



AGENDA – Monday, March 2, 2020

6:30 p.m. Workshop

7:00 p.m. City Council Meeting

Long Beach City Hall

115 Bolstad Avenue West

6:30 WORKSHOP

WS 20-07 City Hall Reorganization – TAB A

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

Call to order Mayor Phillips, Council Member Svendsen, Council Member McGuire,
And roll call Council Member Murry, Council Member Cline & Council Member Kemmer.

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

PUBLIC COMMENT

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

CONSENT AGENDA – TAB B

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

- Minutes, February 18, 2020 City Council Meeting
- Payment Approval List for Warrant Resisters 59249-59274 & 86449-86521 for \$357,257.16

- **AB 20-23 – Ordinance 979 Establishing Police Vehicle Marking Regulations – TAB C**
- **AB 20-24 – Police Headquarters Change Order No. 1 – TAB D**
- **AB 20-25 – Train Depot and Trolley Fee Waiver Request – TAB E**
- **AB 20-26 – Biosolids Agreement with Ilwaco Amendment – TAB F**
- **AB 20-27 – Trolley Waiver Request – TAB G**

DEPARTMENT HEAD ORAL REPORTS CORRESPONDENCE AND WRITTEN REPORTS – TAB H

- **Lodging Tax Collections**
- **Sales Tax Collections**
- **Transportation Benefit District**
- **US Army Corps of Engineers Public Notice**

FUTURE CITY COUNCIL MEETING SCHEDULE

The Regular City Council meetings are held the 1st and 3rd Monday of each month at 7:00 PM and may be preceded by a workshop.
March 16, 2020, April 6, 2020 & April 20, 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 20-07**

Meeting Date: March 2, 2020

AGENDA ITEM INFORMATION		
SUBJECT: Staff Reorganization of City Hall		<i>Originator:</i>
	Mayor	JP
	City Council	
	City Administrator	DG
	City Attorney	
	City Clerk	
	City Engineer	
	Community Development Director	
	Events Coordinator	
	Finance Director	
	Police Chief	
	Streets/Parks/Drainage Supervisor	
COST: N/A	Water/Wastewater Supervisor	
SUMMARY STATEMENT: Reorganizing City Hall staff for a more effective and efficient workflow.		

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.

CITY OF LONG BEACH

CLASS SPECIFICATION

CITY TREASURER

FLSA Designation: Non-Exempt

Effective Date: February 2020

General Statement of Duties

Performs administrative work conducting the daily business activities of the city including financial management. Prepares budgets and implements city policies. Has official responsibility for accounting for all receipts and disbursements in regard to city funds. Prepares a variety of financial records. Is responsible for payroll and investments.

Classifications Summary

The person in this position provides administrative support of a highly complex and responsible nature to the Mayor and City Administrator; exercises independent judgment in preparing reports and various official documents; and exercises considerable discretion in the protection and release of confidential information and in the interpretation and administration of policies and procedures.

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

Examples of Work

Essential Duties and Responsibilities:

- Coordinates City's compliance with the WCIA COMPACT, updates WCIA Property and Auto Physical Damage Schedules as needed, and serves as WCIA Training Coordinator and Alternate Delegate to the WCIA Full Board
- Responsible for ensuring that notice of public hearings that relate to the budget process meet associated legal requirements.
- Reconcile general ledger to various reports.
- Monitors actual revenues and expenditures in accordance to the adopted budget for all funds.
- Oversee balancing and accounting of Administrative Assistants' cash drawer, including receipts and cash.
- Codes receipts, reconciles cash, and keeps records as needed to verify cash balances.
- Maintain auxiliary cash controls for balancing and other related accounting activities.
- Oversee account payable procedures.
- Maintain investments for all funds purchase and withdraw investments as needed.
- Reconcile investment statement with investment reports.
- Prepare payroll and associated payments along with appropriate reporting.
- Prepare periodic financial, statistical or operational reports as assigned.
- Prepare annual financial report; work with state auditors during periodic audits of town finances, procedures and policies.
- Administers utility billing procedures and supervises distribution and collection of utility bills, payments and adjustments.

- Maintain bond coverage of employees as specified by state law and local codes; obtain signed oaths from Mayor, City Council, City Administrator, Assistant City Administrator, Clerk, Treasurer and Administrative Assistant.
- Serve as back up to Administrative Assistants, answers in-coming calls and routes callers or provides information as required.
- Assists in the management of the city's human resources functions. Keeps record of insurance coverage, pension plan, and personnel transactions such as hires, promotions, transfers, performance reviews, and terminations. Maintains personnel files, processes salary and benefit information, and assists in the recruitment and testing of city staff.
- Prepare and monitor vendor contracts as needed.
- Prepare bank deposits as needed.
- Reconcile bank statement.
- Performs notary services for the City and public.
- Must be bondable.
- Performs other duties as directed.

Knowledge, Skills and Abilities

- Knowledge of municipal, state and federal laws
- Knowledge of office practices, procedures and equipment
- Knowledge of business English, composition, spelling, punctuation
- Ability to employ discretion and maintain confidentiality
- Ability to prioritize assignments and work independently
- Ability to operate standard office equipment, including computers
- Working knowledge of computers. Operate a variety of office machines including a computer and appropriate software programs;
- Ability to understand and correctly execute verbal and written instructions
- Ability to establish and maintain effective working relationships with co-workers, elected officials, other organizations and the general public.
- Working knowledge of governmental accounting principles and practices (BARS).
- Perform a variety of specialized clerical, office support work involving the use of independent judgment and personal initiative;
- A key value of the City is customer service. This position requires considerable knowledge, ability and skill in the principles and practices of excellent customer service as practiced in both the private and public sectors. It requires the ability to effectively meet and deal with the public; the ability to communicate effectively verbally and in writing; the ability to handle stressful situations; the ability to greet and respond to customers in a friendly, pleasant and professional manner using appropriate inflection, grammar and syntax; the ability to establish and maintain effective working relationships with employees, supervisors, and the general public; the ability to maintain a professional, courteous, and pleasant demeanor in difficult and stressful situations; and the ability to diplomatically deal with difficult people. A willingness to expend extra effort to help the public find answers or information relative to their inquiry or complaint is expected.

Acceptable Experience and Training

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

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and to communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare and review documents and process them in a prescribed order, and organize documents and materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and standard office equipment;
- Sufficient personal mobility, flexibility, agility, and physical reflexes, which permits the employee to lift up to 50 pounds, to sit and work at a keyboard for an extended period of time, and work in an office environment.
- Ability to stand for at least 30 minutes at a time.

CITY OF LONG BEACH

CLASS SPECIFICATION

ADMINISTRATIVE ASSISTANT

FLSA Designation: Non-exempt (covered)

Effective Date: February 2020

General Statement of Duties

Performs customer service, general office and clerical duties; performs general accounting functions; posts utility, and miscellaneous payments; performs related work as required.

Classification Summary

The primary function of an employee in this class is to perform customer service, general office, clerical, and cash receipting duties for the City. Duties range from greeting the public to routine general clerical and accounting assignments and cash receipting. An employee in this class is generally the first contact the public has with the office and provides general information. Possesses general bookkeeping, clerical, and customer service skills; he/she acquires knowledge of department functions through on-the-job experience. The work is performed under the supervision of the City Administrator, although some latitude is granted for independent judgment using standard practices to resolve customer issues or correct procedures. The principal duties of this class are performed in a public office environment.

Examples of Work (Illustrative Only)

Essential Duties and Responsibilities:

- Provides general receptionist, general office and clerical support to office staff, as assigned, including answering telephone and in-person inquiries, routing calls to appropriate staff, screening and distributing mail, and ordering office supplies;
- Provides general information to the public in person or over the telephone, responding to public inquiries;
- Receives payments and posts into computer daily;
- Receives, counts and balances miscellaneous cash receipts;
- Deposits cash received daily;
- Maintain accounts receivable records and performs necessary follow-up on collections.
- Provides scheduling, data entry services, faxing, copying, typing, and filing in support of department functions;
- Orders and inventories office supplies;
- Performs all work duties and activities in accordance with City policies, procedures and safety practices.
- A key value of the City is customer service. This position requires considerable knowledge, ability and skill in the principles and practices of excellent customer service as practiced in both the private and public sectors. It requires the ability to effectively meet and deal with the public; the ability to communicate effectively

verbally and in writing; the ability to handle stressful situations; the ability to greet and respond to customers in a friendly, pleasant and professional manner using appropriate inflection, grammar and syntax; the ability to establish and maintain effective working relationships with employees, supervisors, and the general public; the ability to maintain a professional, courteous, and pleasant demeanor in difficult and stressful situations; and the ability to diplomatically deal with difficult people. A willingness to expend extra effort to help the public find answers or information relative to their inquiry or complaint is expected.

Other Duties and Responsibilities

- Serves as backup to the City Clerk in his/her absence;
- Performs other related duties as required;
- File Management, scanning and providing inventory for City documents.
- Issues business licenses;
- Receives and records tax payments;
- Prepares City Council minutes.
- Coordinates and manages the City's Wellness program through AWC.
- Manages the City's Cross Connection, backflow prevention program.
- Manages the City's Social Media.
- Manages the City's public entertainment program.

Knowledge, Skills and Abilities

Knowledge of:

- Customer service interactions and telephone skills;
- Operation of standard office equipment, including a personal computer and job-related software applications;
- English grammar, spelling, punctuation, and basic mathematical processes;
- Current office practices and procedures;
- Cash handling and depositing of funds.
- Working knowledge of computers. Operate a variety of office machines including a computer and appropriate software programs;

Ability to:

- Establish and maintain effective working relationships with co-workers, elected officials, other organizations and the general public.
- Employ discretion and maintain confidentiality
- Perform all duties efficiently and accurately under time sensitive deadlines while maintaining office and individual confidentiality;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Research information and data and prepare clear and concise reports;
- Communicate effectively both orally and in writing and respond courteously to customers and vendor inquiries, which are sometimes controversial or adversarial;

- Learn department functions and regulatory compliance issues thoroughly to provide general information and explain detailed department processes and procedures;
- Follow written and oral instructions and observe office policies and procedures;
- Establish and maintain effective working relationships with other City employees, supervisory personnel, local elected officials, vendors, and the public;
- Perform mathematical and arithmetic computations quickly and accurately;
- Operate standard office equipment and a personal computer including program applications appropriate to assigned duties.

Acceptable Experience and Training

- High school diploma or GED equivalency;
- Two (2) years of college preferred;
- One (1) year bookkeeping or general office experience, preferably with cash handling experience and in a municipal government office environment; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and to communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare and review documents and process them in a prescribed order, and organize documents and materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and standard office equipment;
- Sufficient personal mobility, flexibility, agility, and physical reflexes, which permits the employee to lift up to 50 pounds, to sit and work at a keyboard for an extended period of time, and work in an office environment.
- Ability to stand for at least 30 minutes at a time.

CITY OF LONG BEACH

CLASS SPECIFICATION

CITY CLERK

FLSA Designation: Non-Exempt

Effective Date: February 2020

General Statement of Duties

This position is responsible for the maintenance and preservation of City records and for all other statutory provisions governing the position of City Clerk.

Classifications Summary

The person in this position provides administrative support of a highly complex and responsible nature to the Mayor and City Administrator; exercises independent judgment in preparing reports and various official documents; and exercises considerable discretion in the protection and release of confidential information and in the interpretation and administration of policies and procedures.

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

Examples of Work

Essential Duties and Responsibilities:

- Serves as custodian of official town records and public documents; performs certification and arrange recording of legal documents and other records; seals and attests by signature to ordinances, resolutions, contracts, easements, deeds, bonds or other documents requiring city certification; maintain audio recordings of public hearings, maintain audio recordings of council meetings; files all town records. Oversees the codification, distribution and publication of ordinances into the Long Beach Municipal Code, and the maintenance of Council resolution records. Prepares council minutes using proper legislative terminology, grammar and business writing, and updates minute books.
- Must demonstrate competency and knowledge in the field of records management, including archive requirements.
- Oversees and documents the City's response to requests for public records to ensure compliance with the Washington State Public Records Act.
- Record and edit meeting minutes and distribute to appropriate officials, staff members and public;
- Serves as custodian of the Official Seal of the City and affixes seal to documents as required, attests the Mayor's signature on all official records and documents.
- Obtain signatures on ordinances and resolutions; publish in newspaper and file originals.
- Coordinate records storage center and prepare destruction forms and records.
- Develop and administers the City's record retention and disposition schedules; preserve and protect the City's historical records and information.
- Prepare the monthly utility billing.
- Performs the duties of the City's Human Resource manager. Keeps record of insurance coverage, pension plan, and personnel transactions such as hires, promotions, transfers,

performance reviews, and terminations. Maintains personnel files, processes salary and benefit information, and assists in the recruitment and testing of city staff.

- Manage the City's Small Works Roster.
- Serve as back up to Administrative Assistants, answers in-coming calls and routes callers or provides information as required.
- Monitors the terms of board and commission members and advises the Mayor of their status.
- Prepares daily deposit as needed.
- Performs the duties of the office staff manager.
- Performs notary services for the City and public.
- Must be bondable.
- Performs other duties as directed.

Knowledge, Skills and Abilities

- Knowledge of municipal, state and federal laws;
- Knowledge of office practices, procedures and equipment;
- Knowledge of business English, composition, spelling, punctuation ;
- Ability to employ discretion and maintain confidentiality;
- Ability to prioritize assignments and work independently;
- Ability to accurately prepare correspondence, minutes, reports, statistical information;
- Ability to operate standard office equipment, including computers;
- Working knowledge of computers. Operate a variety of office machines including a computer and appropriate software programs;
- Ability to understand and correctly execute verbal and written instructions;
- Ability to establish and maintain effective working relationships with co-workers, elected officials, other organizations and the general public.
- Thorough knowledge of modern records management techniques, including legal requirements of recording, retention and disclosure.
- Read, interpret, apply and explain codes, rules, regulations, policies and procedures.
- Train and direct other clerical personnel;
- Perform a variety of specialized clerical, office support work involving the use of independent judgment and personal initiative;
- A key value of the City is customer service. This position requires considerable knowledge, ability and skill in the principles and practices of excellent customer service as practiced in both the private and public sectors. It requires the ability to effectively meet and deal with the public; the ability to communicate effectively verbally and in writing; the ability to handle stressful situations; the ability to greet and respond to customers in a friendly, pleasant and professional manner using appropriate inflection, grammar and syntax; the ability to establish and maintain effective working relationships with employees, supervisors, and the general public; the ability to maintain a professional, courteous, and pleasant demeanor in difficult and stressful situations; and the ability to diplomatically deal with difficult people. A willingness to expend extra effort to help the public find answers or information relative to their inquiry or complaint is expected.

Acceptable Experience and Training

- High school diploma or General Educational Development (GED) and skills, knowledge and experience necessary to successfully perform this job.
- Associate's or bachelor's degree in Business Administration or related field preferred
- Notary Public License.
- Valid Washington State Driver's License with driving record free of serious or frequent violations.
- Ability to read, write and speak the English language.
- Municipal Clerk's Certificate

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and to communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare and review documents and process them in a prescribed order, and organize documents and materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and standard office equipment;
- Sufficient personal mobility, flexibility, agility, and physical reflexes, which permits the employee to lift up to 50 pounds, to sit and work at a keyboard for an extended period of time, and work in an office environment.
- Ability to stand for at least 30 minutes at a time.

CITY OF LONG BEACH

CLASS SPECIFICATION

ASSISTANT CITY ADMINISTRATOR

FLSA Designation: Exempt

Effective Date: February 2020

General Statement of Duties

Under the direction of the City Administrator, the Assistant City Administrator provides highly responsible professional assistance in the management of City operations, special projects, and the coordination of the City's internal and external relationships.

Classification Summary

The primary function of an employee in this class is to perform supervisory and administrative duties and support the City Administrator. This position will also be responsible for the City's Community Development Department and to provide or manage administrative support and technical assistance. This includes but is not limited to current and long-range planning, development regulation administration, administration of code enforcement, nuisance code enforcement, and grant researching, application preparation, and administration. The administrative and organizational functions require substantial independent judgment and initiative. An employee in this class supervises the Building Inspector/Code Enforcement Officer. Employee is able to act in absence of the City Administrator. This employee may be assigned to other duties in the City.

Examples of Work (Illustrative Only)

Essential Duties and Responsibilities

- Prepares City Council meeting information packets and posts them to the City's website. Maintains agenda bill index and database of Council actions, prepares Council meeting minutes and action reports, coordinate the execution of approved documents and the codification of ordinances.
- Administers the current and long-range planning services, zoning administration and enforcement manages building inspections and code enforcement.
- Implements, administers, reviews, and amends the City's long-range and short-term comprehensive plan and development objectives, shoreline master plans, building plan review and inspection, development permit processes and zoning administration;
- Coordinates with City Administrator, City Council, administrative and management staff on policy issues.
- Provides professional and technical planning and development assistance and recommendations to City Administrator, governing and policy bodies, including the Planning Commission and other bodies.
- Coordinates with developers, contractors, property owners, community and neighborhood groups, civic advisory groups, the public, other government agencies,

and other interested and affected parties in land use, planning, and development issues and decisions.

- Prepares and administers the annual budget.
- Manages city's grants and loans.
- Act as city project manager.
- Develops and recommends strategies and policies on growth management and land use control policies.
- Prepares and presents oral and written reports on Department activities, issues, and objectives as directed.
- Maintains current assessments of City growth management needs and policies.
- Reviews and resolves complex or controversial applications and complaints from the public.
- Reviews and prepares City code updates and amendments.
- Participates in appropriate training or continuing education programs.
- Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

Other Duties and Responsibilities

- Performs the duties of the City Administrator when assigned or during their absence.

Knowledge, Skills and Abilities

Knowledge of:

- Principles, objectives, and standard practices of community and economic planning and development;
- Methods, policies, objectives, and standard practices of office and administrative procedures;
- Methods, procedures, objectives, and standard practices for project management and prioritization;
- Methods, procedures, objectives, and standard practices for federal, state, foundation, private, and other grant and funding source application, administration, and compliance;
- Operation of a personal computer and software applications for word processing, spreadsheets, graphic presentations, database research and management, finance/budget management, schedule management, and related office procedures;
- Geographic Information Systems, and general principals of mapping and surveying;
- Federal, state, and other applicable financial, environmental, civil rights, access, affirmative action, and labor regulations and standards related to projects and programs administered by the agency;
- Community education, outreach, and marketing methods;
- Client service personal interaction and communication skills;
- Record keeping and financial documentation practices and procedures;
- Supervisory skills, employee evaluation, and training methods;
- Municipal budget and financial administration procedures;
- Appropriate language use, grammar, and punctuation.

- A key value of the City is customer service. This position requires considerable knowledge, ability and skill in the principles and practices of excellent customer service as practiced in both the private and public sectors. It requires the ability to effectively meet and deal with the public; the ability to communicate effectively verbally and in writing; the ability to handle stressful situations; the ability to greet and respond to customers in a friendly, pleasant and professional manner using appropriate inflection, grammar and syntax; the ability to establish and maintain effective working relationships with employees, supervisors, and the general public; the ability to maintain a professional, courteous, and pleasant demeanor in difficult and stressful situations; and the ability to diplomatically deal with difficult people. A willingness to expend extra effort to help the public find answers or information relative to their inquiry or complaint is expected.

Ability to:

- Employ discretion and maintain confidentiality;
- Establish and maintain effective working relationships with co-workers, elected officials, other organizations and the general public;
- Follow written and oral instructions and observe office policies and procedures;
- Administer City programs, objectives, policies, procedures, and processes sufficiently to convey information to decision makers, the public, and other staff;
- Perform research and analysis of economic, demographic, statistical, socio-economic, census, legal, and other relevant data;
- Operate standard office equipment including a personal computer using program applications appropriate to assigned duties;
- Perform time management and scheduling functions, meet deadlines, and set project and staff priorities;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Review and analyze proposals and determine if they meet applicable program guidelines and objectives;
- Prepare and present oral and written reports and information;
- Prepare and maintain correspondence, reports, documentation, records, databases, and information files;
- Perform finance/accounting and mathematical functions;
- Conduct research and analysis of special or assigned projects;
- Accurately produce and proofread spreadsheets and text documents;
- Communicate effectively and establish and maintain working relationships with the public, developers and builders, realtors and appraisers, customers, applicants, property owners, elected officials, other government agencies and staff members, other interested and affected parties, and other City employees, including in difficult and sometimes adversarial circumstances;
- Perform employee supervision and evaluation duties;
- Administer annual budget and monitor compliance;
- Maintain office, program, and individual confidentiality.

Acceptable Experience and Training

- Bachelor's degree in planning, public administration, business administration or a related field is preferred;
- Three (3) years planning, public administration, business administration, civil engineering or related experience is preferred;
- Demonstrated experience in researching grant opportunities and making grant applications preferred;
- Proficiency with Vision software preferred;
- Current certification and membership in the American Institute of Certified Planners (AICP) preferred;
- Accounting/financial skills preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.
- Valid Washington State Driver's License with driving record free of serious or frequent violations.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, use a telephone, and communicate with other employees and the public;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and comprehend and prepare documents, maps and diagrams, and text forms;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment and to make adjustments to equipment;
- Sufficient personal mobility, flexibility, agility, strength, and physical reflexes, with or without reasonable accommodation, which permits the employee to lift/move up to 50 pounds and work generally in an office and occasionally in a field environment.
- Ability to stand for at least 30 minutes at a time.

TAB - B

LONG BEACH CITY COUNCIL MEETING

February 18, 2020

6:00 COUNCIL WORKSHOP

C. Svendsen, C. McGuire, C. Murry, and C. Cline were present. C. Kemmer was absent.

WS 20-06– Biosolids Treatment Facility Tour

-David Glasson, City Administrator, and John Goulter, Wastewater Plant Operator, took the council and public on a tour of the plant and then returned to City Hall for a project update.

- **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 Mayor Phillips, C. Svendsen, C. McGuire, C. Murry, and C. Cline all present. C. Kemmer was absent.

PUBLIC COMMENT

- Steve Oman and Gayle Borchard commented on the new townhouses Steve Oman recently had built.
- Steve Sopoko commented on the stop sign at 19th St. & Blvd.
- Carla Curtis (private citizen) commented on the noise, swearing, and communication process at Discovery Recovery.

CONSENT AGENDA

Minutes, February 3, 2020 City Council Meeting

Minutes, February 10, 2020 Special City Council Meeting

Payment Approval List for Warrant Registers 59214-59248 & 86360-86448 for \$765,171.57

C. Kemmer made the motion to approve the Consent Agenda. C. McGuire seconded the motion; 4 Ayes; 1 Absent, motion passed.

BUSINESS

AB 20-18– USDA Grant Application for Police Equipment- PUBLIC HEARING

The Mayor opened the public hearing at 7:12 p.m.

Ariel Smith, Community Development Director, presented the Agenda Bill. The USDA approached the city to inform us of some grant opportunities related to capital equipment. One of the requirements of USDA is to hold a public hearing and receive input on the application. Currently the city is requesting funds for evidence shelving, lockers and a generator.

The Mayor closed the public hearing at 7:13 p.m.

C. McGuire made the motion to authorize the Mayor to submit a grant application to USDA for capital equipment for the new Police Headquarters. C. Svendsen seconded the motion; 4 Ayes; 1 Absent, motion passed.

AB 20-19– Western Display Fireworks Agreement

David Glasson, City Administrator, presented the Agenda Bill. The provided agreements from Western Display Fireworks are \$20,000 for the July 4th Show and \$4,000 for Kite Festival Friday.

C. Svendsen made the motion to authorize Mayor Phillips to execute the agreements. C. Murry seconded the motion; 3 Ayes; 1 Nay (C. McGuire); 1 Absent, motion passed.

AB 20-20– Biosolids Treatment Facility Usage Agreement with Ilwaco

David Glasson, City Administrator, presented the Agenda Bill. The agreement between the City of Long Beach and the City of Ilwaco for treatment of biosolids outlines the responsibilities of each party along with a per pound price. The city engineer and attorney have both reviewed and approved this agreement.

C. Svendsen made the motion to authorize Mayor Phillips to enter into this agreement with the City of Ilwaco for treatment of biosolids. C. McGuire seconded the motion; 4 Ayes; 1 Absent, motion passed.

AB 20-21– Tree Removal Quote

David Glasson, City Administrator, presented the Agenda Bill. There has been a danger tree identified on property owned near the Right-of-Way, close to 10th North and Washington. The city has received two quotes and is recommending the least expensive.

C. McGuire made the motion to authorize Mayor Phillips to accept the bid from KJ's Tree Service. C. Cline seconded the motion; 4 Ayes; 1 Absent, motion passed.

AB 20-22– Agreement with the LBPVB

David Glasson, City Administrator, presented the Agenda Bill. The agreement between the City of Long Beach and the Pacific County Tourism Bureau for tourism promotion services is a one-year agreement, which outlines the terms and deliverables.

C. McGuire made the motion to authorize Mayor Phillips to enter into this agreement with the Pacific County Tourism Bureau for Tourism Promotion Services. C. Murry seconded the motion; 4 Ayes; 1 Absent, motion passed.

DEPARTMENT HEAD ORAL REPORTS

CORRESPONDENCE AND WRITTEN REPORTS

- Report and Decision CUP 2019-05
- Report and Decision CUP 2019-06
- Police Chief's Report for January 2020
- Parks, Streets and Stormwater Report for January 2020
- Wastewater Department Report for January 2020
- Water Department Report for January 2020
- ChargePoint Information

ADJOURNMENT

The Mayor adjourned the meeting at 7:40 p.m.

Mayor

ATTEST:

City Clerk



Warrant Register

Check Periods: 2020 - February - Second

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

Council Member Council Member Council Member Clerk/Treasurer

Number	Name	Due Date	Amount
59249	Bell, Helen S	2/20/2020	\$310.39
59250	Binion, Jacob	2/20/2020	\$1,736.16
59251	Booi, Kristopher A	2/20/2020	\$1,747.17
59252	Gilbertson, Bradley K	2/20/2020	\$1,573.26
59253	Goulter, John R.	2/20/2020	\$1,864.86
59254	Huff, Timothy M.	2/20/2020	\$1,691.24
59255	Jewell, Kyle E	2/20/2020	\$1,376.06
59256	Kemmer, Larry L	2/20/2020	\$1,597.39
59257	Luethe, Paul J	2/20/2020	\$1,640.18
59258	Miller, Matt W	2/20/2020	\$1,702.93
59259	Mortenson, Tim	2/20/2020	\$1,774.72
59260	Padgett, Timothy J	2/20/2020	\$1,708.58
59261	Persell, Whitney J	2/20/2020	\$1,134.34
59262	Wood, Matthew T	2/20/2020	\$1,639.98
59263	Wright, Flint R	2/20/2020	\$2,879.41
59264	Zuern, Donald D.	2/20/2020	\$2,388.52
59265	AFLAC	2/20/2020	\$491.97
59266	City of Long Beach - Fica	2/20/2020	\$12,935.24
59267	City of Long Beach - FWH	2/20/2020	\$8,345.37
59268	Dept of Labor & Industries	2/20/2020	\$1,828.36
59269	Dept of Retirement Systems	2/20/2020	\$16,154.28
59270	Dept of Retirement Systems Def Comp	2/20/2020	\$3,205.00
59271	Discovery Benefits Inc.	2/20/2020	\$150.00
59272	Employment Security Dept	2/20/2020	\$210.20
59273	Massmutual Retirement Services	2/20/2020	\$775.00
59274	Teamsters Local #58	2/20/2020	\$225.50
86449	Kitzman, Mike	2/18/2020	\$302.56
86450	Zuern, Donald	2/18/2020	\$302.56
86451	Lefor, Josh	2/18/2020	\$167.50

Execution Time: 4 second(s)

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Register

Account	Account	Account	Account
86452	Scholl, Marcia	2/20/2020	\$935.04
86453	Tangly Cottage Garden	2/21/2020	\$702.65
86454	Caldwell, Tye	2/21/2020	\$495.89
86455	Zuern, Donald	2/21/2020	\$471.88
86456	Glason, David	2/21/2020	\$54.52
86457	Hach Company	2/24/2020	\$219.51
86458	K J Tree Service	2/25/2020	\$1,621.50
86459	Loyalty Days	2/25/2020	\$875.00
86460	Melting, Casey	2/27/2020	\$371.58
86461	Active Enterprises, Inc.	2/27/2020	\$734.02
86462	ALS Group USA, Corp.	2/27/2020	\$25.00
86463	Alsco-American Linen Div.	2/27/2020	\$109.54
86464	Argus Pacific, Inc.	2/27/2020	\$560.00
86465	Astoria Janitor & Paper Supply	2/27/2020	\$1,484.37
86466	Beachdog.com Inc.	2/27/2020	\$275.00
86467	Bear Power Fencing	2/27/2020	\$7,806.77
86468	BLEWETT, JOSH	2/27/2020	\$4,000.00
86469	BMC WELDING	2/27/2020	\$324.90
86470	Board For Volunteer Firefighters & Reserve Officers	2/27/2020	\$180.00
86471	Cascade Columbia Distribution CO	2/27/2020	\$6,359.54
86472	CASCADE MACHINERY & ELECTRIC	2/27/2020	\$262.36
86473	Ced - Consolidated	2/27/2020	\$891.49
86474	CenturyLink	2/27/2020	\$1,590.61
86475	Charter Spectrum	2/27/2020	\$334.93
86476	Chinook Observer	2/27/2020	\$132.75
86477	Coastal Community Action Program	2/27/2020	\$150.00
86478	Columbia Ford, Inc.	2/27/2020	\$306.55
86479	CRUISE MASTER PRISMS	2/27/2020	\$21.85
86480	Department Of Enterprise Services	2/27/2020	\$400.00
86481	Dept of Ecology	2/27/2020	\$50.00
86482	Dept of Natural Resources - Pacific Cascade Region	2/27/2020	\$2,021.91
86483	Dijulio Displays	2/27/2020	\$27.78
86484	Dooley Enterprises Inc.	2/27/2020	\$1,156.20
86485	Eliyson, Sue	2/27/2020	\$38.83
86486	Emerald Coast Title	2/27/2020	\$12.52
86487	Ford Electric	2/27/2020	\$588.99
86488	Gray & Osborne	2/27/2020	\$52,543.00
86489	H. D. FOWLER	2/27/2020	\$102,346.97
86490	Hach Company	2/27/2020	\$1,222.72
86491	Interstate Battery	2/27/2020	\$1,214.55
86492	L.N. Curtis & Sons	2/27/2020	\$124.62
86493	Lay's Technologies	2/27/2020	\$60.00
86494	MAC TOOLS	2/27/2020	\$432.39
86495	Miller, Isaac	2/27/2020	\$1,032.97

Execution Time: 4 second(s)

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Register

Check No.	Account	Date	Amount
86496	Mullins, Duane	2/27/2020	\$630.00
86497	Municipal Emergency Services Depository Account	2/27/2020	\$304.80
86498	Pacific Art & Office Supply	2/27/2020	\$19.11
86499	Pacific County Auditor	2/27/2020	\$78.00
86500	Pacific County Economic Development Council	2/27/2020	\$4,000.00
86501	Peninsula Visitors Bureau	2/27/2020	\$33,333.32
86502	Pocket Press Inc.	2/27/2020	\$179.80
86503	Pollardwater	2/27/2020	\$407.71
86504	Powell, Seller & Co., P.S	2/27/2020	\$635.00
86505	Public Utility District 2	2/27/2020	\$29,970.85
86506	Quill Corporation	2/27/2020	\$194.15
86507	Sandy's Guns and Ammo	2/27/2020	\$709.36
86508	SDS Municipal Consulting LLC	2/27/2020	\$3,600.00
86509	Standard Insurance Co.	2/27/2020	\$2,710.72
86510	Suez WTS Analytical Instrument, Inc	2/27/2020	\$707.89
86511	TIAA Bank	2/27/2020	\$229.28
86512	Tritech Forensics	2/27/2020	\$59.50
86513	Usa Blue Book	2/27/2020	\$2,890.68
86514	Verizon Wireless	2/27/2020	\$1,271.33
86515	Vision Municipal Solutions	2/27/2020	\$1,266.86
86516	Warren L Junes Ltd	2/27/2020	\$375.63
86517	Wex Bank	2/27/2020	\$3,000.00
86518	Wilcox & Flegel Oil Co.	2/27/2020	\$1,706.15
86519	Willapa Harbor Hospital	2/27/2020	\$1,357.79
86520	WILLAPA PAPER SERVICE	2/27/2020	\$540.00
86521	Wirkkala Construction	2/27/2020	\$649.80
	Total		\$357,257.16
	Grand Total		\$357,257.16

TAB - C



**CITY COUNCIL
AGENDA BILL
AB 20-23**

Meeting Date: March 2, 2020

AGENDA ITEM INFORMATION

SUBJECT: Ordinance 979 Establishing Marking Regulations for Police Vehicles and Amending the Quantity of Patrol Officers	<i>Originator:</i>	
	Mayor	JP
	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: Tourism & Events Coordinator	
SUMMARY STATEMENT: There has been a desire to transform a patrol car into an unmarked vehicle. This code must be in place in order for that to happen. This code was also outdated in regard to the amount of officers that the city has employed at a given time.		
RECOMMENDED ACTION: Approve Ordinance 979 establishing marking regulations for police vehicles and amending the quantity of patrol officers employed.		

ORDINANCE No. 979

AN ORDINANCE OF THE CITY OF LONG BEACH, WASHINGTON ESTABLISHING POLICE VEHICLE MARKING REGULATIONS AND AMENDING THE QUANTITY OF PATROL OFFICERS STAFFED BY THE CITY AT A GIVEN TIME.

WHEREAS, a need has been identified to establish an unmarked car within the City of Long Beach Police Department fleet, and

WHEREAS, the City of Long Beach must explain why this vehicle is needed, and

WHEREAS, in recent years the position of Deputy Chief has been established as well as Resource Officer and those positions need to be reflected by code,

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LONG BEACH, WASHINGTON, as follows:

6-1-2: POSITIONS DESIGNATED:

The City places under civil service the following positions: Police Chief, Deputy Chief, senior patrolman, and 6 (six) patrol officersman 2, and patrolman 3. Senior patrolman is based on date of hire

6-1-5: POLICE VEHICLES – MARKING:

The marking requirements for vehicles owned or controlled by local government agencies provided in RCW 46.08.065 shall not apply to vehicles used by the Long Beach Police Department for general undercover or confidential investigative purposes. Vehicles used for traffic control shall be exempt from the marking requirements at the discretion of the Chief of Long Beach Police Department.

SECTION 2. EFFECTIVE DATE

This Ordinance shall be in full force and effect five days from and after its passage approval and publication in the manner required by law.

PASSED this 2nd day of March, 2020.

AYES NAYS ABSENT ABSTENTIONS

Jerry Phillips, Mayor

Attest:

City Clerk

TAB - D



**CITY COUNCIL
AGENDA BILL
AB 20-24**

Meeting Date: March 2, 2020

AGENDA ITEM INFORMATION		
SUBJECT: Change Order No. 1 for the Police Station Headquarters	<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: -\$34,775.88	Water/Wastewater Supervisor
	Other:	

SUMMARY STATEMENT: *This change order is the result of the second story being removed and other alterations. To see the complete list of changes view the attachment.*

RECOMMENDED ACTION: *Authorize staff to sign the change order.*

S.A.W. Construction Co., Inc.

PO Box 116, Long Beach WA 98631

Ph/fax (360)642-2441

CHANGE ORDER

DATE: 18 February 2020

PROJECT #: Police Department

The following changes were requested by the staff of the City of Long Beach WA.

- 1) Change garage doors from Fiberglass to metal insulated
- 2) Expand storage in garage to 10 ft by 15 ft
- 3) Fibermesh reinforcement in garage slab and removal of extra items for engineering for the 2nd floor, as well as removal of extra engineering for footing for 2nd floor.
- 4) Removal of Security System (by owner now)
- 5) Remove 2nd floor of building and change to attic storage trusses
- 6) Removal of stairway area
- 7) Move Server Closet to SE corner of garage
- 8) Chief's office windows are now 3 ft x 4 ft 6 in casement windows
- 9) East side to have four frosted windows on the East side of new addition
- 10) Shower is now a one piece ADA with grab bars and seat

The original contract sum was	\$640,747.08
Net change by previously authorized change orders	\$ 0.00
The contract sum prior to this change order was	\$640,747.08
The contract sum will be changed by this amount	\$-34,775.88
The new contract sum including change order is	\$605,971.20

Contractor signature:  Date: 18 February 2020
Robert A. Waltemate, President
SAW Construction Co., Inc.

Owner signature:

Date:

TAB - E



**CITY COUNCIL
AGENDA BILL
AB 20-25**

Meeting Date: March 2, 2020

AGENDA ITEM INFORMATION		
SUBJECT: <i>Request to waive Train Depot and Trolley rental fees for Loyalty Days Parade Committee</i>	<i>Originator:</i>	
	Mayor	
	City Council	
	City Administrator	
	City Attorney	
	City Clerk	
	City Engineer	
	Community Development Director	AS
	Finance Director	
	Fire Chief	
	Police Chief	
	Streets/Parks/Drainage Supervisor	
COST: N/A	Water/Wastewater Supervisor	
	Other:	

SUMMARY STATEMENT: *The Loyalty Days Committee has requested that the Council waive the rental fee for the Train Depot and the Trolley use. The Train Depot would be used for overnight lodging for a drill team. The trolley would be used to transfer veterans through the parade route. Please see the attached request.*

RECOMMENDED ACTION: *Approve or Deny the request to waive all fees associated with the rentals.*



70TH ANNIVERSARY

Loyalty Days

LONG BEACH WASHINGTON

February 21, 2020

Dear David,

The Loyalty Days Parade Committee in partnership with the Long Beach Merchants Association is requesting to use the Train Depot and the Trolley during the 70th Annual Parade on May 3, 2020. In years past, the Train Depot was used to house a drill team that required overnight lodging to attend the parade. We are requesting that we use the facility again this year. We also would like to request the use of the trolley on parade day to transfer veterans through the parade route.

We are requesting a reduced fee or free gratis as our funds are solely reliant on limited funding received this year. The current committee does not have access to the previous Loyalty Days Foundation assets at this time.

We would like to have a decision soon so we can continue to plan for a successful 70th Annual Loyalty Day parade. I can be reached at loyaltydayslbwa@gmail.com or (360) 214-4857.

Thank you,

A handwritten signature in blue ink, appearing to read "Tina Elm".

Tina Elm

Long Beach Loyalty Days Committee

P.O. Box 896
Long Beach, WA 98631
loyaltydayslbwa@gmail.com

TAB — F



**CITY COUNCIL
AGENDA BILL**

AB 20-26

Meeting Date: March 2, 2020

AGENDA ITEM INFORMATION		
SUBJECT: Interlocal Agreement with the City of Ilwaco for Treatment of Biosolids – Amendment	<i>Originator:</i>	
	Mayor	
	City Council	
	City Administrator	DG
	City Attorney	
	City Clerk	
	City Engineer	
	Community Development Director	
	Finance Director	
	Fire Chief	
	Police Chief	
	Streets/Parks/Drainage Supervisor	
COST: \$1.81 per dry pound	Water/Wastewater Supervisor	
	Other:	

SUMMARY STATEMENT: The city of Long Beach City Council approved this agreement on February 18, 2020; the Ilwaco City Council met after that and wanted to add one change. On Exhibit A – Ilwaco requested that we change the price line item to say, “The rate of \$1.81 per pound, dry weight”. The intent was always to be calculated by dry weight; Ilwaco’s Council wanted explicitly mentioned.

RECOMMENDED ACTION: *Authorize Mayor Phillips to enter into this agreement with the City of Ilwaco for treatment of biosolids.*

**INTERLOCAL AGREEMENT FOR DISPOSAL OF BIOSOLIDS
BETWEEN THE CITY OF LONG BEACH AND
THE CITY OF ILWACO**

THIS AGREEMENT is made this 25th day of February 2020, by and between the City of Long Beach (hereinafter "Long Beach"), and the City of Ilwaco (hereinafter "Ilwaco"); and

WHEREAS, Long Beach has the facilities and expertise to treat and dispose of biosolid waste; and

WHEREAS, Ilwaco anticipates a future need for such facilities from time to time;

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 Program. Long Beach agrees to handle the disposal and treatment of biosolids delivered by Ilwaco, as necessary, in accordance with the terms and conditions attached as Exhibit A and incorporated by this reference as if set forth in full. The City of Long Beach, as operator of the plant, specifically reserves as set forth below the right to terminate this Agreement at any time and the City of Long Beach will terminate this Agreement, when, in its sole discretion, it determines that the disposal of biosolids hereunder would interfere with the smooth, efficient and cost-effective operation of the secondary sewage treatment plant. Termination under this provision shall take effect sixty (60) days after written notice.

2. Payment.

A. When charges are pending, Long Beach shall submit a monthly payment invoice to Ilwaco for services to date, and Ilwaco shall make payments within thirty (30) days after the submittal of the invoice.

B. If Ilwaco objects to all or any portion of any invoice, it shall so notify Long Beach within fifteen (15) days from the date of receipt and shall pay the portion of the invoice not in dispute as required under Paragraph 2 above. The parties shall immediately make every effort to settle the disputed portion. If they are unable to resolve their dispute, the parties agree to use an alternative dispute resolution procedure to resolve their differences, including but not limited to mediation and, if other settlement efforts have failed, binding arbitration.

C. The prices to be paid are set forth in the attached Exhibit A which has been incorporated by this reference as fully as if herein set forth. The charge for disposal of biosolids set forth in such Exhibit may be amended by the provision of sixty (60) days prior written notice from either party. Upon receipt of such notice, Ilwaco may terminate this agreement by providing written notice to Long Beach within forty (40) days of receipt of the notice amending charges. If no such notice of termination is served on Long Beach, Exhibit A shall be deemed amended to incorporate such new charge.

3. Duration. This Agreement shall become effective upon execution and shall remain in effect unless terminated as provided below. The Agreement may continue in effect at the mutual agreement of the parties for up to two two-year terms to expire December 31, 2021 and December 31, 2023.

4. Termination. Either party may terminate this contract at any time upon sixty (60) days written notice. Subject to its obligation of good faith and fair dealing, Long Beach reserves the right to refuse or suspend any biosolid delivery from Ilwaco at any time and for any length of time in accordance with plant operational needs. Paragraphs 2 and 5 shall survive termination of this Agreement.

5. Indemnification and Hold Harmless. It is understood and agreed that this Agreement is solely for the benefit of the parties hereto and gives no right to any other party. No joint venture or partnership is formed as a result of this Agreement. Each party hereto agrees to be responsible and assumes liability for its own negligent acts or omissions, and those of its officers, agents or employees, while performing work pursuant to this Agreement, to the fullest extent required by law, and agrees to save, indemnify, defend, and hold the other party harmless from any such liability. In the case of negligence of multiple parties, any damages allowed shall be assessed in proportion to the percentage of negligence attributable to each party, and each party shall have the right to seek contribution from the other party in proportion to the percentage of negligence attributable to the other party.

6. Miscellaneous Disclosures as Required by RCW 39.34.030. No separate legal entity shall be created by this Agreement, and each party hereto shall be responsible for its own budgeting of funds transferred under this Agreement. No property shall transfer ownership or be jointly owned as a result of this Agreement. Long Beach shall serve as the administrator of this Agreement.

7. Entire Agreement. The written provisions and terms of this Agreement, together with all Exhibits attached hereto, shall supersede all prior verbal statements of any officer or other representative of the parties, 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.

8. Modification. No waiver, alteration or modification of any of the provisions of this Agreement shall be binding unless in writing and signed by duly authorized representatives of Long Beach and Ilwaco.

9. Waiver. Failure to insist upon strict compliance with any terms, covenants or conditions of this Agreement shall not be deemed a waiver of such, nor shall any waiver or relinquishment of such right or power at any time be taken to be a waiver of any other breach.

10. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. Any suit brought by either party arising out of this Agreement shall only be maintained in a court of competent jurisdiction in Pacific County, Washington.

11. Filing. This Agreement shall be filed with the Pacific County Auditor as required by RCW 39.34.040.

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

CITY OF LONG BEACH

By: _____
Jerry Phillips, Mayor

ATTEST:

By: _____
Helen Bell, City Clerk

APPROVED AS TO FORM:

By: _____
Joel Penoyar, City Attorney

CITY OF ILWACO

By: Gary Forner
Gary Forner, Mayor

ATTEST:

By: Stephanie Davis
Stephanie Davis, City Clerk

APPROVED AS TO FORM:

By: Josh Stellmon
Josh Stellmon, City Attorney

EXHIBIT A

The City of Long Beach agrees to assist the City of Ilwaco with its biosolids disposal needs. Our approval is based upon the following conditions:

- Ilwaco shall provide Long Beach with at least 24 hours' notice of anticipated shipments. Shipments will be received at a time agreed to by both agencies.
- Delivery to the Long Beach Wastewater Treatment Plant (WWTP) will be at 313 6th ST NE, Long Beach WA.
- Ilwaco will deliver biosolids monthly at no greater than 3% concentration.
- The rate is \$1.81 per pound dry weight.
- Test results performed at Long Beach WWTP will be used for billing. The method for calculating the quantity received will be as follows: Ilwaco will split a sample taken during each tanker loading destined for the Long Beach WWTP. The biosolids hauler will deliver a sample to the Long Beach WWTP for solids concentration analysis. Quantity of liquid biosolids received will be measured using the flowmeter at the plant. Long Beach WWTP personnel will log all deliveries and pounds received each day. Upon request, Ilwaco shall be provided all documentation related to testing and test results.
- Long Beach WWTP will be responsible for unloading deliveries.
- If the solids concentration generated from Ilwaco changes significantly, Long Beach WWTP will be notified in advance.
- The City of Long Beach reserves the right to refuse deliveries if plant storage tank capacity is threatened.

TAB — G



**CITY COUNCIL
AGENDA BILL
AB 20-27**

Meeting Date: March 2, 2020

AGENDA ITEM INFORMATION		
SUBJECT: <i>Request to waive Trolley fees for Transport at the Pacific NW Offshore International Yacht Race</i>	<i>Originator:</i>	
	Mayor	
	City Council	
	City Administrator	
	City Attorney	
	City Clerk	
	City Engineer	
	Community Development Director	AS
	Finance Director	
	Fire Chief	
	Police Chief	
	Streets/Parks/Drainage Supervisor	
	Water/Wastewater Supervisor	
COST: N/A	Other:	

SUMMARY STATEMENT: *The Pacific County Tourism Bureau is requesting that the City Council consider waiving the fees for the use of the trolley during this event. The trolley would be used to transfer the crews to and from the marina, dinner and lodging. May 6th and 7th are the days of the event, there are a list of times attached, which are prioritized.*

RECOMMENDED ACTION: *Approve or Deny the request to waive all fees associated with the trolley.*

FOR IMMEDIATE RELEASE

CONTACT:

Carol Zahorsky
Media Relations for Visit Long Beach Peninsula
360.481.1752
carol@zahorskypr.com

Pacific NW Offshore International Yacht Race Selects Ilwaco For Race Start on May 7
Race festivities inspire NW Sailing Days, May 2 to 8, 2020, on the Long Beach Peninsula

ILWACO, Wash. – February 4, 2020 – A celebration of the opening of the 2020 boating season, the first annual **Pacific Northwest Sailing Days** will take place from May 2 to 8 on Washington’s Long Beach Peninsula. The event centers around the start of the **Pacific NW Offshore International Yacht Race from the Port of Ilwaco on May 7, 2020, and will also include** the U.S. Coast Guard’s **Blessing of the Fleet**, charter boat rides, small town parades, a kick-off party and auction, family friendly activities, a public market, and a photo contest.

[placement quote from Andi]

“We’re thrilled to spend a week celebrating our maritime heritage and hosting the yacht crews, friends and fans for this famed [alt: exciting] race,” said Andi Day, executive director, Visit Long Beach Peninsula. “Anyone interested in yacht racing, historic seaports and fun will want to be here.”

OR

[Placement quote for Guy Glenn, Jr., Port Manager] “We’re looking forward to another great season of boating at the mouth of the Columbia River,” said Guy Glenn Jr., Port Manager, Port of Ilwaco. “This celebrated and exciting race is a great way to kick it off.”

Beginning as early as May 2, sailing yachts participating in the Pacific Northwest International Offshore Yacht Race, a qualifier for the Pacific Cup and the Vic-Maui International Yacht Race, will be arriving at the Port of Ilwaco. The multi-day race will start in Ilwaco at 11AM on May 7 and finish in Victoria, BC on May 10. This is the first time it will be hosted at the Port of Ilwaco, a historic fishing port with an 800-slip marina, boutique hotels, restaurants, pubs, a bakery, canneries, art galleries and shops, a yoga studio, and a seasonal Saturday Market.

Charter boats will offer ticketed passengers passage to view the start of the race up close. Land-based platforms to watch the race include several spots at Cape Disappointment State Park including the Cape Disappointment lighthouse, the Lewis & Clark Interpretive Center, North Jetty, Benson Beach, the North Head Lighthouse lookout, Bell’s View lookout, and a scenic overlook off the Hwy. 103 loop.

Other events during *Pacific Northwest Sailing Days* include “Opening Day” festivities, boat rides for the Blessing of the Fleet, Ilwaco’s Children’s Parade, the season opener of the Saturday Market at The Port, and an opportunity for the public to see the moored yachts from the docks at the Ilwaco marina. Related activities at the Columbia Pacific Heritage Museum and Cape Disappointment State Park will also be offered.

The **Pacific NW Offshore International Yacht Race** is sponsored by **Schooner Creek Boat Works**. Corinthian Yacht Club of Portland founded the 193-mile race 45 years ago. The race launches from the Port of Ilwaco, goes up the Washington Coast, and down the Strait of Juan de Fuca to Victoria, B.C.

The Long Beach Peninsula is a sought out destination for recreation, inspiration and rejuvenation. The 28-mile finger of land is home to multiple parks, miles of trails, marinas, historic sites, eateries, and welcoming lodging establishments. Colorful festivals and lively events happen year round.

Katie Metzger

From: Katie Metzger
Sent: Tuesday, February 25, 2020 2:19 PM
To: Ariel Smith
Cc: David Glasson
Subject: FW: Trolley Inquiry: Request to waive fee from LBPVB
Attachments: press release .docx; JOIN US for the 45th Annual Offshore!.pptx

The following e-mail is from Sue Yirku at the VB. She is requesting all trolley fees be waived for the Pacific Northwest Offshore International Yacht Race. This is a new event to the peninsula in hopes it will become an annual event as long as everything is a success this year. I asked Sue the questions David had and listed her responses below in red. Let me know if you need anything else from me. She is aware the decision must be made by the council and her request will go in front of them on March 2nd. Thanks so much!

Cheers!

Katie R. Metzger

Utility Clerk
City of Long Beach
PO Box 310
Long Beach, WA. 98631
Phone: (360) 642-4421
Fax: (360) 642-8841
www.longbeachwa.gov

From: Sue Yirku [mailto:syirku@visitlbp.com]
Sent: Thursday, February 20, 2020 4:10 PM
To: Katie Metzger <KMetzger@longbeachwa.gov>
Subject: Re: Trolley Inquiry

Hi Katie,

I finally found your email. Thanks for your help yesterday. I will list some information and links below that might be helpful.

The Pacific Northwest Offshore International Yacht Race launching 5/7 from Ilwaco. This is a big sailing yacht race that used to go from Astoria to Victoria- but now will be launching from Ilwaco to Victoria 193 miles. This will bring hundreds of folks to the Peninsula in early May. Lots of local businesses will be hosting lodging meals and events.

This is the 45th annual event. The race left Astoria Port because of poor service and support. The one thing that Astoria did offer them was transportation for crew who will arrive on boats. Many of the yachts will be sailing fully crewed into Ilwaco and won't have transportation. (5-15 crew per vessel plus captain). There are currently 22 yachts registered with a goal of 30, and a capacity of 50.

The Visitors Bureau, IMA and LBMA are using this opportunity to cluster early May events and market them as "NW Sailing Days" on the Peninsula.

- This page links from our visit Long Beach page and from the race sponsor Corinthian Yacht Club of Portland: <http://pnwsailingdays.com/>
- Provisions for boats delivery to the marina will be provided by Brown's Market: <http://pnwsailingdays.com/provisions/>
- Lodging discounts for captains, crew, friends and family: <http://pnwsailingdays.com/lodging/>
- Special Captain's Table Dining Reservations available at most local restaurants : <http://pnwsailingdays.com/captain-table/>
- The Lost Roo will host their dinner and auction
- North Beach Tavern will host the crew party
- Participants are being encouraged to come early with family and stay to attend parades and other local events before and after the race launch. <http://pnwsailingdays.com/event-schedule/>

Although we will make use of all transportation for hire. options are very limited, especially the night before launch. Many crews will be sailing in and have no transportation to events. We will have to get everyone from the marina to dinner and back to lodging.

Below are the priority transport times.

	Wednesday May 6, 2020	Thursday May 7, 2020
8:00am-12:00pm	#4 Priority	#3 Priority
12:00pm-4:00pm	#2 Priority	
4:00pm- 9:00pm	#1 Priority time- Trolley Service	

I am attaching a copy of a short PowerPoint and the press release. Please do not hesitate to let me know if you have questions.

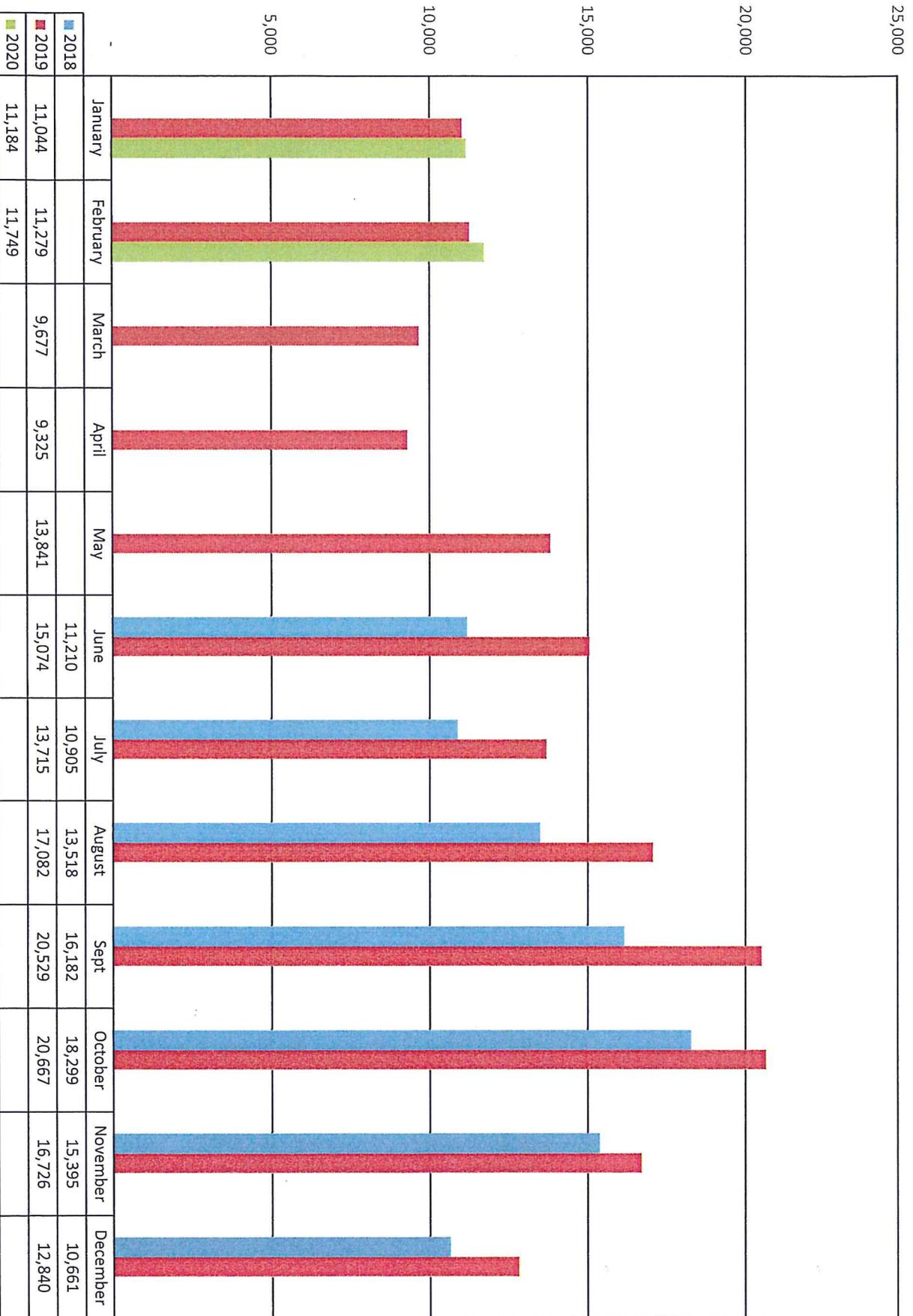
Susan Yirku
 Outdoor Recreation and Business Travel
 Long Beach Peninsula Visitors Bureau
 PO Box 562
 Seaview, WA 98644
360.642.2400



www.visitlongbeachpeninsula.com

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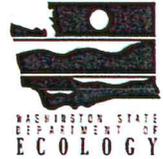
Transportation Benefit District





US Army Corps
of Engineers
Seattle District

Joint Special Public Notice



US Army Corps of Engineers
Regulatory Branch
Post Office Box 3755
Seattle, WA 98124-3755
Telephone: (206) 316-3049
ATTN: Evan G. Carnes,
Project Manager

WA Department of Ecology
SEA Program
Post Office Box 47600
Olympia, WA 98504-7600
Telephone: (360) 407-6076
ATTN: SEA Program,
Federal Permit Coordinator

Public Notice Date:
February 25, 2020

Corps/Ecology Interagency Regulatory Refresher and Community Outreach Southwest and Coastal Washington

ANNOUNCEMENT: The U.S. Army Corps of Engineers, Regulatory Branch (Corps) and the Washington State Department of Ecology (Ecology) will be conducting free outreach events open to the public. This series of events is intended to provide a brief overview of each agency's regulatory authority as well as coordination efforts between the agencies. The Corps will provide information regarding authorization under Section 404 of the Clean Water Act (CWA) and Section 10 of the Rivers and Harbors Act of 1899. Ecology will provide information regarding authorization under Section 401 of the CWA and their role in other state and local law implementation. Following the presentations, Corps and Ecology county-specific representatives will be available for questions and discussion as time allows.

PURPOSE: This series of events is intended to foster and facilitate efficient and effective working relationships with the public, applicants, consultants, local municipalities, and agencies.

Due to limited space, registration is required. Please RSVP to evan.g.carnes@usace.army.mil

COUNTY	DATE	TIME	LOCATION
Skamania	March 23, 2020	10:00 – 2:00	Hegewald Center, West Meeting Room 710 Southwest Rock Creek Drive, Stevenson, WA 98648
Grays Harbor	March 24, 2020	10:00 – 2:00	Grays Harbor County Commissioners Office 100 West Broadway Avenue, Montesano, WA 98563
Lewis	May 11, 2020	10:00 – 2:00	Fort Borst Park, Kitchen No. 1 2020 Borst Avenue, Centralia, WA 98531
Pacific	May 12, 2020	10:00 – 2:00	Long Beach Train Depot 102 3rd Street Northwest, Long Beach, WA 98631
Clark	June 8, 2020	10:00 – 2:00	Vancouver Community Library, Columbia Room 901 C Street, Vancouver, WA 98660
Cowlitz	July 28, 2020	10:00 – 2:00	Longview Public Library 1600 Louisiana St, Longview, WA 98632 *Please use street parking, library lot is for staff and patrons only
Wahkiakum	August 13, 2020	10:00 – 2:00	River Street Meeting Room 25 River Street, Cathlamet, WA 98612