



## AGENDA – Tuesday, February 19, 2019

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

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

Long Beach City Hall  
115 Bolstad Avenue West

### **6:30 WORKSHOP**

WS 19-04	Regional Biosolids Treatment Plant Update – TAB A
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### **7:00 p.m. CALL TO ORDER; PLEDGE OF ALLEGIANCE; AND ROLL CALL**

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

### **PUBLIC COMMENT**

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

### **CONSENT AGENDA – TAB B**

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

- Minutes, February 4, 2019 City Council Meeting
- Payment Approval List for Warrant Resisters 58393-58427 & 84731-84803 for \$199,123.85

### **BUSINESS**

- **AB 19-06 – SUP 2019-01 All Safe Mini Storage Temporary Storage Container – TAB C**
- **AB 19-07 – EDC 2019 Contract for Technical Services – TAB D**
- **AB 19-08 – Law Enforcement Contract with the City of Ilwaco – TAB E**

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

- **Police Chief's Report for January 2019**
- **Wastewater Department Report for January 2019**
- **Water Department Report for January 2019**
- **Parks, Streets & Stormwater Report January 2019**

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

The Regular City Council meetings are held the 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month at 7:00 PM and may be preceded by a workshop.  
March 4, 2019, March 18, 2019 & April 1, 2019

### **ADJOURNMENT**

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

**TAB - A**



**CITY COUNCIL  
WORKSHOP BILL**

**WS 19-04**

**Meeting Date: February 19, 2019**

**AGENDA ITEM INFORMATION**

***SUBJECT: Biosolids  
Project Update***

***Originator:***

Mayor

City Council

City Administrator

City Attorney

City Clerk

City Engineer

Community Development Director

Events Coordinator

Finance Director

Police Chief

Streets/Parks/Drainage Supervisor

Water/Wastewater Supervisor

DG

DZ

***COST:*** \$7,600,000 estimated

***SUMMARY STATEMENT:*** The Biosolids (BS) project is moving along. The original estimate from the engineering report was \$7,700,000 (page 2). Since September of 2017, the plan has moved to 60% design. City staff and elected officials have traveled to other BS processing plants, visited with others on the best ways to handle and store the raw and finished BS products and come up with the attached BS plan. The revised BS timeline is on page 3. During the last year, the City Council has agreed to sole source and purchase the screw press and settled on the tunnel system to process the chips.

Future steps the City will take outside of the main bid for the project will be to purchase a trommel, loader and tanker truck. By doing these separately, the city avoids the markup from the winning bidder of the construction project. I have included a picture of a slightly used trommel on page 4, along with recommendations from our engineer after that. We are checking with Walla Walla on their experience with this company and model.

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

**City of Long Beach WWTP**  
**Class A - Composting**  
**Total Estimated Project Cost - Regional Facility**

Item	Quantity	Unit	Unit Price	Amount
Mobilization/ Demobilization	1	LS	\$322,000	\$322,000
Site Piping	1	LS	\$192,000	\$192,000
Trench Excavation Safety Systems	1	LS	\$5,000	\$5,000
Erosion Control	1	LS	\$5,000	\$5,000
Solids Handling Building	2,300	SF	\$250	\$575,000
Bulking Agent Storage Building	1,050	SF	\$250	\$263,000
Compost Storage Building	2,400	SF	\$250	\$600,000
Compost Vessel Fan Building	100	SF	\$250	\$25,000
Storm Drainage/ Site Grading	1	LS	\$15,000	\$15,000
Heating, Ventilation, Air Conditioning	1	LS	\$80,000	\$80,000
Electrical, Instrumentation and Control	1	LS	\$365,000	\$365,000
Screw Press Package System	1	EA	\$295,200	\$296,000
Shaftless Screw Conveyor	1	LS	\$72,000	\$72,000
Compost Package System	1	EA	\$1,200,000	\$1,200,000
Sludge Feed Pump	2	LS	\$20,000	\$40,000
Sludge Feed Pump Building	100	SF	\$250	\$25,000
Trommel Compost Screen	1	EA	\$60,000	\$60,000
Woodchipper	1	EA	\$10,000	\$10,000
Biofilter	2	EA	\$30,000	\$60,000
Gravel Bed Foundation (12-inch thick)	296	CY	\$19	\$6,000
Asphalt (4-inch thick)	56	TONS	\$150	\$9,000
Concrete pad (8-inch thick)	69	CY	\$1,000	\$70,000
Bobcat S250	1	EA	\$42,300	\$43,000
Tanker Truck	1	EA	\$200,000	\$200,000
<b>Subtotal</b>				<b>\$4,538,000</b>
Washington State Sales Tax (7.9%)				\$359,000
<b>Subtotal</b>				<b>\$4,897,000</b>
Construction Contingency (25%)				\$1,225,000
<b>Subtotal</b>				<b>\$6,122,000</b>
Design Engineering, Construction Management and Permitting (25%)				\$1,531,000
<b>Total Estimated Capital Costs</b>				<b>\$7,653,000</b>

**City of Long Beach WWTP**  
**Class A - Composting**  
**Total Estimated Annual Operation and Maintenance Cost**

Item	Quantity	Unit	Unit Price	Amount
Composting O&M Labor (1)	2080	HOUR	\$48	\$100,000
Power (2)	1	LS	\$12,313	\$13,000
Equipment Maintenance	1	LS	\$5,000	\$5,000
Screw Press Polymer	5400	LB	\$1.50	\$9,000
Compost Bulking Agent (3)	3120	CY	\$17	\$54,000
<b>Total Estimated Annual Operation and Maintenance Cost</b>				<b>\$181,000</b>

(1) Based on 8 hours a day, 5 days a week at \$48 an hour

(2) Based on power for the sludge conveyor, screw press, polymer system, feedstock mixer, and compost system at \$0.055/ kWh

(3) Cost of bulking agent may be less if the City can supply downed trees to the wood chipper



## Revised 2/4/19

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







## David Glasson

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**From:** Nancy Lockett <nlockett@g-o.com>  
**Sent:** Friday, February 1, 2019 3:07 PM  
**To:** David Glasson; Don Zuern  
**Subject:** FW: Long Beach Trommel Screen  
**Attachments:** ATT00001.txt; Walla, 1.jpg

David and Don,

We have been researching trammel screens to use for final processing of the compost material. The best machine for the job appears to be a Revolver RT508. Please see the email below that gives some specifics. The distributor has a lightly used (50 hrs of use) machine that he would be willing to sell at a discount. This would avoid paying contractor mark-up on a piece of equipment that does not require contractor installation.

I've attached some picture of the used equipment. The distributors price includes deliver and start-up/training. The picture labeled Walla 1 shows an example of the discharge conveyor that is available.

Let me know what you think.

Nancy

**Nancy Lockett, P.E.** | Project Manager | 206.284.0860 p | 206.283.3206 f  
**Gray & Osborne, Inc.** | 1130 Rainier Ave. S. #300, Seattle, WA 98144



Please consider the environment before printing this email.

*Electronic File Transfer-*

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**From:** Morgan Knighton [mailto:mknighton@g-o.com]  
**Sent:** Friday, February 01, 2019 11:56 AM  
**To:** Nancy Lockett  
**Cc:** Harvey Doty  
**Subject:** Long Beach Trommel Screen

Nancy,

After reviewing a number of trommel screens for the Long Beach WWTP, I recommend that the city purchase a Revolver RT508 ([revolvertrommels.com](http://revolvertrommels.com)).

This trommel has a much larger hopper, feed belt, and screen diameter than comparably priced machines. The machine comes standard with a fines conveyor and has an optional overs conveyor. The hopper size and feed height will work well with the proposed loader (Cat 906M). The fines conveyor and overs conveyor each discharge at a height that will allow the city to process a full week's worth of compost without having to reposition the trommel.

The references we contacted reported that the machine performs very well and requires little maintenance. The manufacturer/owner has been very responsive to our inquiries, and his references have received excellent service as well. The city of Walla Walla has been using an RT508 for several years and would be happy to give a tour to representatives from Long Beach. I have included their contact information below.

City of Walla Walla

Dave Jensen, Solid Waste Supervisor: 509-386-5430

Brandon Leno, Lead Compost Facility Operator: 509-520-3552

The base price for the RT508 is \$87,000, including startup and shipping. The owner also has a 2017 model at his factory in Guelph, Ontario with 50 hours of use (as recorded on the engine time-logger) that he is offering for \$69,000 including shipping. The used machine was rented to a local customer and then returned. Based on our review of the photographs, the machine appears to be in good condition with only minor wear. The city can download these photos with my annotations from our FTP site [here](#) (no login required). The owner is offering a warranty of 60 days for parts and labor and 6 months for parts.

I recommend that the city purchase the used machine with the addition of the optional overs conveyor, which the owner is offering for \$15,000 (\$84,000 total for machine and conveyor). If the city purchases directly from the manufacturer they would avoid any markup from a distributor. The only downside of a direct purchase is that it would add an additional party for the city to work with in the event of a warranty claim, but given the responsiveness of the owner, I don't expect this to be a problem.

Please let me know if any additional information would be helpful.

Regards,

*Morgan Knighton, P.E. | 206.284.0860 x1133 p | 206.283.3206 f*  
*Gray & Osborne, Inc. | 1130 Rainier Ave. S., Suite 300, Seattle, WA, 98144*



**TAB - B**

## **LONG BEACH CITY COUNCIL MEETING**

**February 4, 2019**

### **6:30 COUNCIL WORKSHOP**

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

#### **WS 19-02- Ilwaco Police Contract**

- David Glasson, City Administrator, and Flint Wright, Police Chief, presented the workshop bill.  
-Update on the Police Contract. The current contract expired and the new contract has a few minor changes suggested. Ilwaco has a copy and Long Beach Staff will attend a meeting with them February 11, 2019.
- **No decisions or motions were made at this time.**

#### **WS 19-03- Veteran's Housing Discussion**

- David Glasson, City Administrator, and Mayor Phillips presented the workshop bill.  
-Mayor Phillips is working on a project to build a home, possibly transitional, for a United States Veteran. The project has enough interest and promise that the city council needs to be aware of the status.
- **No decisions or motions were made at this time.**
- The Mayor adjourned the workshop at 6:55 p.m.

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

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

#### **ROLL CALL**

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

#### **PUBLIC COMMENT**

No comments made.

#### **CONSENT AGENDA**

Minutes, January 22, 2019 City Council Meeting

Payment Approval List for Warrant Registers 58363-58392 & 84655-84730 for \$208,270.45

**C. Linhart made the motion to approve the Consent Agenda. C. Kline seconded the motion; 4 Ayes; 1 Absent, motion passed.**

#### **BUSINESS**

##### **AB 19-04– Region 3 Mutual Aid Agreement**

David Glasson, City Administrator, presented the Agenda Bill. The Washington State Department of Natural Resources maintains a statewide radio network to aid in the coordination for responses such as Wildfires. This agreement allows local communities that either need assistance or provide assistance to provide better communication among all responding agencies.



**C. Linhart made the motion to authorize the Mayor to sign the agreement. C. Murry seconded the motion; 4 Ayes; 1 Absent, motion passed.**

**AB 19-05– Fee Waiver for the Army Corps of Engineers Facility Rental**

David Glasson, City Administrator, presented the Agenda Bill. The bid for the screw press closed on Thursday, January 3<sup>rd</sup>. There was only one bidder and it is the engineer's recommendation to award that bid to ECS.

**C. Linhart made the motion to approve the request and waive all fees associated with the rental. C. Kemmer seconded the motion; 3 Ayes; 1 Nay (C. Murry); 1 Absent, motion passed.**

**DEPARTMENT HEAD ORAL REPORTS**

**CORRESPONDENCE AND WRITTEN REPORTS**

- Sales Tax Collections
- Lodging Tax Collections
- Report and Decision on CUP 2018-06
- Report and Decision on CUP 2018-07

**ADJOURNMENT**

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

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk



## Warrant Register

Check Periods: 2019 - February - First

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

Council Member	Council Member	Council Member	Clerk/Treasurer
Number	Name	Print Date	Cleaning Date
58393	Bell, Helen S	2/5/2019	Amount: \$311.85
58394	Binlon, Jacob	2/5/2019	\$1,783.52
58395	Booi, Kristopher A	2/5/2019	\$1,818.72
58396	Cline, Kevin M	2/5/2019	\$266.19
58397	Eastham, Miranda L	2/5/2019	\$1,236.75
58398	Gilbertson, Bradley K	2/5/2019	\$1,634.05
58399	Payroll Vendor	2/5/2019	Void
58400	Huff, Timothy M.	2/5/2019	\$1,646.54
58401	Kaino, Kris	2/5/2019	\$1,012.96
58402	Kemmer, Hollie L	2/5/2019	\$266.19
58403	Kemmer, Larry L	2/5/2019	\$1,456.64
58404	Luehe, Paul J	2/5/2019	\$1,610.08
58405	McGuire, Tina M	2/5/2019	\$266.19
58406	Miller, Matt W	2/5/2019	\$1,402.40
58407	Mortenson, Tim	2/5/2019	\$2,371.98
58408	Murry, Del R	2/5/2019	\$266.19
58409	Padgett, Timothy J	2/5/2019	\$1,603.60
58410	Persell, Whitney J	2/5/2019	\$1,040.61
58411	Quitner, Jonathan H	2/5/2019	\$1,010.71
58412	Williams, David L	2/5/2019	\$368.29
58413	Wood, Matthew T	2/5/2019	\$1,585.70
58414	Wright, Flint R	2/5/2019	\$2,780.28
58415	Zuern, Donald D.	2/5/2019	\$2,285.55
58416	Goulter, John R.	2/5/2019	\$2,073.62
58417	AFLAC	2/5/2019	\$472.93
58418	Association of WA Cities	2/5/2019	\$30,595.73
58419	City of Long Beach - Fica	2/5/2019	\$13,248.22
58420	City of Long Beach - FWH	2/5/2019	\$8,185.15
58421	Council Gift Fund	2/5/2019	\$60.00



Number	Name	Print Date	Clearing Date	Amount
58422	Dept of Labor & Industries	2/5/2019		\$2,213.78
58423	Dept of Retirement Systems Def Comp	2/5/2019		\$2,925.00
58424	Employment Security Dept	2/5/2019		\$220.40
58425	Massmutual Retirement Services	2/5/2019		\$675.00
58426	Teamsters Local #58	2/5/2019		\$173.00
58427	Dept of Retirement Systems	1/31/2019		\$15,060.01
84731	Employment Security Dept	2/4/2019		\$1,003.28
84732	Wilbur-Ellis Company LLC	2/4/2019		\$2,653.76
84733	Wright, Flint	2/4/2019		\$300.00
84735	Snap-ON Tools	2/8/2019		\$1,027.78
84736	Caldwell, Tye	2/8/2019		\$495.88
84737	Huff, Tim	2/8/2019		\$156.00
84738	Zuern, Donald	2/8/2019		\$495.88
84739	Wright, Flint	2/11/2019		\$930.24
84740	Cutting, Jeff	2/14/2019		\$674.98
84741	Active Enterprises, Inc.	2/15/2019		\$459.31
84742	Airgas USA LLC	2/15/2019		\$49.57
84743	Alco-American Linen Div.	2/15/2019		\$103.92
84744	Backflow Management Inc	2/15/2019		\$1,500.00
84745	Bailey's Saw Shop	2/15/2019		\$26.81
84746	Box-K Auto Repair Inc	2/15/2019		\$178.78
84747	Cartomation, Inc	2/15/2019		\$500.00
84748	Cascade Fire Equipment	2/15/2019		\$1,615.49
84749	Cashmere Valley Bank	2/15/2019		\$4,854.56
84750	CenturyLink	2/15/2019		\$1,567.75
84751	Charter Communications	2/15/2019		\$324.93
84752	Chautauqua Lodge	2/15/2019		\$445.20
84753	Chinook Observer	2/15/2019		\$210.38
84754	City of Long Beach	2/15/2019		\$1,245.78
84755	Coastal Community Action Program	2/15/2019		\$118.00
84756	Columbia Ford, Inc.	2/15/2019		\$218.01
84757	Columbia Steel Supply	2/15/2019		\$39.08
84758	Dennis Company	2/15/2019		\$810.38
84759	Dr. Roof, Inc	2/15/2019		\$808.35
84760	Ecological Land Services	2/15/2019		\$864.35
84761	Englund Marine Supply	2/15/2019		\$453.14
84762	Evergreen Septic Inc	2/15/2019		\$188.00
84763	Fastenal Company	2/15/2019		\$226.26
84764	Galls, LLC	2/15/2019		\$183.71
84765	Global Environmental Products	2/15/2019		\$70.97
84766	Goulter, Allen J III	2/15/2019		\$1,300.00
84767	Hach Company	2/15/2019		\$498.95
84768	Iron Mountain	2/15/2019		\$374.04
84769	Law Enforcement Seminars LLC	2/15/2019		\$365.00
84770	Lawson Products, Inc.	2/15/2019		\$554.68
84771	Lefor, Josh	2/15/2019		\$205.00

Number	Name	Print Date	Clearing Date	Amount
84772	MANSFIELD ALARM CO, INC	2/15/2019		\$96.00
84773	Municipal Emergency Services Depository Account	2/15/2019		\$49.81
84774	Neofunds	2/15/2019		\$585.82
84775	Oman & Son Builders	2/15/2019		\$1,980.00
84776	One Call Concepts, Inc.	2/15/2019		\$21.40
84777	Ostgaard, Loretta	2/15/2019		\$199.40
84778	Pacific Co. Dept. of Community Development	2/15/2019		\$3,075.00
84779	Pacific County Auditor	2/15/2019		\$37.00
84780	PCE Pacific Inc.	2/15/2019		\$322.00
84781	Peninsula Sanitation	2/15/2019		\$2,944.85
84782	Penoyar, Joel	2/15/2019		\$2,300.00
84783	Penoyar, William	2/15/2019		\$1,000.00
84784	Powell, Seiler & Co., P.S	2/15/2019		\$1,210.00
84785	Rank's Cabinets, Inc	2/15/2019		\$324.30
84786	Red Dwarf Graphx	2/15/2019		\$385.00
84787	SDS Municipal Consulting LLC	2/15/2019		\$3,600.00
84788	Sea Western Fire	2/15/2019		\$184.92
84789	Sid's Iga	2/15/2019		\$93.44
84790	Sirennet.com	2/15/2019		\$1,336.95
84791	Solutions Yes	2/15/2019		\$288.85
84792	SUNSET AUTO PARTS, INC	2/15/2019		\$744.84
84793	Taft Plumbing	2/15/2019		\$21.68
84794	U.S. Cellular	2/15/2019		\$65.50
84795	Usa Blue Book	2/15/2019		\$4,621.52
84796	Visa	2/15/2019		\$7,101.94
84797	Vision Municipal Solutions	2/15/2019		\$25,180.80
84798	Wadsworth Electric	2/15/2019		\$5,104.90
84799	Wilcox & Fiegel Oil Co.	2/15/2019		\$1,917.53
84800	WILLAPA PAPER SERVICE	2/15/2019		\$280.00
84801	Wirkkala Construction	2/15/2019		\$297.83
84802	World Kite Museum	2/15/2019		\$1,625.00
84803	Zee Medical Service Co.	2/15/2019		\$98.54
	Total			\$199,123.85
	Grand Total			\$199,123.85



TAB - C



**CITY COUNCIL  
AGENDA BILL  
AB 19-06**

**Meeting Date: February 19, 2019**

**AGENDA ITEM INFORMATION**

<b>SUBJECT:</b> <b>Case No. SUP 2019-01</b> <b>Request by Richard Vincent for placement of a storage pod for temporary use</b>	<b>Originator:</b>	
	Mayor	
	City Council	
	City Administrator	
	City Attorney	
	City Clerk	
	City Engineer	
	Community Development Director	AS
	Finance Director	
	Fire Chief	
	Police Chief	
	Streets/Parks/Drainage Supervisor	
	Water/Wastewater Supervisor	
<b>COST: N/A</b>	Other:	

**SUMMARY STATEMENT: Attached are the following:**

- 1. a request for a 4'X40' storage container on skids to be used at 108 26<sup>th</sup> Street NE – All Safe Mini Storage while permanent expansion is planned and built;**
- 2. relevant portions of the city code; and**
- 3. a draft letter permit including conditions for Council consideration.**

**Mr. Vincent is planning to expand his business onto the lot to the east, he has environmental planning and mitigation to get through prior to obtaining a building permit. This temporary storage allows him to store items related to his business while he works through the phases of developing his adjacent lot.**

**RECOMMENDED ACTION: Approve/Deny/Condition SUP 2019-01 allowing temporary use of a storage container for a maximum of one (1) year at the applicant's place of business.**

**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 Ali Saba - Long Beach LLC  
Mailing Address 108.26th St NE  
Long Beach 98631

Telephone 360.642.5515  
Fax \_\_\_\_\_  
E-mail VZACENTR1945@gmail.com

### PROPERTY OWNER INFORMATION (if different)

Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_  
Fax \_\_\_\_\_  
E-mail \_\_\_\_\_

### PROPERTY INFORMATION

Site Address 108.26th St NE      Plat Name \_\_\_\_\_  
Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_ Acres \_\_\_\_\_ Zoning \_\_\_\_\_  
Lender \_\_\_\_\_ Telephone \_\_\_\_\_  
Current/Prior Use of Property Mini Storage

### 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 Storage shed      building square feet 160 4x40

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 Richard Nguyen      DATE 1.31.19  
OWNER SIGNATURE Richard Nguyen      DATE \_\_\_\_\_

Office Use Only      Received by \_\_\_\_\_      Amount of fee paid \_\_\_\_\_  
Date \_\_\_\_\_      Project No. \_\_\_\_\_

# **ALL SAFE MINI STORAGE**

**108-26<sup>th</sup> Street N.E.  
Long Beach, WA 98631  
Phone 360-642-5515**

January 31, 2019

Re: Storage Container

City of Long Beach

To Whom it May Concern:

We are seeking permission for the installation of a storage shed adjacent to the caretaker's residence. This shed will be for the use of All Safe Mini Storage exclusively and will not be rented to a third party.

Access to the shed will be not be from the street side of the facility.

The area for installation is as indicated on the enclosed Plat Map. The location as shown is approximate only but will be between the existing garage and the chain link fence to the east.

Thank you for your consideration.

A handwritten signature in black ink, appearing to read "Richard Vincent", with a stylized flourish at the end.

Richard Vincent  
Manager

IN THE NW 1/4 OF

DATE:

BOUNDARY  
LINE  
ADJUSTMENT  
VOLUME 9007,  
PAGE 1236  
1990

PACIFIC HIGHWAY  
(SR 103)

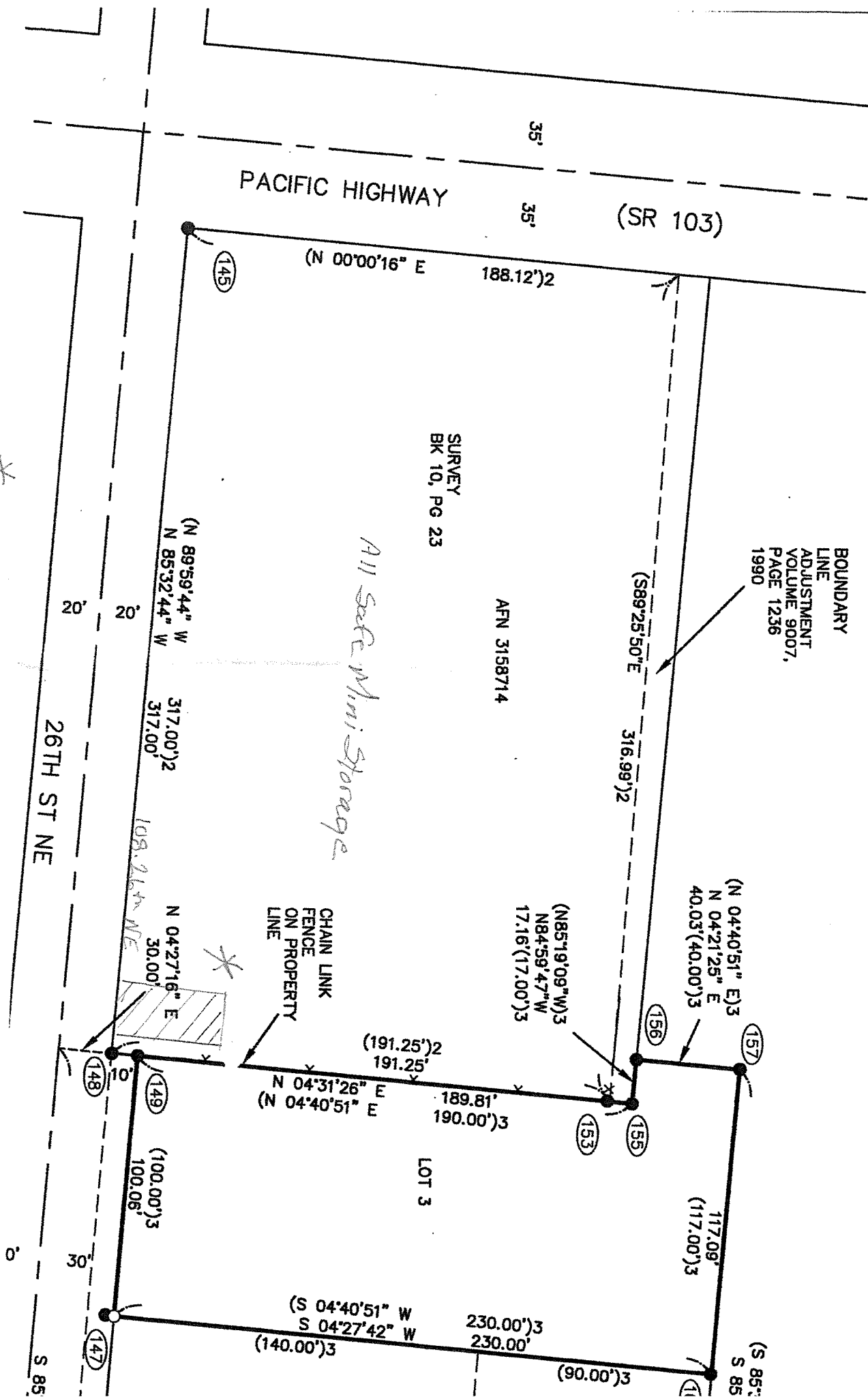
SURVEY  
BK 10, PG 23

AFN 3158714

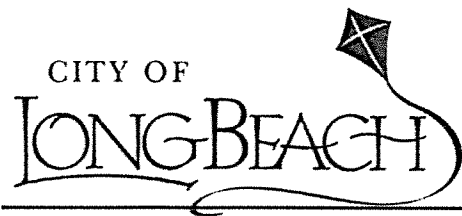
*All Safe Mini Storage*

26TH ST NE

\* Storage Shed Location (Not to Scale)







Post Office Box 310  
115 Bolstad Avenue West  
Long Beach, WA 98631  
Telephone 360.642.4421  
FAX 360.642.8841  
[asmith@longbeachwa.gov](mailto:asmith@longbeachwa.gov)

---

February 19, 2019

Richard Vincent  
All Safe Mini-Storage  
108 26<sup>th</sup> ST NE  
Long Beach, Washington 98631

**RE: Case No. SUP 2019-01; Place Storage Container on Property for One (1) Year  
C2—Commercial Retail Warehouse Zoning District; 108 26<sup>th</sup> ST NE**

Dear Mr. Vincent,

At its regularly-scheduled meeting of February 19, 2019, The City of Long Beach  
CONDITIONALLY APPROVED your request for placement of a storage container on your property  
while you plan and construct your expansion. It is the City's understanding the project comprises the  
following:

1. Placement of a 4'X40' storage container on your property for a short term while you plan and develop the lot the east.

This approval is subject to the following conditions:

1. Because it exceeds 120 square feet in area, the proposed building is not legally a shed, but rather a storage container. Therefore, it is subject to the building code, and you must discuss any building code issues with the Long Beach building inspector, obtain any necessary permits prior to placement of the building on your site, and comply with any requirements of the building inspector.
2. The container may be placed on the site as indicated in the application for a maximum of one (1) year. The Council was quite firm in its decision that no additional time will be allowed beyond one year and directed staff to carefully monitor how long the container is on site.

Please note this approval and any conditions attached to it or your building permit are **mandatory requirements** and are based on the application as submitted by you. **Failure to comply with conditions of a City approval may result in this approval being rescinded, and you may be cited and fined under the City code, including the time limit for placement of the building.**

Sincerely,



**SUP 2019-01**

**108 26<sup>th</sup> ST NE**

**Richard Vincent for All Safe Mini Storage**

**Temporary use of storage pod – C2 – Commercial Retail Warehouse Zone**

TAB - D





**CITY COUNCIL  
AGENDA BILL  
AB 19-07**

**Meeting Date: February 19, 2019**

**AGENDA ITEM INFORMATION**

**SUBJECT:** Pacific County  
Economic Development  
Council Agreement for  
Technical Services

*Originator:*

Mayor

City Council

City Administrator

DG

City Attorney

City Clerk

City Engineer

Community Development Director

Finance Director

Fire Chief

Police Chief

Streets/Parks/Drainage Supervisor

Water/Wastewater Supervisor

Other:

**COST:** \$4,000.00

**SUMMARY STATEMENT:** This is the annual contract the city has with the EDC for technical services. The EDC would like to have the Council approve this agreement and have the Mayor sign. This amount has been incorporated into the 2019 budget.

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

# EDC

## PACIFIC COUNTY ECONOMIC DEVELOPMENT COUNCIL

"Facilitators of Economic Development"

### 2019 Board of Directors

Guy Glenn, President  
Port of Ilwaco

Jamie Judkins Vice President  
Willapa Bay Enterprises

Larry Cohen, Vice President  
Ocean Beach Hospital

Laura Smith, Treasurer  
The Bank of the Pacific

Nancy Gorshe  
The Depot Restaurant  
Calleen Nissell  
Dennis Company  
Jason Dunsmoor  
PUD #2

Rich Evans  
Pacific Transit System  
Kim Patten

WSU Code Extension  
Jeff Harrell

Peninsula Pharmacies  
Donald Alber

Jessie's Ilwaco Fish Co  
Tim Morris

Coast Seafoods  
Nancy Estergard

Grays Harbor College  
Matt Winters

The Chinook Gasverr  
Larry Cohen

Ocean Beach Hospital  
Julie Struck

City of South Bend  
Ariel Smith

City of Long Beach  
Mike Cassinelli

City of Ilwaco  
Rebecca Chaffee

Port of Willapa Harbor  
Jay Personius

Port of Peninsula  
Tiffany Turner

Adrift Hotel  
Adam Zeigler

Amorasia Technology  
Laila Brown

SALT Hotel & Pub  
Tony Nordin

City of Raymond  
Iacii Dyer

Xenon RV Park  
Toni Williams

Security State Bank

Honorary Directors  
Gary Dennis

600 Washington Ave.  
Raymond, WA 98577  
(360) 875-9330  
(360) 642-9330  
www.pacificedc.org

February 10<sup>th</sup>, 2019

### Public member of the Pacific County Economic Development Council.

Please find enclosed the service contract for 2019. Your funds are extremely important to the operation of the PCEDC and I look forward to continuing to work with each of you as the year progresses. After we receive your service contract, staff will send your agency an invoice. Below are highlights of projects that we are currently working on and a few we've completed.

Jim Sayce, Executive Director



- **Budget/membership/organization**

- PCEDC adopted the 2019 budget and the coming year looks good. We've reduced expense and will increase income.
- PCEDC began a discussion in 2018 regarding membership dues. The Port of Willapa Harbor, the Port of Ilwaco, and the City of Long Beach increased their memberships dues to: \$5,000, \$5,000 and \$4,000 respectively (THANK YOU!).

- **Staffing**

- Coastal Community Action Program employee
- PCEDC accepted Kylie Towe as an EDC Assistant. Kylie will be working 20 hours a week with wages and industrial insurance coverage through CCAP/DSHS. After a few months, we'll bring on another CCAP program employee and Kylie will train that individual up. This process will assist in continuing office assistant support without getting wrapped up in unexpected staff turnover.

- **South Bend/Raymond Sawmill-Kiln (Pacific Hardwoods)**

- The Port of Willapa Harbor and PCEDC have been working non-stop on getting this operation restarted. There are several prospects in the works. The project requires close coordination with the county, WA DNR, and WA Dept of Commerce.

- **Seafood sales**

- PCEDC recently spent time introducing seafood buyers to seafood canneries. Of note was the purchaser's interest in sharp/quality product branding and packaging. Examples of items reviewed included hard-shell clams, oysters, Dungeness crab, finfish, and Geoducks (Puget Sound).

- **Internet**

- PCEDC is participating with the Port of Ilwaco on developing a strategies to improve internet access.



- **OEDP**
  - PCEDC is beginning to wrap up the Overall Economic Development Plan following 2018's outstanding public outreach by consultants Kelly Rupp, Ben Arnoldy and Kate Cox.
- **LBVP/PCEDC Economic Planning and Development Committee:**
  - PCEDC proposed and the visitor's bureau concurred that partnering together to form a long-term planning and development committee will assist major tourism/hospitality projects that require long term sustained support, planning, funding, etc.
- **Impact Washington**
  - PCEDC was increased to a Tier 1 member and we are eligible for \$14,400 reimbursement per year. Two very interesting projects in Lean Training (i.e. improved processes for manufacturing/admin) have resulted
  - Impact WA partnered with Grays Harbor College and Ilwaco Fish for a Lean manufacturing training program and the first class was held in early December
  - PCEDC is coordinating with Impact WA and Ocean Beach Hospital District to develop a Lean Training program and find ways to improve their efficiency.
- **Recreational Development Plan (RDP):**
  - Document complete. The RDP is comprised of two documents; The Recreational Development Plan and the Trail Route Plan. These are documents that we expect to update on a somewhat regular basis.
  - Trail Route Plan (TRP and formerly called the Bike Ped Plan) was started in the summer of 2017 with STP funds from the Pacific Council of Governments and sponsorship by the Port of Willapa Harbor. The TRP began in 2012 as a regional discussion and looks forward to the year 2040 and imagines how bike/ped mobility might look.
  - The Recreational Development Plan was started and completed in 2018 with Pacific County and City of Long Beach LTAC funds. Substantial public input on the RDP was gathered during the Overall Economic Development Plan outreach in 2018.
- **Project DART (Dispersed Active Recreation Tourism)**
  - This nearly 2-year project in partnership with the PCTB/LBPVB is beginning in 2019 with consultant assistance. DART builds off the RDP and Trail-Route Plan and with the suggestion by the LTAC committee that DART focus on activities of birding and cycling. Another important part of DART is including our extraordinary array of RV Parks and Campgrounds spread out throughout Pacific County.



## **2019 CONTRACT FOR TECHNICAL SERVICES**

**Between**

**City of Long Beach**

**and the**

**Pacific County Economic Development Council**

THIS AGREEMENT is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2019, the City of Long Beach, hereinafter referred to as the "City", and the Pacific County Economic Development Council, hereinafter referred to as the "EDC".

### **WITNESSETH:**

WHEREAS, the EDC is actively pursuing and facilitating the location and expansion of business and industry in Pacific County through the development of a marketing strategy aimed at attracting new business and industry, the implementation of business assistance programs, the promotion of tourism and retirement living, and the establishment of liaison with local, county and state governments as well as the private business sector to coordinate and promote economic growth and development while preserving the quality of life in Pacific County; and

WHEREAS, the City is undertaking certain activities necessary to promote economic growth and development; and

WHEREAS, the City desires to engage the EDC to render certain technical advice and assistance in connection with such undertakings by the City;

NOW, THEREFORE, the parties do mutually agree as follows:

1. Scope of Service. The EDC will: (a) receive from the City inquiries from businesses and industries indicating an interest in locating in the vicinity of the City and responding to such inquiries with information and materials including, but not limited to, wage rates, employment figures, personal income statistics, site availability and such other data as may be requested; (b) furnish current research data to assist the City in the area of economic growth and development. Such data shall include, but shall not be limited to, surveys of industrial growth within Pacific County, employment, population and general statistical information and other information of similar nature; (c) provide, free of additional charge, published materials prepared by the EDC to such persons as the City may direct plus other reports and studies as the EDC may prepare. Such materials may include, but are not limited to, wage rates, employment figures, personal income statistics and other special reports; and (d) serve as a general research reference service and assist in preparing replies to inquiries about facilities and resources required by new industries which may consider the City's services area for location or expansion.

2. Time of Performance. The services of the EDC are to commence on the first day of January, 2019, and terminate on the thirty-first of December, 2019. The duration of the contract may be extended upon mutual agreement between the parties hereto and pursuant to the terms and conditions of the contract, or terminated by 30 days notice to the other party.

3. Compensation and Method of Payment. The City shall reimburse the EDC for the services as follows:

(a) The total contract price for the period specified in paragraph 2 shall be \$4,000.00.

(b) Payment shall be due thirty days after receipt of Service Contract, signed by both parties.

(c) The EDC shall submit such properly executed vouchers, invoices, or expenditure reports to the City as are requested.

4. Changes. Either party may request changes in scope of services, performing or reporting standards or compensation amount or method. Proposed changes which are mutually agreed upon shall be incorporated by written amendments to this Agreement.

5. Notices. Written notices to each party shall be sent to the following addresses: Pacific County Economic Development Council, 600 Washington Ave., Raymond, WA 98577 and the City of Long Beach, P.O. Box 310, Long Beach, WA 98631.

6. Nondiscrimination. The EDC certifies that it is an equal opportunity employer and that it does not discriminate in its hiring or employment practices or in the provision of any of its services on the basis of membership in any group protected by state or federal law.

7. Liability. The EDC shall hold the City and its officers, agents and employees acting in their official capacity or course of employment, harmless from all suits, claims or liabilities of any nature, for and on account of injuries or damages sustained by any person or property resulting in whole or part from activities or omissions of the EDC, its agents or employees pursuant to this agreement.

8. Subcontracting. The contract is personal to each of the parties thereto and neither party may assign or delegate any of its rights or obligations hereunder except as set forth in this contract.

9. Integrated Document. This contract embodies the contract, terms and conditions between the City and the Pacific County EDC. No verbal agreements or conversations any representatives of either party shall modify or affect the terms and obligations of this contract.

IN WITNESS WHEREOF, the parties here have caused this contract to be executed the date and year first written above.

CITY OF LONG BEACH

PACIFIC COUNTY ECONOMIC  
DEVELOPMENT COUNCIL

By: \_\_\_\_\_  
Mayor

By: \_\_\_\_\_  
President

By: \_\_\_\_\_  
Secretary

TAB - E



**CITY COUNCIL  
AGENDA BILL  
AB 19-08**

**Meeting Date: February 19, 2019**

AGENDA ITEM INFORMATION		
<b>SUBJECT:</b> <b><i>Agreement for Law Enforcement Services with the City of Ilwaco</i></b>	<i>Originator:</i>	
	Mayor	
	City Council	
	City Administrator	DG
	City Attorney	
	City Clerk	
	City Engineer	
	Community Development Director	
	Finance Director	
	Fire Chief	
	Police Chief	FW
	Streets/Parks/Drainage Supervisor	
<b>COST:</b> \$261,458 with the option of a 4% increase annually	Water/Wastewater Supervisor	
	Other:	

**SUMMARY STATEMENT:** *The City of Long Beach has been providing law enforcement services to the City of Ilwaco for years. The contract was due for a renewal which also gave each city the chance to make some minor change. Those edits are highlighted in the attached contract. The City of Ilwaco has already approved this contract at their February 11, 2019 meeting.*

**RECOMMENDED ACTION:** *Authorize the Mayor to enter into the Law Enforcement Services Agreement with the City of Ilwaco.*



# **AGREEMENT**

## **LAW ENFORCEMENT SERVICES**

THIS AGREEMENT, by and between the City of Long Beach, a legal political subdivision and municipal corporation of the State of Washington, hereinafter referred to as the "CITY", and the City of Ilwaco, a legal political subdivision and municipal corporation of the State of Washington, hereinafter referred to as the "CONTRACTOR". The purpose of this agreement is as follows:

1. To allow the CONTRACTOR to utilize CITY general fund law enforcement personnel in lieu of maintaining, operating and funding a municipal police department.
2. To adequately compensate the CITY by the CONTRACTOR for providing such services.

## **WITNESSETH**

WHEREAS, the CONTRACTOR is desirous of contracting with the CITY for the hereinafter described law enforcement services provided for and by the CITY Police Department; and

WHEREAS, the CITY is agreeable to providing such facilities and rendering such services on the terms and conditions hereinafter set forth,

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

I. The CITY agrees to provide law enforcement services for the CONTRACTOR. Such services will encompass the duties and functions of the type coming within the jurisdiction of and customarily rendered by the CITY Police Department and the CONTRACTOR'S Police Department under the laws of the State of Washington.

The protection provided by the CITY to the CONTRACTOR shall include but not be limited to the following:

1. 24-hour complaint response.

2. Night patrols through the entire city at least twice each night.
3. There shall be submitted to the appropriate Council Person a monthly activity report of complaints generated within the city, which shall include the actions taken, citations written, complaints, and follow-up time.
4. The CONTRACTOR agrees that some of the information provided in said report are of a sensitive nature and cannot be released prior to completion of adjudication by appropriate courts.
5. A representative of the Police Department will attend one Council meeting per month to answer questions and explain procedures.
6. The CONTRACTOR agrees to assign a liaison from their governing body for contact with the Chief of Police for handling suggestions and complaints.
7. The CITY agrees to enforcement of Washington State laws encompassing scope of authority under RCW 9 and 9A, RCW 46, RCW 69, RCW 70, RCW 77, RCW 59 and applicable City of Ilwaco Ordinances.

II. The CITY Mayor shall be the Administrator of this Agreement. The rendition of such services, the standards of performance, the discipline of officers and employees and other matters of incident to the providing of services and performance of such services, and the control of personnel so employed shall remain with the CITY. In the event a dispute arises between the parties as to the extent of duties and functions to be rendered hereunder or the minimum level or manner of performance of such services, the CITY Mayor shall resolve the dispute and his decision shall be final and conclusive as between the parties herein.

III. The CITY shall furnish and supply all necessary personnel, supervision, equipment, communication facilities and supplies utilized by the CITY Police Department to maintain the level of service to be rendered hereunder. Furthermore, the CITY shall pay all salaries, employee benefits and other costs in connection therewith.

IV. The CONTRACTOR shall reimburse the CITY \$261,458 (Two Hundred Sixty-One Thousand Four Hundred Fifty-Eight and no/100 dollars)[DG1] per year for performing services herein. Payment by the CONTRACTOR to the CITY shall be made in twelve (12) equal payments of \$21,788.17 per month for each month during the term of this Agreement. Payment shall be remitted to the CITY no later than the 10th day of each month. Said total amount paid by the CONTRACTOR to the CITY may be adjusted upward annually (at the beginning of each calendar year) a maximum of 4% (four percent) per year to reflect operating costs.

V. Unless sooner terminated as provided for herein, this Agreement shall be effective from January 1, 2019 through December 31, 2021, dates inclusive. Notwithstanding the provisions of the paragraph hereinbefore set forth, either party may terminate this Agreement upon notice in writing to the other party of not less than 365 (three hundred sixty-five) days prior to the intended termination.[DG2]

VI. The parties agree that there is currently no real or personal property jointly owned by the parties hereto. Furthermore, the parties agree that it is unlikely that in the performance of this Agreement property shall be so jointly held; however, both parties recognize that should a

situation develop where property will need to be held jointly by both entities, an amendment to this Agreement will be necessary to comply with RCW 39.34.030(4)(b).

VII. The parties further agree that the Indemnification/Hold Harmless Agreement marked Addendum A is hereby acknowledged by all parties as being a part of this Law Enforcement Services Agreement and is made a part thereof by reference.

VIII. This contract is based on current circumstances and staffing. If the parties, at any time, wish to modify the agreement to meet differing circumstances, a simple addendum to this contract signed by both Mayors will suffice. [DG3]

IN WITNESS WHEREOF, the CONTRACTOR, by action of its City Council this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, caused this Agreement to be signed by its Mayor and attested to by its Clerk, and the CITY, by action of its City Council this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, caused this Agreement to be signed by its Mayor and attested to by its Clerk.

\_\_\_\_\_  
Mayor, City of Ilwaco

\_\_\_\_\_  
Mayor, City of Long Beach

ATTEST:

ATTEST:

\_\_\_\_\_  
Clerk of the City of Ilwaco

\_\_\_\_\_  
Clerk of the City of Long Beach

TAB — F



# *Long Beach Police*

P.O. Box 795  
Long Beach, WA 98631

lbpdchief@centurytel.net

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

02-01-19

Page 1 of 2

To: Mayor Phillips and Long Beach City Council

From: Chief Flint R. Wright

Ref.: Monthly Report for January 2019

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

## Long Beach

481 Total Incidents

Aid Call Assists: 2

Alarms: 5

Animal Complaints: 1

Assaults: 5

Assists: 88

(Includes 11 PCSO, 0 WSP And 1 Other Agency Assists Outside City Boundaries)

Burglaries: 0

Disturbance: 12

Drug Inv.: 3

Fire Call Assists: 4

Follow Up: 101

Found/Lost Property: 11

Harassment: 7

Malicious Mischief: 3

MIP – Alcohol: 0

MIP – Tobacco: 0

Missing Persons: 1

Prowler: 2

Runaway: 0

Security Checks: 98

Suspicious: 19

Thefts: 9

Traffic Accidents: 8

Traffic Complaints: 14

Traffic Tickets: 7

Traffic Warnings: 62

Trespass: 8

Warrant Contacts: 4

Welfare Checks: 7

## Ilwaco (Includes 15 Calls At Port)

249 Total Incidents

Aid Call Assists: 1

Alarms: 3

Animal Complaints: 1

Assaults: 5

Assists: 35

Burglaries: 0

Disturbance: 11

Drug Inv.: 2

Fire Call Assists: 2

Follow Up: 81

Found/Lost Property: 2

Harassment: 3

Malicious Mischief: 1

MIP – Alcohol: 0

MIP – Tobacco: 0

Missing Persons: 0

Prowler: 1

Runaway: 1

Security Checks: 46

Suspicious: 8

Thefts: 5

Traffic Accidents: 1

Traffic Complaints: 1

Traffic Tickets: 2

Traffic Warnings: 18

Trespass: 3

Warrant Contacts: 4

Welfare Checks: 12

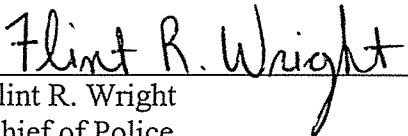
On January 7<sup>th</sup> I met with the Civil Service Board to set up the hiring process to replace Don Tardiff. Don's last day was December 31<sup>st</sup>. He has taken a chief of police job north of Seattle.

Deputy Chief Casey Meling attended training on the 24<sup>th</sup> and 25<sup>th</sup>. The course offered a systematic approach to background investigations which will assist us in making informed hiring decisions.

I met with representatives of the Boys and Girls Club on the 24<sup>th</sup> to discuss safety issues and concerns they had.

On the 29<sup>th</sup> Casey attended another class titled "Character Driven Leadership". Some of the topics covered included why integrity is the cornerstone of all we do, how to deal with transparency, how to build credibility with subordinates and how to prioritize leadership actions for maximum results.

On January 29<sup>th</sup> and 31<sup>st</sup> the department had firearms range training. We had a nighttime shoot with our duty handguns.

  
\_\_\_\_\_  
Flint R. Wright  
Chief of Police

## City of Long Beach Activities Report

January 2019

Wastewater Dept.

Call Outs - 1

Meetings - 7 ( New Rules Review / G&O Phone Conference / Gibbs & Olsen 28<sup>th</sup> st Project / G&O Backflow Devices / DOE WWPT Upgrade & Bio Solids Report / Wellness. )

Safety Meetings - 1 ( Flaggers Cards. )

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

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

Customer Service - 2 ( 14<sup>th</sup> st s CCS 2 broken Service Laterals / 3<sup>rd</sup> st Lift Station Noise Issues )

Locates - 3 Emergency Locates – 1 ( PUD 11<sup>th</sup> st s, )

Hauling Sludge - 25 Loads / 112,500 gallons / 7 dry tons

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

Lift Station Wash down - 2 Plant Wash Down - 2

Samples to Lab - 2 ( Monthly, Ammonia. )

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

Sink Hole Investigation - 3

Main Repairs - 1 ( 11<sup>th</sup> st s. )

Equipment Cleanup - 4

Headworks Debris Removal – 0 Barrels Decanting Digester – Supernatant ran back through Plant.

Training - All Crew Flaggers Cards

Treatment Plant Numbers – 7.92 Million Gallons. ( Approx. 255,000 Gal / Day )

Other Activities –

Wellness Survey.

Backed Up Main Computer.

Monthly Fire Extinguishers.

Office Organization & Clean Up.

Jetted Main Line On 18<sup>th</sup> st & Oregon (2).

Jetted Main Line On 11<sup>th</sup> st s (3).

Back-up Investigation 14<sup>th</sup> st s.

Hauling Sand New Compost Site.

Prep For C-More Line Cleaning.

Replaced UV Bulbs.

Main Line Repairs 11<sup>th</sup> st s.

Sewer Plan Review 28<sup>th</sup> st nw.

Ran Annual Proficiency Tests Lab ( BOD, Coliform, PH, Solids. )



## City of Long Beach Activities Report

January 2019

Water Dept.

Call Outs - 1 ( Water Plant )

Meetings - 10 (2) Staff / G&O Comp Plan / Evergreen Rural Water / Contractor / Evaluations / All Crew 2019 Changes / Master Meter / Wellness / L & C Mayor.

Safety Meetings - 1 ( Flaggers Cards )

Plant Management - Paperwork / Time Cards / Monthly DOH Report / Monthly DMR's. / Monthly Report / Bills / Log Book / Called Locates / Ordered Parts / Billing New Services.

Customer Service - 1

Locates - 19

Emergency Locates – 1 ( PUD 11<sup>th</sup> st sw. )

Re-reads - 3

Install New Meters - 13

Meter Reinstall – 0

New Service Investigations – 13

Valve Investigation - 0

New Service Prep – 13

Valve Can Raising - 0

Meter Removal – 0

Meter Repairs - 5

Hydrant Maint. – 0

Shut Off's - 7

Emergency Shut Offs – 1

Turn On's - 8

Res. Checking - 2

Res. Maint. – 0

Leak Repairs - 2 ( 11<sup>th</sup> st sw, 30<sup>th</sup> st sw. )

Leak Investigations - 2

Equipment Cleanup - 5

System Samples - Weekly entire system.

Samples to Lab - 2

Training -            All Crew            Flaggers Cards

Treatment Plant Numbers - 11,336,000 Gallons. ( Approx, 365,700 Gal. / Day )

Other Activities --

Reading Meters. ( Long Beach. )

Scheduled Future Training.

Exercising Valves.

Graveled Road Cuts.

Digging Out Falls on Beach.

Shop Yard Cleanup.

Shop Cleanup.

Ordered Safety Gear / Parts.

Hauling Sand.

Programming Remote Meters.

Replacing Remote Read Meters.

Lindstrom Construction Hot Tapping 10<sup>th</sup> st n.

Wirkkala Construction Hot Tapping 10<sup>th</sup> st s.

# **Parks - Streets - Storm Water January Monthly Report**

## ***Monthly***

Safety Meetings

## ***Bi-Monthly***

Staff Meetings

## ***Fridays***

### ***Street Sweeping***

Backpack Blowing of sidewalks and brick parks

Boardwalk and dune trail Maintenance

## ***Thursdays***

Mowing the mini parks and ball fields

## ***Daily***

Restroom maintenance

Garbage maintenance

## ***Festivals / Events /set up and tear down***

## ***Training***

City crew flaggers class

1. Took down all the Christmas decorations.
2. Repairing the bad planter benches in town and on the approaches.
3. Cold patch pothole maintenance.
4. Repaired Street light 5<sup>th</sup> so pacific
5. Pressure washed the brick around the police station
6. Demoing the inside of the building for the new police station

7. Did employee evaluations
8. Fixed the door at the stage and built some shelves in the storage area
9. Pressure washing the planters and side walks
10. Fixed the burnt out boardwalk lights