



AGENDA – Monday, April 2, 2018

6:00 p.m. Workshop

7:00 p.m. City Council Meeting

Long Beach City Hall
115 Bolstad Avenue West

6:00 WORKSHOP

WS 18-07

Skateboard Park Update – TAB A

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

Call to order
And roll call

Mayor Phillips, Council Member Linhart, Council Member McGuire,
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, March 19, 2018 City Council Meeting
- Payment Approval List for Warrant Registers 57739-57762 & 83155-83229 for \$216,096.72

BUSINESS

- **AB 18-23 - Resolution 2018-04 Extension of Comprehensive Plan Deadline – TAB C**
- **AB 18-24 - SUP 2018-04 LB Amusements – TAB D**
- **AB 18-25 – Contract Amendment with EMD for Phase 1 of the Berm – TAB E**
- **AB 18-26 – Ordinance 951 Vacation of Right-of-Way 10th ST N for JPCHA – TAB F**
- **AB 18-27 – Resolution 2018-05 Declaration of Emergency – TAB G**
- **AB 18-28 – Proposal for Vegetation Management Plan & CAO Update – TAB H**

DEPARTMENT HEAD ORAL REPORTS

CORRESPONDENCE AND WRITTEN REPORTS – TAB I

- Pacific County Tourism Bureau 2018-2022 Strategic Marketing Plan
- Thank You Letter from the Washington State Northern Idaho Moose Association
- Mayor's Legislators Meetings
- Long Beach Peninsula Visitors Bureau Board of Directors Meeting Minutes
- Jurassic Parliament – How to Handle Public Comment
- Sales Tax Collections
- Lodging Tax Collections
- State of Washington DOH Public Water System Operating Permit

FUTURE CITY COUNCIL MEETING SCHEDULE

The Regular City Council meetings are held the 1st and 3rd Monday of each month at 7:00 PM and may be preceded by a workshop.
April 16, 2018, May 7, 2018 & May 21, 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 18-07

Meeting Date: April 2, 2018

AGENDA ITEM INFORMATION

<i>SUBJECT: Update on Skateboard park Project</i>	<i>Originator:</i>	
	Mayor	
	City Council	
	City Administrator	DG
	City Attorney	
	City Clerk/Treasurer	
	City Engineer	
	Community Development Director	
	Events Coordinator	
	Fire Chief	
	Police Chief	
	Streets/Parks/Drainage Supervisor	
	Water/Wastewater Supervisor	
<i>COST: N/A</i>		

SUMMARY STATEMENT: The group leading the efforts to build a skateboard park wants to update the Council on progress and challenges.

TAB - B

LONG BEACH CITY COUNCIL MEETING

March 19, 2018

6:00 COUNCIL WORKSHOP

WS 18-05- Discovery Trail signage & electric bike discussion.

WS 18-06- HB 6010 Update / Sales Tax

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

PUBLIC COMMENT

Mitzi Cady commented on the amusement rides.

CONSENT AGENDA

Minutes, March 5, 2018 City Council Meeting

Payment Approval List for Warrant Registers 57701-57734 & 83073-83154 for \$246,827.89

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

BUSINESS

AB 18-22- Design Review for Pioneer Storage

David Glasson, City Administrator, presented the Agenda Bill. The Planning Commission reviewed this and approved it with conditions, but allowed building C without a façade. This would allow building C to more closely match the existing Pepsi warehouse.

C. Linhart made the motion to approve the design review as recommended by the Planning Commission. C. Cline seconded the motion; 5 Ayes, motion passed.

DEPARTMENT HEAD ORAL REPORTS

CORRESPONDENCE AND WRITTEN REPORTS

- Correspondence – RCO Acceptance of Recreation and Open Space Plan
- Correspondence – DOE Grant/Loan for Engineering Report
- Correspondence – McKean Customer appreciation
- Correspondence – AWC Wellcity Awards
- Police, Water, Sewer & Parks Monthly Reports for February 2018

ADJOURNMENT

The Mayor adjourned the meeting at 7:14 p.m.

Mayor

ATTEST:

City Clerk



Warrant Register

Check Periods: 2018 - March - 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
57739	Bell, Helen S	3/20/2018	\$306.72
57740	Binion, Jacob	3/20/2018	\$1,769.17
57741	Booi, Kristopher A	3/20/2018	\$1,527.93
57742	Cox, Mallory E	3/20/2018	\$162.43
57743	Gilbertson, Bradley K	3/20/2018	\$1,508.13
57744	Goulter, John R.	3/20/2018	\$1,808.94
57745	Huff, Timothy M.	3/20/2018	\$1,604.75
57746	Kemmer, Larry L	3/20/2018	\$1,378.13
57747	Luehe, Paul J	3/20/2018	\$1,557.97
57748	Miller, Matt W	3/20/2018	\$1,396.61
57749	Mortenson, Tim	3/20/2018	\$2,174.00
57750	Padgett, Timothy J	3/20/2018	\$1,559.74
57751	Pursell, Whitney J	3/20/2018	\$1,013.47
57752	Wood, Matthew T	3/20/2018	\$1,517.88
57753	Wright, Flint R	3/20/2018	\$2,709.18
57754	Zuern, Donald D.	3/20/2018	\$2,224.72
57755	AFLAC	3/20/2018	\$385.50
57756	City of Long Beach - Fica	3/20/2018	\$11,907.28
57757	City of Long Beach - FWH	3/20/2018	\$7,712.55
57758	Dept of Labor & Industries	3/20/2018	\$2,017.31
57759	Dept of Retirement Systems	3/20/2018	\$14,536.11
57760	Dept of Retirement Systems Def Comp	3/20/2018	\$2,100.00
57761	Massmutual Retirement Services	3/20/2018	\$575.00
57762	Teamsters Local #58	3/20/2018	\$183.50
83155	Tangly Cottage Garden	3/16/2018	\$1,081.00
83156	Gray, Karen	3/19/2018	\$143.00
83157	Ostgaard, Loretta	3/19/2018	\$423.74
83158	Tardiff, Donald W	3/19/2018	\$95.82
83159	Discovery Benefits, Inc.	3/20/2018	\$450.00

Execution Time: 8 second(s)

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Register

Page 1 of 3

83160	Bank of The Pacific	3/21/2018	3/21/2018	\$9,738.67
83161	CenturyLink	3/21/2018	3/28/2018	\$1,348.95
83162	Dennis Company	3/21/2018	3/22/2018	\$441.60
83163	Ellyson, Sue	3/21/2018		\$39.97
83164	EverBank	3/21/2018	3/28/2018	\$227.58
83165	Galls, LLC	3/21/2018	3/26/2018	\$129.93
83166	SUNSET AUTO PARTS, INC	3/21/2018	3/26/2018	\$594.76
83167	Kitzman, Mike	3/14/2018	3/23/2018	\$374.69
83168	Bonney, Matt	3/23/2018	3/27/2018	\$446.86
83169	Glasson, David	3/27/2018	3/30/2018	\$98.10
83170	Hendrickson, Dave	3/30/2018		\$147.34
83171	Lawhead, Anita	3/30/2018		\$13.82
83172	Lawhead, Donald	3/30/2018		\$13.82
83173	Poulos, Amy	3/30/2018		\$69.95
83175	All Safe Mini Storage	3/30/2018		\$190.00
83176	Alpine Products Inc	3/30/2018		\$2,011.45
83177	ALS Group USA, Corp.	3/30/2018		\$25.00
83178	AlSCO-American Linen Div.	3/30/2018		\$108.78
83179	Arbor Day Foundation	3/30/2018		\$25.00
83180	Arts Auto Parts Inc.	3/30/2018		\$77.97
83181	Astoria Janitor & Paper Supply	3/30/2018		\$2,519.68
83182	At&t Mobility	3/30/2018		\$84.11
83183	Backflow Management Inc	3/30/2018		\$1,503.75
83184	Bobcat of Portland	3/30/2018		\$73.34
83185	Box-K Auto Repair Inc	3/30/2018		\$152.49
83186	Cascade Recreation, Inc	3/30/2018		\$2,924.64
83187	Chevron & Texaco Business Card Services	3/30/2018		\$2,000.00
83188	Chinook Observer	3/30/2018		\$381.50
83189	Cole Industrial, Inc.	3/30/2018		\$650.15
83190	Department of Labor and Industries	3/30/2018		\$446.31
83191	Department of Licensing - Firearms Section	3/30/2018		\$18.00
83192	Department of Retirement	3/30/2018		\$25.00
83193	Emergency Medical Products, Inc	3/30/2018		\$278.01
83194	Evergreen Septic Inc	3/30/2018		\$280.00
83195	Evergreen Septic Pumping LLC	3/30/2018		\$608.06
83196	Fastenal Industrial & Construction	3/30/2018		\$225.69
83197	Ford Electric	3/30/2018		\$2,807.66
83198	Gray & Osborne	3/30/2018		\$7,222.46
83199	Gray, Karen	3/30/2018		\$651.44
83200	H. D. FOWLER	3/30/2018		\$52,909.93
83201	Hach Company	3/30/2018		\$6,184.93
83202	Inspired Results	3/30/2018		\$108.59
83203	IPMA-HR	3/30/2018		\$472.00
83204	KEYBANK	3/30/2018		\$10,254.25
83205	Lakeside Industries, Inc.	3/30/2018		\$257.88
83206	Lawson Products, Inc.	3/30/2018		\$404.35

83207	Ostgaard, Travis	3/30/2018	\$15.00
83208	Pacific County Auditor	3/30/2018	\$34.00
83209	Pacific County Health & Human Services	3/30/2018	\$353.40
83210	Pacific County Sheriffs	3/30/2018	\$10,087.50
83211	Pacific Office Automation	3/30/2018	\$173.27
83212	PagerFreezer Software, Inc.	3/30/2018	\$3,788.00
83213	Photo'neil	3/30/2018	\$236.52
83214	Public Utility District 2	3/30/2018	\$10,635.94
83215	Rosemount Analytical	3/30/2018	\$2,449.75
83216	Ryan Herco Products Corp	3/30/2018	\$49.07
83217	Society for Human Resource Management	3/30/2018	\$209.00
83218	Standard Insurance Co.	3/30/2018	\$2,162.54
83219	State Auditor's Office	3/30/2018	\$475.50
83220	Traffic Safety Supply Co.	3/30/2018	\$118.60
83221	Unum Life Insurance	3/30/2018	\$86.40
83222	Usa Blue Book	3/30/2018	\$338.70
83223	Verizon Wireless	3/30/2018	\$594.83
83224	Wadsworth Electric	3/30/2018	\$449.70
83225	Washington State Parks	3/30/2018	\$225.00
83226	Waterhouse Environmental Services Corp.	3/30/2018	\$6,900.89
83227	Wilcox & Fiegel Oil Co.	3/30/2018	\$673.03
83228	Wirkkala Construction	3/30/2018	\$594.50
83229	Zee Medical Service Co.	3/30/2018	\$46.54

Total	Check	\$216,096.72
Grand Total		\$216,096.72

TAB - C



**CITY COUNCIL
AGENDA BILL
AB 18-23**

Meeting Date: April 2, 2018

AGENDA ITEM INFORMATION

SUBJECT: Resolution
2018-04 Extending the
Comprehensive Plan
Update to June of 2020

Originator:

Mayor

City Council

City Administrator

City Attorney

City Clerk/Treasurer

City Engineer

Community Development Director

AS

Fire Chief

Police Chief

Streets/Parks/Drainage Supervisor

Water/Wastewater Supervisor

COST: N/A

Other:

SUMMARY STATEMENT: This resolution extends the mandatory update for the City of Long Beach's Comprehensive Plan and Development Regulations. Since the rate of growth in the City limits is well below 17% RCW 36.70A.130(6)(f) allows for a two-year extension to complete a full Comprehensive Plan Update.

RECOMMENDED ACTION: Approve Resolution 2018-04 extending the City of Long Beach Comprehensive Plan update to June of 2020.

RESOLUTION NO. 2018-04

**A RESOLUTION OF THE CITY OF LONG BEACH EXTENDING THE
DEADLINE FOR A COMPREHENSIVE PLAN UPDATE**

WHEREAS an update for Long Beach's comprehensive plan and development regulations is required by RCW 36.70A.130(5)(d) and is due June 30, 2018 and,

WHEREAS Long Beach's population in 2007 was 1,299. In 2017 it was 1,440. This is an increase of 10.9%. Since Long Beach has a population below 5,000 and the rate of growth is under 17%, the city is eligible for a two-year extension on updating their comprehensive plan and development regulations. See RCW 36.70A.130(6)(f) and,

WHEREAS the City of Long Beach requires additional time to carefully consider and craft an update to the comprehensive plan and development regulations,

NOW THEREFORE IT IS HERBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF LONG BEACH, WASHINGTON, that the deadline for the City of Long Beach to update the comprehensive plan and development regulations is hereby extended to June 30, 2020; and

IT IS FURTHER RESOLVED THAT review and consideration of the comprehensive plan and development regulations for the City of Long Beach shall be governed by WAC 365-196-610.

**PASSED BY THE CITY COUNCIL OF THE CITY OF LONG BEACH, AND SIGNED
IN AUTHENTICATION OF ITS PASSAGE THIS 2ND DAY OF APRIL, 2018.**

AYES NAYS ABSENT

ATTEST:

Jerry Phillips, Mayor

Helen Bell, City Clerk

TAB - D



**CITY COUNCIL
AGENDA BILL
AB 18-24**

Meeting Date: April 2, 2018

AGENDA ITEM INFORMATION

SUBJECT: Case No. SUP 2018-04 Request by the Long Beach Amusements to Utilize a Portion of the City Parking Lot	Originator:	
	Mayor	
	City Council	
	City Administrator	
	City Attorney	
	City Clerk	
	City Engineer	
	Community Development Director	AS
	Finance Director	
	Fire Chief	
	Police Chief	
	Streets/Parks/Drainage Supervisor	
	Water/Wastewater Supervisor	
	Other:	
COST: N/A		

SUMMARY STATEMENT: SUP 2017-07 was approved June 19, 2017 to allow the use of a portion of the City's property through October 31, 2017. An extension was granted in October of 2017 through March 31, 2018. That deadline has come and the owners of Long Beach Amusements have applied for another special use permit to continue to utilize the space. This extension was granted as the Council was under the impression that this use was temporary while work was being done to improve the applicant's property so they could permanently house the rides in the future. Please see the attached map.

RECOMMENDED ACTION: Approve/Deny SUP 2018-04 continuing to allow temporary use of City property with the condition to pay the city a monthly fee.

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 LB Amusements

Telephone 360-642-3482

Mailing Address PO box 836

Fax 360-642-

Long beach, Wa 98631

E-mail _____

PROPERTY OWNER INFORMATION (if different)

Name Chris Sumner

Telephone 503-791-1029

Mailing Address PO BOX 836

Fax _____

Long Beach, Wa 98631

E-mail _____

PROPERTY INFORMATION

Site Address 402 5th St 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 Chris Sumner

DATE 3/20/2018

OWNER SIGNATURE Chris Sumner

DATE 3/20/2018

Office Use Only

Received by [Signature]

Amount of fee paid \$

Date 3/21/18

Project No. SUP 2018-04

Conditional Use Permit Special

This permit is for the use of a 50 by 120 ft. piece of the city parking lot behind LB Amusements on 4th and Pacific Ave South. This would be for March thru October.

Chris Summers

TAB - E



**CITY COUNCIL
AGENDA BILL
AB 18-25**

Meeting Date: April 2, 2018

AGENDA ITEM INFORMATION

SUBJECT: EMD Contract Amendment	Originator:	
	Mayor	
	City Council	
	City Administrator	
	City Attorney	
	City Clerk	
	City Engineer	
	Community Development Director	AS
	Finance Director	
	Fire Chief	
	Police Chief	
	Streets/Parks/Drainage Supervisor	
	Water/Wastewater Supervisor	
	Other:	
COST: N/A		

SUMMARY STATEMENT: Due to the comments received during the EA comment period and the subsequent modeling requested the costs of Phase 1 have increased. This amendment takes money from Phase 2(construction) and adds it to Phase 1(planning/design) to cover the additional, unexpected costs. The City also requested an extension for another year to complete Phase 1, this extension has been approved by both FEMA and EMD. This amendment confirms the aforementioned contract term extension and funds reallocation.

RECOMMENDED ACTION: *Authorize the City Administrator to execute the contract amendment for HMGP D16-003.*

Washington State Military Department AMENDMENT

1. SUB-GRANTEE NAME/ADDRESS: City of Long Beach 115 Bolstad Avenue West (P.O. Box 310) Long Beach, WA 98631-0310		2. GRANT AGREEMENT NUMBER: <p style="text-align: center;">D16-003</p>	3. AMENDMENT NUMBER: <p style="text-align: center;">B</p>
4. SUB-GRANTEE CONTACT, NAME/PHONE/EMAIL: Ariel Smith Director of Community Development (360) 642-4421 asmith@longbeachwa.gov		5. DEPARTMENT CONTACT, NAME/PHONE/EMAIL: Tim Cook State Hazard Mitigation Officer (253) 512-7072 Tim.Cook@mil.wa.gov	
6. TIN or SSN: 91-6001455	7. CATALOG OF FEDEAL DOMESTIC ASST. (CFDA) #: 97.039 (HMGP)	8. FUNDING SOURCE NAME/AGREEMENT #: FEMA-4056-DR-WA-20-R	
9. FUNDING AUTHORITY: Washington State Military Department (Department) and Federal Emergency Management Agency (FEMA)			
10. DESCRIPTION/JUSTIFICATION OF AMENDMENT: Amend the grant agreement end date to March 5, 2019 pending receipt of FEMA extension approval letter.			
11. AMENDMENT TERMS AND CONDITIONS: 1. Change the Grant Agreement End Date from March 5, 2018 to March 5, 2019. 2. Change the overall grant agreement amount from \$449,500 F, S, L to \$483,338 F, S, L to comply with FEMA budget amendment approval letter of October 6, 2017. 3. Change the Project Development Schedule - see Attachment 1 for amended dates. This Amendment is incorporated in and made a part of the Grant Agreement. Except as amended herein, all other terms and conditions of the Grant Agreement remain in full force and effect. Any reference in the original Grant Agreement or an Amendment to the "Grant Agreement" shall mean "Grant Agreement as amended". The Department and Sub-grantee acknowledge and accept the terms of this Amendment as identified above, effective on the final date of execution below. By signing this Amendment, the signatories warrant they have the authority to execute this Amendment.			
IN WITNESS WHEREOF, the parties have executed this Amendment:			
FOR THE DEPARTMENT: <hr/> Signature _____ Date _____ Richard A. Woodruff, Contracts Administrator Washington State Military Department BOILERPLATE APPROVED AS TO FORM Brian E. Buchholz (signature on file) 1/28/2015 Assistant Attorney General		FOR THE SUB-GRANTEE: <hr/> Signature _____ Date _____ David Glasson, City Administrator APPROVED AS TO FORM (if applicable): <hr/> Signature _____ Date _____ Joel Penoyar, City Attorney	

Form Date: 10/27/00

PROJECT DEVELOPMENT SCHEDULE

Sub-Grantee: City of Long Beach
 PROJECT TITLE: City of Long Beach Tsunami Safe Haven Berm – Phase 1

<i>DESCRIPTION OF ACTIVITY/TASK</i>	<i>SCHEDULED COMPLETION DATE</i>
Public Participation	Ongoing – March 5, 2019
Site Acquisition (see Task 3)	4 months required – July 30, 2018
Site Investigation (See Task 4)	4 months required – July 30, 2018
Permitting (See Tasks 2 & 4)	6 months required – September 30, 2018
Engineering & Design (30% - See Task 5)	12 months required – February 28, 2019
Total Time Required to Complete Phase 1 of This Project: <u> 12 </u> months*	
Quarterly Reports Due on Project Progress, Final Project Report and all documentation, site visits and inspections.	April 15, 2018; July 15, 2018; October 15, 2018; January 15, 2019; April 15, 2019

* This schedule of this Phase 1 project is subject to the availability of regulatory permitting staff and the ability of regulatory agencies to process required permits in this timeframe. The City of Long Beach may require additional time to complete annotated tasks and will coordinate with WA EMD to assess the schedule on a quarterly basis to determine if a formal request for time extension needs to be submitted to FEMA.

TAB — F



**CITY COUNCIL
AGENDA BILL**

AB 18-26

Meeting Date: April 2, 2018

AGENDA ITEM INFORMATION

SUBJECT: Ordinance No. 951 amending Case No VAC 2015-01 – Partial Vacation of 10th and 11th Streets NE and Oregon Avenue N	Originator:	
	Mayor	
	City Council	
	City Administrator	
	City Attorney	
	City Clerk	
	City Engineer	
	Community Development Director	AS
	Finance Director	
	Fire Chief	
	Police Chief	
	Streets/Parks/Drainage Supervisor	
	Water/Wastewater Supervisor	
COST: NA	Other:	
SUMMARY STATEMENT: Council Passed Ordinance 907 on February 17, 2015 vacating portions of 10 th ST N, 11 th ST N and Oregon Ave N to the petitioner the Joint Pacific County Housing Authority as they needed the land to fulfill a parking requirement for the proposed low-income housing development. Since that time the JPCHA has purchased the lot on 10 th ST N and Pacific Hwy and thus needing that portion of 10 th ST N right-of-way vacated to meet the parking requirements. The Council has discussed this topic during workshops and Council meetings, the proposed Ordinance vacates the 200' portion between the highway and previously owned JPCHA property. Please see attached Ordinance and map.		
RECOMMENDED ACTION: Approve Ordinance No. 951 amending Ordinance 907 vacating portions of 10 th ST N, 11 th ST N and Oregon Ave N and granting the property to the Joint Pacific County Housing Authority.		

ORDINANCE No. 951

AN ORDINANCE OF THE CITY OF LONG BEACH, WASHINGTON, AMENDING ORDINANCE 907 PROVIDING FOR THE VACATION OF PORTIONS OF THE RIGHT-OF-WAY OF 10th STREET and 11th STREET NORTHEAST AND OREGON AVENUE NORTH, AND REPEALING ANY ORDINANCES IN CONFLICT

WHEREAS, RCW 35.79 allows for the vacation of city streets; and,

WHEREAS, the City of Long Beach has been requested to vacate three sections of rights-of-way; and,

WHEREAS, the City of Long Beach Unified Development Ordinance provides for a process by which owners of any real property abutting upon any street or alley may petition the City Council to make vacation of the right-of-way; and,

WHEREAS, the City Council adopts the following Findings of Fact:

1. **Petition.** The City Council finds the petition comprises the following:
 - 1.1 A letter from petitioner Joint Pacific County Housing Authority December 11, 2014, and subsequent and phone exchange on or about January 20, 2015.
 - 1.2 All other information contained in Case File No. VAC 2015-01.
2. **Procedures.** The Council finds the following procedures were followed:
 - 2.1 On December 11, 2014, petition was received by the City.
 - 2.2 On December 12, 2014, the City Administrator was notified.
 - 2.3 On December 17, 2014, a site visit was conducted with utility providers and City department heads. The Community Development Director consulted with City department heads, Public Utility District No. 2 of Pacific County, and CenturyTel regarding this ROW.
 - 2.4 On January 20, 2015, the City Council approved Resolution 2015-03, setting the time and place for a public hearing on the matter.
 - 2.5 On or soon after January 21, 2015, the City posted notice of the hearing at the subject site, the Long Beach post office, the Long Beach police station, and Long Beach City Hall. The City also requested the Chinook Observer publish the notice in its February 4 and 11, 2015, issues. The notice includes a statement of the proposal, a description of the land proposed to be vacated, as well as a map. The notice also includes instruction on how to submit comments on the proposal.
 - 2.6 On February 17, 2015, the Long Beach City Council opened and conducted a public hearing at or soon after 7 PM to take public comment on this matter.

- 2.7 The JPCHA purchased parcel number 73011035001 on January 8, 2018, and thus amending the original petition submitted on December 11, 2014.
3. **Proposal.** The City Council finds the following regarding the proposed street vacations:
- 3.1 The petitioners request and City staff recommend that Council vacate the following, with transfer of title to the petitioners and all rights thereto:
- Northern twenty feet (20') of the right-of-way of 10th Street Northeast, west two hundred feet (200') from the right-of-way of Oregon Avenue North, 4,000 SF;
 - Southern twenty feet (20') of the right-of-way of 11th Street Northeast, west one hundred feet (100') from the right-of-way of Oregon Avenue North, 2,000 SF;
 - Western ten feet (10') of the right-of-way of Oregon Avenue North between 10th Street Northeast and 11th Street Northeast (two hundred feet [200']), plus twenty feet to the north and to the south, 2,400 SF.
- 3.2 The petitioners shall pay for all costs associated with this proposal, including but not limited to noticing fees and appraisal costs.
- 3.3 The petitioner shall pay the City up to a maximum of 50% of the appraised value of the subject property.
4. **Property characteristics.** The City Council finds the following regarding the subject property:
- 4.1 The subject property is the north and south 20' of the ROW of 10th and 11th Streets Northeast, respectively, from the western ROW of Oregon Avenue North westerly, plus the west 10' of the ROW of Oregon Avenue North between 10th Street Northeast and 11th Street Northeast (200'), plus 20' to the north and to the south. The subject property is Block 35, Lots 3-6, Tinker's Third Addition to Long Beach, Pacific County, Washington.
- 4.2 Characteristics of the property to which the vacated land would become part are as follows:
- 4.2.1 Each of the six parcels is 50' X 100'.
- 4.2.2 Lots 1 and 2 are developed but will be cleared. All other lots are graded but undeveloped with any buildings; a fenced community garden is located on Lots 5 and 6.
- 4.2.3 All six parcels are located within the B flood zone.
- 4.2.4 All six parcels are essentially flat.
- 4.2.5 All six parcels are served with City and utility services.
5. **Subject property land use and zoning.** The City Council finds the following regarding the land use and zoning of the property proposed for vacation:

- 5.1 The subject property is located adjacent to the RC—Residential Commercial zone pursuant to the City’s zoning regulations.
 - 5.2 The subject property is located adjacent to property designated RC—Residential Commercial on the future land use map of the Long Beach Comprehensive Plan.
 - 5.3 The current land use of the subject property is undeveloped with buildings; a community garden is located on the northern two of the JPCHA’s four parcels.
6. **Surrounding property land use and zoning.** The City Council finds the following regarding the land use and zoning of surrounding property:

AREA	LAND USE PLAN	ZONING	EXISTING CONDITIONS
NORTH	Residential Commercial	RC	RV Park
SOUTH	Residential Commercial	RC	Residence
EAST	Single-Family Residential	R1	Residence
WEST	Residential Commercial	RC	Closed auto repair shop and residence

7. **Services.** The City Council finds the following regarding services and utilities available to serve the proposed project:
- 7.1 Water is available from the City of Long Beach.
 - 7.2 Sewer is available from the City of Long Beach.
 - 7.3 Transportation: Existing 10th and 11th Streets Northeast and Oregon Avenue North are the primary ingress/egress for the subject property.
 - 7.4 Public Education is provided by the Ocean Beach School District.
 - 7.5 Electricity is available from Pacific County PUD No. 2.
 - 7.6 Solid Waste is available from Peninsula Sanitation, and service is already provided on Ocean Beach Boulevard North.
 - 7.7 Police and Fire are provided by the City of Long Beach Police and City of Long Beach Fire Departments.
 - 7.8 Medical and Emergency Facilities are provided by the City of Long Beach EMS, Medix Ambulance Service, and Ocean Beach Hospital District No. 3.
8. **City Staff and PUD input.** The City Council finds the following regarding staff and PUD input:
- 8.1 City staff identified 20’ along 10th and 11th Streets Northeast and 10’ along Oregon Avenue North as the appropriate width of the property to be vacated.
 - 8.2 City staff did not identify any conflicts regarding City services or utilities that cannot be rectified.

- 8.3 The PUD did not identify any conflicts regarding electrical services or facilities that could not be rectified.
- 8.4 CenturyTel had not responded to the City's request for input regarding telephone facilities at the time of this writing; there are communication facilities on a pole that will be relocated as part of the senior housing project.
- 9. **City's Comprehensive Plan.** The City Council finds the proposed project complies with the following relevant portions of the City's Comprehensive Plan:
 - 9.1 Goal 1-2, Urban Form.
 - 9.2 Goals 2-2 and 2-3, Land Use.
 - 9.3 Goal 3-1, Housing.
 - 9.4 Goal 4-7, Environment.
 - 9.5 Goal 8-3, Utilities.
- 10. **City's Unified Development Regulations.** The City Council finds the proposal complies with the following relevant portions of the City's Unified Development Regulations:
 - 10.1 11-6C-1(A), (C): Petition by owner.
 - 10.2 11-6C-2: Setting date for hearing.
 - 10.3 11-6C-3: Notice of hearing.
 - 10.4 11-6C-4: Hearing; ordinance of vacation.
 - 10.5 11-6C-6: Title to vacated street or alley.
 - 10.6 11-6C-7: Zoning of vacated street or alley.

WHEREAS, the City Council has adopted Resolution 2015-03 setting the time and place for the public hearing to determine the vacation request; and,

WHEREAS, the City has provided the required notification and publication of the public hearing; and,

WHEREAS, the subject portions of 10th and 11th Streets Northeast and Oregon Avenue North have been part of a dedicated City right-of-way for a period of twenty-five years or more; and,

WHEREAS, the abutting property owner will pay the City of Long Beach up to 50% of the Fair Market Value as provided for in RCW 35.79.030 and the City's Unified Development Code at 11-6C-5(C): Payment of Fair Market Value;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LONG BEACH DO ORDAIN AS FOLLOWS:

Section 1. Right-of-Way Vacated

The following right-of-way—the northerly twenty feet (20.0') of 10th Street Northeast from the western right-of-way of Oregon Avenue North westerly two hundred feet (200.0') plus the southerly twenty feet (20.0') of 11th Street Northeast from the western right-of-way of Oregon Avenue North westerly one hundred feet (100.0') plus the westerly ten feet (10.0') of Oregon Avenue North from the southern right-of-way of 11th Street Northeast to the northern right-of-way of 10th Street NE, plus 20 feet to the north and to the south—which will be joined with adjacent Lots 3 through 6, Block 35, Plat of Long Beach (Tinker's Third North Addition), Pacific County, Washington is hereby vacated and ownership shall be transferred to the abutting property owner, The Joint Pacific County Housing Authority. The area to be vacated is comprised of approximately 6,400 square feet. The legal description for the vacated right-of-way is:

1.1. 10th Street Northeast

FROM THE POINT OF BEGINNING; THE SOUTHEAST CORNER OF LOT NUMBER 4, BLOCK NUMBER 35 OF THE PLAT OF TINKER'S THIRD NORTH ADDITION TO LONG BEACH (BOOK D1 PAGE 25);

THENCE; WESTERLY PARALLELING THE EXISTING NORTHERN RIGHT-OF-WAY OF 10TH STREET NORTHEAST 200.0 FEET MORE OR LESS TO THE SOUTHWEST CORNER OF LOT NUMBER 1, BLOCK NUMBER 35 OF THE PLAT OF TINKER'S THIRD NORTH ADDITION TO LONG BEACH;

THENCE, SOUTHERLY 20 FEET;

THENCE EASTERLY 200 FEET MORE OR LESS TO THE WESTERN RIGHT-OF-WAY OF OREGON AVENUE NORTH;

THENCE; NORTHERLY 20 FEET TO THE POINT OF BEGINNING.

1.2. 11th Street Northeast

FROM THE POINT OF BEGINNING; THE NORTHEAST CORNER OF LOT NUMBER 5, BLOCK NUMBER 35 OF THE PLAT OF TINKER'S THIRD NORTH ADDITION TO LONG BEACH (BOOK D1 PAGE 25);

THENCE; WESTERLY PARALLELING THE EXISTING SOUTHERN RIGHT-OF-WAY OF 11TH STREET NORTHEAST 100.0 FEET MORE OR LESS TO THE NORTHWEST CORNER OF LOT NUMBER 6, BLOCK NUMBER 35 OF THE PLAT OF TINKER'S THIRD NORTH ADDITION TO LONG BEACH;

THENCE, NORTHERLY 20 FEET;

THENCE EASTERLY 100 FEET MORE OR LESS TO THE WESTERN RIGHT-OF-WAY OF OREGON AVENUE NORTH;

THENCE; SOUTHERLY 20 FEET TO THE POINT OF BEGINNING.

1.3. Oregon Avenue North

FROM THE POINT OF BEGINNING; A POINT ON THE WESTERN RIGHT-OF-WAY OF OREGON AVENUE NORTH 20 FEET NORTHERLY OF THE NORTHEAST CORNER OF

LOT NUMBER 5, BLOCK NUMBER 35 OF THE PLAT OF TINKER'S THIRD NORTH ADDITION TO LONG BEACH (BOOK D1 PAGE 25);

THENCE; EASTERLY 10 FEET;

THENCE; SOUTHERLY 240 FEET MORE OR LESS;

THENCE; WESTERLY 10 FEET MORE OR LESS TO A POINT ON THE EXISTING WESTERN RIGHT-OF-WAY OF OREGON AVENUE NORTH 20 FEET SOUTHERLY OF THE SOUTHEAST CORNER OF LOT NUMBER 4, BLOCK NUMBER 35 OF THE PLAT OF TINKER'S THIRD NORTH ADDITION TO LONG BEACH;

THENCE NORTHERLY PARALLELING THE EXISTING WESTERN RIGHT-OF-WAY OF OREGON AVENUE NORTH 240 FEET MORE OR LESS TO THE POINT OF BEGINNING.

Section 2. Severability Clause

If any provision of this Ordinance or its application to any person or circumstances is held invalid, the remainder of the Ordinance, or the application of the provision to other persons or circumstances is not affected.

Section 3. Repeal of Conflicting Ordinances

All existing Ordinances are hereby repealed insofar as they may be in conflict with this ordinance.

Section 4. Effective Date

This Ordinance shall be in full force and effect five days from and after its passage, approval, and publication in the manner required by law and shall be contingent upon the following conditions:

1. This vacation is conditional upon the JPCHA or its developer receiving funding for and proceeding to construct a low-income senior housing project on the receiving property, and right-of-way vacation and property transfer shall not occur until such funding is secured.
2. The petitioner shall pay for all costs associated with this partial ROW vacation.
3. If required by the Long Beach City Council, the petitioner shall cause to have a marketvalue appraisal made of the subject property at petitioner's expense, or alternatively agree to use the results of a recent valuation based on purchase of nearby property, unless this requirement is waived by the City Council.

4. If required by the Long Beach City Council, the petitioner shall pay the City of Long Beach up to 50% of the market value of the subject property.
5. The petitioner shall grant any required easements for utilities currently located in the areas proposed to be vacated that will, as a result of vacation, be located on the petitioner's property. The petitioner shall prepare such easements, shall record them with Pacific County, shall provide the City a copy of all such easements, and shall provide a copy of any relevant easement to a non-city utility affected in this manner.

Passed this 2nd day of April, 2018.

AYES

NAYS

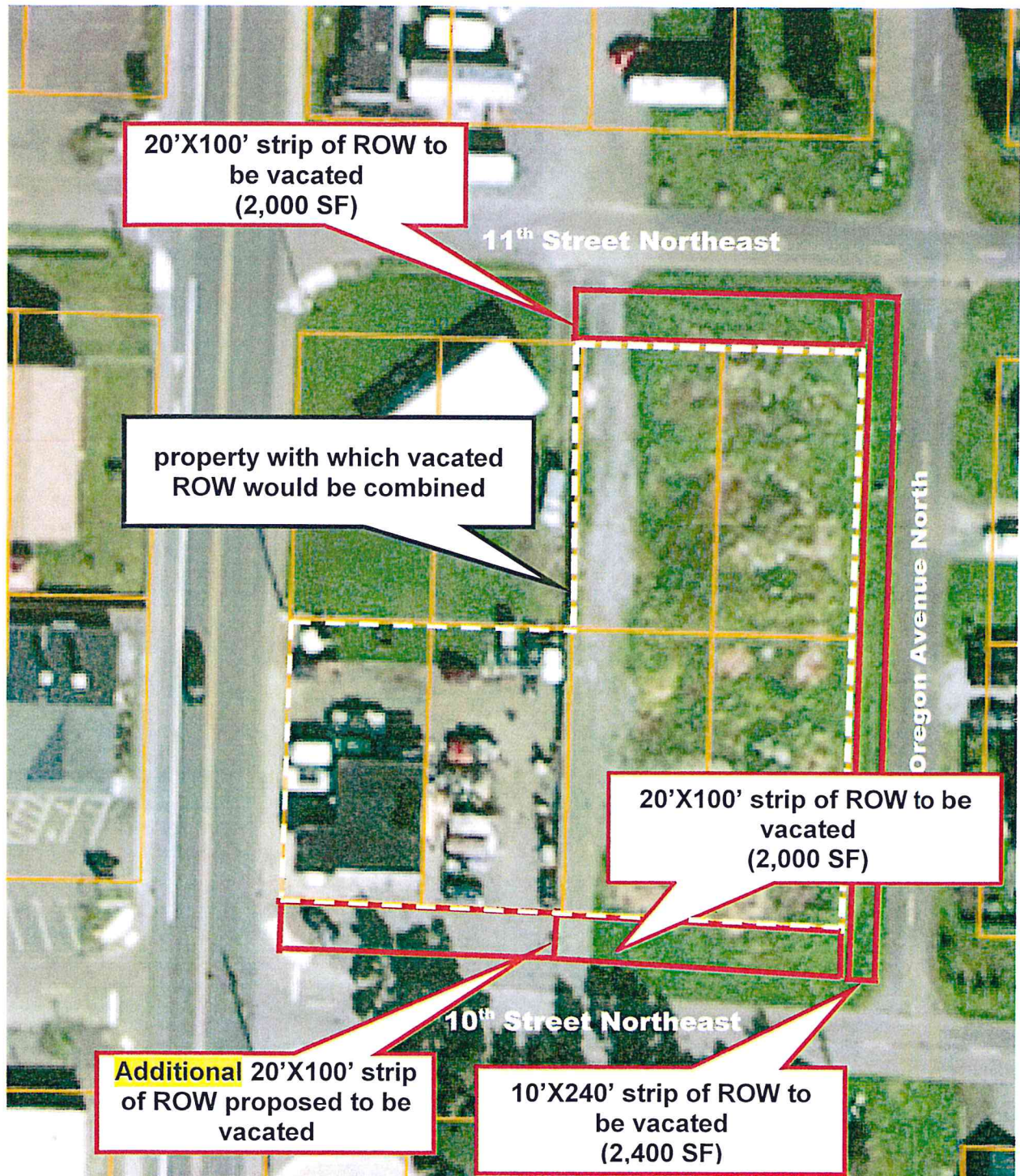
ABSENT

ABSTENTIONS

Jerry Phillips, Mayor

ATTEST:

Helen Bell, City Clerk



Case No. VAC 2015-01
Petition to amend April 2, 2018
Location Map

Joint Pacific County Housing Authority
 Partially vacate 10th Street NE, 11th Street NE, and Oregon Avenue North;
 combine with property located to the north, south, and west, respectively

TAB — G



**CITY COUNCIL
AGENDA BILL
AB 18-27**

Meeting Date: April 2, 2018

AGENDA ITEM INFORMATION

SUBJECT: Resolution 2018-05 Declaring an Emergency to Justify Exemption from Bidding Requirements	Originator:	
	Mayor	JP
	City Council	
	City Administrator	DG
	City Attorney	
	City Clerk/Treasurer	
	City Engineer	
	Community Development Director	
	Fire Chief	
	Police Chief	
	Streets/Parks/Drainage Supervisor	
	Water/Wastewater Supervisor	
COST: N/A	Other:	

SUMMARY STATEMENT: In November of 2017 the city was informed that we could no longer apply biosolids to our current site after May 1st 2018. The city then sought out a new application site which required an amendment to our biosolids general permit, this has been in the works for months. The new site identified requires road improvements so that the sludge truck can access the site. Due to time constraints, the city would need to declare an emergency to forego the bidding requirements for a public works project to complete this work. Please see the attached Resolution.

RECOMMENDED ACTION: *Approve Resolution 2018-05 declaring an emergency to justify exemption from bidding requirements for a public works job.*

RESOLUTION NO. 2018 – 05

A RESOLUTION OF THE CITY OF LONG BEACH FINDING SPECIFIC EMERGENCIES AND APPROVING CONTRACTS FOR CERTAIN EMERGENCY REPAIR WORKS WITHOUT FORMAL BIDDING.

WHEREAS, the law recognizes emergencies which may justify exemption from bidding requirements on public works projects per RCW 39.04.280(1)(c); and

WHEREAS, Long Beach has a contract with Jim Goulter for the use of his lands to disperse sludge;

WHEREAS, The Washington State Department of Ecology notified the City of Long Beach that they can no longer use their current sludge site in November of 2017;

WHEREAS, Long Beach was forced to find another sludge site location and apply for an amendment to their 2015 Biosolids General Permit within a very limited time window;

WHEREAS, the application has been submitted to the Washington State Department of Ecology and the city must make improvements to the new site to make it accessible;

WHEREAS, these improvements must be made by May 1st, 2018 in order to be in compliance with the Washington State Department of Ecology;

WHEREAS, the site improvements must be made immediately to grant access to the proposed sludge site requiring the following:

1. Roads brushed and cleared to grant access to the sludge truck
2. Roads leveled and rocked to allow the sludge truck to reach the sludge site

WHEREAS, as a result of the foregoing emergencies, the City of Long Beach entered into the following contracts in the absence of taking formal bids:

1. Wirkkala Construction enter into a contract with the City of Long Beach for the road improvements to remain in compliance with the Biosolids General Permit through the Washington State Department of Ecology to ensure the health and safety of the citizens of the City of Long Beach.

NOW THEREFORE IT IS HERBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF LONG BEACH, WASHINGTON,

SECTION 1. That the existence of certain unforeseeable emergencies necessitated the awarding of the foregoing contract without formal public bidding.

SECTION 2. That the City of Long Beach is hereby authorized to enter into this contract to perform all necessary emergency construction as outlined in the attached documents.

**PASSED BY THE CITY COUNCIL OF THE CITY OF LONG BEACH, AND
SIGNED IN AUTHENTICATION OF ITS PASSAGE THIS 2ND DAY OF
APRIL, 2018.**

AYES NAYS ABSENT

Jerry Phillips, Mayor

ATTEST:

Helen Bell, City Clerk

APPROVED AS TO FORM:

CITY ATTORNEY

TAB — H



**CITY COUNCIL
AGENDA BILL
AB 18-28**

Meeting Date: April 2, 2018

AGENDA ITEM INFORMATION		
SUBJECT: <i>Proposal from Ecological Land Services</i>	<i>Originator:</i>	
	Mayor	
	City Council	
	City Administrator	DG
	City Attorney	
	City Clerk	
	City Engineer	
	Community Development Director	
	Finance Director	
	Fire Chief	
	Police Chief	
	Streets/Parks/Drainage Supervisor	
COST: Not to Exceed \$9,611.80	Water/Wastewater Supervisor	
	Other:	

SUMMARY STATEMENT: *Ecological Land Services has provided a proposal to complete a Vegetation Management Plan and update the Critical Areas Ordinance wetland ratings.*

RECOMMENDED ACTION: *Authorize the Mayor to accept the proposal from ELS for services as described.*



COST PROPOSAL AND AGREEMENT
FOR PROFESSIONAL SERVICES PROVIDED BY
ECOLOGICAL LAND SERVICES, INC. (ELS)
1157 3rd Ave., Suite 220A Longview, WA 98632
Office: (360) 578-1371 Fax: (360) 414-9305

March 29, 2018

SERVICES REQUESTED BY:

City of Long Beach
P.O. Box 310
Long Beach, WA 98631

Phone: 360-642-4421
E-mail: Planner@longbeachwa.gov

Project Name:

Long Beach Vegetation Management Plan and Shorelines Management Plan critical areas component update.

DESCRIPTION OF SERVICES AND ESTIMATED COST INCLUDES THE FOLLOWING:

Task 1: Vegetation Management Plan

Includes the following:

- Resolve tree cutting violation on City property with either mitigation plan or approved allowance for vegetation management in the dunal areas of the City, per an overall vegetation management plan.

Estimate: \$5,382.60

Task 2: SMP Critical Areas Component Updates.

Includes the following:

- Update Shoreline Master Plan, critical areas component, with current Ecology wetland ratings
- Clarify and simplify variance criteria
- Consider and insert, if possible, language allowing for vegetation management in dunal areas of the City

Estimate: \$4,229.20

***Included: two copies of any report or map, generated by ELS, one copy for client and one copy for applicable agency. Charges will be applied for any additional copies needed.**

***Not included: application fees and costs, meetings and site visits beyond those specified within the estimate including those required by any regulatory agency, revisions requested by the client or regulatory agencies, post-application revisions, additions outside of the work quoted on the estimate, additional time and revisions related to changes required by regulatory agencies, additional time and**

reports related to opposition to the project and other time and expenses not specified within the estimate.

STANDARD BILLING RATES:

The cost estimates presented in this proposal are based on the following standard billing rate of ELS:

\$ 185.00/hr.	President	\$ 75.00/hr.	Graphics Technician III
\$ 145.00/hr.	Principal	\$ 67.00/hr.	Graphics Technician II
\$ 125.00/hr.	General Manager	\$ 57.00/hr.	Graphics Technician I
\$ 130.00/hr.	Professional	\$ 55.00/hr.	Field/Forestry Supervisor
\$ 130.00/hr.	Senior Biologist	\$ 50.00/hr.	Field/Forestry Tech III
\$ 113.00/hr.	Biologist/Environmental Scientist IV	\$ 45.00/hr.	Field/Forestry Tech II
\$ 90.00/hr.	Biologist/Environmental Scientist III	\$ 42.00/hr.	Field/Forestry Tech I
\$ 80.00/hr.	Biologist/Environmental Scientist II	\$ 75.00/hr.	Business Manager
\$ 70.00/hr.	Biologist/Environmental Scientist I	\$ 70.00/hr.	Marketing Specialist
\$ 60.00/hr.	Entry Level Biologist	\$ 55.00/hr.	Administrative Professional
\$ 90.00/hr.	Graphics Technician V	\$ 40.00/hr.	Administrative Assistant
\$ 85.00/hr.	Graphics Technician IV		
\$ 0.545/mile	Mileage billing rate (travel to and from project site will be billed to client)		
Double the hourly rate Expert Witness Testimony/Litigation Support			

Important: The estimated cost proposal is based upon ELS's understanding of the scope of the project at the time of the estimate. If the work required to complete the project expands, due to unforeseen difficulties which are outside of ELS's control, billing will be adjusted in accordance with the additional work required. For any such expansion of work requested by client, ELS shall bill on a time and materials basis (see hourly rates above), materials or outside services needed to complete such work will be billed at cost with a handling fee (as noted in Item #4 listed under Further Terms of Agreement set forth herein).

ELS will bill on a time and materials basis for in-scope work completed under this agreement up to, but not exceeding the total estimate amount. This estimate is valid for 30 days from the date of this letter.

Initial

Assumptions: This cost estimate is based on the assumptions listed in Exhibit A. Should any of these assumptions not apply; ELS will notify the client, and additional charges will be billed on a time and materials basis.

Initial

Terms of Agreement, Exhibit B: The document attached and included with this Cost Proposal and Agreement entitled "FURTHER TERMS OF AGREEMENT", is by this reference fully incorporated herein and the terms and conditions set forth therein are expressly agreed to by the parties.

Initial

Task 1: \$ 5,382.60
Task 2: \$ 4,229.20

Total Not-To-Exceed Estimate: \$ 9,611.80

** The above Not-To-Exceed Estimate is informational and for client budgeting purposes. ELS will invoice according to the NTE total, not the individual task amounts.*

Payment for services is due as indicated above. If special arrangements are requested for payment, they are noted as follows and may incur additional administrative costs. Unless otherwise noted, client will be billed for services and budgets will be tracked under the Total Cost Proposal Estimate listed above:

Approximate Start Date: April 9, 2018

(If we receive a signed contract prior to this date, it is possible that project work can begin sooner.)

ACCEPTANCE AND AGREEMENT

I hereby authorize ECOLOGICAL LAND SERVICES, INC. to perform work as described above. I also agree that I am familiar with and accept the terms as stated in this Cost Proposal and Agreement, dated this _____ day of _____, _____.

Client: City of Long Beach

Signature
City of Long Beach, Washington



Francis Naglich
Ecological Land Services, Inc.

2018 Standard Billing Rates

President (Francis)	\$185.00
Professional (Andrew, Karey, Mara, Michele, Steff)	\$145.00
General Manager (Rachel)	\$125.00
Biologist/Environmental Scientist V (Lynn, Joanne, Rachel)	\$130.00
Biologist/Environmental Scientist IV (Lacey)	\$113.00
Biologist/Environmental Scientist III (Alyssa, KT)	\$90.00
Biologist/Environmental Scientist II (Laura)	\$80.00
Biologist/Environmental Scientist I (Katie, Sarah)	\$70.00
Entry Level Biologist	\$60.00
Graphics Supervisor (Jen)	\$90.00
Graphics Technician IV (Jack, Brian)	\$85.00
Graphics Technician III (Chris)	\$75.00
Graphics Technician II	\$67.00
Graphics Technician I	\$57.00
Government Mileage	\$0.54
Field/Forestry Supervisor (Dan)	\$57.00
Field/Forestry Tech IV (Eric)	\$52.00
Field/Forestry Tech III (Jeremy)	\$50.00
Field/Forestry Tech II	\$45.00
Field/Forestry Tech I (Cathy, Jon)	\$42.00
Business Manager (Bridget)	\$75.00
Marketing Specialist (Mandy)	\$70.00
Administrative Professional (Jak, Toni)	\$55.00
Administrative Assistant (Madison)	\$40.00

Task 1, City of Long Beach Vegetation Management Plan

Task	Hours (or miles)	Billing Rate	Total
Project Initiation (Mandy)	1	\$70.00	\$70.00
CAD	6	\$90.00	\$540.00
Coordination & Correspondence	0	\$0.00	\$0.00
Administrative Assistant	4	\$40.00	\$160.00
President-Bio	20	\$185.00	\$3,700.00
Bio III	8	\$90.00	\$720.00
Mileage (one-way)	360	\$0.54	\$192.60
Materials			\$0.00
(additional items)			\$0.00
(additional items)			\$0.00
(additional items)			\$0.00
(additional items)			\$0.00
Total			\$5,382.60

Total this page: \$5,382.60

Task	Hours	Billing Rate	Total
President-Bio	0	\$185.00	\$0.00
Professional Bio	0	\$145.00	\$0.00
CAD	0	\$90.00	\$0.00
Bio III	0	\$90.00	\$0.00
Admin (print)	0	\$40.00	\$0.00
Materials			\$0.00
(additional items)			\$0.00
(additional items)			\$0.00
(additional items)			\$0.00
(additional items)			\$0.00
Total			\$0.00

2018 Standard Billing Rates

President (Francis)	\$185.00
Professional (Andrew, Karey, Mara, Michele, Steff)	\$145.00
General Manager (Nachel)	\$125.00
Biologist/Environmental Scientist V (Lynn, Joanne,	\$130.00
Biologist/Environmental Scientist IV (Lacey)	\$113.00
Biologist/Environmental Scientist III (Alyssa, KT)	\$90.00
Biologist/Environmental Scientist II (Laura)	\$80.00
Biologist/Environmental Scientist I (Katie, Sarah)	\$70.00
Entry Level Biologist	\$60.00
Graphics Supervisor (Ien)	\$90.00
Graphics Technician IV (Jack, Brian)	\$85.00
Graphics Technician III (Chris)	\$75.00
Graphics Technician II	\$67.00
Graphics Technician I	\$57.00
Government Mileage	\$0.54
Field/Forestry Supervisor (Dan)	\$57.00
Field/Forestry Tech IV (Eric)	\$52.00
Field/Forestry Tech III (Jeremy)	\$50.00
Field/Forestry Tech II	\$45.00
Field/Forestry Tech I (Cathy, Jon)	\$42.00
Business Manager (Bridget)	\$75.00
Marketing Specialist (Mandy)	\$70.00
Administrative Professional (Jak, Toni)	\$55.00
Administrative Assistant (Madison)	\$40.00

Task 2: City of Long Beach, Shoreline Master Plan Update- Wetland Categories, Variance Language Clarity, Vegetation Management Allowances

Task	Hours (for miles)	Billing Rate	Total
Project Initiation (Mandy)	1	\$70.00	\$70.00
CAD	0	\$90.00	\$0.00
Coordination & Correspondence	0	\$0.00	\$0.00
Professional Bio	0	\$145.00	\$0.00
President- Bio	0	\$185.00	\$0.00
Bio III	0	\$90.00	\$0.00
Mileage (round-trip)	120	\$0.54	\$64.20
Materials			\$0.00
(additional items)			\$0.00
(additional items)			\$0.00
(additional items)			\$0.00
(additional items)			\$0.00
Total			\$134.20

Total this page: \$4,229.20

SMP Updates per above

Task	Hours	Billing Rate	Total
President- Bio	8	\$185.00	\$1,480.00
Professional Bio	15	\$145.00	\$2,175.00
CAD	0	\$90.00	\$0.00
Bio III	4	\$90.00	\$360.00
Admin (print)	2	\$40.00	\$80.00
Materials			\$0.00
(additional items)			\$0.00
(additional items)			\$0.00
(additional items)			\$0.00
(additional items)			\$0.00
Total			\$4,095.00

TAB — I



2018-2022 Strategic Marketing Plan

Preface

This is a working document. Adaptations for any major changes in market, environment and resources will have to be factored in, and the plan should be revisited and revised annually. The Overview is an attempt to capture a bigger picture and context for our marketing efforts.

Overarching Goal

Support and grow a thriving and sustainable visitor industry throughout Pacific County while maintaining and enriching quality of life for its residents.

Overarching Market Strategy

Inspire visitors in the overnight drive range or “fly and drive” travelers coming through nearby travel gateways to choose our area.

Table of Contents

5	Mission and Vision
6-7	Overview
8-9	Our Primary Assets
10	Our Visitors
11	Opportunities
12-13	Market Indicators
14	Our Competition
15	Conclusion
16	Threats
17	Weaknesses
18-19	Our Approach
20-22	Goals, Strategies, Objectives, and Tactics

Our Mission

To plan, collaborate and implement destination marketing to inspire and connect visitors to unique experiences and local products and generate sustainable tourism growth county-wide.

Our Vision

To be a favorite year-round Pacific Northwest destination for regional and global visitors and to strengthen the county economy through sustainable tourism growth; promoting authentic experiences while protecting and preserving natural resources and heritage.



Overview

The Long Beach Peninsula and Pacific County continue to outpace like destinations within the state in terms of growth of visitor spending per resident and have advanced in capturing market share from the Greater Seattle to Portland Corridor.*

While funding for the VB has not kept pace with and is far from on par with competing destinations, through careful spending, pulling work in-house, savings in printing and other cost savings, leveraged ad buys, and harnessing the power of peer-to-peer marketing through various social media platforms integrated with other marketing channels, such as web, email, advertising, etc., the VB has been able over the past five years to diversify and expand marketing reach. By integrating marketing channels, creating promotional partnerships, adopting private sector business practices and building relationships, the VB is able to quickly adapt to and capitalize on the sweeping changes in how the visitor plans and books travel.

Individual member businesses also account for increased marketing reach, direct marketing most specifically with online engagement through social media, daily deal sites (i.e. Groupon), e-commerce, online travel agencies (OTAs -- i.e. Expedia, Travelocity) bringing

greater visibility to target markets, along with continued investment in print and digital media.

Outside influences including weather, fishing regulations, the economy, low cost of travel to other places, cultural trends, politics, etc., factor positively and negatively year to year.

Many lodging properties are at capacity on weekends during the summer months – mid-June through Labor Day and approach capacity mid week. In the summer, marketing strategies look to maintaining visibility while working to increase length of stay and maintain demand while the average room rate increases.

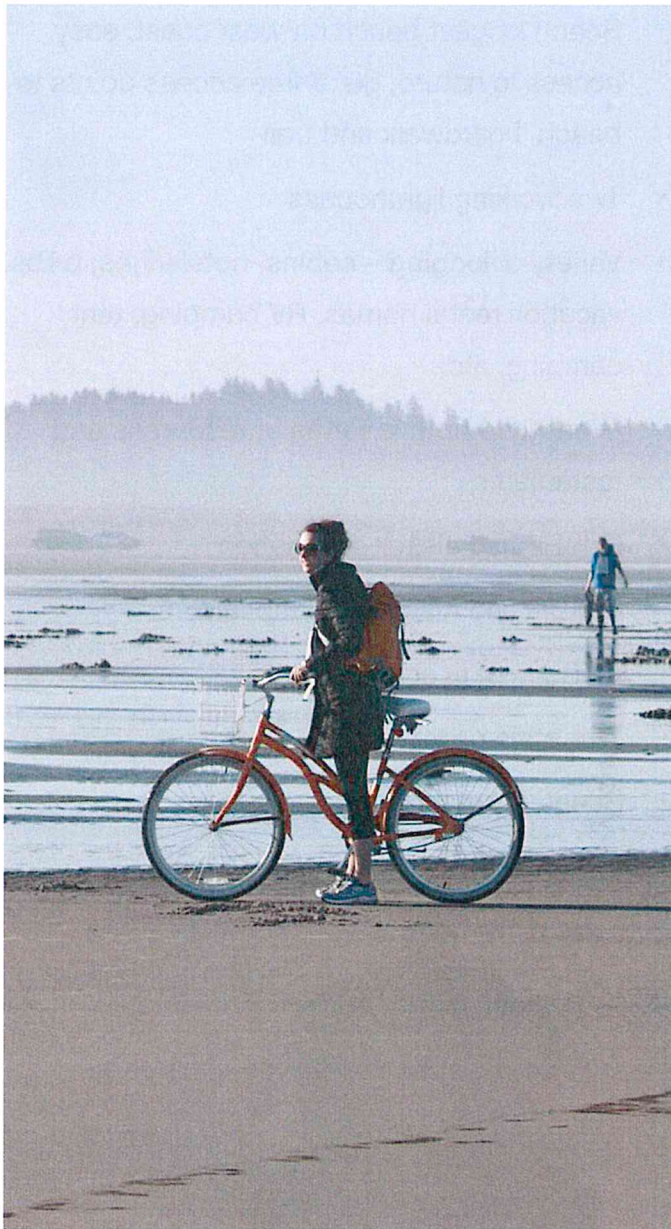
While we've seen an increase, the greatest opportunity for expanded growth continues to be the shoulder seasons (April through mid-June, mid-September through mid-November). Advantages to this season are lighter impact, overnight travelers who tend to spend more and appreciate the natural setting at a time when the destination can offer better customer service, a better visitor experience, increased engagement, and a more personal experience.

Any initiative to expand marketing reach in the most effective way possible must factor in capacity, both in terms of budget as well as human resources. An expanded effort will, as

*In 2015 if King Co. is backed out, Washington State saw a 2.5% growth year over year in tourism/visitor spending (5.5% if King Co. is included). Pacific Co had a 6.9% increase in visitor spending year over year. This demonstrates that Pacific County has outpaced the state and has increased market share.

such, place greater dependence on the board for strengthening the organization itself in terms of long-term funding, strong/enthusiastic board representation, and greater advocacy for the vital importance of tourism to the county's economy.

The following plan outlines how we will attract overnight visitors who appreciate/align with the special, inherent qualities of the Peninsula, will visit in any season, can stay longer, are willing and able to spend more, will tell their friends and family, and will return often. It includes metrics to identify outcomes of the effort — all to support a sustainable and vibrant tourism industry for Pacific County and realize the mission of the Pacific County Tourism Bureau (PCTB).

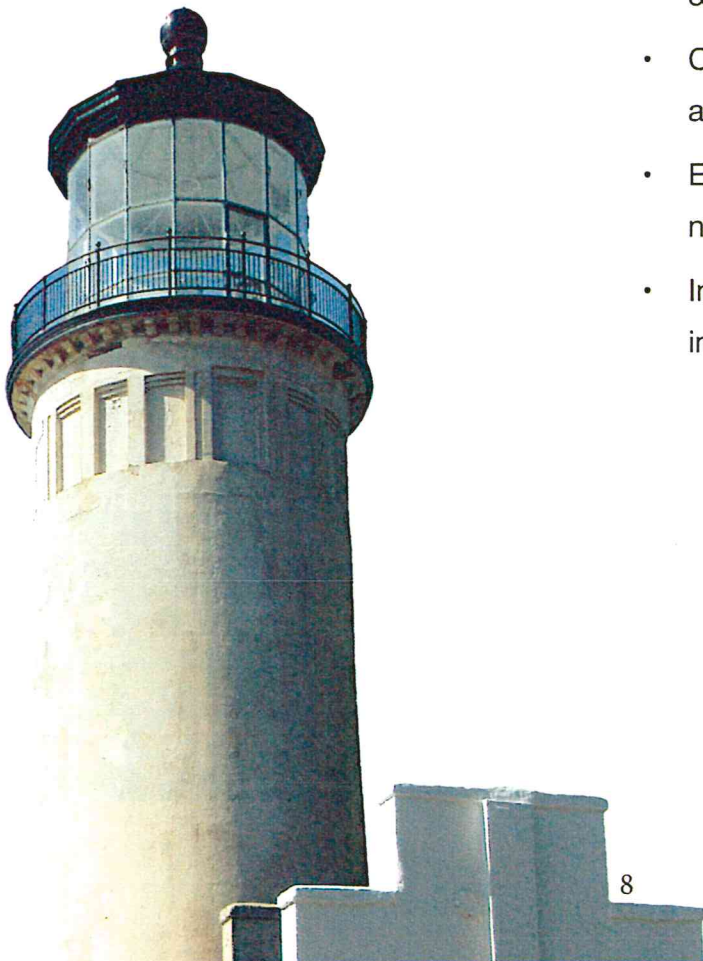


Visitor spending has grown by 38%, an increase of \$47.3 million dollars, between 2011 and 2016

	2011	2012	2013	2014	2015	2016
Visitor Spending in millions:	\$124.8	\$134.7	\$148.8	\$155.6	\$166.8	\$172.1

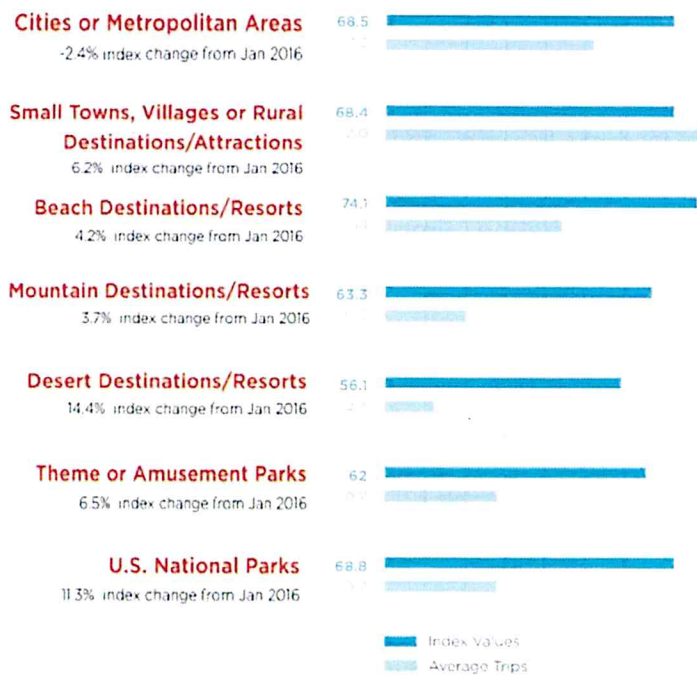
Our Primary Assets

- Beach longest beach on west coast, easy access to nature, good free access points to beach, boardwalk and trail
- Two working lighthouses
- Variety of lodging – cabins, hotels/inns, b&bs, vacation rental homes, RV camping, tent camping, etc.
- Great food both in terms of resources and restaurants
- Established visitor destination
- Culture and history of hospitality
- Plethora of events
- Two state parks
- Scenic Byways
- Outdoor recreation
- Shoreline conservation area
- Birding and wildlife viewing
- Historic buildings and sites
- Ports
- National Wildlife Refuge
- National Historic Park
- Creative enclave, thriving arts culture
- Relaxed and unpretentious, authentic and understated
- Unique products/innovators
- Most owners of travel products live in the community
- Notable and expanding food resources/chefs & restaurants
- Culture, history, engaging and educational activities
- Enough to see and do for a weekend or 3-4 night stay
- Integration between tourism and other local industries (e.g. cranberry, oyster, fishing, etc.)



Destination Excitement Index™

Regions continue to grow in excitement



Measures traveler “excitement” about visiting each destination type in the upcoming year.

- 1-100 scale, with large index value meaning more excitement.
- Beaches continue to generate most excitement.
- Cities decline slightly in excitement index value. All others up.
- Growth in National Parks and Deserts this year.

*Destination Analysts “State of the American Traveler: Destinations”
-2017

Our Visitors

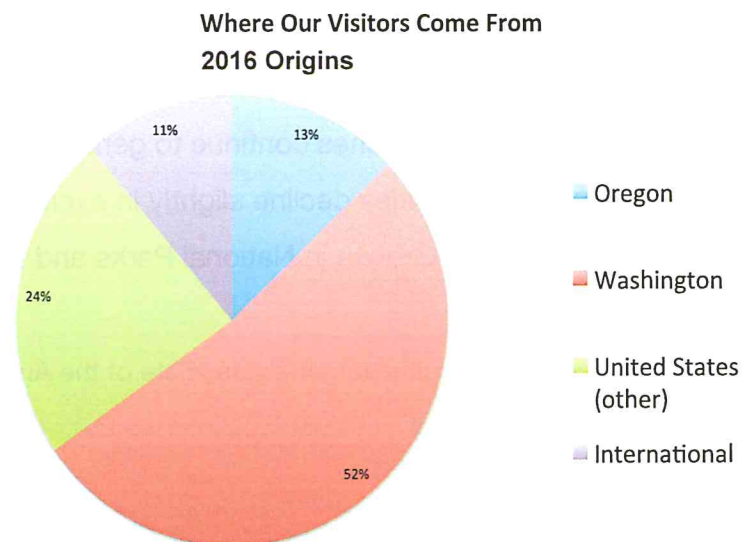
Ideal customers are the group the former Washington State Tourism identified as “Urban Naturalists.” This dynamic group with disposable income combines interests in active outdoors (birding, hiking, cycling, etc.) with those of creature comforts (fine wine, great food, craft breweries, great linens). They cut across age groups, are couples, small families and multigenerational families. They are tech savvy. They will travel with friends, seek out experiential travel and crave relaxation, inspiration, simplicity, and ease of being. They are willing and able to drive 2 to 5 hours to reach our destination and stay one or more nights. They require a place that offers more than fun things to see and do. They fully appreciate our three marketing pillars: natural offerings, great food and history/culture.

Our greatest ROI has been seen with marketing dollars invested in increasing visitors from both Seattle (currently 30%, with 51% from somewhere in Washington) and Portland (9.5%, 13% for all of Oregon). These markets bode well with continual influx of new residents

in each, as well as established, repeat clientele.

Both are growing: Seattle is the fastest in the US and Portland is the 14th fastest. Both are wealthy: Seattle ranks as no. 3, Portland no. 12. Both cities serve as statewide regional and international travel hubs. Seattle Tacoma International Airport, in part due to cruise-ship passengers and capacity, is one of the fastest growing in the nation and has landings double that of PDX and Vancouver, BC, combined.

While over 88% of our visitors are domestic, about 7.5% of our visitors are from Canada and about 5.5% of our visitors are international (not including Canada.) While visitors from outside OR and WA are smaller portion of visitors, they do have greater potential for ROI and sustainable tourism growth since international (and domestic visitors traveling farther) are more likely to travel during mid-week, shoulder and off-season, stay longer, and spend more.



***Based on a sample survey of 25,000 visitors**

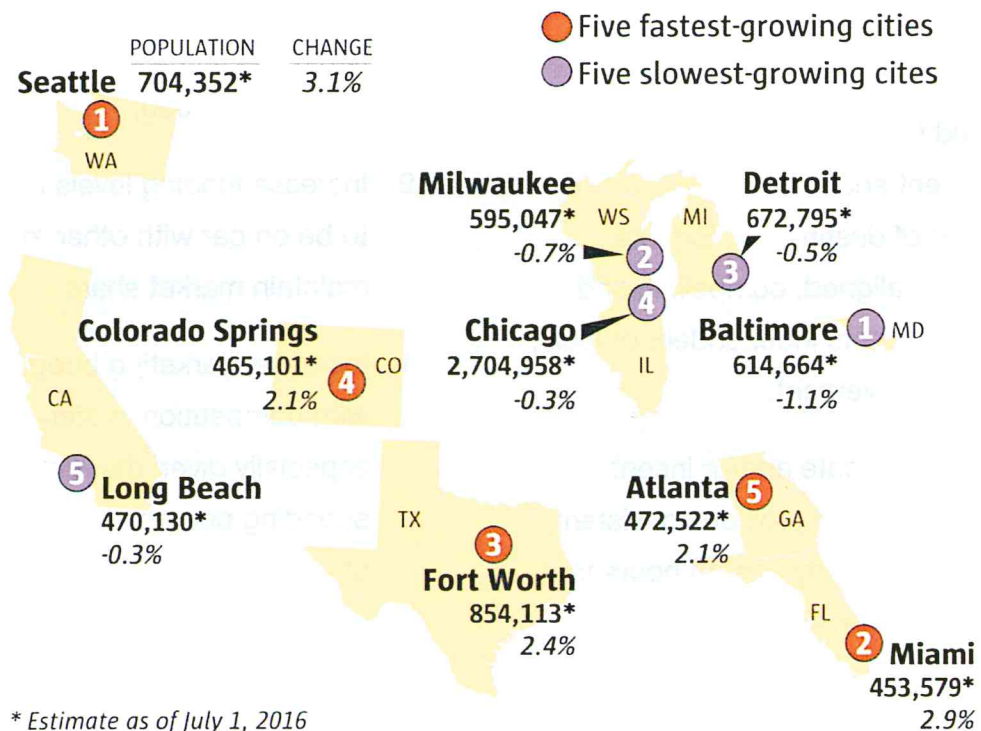
Opportunities

1. Identify and secure resources and programs to help recruit and retain talented/quality staff including employee housing challenges;
2. Establish countywide design standards and implement cohesive signage to create unified community identity easily perceived by visitors while increasing curbside appeal;
3. Support events that are strategically scheduled in terms of tourism development and that enhance quality perception of destination. Explore strategically aligned, compelling and low impact events independent of local, volunteer involvement;
4. Encourage, educate and/or incent local businesses to provide consistent, convenient or clearly posted hours that align with visitor needs;
5. Explore ways to make the oyster industry and Willapa Bay more accessible to public/visitors while increasing possibilities for interaction and promoting Willapa Bay oyster brand.
6. Seek out ways to better interface with area's native cultures;
7. Explore ways to incent and/or better enforce licensing compliance for lodging;
8. Influence attitude toward cool, rainy weather and stop using the weather as excuse for failing business ("lemons to lemonade", e.g. storm watching and escape the heat);
9. Increase funding levels from lodging taxes to be on par with other regional DMO's to maintain market share.
10. Increase marketing budget to be on par with competition in state and regionally, especially given the amount of visitor spending per resident, prominence of tourism industry in county and the importance of tourism to the local economy. Note: Reliance on member base for funds at PCTB translates to expensive membership rates.

Market Indicators

These factors point to continued growth potential:

- Within the overnight drive market of two of the fastest growing and wealthiest cities in the nation;
- Seattle fastest growing city in US, over 1,100/week
- Portland 14th – about 500/week
- Expansion of Washington State Convention Center;
- Expansion of SeaTac;
- Additional flights to PDX
- Growth and popularity of Columbia River Cruises
- Potential of a functional state tourism agency with increased state tourism marketing within the next two years.
- Seattle has fastest growing second home market in nation



Source: U.S. Census Bureau

MARK NOWLIN / THE SEATTLE TIMES

“Despite the flat growth, Portland remains the 14th fastest-growing metro area with a population of more than a million.” -Portland Business Journal

“They cut across age groups, are couples, small families and multigenerational families. They are tech savvy. They will travel with friends, seek out experiential travel and crave relaxation, inspiration, simplicity, and ease of being.”

Primary geographic target markets:

- Regional overnight visitors (I-5 Corridor from Puget Sound through Greater Portland, 2 to 5 hour drive one way)
- Other NW visitors (ie. BC, Spokane, Tri-Cities, Eugene, Bend)
- Other US

Niche and special interest markets based on match to our marketing pillars or products:

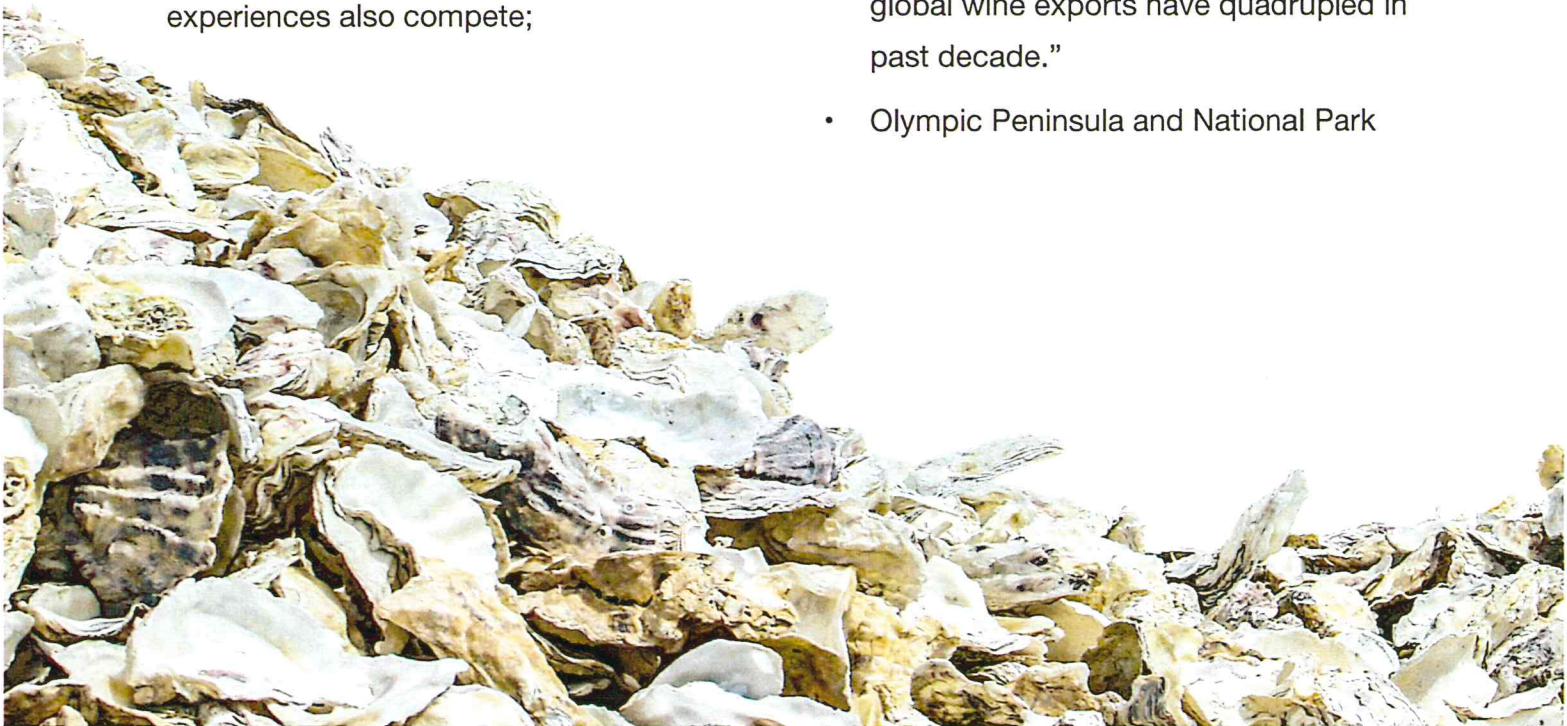
- International (Canada, UK and Germany)
- Outdoor enthusiasts (ranges from bird watching, to food gathering to fishing)
- Foodies
- Cultural and heritage tourism (looking toward experiential travelers, those wanted to learn and participate in new experiences)
- Business: Small meetings, conference, retreats, and groups
- RV travelers, particularly capturing the young families (because over half of lodging inventory in Pacific County is RV/camping.)
- Sports tourism
- People employed in the hospitality industry in Seattle and Portland



Our Competition

We are in an extremely competitive visitor market with many equally unique destinations wooing the Seattle to Portland corridor:

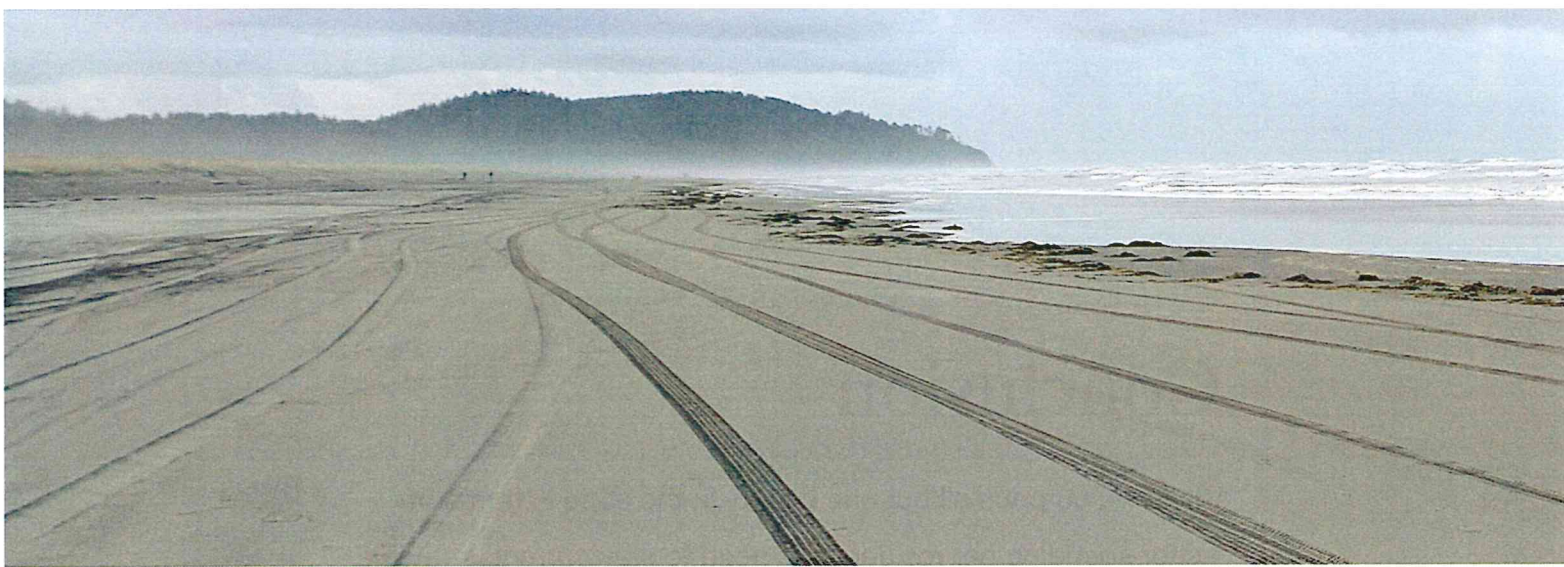
- British Columbia and Oregon (including the Oregon Coast), as well as California have well-funded, aggressive state, regional and local marketing efforts, well defined tourism products and comparable natural assets;
- Destinations within Washington have formed Tourism Promotion Areas and tapped into the increased marketing dollars the TPA provides, while others have allocated all (or most of) their Lodging Tax Dollars for destination marketing;
- Cannon Beach and The San Juans continue to lure visitors on their reputation for exclusivity;
- Places like Chelan and Bend with hot, sunny weather, great recreation (including water sports), high-end resorts and foodie experiences also compete;
- Strategic tourism product development specific to culinary agritourism on the Olympic Peninsula, Whidbey & Camano Islands, North Cascade Loop, and Snohomish County has in recent years put those places on the map as foodie destinations;
- Direct targeting of the explosive second home market are being capitalized by planned real estate developments such as Suncadia, Seabrook, and more recently Oyhut Bay in Ocean Shores, aggressively luring more visitors to those destinations;
- Though a different experience, sought-out urban areas (Seattle, Portland and Vancouver, even Spokane) capture vacation time and dollars from the majority of visitors both within and outside The Northwest.
- Wine Country: "Washington is now the second largest wine producer in US and global wine exports have quadrupled in past decade."
- Olympic Peninsula and National Park



Conclusion

While we outpace all but one county in the state in terms of visitor spending per resident, we need to stay current, strategic and aggressive in our marketing as well as in destination/product development to maintain our market share. Increased marketing funding, as well as development of new markets (in areas with potential for growth), is needed should we want to grow overnight visitor stays and/or spending. Destination development including product innovation and enhancement, delivering brand promise, strengthening the hospitality culture, etc., is essential to engaging and staying relevant and attractive to our existing and potential visitors.





Threats

- Tsunami, global climate changes, and offshore drilling: disaster or impact to natural resources regulations
- No clam digging, salmon, sturgeon, oystering, crabbing
- Amazon factor = decreased local spending due to ecommerce/online sales
- Economic leakage to OR
- OTA's percentage of room bookings going to out-of-area third party corporations while we do the marketing and provide products/services
- Corporate/outside development takes profits out of area, absentee ownership = derelict
- I-5 congestion: takes longer to get here and back
- Improving travel product in other & competitive Northwest destinations: more/stiffer competition
- More marketing dollars available to other/competitive destinations: competition has more/better marketing resources
- Low cost of travel to destinations outside the U.S. with strength of U.S. dollar
- Rapid shifts in habits/tastes of visitor populations. Shortened attention spans. Opinion valued over fact.
- Aging population of Pacific County: heavy infrastructure requirements, limited expendable income, spending in Oregon, exempt from property taxes, do not contribute to labor pool, take up housing, different taste than visitors, hard to please, demanding, cheap, no/limited senior services, turn off visitors

Threats: Something we have no control over.

Weaknesses: A detriment but something we can address and improve.

Weaknesses

Work Force Issues

- Foremost of concern is that the existing work force is not trained in soft skills.
- Other observations concerning the work force include the following:
 - A work force that is unhealthy;
 - Limited work force, yet high unemployment rate;
 - The aging out of residents, visitors, business owners and professionals coupled with young people moving to urban centers, resulting in talent drain.

Reputation and Perception

- Reputation/perception as a “cheap, trashy, party place” with visual signals to support the perception;
- Quality control issues in appearance and hospitality: vacant/derelict buildings, confederate flags, cleanliness, anti-tourist attitude, products and services not meeting professional standards;
- Driving on the beach (perceived as environmentally unfriendly and backward).

Aging, Downscaled and Limited Tourism Product

- Many hospitality businesses in need of updating and/or renovation including the majority of RV parks, which make up nearly two thirds of total lodging, which have small spaces, limited/lack of amenities and services, low price point, and frequently long-term rentals that are shabby, unkempt and unattractive;
- Limited event/conference venues, especially near lodging/dining;
- Lack of consistency with emerging restaurants;
- Limited luxury offerings in retail, dining, lodging (including resort-type facilities and amenities), and services (including spa treatments).

Transportation and Infrastructure

- Difficult to reach via commercial (airlines, trains and buses) with no direct public transportation to nearby travel hubs;
- Many areas without walkability/ride-ability;
- Unreliable, poor quality Internet and cell service.

Our Approach

In our efforts to inspire visitors to choose our area, taking a multi-faceted marketing approach that addresses the demographic range and dynamic nature of our potential visitors throughout the planning process is key.

This approach is illustrated well by Google's "The Five Stages of Travel" (Diagram A).

Here's how we attempt to intercept at each stage:

1. Inspire **dreaming**
2. Help with **planning**
3. Facilitate **booking**
4. Providing link to member services to help enhance the visitor **experience**
5. Encourage **sharing** and storytelling to spark imagination in others

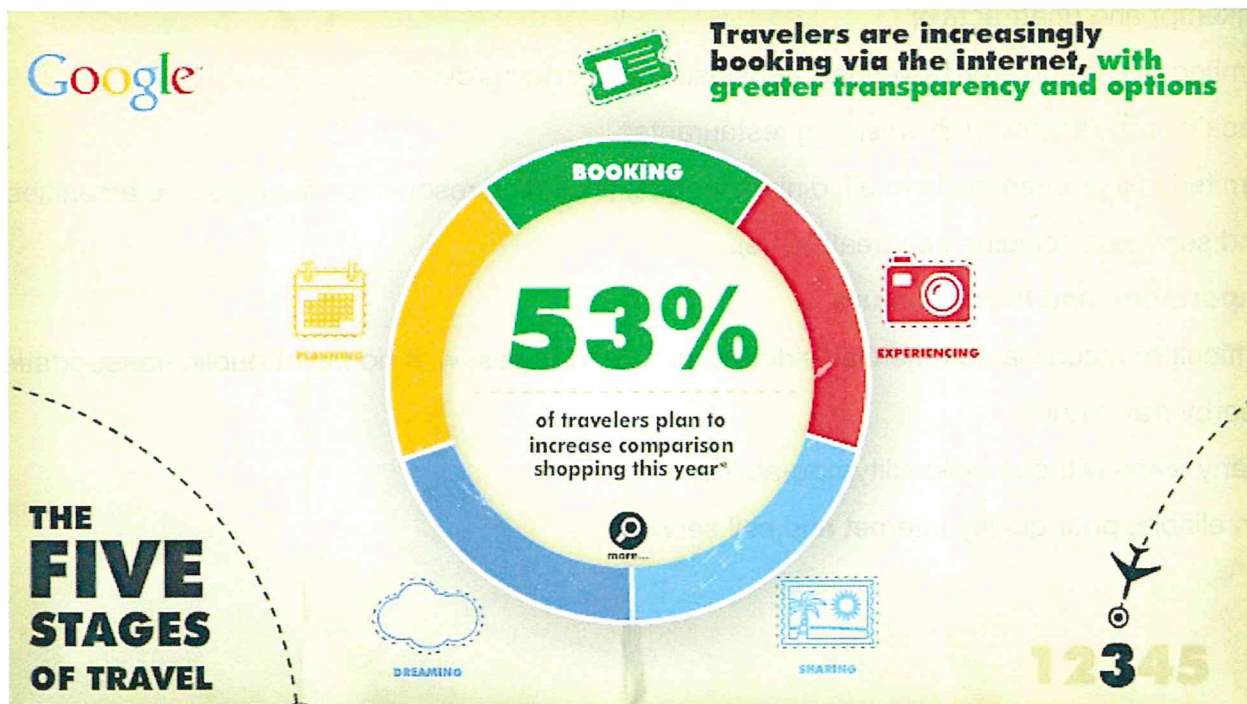
Breaking down our current comprehensive marketing effort, here are the details of our marketing approach based on The Five Stages of Travel Analysis.

Inspire dreaming

- Consistent, compelling messaging
- Lure brochure
- Brand ads
- Editorial placements/earned media
- Blogs
- Branding
- Collateral
- User-generated content
- Peer-to-peer marketing via social media

Facilitate and intercept at planning stage

- Website
- Visitors center
- Increased engagement
- Better visitor experience
- Increased return rate
- Itinerary building
- Events promotion
- Consumer direct e-news



Ease the booking experience

- Mobile friendly site
- Visitor information and services
- Book-now buttons
- Vacancy tracking
- Business referrals

Enhance visitor experience

- Hospitality/welcoming culture
- Itinerary ideas
- Visitors Bureau staff & volunteers
- Tourism Ambassadors
- Membership training/workshops/education
- Quality control

Ensure repeat visitation & replicate ideal visitors

- Thoughtful/careful messaging through all channels
- Facilitate sharing by visitors.
- Highlight/share selectively from visitor opinion/stories.
- Quickly address any and all negative feedback, especially those shared on social network channels.

In 2016, we had 478,994 site visits, 284,317 unique visitors, 1,467,080 total hits, and 143,117 member referrals.

Web ROI=\$10.5 million in visitor spending

Targeted Marketing

- Maximize effectiveness within tight budget and human resources constraints
- Stay focused on proven marketing tactics
- Focus most resources on markets with best ROI



2018-22

Goals, Strategies, Objectives and Tactics

This section interfaces with the Action Plan spreadsheet, Annual Project Calendar and Long-term Planning document. All actions and tactics fit under goals, strategies and objectives as well as within constraints of capacity and budget.



Goal #1: Support sustainable tourism growth

Measurable Objectives:

1. Demonstrate increase in awareness of destination as measured by number of new visitors drawn from within our target market;
2. Increase engagement of visitors in trails, beach going and food;
3. Increase lodging tax collection September through April

Method: Identify and target the following...

1. Target market consistent with our resources;
2. Replicable experiences/activities;
3. Times/areas with potential for growth.

Specific Actions:

1. Collect and analyze data and incorporate industry standards;
2. Develop advertising campaign consistent with branding and budget;
3. Develop/strategically schedule and implement PR/editorial calendar;
4. Interface editorial calendar with social media and other marketing channels;
5. Develop and implement strategic, engaging social media plan;
6. Maintain accurate, dynamic, optimized-for-visitor information, inspiration and planning website;
7. Identify and schedule professional development and education, to increase effectiveness and capacity.

Goal #2: Apply marketing resources in the most effective manner for greatest possible ROI

Measurable Objectives:

1. Increase visitor spending per resident;
2. Monitor ratio of destination marketing dollar to increase in visitor spending;
3. Demonstrate year-over-year increase in Lodging Tax Dollars gathered;
4. Improve rank in state in growth, lodging tax collections, visitor spending, and visitor spending per resident.

Method: Base marketing decisions on research, data, industry best practices, trends, best ROI, and overall effectiveness to reach identified target market.

Specific Actions:

1. Collect, analyze and report on data from Washington State Travel Impact and Visitor Volume report and Dept. of Revenue reports;
2. Implement marketing consistent with brand through all channels;
3. Leverage and negotiate all marketing buys;
4. Utilize technology to increase reach and efficiency;
5. Conduct research and monitor trends;
6. Develop professional capacity through education and training;
7. Build partnerships, strengthen relations and position to capture opportunities;
8. Integrate all marketing channels;
9. Inventory lodging and track vacancies;
10. Apply research/data to decisions.

Goal #3: Increase visitor spending (not necessarily visitors) in Pacific County

Measurable Objectives:

1. Maintain or increase rate of visitor spending as measured per county resident;
2. Increase lodging tax grant allocations;
3. Work toward transition of lodging tax grant funding to percentage based, multi-year service agreement.
4. Shift demographic/monetize events

Method:

1. Acquire secure long-term sustainable funding for organization in order to increase and improve marketing;
2. Consistently implement comprehensive destination marketing plan;
3. Encourage & promote product & infrastructure enhancements and developments to justify and increase visitor spend.

Specific Actions:

1. Develop an advocacy-and-influence action plan and secure commitments from board members to implement it;
2. Monitor and consistently report measurable outcomes;
3. Adopt and execute marketing plan utilizing staff and contractors, as needed;
4. Revisit, adapt and revise strategic plan with executive board review on annual basis.

Goal #4: Unite and lead the tourism industry in Pacific County

Measurable Objectives:

1. Increase membership county wide;
2. Increase community-wide partnerships;
3. Maintain high level of accessibility;
4. Achieve and communicate measurable outcomes.

Method:

5. Increase trust, confidence, respect of PCTB as professional destination marketing organization and as tourism experts;
6. Build recognition as the lead locally and statewide for all that relates to the tourism industry in Pacific County;
7. Grow and improve reputation while demonstrating expertise and leadership.

Specific Actions:

1. Serve as communications center for Pacific County's tourism community;
2. Act as the spokesperson for tourism industry;
3. Present ourselves as the Tourism Industry Expert;
4. Collect, analyze, report on and distribute measurable outcomes on a monthly basis;
5. Accept and seek out opportunities to address key contingencies;
6. Conduct and participate in travel-related workshops;
7. Ongoing training, education, and professional development
8. Attain Destination Marketing Accreditation Program (DMAP) certification from Destinations International (world industry organization.)
9. Participate in state/regional industry organizations.
10. Create and share sample survey form to be used for LTAC grant reporting.



Staff

Andi Day (Executive Director)
Jane Sweringen (Membership Coordinator)
Suze Overgard (Volunteer Coordinator)
Sarah Day (Marketing Communications Coordinator)

Board of Directors

Tiffany Turner (Hotels/Motels, Assoc. President)
Laurie Anderson (Pacific County LTAC, Past President)
Nancy Gorshe (Restaurants, Vice President)
Susie Goldsmith (Small Inns and B&Bs, Secretary)
Mike Cassinelli (Fishing, Treasurer)
Guy Glenn, Jr. (Port of Ilwaco)
Michelle Layman (North Pacific County)
Michelle Svendsen (Seaview Area)
David Glasson (Long Beach)
Jim Sayce (Pacific County E.D.C.)
Thandi Rosenbaum (RV Assoc.)
Julez Orr (Recreation)
Jenna Austin (Ilwaco Merchants Assoc.)
Karla Jensen Martin (Long Beach Merchants Assoc.)
Holly Beller (City of Ilwaco)
Tom Downer (Retail)
Keith Purser (Ocean Park Chamber of Commerce)
Aaron Webster (Parks)
Kathleen Nisbet Moncy (Agriculture)
Laura Osborne (Chinook)
Betsy Millard (Cultural/Advisory)
Matt Winters (Professional/Advisory)

Public Relations

Carol Zahorsky (Zahorsky PR)

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(509) 595-0298

3/17/2018

Mayor Phillips and Ms. Myers:

On behalf of the Washington State Northern Idaho Moose Association, I would like to convey my heartfelt thank you for the service, the hospitality, and most importantly the hard work that you and your team put in to make our conference a success.

There was no way we could have held the conference on the Peninsula without your hospitality and assistance. Please convey our thanks your council and every member of your community.

Based in part on your service, our members have voted to come back in 2020 and we have asked for March 11th-14th, 2020 from Chautauqua, The Elks, and the Peninsula Moose. I hope you will pencil these dates in now.

If you want to contact me, my information is found above. Again, thank you the great service.

Fraternally yours,

John Mangiantini
WSNIMA Secretary

Legislators meetings

Revised 3-15-18				
Date	Legislator	Topice	Comments	Committees
23-Jan-18	Sen Brad Hawkin	LB Sales Tax/SB6010/Voting Rights Act	Sent Thank you cards/ emails on same topics	Gave Legislative Assistant Bag of goodies from Long Beach
24-Jan-18	Rep Mike Steele	LB Sales Tax/SB6010/Voting Rights Act	Sent Thank you cards/ emails on same topics	Gave Legislative Assistant Bag of goodies from Long Beach
24-Jan-18	Rep Dan Griffey	LB Sales Tax/SB6010/Voting Rights Act	Sent Thank you cards/ emails on same topics	Gave Legislative Assistant Bag of goodies from Long Beach
24-Jan-18	Rep Norma Smith	LB Sales Tax/SB6010/Voting Rights Act	Sent Thank you cards/ emails on same topics	Gave Legislative Assistant Bag of goodies from Long Beach
24-Jan-18	Rep Drew MacEwen	LB Sales Tax/SB6010/Voting Rights Act	Sent Thank you cards/ emails on same topics	Gave Legislative Assistant Bag of goodies from Long Beach
24-Jan-18	Rep Vincent Buys	LB Sales Tax/SB6010/Voting Rights Act	Sent Thank you cards/ emails on same topics	Gave Legislative Assistant Bag of goodies from Long Beach
24-Jan-18	Rep Kristine Lytton	LB Sales Tax/SB6010/Voting Rights Act	Sent Thank you cards/ emails on same topics	Gave Legislative Assistant Bag of goodies from Long Beach
26-Jan-18	Sen Doug Ericksen	LB Sales Tax/SB6010/Voting Rights Act	Sent Thank you cards/ emails on same topics	Gave Legislative Assistant Bag of goodies from Long Beach
26-Jan-18	Sen Tim Sheldon	LB Sales Tax/SB6010/Voting Rights Act	Sent Thank you cards/ emails on same topics	Gave Legislative Assistant Bag of goodies from Long Beach
26-Jan-18	Rep Cary Condotta	LB Sales Tax/SB6010/Voting Rights Act	Sent Thank you cards/ emails on same topics	Gave Legislative Assistant Bag of goodies from Long Beach
26-Jan-18	Rep Jeff Morris	LB Sales Tax/SB6010/Voting Rights Act	Sent Thank you cards/ emails on same topics	Gave Legislative Assistant Bag of goodies from Long Beach
26-Jan-18	Sen Kevin Ranker	LB Sales Tax/SB6010/Voting Rights Act	Sent Thank you cards/ emails on same topics	Gave Legislative Assistant Bag of goodies from Long Beach
21-Feb-18	Rep Jake Fey	LB Sales Tax/SB6010/Voting Rights Act	Sent Thank you cards/ emails on same topics	Gave Legislative Assistant Bag of goodies from Long Beach
21-Feb-18	Rep Gina McCabe	LB Sales Tax/SB6010/Voting Rights Act	Sent Thank you cards/ emails on same topics	Gave Legislative Assistant Bag of goodies from Long Beach
21-Feb-18	Rep Terry Nealey	LB Sales Tax/SB6010/Voting Rights Act	Sent Thank you cards/ emails on same topics	Gave Legislative Assistant Bag of goodies from Long Beach
21-Feb-18	Rep Ed Orcutt	LB Sales Tax/SB6010/Voting Rights Act	Sent Thank you cards/ emails on same topics	Gave Legislative Assistant Bag of goodies from Long Beach
21-Feb-18	Rep Liz Pike	LB Sales Tax/SB6010/Voting Rights Act	Sent Thank you cards/ emails on same topics	Gave Legislative Assistant Bag of goodies from Long Beach

Legislators meetings

Revised 3-15-18					
Date	Legislator	Topice	Comments	Committees	
10/18/2017	Rep Brian Blake	Biosolids	Capital Budget/DOE Loan Forgiveness	Meet with DOE and sent 3 emails on topice	
10/18/2017	Sen Dean Takko	Biosolids	Capital Budget/DOE Loan Forgiveness	Meet with DOE and sent 3 emails on topice	
10/18/2017	Jim Walsh	Biosolids	Capital Budget/DOE Loan Forgiveness	Business & financial services (Asst Ranking Minority Member), Agriculture & Natural resources, Capital Budget	
1/8/2018	Rep Brian Blake	New RCW Bill 6010/ Capital Budgetret	Sent Thank you cards/ emails on same topics	Gave Legislative Assistant Bag of goodies from Long Beach	
1/8/2018	Sen Dean Takko	New RCW Bill 6010/ Capital Budgetret	Sent Thank you cards/ emails on same topics	Gave Legislative Assistant Bag of goodies from Long Beach	
1/8/2018	Rep Jim Walsh	New RCW Bill 6010/ Capital Budgetret	Sent Thank you cards/ emails on same topics	Gave Legislative Assistant Bag of goodies from Long Beach	
8-Jan-18	Sen Ann Rivers	New RCW Bill 6010/ Capital Budgetret	Sent Thank you cards/ emails on same topics	Gave Legislative Assistant Bag of goodies from Long Beach	
23-Jan-18	Rep Jim Walsh	Voting Rights Act-SB6002/Sales tax/Law Enforcement Funding	Sent Thank you cards/ emails on same topics		
23-Jan-18	Rep Brian Blake	Voting Rights Act-SB6002/Sales tax/Law Enforcement Funding	Sent Thank you cards/ emails on same topics		
23-Jan-18	Sen Dean Takko	Voting Rights Act-SB6002/Sales tax/Law Enforcement Funding	Sent Thank you cards/ emails on same topics	Gave Legislative Assistant Bag of goodies from Long Beach	
23-Jan-18	Rep Dave Hayes	Voting Rights Act-SB6002/Sales tax/Law Enforcement Funding	Sent Thank you cards/ emails on same topics	Gave Legislative Assistant Bag of goodies from Long Beach	
23-Jan-18	Rep Luanne Van Werven	LB Sales Tax/SB6010/Voting Rights Act	Sent Thank you cards/ emails on same topics	Gave Legislative Assistant Bag of goodies from Long Beach	
23-Jan-18	Sen Ann Rivers	LB Sales Tax/SB6010/Voting Rights Act	Sent Thank you cards/ emails on same topics	Gave Legislative Assistant Bag of goodies from Long Beach	

Legislators meetings				
Revised 3-15-18				
Date	Legislator	Topice	Comments	Committees
1/10/2018	Rep Vandana Slatter	Low Income Housing/SB6010/Voting Rights Act-6002/Law enforcement Classes	Sent Thank you cards/ emails on same topics	Gave Legislative Assistant Bag of goodies from Long Beach
1/10/2018	Rep Tara Senn	Low Income Housing/SB6010/Voting Rights Act-6002/Law enforcement Classes	Sent Thank you cards/ emails on same topics	Gave Legislative Assistant Bag of goodies from Long Beach
1/11/2018	Rep Gael Tarleton	Low Income Housing/SB6010/Voting Rights Act-6002/Law enforcement Classes	Sent Thank you cards/ emails on same topics	Gave Legislative Assistant Bag of goodies from Long Beach
1/12/2018	Rep Kristine Lytton	Low Income Housing/SB6010/Voting Rights Act-6002/Law enforcement Classes	Sent Thank you cards/ emails on same topics	Gave Legislative Assistant Bag of goodies from Long Beach
1/13/2018	Rep John Koster	Low Income Housing/SB6010/Voting Rights Act-6002/Law enforcement Classes	Sent Thank you cards/ emails on same topics	Gave Legislative Assistant Bag of goodies from Long Beach
1/16/2018	Rep Shelley Kloba	Low Income Housing/SB6010/Voting Rights Act-6002/Law enforcement Classes	Sent Thank you cards/ emails on same topics	Gave Legislative Assistant Bag of goodies from Long Beach
1/16/2018	Rep Paul Harris	Low Income Housing/SB6010/Voting Rights Act-6002/Law enforcement Classes	Sent Thank you cards/ emails on same topics	Gave Legislative Assistant Bag of goodies from Long Beach
1/16/2018	Rep Noel Frame	Low Income Housing/SB6010/Voting Rights Act-6002/Law enforcement Classes	Sent Thank you cards/ emails on same topics	Gave Legislative Assistant Bag of goodies from Long Beach
1/16/2018	Rep Terry Nealey	Low Income Housing/SB6010/Voting Rights Act-6002/Law enforcement Classes	Sent Thank you cards/ emails on same topics	Gave Legislative Assistant Bag of goodies from Long Beach

Legislators meetings

Revised 3-15-18					
Date	Legislator	Topic	Comments	Committees	
26-Feb-18	Rep Dave Hayes	LB Sales Tax/SB6010/Voting Rights Act	Sent Thank you cards/ emails on same topics		
26-Feb-18	Sen Ann Rivers	Parks Property for Hotel	Sent Thank you cards/ emails on same topics		
26-Feb-18	Rep Mike Steele	LB Sales Tax/SB6010/Voting Rights Act	Sent Thank you cards/ emails on same topics		
26-Feb-18	Sen Dean Takko	Parks Property for Hotel	Sent Thank you cards/ emails on same topics		
26-Feb-18	Rep Brian Blake	Parks Property for Hotel	Sent Thank you cards/ emails on same topics		
26-Feb-18	Rep Matt Shea	LB Sales Tax/SB6010/Voting Rights Act	Sent Thank you cards/ emails on same topics	Gave Legislative Assistant Bag of goodies from Long Beach	
2/27/2018	Sen Guy Palumbo	Annual Budget, Shared Revenue, MRSC, Public works trust, Special Hotel & Motel Tax	Sent Thank you cards/ emails on same topics	Higher Education (Ranking Minority Member), Local Government	
27-Feb-18	Rep John Koster	Annual Budget, Shared Revenue, MRSC, Public works trust, Special Hotel & Motel Tax	Sent Thank you cards/ emails on same topics	State Government, Elections & Information (Ranking Minority Member), capital Budget, rules	
2/27/2018	Rep Shelley Kioba	Annual Budget, Shared Revenue, MRSC, Public works trust, Special Hotel & Motel Tax	Sent Thank you cards/ emails on same topics	Commerce & Gaming Vice Chair Technology & Economic Development (Vice Chair), Transportation	
2/27/2018	Rep Brandon Vick	Talked to Aid, Special Tax, MRSC, Law Enforcement Acad bill	Sent Thank you cards/ emails on same topics	Business & Financial Services (Ranking Minority member), Commerce & Gaming (Asst ranking Minority Member), Appropriations	
Correspondence By Emails					
1/10/2018	Rep Steve Tharinger	Low Income Housing/SB6010/Voting Rights Act-6002/Law enforcement Classes	Sent Thank you cards/ emails on same topics	Gave Legislative Assistant Bag of goodies from Long Beach	
1/10/2018	Rep Larry Springer	Low Income Housing/SB6010/Voting Rights Act-6002/Law enforcement Classes	Sent Thank you cards/ emails on same topics	Gave Legislative Assistant Bag of goodies from Long Beach	

Legislators meetings				
Revised 3-15-18				
Date	Legislator	Topice	Comments	Committees
White Papers completed on the following T opics				
SB6010	Long Beach Sponsored Bill			
SB6002	Voting Rights act			
Sales Tax Breakdown	Loong Beach 2017 Sales Tax Distrubution			
Broad Band/Small Cell Network				

Legislators meetings

Revised 3-15-18					
Date	Legislator	Topic	Comments	Committees	
1/16/2018	Rep Frank Chopp	Low Income Housing/SB6010/Voting Rights Act-6002/Law enforcement Classes	Sent Thank you cards/ emails on same topics	Gave Legislative Assistant Bag of goodies from Long Beach	
2/8/2018	Sen Mark Schoesler	Low Income Housing/SB6010/Voting Rights Act-6002/Law enforcement Classes	Sent Thank you cards/ emails on same topics	Gave Legislative Assistant Bag of goodies from Long Beach	
2/8/2018	Sen Dino Rossi	Low Income Housing/SB6010/Voting Rights Act-6002/Law enforcement Classes	Sent Thank you cards/ emails on same topics	Gave Legislative Assistant Bag of goodies from Long Beach	
2/8/2018	Sen Mark Miloscia	Low Income Housing/SB6010/Voting Rights Act-6002/Law enforcement Classes	Sent Thank you cards/ emails on same topics	Gave Legislative Assistant Bag of goodies from Long Beach	
2/8/2018	Rep Strom Peterson	Low Income Housing/SB6010/Voting Rights Act-6002/Law enforcement Classes	Sent Thank you cards/ emails on same topics	Gave Legislative Assistant Bag of goodies from Long Beach	
2/8/2018	Rep Marcus Riccelli	Low Income Housing/SB6010/Voting Rights Act-6002/Law enforcement Classes	Sent Thank you cards/ emails on same topics	Gave Legislative Assistant Bag of goodies from Long Beach	
2/8/2018	Rep Larry Springer	Low Income Housing/SB6010/Voting Rights Act-6002/Law enforcement Classes	Sent Thank you cards/ emails on same topics	Gave Legislative Assistant Bag of goodies from Long Beach	
2/8/2018	Rep Gina McCabe	Low Income Housing/SB6010/Voting Rights Act-6002/Law enforcement Classes	Sent Thank you cards/ emails on same topics		

LONG BEACH PENINSULA VISITORS BUREAU
BOARD OF DIRECTORS MEETING MINUTES
Thursday February 8th 2018

Agenda Item	Notes
Directors In Attendance	Laure Anderson, Jenna Austin, Holly Beller, Mike Cassinelli, Dave Glasson, Guy Glenn, Nancy Gorshe, Karla Jensen Martin, Michelle Layman, Michelle Svendsen, Aaron Webster
Directors Absent	Tom Downer, Susie Goldsmith, Jules Orr, Keith Purser, Thandi Rosenbaum, Jim Sayce, Tiffany Turner
Staff and Consultants Present	Staff: Andi Day, Jane Sweringen
Guests Present	Ragan Meyers
Call to order	In the absence of the president, Nancy Gorshe, Vice President called the meeting to order at 11.10am
Minutes	Motion to approve the minutes of the January meeting was made by Mike Cassinelli, seconded by Michelle Svendsen and approved.
Treasurers Report	<ul style="list-style-type: none"> • Mike Cassinelli, Treasurer, presented the financial report, Balance Sheet and P&L enclosed in the packet. • No questions. Motion to approve made by Dave Glasson, seconded and approved.
Executive Committee Report	<ul style="list-style-type: none"> • As several new members of the board were present for the first time, introductions were made around the room • A copy of the proposal for partnership with the Friends of Chinook School was reviewed. Proposal to renew the lease for 2 years with off-season event dates available to VB to use or sell. Create a plan to help the FOCS to increase the business. This will also off-set the cost to the VB for the satellite visitor center. Brief discussion to place. Motion was made by Holly Beller to accept the proposal as presented, Mike Cassinelli seconded, motion approved.
Bylaws Task Force	<ul style="list-style-type: none"> • The final draft was sent to the full board for review, there was feedback from Tom Downer and Mike Cassinelli also had some comments to make. It was decided that the taskforce should meet again to discuss and present to the full board again.
Marketing Report	<ul style="list-style-type: none"> • Andi Day presented: Restaurant month - feedback from participating business had been requested. Money raised will be sent directly to the Boys & Girls Club. Next year there will be more lead-time. Nancy Gorshe reported seeing local people, some visiting all participating restaurants. • The Port of Seattle has 2 programs available : 1) Digital advertising boards in Seatac airport. DMOs can apply for a quarter year static ad with a cost of \$1800 for artwork, this is lottery based, Andi Day has requested qtr 2 or qtr 3 2018, several board members thought qtr 3 would see more travellers through the airport to make future plans on destinations. 2) Brand USA info, dedicated web page add-on to their page for international travelers, grant of \$8000 available for about \$1750 cash outflow. •

	<ul style="list-style-type: none"> • A booth has been secured at an international travel writers conference on Whidbey Island in May, Andi Day and Carol Zahorsky to attend • The lodging taxes show unincorporated area of Pacific County to be down 1.5% the cities are up, Long Beach by 6%, Ilwaco, Raymond and South Bend also increased. County wide up by 2.75% overall, about a \$50,000 increase in gross sales. Figures available in the month of January show year over year growth everywhere. • The Strategic Marketing Plan has been updated after the Planning Retreat exercise, this will be sent to the Board and then it will be published to stakeholders. To be re-visited and updated each year. • ED will draft board member roles & responsibilities for executive committee and board approval.
Membership Report	<ul style="list-style-type: none"> • Jane Sweringen, Membership Coordinator: One new member in January, a vacation rental.
Directors Report	<ul style="list-style-type: none"> • The WTA bill is moving, has been passed in the Senate and will be moving to the House. Senator Takko sponsored the bill and it is supported by Brian Blake and Jim Walsh. ED has testified on the impact for rural areas at 3 committee hearings in Olympia. • ED is working on the statewide marketing plan, more of a business/marketing plan on increasing tourism in the state and rural areas.
	•
	•
PR Report	•
Old Business	•
New Business	<ul style="list-style-type: none"> • The March meeting will be changed to the 15th. • Time for a membership committee to be formed to look at member benefits, dues and fees, qualifications of membership, suggested committee - Tom Downer, Retail; June Craft, Vacation Rentals; Karla Jensen, Hotels; Jim Sayce, EDC. • The Not a Ban Group has produced the responses they received to their survey about the 4th July fireworks, looking at reducing the number of days that fireworks can be legally used. Mainly heard from local residents; they want to hear from business owners on their views. Please send any comments to Megan Michaud or Andi. The cities of Ilwaco and Long Beach and the County all need to work to the same dates. The Mayor of Long Beach has been polling businesses and there may be a compromise that can be reached. • Andi Day thanked Aaron Webster for joining the board as the Parks representative. Laura Osborne has agreed to become the board member representing Chinook. Kathleen Nisbet is considering the Agriculture seat, Michelle Layman will discuss with her. ED is planning to go to the Tokeland Chamber meeting in March. With so many new board members staff will hold an "on-boarding" session.

Guests	<p>Ragan Meyers, Guest - Long Beach Package Travel: Holding an industry workshop on Groups and Package Travel. Cruise lines and Lors Tours bringing tours to Lewis & Clark Interpretive Center this year. Met with Lors Tours and Shore Excursions of America, they are interested in bringing paddle boats to this side of the river, Ragan is working with the City of Long Beach and the Port of Ilwaco.</p>
Board Member Updates & Announcements	<p>Michelle Layman, Willapa Harbor Chamber: Dinner last week end to honor the awards - 2017 Business of the year - Raymond American Legion, Dennis Company - 2017 Lifetime Achievement award, Melody Halpin - 2017 Citizen of the year, Patricia Neve - 2017 Person of the Year.</p> <p>Mike Cassinelli, Fishing: Crab fishing going well. Two sturgeon season meetings being attended by himself and Butch Smith. PFMC process ongoing. WA Dept Fish & Wildlife are seeking a new Director. Halibut and bottom fish seasons being worked on.</p> <p>Holly Beller, City of Ilwaco: Looking to fill the vacant Council Position. Meetings taking place to purchase the timber rights in the city watershed.</p> <p>Aaron Webster, Parks: 1st phase of the work on North Head Lighthouse is complete. The next phase to renovate the base is funded from the Capital budget. The lighthouse will open May 1st and close when the renovations begin. The storm took out 3 camp sites. North Jetty Road and the jetty will be closed from February 20th when the jetty work starts, will be closed until late 2019, part of Waikiki parking lot will remain open. The 2017 visitor count to the Lewis & Clark Interpretive center was the best in recent memory. A birding festival, Wings over the Willapa, is being held September 29th.</p> <p>David Glasson, City of Long Beach: Bill 6010, authorizing certain cities to impose a lodging fee for public safety and public works, is stalled. The city lodging taxes were \$28,000 higher in 2017 than the previous year. The sales tax numbers published in January were the highest ever for the month.</p> <p>Guy Glenn, Port of Ilwaco: The EDC is working on the County Economic & Recreation Development Plan, holding meetings for outreach to communities. Dredging on-going in the Marina and the entrance channels, going to DC next month for 2019 planning. Improvements being made to the boatyard, working on a deconstruction facility.</p> <p>Karla Jensen-Martin, Long Beach Merchants: Looking for a solution to the housing problem for local workforce. Working on upcoming festivals, always looking for volunteers to help. There is a skate and bikeathon being organized, forms available from the bike shop and the Mermaid Inn.</p> <p>Michelle Svendsen, Seaview Representative: Shelburne re-opening soon after Valentines Day. Nansen Malin still working on replacing the Seaview sign. Working with the Corps of Engineers to have a talk at the brewery about the North Jetty work. Senator Dean Takko is amending the bill which will impact small brewers in the state.</p> <p>Jenna Austin, Ilwaco Merchants: Next meeting on 14th February, special valentine meeting, Butch Smith, Charter Association is the speaker. Loyalty Day Kids Parade is coming up, looking for volunteers. Looking for volunteers to get involved in all events and Ilwaco Merchants Association and Board.</p>

	<p>Laurie Anderson, LTAC Committee: Nothing to report on Lodging Taxes. China Beach property is open and keeping her busy.</p> <p>Nancy Gorshe, Restaurants: Basel Cellars a WA winery is making the new house Depot Red. The female Doctor at the new Ocean Park Clinic can take more patients.</p> <p>Meeting adjourned 12.40pm</p>

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Mastering meetings using Robert's Rules

Don't get into back-and-forth exchanges during public comment

By Ann Macfarlane (<https://jurassicparliament.com/author/ann-macfarlane/>) | March 6, 2018 | 6
 (<https://jurassicparliament.com/public-comment/#comments>)

(https://jurassicparliament.com/cheat-sheet-language-tips-meeting-management/microphone_321/) When city councils, school boards or other public bodies hold their meetings, it is usual to reserve a time in the meeting for members of the public to speak to their elected officials. One common name for this is the public comment period. We strongly recommend that elected officials should not get into back-and-forth exchanges with members of the public during the public comment period.



Whose meeting is it anyway?

In most states of the union, members of the public are authorized by state law to attend local government meetings. These laws may be called “sunshine acts” or “open public meeting acts.” States usually allow members of the public to address their elected officials on matters of concern during the meetings. But though the local government meetings are HELD IN PUBLIC, they are not MEETINGS OF THE

PUBLIC. The meetings belong to the local government body that is meeting.

What is the purpose of the public comment period?

The purpose of the public comment period is for members of the public to inform the governing body of their views. This is an important function and it is critical for the elected officials to listen with care to the public, and to consider what they hear in their deliberations. It is also critical for the elected officials to convey to the public that they care! Don't follow the example of a certain county in my home state of Washington, where the elected officials wander out to get coffee or check their cell phones while the public is speaking.

Why the public comment period is not a chance to dialogue

While listening with attention is critical, we believe that it is best not to enter into dialogue with the public during the meeting. It is highly challenging to give accurate responses on critical and complex issues on the spot. We have seen too many instances where the discussion degenerates into a back-and-forth exchange that ends up creating more heat than light. To use a slang expression, sometimes the meeting goes “down the tubes” and never really recovers. This can lead to a fraught atmosphere at future meetings, public outrage, and a general loss of confidence in the board or council.

What should you say?

In general, it is best not to respond at all to public comment. However, the chair may provide brief factual information, if appropriate. This must not degenerate into lecturing or criticism.

The best approach is for the chair to say, “Thank you for your comment” to each speaker. Keep a warm and pleasant expression if the speaker was complimentary, or a neutral face if not, and then move on to the next speaker. Don’t play favorites with the public, and do your best to treat all speakers the same. Be sure to observe any time limits consistently.

How can you appear interested and concerned if you can’t answer?

It isn’t easy, but the chair and the members of the public body convey interest and concern by their body language. Ideally they should listen to each person speaking as if there were no one else in the room.

Structuring the public comment period

You can also take structural steps to let the public know how much you care. We recommend:

- Announcing the policy at the beginning of each meeting, so people know they won’t be getting answers to their questions or concerns during the public comment period.
- Providing a handout on the policy, including an invitation to submit comments in writing and other ways to make your views known.
- Having a staff person available so people with specific concerns can convey them, to be addressed after the meeting by the appropriate party.
- Establishing other channels to connect with your public, such as community forums, personal discussions, “coffee with the mayor,” a form on your website, surveys, etc.

More information

Guidelines for Public Comment in Local Government (<https://wp.me/p67tAz-wT>)

Don’t include detailed public comment in meeting minutes. (<https://wp.me/p67tAz-wp>)

Download our Citizen’s Guide for short and reader-friendly explanation of many aspects of local government meetings. Citizen’s Guide to Effective Public Meetings
(<https://jurassicparliament.com/citizens-guide/>)

Conclusion

With proper preparation and consistent implementation, the public comment period can be an important part of your meetings and help you serve your constituency well.

Posted in Effective Local Government (<https://jurassicparliament.com/category/effective-local-government/>) and tagged citizen engagement (<https://jurassicparliament.com/tag/citizen-engagement/>), councils (<https://jurassicparliament.com/tag/councils/>), elected officials (<https://jurassicparliament.com/tag/elected-officials/>), ground rules for meetings (<https://jurassicparliament.com/tag/ground-rules-for-meetings/>), local government (<https://jurassicparliament.com/tag/local-government/>), meeting management (<https://jurassicparliament.com/tag/meeting-management/>), public comment (<https://jurassicparliament.com/tag/public-comment/>), robert's rules (<https://jurassicparliament.com/tag/roberts-rules/>), Robert's Rules of Order (<https://jurassicparliament.com/tag/roberts-rules-of-order/>), school boards (<https://jurassicparliament.com/tag/school-boards/>)

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About Ann Macfarlane

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6 Comments

Nancy Backus on March 6, 2018 at 11:45 am

As always, great advice and insight, thank you, Ann!

Reply

Ann Macfarlane on March 6, 2018 at 5:42 pm

Appreciate your comment, thank you Nancy!

Reply

Joe Kunzler (<http://flickr.com/avgeekjoe>) on March 8, 2018 at 1:58 pm

Ann,

What would YOU do if you chaired a transit board meeting with somebody who came in with potentially a campaign sign and then started his public comment with a Nazi salute? Then he continues to insult the Board and possibly the employees calling them crooks, liars, thieves & Mafia – for starters – for carrying out & administering voter-approved projects.

I would like to think there's a way to get boardmembers to eject such a bully. These Nazi salutes & name-calling – and the silent assent to them – make me as a transit activist VERY uncomfortable.

It would be one thing if this troubled individual simply said, "I think transit is a waste of money and you all should give the money back". If so, I wouldn't be posting here.

I await your thoughts on this troubling topic.

Yours;

Joe

Reply

Ann Macfarlane on March 9, 2018 at 2:18 pm

Joe, this is a very challenging situation indeed. I can tell you that the courts have found that the Nazi salute is protected speech (see *Norse vs. City of Santa Cruz*). It appears that local government bodies have the right to regulate the time, place and manner of the public comment period, but all such restrictions must be viewpoint-neutral. Disrupting the meeting is not allowed, but mere words themselves generally do not constitute disruption. Signs in and of themselves do not seem to constitute disruption. In allowing the behavior you describe, the body is not assenting to it, but it seems to me is likely following established legal practice in this country. Yours, Ann

Reply

Joe Kunzler (<http://flickr.com/avgeekjoe>) on March 10, 2018 at 11:34 pm

Ann, thank you so much. I agree it's a difficult subject. At least recently one local government – Community Transit – wised up and updated its public comment guidelines – see page 2 of <https://www.scribd.com/document/373080792/Community-Transit-Resolution-03-18> (<https://www.scribd.com/document/373080792/Community-Transit-Resolution-03-18>) .

I agree with viewpoint-neutral. It's a slippery slope when "The Government" starts regulating speech, but I would hope a general standard of civility and staying to an agenda topic are options.

Finally, sincere thanks for all your efforts on educating the public on proper parliamentary procedure. I have your blog & newsletter on my RSS feeds!

Reply

Ann Macfarlane on March 12, 2018 at 9:38 am

Joe, thank you for sharing this very interesting information. I look forward to studying it closely. It's amazing how much detail may be necessary in order to cover the bases! And thanks also for your kind words – I'm delighted to know that you find our publications of value! With warmest best wishes, Ann

Reply

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Upcoming Events

MAR

28

Wed

(https://jurassicparliament.com/calendar/action~oneday/exact_date~28-3-2018/)

9:00 am City of Enumclaw WA 2018

(https://jurassicparliament.com/event/city-enumclaw-wa-2018/?instance_id=399)

APR

30

Mon

(https://jurassicparliament.com/calendar/action~oneday/exact_date~30-4-2018/)

5:00 pm City of Kenmore WA 2018

(https://jurassicparliament.com/event/city-kenmore-wa-2018/?instance_id=400)

MAY

11

Fri

(https://jurassicparliament.com/calendar/action~oneday/exact_date~11-5-2018/)

9:00 am City of Millwood WA 2018

(https://jurassicparliament.com/event/city-millwood-wa-2018/?instance_id=401)

MAY

17

Thu

(https://jurassicparliament.com/calendar/action~oneday/exact_date~17-5-2018/)

8:00 am WPUDA Administrative Professiona...

(https://jurassicparliament.com/event/wpuda-administrative-professionals-2018/?instance_id=403)

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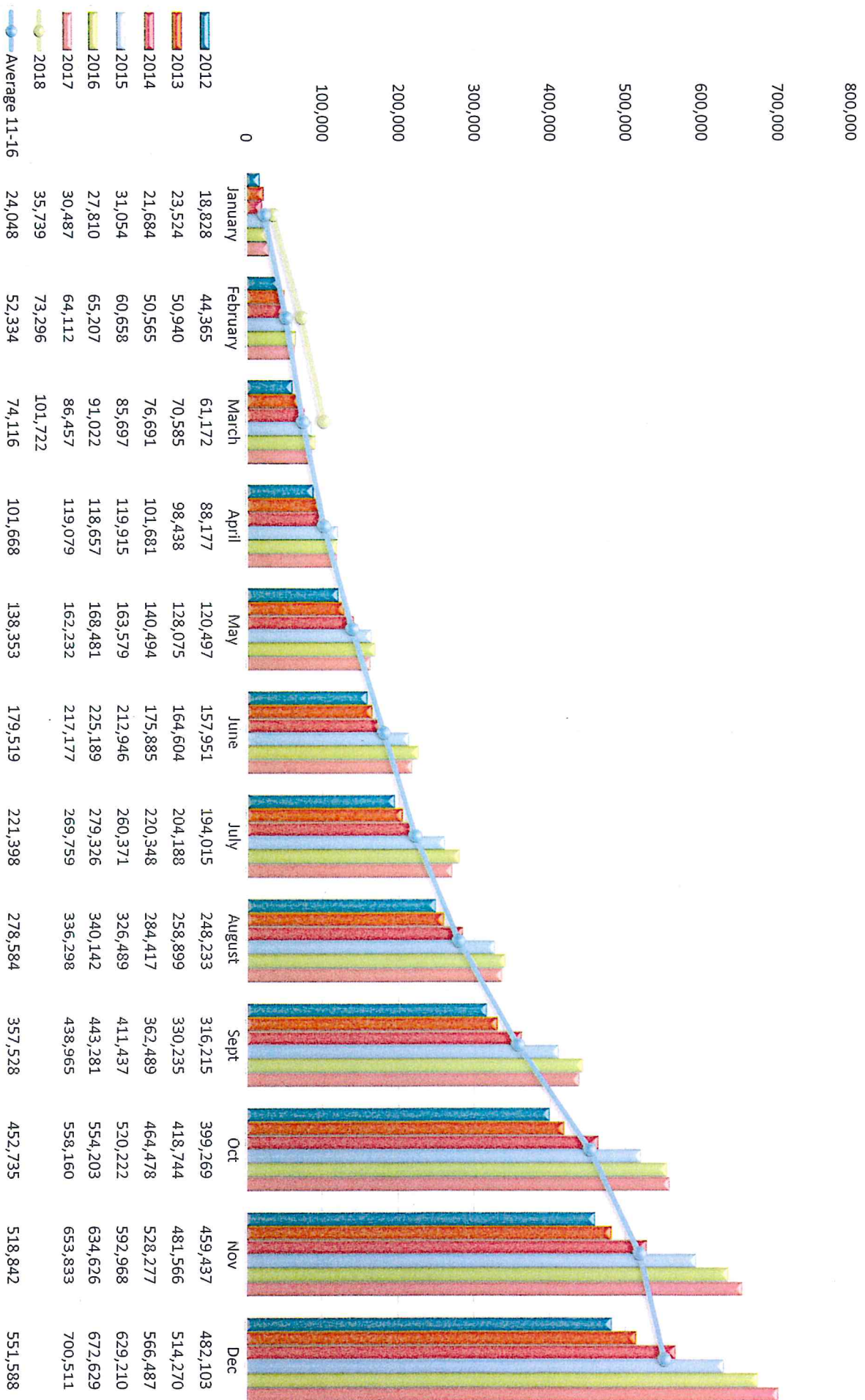
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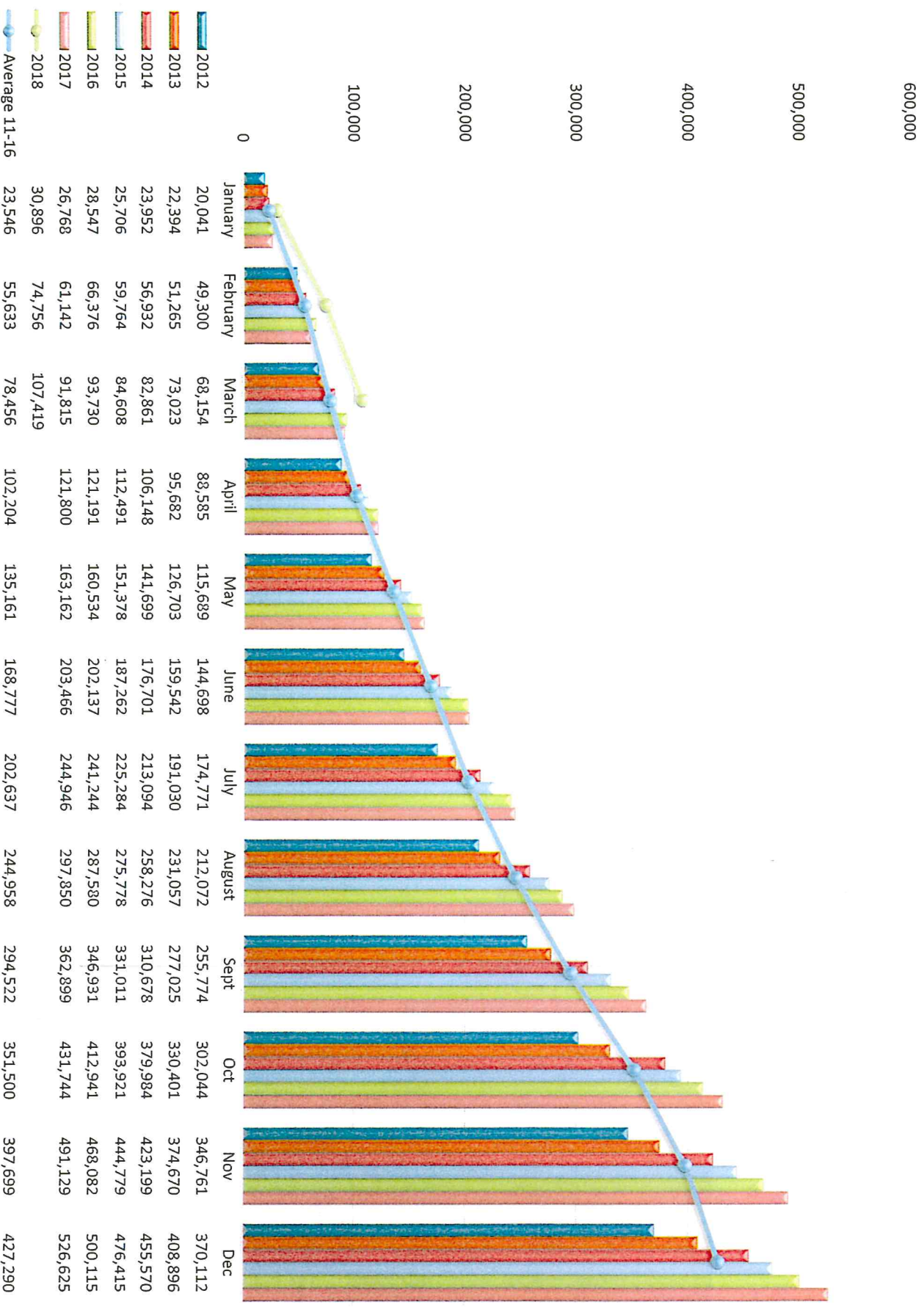
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Lodging Tax Collections



Sales Tax Collections



STATE OF WASHINGTON
Public Water System
Operating Permit

The Department of Health Office of Drinking Water issues a permit to operate:

LONG BEACH WATER DEPARTMENT (ID# 48000 M)

to owner: LONG BEACH, CITY OF County: PACIFIC

LONG BEACH, CITY OF
PO BOX 310
LONG BEACH, WA 98631

This Permit is valid through: May 2019

PERMIT CATEGORY: **** Green ****

The permit category may be modified or the permit revoked subject to water system compliance with applicable State of Washington drinking water rules and regulations and the following statements.

The system operating permit color category is based on information on file with the Department at the time this permit was printed.

System is substantially in compliance with applicable drinking water requirements.



Explanation of Permit Categories

1. **Green** - This category means your system is substantially in compliance with applicable drinking water requirements. Placement in this category indicates the system is adequate for growth up to approved number and existing uses.
2. **Yellow** - This category means your system is substantially in compliance except water system notified to submit water system plan, but has not satisfied planning requirement and/or is under a compliance agreement for a state significant non-complier (SSNC) violation. Placement in this category indicates the system is adequate for growth up to approved number unless otherwise limited by compliance agreement and adequate for existing uses.
3. **Blue** - This category means your system is substantially in compliance except water system does not meet design approval or has exceeded number of approved connections. Placement in this category means the system is adequate for existing uses, but not adequate for growth.
4. **Red** - This category means your system is in substantial non-compliance with applicable drinking water requirements. Placement in this category indicates the system is not adequate for growth or existing uses. **This could result in building permits, on-site sewage disposal permits, food service permits, liquor licenses and other permits and licenses being denied for properties connected to or to be connected to the water system. In addition, lending institutions may choose not to finance loans associated with these properties.**

If you have questions about your operating permit or wish to formally appeal the permit category through an adjudicative proceeding, contact the appropriate Drinking Water Regional Office;

Northwest Regional Office
Kent
(253) 395-6750

Southwest Regional Office
Tumwater
(360) 236-3030

Eastern Regional Office
Spokane
(509) 329-2100