



AGENDA – Monday, June 15, 2020

6:30 p.m. Workshop

7:00 p.m. City Council Meeting

Zoom Meeting

Meeting ID: 859 290 1543

Password: 12345678

6:30 WORKSHOP

WS 20-10	Life Insurance Discussion – TAB A
WS 20-11	Monthly Billing Discussion – TAB B
WS 20-12	Utility Billing Payment Plans – TAB C

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

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

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 D

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, June 1, 2020 City Council Meeting
- Payment Approval List for Warrant Resisters 59479-59514 & 86832-86885 for \$263,597.81

- **AB 20-46 – Signature Cards at Bank of the Pacific - TAB E**
- **AB 20-47 – Fire Truck Bond Finalization – TAB F**
- **AB 20-48 - JPCHA Parking Request – TAB G**

DEPARTMENT HEAD ORAL REPORTS CORRESPONDENCE AND WRITTEN REPORTS – TAB H

- **Water Report for May 2020**
- **Wastewater Report for May 2020**
- **Police Chief's Report for May 2020**
- **Parks, Streets and Stormwater Report for May 2020**

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.
July 6, 2020, July 20, 2020 & August 3, 2020

ADJOURNMENT

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

TAB - A



**CITY COUNCIL
WORKSHOP BILL
WS 20-10**

Meeting Date: June 15, 2020

AGENDA ITEM INFORMATION		
SUBJECT: Life Insurance Discussion	<i>Originator:</i>	
	Mayor	
	City Council	
	City Administrator	DG
	City Attorney	
	City Clerk	
	City Engineer	
	Community Development Director	
	City Treasurer	
	Police Chief	
	Streets/Parks/Drainage Supervisor	
	Water/Wastewater Supervisor	
COST: Current \$2,536 AWC - \$1,391		
SUMMARY STATEMENT: Discuss removing short-term disability as PMFL acts as a replacement and is required by the State. Also, changing life insurance carriers to AWC from Standard insurance.		

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Name	Basic Life AD&D - Standard	Short Term Disability	Long Term Disability - Standard	Basic Life/AD&D Premium - AWC	Long Term Disability - AWC
Bell, Helen	\$15.04	\$36.56	\$27.56	\$19.00	\$24.94
Binion, Jacob	\$17.92	\$43.48	\$32.78	\$19.00	\$27.95
Bonney, Matthew	\$14.72	\$35.67	\$26.90	\$19.00	\$24.51
Booi, Kristopher	\$15.68	\$37.88	\$28.56	\$19.00	\$25.37
Caldwell, Tye	\$12.80	\$30.94	\$23.33	\$19.00	\$22.79
Cowsert, Eric	not on yet	not on yet	not on yet	\$19.00	\$23.22
Cutting, Jeff	\$19.84	\$47.91	\$35.40	\$19.00	\$29.67
Eastham, Miranda	\$16.96	\$41.18	\$31.05	\$19.00	\$23.22
Ellyson, Susan	\$11.52	\$27.44	\$20.69	\$19.00	\$23.65
Fitzgerald, Rick	\$15.36	\$37.11	\$27.98	\$12.35	N/A age 65
Glasson, David	\$23.50	\$74.23	\$35.40	\$19.00	\$46.44
Goulter, John	\$16.32	\$39.53	\$29.81	\$19.00	\$26.23
Gray, Karen	\$11.20	\$21.37	\$16.11	\$19.00	\$15.91
Haskin, Katie	\$11.52	\$27.44	\$20.69	\$19.00	\$21.93
Huff, Timothy	\$15.36	\$37.11	\$27.98	\$19.00	\$22.79
Jewell, Kyle	\$11.20	\$27.13	\$20.45	\$19.00	\$19.35
Kemmer, Larry	\$12.80	\$30.94	\$23.33	\$19.00	\$22.79
Kirby, Gary	\$11.52	\$27.44	\$20.69	\$19.00	\$22.79
Kitzman, Mike	\$23.04	\$55.96	\$35.40	\$19.00	\$35.69
Luethe, Paul	\$15.68	\$38.03	\$28.67	\$19.00	\$24.08
Meling, Casey	\$19.84	\$47.91	\$35.40	\$19.00	\$32.68
Miller, Matthew	\$12.80	\$30.94	\$23.33	\$19.00	\$24.94
Mortenson, Tim	\$19.84	\$47.91	\$35.40	\$19.00	\$30.53
Ostgaard, Loretta	\$17.92	\$43.40	\$32.72	\$19.00	\$27.52
Padgett, Timothy	\$18.24	\$43.87	\$33.08	\$19.00	\$27.09
Parker, Michael	\$16.96	\$41.39	\$31.21	\$19.00	\$29.67
Persell, Whitney	\$12.48	\$30.13	\$22.72	\$19.00	\$18.49
Smith, Ariel	\$19.84	\$48.12	\$35.40	\$19.00	\$34.40
Wood, Matthew	\$11.20	\$25.32	\$19.09	\$19.00	\$24.08
Wright, Flint	\$24.00	\$64.79	\$35.40	\$19.00	\$40.85
Zuern, Don	\$22.72	\$55.14	\$35.40	\$19.00	\$34.83
Total	\$487.82	\$1,196.27	\$851.93	\$582.35	\$808.40
Total Monthly Cost			\$2,536.02		\$1,390.75

TAB - B



**CITY COUNCIL
WORKSHOP BILL
WS 20-11**

Meeting Date: June 15, 2020

AGENDA ITEM INFORMATION		
SUBJECT: Monthly Billing Discussion	<i>Originator:</i>	
	Mayor	
	City Council	
	City Administrator	DG
	City Attorney	
	City Clerk	
	City Engineer	
	Community Development Director	
	City Treasurer	
	Police Chief	
	Streets/Parks/Drainage Supervisor	
	Water/Wastewater Supervisor	
COST:		
SUMMARY STATEMENT: Discuss the possibility of monthly billings. Splitting the monthly base and charging consumption on the second billing.		

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.

Monthly Water Bill Difference

	Regular 2 month bill	Proposed 1st Month	Proposed 2nd Month	Two Months Combined
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LB Residential example 1

Water Consumption	2032		2032	
Water	\$ 158.46	\$ 37.71	\$ 120.75	\$ 158.46
Sewer	\$ 145.92	\$ 72.96	\$ 72.96	\$ 145.92
Storm	\$ 28.72	\$ 14.36	\$ 14.36	\$ 28.72
Taxes	\$ 29.97	\$ 11.25	\$ 18.72	\$ 29.97
Total	\$ 363.07	\$ 136.28	\$ 226.79	\$ 363.07

LB Residential example 2

Water Consumption	687		687	
Water	\$ 75.42	\$ 37.71	\$ 37.71	\$ 75.42
Sewer	\$ 145.92	\$ 72.96	\$ 72.96	\$ 145.92
Storm	\$ 28.72	\$ 14.36	\$ 14.36	\$ 28.72
Taxes	\$ 22.50	\$ 11.25	\$ 11.25	\$ 22.50
Total	\$ 272.56	\$ 136.28	\$ 136.28	\$ 272.56

Seaview Residential

Water Consumption	1717		1717	
Water	\$ 174.99	\$ 56.56	\$ 118.43	\$ 174.99
Sewer				\$ -
Storm				\$ -
Taxes	\$ 15.75	\$ 5.09	\$ 10.66	\$ 15.75
Total	\$ 190.74	\$ 61.65	\$ 129.09	\$ 190.74

Long Beach Office

Water Consumption	237		237	
Water	\$ 89.72	\$ 44.86	\$ 44.86	\$ 89.72
Sewer	\$ 158.64	\$ 79.32	\$ 79.32	\$ 158.64
Storm	\$ 157.96	\$ 78.98	\$ 78.98	\$ 157.96
Taxes	\$ 36.57	\$ 18.28	\$ 18.28	\$ 36.56
Total	\$ 442.89	\$ 221.44	\$ 221.44	\$ 442.88

Long Beach Office

Water Consumption	237		237	
Water	\$ 89.72	\$ 44.86	\$ 44.86	\$ 89.72
Sewer	\$ 158.64	\$ 79.32	\$ 79.32	\$ 158.64
Storm	\$ 157.96	\$ 78.98	\$ 78.98	\$ 157.96
Taxes	\$ 36.57	\$ 18.28	\$ 18.28	\$ 36.56
Total	\$ 442.89	\$ 221.44	\$ 221.44	\$ 442.88

COST ANALYSIS TO CONVERT FROM BI-MONTHLY TO MONTHLY BILLING

LONG BEACH (billed in odd months)

Bi-Monthly Billing	Cost per Piece	Quantity	Total
Bill Forms	0.0425527	1050	\$44.68
Bottom Flap Envelopes	0.053258	1050	\$55.92
Postage	0.5	1050	<u>\$525.00</u>
Total			<u>\$625.60</u>

COMBINED MONTHLY BILLING

	Cost per Piece	Quantity	Total
Bill Forms	0.0425527	1700	\$72.34
Bottom Flap Envelopes	0.053258	1700	\$90.54
Postage	0.5	1700	<u>\$850.00</u>
TOTAL COST PER MONTH			<u>\$1,012.88</u>

SEAVIEW (billed in even months)

Bi-Monthly Billing	Cost per Piece	Quantity	Total
Bill Forms	0.0425527	650	\$27.66
Bottom Flap Envelopes	0.053258	650	\$34.62
Postage	0.5	650	<u>\$325.00</u>
Total			<u>\$387.28</u>

Additional cost will be \$387.28 in the odd months
and \$625.60 in the even months.

LONG BEACH (mailed in even months)

Reminder Notices	Cost per Piece	Quantity	Total
1/3 Cut Forms	0.2373182	60	\$14.24
Window Envelopes	0.050748	180	\$9.13
Postage	0.5	180	<u>\$90.00</u>
Total			<u>\$113.37</u>

COMBINED MONTHLY REMINDER NOTICES

	Cost per Piece	Quantity	Total
1/3 Cut Forms	0.2373182	90	\$21.36
Window Envelopes	0.050748	270	\$13.70
Postage	0.5	270	<u>\$135.00</u>
TOTAL COST PER MONTH			<u>\$170.06</u>

SEAVIEW (mailed in odd months)

Reminder Notices	Cost per Piece	Quantity	Total
1/3 Cut Forms	0.2373182	30	\$7.12
Window Envelopes	0.050748	90	\$4.57
Postage	0.5	90	<u>\$45.00</u>
Total			<u>\$56.69</u>

Additional cost will be \$56.69 in the odd months
and \$113.37 in the even months.

ANNUAL COST - BI-MONTHLY	\$7,097.64
ANNUAL COST - MONTHLY	\$14,195.28

ADDITIONAL ANNUAL COST \$7,097.64

TAB - C

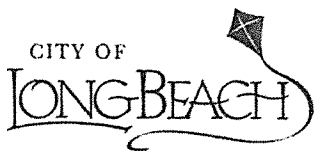


**CITY COUNCIL
WORKSHOP BILL
WS 20-12**

Meeting Date: June 15, 2020

AGENDA ITEM INFORMATION		
SUBJECT: Utility Billing Payment Plans	<i>Originator:</i>	
	Mayor	
	City Council	
	City Administrator	DG
	City Attorney	
	City Clerk	
	City Engineer	
	Community Development Director	
	City Treasurer	
	Police Chief	
	Streets/Parks/Drainage Supervisor	
	Water/Wastewater Supervisor	
COST:		
SUMMARY STATEMENT: Discuss utility billing payment plans.		

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PAYMENT PLAN AGREEMENT

PROPERTY OWNER INFO

Name: _____ Account # _____

Property Address: _____

Mailing Address: _____

Phone: _____ Email: _____

MONTHLY PAYMENT PLAN

I, _____, agree to the following payment plan to pay off the following balance in full by _____:

- I agree to pay my previously billed water consumption balance of \$_____, as indicated by my check mark below:
 - ☐ In three (3) equal payments of \$_____, beginning ____/____/____ and ending ____/____/____.
 - ☐ In six (6) equal payments of \$_____, beginning ____/____/____ and ending ____/____/____.
 - ☐ In twelve (12) equal payments of \$_____, beginning ____/____/____ and ending ____/____/____.
- I agree all payments are due on or before the 15th of each month.
- I understand that if I default on this agreement, I must pay my bill in full and will not be eligible for another extension.

Signature: _____ Date: _____

City of Long Beach: _____ Date: _____

NOTARY

Signed or attested before me on _____ by _____
(Date) (Name(s) of Individuals)

State of _____
(Signature of Notary Public)

County of _____
(Title of Officer)

My commission expires: _____
(Date)

PAYMENT PLAN OPTIONS

- A. Customer may request a payment plan if reasonable hardship circumstances exist that affect the customer's ability to pay in a timely manner. Examples of hardship may include the following: loss of employment due to natural disaster or declared state of emergency. The city will use discretion in offering payment plans of up to twelve (12) months on a case-by-case basis. Hardship claims do not guarantee continuation of services. The city administrator
- B. Customers who have failed to comply with this payment plan or who have a history of excessive delinquencies may be denied the payment plan request.
- C. Once approved, the payments will be billed as a line item on the monthly combined water/sewer/stormwater billing and due by the 15th of each month along with the current bill.
- D. Customer will be charged an interest fee at the rate of 1.5%.
- E. Failure to make timely payments for current service and monthly payment plan amount according to the terms of an executed Payment Plan Agreement shall be cause for termination of service according to the regular termination procedures.
- F. Customer agrees to pay the monies owed according to the terms of the payment plan even if they move.

TAB - D

LONG BEACH CITY COUNCIL MEETING

(Zoom Meeting)

June 1, 2020

7:00 CALL TO ORDER, ROLL CALL

Mayor Phillips called the meeting to order.

ROLL CALL

David Glasson, City Administrator, called roll with Mayor Phillips, C. Svendsen, C. McGuire, C. Murry, C. Cline, and C. Kemmer all present.

PUBLIC COMMENT

No comments

CONSENT AGENDA

Minutes, May 18, 2020 City Council Meeting

Payment Approval List for Warrant Registers 59442-59478 & 86796-86831 for \$433,288.45

C. Svendsen made the motion to approve the Consent Agenda. C. McGuire seconded the motion; 5 Ayes, motion passed.

BUSINESS

AB 20-44– CARES Agreement with Department of Commerce

David Glasson, City Administrator, presented the Agenda Bill. The City of Long Beach was awarded \$43,650 of CARES money to help with the costs associated with COVID-19. This amount was based on city population. This money must be used for items listed in the agreement.

C. McGuire made the motion to authorize Mayor Phillips to execute the agreement and accept the money from the Coronavirus Relief Fund. C. Murry seconded the motion; 5 Ayes, motion passed.

AB 20-45– AWC Delegate 2020

David Glasson, City Administrator, presented the Agenda Bill. The AWC annual conference is virtual this year and AWC needs to know whom the city would like to be voting delegates.

C. Cline made the motion to authorize: C. McGuire, C. Svendsen, and Mayor Phillips as the three voting delegates for the AWC Conference. C. Murry seconded the motion; 5 Ayes, motion passed.

DEPARTMENT HEAD ORAL REPORTS

CORRESPONDENCE AND WRITTEN REPORTS

- Report and Decision for CUP 2020-01
- Report and Decision for CAO V 2020-01
- Sales Tax Collections
- Lodging Tax Collections
- Transportation Benefit District Collections

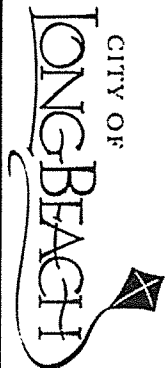
ADJOURNMENT

The Mayor adjourned the meeting at 7:26 p.m.

Mayor

ATTEST:

City Clerk



Warrant Register

Check Periods: 2020 - June - 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
59479	Bell, Helen S	6/5/2020	\$310.38
59480	Binion, Jacob M	6/5/2020	\$1,959.18
59481	Booi, Kristopher A	6/5/2020	\$1,831.34
59482	Cline, Kevin M	6/5/2020	\$266.19
59483	Cox, Mallory E	6/5/2020	\$322.13
59484	Goulter, John R	6/5/2020	\$1,746.43
59485	Huff, Timothy M	6/5/2020	\$1,750.51
59486	Jewell, Kyle E	6/5/2020	\$1,462.71
59487	Kaino, Kris A	6/5/2020	\$1,012.96
59488	Kemmer, Hollie L	6/5/2020	\$266.19
59489	Kemmer, Larry L	6/5/2020	\$1,575.17
59490	Luethe, Paul J	6/5/2020	\$1,973.55
59491	McGuire, Tina M	6/5/2020	\$266.19
59492	Miller, Matt W	6/5/2020	\$1,765.11
59493	Mortenson, Tim L	6/5/2020	\$2,273.30
59494	Murry, Del R	6/5/2020	\$266.19
59495	Padgett, Timothy J	6/5/2020	\$1,439.38
59496	Quittner, Jonathan H	6/5/2020	\$1,134.66
59497	Svendsen, Sue M	6/5/2020	\$266.19
59498	Wood, Matthew T	6/5/2020	\$1,639.93
59499	Wright, Flint R	6/5/2020	\$2,879.59
59500	Zuern, Donald D	6/5/2020	\$2,388.92
59501	Employment Security Dept	5/5/2020	\$230.82
59502	Association of WA Cities	6/5/2020	\$59,957.39
59503	AFLAC	6/5/2020	\$491.97
59504	City of LB Retirement Payback	6/5/2020	\$50.77
59505	City of Long Beach - Fica	6/5/2020	\$13,662.06
59506	City of Long Beach - FWH	6/5/2020	\$8,935.12
59507	Council Gift Fund	6/5/2020	\$60.00

Execution Time: 16 second(s)

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Register

Page 1 of 3

86869	Dept of Labor & Industries	6/5/2020	\$1,664.98
86868	Dept of Retirement Systems	6/5/2020	\$15,953.01
86867	Dept of Retirement Systems Def Comp	6/5/2020	\$3,330.00
86866	Discovery Benefits Inc.	6/5/2020	\$150.00
86865	Employment Security Dept	6/5/2020	\$227.26
86864	Massmutual Retirement Services	6/5/2020	\$775.00
86863	Teamsters Local #58	6/5/2020	\$215.50
86862	Postmaster	5/29/2020	\$533.00
86861	Pacific County Treasurer	5/29/2020	\$20.00
86860	Melting, Casey	6/4/2020	\$219.39
86859	Bonney, Matt	6/5/2020	\$64.96
86858	Department of Licensing - Firearms Section	6/5/2020	\$18.00
86857	TIAA Bank	6/5/2020	\$229.28
86856	A WorkSAFE Service, Inc.	6/11/2020	\$35.00
86855	A-1 Redi Mix	6/11/2020	\$1,418.28
86854	Active Enterprises, Inc.	6/11/2020	\$104.96
86853	Airgas USA LLC	6/11/2020	\$58.50
86852	AlSCO-American Linen Div.	6/11/2020	\$109.54
86851	Arts Auto Parts Inc.	6/11/2020	\$118.61
86850	Astoria Janitor & Paper Supply	6/11/2020	\$672.92
86849	Beachdog.com Inc.	6/11/2020	\$610.00
86848	BMC WELDING	6/11/2020	\$165.45
86847	Cartomation, Inc	6/11/2020	\$500.00
86846	Ced - Consolidated	6/11/2020	\$195.43
86845	Chinook Observer	6/11/2020	\$497.01
86844	City of Long Beach	6/11/2020	\$2,835.33
86843	Clatsop Community College	6/11/2020	\$255.00
86842	Dennis Company	6/11/2020	\$433.10
86841	Dept of Ecology	6/11/2020	\$66,842.90
86840	Discovery Benefits Inc.	6/11/2020	\$100.00
86839	Englund Marine Supply	6/11/2020	\$595.69
86838	Evergreen Septic Inc	6/11/2020	\$198.00
86837	Ford Electric	6/11/2020	\$40.81
86836	Global Environmental Products	6/11/2020	\$896.75
86835	Gray & Osborne	6/11/2020	\$22,513.72
86834	Hach Company	6/11/2020	\$421.62
86833	HARRINGTON INDUSTRIAL PLASTICS	6/11/2020	\$2,405.57
86832	Hill Auto Body & Towing	6/11/2020	\$3,802.17
86831	Interstate Battery	6/11/2020	\$300.74
86830	Lawson Products, Inc.	6/11/2020	\$401.86
86829	MANSFIELD ALARM CO, INC	6/11/2020	\$113.72
86828	Miller, Isaac	6/11/2020	\$231.41
86827	North Coast Truck Parts	6/11/2020	\$205.00
86826	Oman & Son Builders	6/11/2020	\$1,005.06
86825	One Call Concepts, Inc.	6/11/2020	\$23.54

86870	Pacific County Dept of Vegetation Management	6/11/2020	\$1,156.80
86871	Peninsula Sanitation	6/11/2020	\$2,236.69
86872	Penoyar, William	6/11/2020	\$1,000.00
86873	Postmaster	6/11/2020	\$240.00
86874	Quadient Finance USA, Inc.	6/11/2020	\$500.00
86875	Quill Corporation	6/11/2020	\$97.64
86876	Ron's Recycling, LLC	6/11/2020	\$500.00
86877	Sea Western Fire	6/11/2020	\$537.53
86878	Solenis LLC	6/11/2020	\$1,754.46
86879	STAPLES BUSINESS CREDIT	6/11/2020	\$83.24
86880	SUNSET AUTO PARTS, INC	6/11/2020	\$1,335.53
86881	Trails End Recovery	6/11/2020	\$8,000.00
86882	Visa	6/11/2020	\$1,316.38
86883	Wilcox & Flegel Oil Co.	6/11/2020	\$463.37
86884	Wirkkala Construction	6/11/2020	\$416.96
86885	Zee Medical Service Co.	6/11/2020	\$266.81

Total	Check	\$263,597.81
Grand Total		\$263,597.81

TAB - E



**CITY COUNCIL
AGENDA BILL
AB 20-46**

Meeting Date: June 15, 2020

AGENDA ITEM INFORMATION

SUBJECT: Revising Bank of the Pacific Signature Cards and Eliminating the “Advanced Travel” Account	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	
COST: N/A	Other:	

SUMMARY STATEMENT: *We need to add another signatory to the Bank of the Pacific accounts to ensure that two signatories are always available. Ariel is typically on site if David isn’t, we would recommend adding Ariel to all accounts.*

Nearly 20 years ago the State Auditor’s Office recommended that the City create an “Advanced Travel” account to pay per diem out of. Since that time policies have been revised and there is no need for the account. Therefore, staff would recommend that we eliminate that account and transfer the balance to the general checking account.

RECOMMENDED ACTION: *Motion to add Ariel Smith to all Bank of the Pacific accounts (ending in 0047, 7982 and 7457). Also, eliminate account ending in 7237 and transfer the balance to the general checking account (0047).*

TAB — F



**CITY COUNCIL
AGENDA BILL
AB 20-47**

Meeting Date: June 15, 2020

AGENDA ITEM INFORMATION

**SUBJECT: Accept Offer
from Cashmere Valley
Bank and Finalize Bond**

Originator:

Mayor

City Council

City Administrator

City Attorney

City Clerk

City Engineer

Community Development Director

Finance Director

Fire Chief

Police Chief

Streets/Parks/Drainage Supervisor

Water/Wastewater Supervisor

Other:

DG

COST: \$600,000 @ 2.3% INT

SUMMARY STATEMENT: The attached offer has been presented by Cashmere Valley Bank. After shopping around this was the best interest rate and the city has worked with this bank in the past. This is the final step in process.

RECOMMENDED ACTION: Motion to accept the offer from Cashmere Valley Bank and finalize the bond purchase.



Cashmere Valley Bank

June 8, 2020

Honorable Mayor and City Council
115 Bolstad Avenue West
P.O. Box 310
Long Beach, WA 98631

Dear Mayor and Members of the City Council

Thank you for the opportunity to provide an offer to purchase the City of Long Beach, Washington (the "City") Unlimited Tax General Obligation Bond, 2020 (the "Bond"). All capitalized terms not defined herein shall have the meaning prescribed to them in the City's Ordinance, adopted on the date hereof. Cashmere Valley Bank (the "Bank") has approved the borrowing outlined in this commitment letter under the following terms:

1. Borrower: City of Long Beach, Washington
2. Amount: \$600,000
3. Form: A single, fully registered, bank qualified tax exempt bond issued by the City and purchased by the Bank at private sale. The Bond Registrar and Paying Agent will be City's Clerk/Treasurer.
4. Purpose: The proceeds of the Bond will be used to purchase and equip a fire truck and to pay the costs of issuance and sale of the Bond.
5. Bond Description:
 - a) Interest Rate: Interest on the Bond will accrue on a basis of 30/360. The Bond will be dated the date of delivery to the Bank and would accrue interest on the outstanding balance. Interest on the Bond will accrue at a bank qualified tax exempt rate of 2.30% *per annum* from the date of delivery to the Bank through the final maturity of December 1, 2027 (the "Maturity Date").
 - b) Terms: The Bond will mature on December 1, 2027. Principal of and interest on the Bond will be payable semiannually on each June 1 and December 1, commencing December 1, 2020. The amortization schedule is attached hereto as Exhibit A and by this reference incorporated herein.
 - c) Security: The Bond constitutes a general indebtedness of the City and is payable from tax revenues of the City and such other money as is lawfully available and pledged by the City for the payment of principal of and interest on the Bond. For as long as the Bond is outstanding, the City irrevocably pledges that it shall, in the manner provided by law without limitation as to rate or amount, include in its annual property tax levy amounts sufficient together

with other money that is lawfully available, to pay principal of and interest on the Bond as the same become due. The full faith, credit and resources of the City are pledged irrevocably for the prompt payment of the principal of and interest on the Bond and such pledge shall be enforceable in mandamus against the City.

- d) Transferability: The Bank will hold the Bond with no intent to assign or transfer. The Bond may be assigned or transferred only: (i) in whole; (ii) to a single investor that is a "qualified institutional buyer" as defined in the United States Securities and Exchange Commission Rule 144A; (iii) if endorsed in the manner provided thereon and surrendered to the Bond Registrar; and (iv) if the transferee provides the Bond Registrar with an executed transfer certificate in substantially the form to be attached to the Bond. Any such transfer shall be without cost to the Bank or transferee (other than any cost incurred by the Bank or transferee in preparing and delivering such transfer certificate) and shall be noted on the Bond Register. The Bond Registrar shall not be obligated to assign or transfer the Bond during the 15 days preceding any installment payment or prepayment date.

6. Prepayment: The Bond may be prepaid by the City at its option at any time in whole or in part, without penalty, upon 10 days' advance notice to the Bank. Interest on the principal amount of the Bond called for prepayment shall cease to accrue on the date fixed for prepayment unless the principal amount called for prepayment is not paid on the prepayment date. If only a portion of the outstanding principal amount of the Bond is prepaid, the debt service schedule would be recalculated as mutually agreed upon, in writing, by the City and the Bank to reflect either a reduction in the semiannual payment amount or the earlier maturity date of the Bond. Within seven business days of prepayment, the Bank shall provide to the City a recalculated payment schedule.

7. Fees: The Bank will not charge a loan fee. The City is responsible for all other costs of issuance. The Bank does not anticipate any legal fees.

8. Continuing Disclosure:

For as long as the Bond remains outstanding, the City will provide annually to the Bank copies of its unaudited annual financial report, and its audited annual financial report both within a reasonable amount of time, and such other information as the Bank may reasonably request from time to time.

9. Additional Terms:

The Bond documents will be prepared by bond counsel to the City, in the standard forms customarily required by the Bank for tax exempt municipal funding and will include additional terms and conditions not discussed above. The City will designate the Bond as a "qualified tax-exempt

obligation" under Section 265(b) (3) of the IRS Internal Revenue Code of 1986, as amended, for investment by financial institutions. On the Closing Date, the financial condition and credit of the City and all other features of this transaction will be as represented to the Bank without material adverse change. In the event of adverse material changes in the credit worthiness of the City, including litigation involving or claims filed against the City, this commitment will terminate upon notice by the Bank. This commitment is non-assignable by the City. This commitment supersedes any prior commitments, offers, or agreements, written or oral concerning this financing and can only be modified in writing.

10. Closing Date: The Closing Date is anticipated to be on or about June 30, 2020.
11. Acceptance: This commitment is not binding unless the City returns a signed copy of this letter to the Bank prior to the close of business on June 29, 2020 at which time the commitment will expire without notice. If, after acceptance, the Bond has not closed by July 31, 2020, this commitment will expire without notice.

ORAL AGREEMENTS OR ORAL COMMITMENTS TO LOAN MONEY, EXTEND CREDIT, OR TO FORBEAR FROM ENFORCING REPAYMENT OF A DEBT ARE NOT ENFORCEABLE UNDER WASHINGTON LAW.

Thank you for this opportunity to work with the City and its finance team.

Sincerely,

CASHMERE VALLEY BANK



Tom Brown
Vice President
Municipal Finance Manager

Acknowledged and accepted this ____ day of _____, 2020

CITY OF LONG BEACH, WASHINGTON

Designated Representative

cc: Stacie Amasaki, Foster Garvey PC

City of Long Beach, Washington
Unlimited Tax General Obligation Bond, 2020
Page 4

Exhibit A

Payment Period	Beginning	Principal	Rate	Interest	Ending	Cash flow
06/30/20					600,000.00	600,000.00
12/01/20	600,000.00	(37,909.67)	2.30%	(5,788.33)	562,090.33	(43,698.00)
06/01/21	562,090.33	(37,233.96)	2.30%	(6,464.04)	524,856.37	(43,698.00)
12/01/21	524,856.37	(37,662.15)	2.30%	(6,035.85)	487,194.22	(43,698.00)
06/01/22	487,194.22	(38,095.27)	2.30%	(5,602.73)	449,098.95	(43,698.00)
12/01/22	449,098.95	(38,533.36)	2.30%	(5,164.64)	410,565.59	(43,698.00)
06/01/23	410,565.59	(38,976.50)	2.30%	(4,721.50)	371,589.09	(43,698.00)
12/01/23	371,589.09	(39,424.73)	2.30%	(4,273.27)	332,164.36	(43,698.00)
06/01/24	332,164.36	(39,878.11)	2.30%	(3,819.89)	292,286.25	(43,698.00)
12/01/24	292,286.25	(40,336.71)	2.30%	(3,361.29)	251,949.54	(43,698.00)
06/01/25	251,949.54	(40,800.58)	2.30%	(2,897.42)	211,148.96	(43,698.00)
12/01/25	211,148.96	(41,269.79)	2.30%	(2,428.21)	169,879.17	(43,698.00)
06/01/26	169,879.17	(41,744.39)	2.30%	(1,953.61)	128,134.78	(43,698.00)
12/01/26	128,134.78	(42,224.45)	2.30%	(1,473.55)	85,910.33	(43,698.00)
06/01/27	85,910.33	(42,710.03)	2.30%	(987.97)	43,200.30	(43,698.00)
12/01/27	43,200.30	(43,200.30)	2.30%	(496.80)	-	(43,697.10)
Total		(600,000.00)		(55,469.10)		

PURCHASER'S RECEIPT AND CERTIFICATE

I, Tom Brown, Vice President of Cashmere Valley Bank (the "Purchaser") do hereby certify and acknowledge on behalf of the Purchaser as follows:

1. The Purchaser acknowledges receipt this day of the \$600,000 principal amount Unlimited Tax General Obligation Bond, 2020 (the "Bond"), of the City of Long Beach, Washington (the "Issuer"), dated June 30, 2020. The Bond is authorized pursuant to Ordinance No. 982 of the Issuer (the "Bond Ordinance"). The Purchaser is not acting as an "Underwriter" with respect to the Bond. For purposes hereof, "Underwriter" means (i) any person that agrees pursuant to a written contract with the Issuer (or with the lead underwriter to form an underwriting syndicate) to participate in the initial sale of the Bond to the "Public", and (ii) any person that agrees pursuant to a written contract directly or indirectly with a person described in clause (i) of this paragraph to participate in the initial sale of the Bond to the Public (including a member of a selling group or a party to a retail distribution agreement participating in the initial sale of the Bond to the Public). For purposes hereof, "Public" means any person (including an individual, trust, estate, partnership, association, company, or corporation) other than an Underwriter or a related party. The term "related party" for purposes hereof generally means any two or more persons who have greater than 50% common ownership, directly or indirectly.
2. The Purchaser has no present intention to sell, reoffer, or otherwise dispose of the Bond (or any portion of the Bond). The Purchaser has not contracted with any person pursuant to a written agreement to have such person participate in the initial sale of the Bond and the Purchaser has not agreed with the Issuer pursuant to a written agreement to sell the Bond to persons other than the Purchaser or a related party of the Purchaser. The Purchaser reserves the right to assign or transfer the Bond, upon the written notice to the Issuer, to a successor to substantially all of the assets of the Purchaser or to another entity upon the written consent of the Issuer. Any successor to the Purchaser must sign a certificate substantially in the form of this certificate.
3. The Bond is dated June 30, 2020, is in the form of a single, fully registered, physically certificated Bond in the principal amount of \$600,000, registered in the name of the Purchaser, maturing on December 1, 2027, and bearing interest at the rate of 2.30% per annum.
4. The aggregate issue price of the Bond is the principal amount thereof and resulted from an "arm's length," commercial transaction between the Purchaser and the Issuer.
5. The Purchaser is acquiring the Bond for its own account as evidence of a loan and not with a present view to, or for sale in connection with, any distribution of the Bond or any part thereof.
6. The Purchaser is a lender that regularly extends credit by purchasing loans in the form of the Bond; has knowledge and experience in financial and business matters that make it capable of evaluating the Bond and the risks associated with the purchase of the Bond; has the ability to bear the economic risk of an acquisition of the Bond; and is a "qualified institutional

buyer" as defined in Rule 144A promulgated under the 1933 Act, and is able to bear the economic risks of such investment.

7. The Purchaser has conducted its own investigation of the financial condition of the Issuer in the transaction effecting the execution and delivery of the Bond, the purposes for which the Bond were delivered and of the security for the payment of the principal of and interest on the Bond, and has obtained such information regarding the Bond and the Issuer and its operations, financial condition and financial prospects as the Purchaser deemed necessary to make an informed investment decision with respect to the purchase of the Bond.

8. The Purchaser is acting solely for its own loan account and not as a fiduciary for the Issuer, or in the capacity of broker, dealer, placement agent, municipal securities underwriter, municipal advisor or fiduciary and has not provided, and will not provide, financial, legal (including securities law), tax, accounting or other advice to or on behalf of the Issuer (including to any financial advisor or any placement agent engaged by the Issuer) with respect to the structuring, execution, sale or delivery of the Bond.

9. The undersigned, on behalf of the Purchaser, does further hereby acknowledge that (a) the Bond has not been registered under the Securities Act of 1933, as amended, and has not been registered or otherwise qualified for sale under the securities laws of any state, (b) the Bond will not be listed on any securities exchange, (c) there is no established market for the Bond and none is likely to develop, (d) the offering of the Bond is not intended to be subject to the requirements of Rule 15c2-12 promulgated under the Securities Exchange Act of 1934, as amended, (e) in connection with its purchase of the Bond, the Issuer has not prepared or caused to be prepared, an official statement, private placement memorandum or other offering document in connection with the sale and purchase of the Bond, (f) no CUSIP has been requested or obtained for the Bond, and (g) the acquisition of the Bond will not be closed through The Depository Trust Company or in book-entry form.

10. The signatory of this Certificate is a duly authorized officer of the Purchaser with the authority to sign this Certificate on behalf of the Purchaser, and this Certificate has been duly authorized, executed and delivered.

11. The Purchaser is a bank, any entity directly or indirectly controlled by the bank or under common control with the bank, other than a broker, dealer or municipal securities dealer registered under the Securities Exchange Act of 1934, or a consortium of such entities; or a municipal entity with funds that are, at least in part, proceeds of, or fully or partially secure or pay, the purchaser's issue of municipal obligations (e.g., state revolving fund or bond bank).

DATED as of June 30, 2020.

CASHMERE VALLEY BANK



Tom Brown, Vice President

TAB — G

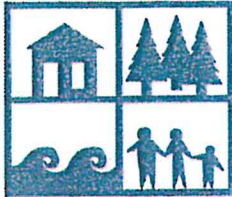


**CITY COUNCIL
AGENDA BILL
AB 20-48**

Meeting Date: June 15, 2020

AGENDA ITEM INFORMATION


SUBJECT: JPCHA Parking Variance Request	<i>Originator:</i>	
	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: NA	Other:	
<p>SUMMARY STATEMENT: The required parking for the Driftwood Point Apartments is 49 spaces. During construction the JPCHA came to the City and asked if they could reduce that number to 48 spaces due to an ADA van space, the City agreed. Now as the project is complete, they are requesting that the required parking be reduced to 46 spaces. This change is due to the slope needed to accommodate the ADA spaces which wasn't accounted for in the design.</p>		
<p>RECOMMENDED ACTION: <i>Decided whether or not to reduce the required parking from 48 spaces to 46.</i></p>		



JOINT PACIFIC COUNTY HOUSING AUTHORITY

820 11th Ave. Longview WA 98632

TO: Long Beach City Council

FROM: Jennifer Westerman, Executive Director 

SUBJECT: Driftwood Point Apartments LLLP, Request for Parking Variance

DATE: June 9, 2020

On behalf of Driftwood Point Apartments, LLLP, Joint Pacific County Housing Authority and Housing Opportunities of Southwest Washington are requesting a 2-spot variance on required parking spaces at this complex. Please see explanation below.

Driftwood Point Apartments, a 27-unit affordable housing property serving homeless families with children, disabled and veterans, reached substantial construction completion in October 2019 and began leasing in November 2019. The property was fully leased at the end of January 2019.

The Driftwood Point Property is zoned RC Residential Commercial. Zoning Code requires 49 parking spaces as follows:

1 space for each 1-bedroom unit	$3 \times 1 = 3$ spaces
1.5 spaces for each 2-bedroom unit	$18 \times 1.5 = 27$ spaces
2 spaces for each 3-bedroom unit	$6 \times 2 = 12$ spaces
<u>1 space for every 4 units</u>	<u>$27/4 = 7$ spaces</u>
Total Required	49 Spaces

The City of Long Beach allowed for 48 spaces at plan approval.

While 48 spaces were designed in the plans, during construction the location of the ADA spaces were moved to accommodate the required ADA slope. Per the contractor this then left less space for the other parking.

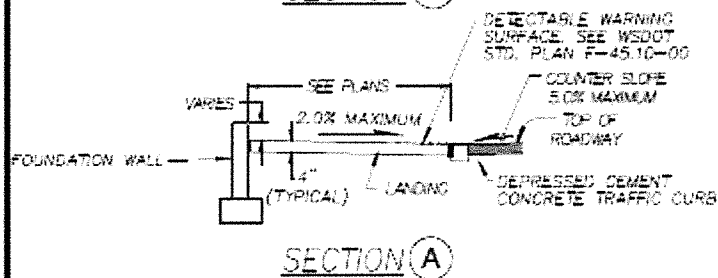
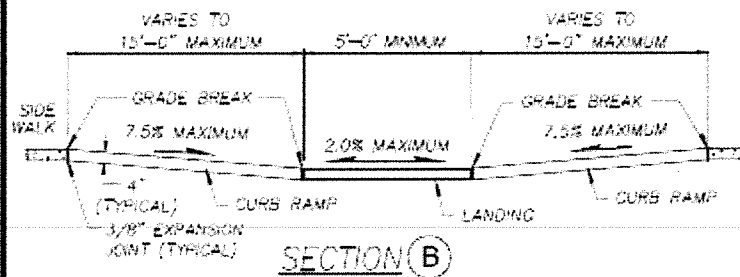
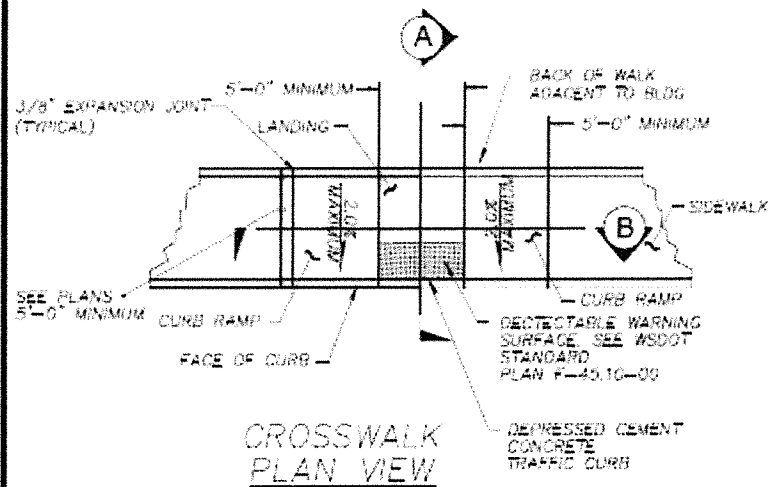
Currently, there are 46 parking spaces at Driftwood Point Apartments. While this is 2 fewer than the approved plans show, we have had no issues with parking at the complex. Rather, the parking lot is typically about $\frac{1}{2}$ full. We believe that we have adequate parking for the complex, however, we have obtained an agreement from our contractor that if current status proves to be inadequate within the next 2 years, they will return and restripe the parking lot for 2 additional spaces.

The cost for the restriping and concrete removal that would be necessary to add two spaces is approximately \$15,000. Therefore, we would prefer to not incur this cost and disruption to the tenants if not necessary.



360-423-0140 fax 888-424-7145

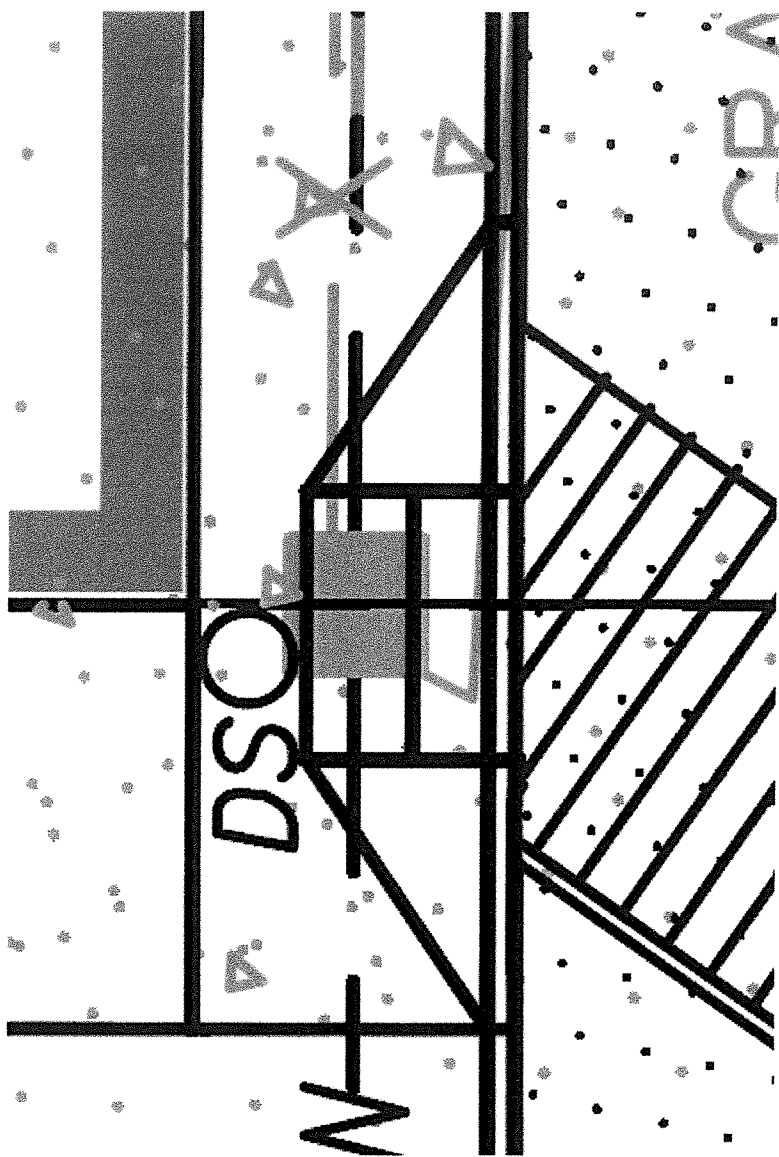


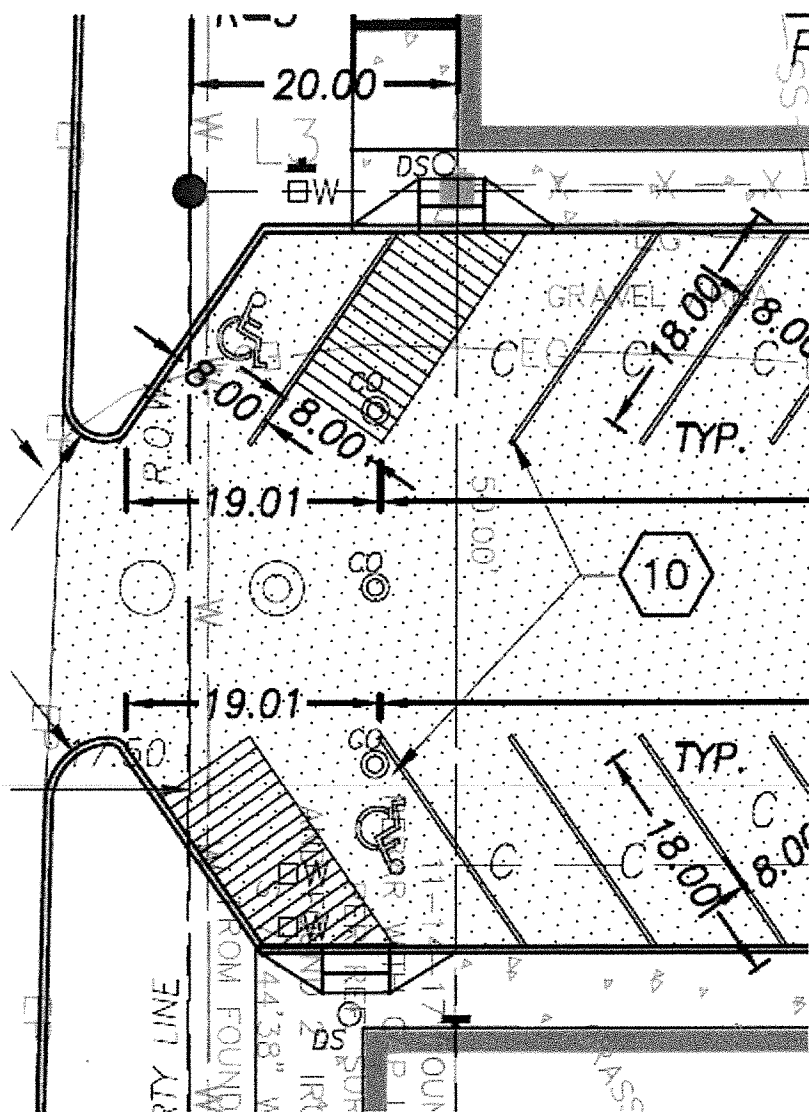


LEGEND
SLOPE IN EITHER DIRECTION

CURB RAMP DETAILS

1"=1'-0"
(PLAN AND SECTION)





TAB — H

City of Long Beach Activities Report

May 2020

Water Dept.

Call Outs - 1 (Water Plant)

Meetings - 11 (1) Staff / (1) Water Quality / (1) Admin. / (1) Crew Meeting / (1) Evergreen Rural Apprenticeship Meeting / (3) Contractors / (3) Emergency Management.

Safety Meetings - 1 (On Going Covid -19 Awareness)

Normal Safety Meetings Postponed Due to Gathering Rules!

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

Customer Service - 3

Locates - 19

Emergency Locates – 3 (PUD , Lindstrom Const. , Wirkkala Const.)

Re-reads - 10

Install New Meters - 11 (4th st n , 6th nw , 28th nw , 5th s) Meter Reinstall – 0

New Service Investigations – 11 Valve Investigation - 2

New Service Prep – 11 Valve Can Raising - 2

Meter Removal – 0

Meter Repairs - 4

Hydrant / Stand Pipe Maint. – Spring Hydrant / Stand Pipe Flushing May 1st Thru May 7th.

Shut Off's - 2 Emergency Shut Offs – 1

Turn On's - 3

Res. Checking - 2

Res. Maint. – 1 (Brushing Dolman Road)

Leak Repairs - 2 (34th PL , 42nd PL)

Leak Investigations - 2

Equipment Cleanup - 6

System Samples - Weekly entire system.

Samples to Lab - 2

Training - All Crew (On Going Covid -19 Awareness)

Treatment Plant Numbers - 14,789,000 Gallons. (Approx 477,000 Gal. / Day)

Other Activities –

Reading Meters. (Long Beach.)

Replacing Remote Read Meters.

Cleaning & Organizing Yard.

Checking Fire Extinguishers.

Trails End Recovery Grinding Dolman Res. Piles.

Hauling Sand to New PD.

Repaired (2) Leaks.

Covid -19 Beach Barriers Removed.

Samples to Lab.

Mapping Water System.

28th Info to Planner.

Flushing Hydrants System Wide May 1st thru 7t.

5th st Mini Park Water Meter Installed.

(2) Fire Calls.

Both Plant Operation Walk Arouds.

Decanting Digester – 34,000 gal. Supernatant ran back through plant. (Rain & Plant)

Training - All Crew Ongoing Covid -19 Awareness.

Treatment Plant Numbers – 4,840,000 Million Gallons. (Approx. 156,000 Gal / Day)

Compost Plant Treatment Numbers - 87,300 Gallons Processed.

Other Activities –

Operating New Compost Plant.

Sprayed Weeds Around Plant.

(2) Jetted Mainline 3rd st sw (Tough Rags & Grease.)

Loader Serviced. (200 Hours)

Installed Valve on 9th st se.

Removed Rags on 12th st Lift Station.

Trails End Grinding Chips.

Returned Suction Hose to Evergreen Septic.

Added Back Splash to Trommel.

Built Push Walls in Compost Building.

Adjusted Trommel.

Swept Around Compost Plant.

Fixed Hatch on Drain Pit.

Changed Screens on Trommel.

Removed Rags From 3rd st Dump Site.

Mixing Compost Piles.

Organizing & Cleaning Yard.

Office Organization & Cleanup.

Main Computer Backup Weekly.

Monthly Fire Extinguisher Checkups.

Long Beach Police

P.O. Box 795
Long Beach, WA 98631

lbpdchief@centurytel.net

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

06-01-20

Page 1 of 2

To: Mayor Phillips and Long Beach City Council

From: Chief Flint R. Wright

Ref.: Monthly Report for May 2020

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

Long Beach

576 Total Incidents

Aid Call Assists: 2

Alarms: 4

Animal Complaints: 4

Assaults: 5

Assists: 85

(Includes 10 PCSO, 2 WSP And 0 Other Agency Assists Outside City Boundaries)

Burglaries: 1

Disturbance: 21

Drug Inv.: 3

Fire Call Assists: 2

Follow Up: 94

Found/Lost Property: 12

Harassment: 18

Malicious Mischief: 1

MIP – Alcohol: 0

MIP – Tobacco: 0

Missing Persons: 1

Prowler: 2

Runaway: 0

Security Checks: 190

Suspicious: 34

Thefts: 7

Traffic Accidents: 2

Traffic Complaints: 13

Traffic Tickets: 11

Traffic Warnings: 39

Trespass: 5

Warrant Contacts: 7

Welfare Checks: 13

Ilwaco (Includes 26 Calls At Port)

256 Total Incidents

Aid Call Assists: 3

Alarms: 4

Animal Complaints: 3

Assaults: 3

Assists: 24

Burglaries: 0

Disturbance: 9

Drug Inv.: 3

Fire Call Assists: 0

Follow Up: 57

Found/Lost Property: 0

Harassment: 4

Malicious Mischief: 0

MIP – Alcohol: 0

MIP – Tobacco: 0

Missing Persons: 1

Prowler: 2

Runaway: 1

Security Checks: 75

Suspicious: 11

Thefts: 4

Traffic Accidents: 0

Traffic Complaints: 3

Traffic Tickets: 6

Traffic Warnings: 24

Trespass: 8

Warrant Contacts: 7

Welfare Checks: 4

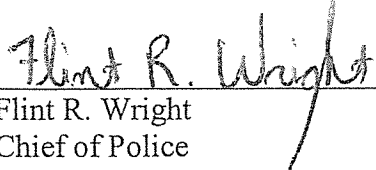
Monthly Report Continued:

Page 2 of 2

The month of May was strange and sad. No Children's Parade in Ilwaco. No Loyalty Day Parade in Long Beach. No Triathlon. No Memorial Day services. A subdued and too quiet Memorial Day Weekend. Police trainings canceled.

Things will get better but for now...

This stinks.



Flint R. Wright
Chief of Police

Parks Streets Stormwater May Report

Monthly

Safety meetings

Bi-Monthly

Staff meetings

Thursdays

Boardwalk- Discovery trail- Mowing the parks

Fridays

Street sweeping- Blowing the sidewalks off

Daily

Restroom and garbage maintenance and watering the hanging baskets

Festivals/Events/Set up and tear down

1. Repaired the vandalism to the Bolstad restroom
2. Painted the 6 ft distance lines on the sidewalks
3. Weed eating around town
4. Mowing right of ways with the Fail mower
5. Replaced the burnt- out boardwalk lights
6. Repaired a Plumbing issue in the 3rd st restroom
7. Fertilized the mini parks
9. Installing a new cedar fence at the 3rd street mini park
10. Sprayed all weeds growing out of all the sidewalks in town
11. Put up the get tested covid 19 signs
12. Disinfected utility trucks and maintenance shop
13. Painted the 3 parking lots on Oregon street south
14. Pressure washed the Lewis and Clarke Park
15. Trail maintenance in beards hollow
16. Put up 24 hanging baskets