above written.

CITY OF LONG BEACH

By: _____
Jerry Phillips, Mayor

CITY CONTACT

City of Long Beach
P.O. Box 310
115 Bolstad Avenue W
Long Beach, WA 98631

Phone: 360-642-4421
Fax: 360-642-8841

ATTEST/AUTHENTICATED

By: _____
Title: _____

SERVICE PROVIDER

By: _____
Sarah Davenport-Smith
Title: Owner
Taxpayer ID #: 270162410

SERVICE PROVIDER CONTACT

SDS Municipal Consulting LLC

Mobile: 360-510-0812

Attachment A

Proposal for the City of Long Beach Government Relations Services

Scope of Work and Budget

Contract Focus:

Assist the City of Long Beach (the City) to establish and continue government relations with the Legislature of the State of Washington; advance local city government reform legislation; and garner legislative proviso funds.

Scope of Services

1. Work with the City, other local partners, State Legislators and Washington State agencies to garner legislative provisos for the following Capital Budget Request: Iconic Long Beach Boardwalk.
2. Work closely with the City and key legislators to build and coordinate support for legislation affecting small cities, especially those identified by the Association of WA Cities; advocate for an exemption for small cities in regards to the Prevailing Wage Law (RCW 39.12, 39.04.260, and WAC 296-127-023, 296-127-010(5)(b)); and allow 1% - 2% additional City sales tax revenues to remain with the City and be used for police services & transportation infrastructure for the City.
3. Coordinate meetings with elected officials and the City during the session.
4. Work with the City to engage and leverage SDS Municipal Consulting's network of contacts, as well as the City's existing relationships, to deliver accurate and timely information supporting the City's legislative requests to key legislators.
5. Work with the City to coordinate and facilitate the legislative work of other stakeholders supporting the City's requests.
6. Present a summary report of all activities to the City and work with the City to conduct a thorough assessment of SDS Municipal Consulting's performance.

TAB — F



**CITY COUNCIL
AGENDA BILL
AB 19-89**

Meeting Date: November 18, 2019

AGENDA ITEM INFORMATION

SUBJECT: Case No. SUP 2019-08– Special Use Permit for Use of the Depot for One Month by a Peninsula Charitable Program	<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: No direct cost, potential loss of rental income	Water/Wastewater Supervisor	
	Other:	

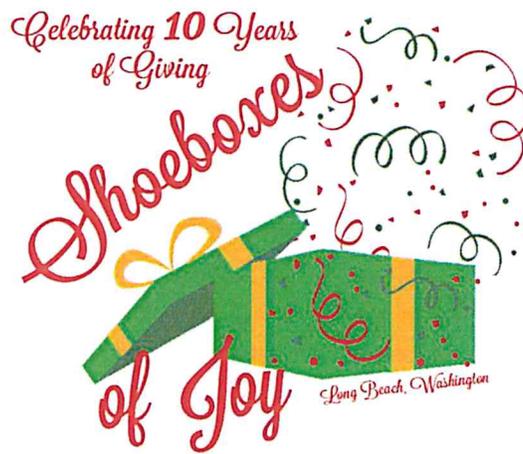
SUMMARY STATEMENT: *Shoe Boxes of Joy asks to use the Long Beach Depot for the period between Thanksgiving and the end of the year (November 25th through December 27th). They have operated out of the Depot for the past 9 years, and the program has been in existence for about 12 years in total. The Depot would be used as a drop-off location for food and goods, and as a storage and repackaging facility for distribution of holiday packages for shut-ins and low-income elderly Peninsula residents.*

This recognized area charitable program asks that the Council consider waiving or substantially reducing the rental fee (normally \$50 per day) so that money might go to those being served by the program.

This is not a land use specifically called out in the code, and so they request a special use permit.

See recommended conditions attached.

RECOMMENDED ACTION: *Conditionally approve SUP 2019-08.*



Dear Mayor Jerry Phillips and the Long Beach City Council,

Shoeboxes of Joy is looking forward to another successful Holiday season this year. Our program supports our local elderly and disabled by providing joyfully wrapped Shoeboxes filled with personal care items, hat, glove, socks, and food items. We serve nearly 700 residents each year.

Once again, we ask for a reduction or waiver of the fee for the use of the Depot. Your past support has helped make this project the success it is today. For that we are sincerely grateful and hope that you will be able to support us again this year.

*We thank you for your support.
Thank you,*

*DeAnn Kettwig
Shoeboxes of Joy Holiday Project*

For more information call DeAnn 360-642-1105 or visit us on Facebook



Post Office Box 310
115 Bolstad Avenue West
Long Beach, WA 98631
Telephone: 360-642-4421
fax: 360-642-8841

November 19, 2019

DeAnn Kettwig
Shoebboxes of Joy
PO Box 684
Long Beach, Washington 98631

**RE: Case No. SUP 2019-08, Special Use Permit
Charitable Program Use of Depot in the P – Public Zone**

Ms. Kettwig,

At its regularly-scheduled November 18, 2019 meeting, the Long Beach City Council heard and **CONDITIONALLY APPROVED** your request to use the Long Beach Train Depot to conduct Shoebboxes of Joy, November 25th through December 27th, 2019. The Council has waived the Depot rental fee for the entire time of use. There are a couple conditions attached to this approval and they are listed below:

1. The applicant shall place a sign on the Depot door stating that donations may not be left outside, they must be brought into the Depot when volunteers are present. The sign must also identify hours of operation.
2. The vision clearance triangle must be maintained.
3. Volunteer parking must occur on the street or on-site, and not in the Dennis Company parking lot.
4. Items must not be removed from the train depot walls.

Please let me know if you have any questions and congratulations on your approval.

Sincerely,

Ariel Smith
Director, Community Development

TAB - G



**CITY COUNCIL
AGENDA BILL
AB 19-90**

Meeting Date: November 18, 2019

AGENDA ITEM INFORMATION

SUBJECT: Case No. SUP 2019-09 Request by Project Community Connect to close a Portion of 2nd St NE and for the use of the Train Depot	<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	
Other:		
COST: N/A		

SUMMARY STATEMENT: *Attached is a request from Project Community Connect to close a portion of 2nd ST NE from Pacific Hwy to Oregon Ave N on January 23th, 2020 from 8:00am to 4:00pm. This organization to also requested that the City Council waive the Train Depot rental fee and Special Use Permit application fee. Project Community Connect would be responsible to restore the site to its original condition.*

RECOMMENDED ACTION: *Approve/Deny/Condition SUP 2019-09 allowing Project Community Connect to close a portion of 2nd ST NE from Pacific Hwy N to Oregon Ave N for the full day of January 23, 2020 and to waive all fees associated with the rental and application.*

TEMPORARY USE: A land-use activity that occurs for a specific and limited period of time, typically authorized by a special use permit.

12-11-14: SPECIAL USE PERMIT: For events, uses, and other activities not specifically addressed by this title, an applicant may apply to the city council for a special use permit. The issuance of a special use permit is at the discretion of the city council. The city council may impose such conditions as are deemed necessary to mitigate impacts including, but not limited to, noise, lighting, traffic and hours of operation. A special use permit shall not be used to permanently permit a use that would otherwise be prohibited by the zone district in which the property is situated. A special use permit shall have an expiration date that is no more than one (1) year after the approval date. Upon application, the city council may grant a single extension of a special use permit.

October 30, 2019

Long Beach City Council:

Peninsula Poverty Response requests the use of The Depot, January 23, 2020 for the seventh annual Project Community Connect, formerly Project Homeless Connect.

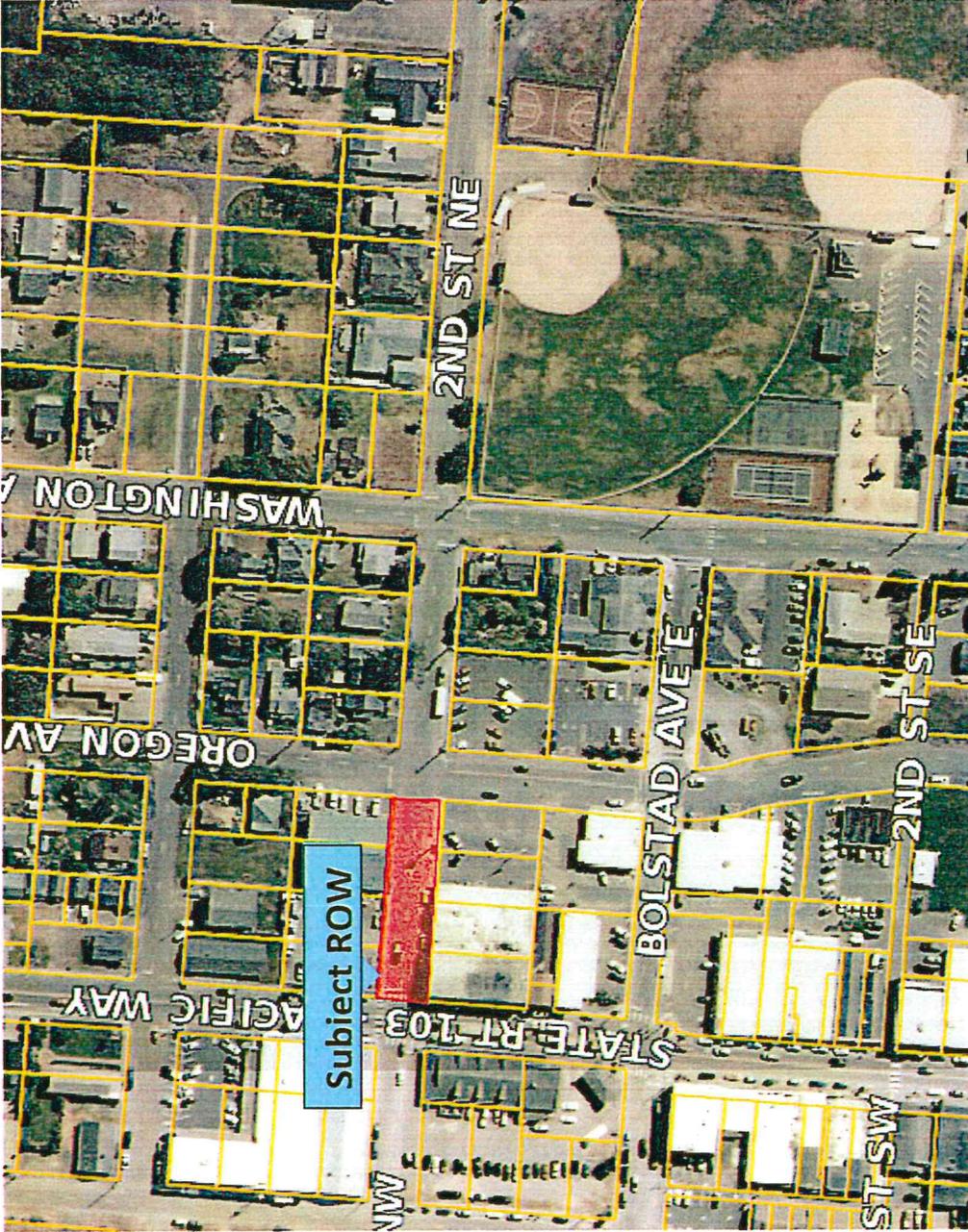
Last year over 200 of our neighbors received services from 42 service providers.

We also request the closure of 2nd Street NE, adjacent to the Elks for the Mobile Units that will be providing services. Closure between 8:00 am to 4:00pm January 23rd, 2020.

Thank you for your continued support and consideration of this event that is such a big help to those in need in our community.

Sincerely,

Bill Buck, Coordinator
Project Community Connect



TAB - H



**CITY COUNCIL
AGENDA BILL
AB 19-91**

Meeting Date: November 18, 2019

AGENDA ITEM INFORMATION		
SUBJECT: Agreement with Laserfiche for Cloud based Records	<i>Originator:</i>	
	Mayor	
	City Council	
	City Administrator	DG
	City Attorney	
	City Clerk	
	City Engineer	
	Community Development Director	
	Finance Director	
	Fire Chief	
	Police Chief	
	Streets/Parks/Drainage Supervisor	
	Water/Wastewater Supervisor	
COST: \$26,211.40 in the 2020 budget	Other:	
SUMMARY STATEMENT: This system would allow every department to store and retain records on a cloud-based system. There are many features included in this contact as described in the attachment.		
RECOMMENDED ACTION: <i>Authorize the Mayor to sign the agreement.</i>		

Prepared For:

City of Long Beach, WA

Presented By:

Andre Armstead

LASERFICHE

CLOUD SOLUTION

Issued: October 31, 2019





CORPORATE OFFICE
Sales Department
P.O. Box 2235 • Tallahassee, Florida 32316
Phone (800) 342-2633 • Fax (850) 564-7496

ANDRE ARMSTEAD
Account Executive
(850) 701-0725
aarmstead@mccinnovations.com

October 31, 2019

Mr. David Glasson
City of Long Beach
115 Bolstad Avenue W.
Long Beach, WA 98631

Dear Mr. Glasson:

I enjoyed speaking with you recently regarding MCCI's Laserfiche software and services. Pursuant to our discussion, we are pleased to enclose our Professional Services Proposal. While reviewing the proposal, please keep in mind the following advantages of being a MCCI Client:

Leading Provider – MCCI is the leading provider of Laserfiche in the world.

Professionals – All MCCI's professional services team members acquire and maintain Laserfiche Gold Certification. In addition, they have undergone a thorough background check and security awareness training.

Superior Support – MCCI utilizes a multi-layered support team geared towards offering each Client multiple contacts and service level plans to enhance the usage of every product implemented.

Robust Resources – Whether it is Business Process Automation, integration, data migration from a legacy system, scanning and indexing services, etc., MCCI has additional solutions that are complimentary to Laserfiche, while allowing you to work through one vendor.

If you have any questions concerning our proposal or desire additional information, please do not hesitate to contact me on our toll-free number. We appreciate your interest and hope that we will have the pleasure of working with you.

Sincerely,

Andre Armstead
Account Executive

EXECUTIVE SUMMARY

What once was a simple document imaging solution has evolved into a complete Content Services platform to serve the enterprise. In addition to native and core document/records management functionality, Content Services platforms continue to mature and address increasingly complex business processes and problems.

Where to start. MCCi leverages and recommends the Digital Transformation Model; an industry accepted five-phased approach to transform your office into a digital workplace. This model provides a structured framework for content services, process automation, analytics, and more. Often, technology is implemented in one department, and the interest of other departments quickly grows. The Digital Transformation Model provides guidance whether you are one department or looking to go enterprise-wide.



Selecting a solution. In 1999, we searched for a solution with company stability, growth, and service commitment to the clients. In our search for the best overall Content Services platform, Laserfiche made the decision easy as they are focused on the development of a solution that meets the demands of clients while being economical, scalable and usable.

Laserfiche is a unified solution that manages all documents and records, regardless of location or media type. Since 1987, Laserfiche has been a trusted solution of more than 35,000 organizations worldwide. As a privately-held company, Laserfiche is a platform for automating business processes from start to finish with the flexibility to integrate with your existing solutions. We strive to protect your current investments and create seamless integrations for the organization to maximize efficiencies and return on investment.

Laserfiche is unique in the market in that every product created is done so from the ground up with an internal development team. This makes all solutions seamless and integrated, unlike other companies that tend to purchase other products and merge them into their platform resulting in cumbersome solutions that are not user-friendly.

Selecting the right service provider is equally important. The solution can be the best fit for your organization, but if you select the wrong service provider, you will be faced with unexpected challenges that result in a delayed or failed project. Your provider should be the best in the industry with in-depth expertise, resources and a steadfast commitment to client success. Gartner, Inc. cites this as the most important decision when embarking on a transformation project. Expertise does not come overnight; it comes with time, projects, and learning best practices over a wide range of clients. Part of evaluating the provider's stability should include how long the provider has been in business, their reputation in the industry, their knowledge about your business model, and the strength and size of their team members in support and client relations.

A trusted partner is more than just another set of hands; it is a fresh set of eyes, ideas, and innovation they bring to the table. Partnering involves trust and commitment from both parties to achieve successful project implementation.

ABOUT MCCi

Our story goes back to the 1950s. MCCi originated from Municode, who manages the code, ordinances, and websites of more than 4,500 municipalities. In 2003, the company's growth led to MCCi becoming a separate company and expanding its services to all types of government agencies, as well as commercial businesses.

Fast forward and look at us now! MCCi is committed to leading the industry, staying abreast of technology, and focusing on the needs of our clients so that everyone – our clients and our employees – flourish. **MCCi has grown to more than 85 employees nationwide.**

We pride ourselves in the fact that many of our clients' successes are widely recognized as **Laserfiche Run Smarter winners**, industry-specific award winners, and frequently published as leaders in their fields. Most recently, Inc. Magazine recognized MCCi as an **Inc. 5000** fastest-growing private company in the United States. Additional noteworthy recognition includes **Best Companies to Work**, Microsoft Gold Certified Partner, and the only **Laserfiche Platinum Certified Solution Provider**, to name a few.



WHY OUR CLIENTS LOVE US?

It is no secret. The answer is in the numbers. **MCCi serves more than 1,100 clients nationwide in 46 states.** We are focused on providing top-notch service to fit the needs of our clients in the best way. We are more than their service provider; we are their partner. Our culture is to put the client's needs first.

OUR CULTURE

We are fanatical about client success. Success starts with our eagerness to understand our client's goals.

We don't just want to date our clients. We demand every member of our team understands and practices the foundation of a long-term relationship: communication, caring, and commitment.

We innovate and evolve. Our growth initiatives are based on what our clients need and where they are headed. We understand that we must continuously evolve and improve to support our clients.

We are unreasonably picky about our teammates. We believe the execution of team goals requires excellence at every level. Each team member must enjoy hard work and excel at doing their part. We expect and empower our team to grow, professionally and personally.



OUR TEAM

MCCi is a leading Laserfiche provider, focusing on customer service in every aspect of your project. As a client, you will receive access to our highly trained staff and support services, such as:

PROFESSIONAL SERVICES

Our Project Services team is made up of Laserfiche Gold Certified, highly-trained professionals in the areas of implementation, workflow processes, integrations, and more to help you implement a well-thought-out enterprise system based on your organization's needs and business processes.

TRAINING SERVICES

Before, during, and after your project, we focus on ensuring the users are trained on the software and stay up-to-date on the features available. In addition to our online Training Center for Laserfiche resources, remote and onsite training options are available.

TECHNICAL SUPPORT

Once your project is complete, you will have access to our technical support team for troubleshooting and for support your Laserfiche solution. Our team can be easily reached by email, phone, or our online support center.

The **Laserfiche Software Assurance Plan (LSAP)** helps preserve and extend the benefits of your original solution investment by providing you access to the assistance needed to ensure that you maximize system uptime. When you subscribe to an LSAP, you receive the following benefits:

- First-tier support from MCCi to resolve Laserfiche software errors
- 100% upgrade credit for your existing software (in the event of a platform upgrade)
- 24-hour FTP and Laserfiche support website for downloading free Laserfiche software updates
- Technical bulletins, newsletters, and educational webinars

CLIENT RELATIONS

You will have a dedicated team of an account executive and account manager that you can directly contact. We believe in a proactive support methodology, which begins with client education, excellent service, and communication.

- Identify any needs that could easily be addressed by the current system
- Available as a resource for questions and answers, best practices, how other clients are using the system with the use of documented case studies, support center, etc.
- Available for continued education for existing and new users within the organization with webinars, seminars, workshops, user groups, and more
- Dedicated sales support team for pricing inquiries and budgetary information
- Annual support renewal notifications to ensure your renewal process is timely and accurate

PROPOSED SOLUTION

Laserfiche Cloud License

The Laserfiche Cloud license introduces a straightforward annual fee including software licenses, hosted storage, technical support and software updates. The licensing option provides a Software as a Service (SaaS) solution hosted on Amazon Web Services.

- 100 GB Storage Per User
- 10GB of Bandwidth Per User Per Month
- Windows, Web and Mobile Clients
- Snapshot
- Records Management
- Advanced Audit Trail with Watermark Feature
- Electronic Forms
- Digital Signatures
- Import Agent
- Laserfiche Connector
- Microsoft Office Integration

Laserfiche Cloud Product Description

Laserfiche Cloud is a Software as a Service (SaaS) solution, which provides a central digital repository accessible from anywhere. With Laserfiche cloud you can upload, view, and modify content within a streamlined fully responsive web interface. In addition to the central repository, below are some of the great features that come with Laserfiche Cloud.

- **Web Access:** Enables subscription users to access content through a web browser.
- **Forms Professional:** Create and publish customized e-forms that require no coding or scripting. A license is included with each LF Cloud user. Database look-ups are not available in the LF Cloud version of Forms.
- **Business Processes:** Diagram business processes through the process modeler, which is based on business process model and notation (BPMN) standards.
- **Import Agent:** Monitors network folders and imports files into the Laserfiche Solution. Upon import, this utility can perform OCR as well as index and route documents based on the Window's file path or file name.
- **Audit Trail:** Track activities performed in a Laserfiche repository and generate reports. Auditing helps to show compliance with legal regulations and contributes to the security of the Laserfiche repository.
- **Records Management:** Process records and record folders according to a life cycle, through creation, retrieval, storage, and disposition.
- **Laserfiche Connector:** Provides a non-code means for integrating Laserfiche with line-of-business applications.
- **Microsoft Office Integration:** Integration with Microsoft Office® Suite. Allows for direct content import as well as indexing capabilities. As a part of this integration, emails and attachments stored in Outlook can be imported to the repository with a single click and auto-indexed with information such as sender, subject, time received, etc.
- **Built-In Disaster Recovery:** Perform system backups automatically without user intervention. Documents are backed up 6xs a day with the most recent 3 backups available for a minimum of 14 days.
- **Digital Signatures:** Post signing requests to DocuSign® to sign documents directly from Laserfiche Cloud. Requires active DocuSign account.

Process Automation

Process Automation is only available with the Process Automation Cloud license. Please refer to the Pricing page to determine which package was quoted. This functionality provides many tools to automate business processes and reduce manual work:

- **Graphical Workflow Designer:** Automate activities, assign team and individual tasks, extract data, route documents, and more without requiring code
- **Business Rules:** Easily define and manage business policy logic such as decision tables and formulas, in a centralized place separately from process logic
- **Data Management:** Define data structures and store data independently of processes to provide a single source of truth for data
- **Reporting and Analytics:** Use out-of-the-box reports or create custom reports on process data for insights to make informed decisions
- **Forms:** Forms allow process managers to create and publish web forms with an intuitive forms management system without requiring coding or scripting.
 - Attractive forms can easily be created with preconfigured templates or customized with editable fonts, colors, uploaded images and layouts.
 - Drag-and-drop form elements including fields, checkboxes and radio buttons onto a form to collect the exact information needed, in the precise format required.
 - Payment collection allows payment to be collected with Braintree and Authorize.Net payment gateways.
- Automatically apply bulk annotations such as highlights, redactions, strikethroughs, and underlines across documents processed through workflows.
- Read barcodes off of documents as part of automated workflows to better streamline document capture.

Laserfiche Cloud Add-ons

These items are optional and are only part of the proposed solution if pricing has been included.

- **Public Portal:** Share documents with people outside the organization, providing read-only access to specific documents without signing in.
 - Note: Only one security profile is included.
 - 100 Views Per Month are automatically included at no additional cost.
- **Forms Portal:** Allow non-authenticated users to view and submit public starting forms.
- **Community Users:** For non-employees and non-contractors. Provides read-only repository access and ability to participate in forms processes (i.e. Vendor Management, Residents).
- **Participant Users:** For employees in need of read-only repository access and the ability to participate in forms processes.

On-Premises Add-ons

These items are optional and are only part of the proposed solution if pricing has been included.

- **Quick Fields:** An advanced automated data capture solution. Multiple Quick Fields modules are available.
- **Plus:** Create a portable copy of information stored in a Laserfiche repository.
- **SDK:** Access to the same Web Services, API's and libraries for integration with other applications.
- **ScanConnect:** Enables the use of ISIS scanning drivers with Laserfiche scanning.

Automatic Server-Side OCR

In addition to generating text while scanning and when importing electronic files such as Word documents, Laserfiche Cloud now generates text from images when they are imported into your repository. When an image file is imported into Laserfiche, a document will be created in the repository, and then the images will be OCR'd by the Laserfiche Server in the background. This makes these documents full-text searchable without having to import the documents through Import Agent or the desktop Client.

PRICING



Laserfiche Cloud

Product Description:

	Qty.	Cost	Total
<u>LASERFICHE CLOUD ANNUAL SUBSCRIPTION</u>			
<input checked="" type="checkbox"/> Laserfiche Cloud Process Automation Named User (1-49 Users) *Includes Training Center	10	\$795.00	\$7,950.00
<input checked="" type="checkbox"/> Laserfiche Cloud Participant User (5-49 Users)	10	\$120.00	\$1,200.00
<input checked="" type="checkbox"/> Laserfiche Cloud Quick Fields Complete *Licensed per server	1	\$1,166.40	\$1,166.40
<input checked="" type="checkbox"/> Managed Services for Laserfiche Cloud <i>Laserfiche Managed Services needs are estimated based on the current software components provided herein: up to 10 hours.</i>	1	\$1,260.00	\$1,260.00
Annual Recurring Subscription Total			\$11,576.40
<i>For budgetary purposes, the Client should include \$11,576.40 in annual budget for renewal of the items quoted above.</i>			
 <u>MCCI PROFESSIONAL SERVICES</u>			
<input checked="" type="checkbox"/> Onsite LF Basic Cloud Training of software, per day *Excludes Forms, Records Management & Weblink	2	\$2,500.00	\$5,000.00
<input checked="" type="checkbox"/> Laserfiche Filing Workflow Configuration *Up to 15 Document Types	1	\$4,100.00	\$4,100.00
<input checked="" type="checkbox"/> Quick Fields Document Class Session Configuration, per document class	1	\$820.00	\$820.00
<input checked="" type="checkbox"/> MCCI Professional Services	1	\$4,715.00	\$4,715.00
Professional Services Total			\$14,635.00
Total Project Cost			\$26,211.40

All Quotes Expire in 30 Days

PAYMENT & BILLING TERMS

MCCi will invoice one hundred percent (100%) of the Laserfiche Cloud Subscription upon providing access. If services are included, the balance of the total project will be invoiced upon completion of the proposed professional services, which may be broken up based on the completion date of specific services. Sales tax will be included where applicable. Payment will be due upon receipt of an invoice.

MCCI PROJECT-BASED SERVICES

To determine which services are included with your project, please refer to the Pricing Section.

MCCI PROJECT MANAGEMENT SERVICES

MCCI's Laserfiche certified Team Member administer these services and concentrate on defining business requirements and the deliverables that follow. The MCCi Team Member will work with the Client's point of contact to put together a project plan that clearly defines the scope of the Project Management services, ensuring the Client is prepared for the final project implementation. The total number of service hours is limited to the total fee quoted, divided by MCCi's current Project Management rate.

CLIENT CONSULTATION

The assigned MCCi Project Manager will perform a consultation including a review of current document organization and retrieval practices to determine desired indexing methods, security rules, and other basic system set up needs. Once this information has been gathered and provided to the MCCi Project Manager, the basic folder structure, document naming conventions, and template set-up will be configured prior to onsite training.

REMOTE INSTALLATION AND CONFIGURATION

Software installation and configuration may occur remotely as part of the Project Management services to ensure the onsite time purchased is focused on the direct objectives. Please refer to the Pricing Section to determine if the onsite time will include installation and configuration.

REMOTE TRAINING

Project Management services may be utilized for training administrators or users remotely if onsite training is not included. Please refer to the Pricing Section to determine if training was quoted.

LASERFICHE FILING WORKFLOW CONFIGURATION

This configuration is only included with the purchase of the Process Automation Cloud package. Please refer to the Pricing page to determine which package was quoted. MCCi's Laserfiche Filing Workflow Configuration Services are designed to be highly collaborative. The goal is to provide a customized process that allows your organization to archive specified records in a proper format and location that is consistent with your organization's standards. To execute, MCCi's team of expert Project Managers and System Engineers will work with the Client's Project Manager to build a Business Process in the Client's Laserfiche environment.

MCCI DELIVERABLES

- Configure a Laserfiche Workflow including (Up To 15 Documents) for archival
 - Includes renaming of documents
 - Routing to appropriate folder structure
- Consultation with a MCCi Project Manager

CLIENT DELIVERABLES

- Provide MCCi with a mapped out narrative and flowchart of the specified business process
- Thoroughly define each resource and activity in the business process, including any exceptions
- Respond in a timely fashion to questions posed by MCCi's Business Process Configuration team

- Appointment of Client Project Manager
- Availability of IT resources as needed and end users for interviews and Business Process testing
- Required Laserfiche software licensing

BUSINESS PROCESS CONFIGURATION SERVICES

Business Process Configuration Services are designed as an option for organizations that require advanced system configuration but may lack the time or expertise necessary to configure Quick Fields, or any of Laserfiche’s other advanced modules. MCCi’s team of expert Project Managers and System Engineers will work in concert with the Client’s Project Manager to build a Business Process in the Client’s Laserfiche environment.

CLIENT DELIVERABLES

- Provide MCCi with a mapped out narrative and flowchart of the specified business process
- Thoroughly define each resource and activity in the business process, including any exceptions
- Respond in a timely fashion to questions posed by the Business Process Configuration team
- Appointment of Client Project Manager
- Availability of IT resources as needed
- Availability of end users for interviews and Business Process testing
- Required Laserfiche software licensing

MCCI DELIVERABLES

- Install and configure Laserfiche modules that are relevant to the implementation
- Consultation with a Laserfiche Project Manager
- Business Process Configuration Managed Services post implementation
 - The scope of Managed Services will be limited to supporting the process(es) implemented through this contract.
- Roll-out Assistance is an optional service if included in the scope of services.
- The scope of Managed Services will be limited to supporting the process(es) implemented through this contract. Note: This service will be billed separately and is billed upon completion.

LASERFICHE CONNECTOR INTEGRATION CONFIGURATION & TRAINING

INCLUDES

- Configuration of integration for up to one application screen with 3 standard actions on one machine
- Standard Actions Included: Scan, Import, Search Client, Search Weblink, and/or Search Web Access, launching from the desired application to Laserfiche
- Remote “Train the Trainer” training for up to half a business day to empower the Client to configure other integrations
- All data used for configuration must be available from the Application Screens
- All services are conducted remotely, unless a MCCi representative is onsite for other implementation needs and onsite time permits

CLIENT DELIVERABLES

- Application to be integrated with and user’s machine must meet Laserfiche Connector requirements set forth in the hardware requirements
- Testing: A test utility to ensure that the application screen is viable is available prior to purchase. Client is responsible for ensuring compatibility of applications prior to purchase
- IT resources: Appointment of Laserfiche Connector Administrator
- Laserfiche metadata requirements

MCCI DELIVERABLES

- Install and integrate Laserfiche connector within current Laserfiche system environment pursuant to the Laserfiche Connector requirements
- Assistance in configuring integration for one application screen with 3 standard action Connector Profiles on one machine
- Define Laserfiche metadata structure to support the specified integration
- Define Laserfiche security to support the integration
- Project Management services
- Remote Laserfiche Connector Administrator Training

MCCI CONSULTING SERVICES

To determine which services are included with your project, please refer to the Pricing Section.

BUSINESS PROCESS REQUIREMENTS GATHERING

The MCCi Business Process Requirement Gathering includes analysis by a senior project manager. MCCi staff will interview stakeholders regarding a defined department and/or business process that the organization desires to be automated through Laserfiche ECM. The deliverable of this on-site engagement will be a Statement of Work documenting cost, hours, and desired configuration of the defined business process.

BUSINESS PROCESS ANALYSIS

MCCi will work with the Client to document a current business process. By interviewing stakeholders and documenting facts and feedback, MCCi will deliver a comprehensive report. This engagement is typically done as a needs analysis exercise prior to automating an existing business process.

MCCI DELIVERABLES

Assignment of a project manager who will be responsible for:

- Acting as the main point of contact for MCCi
- Identifying and providing contact information for process stake holders
- Coordinating and scheduling site visits so stakeholders are aware and set aside the appropriate amount of time to focus on working with MCCi
- Coordinating and scheduling conference calls/web meetings between process stakeholders and MCCi as part of the document review process
- Facilitating access to any/all resources needed for a thorough analysis
- Full participation by all process stakeholders in the interview, review, and finalizations stages

CLIENT DELIVERABLES

Coordinating Introductory Call: Share contact information and review scope of project

Stakeholder Interviews: Up to two days onsite with a business analyst

- Conducting workshops and interviews with Clients
- Document business processes on whiteboard during workshops and interviews
- Business Process Report Drafting & Review: Up to 30 hours
- Draft a business process/requirements document
- Review document with Client and make revisions where necessary.
- Business Process Report Delivery: Up to one day on-site with Business Analyst
- Onsite review and presentation of finalized report
- Editable copy of Business Process Report for future use

GAP ANALYSIS

The MCCi Gap Analysis is the study of the differences between two information systems or applications, often for determining how to bridge the space between where we are and where we want to be.

New Clients may be new to ECM or could be transitioning from another system. Existing Clients may consider Gap Analysis when looking to expand their system into other departments or enterprise-wide. It

is also an opportunity to investigate and report on how Laserfiche is being used versus how it was intended to be used. Either way, Gap Analysis not only serves the consulting needs, but can also mitigate inherent risks in a new project. Risks such as scope creep, unforeseen needs (people, conversions, integrations, equipment), and unknown stakeholders can be identified and cleared up at the very beginning of the project.

MCCI DELIVERABLES

The Gap Analysis process involves determining, documenting, and approving the variance between business requirements and current capabilities. MCCi takes it a step further by providing recommendations and an action plan. The final deliverable is a report that is delivered to the Client in a format that can be edited. Any future changes to the report are the responsibility of the Client. The report will detail the following:

- A summary of the current document flow path with recommended changes/requirements
- Equipment, software, and staffing recommendations
- Storage needs for each department
- Recommendations on the timing of phasing in departments (based on needs/complexity)
- Implementation recommendations

The amount of time/cost of the Gap Analysis is dependent upon the system size and number of departments to be involved.

LASERFICHE CONSULTING SERVICES

MCCi's Laserfiche Consulting Services are designed to leverage MCCi Laserfiche Certified Professionals on an annual basis. We consider ourselves an extension of your project team and assist in accomplishing your organization's Laserfiche goals. Your organization is assigned a project manager to assist with designated projects, for up to an annual dollar amount each year. Rates charged are based on the type of resources required. Consulting services can be used for, but are not limited to:

- Business Process Requirements Gathering and SOW Drafting
- Status and Strategy Meetings (Required)
- Configuration of Client-Owned Laserfiche Components
- Training on Laserfiche Components and/or Configured Laserfiche Business Processes
- Laserfiche Integration/Developer Assistance

RECORDS MANAGEMENT CONSULTING

When implementing an enterprise-wide Electronic Records Management system, it is important for a Records Program and Records Policies to be in place beforehand. MCCi's Records Management Consulting service focuses on revision and/or creation of such programs and policies. If needed, the service should be completed prior to implementing MCCi's Laserfiche Records Management module. Pricing is dependent on the level of service needed and can be determined by setting up a meeting with MCCi and the appropriate Records Consultant. Services cover a broad spectrum including designing records management plans, designing systems, identifying records eligible for destruction, assisting with legal compliance, providing training and any other records and information related service requirement.

ENTERPRISE SYSTEM REVIEW OF LASERFICHE

AREAS OF REVIEW INCLUDE:

- Review of data structure (folder structure, metadata, etc.)
- Security review and configuration
- Current paper/electronic Forms review
- Capture review

- Assess current training needs
- Interviews with departments not using Laserfiche
- Utilization of Laserfiche Records Management Module
- Integration/Mobile Access Needs

MCCI DELIVERABLES:

- Verbal report of findings while onsite
- Up to 5 hours of consulting for up to 30 days after onsite consultation

CLIENT REQUIREMENTS:

Attendance by CIO/IT Director, Application administrators, departmental managers, and any other leadership members

MCCI TRAINING SERVICES

The scope of all onsite or remote training services to be performed is notated in the Pricing Section.

LASERFICHE TRAINING SERVICES

The Client is provided with instructor-led Laserfiche training, hands-on or train-the-trainer.

SYSTEM ADMINISTRATION TRAINING

- Client and Server Installation Procedure
- Security
- Tags
- Records Management
- System Settings
- Troubleshooting Procedures
- Users and Groups – Active Directory
- Templates
- Document Relationships
- Volumes
- Back Up Procedures
- Technical Support Overview

FULL USER TRAINING

- Introduction to Laserfiche
- OCR and Full Text Indexing
- Searching & Annotations
- Briefcases and Migrating
- Scanning and Importing
- Extracting a Document
- Folders and the Folder Browser
- Document Display
- Security
- Customize Laserfiche
- Index Card/Templates
- Volumes

RECORDS MANAGEMENT MODULE TRAINING

The Client should have full knowledge of internal records management policies and have prior experience in records management. This training will be quoted for Clients with the Records Management functionality of Laserfiche.

BASIC OVERVIEW TRAINING FOR RECORDS MANAGEMENT

- Records Series
- Versioning
- Cutoff Criteria
- Hold Period
- Event Dispositions
- Destruction
- Records Folders
- Security Tags
- Cutoff Eligibility
- Disposition Actions
- Interim Transfers
- Permanent Records
- Document Links
- Vital Records
- Retention Period
- Time Dispositions
- Final Disposition
- Accession / Freezing

ADMIN CONSOLE SETUP FOR RECORDS MANAGEMENT

- Cycle Definitions Setup
- Retention Schedules Setup
- Locations Setup
- Cutoff Instructions Setup

DATA MIGRATION FROM EXISTING LASERFICHE ON-PREMISE SYSTEM

This service is focused on MCCi leading the effort to migrate data from an existing on-premise Laserfiche solution to the Client's new LF Cloud environment. The service includes up to remote 10 hours for coordinating, planning, and facilitating the process.

LASERFICHE PROCESS AUTOMATION TRAINING

MCCI's Laserfiche Process Automation services are designed to be highly collaborative. The goal is to provide a customized package for your organization. Whether you need direct assistance implementing Process Automation, or hands-on training to empower your organization to create and maintain these tools, or both, MCCI has options available. Please see your Pricing Section for the specific Laserfiche Forms Services quoted.

Process Automation Training Services Provided	Forms	Workflow	Forms & Workflow
Training Duration	Up to 1 Day Onsite	Up to 1 Day Onsite	Up to 2 Days Onsite
Forms Professional	Yes	No	Yes
Workflow Designer	No	Yes	Yes
Rules	No	Yes	Yes
Entities	No	Yes	Yes

PROFESSIONAL SERVICES & ANNUAL SUBSCRIPTION PACKAGES

Each Client's Laserfiche Renewal covers break/fix support (i.e. resolution of error codes, etc.). MCCi offers additional annual support packages to cover remote training, best practices consultation, basic configuration services, and maintenance of existing complex business processes.

MCCi Managed Services (MS) or MCCi Laserfiche Administration Services (LAS) are strongly encouraged to be included with every support renewal.

Description	MS*	LAS** Level 1	LAS** Level 2
Additional Training	X	X	X
Additional System Set Up Consultation	X	X	X
Remote Implementation of Software Updates	X	X	X
Annual Review of Administration Settings	X	X	X
Remote Access Support	X	X	X
Priority Offering of Laserfiche CPPs & Laserfiche Empower Registration Scholarships	X	X	X
Dedicated Laserfiche Certified Professional		X	X
Laserfiche Administration Configuration Services		X	X
Configuration and maintenance of BASIC business processes utilizing Laserfiche Forms		X	X
Configuration of Quick Fields sessions using purchased features		X	X
Basic Records Management Module Overview Training		X	X
Scheduled recurring consultation call upon Client's request		X	X
Maintenance of existing middleware/configurable integrations		X	X
Maintenance of MCCi/Client configured COMPLEX business processes			X
Annual Review of business process configurations			X

A **Business Process is a Forms process or Quick Fields session that automates or streamlines an organization-specific process.

- **Basic:** A business process requiring minimal configuration and virtually no institutional knowledge, allowing a MCCi Application Support Analyst to assist with configuration, support, and maintenance of the process.
Examples: Simple Forms that have few routing steps, no integration, and little to no database lookups.
- **Complex:** A large business process with extensive configuration that is absolutely mission critical to the organization. **Examples:** Large accounts payable process with a high volume of transactions, approval steps, database lookups, etc. Complex business processes require MCCi's Application Support Analyst to have institutional/process knowledge to configure the process.
- **Hours:** MCCi allows Clients to use their hours for a multitude of services, as long as a request will not start a service that cannot be completed. None of the packages listed above are intended to be utilized for configuration of a new COMPLEX business process. In those instances, a separate SOW is required.

MANAGED SERVICES (MS)

MCCi's Managed Services package provides additional training and assistance to a Client's Laserfiche administrator and users. Pricing for the advanced block of hours is based on MCCi's Support Technician hourly rate discounted by 10%. The number of hours included is based on active products and will expire on the same date as your annual renewal. Managed Services can be used for the following:

ADDITIONAL TRAINING

Additional web-based training is conducted to train new users or as refresher training for existing users.

ADDITIONAL SYSTEM SET UP CONSULTATION

MCCi offers additional best practices consultation that includes recommendations for adding additional departments, additional types of indexing, etc.

REMOTE IMPLEMENTATION OF SOFTWARE UPDATES

While your renewal covers free version updates for software, implementation of those updates is sometimes overlooked. With the addition of Managed Services, MCCi is at your service to directly assist with implementing software updates such as minor updates, quick fixes or point releases. Dependent on complexity and Client specific configurations, major software upgrades may or may not be covered and should be discussed with your Account Management Team.

ANNUAL SYSTEM REVIEW & ANALYSIS

MCCi will access your system to review how your organization uses Laserfiche, to identify potential issues, and to make recommendations for better use of the system. This analysis may be performed annually and is an optional service that will be completed only if requested by the Client.

REMOTE ACCESS SUPPORT

If requested, our Support Technicians can access your Laserfiche system remotely to resolve issues, saving both time and money.

LASERFICHE CERTIFICATIONS

Priority offering of complimentary Laserfiche certifications, based on availability.

LASERFICHE CONFERENCE REGISTRATION

Priority offering of complimentary Laserfiche Empower registration, based on availability.

CLIENT RESPONSIBILITIES FOR MS

- Configuration/maintenance of backups and any general network, security, or operating system settings outside of Laserfiche
- Management and creation of retention policies related to Records Management Module
- Providing an IT contact (internal or third-party) for MCCi to work with as necessary
- Providing remote access capabilities as needed. If the Client requests MCCi to have unattended access, the Client assumes all responsibility for the related session(s). The Client will work with MCCi to set up user profiles, user tags, etc. to allow desired security rights/access.

LASERFICHE ADMINISTRATION SERVICES (LAS)

MCCi's Laserfiche Administration Services package is for Clients who need a Laserfiche administrator, or additional Laserfiche administration services. Pricing for the advanced block of hours is based on MCCi's Application Support Analyst hourly rate discounted by 10%. The number of hours included is based on active products and will expire on the same date as your annual renewal. Laserfiche Administration Services offers the following:

LASERFICHE ADMINISTRATION SERVICES: LEVEL 1

- Dedicated Laserfiche Certified Professional
- Laserfiche Administration configuration services – setting up users, metadata, security, etc.
- Configuration and maintenance of basic business processes utilizing Laserfiche Forms

- Configuration of Quick Fields sessions using purchased features – excludes custom scripting, custom calculations, etc.
- Basic Records Management Module Overview Training
- Scheduled recurring consultation calls upon Client's request
- Maintenance of existing middleware/configurable integrations – does not include maintenance of custom-built integrations.

LASERFICHE ADMINISTRATION SERVICES: LEVEL 2

Level 2 includes the benefits of Level 1, but additionally provides the ability for MCCi to maintain complex business processes, which requires knowledge transfer and maintenance of that knowledge.

- Maintenance of MCCi/Client configured complex business processes – The Application Support Analyst can maintain MCCi or Client configured complex business processes. For example: minor tweaks, updates due to upgrades, process improvements, etc.
- Annual Review of business process configurations

CLIENT RESPONSIBILITIES FOR LEVEL 1 & LEVEL 2

- Configuration/maintenance of backups and any general network, security, or operating system settings outside of Laserfiche
- Management and creation of retention policies related to Records Management Module
- Providing an IT contact (internal or third-party) for MCCi to work with as necessary
- Create/provide process diagrams (and any other necessary paperwork/examples)
- Providing remote access capabilities as needed. If the Client requests MCCi to have unattended access, the Client assumes all responsibility for the related session(s). The Client will work with MCCi to set up user profiles, user tags, etc. to allow desired security rights/access.

**For more complex Forms and Transparent Records Management configurations, please discuss a Business Process Configuration Service with your Account Executive.*

THE TRAINING CENTER FOR LASERFICHE

MCCi's Training Center for Laserfiche annual subscription provides an easy, cost-effective way for all users in your organization to access over 500 Laserfiche training videos.

BENEFITS

- 24/7 access to on-demand Laserfiche training videos and other resources
- Reduction in training expenses
- Caters to all skill levels from Basic Users to Advanced System Administrators
- Unlimited access for your entire organization
- User determined schedule and pacing
- Reduction in internal support and increased user productivity
- Increased efficiency through improved internal usage/adoption
- Instant/budgeted training available in the case of employee turnover
- Enhance your organization's internal Laserfiche training program

**The Training Center subscription gate is based on Laserfiche full, retrieval, and WebLink/public portal users.*

HARDWARE REQUIREMENTS

MCCi will provide necessary consultation upon request, as to the compatibility of current hardware with the Laserfiche Solution. Changes and recommendations will be made at the time of consultation. See solution requirements below. Please keep in mind that these are the minimum requirements as recommended by MCCi and should be considered independently rather than collectively. Additionally, overhead for virtualization has not been factored in to these requirements.

MCCi does not recommend any version of Windows that is approaching or is beyond the “End of Extended Support Date” specified by Microsoft.

Bandwidth Requirement: No less than a 10MB/Sec upload/download speed internet connection.

Client/Scanning Station PC	OS	Windows 10, Windows 8 or 8.1 (32 or 64), Windows 7 (32 or 64), Windows Vista
	CPU	2.8 GHz processor or faster
	Memory	4 GB RAM or more
	Communications	TCP/IP
Batch Processing Quick Fields Machine	OS	Windows 10, Windows 8 or 8.1 (32 or 64), Windows 7 (32 or 64), Windows Vista
	CPU	2.8 GHz Processor or faster
	Memory	4 GB RAM or more
	Communications	TCP/IP
	High Volume Recommendation	Windows 7 x64 with 8 GB RAM, Intel Core 2 Duo Processors 3.33GHz
Scanners	Must use ISIS drivers to be compatible with Laserfiche ScanConnect software. Scanner compatibility should be confirmed by referencing the most up to date Laserfiche published supported scanner list at: http://laserfiche.com/static/Resources/scanlist.html	

Terms and Conditions

MCCI, a Limited Liability Company, which is duly organized and existing under the laws of the State of Florida, hereinafter referred to as MCCI, hereby offers the Laserfiche Solution & Services according to the following terms and conditions.

LASERFICHE CLOUD SUBSCRIPTION TERM AND FEES

Subscription terms are annual unless otherwise stated. The annual subscription payment is due in advance of the date of renewal. System access may be removed and late fees may apply if payment is not received prior to the annual renewal date. Annual subscription dates are based on the following:

- For new implementations, the subscription date is set on the first day of the month, based on month of order placement (the month that MCCI places the order with Laserfiche)
- For additional products/subscriptions added mid-term the cost is prorated to match the existing renewal date.

ADDITIONAL LASERFICHE CLOUD PURCHASES

Laserfiche policy dictates that MCCI as your current Solution Provider of record is the only Laserfiche Solution Provider that has access to your support account, along with the ability to process subscription renewals and additional purchases on your behalf. Unless you decide to cancel your contract with MCCI or work with Laserfiche to formally change your Laserfiche Solution Provider of Record, future purchases and subscription renewals will be processed and provided by MCCI.

OVERAGE FEES FOR DATA STORAGE/BANDWIDTH

If additional data storage or bandwidth is needed mid-term, additional charges will apply. MCCI recommends reviewing this annually and pre-purchasing any additional storage/bandwidth based on anticipated needs.

DATA RESTORATION SERVICES

On an exception basis and subject to written approval from Laserfiche and additional fees, client may receive assistance to restore data which it may have lost as a result of its own actions.

UPGRADING TO ON-PREMISE PURCHASED OR SUBSCRIPTION SOFTWARE

Laserfiche does not provide credits when moving from the LF Cloud licensing model.

TECHNICAL SUPPORT

Clients may contact MCCI support via MCCI's Online Support Center, email (support@mccinnovations.com), or telephone 866-942-0464. Support is available Monday through Friday (excluding major holidays) from 8 a.m. – 8 p.m. Eastern Standard Time.

LASERFICHE CLOUD AGREEMENT

Laserfiche requires acceptance of the Laserfiche Cloud Agreement as part of the Client's account activation process. The acceptance process is handled electronically. If the Client desires a copy of the Laserfiche Cloud Agreement prior to executing this agreement, it can be found at <https://www.laserfiche.com/cli/agreement>.

SERVICE LEVEL AGREEMENT (SLA)

MCCI's SLA is offered in addition to the Software Assurance Package. It is required in some circumstances and offers the Client escalated response times depending on the severity of the support issue, as well as extended support hours and many other additional benefits. The SLA documentation is readily available upon request.

MCCI SOFTWARE CONFIGURATION SERVICES

The Client may elect to contract with MCCI to configure the software. The Client is responsible for testing all configurations completed by MCCI. By acknowledging this testing requirement, the Client waives any and all liability to MCCI for any fees, damages, etc., that could be related to software configuration.

TEST/EVALUATION SOFTWARE

Purchases of test and/or evaluation software are based on access time periods needed rather than perpetual software licensing.

CLIENT SOFTWARE CUSTOMIZATIONS

The Client may also choose to customize their software internally, without MCCI's help. MCCI is not responsible for any damages caused by the user's customization of the software. MCCI will not be held responsible for correcting any problems that may occur from these customizations. Routine updates to the software may affect any customizations made by the user. If MCCI's help is required to correct/update any customizations made by the Client, appropriate charges will apply.

HARDWARE

MCCI does not support any hardware as part of this contract. If hardware is purchased through MCCI, the Client is required to obtain the appropriate warranty and work directly with the manufacturer in regards to hardware support.

CLIENT INFORMATION TECHNOLOGY ASSISTANCE

In order for MCCI to excel in Client service, the Client must provide timely access to technical resources. The Client must provide adequate technical support for all MCCI installation and support services. If the Client does not have "in-house" technical support, it is the Client's responsibility to make available the appropriate Information Technology resources/consultant when needed.

PROFESSIONAL SERVICES RESCHEDULING/CANCELLATIONS

Travel Expenses: If the Client cancels or reschedules an installation after MCCI has made travel arrangements, travel expenses may be incurred due to circumstances such as non-refundable airline tickets, hotel reservations, rental cars, etc.

Site Preparation: The Client site should be ready for installation according to specifications outlined within the Hardware section. If site is not prepared and results in cancellation, delays, or rescheduling of an installation after MCCI has made travel arrangements, the Client may incur expenses due to circumstances such as non-refundable airline tickets, training/install charges, hotel reservations, rental cars, etc.

Project Delays: Requests made by the Client to cancel/reschedule delivery of services, will cause a delay in delivery of the services and the overall project. The Client understands that MCCI will have to respect the timelines of other scheduled projects when rescheduling services due to a request made by the Client.

ADDITIONAL SERVICES

As an additional service/product under this contract, MCCI can provide the following:

- Electronic Agenda and Legislative Management (Legistar). MCCI offers the Granicus Legislative Management Suite (Legistar) and related services which provides electronic automation and creation of Agendas and Minutes. Legistar is also integrated with Laserfiche.
- Scanning and Digital Conversion Bureau. MCCI offers scanning, indexing and integration of hard copy documents, microfilm/microfiche, with Laserfiche Software to provide the Client with the most powerful index retrieval search engine available.
- Open Records Request Solution (JustFOIA). MCCI offers its JustFOIA solution to help agencies track Open Records Requests. JustFOIA is a hosted solution that is user-friendly, affordable, and integrated with Laserfiche ECM.

USE OF BASECAMP

Through the course of this project, MCCI may choose to utilize the third-party service Basecamp (<http://www.basecamp.com>) for project management and team collaboration. Documentation and correspondence exchanged between MCCI and The Client may be stored in Basecamp. The Client acknowledges that Basecamp is responsible for secure storage of this documentation, and agrees that Basecamp's security guidelines located at <https://basecamp.com/security> are acceptable for the storage of The Client's data and correspondence exchanged with MCCI.

AGREEMENT EXTENDED TO OTHER GOVERNMENTAL UNITS

MCCI agrees to allow any other Government agency to purchase items, at the same terms, conditions and pricing as this contract during the period of time that this contract is in effect. Minor changes in terms and conditions may be negotiated by MCCI and participating Government agencies. Any orders issued against this agreement shall be the sole responsibility of the Government agency placing the order. It is understood that the Client shall incur no financial responsibility in connection with any purchase by another Government agency.

LIMITED LIABILITY

Notwithstanding anything in this Agreement to the contrary, MCCI's total liability to the client for any and all claims, damages, or liability arising out of or related in any way to this agreement or the products or services being provided by MCCI to Client shall be strictly limited to the project fees paid to MCCI by the Client for the preceding 12-month period immediately preceding the event giving rise to the claim by the Client, and shall also be limited to the fees paid to MCCI for the particular service/product that the Client's claim was caused by or arose out of. [For example, if the Client is paying MCCI for both Laserfiche Product and Infrastructure Hosting Services, and the claim arises from an Infrastructure Hosting Services problem, then the liability limitation would be the 12-months fees paid for Infrastructure Hosting Services and would not include the fees paid for Laserfiche products.]

FORCE MAJEURE

Neither party shall be liable for any delay or failure in performance due to causes beyond its reasonable control.

CLIENT FINANCIAL SOLVENCY/BANKRUPTCY

MCCI may require payment in advance for products and services in response to learning of financial solvency or bankruptcy issues.

NO HIRE CLAUSE

Client and MCCI agree that during the period that this agreement is in force, including extensions or modifications thereto, and for an additional 12 months following this period, neither Client nor the MCCI will actively recruit, or solicit employees or independent contractors of either company, or the employees of any of the other Subcontractors; who are on active payroll status and are currently participating in this Program, without the prior written approval of the party whose employee or independent contractor is being considered for employment. This does not prohibit any employee from responding to or pursuing employment opportunities through normal media channels, i.e. newspapers, professional journals, etc. so long as it is not related to this particular program and that it is not an attempt to avoid the intent of the above restriction. If, during the term of, or within (12) months after the termination of the performance period of this agreement, Client hires directly, or indirectly contracts with any of MCCI's personnel for the performance of systems engineering and/or related services hereunder, Client agrees to pay MCCI 125% of the fees paid to, or in favor of such personnel for one (1) year after such personnel separates from service with MCCI.

TERMINATION

The services provided in this agreement will be in full force and effect for a period of three (3) years from the execution date of the agreement, or from the initial software/maintenance subscription date (applicable only when such components are included). Thereafter, this agreement will be automatically renewed from year to year, provided that either party may alter or cancel the terms of this agreement upon 60 days written notice.

MARKETING & REFERENCES

Client agrees to allow MCCI to publicly announce the client's selection of MCCI for the specific solution(s), at the time of the client contracting with MCCI. Additionally, upon the client providing written consent, MCCI is authorized to publish and publicize testimonials and case study information pertaining to MCCI's work with the Client. This information, including the Client's organization name, logo, and contact information will be used in all media types.

Submitted by: **MCCi, a Limited Liability Company**

Date: October 31, 2019

By: _____
(Signature)

(Printed Name & Title)

Noted Items Accepted by: **CITY OF LONG BEACH, WA**

Date: _____

By: _____
(Signature)

(Printed Name & Title)

TAB - I

City of Long Beach Activities Report

October 2019

Water Dept.

Call Outs - 1 (Water Plant.)

Meetings - 12 (1) Staff / (2) Contractors / (1) Operators WTP / (2) Admin. / (3) Budget Meetings / (1) Timber Harvest / (1) Contractor & County DPW 67th project / (1) Evergreen Rural Apprenticeship.

Safety Meetings - 1 (Electrical Hazard Communications / Emergency Generator Ops.)

Plant Management - Paperwork / Time Cards / Monthly DOH Report / Monthly DMR's. / Monthly Report / Bills / Log Book / Called Locates / Reviewing ROW Permits / Plant Walk Through / Res Inspections.

Customer Service - 2 (2 Spot Flushing)

Locates - 18

Emergency Locates - 0

Re-reads - 24

Install New Meters - 0

Meter Reinstall - 1

New Service Investigations - 2

Valve Investigation - 3

New Service Prep - 0

Valve Can Raising - 3

Meter Removal - 0

Meter Repairs - 5

Hydrant / Stand Pipe Maint. - 2 (9th st n / 41st s.)

Shut Off's - 15

Emergency Shut-Offs - 0

Turn On's - 9

Res. Checking - 2

Res. Maint. - 2 (Seeding (3) Dolman Landings After Timber sale.)

Leak Repairs - 2 (10th s n, 48th st s.)

Leak Investigations - 2

Equipment Cleanup - 4

System Samples - Weekly entire system.

Samples to Lab - 2

Training - None.

Treatment Plant Numbers - 14,536,000 Gallons. (Approx, 468,900 Gal. / Day)

Other Activities –

Reading Meters. (Seaview.)

Flushing Hydrants.

Installed (2) New Blow-off's. (9th st n, 41st st s.)

Checking Timber Harvest Progress.

Moving Pipe in Yard for Contractors,

Preping Yard For Paving.

Seeding Dolman Landings.

Spot Flushing Water System.

Replacing Remote Read Meters. Mormon Church, Seaview Restrooms, North Jetty Brew, Kite Museum.
Church Center, Pharmacy Meters, 7th st Condos.

Town Cleanup. (Trash)

Set Up Yard Paving Naselle Rock.

CL2 Samples for WTP.

H2O Water Quality Meeting.

Fire Calls (2)

Fire Prevention At School.

Meter Boxes Delivered.

Pumping CIP Basins At WTP.

School Field Assist. (Pumps.)

Parks - Streets - Storm Water Oct Monthly Report

Monthly

Safety Meetings

Bi-Monthly

Staff Meetings

Fridays

Street Sweeping

Backpack blowing of sidewalks and brick parks

Boardwalk and dune trail maintenance

Thursdays

Boardwalk and Dune trail

Daily

Restroom maintenance

Garbage maintenance

Festivals / Events /set up and tear down

Soccer

1. Finished pouring the concrete around the new restrooms
2. Building new dugouts Culbertson park
3. Cold patch pot hole maintenance
4. Brushing line of site issues
5. Dugout the storm water outfall on Sid Synder drive

6. Winterized the parks- planters and boardwalk-drinking fountains
7. Fertilized ball fields
8. Pulled the batting cage net down for the winter
9. Removed the 2 events banners from across the Hwy
10. Repaired a street light on Ocean Beach Blvd
11. Installed 200ft of 12 inch storm water pipe and 1 catch basin on 10th north
12. Painting the inside of the park restrooms
13. Repaired a trip hazard in the sidewalk by Bensons
14. Repaired a broken culvert pipe on 4th SE
15. Installed a new toilet at city hall

Long Beach Police

P.O. Box 795
Long Beach, WA 98631

lbpdchief@centurytel.net

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

11-01-19

Page 1 of 4

To: Mayor Phillips and Long Beach City Council

From: Chief Flint R. Wright

Ref.: Monthly Report for October 2019

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

<u>Long Beach</u>	<u>Ilwaco (Includes 28 Calls At Port)</u>
478 Total Incidents	298 Total Incidents
Aid Call Assists: 2	Aid Call Assists: 2
Alarms: 6	Alarms: 3
Animal Complaints: 2	Animal Complaints: 5
Assaults: 3	Assaults: 6
Assists: 80	Assists: 39
(Includes 5 PCSO, 1 WSP And 0 Other Agency Assists Outside City Boundaries)	
Burglaries: 3	Burglaries: 1
Disturbance: 19	Disturbance: 15
Drug Inv.: 4	Drug Inv.: 3
Fire Call Assists: 3	Fire Call Assists: 2
Follow Up: 103	Follow Up: 68
Found/Lost Property: 8	Found/Lost Property: 0
Harassment: 5	Harassment: 4
Malicious Mischief: 2	Malicious Mischief: 2
MIP – Alcohol: 1	MIP – Alcohol: 0
MIP – Tobacco: 0	MIP – Tobacco: 0
Missing Persons: 1	Missing Persons: 0
Prowler: 7	Prowler: 3
Runaway: 0	Runaway: 0
Security Checks: 101	Security Checks: 83
Suspicious: 25	Suspicious: 9
Thefts: 14	Thefts: 4
Traffic Accidents: 2	Traffic Accidents: 4
Traffic Complaints: 13	Traffic Complaints: 8
Traffic Tickets: 4	Traffic Tickets: 5
Traffic Warnings: 42	Traffic Warnings: 21
Trespass: 9	Trespass: 5
Warrant Contacts: 5	Warrant Contacts: 2
Welfare Checks: 14	Welfare Checks: 4

On October 1st I, along with Mayor Phillips, met with State Senator Takko, State Representative Blake and State Representative Walsh. Sheriff Souvenir was there as well along with his command staff. Two county commissioners were present and the mayor of Raymond. We met to discuss what help the state can give us to start a drug task force. Having an active drug task force is very important and hopefully we will get assistance from the State of Washington to get one back up and running.

I taught another Mental Health First Aid class on the 22nd. This was for law enforcement in the north end of the county. Officer Mike Parker also attended.

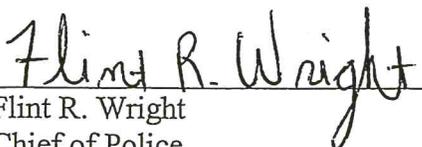
October 23rd-31st was "Red Ribbon Week". In 1985 DEA agent Enrique Camerena was tortured and killed while working undercover in Mexico. In his honor, friends and family wore red ribbons to honor his memory. That led to the first "Red Ribbon Week" in 1988. The idea behind the event is to take the time to educate the youth and community about the importance of staying drug free. In honor of this event officers placed red ribbons around Long Beach and Ilwaco.

On the 23rd our local American Legion held the 32nd annual "Derald D. Robertson Safety Awards" for local first responders. My pick for "Officer of the Year" was Officer Mike Parker. I have attached my nomination letter.

On the 26th I helped with the "Prescription Drug Take Back" event sponsored by WellSpring Community Network. This event is held twice a year, once in the fall and once in the spring. We collected 122 pounds of over the counter and prescription medications. These will be incinerated by the DEA.

I had a meeting at Ocean Beach Hospital with various entities that make up the "Behavioral Health Crises Collaboration" on the 29th. We meet on a fairly regular basis to discuss issues involving subjects that are suffering with mental health issues and problems associated in dealing with them. The problems usually involve the hospital and us trying to handle and control subjects that have been taken to the hospital for a mental health evaluation. I wish I could say the situation is well in hand but that would not be true. The situation as it now stands is the worst I have ever seen it. If any of you are curious you can ask me about it.

The department had a very quiet Halloween. There were no calls.


Flint R. Wright
Chief of Police

August 15th, 2019

Dick Wallace, Commander
American Legion, Post 48
Derald Robertson Safety Awards
2950 State Route 101
Ilwaco, WA 98624

Dear Mr. Wallace,

My selection for "Officer of the Year" for the Long Beach Police Department for the calendar year 2018/2019 is Officer Mike Parker.

Drugs are an ever present problem in our community and across the United States. In a small rural community, with very limited resources, it is especially difficult to combat the problem of illegal drugs. It is almost impossible for uniformed officers to do drug investigations while also handling other calls. A full time drug task force is desperately needed in our area but that's a topic for another time.

In the spring of 2018 Officer Mike Parker approached me and stated that he wanted to tackle the problem of illegal drugs in our area. I told him that was great but he still had to do his "normal" job of being a patrol officer. If he was going to investigate illegal drugs he would have to do it on his off time. He said he was more than willing to do this. Thankfully the City of Long Beach was willing to provide the needed money for the overtime.

Officer Parker sacrificed hundreds of hours away from family and friends to investigate the flow and distribution of illegal drugs in our area over the course of a year. He went without sleep, because drug dealers don't keep "bankers hours", and did not live a normal life during that year. I highly suspect that Officer Parker never put in for all the hours of overtime he actually worked. He did this while still working shifts as a patrol officer.

His hard work and sacrifice paid off with the arrest of 10 suspects. Drug dealers have gone to prison and drugs taken off the street all because one "cop", supported by a mayor and city council, stepped up and made an effort at great sacrifice.

I would be remiss if I did not mention Officer Josh Lefor as well. Everything I said about Officer Mike Parker applies to Josh. He assisted Mike during the course of the year. He was with Officer Parker every step of the way.

Since I could only nominate one officer I thought it most appropriate to nominate Officer Mike Parker since he was the one who spearheaded and led the investigations.

Both officers are a credit to the department.

Thank you again for this wonderful event.



Chief Flint R. Wright
Long Beach Police Department

City of Long Beach Activities Report

October 2019

Wastewater Dept.

Call Outs - 0

Meetings - 4 (2) Tapani Construction Meetings / Evergreen Septic. / PUD

Safety Meetings - 1 (Electrical Hazard Communications / Emergency Generator Ops.)

Plant Management - Monthly DMR's / Paperwork Review / Emails / Ordering Supplies / Engineers / 2020 Budget / DMRQA 39 for DOE.

Samples – Daily Tests / Twice Weekly Testing (BODs , TSSs , and Fecals.) / Bio-solids Report.

Customer Service - 1 (Locating sewer for Homeowner 25th nw.)

Locates - 11 Emergency Locates – 1 (PUD 11th st sw.)

Hauling Sludge - 15 Loads 4.2 Dry Tons.

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

Lift Station Wash down - 2 Plant Wash Down - 2 Headworks , Clarifiers , UV Bulbs.

Samples to Lab - 2 (Monthly Ammonia / Soils Samples.)

Pump / Blower Maint. – 2 (Greased / Belts / Filters / Tubing / Oil Change.)

Sink Hole Investigation – 0

Main Repairs - 0

Equipment Cleanup - 2

Headworks Debris Removal – 4 Barrels Decanting Digester – 78,000 Gallons Supernatant ran back through plant. (Rain)

Training - Tye - Pumping / Valves.

Treatment Plant Numbers – 5.24 Million Gallons. (Approx. 169,000 Gal / Day)

Other Activities –

Checking WWTP Construction Progress W/ Engineers.

Talked to Evergreen Septic About Dump Station Location. (10k Donation Possible.)

Hauling Sludge.

Timber Harvest Monitoring.

Map for TVing Sewer Program.

Water Line Main Break 48th st s.

Leveled Yard For Asphalt Prep.

Installed New Water Line.

Parts List for Line Extension.

Parts Layout For Line Extension.

Office Organization & Cleanup. & Hydrant for WWTP.

Paving WWTP.

Main Computer Backup Weekly.

Monthly Fire Extinguisher Checkups.

Received New Loader.

Cleaned Digester.

Checking Sewer Connections 28th st n.

Drainage repairs behind Elementary school.

Dear Mayor Phillips, David Glasson and Don Zuern,

Since my meter is used for water sampling everyday, eventually the gravel, sand etc. at the end of my driveway is washed away and a puddle forms.

Matt Wood was taking a water sample and I asked if some gravel could be put in the puddle that had grown quite large. That very same day, not long after I made the request, he came back with the gravel. He showed courtesy by making personal contact with me to make sure I wouldn't need to leave while he spread the gravel.

Thank you Matt for being so attentive to the issue. Thank you, City of Long Beach, for hiring a very fine employee.

Sincerely,

A handwritten signature in cursive script that reads "Linda Bledsoe". The signature is written in black ink and is positioned to the right of the word "Sincerely,".

Linda Bledsoe

11/14/2019

LETTER OF GRATITUDE TO THE CITY CREW

A new gentleman living at 209 5th ST. NE called today at 3:58 p.m. He wanted to extend his EXTREME GRATITUDE to the city crew for picking up his garbage the other morning that was strewn about by a momma bear and her 2 baby cubs. He said he had put out his garbage can and it was spread all over the place by the momma bear and her cubs. He had intentions of picking it up prior to the garbage truck arriving at 10 a.m., but when he looked outside a little after 8 a.m. he saw 2 city crewman had already picked all but a couple pieces and were finishing the job. He could not thank me enough for their kindness and generosity, stating "what a pleasure it is to live here."

Phone Call taken by Katie Metzger