



## AGENDA – Tuesday, January 2, 2018

**6:30 p.m. City Council Workshop**

**7:00 p.m. City Council Meeting**

Long Beach City Hall  
115 Bolstad Avenue West

### **6:30 p.m. COUNCIL WORKSHOP**

- **WS 18-01- Personnel Polices – TAB A**

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

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

### **PUBLIC COMMENT**

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

### **CONSENT AGENDA – TAB B**

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

- Minutes, December 18, 2017 City Council Meeting
- Payment Approval List for Warrant Registers 57555-57577 & 82726-82784 for \$138,112.71

### **BUSINESS**

- **AB 18-01 – SUP 2018-01 Tiny Home Show - TAB C**
- **AB 18-02 – Contract for Deputy Police Chief – TAB D**
- **AB 18-03 – Ordinance 949 2018 Water, Sewer and Stormwater Rates – TAB E**
- **AB 18-04 – MOU – Between Teamsters and City of Long Beach – TAB F**

### **DEPARTMENT HEAD ORAL REPORTS CORRESPONDENCE AND WRITTEN REPORTS – TAB G**

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

### **FUTURE CITY COUNCIL MEETING SCHEDULE**

The Regular City Council meetings are held the 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month at 7:00 PM and may be preceded by a workshop.  
January 16, 2018, February 5, 2018 & February 19, 2018

### **ADJOURNMENT**

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

TAB - A





**CITY COUNCIL  
WORKSHOP BILL  
WS 18-01**

**Meeting Date: January 2, 2018**

**AGENDA ITEM INFORMATION**

<b>SUBJECT: Review of Personnel Policies</b>	<b>Originator:</b>	
	Mayor	
	City Council	
	City Administrator	DG
	City Attorney	
	City Clerk/Treasurer	
	City Engineer	
	Community Development Director	
	Events Coordinator	
	Fire Chief	
	Police Chief	
	Streets/Parks/Drainage Supervisor	
	Water/Wastewater Supervisor	
<b>COST: N/A</b>		

**SUMMARY STATEMENT:** Opportunity to discuss possible updates to the Personnel Policies, some of which are mandated by the State. Please review the document as a whole and specifically the highlighted areas as those are changes or alterations from the current policy.



## **Personnel Policies**

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

## **Welcome to the City of Long Beach!**

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

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

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

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

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

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

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

Jerry Phillips  
Mayor



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## **I. INTRODUCTION**

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

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

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

## **II. APPLICABILITY AND AUTHORITY**

### **A. Applicability**

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

### **B. At Will**

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

### **C. Local, State or Federal Law**

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

### **D. Authority**

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

### III. DEFINITIONS

#### A. Anniversary Date

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

#### B. Break in Service

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

#### C. Callback

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

#### D. City

The City of Long Beach, Washington.

#### E. City Administrator

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

#### F. Core Hours

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

#### G. Demotion

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

#### H. Department Supervisor

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

#### I. Domestic Partner

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

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

#### J. Drugs

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



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

**K. Employment Status Definitions**

**1. Regular Full Time**

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

**2. Regular Part Time**

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

**3. Limited Term**

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

**4. Extra Help**

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

**a) Seasonal**

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

Maximum Hours:

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

**b) Variable-hour**

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

Maximum Hours:

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

**L. Exempt Employee**

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

**M. Flex-Time**

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

**N. Immediate Family**

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

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

**O. Insubordination**

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

**P. Intern**

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

**Q. Non-Exempt Employee**

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

**R. Promotion**

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

**S. Standby**

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

**T. Step Increase Date**

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

**U. Time in Paid Status**

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



#### **V. Transfer**

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

#### **W. Work Location**

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

City Hall: 115 Bolstad Avenue West

City Shop: 313 6<sup>th</sup> Street North East

Long Beach Water Treatment Plant: 5415 67<sup>th</sup> Place

Long Beach Police Department: 212 Pacific Avenue South

#### **X. Work Week**

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

### **IV. EMPLOYMENT POLICIES**

#### **A. Recruitment and Selection**

##### **1. External and Internal Recruitment**

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

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

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

## **2. Internal Recruitment Only**

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

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

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

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

## **B. Reference Checking**

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

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

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

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

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



## **2. Coercion**

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

## **3. Elected Office, Commission or Board Service**

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

## **4. Conflict of Interest**

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

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

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

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

Employees are prohibited from:

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

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

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

#### **E. Employee Orientation**

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

##### **1. Orientation Period for Initial Hire**

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

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

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

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

##### **2. Orientation Period for Promoted or Transferred Employees**

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

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

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



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

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

This section shall not apply to at will positions.

**F. Equal Employment Opportunity**

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

**G. Prohibition of Employee Harassment**

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

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

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

**H. Discrimination Complaint Procedure**

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

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

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

#### **I. Employment of Immediate Family**

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



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

#### **J. Personnel Files**

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

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

#### **K. Reporting Improper Governmental Action** **and Protecting Employees against Retaliation**

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

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

c) **Emergency** means a circumstance that if not immediately changed may cause damage to persons or property.

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



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

City of Long Beach

City Attorney or  
City Administrator  
Long Beach City Hall  
PO Box 310  
Long Beach, WA 98133  
360-642-4421  
Web: [www.LongBeachwa.gov](http://www.LongBeachwa.gov)

Pacific County

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

State of Washington

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

Dept. of Ecology  
3190 - 160th SE  
Bellevue, WA 98008-5852  
Web: [www.ecy.wa.gov](http://www.ecy.wa.gov)

Dept. of Labor & Industries  
PO Box 44000  
Olympia, WA 98504  
Web: [www.lni.gov](http://www.lni.gov)

## **L. Outside Employment**

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

- a) **Occur during working hours;**
- b) Detract from the efficiency of the employee while performing City duties;
- c) Constitute a conflict of interest or create an appearance of impropriety as determined by the City Administrator;
- d) Utilize confidential information or contacts made during City employment which would give an unfair insider advantage or would otherwise be an inappropriate use or disclosure of such information or contacts;
- e) Take preference over extra duty required by City employment;
- f) Interfere with emergency callout duty;
- g) Tend to impair independence of judgment or action in performance of official duties;
- h) Involve the use of any City resources such as copiers, telephones, supplies, other equipment, or time; or
- i) Interfere in any other manner with the employee's provision of quality customer service.

2. In order to protect the interests of both the City and the employee, it is important that an employee and his or her Department Supervisor have an opportunity to discuss any outside employment with the goal of avoiding any possible conflicts between the City and the other employment.

- a) Prior to engaging in any outside employment, an employee shall provide his or her Department Supervisor with written notice of his or her intent to engage in the outside work. If an employee is unsure as to these criteria or the effect of his or her outside employment, he/she should consult with his or her Department Supervisor or the City Administrator for clarification.

- (1) After receiving the employee's request, the Department Supervisor shall consult the City Administrator and if the



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

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

## **V. GENERAL WORKING CONDITIONS AND PERSONNEL ADMINISTRATION**

### **A. Working Hours**

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

### **B. Breaks**

#### **1. Lunch and Rest Breaks**

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

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

## **2. Lactation Breaks**

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

### **C. Overtime**

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

### **D. Standby**

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

### **E. Callback**

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

### **F. Compensatory Time**

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

### **G. Inclement Weather**

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



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

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

#### **H. Performance Evaluations**

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

#### **I. Classification and Compensation Plan**

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

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

## **1. Job Classification**

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

## **2. Classification Review**

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

## **3. Steps and Increases**

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

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

## **4. Starting Rates of Pay**

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

Circumstances that support hiring above Step 1 include:

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



## **5. Promotion**

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

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

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

## **6. Transfer**

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

## **7. Demotion**

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

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

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

## **8. Pay Schedule**

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

## **9. Out of Class Pay**

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



**K. Garnishment**

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

**L. Longevity**

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

**M. Employee Training and Development**

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

**N. Educational Reimbursement Program**

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

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



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

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

#### **O. Reasonable Accommodation**

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

The City recognizes some individuals with disabilities may require reasonable accommodations. If an employee is disabled or becomes disabled (meaning he or she has a mental or physical impairment substantially limiting one or more of the major life activities) and requires a reasonable accommodation, the employee must contact the City Administrator to begin the interactive process.

Accommodation requests may be made orally or in writing to the City Administrator. Requests may be made by the employee, the employee's supervisor or someone on behalf of the employee.

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

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

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



## VI. BENEFITS

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

### **A. Group Insurance**

Applies to: Regular and limited term employees.

Employees and their dependents are generally eligible for medical, dental, vision, long term disability, life insurance, and the employee assistance program as defined by the City and as authorized by the carrier. The City makes contributions to the cost of these benefits as authorized by the City Council by resolution. Regular and limited term regular part-time employees and their dependents, if eligible, receive City contributions for such insurance for the employee only.

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

### **B. 457 Plan**

Applies to: Regular and limited term employees.

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

### **C. Retirement**

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

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

### **E. Vacation**

Applies to: Regular and limited term employees.

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

#### **1. Accrual Table**

Vacation shall be accrued monthly as follows:

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

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

## **2. Carryover Maximum**

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

## **3. Carryover Exceptions**

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

## **4. Forfeiture**

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

## **5. Requesting Vacation**

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

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

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

## **6. Separation from Service**

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



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

## **F. Holidays**

### **1. Observed Holidays**

Applies to: Regular employees.

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

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

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

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

## **H. Sick Leave**

Applies to: All employees

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

### **1. Purpose**

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



experiences an illness or disability that requires an employee to be absent from work. Employees who are ill or disabled are expected to use sick leave to recover and to not report to work when they could expose co-workers to illness.

Employees shall use leave to account for any sick leave related absence whether full or partial day unless they have otherwise made up the time in the same work week.

## **2. Use of Sick Leave**

### **a) Employee**

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

### **b) Immediate Family Members**

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

### **c) Closures**

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

### **d) Victims of Domestic Violence Leave**

Applies to: All employees

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

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

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

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

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

**e) Doctor's Note**

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

**f) Notification**

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

**3. Conversion of Vacation to Sick Leave**

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

**3b. Conversion of Sick Leave to Vacation Leave**

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

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

**4. Maximum Balance**

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



## **5. Separation from Service**

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

## **6. On-the-job Injury**

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

### **I. Donated Leave**

Applies to: Regular and limited term employees.

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

#### **1. Criteria**

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

#### **2. Donation**

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

#### **3. Value of Leave**

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



#### **4. Treatment of Leave Remaining**

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

#### **5. No Cash Out**

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

### **J. Family Leave under FMLA**

Applies to: All employees meeting FMLA eligibility criteria.

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

#### **1. Length of Family Leave and Eligibility**

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

#### **2. Reasons for Taking Leave**

Family leave is provided for any of the following reasons:

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

#### **3. Definitions**

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

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

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

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



- g. incapacity: inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment therefore or recovery there from.
- **Qualifying Exigency**: An urgent need that arises out of the fact that a covered military member is on, called to, or notified of impending call to covered active duty status. The most common qualifying exigencies include attending military functions, making financial and legal arrangements, and arranging for child care. The Department of Labor maintains a complete list of qualifying exigencies.

#### **4. Intermittent Leave**

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

#### **5. Paid Leave before Unpaid Leave**

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

#### **6. Advance Notice**

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

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

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



## **7. Medical Certification**

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

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

## **8. Periodic Reporting**

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

## **9. Health Insurance**

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

## **10. Other Insurance**

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

## **11. Couples Employed by the City**

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

## **12. Determining Leave Availability**

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

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

### **13. Special Rule for Leave Related to Pregnancy**

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

### **14. Return Rights after Family Leave**

When an employee returns to work after family leave:

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

## **K. Supplemental Paid Family Leave**

Applies to: Regular employees

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

### **1. Eligibility**

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

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

### **2. Benefit Amount**

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



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

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

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

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

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

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

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

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

### **3. Benefit Period, Frequency, and Concurrency**

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

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

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



#### **4. Job Protection and Health Benefits**

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

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

#### **5. Procedure for Requesting Supplemental Paid Family Leave**

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

#### **6. Time Recording**

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

#### **L. Spousal Military Deployment Leave under Washington State Law**

Applies to: All employees

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

#### **M. Medical Leave of Absence (non FMLA)**

Applies to: Regular and limited term employees.

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



#### **N. Leave of Absence Without Pay**

Applies to: Regular and limited term employees

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

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

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

#### **O. Continuation of Benefits**

Applies to: Regular and limited term employees.

Employees on any paid leave shall continue to receive all benefits including the accrual of vacation, sick leave, holiday pay, pension, and all insurance benefits.

Employees in unpaid status shall not be entitled to and shall not accrue any of the benefits of the City, except as provided under family leave, FMLA.

#### **P. Bereavement Leave**

Applies to: Regular and limited term employees

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

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

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

**Q. Court and Jury Duty Leave**

Applies to: Regular and limited term employees

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

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

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

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

**R. Military Leave**

**1. Military Training**

Applies to: Regular and limited term employees

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

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

**2. Active Duty Military Service**

Applies to: Regular employees

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



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

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

## **VII. STANDARDS OF EMPLOYEE CONDUCT**

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

### **A. Personal Appearance and Demeanor**

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

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

### **B. Absenteeism and Tardiness**

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

### **C. Solicitations and Distribution of Literature**

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

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

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

#### **D. Drug-Free Workplace**

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



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

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

#### **E. Safety**

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

#### **F. Weapons**

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

#### **G. Workplace Violence**

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

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

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

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

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

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

#### **H. Tobacco and Vaping Free Workplace**

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

#### **I. General Conduct**

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

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

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



#### **J. Personal Phones**

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

#### **K. Searches of Property**

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

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

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

#### **L. Corrective Action Procedure**

##### **1. Progressive Discipline**

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

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

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

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

The following are examples of a pattern of progressive discipline

**a) Step One: Verbal Warning**

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

**b) Step Two: Written Warning**

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

**c) Step Three: Suspension**

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

**d) Step Four: Termination**

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

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

**2. Pre-Disciplinary Hearing.**

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

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

**a) Notice to the Employee**

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



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

**b) At the Hearing**

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

**c) After the Hearing**

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

**M. Complaint Resolution Procedure**

**1. Resolving Conflict Informally**

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

**2. Resolving Conflict Formally**

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

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

**a) Complaint Definition**

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

**b) 30 Days to Initiate a Complaint**

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

**c) Step 1 Present Complaint to Supervisor**

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

**d) Step 2 if Needed**

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

**e) Step 3 Final Step if Needed**

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

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

**VIII. SEPARATION FROM EMPLOYMENT**

**A. Resignation**

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

**B. Unauthorized 3 Day Absence**

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

**C. Separation Procedures**

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



#### **D. Layoff (Reduction in Force)**

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

##### **1. Notice**

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

##### **2. Order of Layoff**

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

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

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

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

##### **3. Options**

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

##### **4. Layoff Support**

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

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

##### **5. Severance**

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

##### **6. Rehire List**

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

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

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

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

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

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

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

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

## **IX. CLOSING STATEMENT**

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



## X. APPENDIX A - CODE OF ETHICS

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

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

Guidelines:

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

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

Guidelines:

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

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

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

Guidelines

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

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

Guidelines

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

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

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

## Guidelines

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

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

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

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

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

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

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

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

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

## Guidelines

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

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



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

TAB - B





## Warrant Register

Check Periods: 2017 December - 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
57555	Bell, Helen S	12/20/2017	\$295.89
57556	Binion, Jacob	12/20/2017	\$1,646.72
57557	Booi, Kristopher A	12/20/2017	\$1,383.83
57558	Gilbertson, Bradley K	12/20/2017	\$1,408.75
57559	Goutler, John R.	12/20/2017	\$1,677.22
57560	Huff, Timothy M.	12/20/2017	\$1,509.70
57561	Kemmer, Larry L	12/20/2017	\$1,230.73
57562	Luethe, Paul J	12/20/2017	\$1,442.78
57563	Miller, Matt W	12/20/2017	\$1,325.68
57564	Mortenson, Tim	12/20/2017	\$2,163.05
57565	Padgett, Timothy J	12/20/2017	\$1,434.49
57566	Williams, David L	12/20/2017	\$594.29
57567	Wood, Matthew T	12/20/2017	\$1,416.79
57568	Wright, Flint R	12/20/2017	\$2,526.13
57569	Zuern, Donald D.	12/20/2017	\$2,070.39
57570	AFLAC	12/20/2017	\$426.65
57571	City of Long Beach - Fica	12/20/2017	\$11,141.76
57572	City of Long Beach - FVH	12/20/2017	\$8,456.17
57573	Dept of Labor & Industries	12/20/2017	\$1,929.63
57574	Dept of Retirement Systems	12/20/2017	\$14,126.96
57575	Dept of Retirement Systems Def Comp	12/20/2017	\$1,830.00
57576	Massmutual Retirement Services	12/20/2017	\$475.00
57577	Teamsters Local #58	12/20/2017	\$200.00
82726	At&t Mobility	12/20/2017	\$83.99
82727	Bank of The Pacific	12/20/2017	\$8,594.45
82728	CenturyLink	12/20/2017	\$1,775.95
82729	EverBank	12/20/2017	\$227.38
82730	Sandoval, Ronda	12/20/2017	\$166.46
82731	Pacific County Auditor	12/26/2017	\$102.00

82732	Ostgaard, Loreta	12/27/2017	\$39.99
82733	KEYBANK	12/28/2017	\$10,254.25
82734	Postmaster	12/29/2017	\$281.98
82735	A-1 Redi Mix	12/29/2017	\$228.96
82736	Active Enterprises, Inc.	12/29/2017	\$129.08
82737	All Safe Mini Storage	12/29/2017	\$190.00
82738	ALS Group USA, Corp.	12/29/2017	\$665.00
82739	AlSCO-American Linen Div.	12/29/2017	\$138.72
82740	Arts Auto Parts Inc.	12/29/2017	\$81.93
82741	Association of Washington Cities	12/29/2017	\$235.00
82742	Astoria Janitor & Paper Supply	12/29/2017	\$358.26
82743	Beach Batteries	12/29/2017	\$42.03
82744	Beach View Windows	12/29/2017	\$571.34
82745	BSK Associates	12/29/2017	\$215.00
82746	Calvert Technical Services	12/29/2017	\$9,180.00
82747	Cascade Columbia Distribution CO	12/29/2017	\$3,632.12
82748	Chinook Observer	12/29/2017	\$968.35
82749	Coastal Community Action Program	12/29/2017	\$325.00
82750	Columbia Steel Supply	12/29/2017	\$21.48
82751	CRUISE MASTER PRISMS	12/29/2017	\$87.80
82752	Dijilio Displays	12/29/2017	\$3,497.78
82753	Evergreen Septic Pumping LLC	12/29/2017	\$756.00
82754	Galls, LLC	12/29/2017	\$210.60
82755	Gray & Osborne	12/29/2017	\$11,484.15
82756	K & L Supply, Inc.	12/29/2017	\$893.46
82757	Lakeside Industries, Inc.	12/29/2017	\$306.31
82758	MANSFIELD ALARM CO, INC	12/29/2017	\$105.00
82759	MONTAGE ENTERPRISES INC	12/29/2017	\$49.84
82760	Otak	12/29/2017	\$3,846.00
82761	Pacific County Sheriff's	12/29/2017	\$980.00
82762	Pacific County Title CO	12/29/2017	\$49.21
82763	Pacific Office Automation	12/29/2017	\$62.46
82764	Peninsula Plumbing & Heating	12/29/2017	\$163.50
82765	Powell, Sellar & Co., P.S	12/29/2017	\$605.00
82766	PR Diamond Products, Inc.	12/29/2017	\$585.00
82767	Public Utility District 2	12/29/2017	\$10,672.69
82768	Sea Western Fire	12/29/2017	\$134.08
82769	Standard Insurance Co.	12/29/2017	\$2,162.54
82770	STAPLES ADVANTAGE	12/29/2017	\$205.15
82771	Verizon Wireless	12/29/2017	\$80.02
82772	Vision Municipal Solutions	12/29/2017	\$460.54
82773	Vittioe, Bruce & Brenda	12/29/2017	\$220.14
82774	Weston's Used Appliances	12/29/2017	\$81.00
82775	Wilcox & Flegel Oil Co.	12/29/2017	\$174.10
82776	WILLAPA PAPER SERVICE	12/29/2017	\$280.00
82777	Wirkkala Construction	12/29/2017	\$594.00



82778	Bardonski, Cory	12/29/2017	\$12.73
82779	Bonney, Matt	12/29/2017	\$12.73
82780	Brown, Cody	12/29/2017	\$12.73
82781	Campbell, Matt	12/29/2017	\$25.45
82782	Cline, Kevin	12/29/2017	\$55.91
82783	Persell, Whitney	12/29/2017	\$12.73
82784	Phillips, John	12/29/2017	\$12.73

Total	Check	\$138,112.71
Grand Total		\$138,112.71

## **LONG BEACH CITY COUNCIL MEETING**

**December 18, 2017**

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

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

### **ROLL CALL**

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

### **PUBLIC COMMENT**

Tom Sutherland commented about adding signage on the Discovery Trail from Beard's Hollow to the outfall regarding corners/electric bikes.

### **CONSENT AGENDA**

Minutes, December 4, 2017 City Council Meeting

Payment Approval List for Warrant Registers 57523-57554 & 82662-82725 for \$179,469.31

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

### **BUSINESS**

AB 17-72- RZ 2017-01 Ordinance 948 - **PUBLIC HEARING**

NH and HK recused themselves to another room.

Ariel Smith, Community Development Director, presented the Agenda Bill. The applicant has submitted an application on behalf of 6 residents that live on the North side of 5<sup>th</sup> NW that want the opportunity to use their home as a vacation rental. If this reclassification were approved vacation rentals are only allowed by conditional use permit in the S2 zone. Therefore, each property owner would have to go through that process and allow the City/Hearing Examiner to apply conditions to the approval. The south side of 5<sup>th</sup> St NW is currently zoned S2 and the city doesn't receive complaints regarding operating vacation rentals in the area. To rezone the parcels, the City is required to conduct two public hearings, one conducted by the Planning Commission (this occurred December 12, there were two people that made comments, Richard Silcox and Robbie Wright), and the other conducted by the Council. Both the Commission and Council are required to consider the matter and the Commission is required to make a recommendation to the Council; that Commission recommendation has been made. The City Council must consider public input as well as the recommendation of the Planning Commission, make findings, and decide the matter. If the Council decides to rezone the parcel, it must adopt an ordinance to do so. Ordinance No. 948 would enact this reclassification and change the City of Long Beach Zoning Map and amend the Comprehensive Plan – Future Use Map. The text of the zoning code does not need to be revised. The Appearance of Fairness Doctrine applies to this quasi-legislative decision. Mayor Phillips opened the public hearing at 7:09 p.m. and closed the hearing at 7:15 p.m. with no comments made.

**C. Linhart made the motion to approve the rezone of 2017-01 Ordinance No. 948. C. McGuire seconded the motion; 2 recused themselves; 1 Nay; motion passed.**



AB 17-73- DOH Grant for Watershed Control Program

Ariel Smith, Community Development Director, presented the Agenda Bill. The City has been awarded \$30,000 in grant funds to complete a Watershed Control Plan that can be incorporated into the City's Water Comprehensive Plan. This plan identifies water quality impacts, completes a Forest Management Plan, and evaluates current conditions.

**C. Linhart made the motion to authorize the Mayor to execute the grant agreement with the Department of Health for \$30,000. C. Hanson seconded the motion, 5 Ayes, motion passed.**

AB 17-74- Vision Software Purchase for Payroll Portal

David Glasson, City Administrator, presented the Agenda Bill. This is an upgrade to the existing payroll software. This upgrade includes a payroll portal which allows staff to login and out to keep track of their working hours which then integrates into the timesheets for the payroll system. The upgrade also includes improved reporting systems.

**C. Linhart made the motion to authorize staff to sign the contract. C. Hanson seconded the motion; 5 Ayes, motion passed.**

AB 17-75- Ordinance 947 – Amending the Trolley Fees

David Glasson, City Administrator, presented the Agenda Bill. The rates for the rental of the trolley haven't been adjusted since 2014. A quick survey of private transport companies show the city is losing money on most rentals. This ordinance will bring the rates up to the private market rate.

**C. Linhart made the motion to adopt Ordinance 947. C. Hanson seconded the motion, 5 Ayes, motion passed.**

AB 17-76- Ordinance 945 – Water, Sewer and Stormwater Rates for 2018

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

**C. Hanson made the motion to adopt Ordinance 945. C. Linhart seconded the motion, 4 Ayes, 1 Nay, motion passed.**

AB 17-77- Section of Mayor Pro Tem

Jerry Phillips, Mayor, presented the Agenda Bill. Biennially at the first meeting of a new council, or periodically, the members thereof, by majority vote, may designate one of their numbers as mayor pro tempore or deputy mayor for such period as the council may specify, to serve in the absence or temporary disability of the mayor; or, in lieu thereof, the council may, as the need may arise, appoint any qualified person to serve as mayor pro tempore in the absence or disability of the mayor. In the event of the extended excused absence or disability of a councilmember, the remaining members by majority vote may appoint a councilmember pro tempore to serve during the absence or disability.

**C. Murry nominated C. Linhart for Mayor Pro Tem. C. Hanson nominated C. McGuire. C. Kemmer seconded the motion; 3 Ayes, 2 Nays, motion passed.**

## **DEPARTMENT HEAD ORAL REPORTS**

### **CORRESPONDENCE AND WRITTEN REPORTS**

- Parks, Streets, Stormwater Report for November
- Wastewater Report for November
- Water Report for November
- After Action Report for Holidays at the Beach
- Charter – Upcoming Price Adjustments

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Mayor

ATTEST:

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City Clerk



TAB - C



**CITY COUNCIL  
AGENDA BILL  
AB 18-01**

**Meeting Date: January 2, 2018**

**AGENDA ITEM INFORMATION**

<b>SUBJECT:</b> <b>Case No. SUP 2018-01</b> <b>Request by Peggy Hallas</b> <b>for a Tiny Home Show –</b> <b>April 26-29, 2018.</b>	<b>Originator:</b>	
	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	
<b>COST: N/A</b>	Other:	

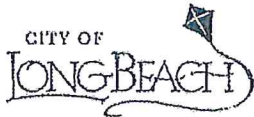
**SUMMARY STATEMENT:** *Attached is a request for a tiny home show that would occupy portions of the Bolstad beach approach and the State Parks parking lot. Also attached are the relevant sections of City Code for Council review. This event has happened in the past with the City's permission and without problems.*

**RECOMMENDED ACTION:** *Approve SUP 2018-01 allowing Peggy Hallas to host a Tiny Home Show on the Long Beach Bolstad approach and portions of the State Parks parking lot.*



**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.



# APPLICATION FOR DEVELOPMENT APPROVAL

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

## APPLICATION TYPE (circle those that apply)

Plat: short -- long Boundary Line Adjustment Variance: zoning -- shoreline -- critical areas Binding Site Plan  
Conditional Use Special Use Shoreline Substantial Development Other \_\_\_\_\_

## APPLICANT INFORMATION

Name Peggy Hallas Telephone 360-574-2363  
Mailing Address 9208 NE Highway 99, #107 Fax \_\_\_\_\_  
Vancouver, WA 98665 E-mail hallaspeggy@gmail.com

## PROPERTY OWNER INFORMATION (if different)

Name \_\_\_\_\_ Telephone \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Fax \_\_\_\_\_  
E-mail \_\_\_\_\_

## PROPERTY INFORMATION

Site Address \_\_\_\_\_ Plat Name \_\_\_\_\_  
Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_ Acres \_\_\_\_\_ Zoning \_\_\_\_\_  
Lender \_\_\_\_\_ Telephone \_\_\_\_\_  
Current/Prior Use of Property \_\_\_\_\_

## PROJECT INFORMATION

Architect/Designer \_\_\_\_\_ License/Cert \_\_\_\_\_ Telephone \_\_\_\_\_  
Engineer \_\_\_\_\_ License \_\_\_\_\_ Telephone \_\_\_\_\_  
Surveyor \_\_\_\_\_ License \_\_\_\_\_ Telephone \_\_\_\_\_

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

### Project Type (check or fill in all that apply)

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

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

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

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

APPLICANT SIGNATURE Peggy Hallas

DATE 12/11/17

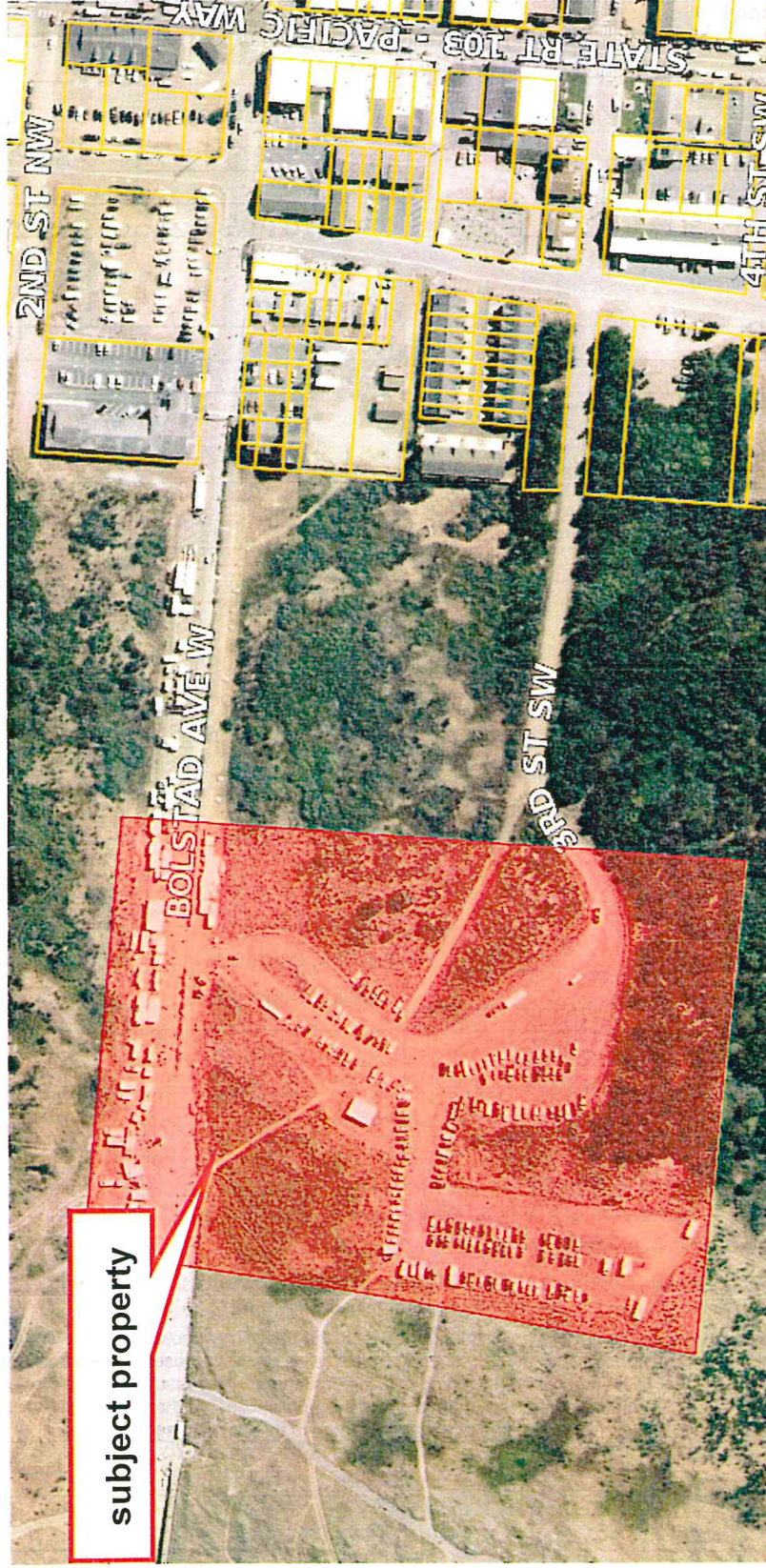
OWNER SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

Office Use Only Received by [Signature]  
Date 12/13/2017

Amount of fee paid 0  
Project No. SP 2018 01





## Case No. SUP 2018-01

### Location Map

Tiny Home Show

Municipal Parking Lot – Bolstad West

Special Use Permit: Tiny Home Show – S4 Zone

## Festivals & Events Logistics Checklist

City of Long Beach Festivals and Events Liaison

Ragan Myers

[events@longbeachwa.gov](mailto:events@longbeachwa.gov)

360-642-1227 – direct line

360-642-4421 – Long Beach City Hall

**Name of Event:**

**Date of Event:**

**TINY HOME SHOW**

**APRIL 26, 27, 28, 29, 2018**

### **Request for Materials**

<b>Tent Size</b>	<b>Number Requested</b>
(1 available) 10 X 10	NONE
(2 available) 20 X 30	NONE

### **Number of garbage cans (20 available)**

<b>How Many</b>	<b>Location Needed</b>
	NONE
	NONE

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

<b>How Many 30</b>	<b>BOLSTAD-BEACH APPROACH</b>
	RESTROOM PARKING LOT

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

**Where:**

**When:**

Veterans Field	NONE
Veterans Stage	NONE
Gazebo Park	NONE
Marsh's Pocket Park	NONE

### **Picnic tables (20 Available)**

<b>How Many</b>	<b>Location Needed</b>
	NONE

### **Number of chairs (92 folding)(53 regular)**

<b>How Many</b>	<b>Location Needed</b>
	NONE



**Plastic 4 Ft Tables (29 Available)**

How Many	Location Needed
	NONE

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

Banner across street for advertising (Detachable Event Strip) YES

Use of Flaggers/Law Enforcement – Contact Ragan Myers

Festival Security – Contact Ragan Myers YES, OVER-NIGHT

Fire Department Unit Request – Contact Ragan Myers

Medix/Paramedic Unit Request – Contact Ragan Myers

Use/Rental of Train Depot – Contact Ragan Myers

Use/Rental of Long Beach Trolley – Contact Ragan Myers

Pens to be set up for SandSations, Kite Festival

Dig ditches for water during Sandsations

Placement of the review stand and bunting for Loyalty Days

Decorating for the Holidays/Holidays at the Beach, i.e. City Christmas Tree, transporting décor from Merchants Storage to Event Location.

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

Event signs – Road Closure etc.

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

Street Closures – When requesting specific street closures, relocation or marking of handicap parking must be made by Festival Organizers.

Festival Organizers must enforce the laws pertaining to Bicycles, Skateboards and parking within the event area. Respecting owner and city right of way areas.

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

NO Changes to any event will be made within 2 weeks prior to the event. Changes to any event will be made at the discretion of the City's Department Head.

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

1.PEGGY HALLAS 360-574-2363

2AMANDA SCHISLER 360-244-3091.

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

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

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

The city requires Festival & Event Organizers to prepare and submit an After Event Report to be submitted to the City of Long Beach no later than 30 days after event.

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

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

Respectfully,

Ragan Myers

Tourism & Events Coordinator  
City of Long Beach, WA.



December 20, 2017

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

Attention: Ariel and Ragan

I am sending a proposed site map for the Tiny Home and RV Show on Friday, April 27 through Sunday, April 29, 2018, for approval. Set-up date of Thursday, April 26; Tear-down dates of April 29 and April 30.

I have searched for a site map that is not colored or shaded to make a clear PDF. Do you have one I could use?

I'd like to request the use of the electrical outlets on the right side of the beach approach on Bolstad Street. Is that possible?

Thank you for your help.

Sincerely,

A handwritten signature in dark ink that reads "Peggy Hallas". The signature is fluid and cursive, with the first name "Peggy" being more prominent than the last name "Hallas".

Peggy Hallas  
360-574-2363 home  
hallaspeggy@gmail.com

# Tiny Home and RV's Show/sale

April 27, 28, 29, 2018 (set-up Thursday, 4/26/18)

(Tear-down complete, 4/30/18)

## Site Usage map

- Bolstad Street Approach — right side only w/ RV outlets
- Municipal Parking lot(s)
- use of Bolstad power outlets

## Contact City Hall

Home / Contact City Hall





TAB - D



**CITY COUNCIL  
AGENDA BILL  
AB 18-02**

**Meeting Date: January 2, 2018**

**AGENDA ITEM INFORMATION**

**SUBJECT:** Agreement for  
Deputy Police Chief

**Originator:**

Mayor

JP

City Council

City Administrator

City Attorney

City Clerk

City Engineer

Community Development Director

Finance Director

Fire Chief

Police Chief

FW

Streets/Parks/Drainage Supervisor

**COST:** N/A

Water/Wastewater Supervisor

Other:

**SUMMARY STATEMENT:** This agreement has been reviewed by the Mayor and City Attorney. This promotion was initiated by Chief Wright based on Officer Meling's dedication to the department.

**RECOMMENDED ACTION:** *Authorize the Mayor to sign the contract.*



EMPLOYMENT AGREEMENT BETWEEN  
THE CITY OF LONG BEACH, WASHINGTON AND CASEY MELING

1. **Preamble.** Agreement made between City of Long Beach, Washington, herein “City”, and Casey Meling, herein “Deputy Police Chief”, effective the \_\_\_\_\_, 2018.

2. **Employment.** City employs Deputy Police Chief and Deputy Police Chief accepts the employment, subject to and in accordance with the terms and conditions of this Agreement.

2.1 Application of Civil Service Rules. Though Deputy Police Chief would be exempt under state law and City Code from the Civil Service Rules of the City, the City waives this exemption and agrees that Civil Service Rules do apply to the Deputy Chief.

2.2 Hours of Work. Deputy Police Chief shall work an average of not less than 40 hours per week. It is recognized that Deputy Police Chief must devote a great deal of time outside of the normal hours of business of the City

2.3 Annual Performance Evaluation and Salary Review. The parties agree that on an annual basis, with the execution date of this agreement serving as the anniversary date, Deputy Police Chief shall receive an appropriate job performance evaluation and salary review, compatible with Deputy Police Chief's performance.

- 1) The Police Chief shall review and evaluate the performance of the Deputy Police Chief at least once annually. The Police Chief shall provide the Deputy Police Chief with a written summary of his performance and provide adequate opportunity for the Deputy Police Chief to discuss his evaluation with the Police Chief.
- 2) Annually, the Police Chief, with the Deputy Police Chief, shall define such goals and performance objectives which the Chief determines to be necessary for the proper operation of the Police Department and its attainment of the City's policy objectives and shall further establish a relative priority among those goals and objectives, said goals and objectives to be reduced to writing. Those goals and objective shall generally be attainable within the time limitations as specified and the annual operating and capital budgets and appropriations approved.

2.4 Deputy Police Chief Duties. City hires Casey Meling as the Deputy Police Chief of the City of Long Beach. The Deputy Police Chief shall take an oath of office as required by law. The City shall pay the premium on said bond. The Deputy Police Chief is an executive and administrative officer of the Long Beach Police Department. Representative examples of the duties that the Deputy Police Chief shall perform in an effective and efficient manner:

- 1) Perform such services for the Police Department as directed from time to time by the Mayor and Police Chief in the manner and to the extent permitted by law.
- 2) As directed by the Police Chief, supervise all subordinate personnel of the Police Department, paid and volunteer. The Deputy Police Chief has the authority to recommend discipline, suspension or termination of employment of any paid employee to the Police Chief per department policies, and any applicable labor agreement and the Civil Service Rules.

- 3) With the Police Chief and as directed, review and investigate and recommend potential employees of the Police Department referred from the Civil Service Commission or as direct applicants for positions.
- 4) As directed by the Police Chief, direct and supervise the training of all personnel of the department. Establish, enforce and maintain a manual of standard operating procedures of the Department.  
  
Maintain and provide for the operation and accountability of all evidence, property and other things which come into the possession of the Police Department in compliance with the policies of the City and the State Auditor's Office. Maintain custody and provide for, the maintenance of all department equipment, files and facilities.
- 5) Prepare and maintain all appropriate records that may be required by law or by direction of the Mayor or Police Chief.
- 6) Under the direction of the Police Chief, assign duties to all personnel of the Department and supervise the performance of those duties, provided, that the duties so assigned shall conform to the policies of the City, applicable Civil Service Rules (if any), and the provisions of all labor agreements to which the City is a party with Department personnel.
- 7) As a position of confidentiality to the City, the Deputy Police Chief will have responsibility in employee and labor relations. During times of negotiations with labor units, the Deputy Police Chief shall serve as a resource to the Mayor and Police Chief.
- 8) Provide such reports, information and educational material to the Mayor, City Administrator, the Police Chief, City Council and the general public as is requested by the Police Chief, City Administrator and City Council to assist in the functioning of the Police Department, the involvement of the community in policing activities and to enhance community security.
- 9) To attend City Council meetings when so directed by the Mayor, Police Chief, City Administrator or City Council.
- 10) The Deputy Police Chief agrees to abide by and be governed by the International Association of Police Code of Ethics, as now in force or hereafter amended.

2.5 Reporting Relationship. Deputy Police Chief shall report directly to the Police Chief and through him, to the Mayor.

2.7 Deputy Police Chief to Devote Full Time to City Business. Deputy Police Chief will devote Deputy Police Chief's full time, attention and energies to the business of the City and, during the employment period, will not engage in any other business activity, regardless of whether such activity is pursued for profit, gain, or other pecuniary advantage without written permission from the Police Chief.



2.8 Office, Uniforms and Equipment. City will provide uniforms, firearms and uniform cleaning on substantially the same terms as those are provided to line officers in the City's collective bargaining agreement.

2.9 Personnel Policies. Unless they are specifically modified or changed in this agreement, all city personnel policies shall apply to the Deputy Police Chief.

2.10 Civil Liability

(a) The Employer hereby agrees to indemnify and hold harmless any employee and the employee's marital community covered by this Agreement for any civil liability incurred while said employee is acting within the scope of his employment and is not engaged in prohibited, malicious or criminal conduct. The Employer further agrees to provide for the defense of any civil action brought against the employee and the employee's marital community for occurrences while the employee is acting within the scope of his employment and is not engaged in prohibited, malicious or criminal conduct.

(b) The Employer agrees that, to the extent appropriate, such indemnification will be provided by the purchase of insurance agreements appropriate for such protection. The provisions of this Article shall apply to all occurrences during the term of this Agreement, whether or not civil action is commenced during the term of this Agreement or thereafter.

2.11 Term of Employment. Employment hereunder shall begin on \_\_\_\_\_, and shall continue until terminated by either party as provided herein.

3. **Compensation.** All benefits shall be in accordance with City policy except as listed below.

3.1 Base Salary. City will pay Deputy Police Chief a salary of \$72,348.00 per year, payable in equal semi-monthly installments on the 5<sup>th</sup> and 20<sup>th</sup> of each month for the first twelve months of employment.

3.2 Insurance. City shall provide to Deputy Police Chief a standard package of insurance benefits similar to what is offered all other employees of City. This package includes medical, dental and vision insurance subject to a co-pay provision; term life insurance; and disability insurance.

3.3 Expenses and Vehicle. Expenses incurred by the Deputy Police Chief shall be subject to limitations established in the City's annual budget. City recognizes that to perform assigned and necessary duties Deputy Police Chief will incur expenses and that a necessary requirement of employment is the ability to respond to police emergencies at all times.

- 1) City shall reimburse Deputy Police Chief for all reasonable and necessary business expenses, including but not limited to travel, auto mileage and promotional expenditures, upon receipt of proper documentation and in accordance with the City's policies, provided that the Deputy Police Chief submits to the City in a timely fashion documentation and expense reports pursuant to City policy and as may be necessary to substantiate the propriety of such expenses under Washington law. All travel out of state and all extraordinary expenses shall be approved by the Police Chief before they are incurred.
- 2) Deputy Police Chief shall be furnished a police vehicle and fuel for use in the performance of the City's business. The vehicle shall be selected from among those

provided to the Police Department for its use. As a condition of employment and in order to respond to police emergencies, Deputy Police Chief is required to use this vehicle to commute to work and to home.

3.4 Policy. Sick Leave Deputy Police Chief earns sick leave pursuant to the City's Personnel Policy.

3.5 Disability. Deputy Police Chief is subject to, and will remain subject to during his employment with the City, the Washington Law Enforcement Officers and Fire Fighters (LEOFF) II Plan which provides benefits in the event of injury or disability to police officers.

3.6 Vacations. Deputy Police Chief shall earn vacation pursuant to the City's Personnel Policy.

3.8 Retirement. Deputy Police Chief and the City will contribute to and the Sergeant will participate in the LEOFF II retirement program administered by the state of Washington for police officers.

#### **4. Termination of Employment.**

4.1 Termination by City for Inability to Meet New Duties. If the Deputy Police Chief shall fail to meet the job requirements of the City except under circumstances supporting his termination for cause, Deputy Police Chief shall be returned to his position as a patrol officer with previous seniority accrued prior to accepting the Deputy Police Chief position.

4.2 Termination by Deputy Police Chief. Deputy Police Chief may terminate this agreement upon thirty (30) days notice. Deputy Police Chief shall not be entitled to any severance pay or other benefits which would have accrued to him if his employment had been terminated by the City.

4.3 Termination by City - Causes. If the Police Chief or Mayor finds that there is cause to terminate Deputy Police Chief for any of the causes listed in this subsection, Deputy Police Chief shall be terminated immediately from employment by City. A settlement of all outstanding vacation and earned salary shall be made as provided by law, and no other compensation shall be paid to Deputy Police Chief.

Causes for this action shall be:

- a. Material intentional breach of the agreement by the Deputy Police Chief;
- b. Substantial dependence on any addictive substance, including, but not limited to, alcohol, cocaine, marijuana, LSD, or any other legend or controlled substance or narcotic drug, the determination of what constitutes a substantial dependence being a conclusive determination of the City;
- c. Violation of Federal, state or City laws, policies and rules as respects inappropriate gender-based conduct, gender-based discrimination, inappropriate conduct based on physical limitations, or disability-based discrimination;
- e. Theft or personal use of public property in violation of the laws of this state;
- f. Conviction, by a court of competent jurisdiction, of domestic violence, of any offense which renders Deputy Police Chief unable to possess a firearm, which renders the Deputy



Police Chief unable to be insurable at standard rates under the automobile insurance or liability insurance offered to City by its insurance pool; and,

g. Operation of a City owned vehicle while under the influence of or affected by alcohol or drugs. Such impairment may be evidenced by a test of Deputy Police Chief's breath performed by any law enforcement officer or a test of Deputy Police Chief's blood performed by a qualified technician with a percent of blood alcohol in excess of .08 or the presence of any drug which is illegal under state or federal law whether criminal charges result or not.

4.4 Payment of any termination or severance pay pursuant to sections 4.1 and 4.3 above is expressly conditioned upon Deputy Police Chief's execution of a written release, in a form approved by the City Attorney, of all actual and potential claims against the City, its elected or appointed officers, employees, or agents, for any claims arising out of Deputy Police Chief's employment or Deputy Police Chief's termination of employment with the City. Without limitation of the foregoing, this release shall specifically include claims arising under the federal Civil Rights Act, the federal Equal Pay Act, the Washington state, local and federal laws against discrimination including without limitation, RCW Title 49, the Americans with Disabilities Act and Age Discrimination in Employment Act.

## **5. Miscellaneous Provisions.**

5.1 Indemnity. City shall indemnify Deputy Police Chief and hold Deputy Police Chief harmless for all acts or decisions made by Deputy Police Chief in good faith while performing services for City. Provided, this indemnification shall not extend to any act done in violation of the law or any policy of the City. Provided further, this indemnification shall not extend to any claim made by City against Deputy Police Chief as a result of Deputy Police Chief's actions while employed by City.

5.2 Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

5.3 Entire Agreement. This Agreement constitutes the entire understanding of City and Deputy Police Chief with respect to its subject matter, supersedes any prior agreement or arrangement relative to Deputy Police Chief's employment by City, and no modification, supplement, or amendment of any provision hereof shall be valid unless made in writing and signed by the parties.

5.4 Arbitration of Controversies. Any claim or controversy that arises out of or relates to this Agreement, or the breach of it, will be settled by arbitration in Pacific County, Washington in accordance with the rules then obtaining of the American Arbitration Association. Judgment upon the award rendered may be entered in the Pacific County Superior Court.

5.5 Waiver of Breach of Agreement. If either party waives a breach of this Agreement by the other party, that waiver will not operate or be construed as a waiver of later similar breaches.

5.6 Captions. The captions set forth in this Agreement are for convenience only and shall not be considered as part of this Agreement or as in any way limiting or amplifying the terms and conditions hereof.

5.7 Construction of Agreement. In the event of a dispute between the parties as to the meaning of terms, phrases or specific provisions of this Agreement, the authorship of this

Agreement shall not be cause for this Agreement to be construed against any party nor in favor of any party.

5.8 Notices. Any notices given hereunder shall be in writing and delivered or mailed by registered or certified mail, return receipt requested:

(a) If to City:

Mayor of Long Beach  
P O Box 310  
Long Beach, WA 98631

(b) If to Police Chief:

Flint Wright  
P O Box 795  
Long Beach, WA 98631

5.9 Severability. In the event that any court having jurisdiction shall determine that any covenant or other provision contained in this Agreement shall be unreasonable or unenforceable in any respect, then such covenant or other provisions shall be deemed limited to the extent that such other court deems it reasonable or enforceable, and as so limited shall remain in full force and effect. In the event that such court shall deem any such covenant or other provision wholly unenforceable, the remaining covenants and other provisions of this Agreement shall nevertheless remain in full force and effect.

5.10 Counterparts. More than one counterpart of this Agreement may be executed by the parties hereto, and each fully executed counterpart shall be deemed an original.

City of Long Beach

Deputy Police Chief

By: \_\_\_\_\_  
Jerry Phillips, Mayor

\_\_\_\_\_  
Casey Meling



TAB - E



**CITY COUNCIL  
AGENDA BILL  
AB 18-03**

**Meeting Date: January 2, 2018**

**AGENDA ITEM INFORMATION**

**SUBJECT: Setting  
Water, Sewer and Storm  
Water Rates for 2018**

*Originator:*

Mayor

City Council

City Administrator

City Attorney

City Clerk/Treasurer

City Engineer

Community Development Director

Fire Chief

Police Chief

Streets/Parks/Drainage Supervisor

Water/Wastewater Supervisor

DG

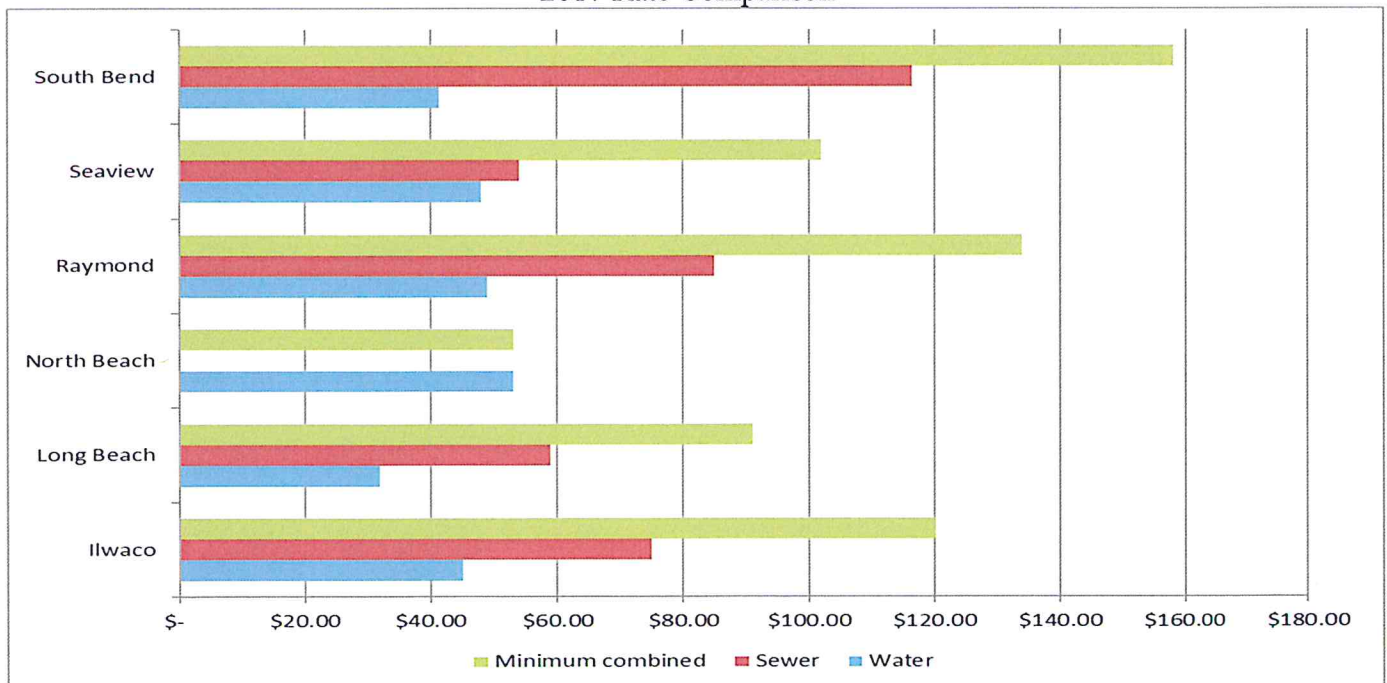
**COST:** N/A

Other:

**SUMMARY STATEMENT:** This adopts the rate increases discussed during the budget workshops. Monthly residential rates for Water increase \$3.20, Sewer increases \$5.91 and Storm Water increases \$1.10 for a total monthly increase of \$10.21 per month.

**RECOMMENDED ACTION: Adopt Ordinance 949.**

2017 Rate Comparison





## ORDINANCE No. 949

**AN ORDINANCE OF THE CITY OF LONG BEACH, WASHINGTON RELATING TO UTILITIES; AMENDING RATES AND CHARGES OF THE WATERWORKS UTILITY, INCLUDING THE WATER SYSTEM AND THE SEWER SYSTEM; ESTABLISHING SCHEDULE AND PROGRAM FOR RATE STABILIZATION; ESTABLISHING EFFECTIVE DATE.**

**THE CITY COUNCIL OF THE CITY OF LONG BEACH, WASHINGTON DOES HEREBY ORDAIN, AS FOLLOWS:**

### **Section 1. RECITALS AND FINDINGS.**

**1.1** The City of Long Beach ("City") owns and operates a Waterworks Utility, including a water system, sewer system, and storm and surface water system ("Utility"), including both local and regional facilities.

**1.2** The City has financed the acquisition and improvement of local and regional Utility facilities with the proceeds of its revenue bonds.

**1.3** The facilities and services provided by the Utility are critical to the health, welfare and safety of the citizens of the City and the neighboring community served by the Utility.

**1.4** Rate adjustments are necessary from time to time to ensure that sufficient revenues exist to properly maintain and efficiently operate the Utility, and make additions and planned improvements as appropriate.

### **Section 2. WATER RATES AND CHARGES.**

**2.1** Water rates for lots connected to the water system.

The rates and charges for water service to lots connected to the water system within the corporate limits of the city are fixed and established as follows:

A. The minimum monthly rate charge is based on meter size per the following schedules:

#### **Inside City Limits:**

<b>METER SIZE</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
Residential 3/4 - 1"	\$ 29.09	\$ 32.00	\$ 35.20
Commercial 3/4 1"	\$ 34.61	\$ 38.07	\$ 41.88
Commercial 1.5"	\$ 41.17	\$ 45.29	\$ 49.82
Commercial 2"	\$ 59.45	\$ 65.40	\$ 71.94
Commercial 3"	\$ 80.78	\$ 88.86	\$ 97.75

**Outside City Limits:**

<b>METER SIZE</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
Residential 3/4 - 1"	\$ 43.66	\$ 48.03	\$ 52.83
Commercial 3/4 1"	\$ 51.91	\$ 57.10	\$ 62.81
Commercial 1.5"	\$ 61.71	\$ 67.88	\$ 74.67
Commercial 2"	\$ 89.18	\$ 98.10	\$107.91
Commercial 3"	\$ 121.18	\$ 133.30	\$146.63

- B. Commodity Charge. The monthly commodity charge (or excess rate) is charged per the following schedule regardless of water meter size:

Beginning on the 20<sup>th</sup> day of December 2017 and effective on the first day of January for each and every succeeding year on and after 2018, shall be subject to a commodity charge for each 100 cubic feet of water in excess of the 400 cubic foot minimum allowed per month thereof, as follows:

**Inside City Limits:**

	<b>2017</b>	<b>2018</b>
Subservice Charge	\$ 3.36	\$ 3.70
Nursing Home / Bed	\$ 1.28	\$ 1.41
Commodity / 100 cu ft.	\$ 5.72	\$ 6.29

**Outside City Limits:**

	<b>2017</b>	<b>2018</b>
Subservice Charge	\$ 5.03	\$ 5.53
Nursing Home / Bed	\$ 1.91	\$ 2.10
Commodity / 100 cu ft.	\$ 5.72	\$ 6.29

- C. Contracts Authorized. The city council may enter into contracts with water users deviating from such rates where special circumstances dictate; provided, that such rates shall not be discriminatory.

**Section 3. STORM AND SURFACE WATER RATES AND CHARGES.**

Rates and charges.

- A. The rates and charges set forth in this chapter shall be considered uniform rates and charges for the following uniform rates per class of customers or service furnished by the system:
1. On and after December 20, 2017, and thereafter effective on the first day of January for each and every succeeding year the rates shall be as follows:



	2016	2017	2018
Residential	\$10.97	\$12.07	\$13.28
Commercial (per/ERU)	\$10.97	\$12.07	\$13.28

The ERU is a Residential Equivalent Unit equal to 3,600 square feet. The city administrator or his designee shall determine the quantity of the storm and surface water drainage from lots that are dedicated to a substantially undeveloped state by virtue of being public parks, recreational area, other undeveloped publicly owned land, or open space designated under RCW Chapter 84.34.

- B. For purposes of computing storm and surface water rates under this section, the land use designation as residential or commercial shall be the principal activity on the premises as determined by the city administrator or his designee. For rate purposes, developed and undeveloped residential lots shall be deemed a single class. Developed lots are those for which any city or county permit or application for real estate improvement activity (including, but not limited to driveway, septic, building and electrical improvements and water meter installation) has been issued, should have been issued or would now be required if the development occurred under present city regulations.

#### **Section 4. SEWER RATES AND CHARGES.**

##### **4.1 Sewer rates for connected lots.**

The rates and charges for sewer service to lots are fixed and established as follows:

##### **A. Rates.**

The monthly charges effective December 20, 2017 and January for each and every succeeding year the rates shall be as follows:

#### **SEWER - In City Rate**

<b>Sewer type</b>	<b>2017</b>	<b>2018</b>
Single Family Residence	\$ 59.05	\$ 64.96
Apartments, Per Unit	\$ 59.05	\$ 64.96
Motels, Base Charge	\$ 78.76	\$ 86.64
Motels, each additional rental	\$ 13.34	\$ 14.67
Condominiums, each rental	\$ 59.05	\$ 64.96
Mobile Home Parks, each rental space	\$ 58.80	\$ 64.68
Trailer Parks, Base Charge	\$ 78.87	\$ 86.76
Trailer Parks, each hookup	\$ 9.84	\$ 10.82
Laundromats, self-service & Dry Cleaning	\$ 270.23	\$ 297.25
Industrial Laundry	\$ 491.93	\$ 541.12

Car Washing Facilities	\$ 270.23	\$ 297.25
Canner Operations	\$ 270.23	\$ 297.25
Restaurants, Taverns (first 20 person capacity)	\$ 112.74	\$ 124.01
Restaurants, Taverns (each additional 5 person capacity)	\$ 8.62	\$ 9.48
Schools - Summer Rate	\$ 147.53	\$ 162.28
Schools - Sept. - May (each occupant)	\$ 4.18	\$ 4.60
Nursing Homes, Convalescent Center base charge	\$ 68.95	\$ 75.85
Nursing Homes, Convalescent Center each patient bed available	\$ 13.34	\$ 14.67
Service Station	\$ 78.76	\$ 86.64
Churches, municipal parks & buildings	\$ 88.61	\$ 97.47
Theaters, large stores, banks, medical & Dental clinics, mortuaries & beauty shops	\$ 90.37	\$ 99.41
Fraternal Halls, per floor	\$ 127.97	\$ 140.77
Business offices, small stores & optometrist	\$ 64.20	\$ 70.62
State Parks Restroom Facilities	\$ 190.97	\$ 210.07

B. Sewer Rates Standards and Policies.

The City Council may enter into contracts with sewer users deviating from the rates in this Section where special circumstances dictate; provided, that such rates shall not be discriminatory.

C. Disputes.

All questions or disputes regarding the appropriate rate to be applied to the structure shall be resolved by the city administrator. Any appeal from the decision of the city administrator shall be to the city hearing examiner.

**Section 5. AGGREGATE OF RATES.**

The City declares that the rates and charges fixed and placed in effect by this Ordinance are founded on assumptions that there will be growth in the number of services (connections) and in demand in the City and neighboring community. The City adopts and establishes whatever aggregate monetary charges the rates and charges, placed in effect by this Ordinance, generate when applied to the units of service provided, now and in the future.

**Section 6. LOW INCOME SENIOR CITIZEN DISCOUNT RATE**

6.1 The following will be low income senior citizen discount rate guidelines:

A. The low income senior citizen discount will apply only to the base rate for the billing.



B. Current full-time residential or owner occupied commercial customers of the City of Long Beach, Washington Utility System may apply for a discount under the Utility Discount Program by filing an application attesting and affirming to the following:

1. Utility service in under the occupant's (applicant's) name.
2. The applicant has been a full-time resident in the Long Beach Utility Service area using utilities for not less than one (1) year.
3. Senior Citizen is Age 65 or older as of January 1, 2018.
4. Rates for applicants approved for the Senior Citizen Low Income Utility Discount Program shall receive the following credit against the applicant's utility bill for each calendar year.

Total Household Income	Percentage of Credit	Discount for 2 Months	Annual Total
\$25,475 - \$29,631	5%	\$11.58	\$ 69.50
\$15,796 - \$25,474	10%	\$23.17	\$139.00
\$ 9,519 - \$15,795	25%	\$57.92	\$347.49
\$ 9,518 and under	40%	\$92.66	\$555.98

Maximum allowable credit per year is \$555.98

5. Eligible residential customers are required to reapply for this program on an annual basis.
6. The total income from all sources of everyone living in the home shall be reported. If this is a new application, please provide a copy of your 2017 IRS Tax Return with schedules, along with supporting documentation.

**Section 7. SEVERABILITY.**

If any portion of this ordinance as now or hereafter amended, or its application to any person or circumstances, is held invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole, or any section, provision or part thereof not adjudged to be invalid or unconstitutional, and its application to other persons or circumstances shall not be affected.

**Section 8. REPEAL OF CONFLICTING ORDINANCES**

All previous Ordinances are hereby repealed insofar as they may be in conflict with this Ordinance.

**Section 9. EFFECTIVE DATE**

This Ordinance shall take effect five days after publication.

ADOPTED this 2nd day of January, 2018.

AYES

NAYS

ABSENT

ABSTENTIONS

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk/Treasurer



TAB — F



**CITY COUNCIL  
AGENDA BILL  
AB 18-04**

**Meeting Date: January 2, 2018**

**AGENDA ITEM INFORMATION**

*Originator:*

**SUBJECT:**  
*Memorandum of  
Understanding between  
the Teamsters and the  
City of Long Beach for  
Medical, Dental and  
Vision Benefits for the  
Long Beach Police  
Department*

Mayor  
City Council  
City Administrator  
City Attorney  
City Clerk  
City Engineer  
Community Development Director  
Finance Director  
Fire Chief  
Police Chief  
Streets/Parks/Drainage Supervisor

DG

**COST:** See attached MOU

Water/Wastewater Supervisor  
Other:

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

**RECOMMENDED ACTION:** *Approve MOU and Authorize Mayor to sign Agreement.*



## MEMORANDUM OF UNDERSTANDING – THREE

By and Between

CITY OF LONG BEACH

AND

INTERNATIONAL BROTHERHOOD OF TEAMSTERS, LOCAL 58

The City of Long Beach (City) and Teamster Local 58 (Union) having agreed to open the current Labor Agreement, for purposes of replacing the current AWC Healthfirst medical plan due to the current plan being discontinued, have negotiated the following modifications to the current contract language:

### **8.7    *Medical, Dental and Vision Benefits***

**Effective January 1, 2018** Employees shall be covered under Health, Dental, and Vision Insurance AWC Program which includes: (Health AWC HealthFirst **250** {Regence/Asuris}; Washington Dental Service Plan **F**; and Vision Service Plan Full Family - \$25.00 Deductible). The employee costs are as follows with costs per employee determined by number of dependents: See costs below.

Each employee will pay an “employee share” based on the following equation. The employee share is determined by dividing the total cost of the policy by the employee costs for employee only policy. Example: Employee total costs (Health, Dental & Vision) is \$766.61; the employee and spouse total cost is \$1,533.22; now divided the Employee & Spouse (\$1,533.22) by Employee only (\$766.61) which equals 2.00. Now you multiply the base employee contribution of \$25.00 by the 2.00 which equals \$50.00, which is the employee contribution for an employee and spouse policy. The same equation is used for Employee, Spouse and 1 dependent and Employee, Spouse and 2 dependents.

Cost breakouts:

**2018 AWC Rates:**

	Health	Dental	Vision	Total
Emp	\$ 719.00	\$ 54.79	\$ 7.96	\$ 781.75
Emp + sp	\$ 1,444.00	\$ 103.63	\$ 15.92	\$ 1,563.55
Emp, sp +1 c	\$ 1,801.00	\$ 162.21	\$ 23.88	\$ 1,987.09
Emp, sp +2 c	\$ 2,096.00	\$ 162.21	\$ 23.88	\$ 2,282.09

For PD Contract			Month
	\$ 781.75	781.75	\$ 35.00
Emp	\$ 781.75	1.00	\$ 35.00
Emp + sp	\$ 1,563.55	2.00	\$ 70.00
Emp, sp +1 c	\$ 1,987.09	2.54	\$ 88.96
Emp, sp +2 c	\$ 2,282.12	2.92	\$ 102.17

The 2016 Employee base contribution is \$35.00, in each succeeding year of the contract this number will be adjusted as follows: For every five percent (5%) increase in the overall costs of health insurance policy the employee base will increase by five dollars (\$5.00). Example: if the overall costs increase by 7.5% in 2015, the employee base will go from \$35 in 2016 to \$45 in 2017.

The bargaining unit members will participate in the City's Wellness Program with successful annual participation resulting in a two percent (2%) discount in Health Insurance premiums.

**Effective January 1, 2018 the City shall contribute fifty dollars (\$50) per month for each employee to a individual HRA account each employee to use to offset out of pocket medical expenses as allowable under the law.**

By: \_\_\_\_\_  
CITY OF LONG BEACH

DATE

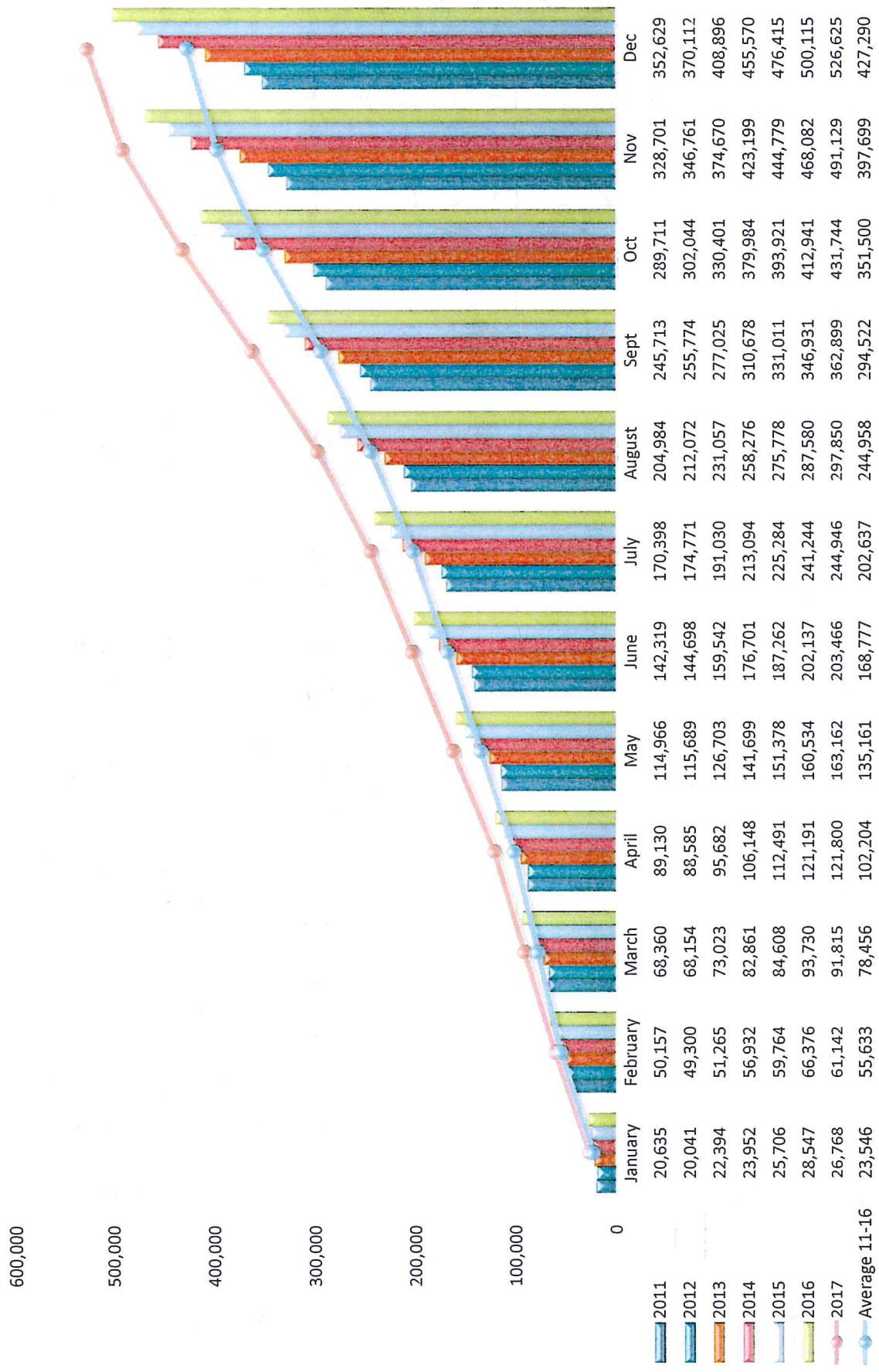
By: \_\_\_\_\_  
INTERNATIONAL BROTHERHOOD OF  
TEAMSTERS LOCAL 58

DATE



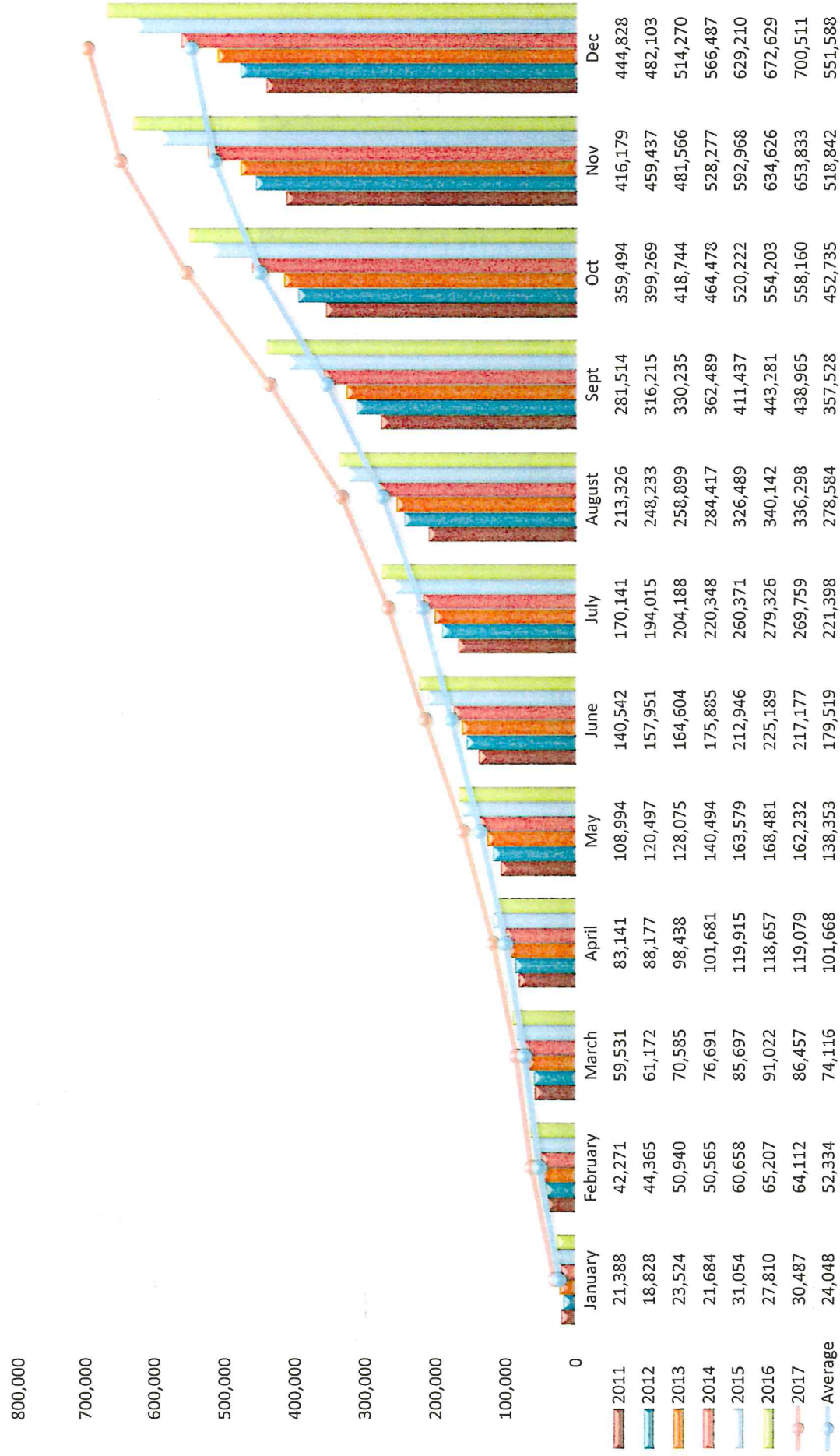
TAB — G

## Sales Tax Collections



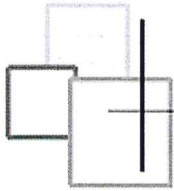


# Lodging Tax Collections



## Ariel Smith

**From:** David Glasson  
**Sent:** Monday, December 25, 2017 8:00 AM  
**To:** Jerry Phillips; David Glasson; Ariel Smith  
**Subject:** Permit Directory was executed at 12/25/2017 8:00:09 AM



## Permit Directory

Permit List: All Permits  
Permit Year: 2017

Permit Number	Applicant	Applicant Type	Property	Permit Status	
<b>Accessory Structure - Ilwaco</b>					
IL-170221	Knutzen, Doug	Owner	805 North Head Rd	Closed	
IL-170502	Streeter, Sean	Owner	1017 S Washington Ave	Closed	
IL-170519	Cuttings Coastal Designs	Contractor	509 Lake St	Issued	
IL-170720	Alexander, Laurie	Owner	7132 Ortelius Dr	Issued	
IL-170728	DPR Builders	Contractor	1809 SR 101	Issued	
IL-170832	Scholz, John & Becky	Owner	1610 S California Ave	Closed	
IL-170916	Profka, Sotirag	Owner	7107 Ortelius Dr	Closed	
IL-171016	EFA	Contractor	805 North Head Rd	Pending	
<b>Type Total</b>					<b>8</b>
<b>Accessory Structure - Long Beach</b>					
LB-170202	England, Steve	Owner	307 17th St NE	Issued	
LB-170816	Breakers Motel	Owner	210 NW 26th ST	Issued	
LB-171010	EFA	Contractor	1004 S Washington Ave	Issued	
LB-171013	Neptune Pools	Contractor	210 NW 26th ST	Issued	
LB-171221	Ruef, Darrell	Owner	1704 S Blvd	Issued	
<b>Type Total</b>					<b>5</b>
<b>Cell Tower - IL</b>					
IL-170216	McDaniel Telephone Corp	Unknown	802 North Head Rd	Closed	
<b>Type Total</b>					<b>1</b>
<b>Change of Occupancy Calss - LB</b>					
LB-170127	Miller, Isaac & Taylar	Owner	1212 S Idaho Ave	Issued	
LB-171204	Rosenkranz, Kim	Unknown	1806 N Pacific Ave	Pending	
<b>Type Total</b>					<b>2</b>
<b>Deck -IL</b>					
IL-170606	Poellnitz, Charles	Owner	115 Brumbach Ave	Cancelled/Expired/Void	
<b>Type Total</b>					<b>1</b>
<b>Demo - IL</b>					
IL-170727	Breuer, Roy	Owner	207 Second St	Issued	
<b>Type Total</b>					<b>1</b>
<b>Demo - LB</b>					
LB-170131	His Supper Table	Owner	901 N Pacific Ave	Closed	
LB-170420	Terra Hydr, Inc	Contractor	1400 Pacific Ave S	Issued	
<b>Type Total</b>					<b>2</b>
<b>Fire Alarm - IL</b>					

IL-170322	Sonitrol of SW Wa	Contractor	314 Brumbach Street	Closed	
IL-170322B	Sonitrol of SW Wa	Contractor	404 School Rd	Closed	
			<b>Type Total</b>		<b>2</b>
Fire Alarm - LB					
LB-170322	Sonitrol of SW Wa	Contractor	400 S Washington Ave	Closed	
LB-171113	E2 Systems LLC	Contractor	101 18th St SE	Issued	
			<b>Type Total</b>		<b>2</b>
Mechanical - IL					
IL-170109	P & L Johnson Mechanical Inc	Contractor	110 Advent St	Closed	
IL-170117	Blehm, Charles	Owner	508 Cedar St	Closed	
IL-170215	Thomason, Scott	Owner	1147 Cooks Rd NE	Issued	

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Permit Directory

Permit Number	Applicant	Applicant Type	Property	Permit Status	
IL-170301	Diamond Heating	Contractor	145 Robert Gray Dr	Issued	
IL-170301-B	Quillin, Marlene	Owner	7002 Delta Way	Closed	
IL-170609	Stowe Mechanical	Contractor	314 Brumbach Street	Closed	
IL-170610	Stowe Mechanical	Contractor	314 Brumbach Street	Cancelled/Expired/Void	
IL-170717	Dugan's Heating	Contractor	1149 Hemlock St	Issued	
IL-170811	Diamond Heating	Contractor	350 Lakeview Dr	Issued	
IL-170825	Larson, Charles & Mary	Owner	406 Cedar St	Issued	
IL-170826	Stowe Mechanical	Contractor	314 Brumbach Street	Issued	
IL-170915	Robinson, Bob & Barb		6908 Rochelle Way	Closed	
IL-171012	Columbia Housewarmers		603 First Ave N	Closed	
IL-171102	Stowe Mechanical	Contractor	319 First Ave N	Issued	
IL-171213	Stowe Mechanical	Contractor	115 Lake St	Pending	
			<b>Type Total</b>		<b>15</b>

Mechanical -LB

LB-170125	P & L Johnson Mechanical Inc	Contractor	301 NE 7th Street	Closed	
LB-170131-B	Avelar, Adalberto	Owner	1900 N Pacific Ave	Issued	
LB-170215	Stotts, Kaarina M	Owner	2006 N Pacific Ave	Closed	
LB-170222	Sanderson Fire Pro	Contractor	2006 N Pacific Ave	Closed	
LB-170324	Heat Pump Store	Contractor	400 SW 17th St Unit A	Issued	
LB-170404	Stowe Mechanical	Contractor	102 NE Pioneer Rd	Issued	
LB-170421	Sunset Air, INC.	Contractor	106 NE 24th St	Issued	
LB-170510	P & L Johnson Mechanical Inc	Contractor	1416 California Ave	Closed	
LB-170516	P & L Johnson Mechanical Inc	Contractor	2601 N Pacific Ave	Issued	
LB-170516-B	Soelter, Clint & Sydney	Owner	104 SW 14th ST	Issued	
LB-170525	Stowe Mechanical	Contractor	111 E Bolstad Ave	Issued	
LB-170531	P & L Johnson Mechanical Inc	Contractor	301 NE 5th ST	Closed	
LB-170531B	Crowson, Charles	Owner	1004 S Washington Ave	Closed	
LB-170601	Stowe Mechanical	Contractor	1308 N Washington Ave	Closed	
LB-170615-B	Tom and Larry Candies	Unknown	408 S Pacific Ave	Closed	
LB-170616	Heat Pump Store	Contractor	402 SW 17th ST	Closed	
LB-170620	Stowe Mechanical	Contractor	386 28th St NW	Issued	
LB-170713	Schwencke, Ezekiel & Sarah	Unknown	212 N Washington Ave	Issued	
LB-170719	Stowe Mechanical	Contractor	1800 N Washington Ave	Closed	
LB-170721	Heat Pump Store	Contractor	1703 S Ocean Beach Blvd	Issued	
LB-170725	Williams, Martha	Owner	611 N Ocean Beach Blvd	Closed	
LB-170803	ACCO Engineered Systems	Contractor	200 E Bolstad Ave	Cancelled/Expired/Void	
LB-170811	ACCO Engineered Systems	Contractor	200 E Bolstad Ave	Closed	
LB-170815	Cierek, Deborah	Owner	310 NE 17th St	Issued	
LB-170828	Stowe Mechanical	Contractor	400 S Washington Ave	Issued	
LB-170926	Precision Heating	Contractor	308 NE 2nd ST	Pending	
LB-170928-B	Sunset Air, INC.	Contractor	1004 N Washington Ave	Issued	
LB-171006	Diamond Heating	Contractor	1401 N Pacific Ave	Issued	
LB-171014	Stowe Mechanical	Contractor	1711 N Ocean Beach Blvd	Issued	
LB-171023	Twin City Service	Contractor	2006 N Pacific Ave	Issued	
LB-171025	Stowe Mechanical	Contractor	205 E Bolstad Ave Suite 2	Issued	
LB-171026	Stowe Mechanical	Contractor	300 NW 14th St	Issued	
LB-171106	Active Enterprises Inc	Contractor	110 NE 7th ST	Closed	



LB-171114	Active Enterprises Inc	Contractor	1501 California Ave S	Closed	
LB-171206	Northwest Permit Inc.	Contractor	1211 N Oregon Ave	Pending	
LB-171213	Stowe Mechanical	Contractor	311 6th St NE	Pending	
<b>Type Total</b>					<b>36</b>
<b>New Commercial Structure - LB</b>					
LB-170307	Adrift Hotel	Owner	409 SW Sid Snyder Dr	Issued	
LB-170512	Gardner, Tracy K	Owner	308 Sid Snyder Dr W	Issued	
<b>Type Total</b>					<b>2</b>
<b>New Multi-Family Residence - LB</b>					
LB-170825	Oman, Steve	Owner		Pending	
LB-170825-B	Oman, Steve	Owner		Pending	
LB-170825-C	Oman, Steve	Owner		Pending	
<b>Type Total</b>					<b>3</b>

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Permit Directory

Permit Number	Applicant	Applicant Type	Property	Permit Status	
<b>New SFR - IL</b>					
IL-170113	Haffie, Nick	Owner	314 Second St	Issued	
IL-170321	Snyder, Jim	Owner	3005 Lighthouse Keepers Rd	Issued	
IL-170328	Whitman, Mark E & Victoria E	Owner	230 Lakeview Dr	Issued	
IL-170412	Method Homes	Contractor	3016 Lighthouse Keeper's Rd	Issued	
IL-170428	Robinson, Bob & Barb	Owner	6908 Rochelle Way	Closed	
<b>Type Total</b>					<b>5</b>
<b>New SFR - LB</b>					
LB-170511	Kurtz, Jim & Del	Owner	1521 N Washington Ave	Issued	
LB-170602	Knysh, Vasiliy "William"	Contractor	214 Pioneer Rd W	Issued	
LB-170603	Knysh, Vasiliy "William"	Unknown	212 Pioneer Rd W	Issued	
LB-170605	DelaBarre, Del & Sharon	Owner	218 SW 18th ST	Issued	
LB-170615	Scott, Jimmy & Linda	Owner	2018 Washington Ave N	Issued	
<b>Type Total</b>					<b>5</b>
<b>Plumbing Only - LB</b>					
LB-170201	Belks Plumbing	Contractor	408 S Pacific Ave	Closed	
<b>Type Total</b>					<b>1</b>
<b>Renovation/Addition - Ilwaco</b>					
IL-170105	EFA	Contractor	227 Brumbach St	Issued	
IL-170411	Minerd, Rocky	Owner	214 First Ave S	Issued	
IL-170616	Wise, Dana F.	Owner	1132 Cooks Rd NE	Pending	
IL-170626	Perkins, Valerie	Unknown	235 Howerton Way	Pending	
IL-170713	Haldeman, Nick	Owner	602 Willow St	Closed	
IL-170726	Shoebox Northwest, LLC	Owner	2105 Nesadi Dr	Issued	
IL-171220	Vernon, Frank & Kaaryn		1149 Hemlock St	Pending	
<b>Type Total</b>					<b>7</b>
<b>Renovation/Addition - LB</b>					
LB-170104	Potter, Ross & Bette	Owner	226 NW 25th St	Issued	
LB-170513	CUE Enterprises	Contractor	401 N Ocean Beach Blvd	Issued	
LB-170517	Frederick, Kelly		910 N Pacific Ave	Issued	
LB-170608	Svendsen, William & Susan	Owner	1101 N Ocean Beach Blvd	Issued	
LB-170609	EFA	Contractor	2611 N Pacific Ave	Closed	
LB-170717	Big Tuna Construction	Contractor	301 NE 7th Street	Issued	
LB-170817	Voderberg, Henry	Owner	1109 California Ave	Issued	
LB-170928	Fagerland, Erik & Pat	Owner	1412 California Ave	Issued	
LB-171010-B	Carolina Company	Contractor	510 & 512 N Ocean Beach Blvd	Issued	
LB-171011	Wood, Jane P	Owner	1100 California Ave	Issued	
LB-171012	Caughey, Catherine & Jane	Owner	202 SW 11th ST	Issued	
<b>Type Total</b>					<b>11</b>
<b>Right-of-Way Work Permit</b>					
RW-170217	Aspect Consulting, LLC	Contractor		Issued	

RW-170307	XL Cable	Contractor		Issued
RW-170308	Pacific Co PUD #2	Unknown		Issued
RW-170424	Pacific Co PUD #2	Contractor	210 W Pioneer Rd	Issued
RW-170510	CenturyLink			Issued

**Type Total**

**5**

**Structural Repair/Misc - Ilwaco**

IL-170217	Bergeman Const.	Contractor	603 First Ave N	Closed
IL-170222	Vestal, Victoria	Owner	316 First Ave N	Closed
IL-170515	Freese, Kelly	Owner	101 First Ave S	Issued
IL-170516	ATI Restorations	Contractor	174 First Ave N	Closed
IL-170526	SFA Design Group	Designer	2150 Klahanee Dr	Issued
IL-170831	Freedom Market LLC	Owner	133 Howerton Way	Closed
IL-170911	Grocott, John	Owner	108 Main St	Closed
IL-171121	Summit Homes NW, Inc.	Contractor	605 Willow St NE	Pending

**Type Total**

**8**

**Structural Repair/Misc - LB**

LB-170112	Keller, Heidi	Owner	106 Sid Snyder Dr E	Issued
LB-170223	Carolina Company	Contractor	207 NW 16th St	Issued

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Permit Directory

Permit Number	Applicant	Applicant Type	Property	Permit Status
LB-170301	His Supper Table	Owner	911 N Pacific Ave	Closed
LB-170314	Smith Fire Systems	Contractor	800 N Washington Ave	Closed
LB-170317	Olsen, Steve & Danna	Owner	1703 S Ocean Beach Blvd	Issued
LB-170428	Cuttings Coastal Designs	Contractor	315 Brumbach St	Closed
LB-170619	Coastline Roofing and Construction Inc.	Contractor	1900 N Pacific Ave	Issued
LB-170620-B	Summerer, Chris	Owner	308 Pacific Ave S	Issued
LB-170620-C	Long Beach Amusements	Owner	402 S Pacific Ave	Pending
LB-170620-D	C&N Gutzman	Contractor	201 N Ocean Beach Blvd	Issued
LB-170623	Sampair, Stan & Karen	Owner	401 N Oregon Ave	Issued
LB-170629	Mukensnabl, Steve	Owner	1309 S Ocean Beach Blvd	Pending
LB-170705	Minto, Charles	Owner	2301 N Washington Ave	Issued
LB-170706	Smith, Dorothy	Owner	309 SE 9th St	Issued
LB-170922	Trusty, Glenn & Hillary	Owner	106 SW Sid Snyder Dr	Issued
LB-170927	Islander Roofing	Contractor	102 NW 6th ST	Issued
<b>Type Total</b>				<b>16</b>
<b>Grand Total</b>				<b>138</b>

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Permit Directory

The report is accessible at the following address:

[http://l-finance/ReportServer\\_VISIONSQL?%2FVision%20Reporting%20Services%2FPermits%2FPermit%20Directory&ApplicantLike%30000-0000-0000-0000-000000000000&PropertyLike%3Aisnull=True&PrintParameters=0&rs%3AParameterLanguage=en-US](http://l-finance/ReportServer_VISIONSQL?%2FVision%20Reporting%20Services%2FPermits%2FPermit%20Directory&ApplicantLike%30000-0000-0000-000000000000&PropertyLike%3Aisnull=True&PrintParameters=0&rs%3AParameterLanguage=en-US)

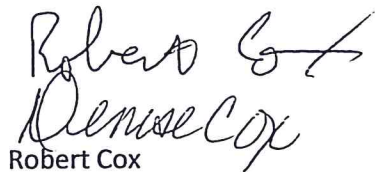
Robert and Denise Cox  
7220 Lillooet Loop  
Aberdeen, WA 98520

David Glasson  
City Administrator  
Long Beach, Washington

Mr. Glasson,

Per our recent correspondence, I am requesting the City of Long Beach vacate the Right of Way on the North half of 17<sup>th</sup> Street North, West of Ocean Beach Boulevard. The topography of this undeveloped right of way would be a natural addition to our current property holding.

I have researched property values on the county website. Our neighbors to the north own a 25' strip of property appraised at \$10,000. This property has a better topography than the land we are requesting the city to vacate. I would therefore propose a \$5,000 purchase price.

Handwritten signatures of Robert Cox and Denise Cox. Robert's signature is above Denise's, both in cursive script.

Robert Cox  
Denise Cox  
Property Owners at  
1701 Ocean Beach Boulevard North





# United States Department of the Interior

FISH AND WILDLIFE SERVICE  
911 NE 11<sup>th</sup> Avenue  
Portland, Oregon 97232-4181



In Reply Refer To:  
FWS/NWRS/LNDS

DEC 08 2017

LA- Washington  
Willapa National Wildlife Refuge  
CITY OF LONG BEACH (7)

City of Long Beach  
Attn: David Glasson  
P.O. Box 310  
Long Beach, WA 98631

Dear Mr. David Glasson:

As you requested, the U. S. Fish and Wildlife Service (FWS) obtained a fair market value appraisal (FMV) and corresponding FMV "just compensation" amount for your consideration. This FMV is the basis for the FWS Agreement to purchase your property consisting of approximately 16.7 acres located within the boundary of Willapa National Wildlife Refuge (Willapa NWR). Below is a brief description of documents we have enclosed related to the proposed acquisition:

1. **Statement of Just Compensation** - This statement sets out the basis of our offer. The total amount of our offer is \$33,400.00.
2. **Agreement for the Purchase of Lands (Agreement)** - Enclosed is an original and copy of the Agreement. If you find it acceptable, please date the Agreement as provided on Page 1, sign on **Page 4** as your names appear, and return the signed original Agreement to me. The copy is for your files.
3. **Landowner's Certificate** - This certificate pertains to any knowledge you might have regarding contaminants or unrecorded rights. Please read, sign, date, and return the original to me.
4. **Relocation Assistance Information** - A brochure can be found at the following website: [https://www.fhwa.dot.gov/real\\_estate/publications/rights/yourrights.pdf](https://www.fhwa.dot.gov/real_estate/publications/rights/yourrights.pdf). This brochure describes the provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act (Public Law 91-646). This is the act that authorizes us to pay eligible costs incidental to the transfer of title and eligible costs associated with moving personal property. The regulations for the Public Law 91-646 can be found at: <https://www.gpo.gov/fdsys/pkg/FR-2005-01-04/pdf/05-6.pdf>.

5. **Title Commitment** – This is a copy of the Commitment for Title Insurance, issued by Pacific County Title Company as an Agency for Old Republic National Title Insurance Company. This is being attached for your reference and as reference to the legal description for the property.

Please review the enclosed material. If you have any questions or want additional information, please feel free to call me on our toll free line at 1-800-662-8933 or my direct line at 503-231-6213. Thank you again for your continuing cooperation.

Sincerely,

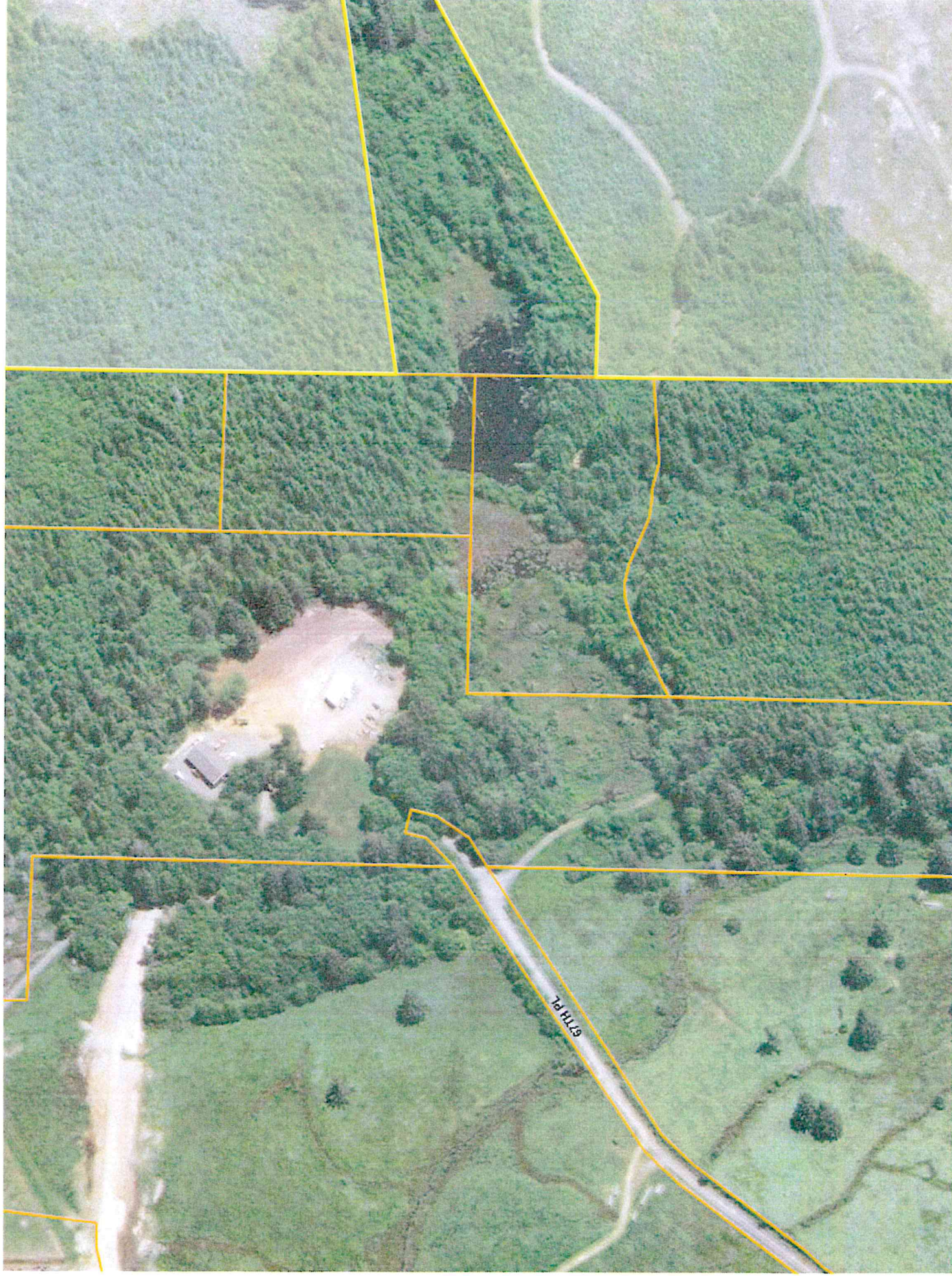
A handwritten signature in dark ink, consisting of a series of fluid, connected loops and strokes, representing the name Charles Parrott.

Charles Parrott  
Realty Specialist

Enclosures

cc w/o enclosure: Project Leader, Willapa NWR









STATE OF WASHINGTON  
DEPARTMENT OF ECOLOGY

PO Box 47775 • Olympia, Washington 98504-7775 • (360) 407-6300  
711 for Washington Relay Service • Persons with a speech disability can call 877-833-6341

December 19, 2017

Mr. David Glasson, City Administrator  
City of Long Beach  
PO Box 310  
115 Bolstad Avenue W.  
Long Beach, WA 98631

Re: City of Long Beach Biosolids Treatment and Management Engineering Report, (Gray & Osborne Engineers), December 2017

Dear Mr. Glasson:

Pursuant to RCW 90.48.110 and WAC 173-240-030, the above-referenced engineering report has been reviewed and is hereby **APPROVED**. One copy of the approved document (or its cover page) is being returned for your records.

Plans and specifications for projects described in this approved engineering report must be submitted and approved prior to start of construction in accordance with WAC 173-240-030. Plans and specifications which deviate from the approved engineering report will not be approved unless the report is so amended and approved.

In our review of the final plan we noted that the city will be able to store compost for about two months under year 2030 design conditions, and presumably longer given current flows and loadings. It appears to us that the city will need to move compost off the treatment plant property within a few months of generation and should have in place agreements with end users that allow it to do so.

If you have any questions concerning this approval, please telephone Al Bolinger at (360) 407-6319.

Sincerely,

Rich Doenges  
Southwest Region Manager  
Water Quality Program


Enclosure: Stamped Biosolids Treatment and Management Engineering Report

cc: Nancy Lockett, Engineering Consultant  
Don Zuern, Public Works Director, City of Long Beach  
John Goulter, Wastewater Plant Supt., City of Long Beach  
Dave Dougherty, Ecology/SWRO  
Kelsey Dunne, Ecology/SWRO



**Southwest Regional Office  
Water Quality Program**

**Recommendation to Approve or Deny Engineering Report**

TO: Richard Doenges, Southwest Region Manager  
FROM: Al Bolinger, P.E.   
THROUGH: Greg Zentner, P.E., Municipal Operations Unit Supervisor  
DATE: December 22, 2017

The following engineering report was submitted to the Department of Ecology for review and approval as required by Chapter 173-240 of the Washington Administrative Code:

NAME OF REPORT: Biosolids Treatment and Management Engineering Report  
OWNER/OPERATOR: City of Long Beach  
PREPARED BY: Gray & Osborne, Inc.  
DATE SUBMITTED: Received November 30, 2017

As a licensed engineer in the State of Washington, I reviewed the report against the following review standards:

To be approved, an engineering report must demonstrate that the wastewater collection, treatment, and disposal facilities proposed will be designed, constructed, operated, and maintained to meet effluent limits and conditions of a NPDES or state waste discharge permit, be consistent with good engineering practice, and adequately protect the quality of state waters. Municipal facility documents are also examined for reasonable consistency with the state *Criteria for Sewage Works Design*.

Detailed findings, comments, or questions, if any, are attached to this memo. I hereby recommend the following disposition:

RECOMMENDATION: Approve

  
\_\_\_\_\_  
Signature of Review Engineer

26034 6-27-18  
License Number Expiration Date

**Recognized Design Capacity for the System Described\***

	Flow MGD	TSS lb/day	BOD lb/day	Other lb/day
Peak Day	1.91			
Maximum Month		0.791	1560	1690

\*For use where applicable and determined by review – list pollutants for which a design loading is established

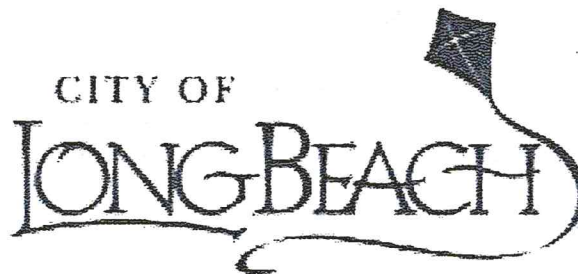
The above referenced planning document evaluated the best approach to process and utilize the biosolids from the Cities of Long Beach and Ilwaco. The proposed facilities are to be built at the Long Beach STP site. Several alternatives to produce either Class A and/or Class B biosolids were evaluated. The City chose to produce Class A biosolids by in-vessel composting. In that process, aerobically digested sludge is partially de-watered using a screw press, mixed with wood chips and then fed into an enclosed compost vessel for three weeks of processing. The finished product can be used on agricultural land or after further curing by homeowners. The city's storage/curing building has two months of storage capacity under design (2030) conditions so the city will need to be able move the compost off of the treatment plant site in that time frame. The total capital cost of the project is \$7.6 million. It's the most costly option, but also the most reliable and long term solution.



# CITY OF LONG BEACH

PACIFIC COUNTY

WASHINGTON



## BIOSOLIDS TREATMENT AND MANAGEMENT ENGINEERING REPORT

RECEIVED

NOV 30 2017

W. W. Department  
of Ecology (SWRO)

REVIEWED BY: <i>al. Boringh</i>	APPROVED BY: <i>Dan</i>
12/20/17	DATE 12/21/17
DEPARTMENT OF ECOLOGY WATER QUALITY PROGRAM SOUTHWEST REGIONAL OFFICE	

G&O #17483  
NOVEMBER 2017



**Gray & Osborne, Inc.**  
CONSULTING ENGINEERS

## David Glasson

---

**From:** Katie Madsen <katiem@wciapool.org>  
**Sent:** Thursday, December 21, 2017 4:19 PM  
**To:** Katie Madsen  
**Subject:** Open Government Training Act- Training Options

### Hello WCIA Delegates and Alternates,

We have received inquiries from Members regarding training options for newly elected officials and those wanting a refresher training on the required Washington Open Government Training Act. We put together a list of multiple resources with online training programs that will help fulfill the training requirement. Below is a list of suggested resources:

#### **Association of Washington Cities (AWC)**

OPMA: <https://www.awcnet.org/TrainingEducation/eLearning/OPMAeLearning.aspx>

PRA: <https://www.awcnet.org/TrainingEducation/eLearning/praeLearning.aspx>

#### **Washington Attorney General's Office**

<http://www.atg.wa.gov/opengovernmenttraining.aspx>

#### **Washington Department of Commerce:**

<http://www.commerce.wa.gov/serving-communities/growth-management/short-course/>

#### **MRSC offers OPMA and PRA Practice Tips and Checklists:**

<http://mrsc.org/Home/Explore-Topics/Legal/Open-Government/OPMA-and-PRA-Practice-Tips-and-Checklists.aspx>

**Note:** WCIA's Open Government Training Act currently available through LocalGovU will no longer be available starting on January 1, 2018.

We suggest you check out the options listed above for other training options.

Sincerely,

#### **WCIA Member Services**

Main: 206.575-6046  
P.O. Box 88030  
Tukwila, WA 98138  
[memberservices@wciapool.org](mailto:memberservices@wciapool.org)





## David Glasson

---

**From:** Chris Pegg <chris.pegg@hoswwa.org>  
**Sent:** Thursday, December 28, 2017 2:43 PM  
**To:** David Glasson  
**Subject:** seller rejecting offer

David,

The seller of the additional site has rejected our offer to pay for half of the cleanup and put 21,000 in escrow. Is the City Council hard and fast on the parking on that site? If so, we may not be able to develop the site. Please find out for me. The sellers apparently want us to pay for the entire cleanup and I don't know where the funding will come from for that. Does the City have any funds to assist with clean up?

Chris



*Connecting People to Homes, Hope and Opportunities*

Christina M. Pegg, CEO  
Housing Opportunities of SW Washington  
820 11th Ave.  
Longview, WA 98632  
360-423-0140, ext. 15

*This email and your response may be subject to public disclosure under the Washington State Public Records Act.*

## David Glasson

---

**From:** Kim Bradford <kim.bradford@pdc.wa.gov>  
**Sent:** Friday, December 29, 2017 10:47 AM  
**To:** David Glasson  
**Subject:** RE: Financial affairs disclosure

One other piece of information that might be helpful is RCW 42.17A.135. That is the statute that exempts elected officials in only those districts that fall below 1,000 registered voters from having to file financial disclosure forms with the PDC.

Kim Bradford

**From:** Kim Bradford  
**Sent:** Friday, December 29, 2017 10:16 AM  
**To:** 'dglasson@longbeachwa.gov' <dglasson@longbeachwa.gov>  
**Subject:** Financial affairs disclosure

Hi David,

Thanks so much for speaking with me this morning. Here is some information about the F-1 form that will be required of City of Long Beach elected officials beginning in 2018.

A broad introduction for first-time filers: <https://www.pdc.wa.gov/learn/reporting-personal-financial-information>

More detailed instructions for filers: <https://www.pdc.wa.gov/learn/publications/personal-financial-affairs-disclosure-instructions>

The F-1 form and F-1 Supplement if necessary:

<https://www.pdc.wa.gov/learn/forms/f-1-personal-financial-affairs-statement>

<https://www.pdc.wa.gov/learn/forms/f-1-supplement-page>

The electronic filing option:

<https://web.pdc.wa.gov/F1/Login.aspx>

We will be contacting you in January to get a list of your elected officials and their contact information. Once that information is in our system and we've created placeholders for their reports, we will begin sending reminders to the elected officials that they need to file the F-1. The report covers the 2017 calendar year and is due April 16, 2018.

Please let me know if you have any questions.

Kim Bradford  
Public Disclosure Commission  
360-664-2737

## FAQs - Reporting Personal Financial Information

### Who must file a personal financial affairs statement?

- A candidate running for an office in a jurisdiction with at least 1,000 registered voters (candidates in jurisdictions with fewer voters file if they raise or expect to raise at least \$5,000)
- Elected officials and individuals appointed to fill unexpired terms in jurisdictions with at least 1,000 registered voters
- State agency directors
- Members of state boards & commissions
- Legislative and gubernatorial professional staff
- State 4-year university & college presidents, regents, and trustees
- Community college district & campus presidents and trustees
- Technical college trustees
- Charter school directors

### When are reports due?

- Candidates file within two weeks of becoming a candidate.
- An individual appointed to position required to file must file the initial report within two weeks of the appointment.
- Office holders file annually, on April 15, for as long as the person holds office.

### Where do I file PDC reports?

All filers submit their reports to the PDC.

King, Pierce, and Snohomish Counties and the City of Seattle have enacted and enforce local filing requirements. [Get more information ...](#)

### What is the "reporting period?"

If you are a candidate, your reporting period is the previous 12 months from the date you are filing the F1. If you are newly appointed to an elected office or state appointive office, your reporting period is the previous 12 months from your effective appointment date. If you are an annual filer, your reporting period is the previous calendar year.

### I'm running for a volunteer office. Why do I have to provide such in-depth, personal information?

Washington's disclosure laws, including the F-1 filing requirement, were enacted by voters through the initiative process. The F-1 basically serves as a conflict of interest statement. Completing it allows you the chance to review your assets and property holdings each year so that you might be aware when conflicts arise. It also allows the public an opportunity to review whether officials might appear to have conflicts.

### Will my report be available online?

No. F-1s are public records, however, and they are provided upon request.

### Can I have the filing requirement waived?

Not entirely. The Public Disclosure Commission may modify the reporting requirements to exempt you from completing a particular section(s) of the report, if it decides that the law works a "manifestly unreasonable hardship on the filer" and the "modification will not frustrate the purposes" of the disclosure law. Requests for modification typically come from people who are partners in or owners of a business who would face a competitive disadvantage by disclosing the names of their business customers or from individuals.

Additional information: [Reporting modification standards](#), [reporting modification application](#)

### Are instructions online?

Yes. [Personal Financial Affairs Reporting Instructions](#)

### Do I have to file electronically?



Efiling is encouraged, but not required. We will save your information from your last efiled report. Most people appreciate the convenience that efilings provides.

Can I print forms from the website?

Yes.

- [F-1](#) and [F-1 Supplement](#) forms
- [F-1A](#) form

When can I use the short form?

The F-1A is a convenience that the PDC offers for F-1 filers who mail reports. The F-1A may be used to fulfill the annual filing requirement three out of four consecutive years, provided the filer has filed a full F-1 within the last four years and there are no changes or only minor changes to the information on the full report.

Efilers simply review their saved information, make any necessary edits, and submit the report, without thinking about which form they should use.

Are there common mistakes I want to avoid?

- Efilers filing an annual report should “start a new report” rather than amend. (Amend is used to correct information on earlier reports.)
- List each reportable investment, stock, mutual fund, 401K profit sharing plan, etc. that you owned at any time during the reporting period.
- Furthermore, itemize the holdings of investment accounts, such as mutual funds, IRAs, 401K plans, deferred compensation accounts, etc., if you made the buy and sell decisions for the account.
- When reporting asset values, always use the letter codes that represent dollar ranges and use the code that represents the highest value during the reporting period.
- Never include account numbers.
- In the space provided, be sure to include the office that you are running for, were appointed to, or hold.
- In the space provided, always list your spouse or registered domestic partner. Do not name your dependents, unless there is information to report for them.

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Source URL: <https://www.pdc.wa.gov/print-faqs-reporting-personal-financial-information>

MENU

> [Home](#) > [Guides and training videos](#) > [Personal Financial Affairs Disclosure Instructions](#) > [Basic Information](#)

## Basic Information

Preparing a financial affairs statement cannot be done casually, but neither should it be seen as a task that is overwhelming or somehow beyond the ability of any person who is, or seeks to be, a public official. Completing the statement will take time and a thorough review of your finances and investment holdings. This instruction manual will help, but it may not answer all your questions. You are encouraged to contact the Public Disclosure Commission (PDC) staff or your attorney for guidance on how to report special situations.

We recommend you look at the [F-1](#) and [F-1 Supplement](#) forms and then read the instructions carefully before completing each section of the report.

State officials needing information about the state Ethics Law are reminded that PDC has no authority to advise them regarding the acceptability of gifts or other items. Contact either the [Executive Ethics Board](#) (360/664-0871), the [Legislative Ethics Board](#) (360/786-7540) or the [Commission on Judicial Conduct](#) (360/753-4585).

**Each F-1 you file must include certain financial information for you, your spouse or registered domestic partner, your dependent children and other dependent relatives if they lived with you during the reporting period.** In other words, include information regarding dependent children regardless of where they lived. (Do not report information about independent adult children who lived at home or away from home.) Include information about other dependent relatives only if they lived with you.

This booklet contains general information, section-by-section instructions for completing the forms. The section-by-section format consists of a quotation from the statute, an explanation of the statutory language, and an example.

The amounts of the reporting thresholds and dollar codes were most recently adjusted for inflation in January 2015 ([WAC 390-24-301](#)).

If you have questions, comments or suggestions on ways to improve these instructions, please contact the PDC. If you write to us with questions, also include a daytime telephone number.

## Why We Have Financial Disclosure

In 1972, nearly one million Washington residents -- or 72% of the voters -- supported an initiative designed to bring more openness and accountability to this state's political process. With the adoption of that initiative, the voters declared that the personal and business finances of elected officials should be disclosed and available for public review. Four years later, voters reaffirmed this position on financial disclosure when they added state-level appointed officials to the list of persons who must file these disclosure reports.

Filing reports that disclose financial interests and holdings is more than a formality. It's a means for the public to have tangible proof that officials are acting in the public interest and not for their private gain. Conversely, completing the reports gives officials an opportunity annually to review their holdings and be more sensitive to subjects that might pose an actual or perceived conflict of interest.

Conflict of interest or ethics laws has been on the books for generations. They stem from common law and the biblical caution that "no man can serve two masters." These laws and their inherent prohibitions go hand-in-hand with financial disclosure. Each is virtually meaningless without the other.

## What To Do In Case Of A Conflict

If, during the preparation of your financial affairs report or later while serving in public office, you think you may have a conflict of interest, PDC suggests the following course of action:

- Take no action until it's decided whether you have a conflict.
- Seek advice from your agency attorney, your jurisdiction's ethics agency, your own attorney or the State Auditor's Office.
- Discuss the matter with members of your government agency. Inform them of the potential or actual conflict.
- The Public Disclosure Commission has no legal authority to consider whether an action does or does not constitute a conflict of interest or a violation of any state or local ethics law.

- 
- [Who Files The F-1](#)
  - [When To Report](#)



- [Where To Report](#)
- [Filing Options](#)
- [Reporting Modification](#)

[◀ Personal Financial Affairs Disclosure Instructions](#)

[up](#)

[Who Files The F-1 ▶](#)

## Public Disclosure Commission

711 Capitol Mall, S.E. 200

PO Box 40302

Olympia, WA 98504-0302

Toll Free (877) 601-2828

Phone (360) 753-1111

Fax (360) 753-1112

Email [pdc@pdc.wa.gov](mailto:pdc@pdc.wa.gov)

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