



AGENDA – Monday, May 17, 2021

6:30 p.m. Workshop

7:00 p.m. City Council Meeting

Zoom Webinar ONLY

Meeting ID: 814 5330 4182

Password: 12345678

6:30 WORKSHOP

WS 21-07

LBMA Facility Rental Discussion – TAB A

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

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

PUBLIC COMMENT

At this time, the Mayor will call for any comments from the public on any subject whether 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, May 3, 2021 City Council Meeting
- Payment Approval List for Warrant Registers 60166-60201 & 88119-88176 for \$390,514.85

- AB 21-25 – 4th ST NW ROW Vacation – **Continuation of the Public Hearing** – TAB C
- AB 21-26 – Washington Ave South Improvements Bid Award - TAB D
- AB 21-27-- Selection of AWC Delegates– TAB E

DEPARTMENT HEAD ORAL REPORTS CORRESPONDENCE AND WRITTEN REPORTS – TAB F

- Water Department Report for April 2021
- Wastewater Department Report for April 2021
- Parks, Streets and Stormwater Report for April 2021
- Police Chief's Report for April 2021

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.
June 7, 2021, June 21, 2021 & July 6, 2021

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**

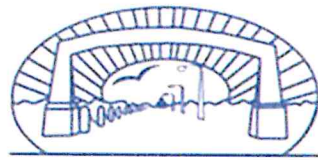
WS 21-07

Meeting Date: May 17, 2021

AGENDA ITEM INFORMATION

SUBJECT: <i>Discuss and Analyze Materials Provided by the LBMA for Potential Facility Use at 212 Pacific Ave S (old police station)</i>	Originator:	
	Mayor	
	City Council	
	City Administrator	DG
	City Attorney	
	City Clerk	
	City Engineer	
	Community Development Director	
	Events Coordinator	
	Finance Director	
	Police Chief	
	Streets/Parks/Drainage Supervisor	
	Water/Wastewater Supervisor	
COST: N/A		
SUMMARY STATEMENT: The LBMA has provided additional documentation to the City for review. This workshop is an opportunity for the City Council and LBMA to discuss the information presented.		

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.



Long Beach
Merchants
Association

Long Beach Merchants Visitors Center (LBMVC) Business Plan Summary

Introduction

The Long Beach Merchant Services and Visitors Center proposal is a result of a collaboration between Long Beach Merchants Association, Pacific County Tourism Bureau, Ilwaco Merchants Association, Pacific County EDC and the City of Long Beach.

The downtown area of Long Beach, WA has a recently available facility space (formerly the police department.) The space is large enough to have separate dedicated space for visitors center, business resource center and meeting/ classroom space.

Businesses in Long Beach do not have access to the range of business resources typically found in a larger urban area. Post-pandemic relief plans include creating a central space on the Long Beach Peninsula to provide guidance to visitors on Covid-safe recreation, and technical support services to businesses

Visitor and Business Services Center Objectives

- *Provide excellent information and service to visitors in a convenient location*
- *Provide centralized event support services in Long Beach*
- *Increase engagement with business stakeholders (meeting/classroom/networking space).*
- *Providing more technological resources to businesses and visitors.*

Collaborative Organizational Roles

City of Long Beach – Facilities/ Utilities, Volunteer coordinator funding

Long Beach Merchants Association- Planning, operations funding, facility oversight, event services support

Ilwaco Merchants Association- Operations funding, Volunteer support, event services support

Pacific County Tourism Bureau – Visitor services training, funding, (recruiting, training, scheduling, retention) Hospitality supplies: Water, coffee (also donated by partners), and other supplies like toilet paper, paper towels, dog poop bags, etc.

Pacific County Economic Development Council (PCEDC) - Provide contract business support services - All Pacific County businesses will have access to the business service center.

Services Overview

The following presents the Long Beach Merchants Association's ("LBMA") plan for using the former police station building at the corner of Pacific and 3rd St. SE in Long Beach, WA as a Visitors Resources and Merchant Services Center.

The LBMVC Visitors Resources Center is envisioned as including:

- A wall with local information about attractions, local businesses, restaurants and bars, lodging, and annual festivals.
- A computer kiosk station, provided and managed by the PCTB, to assist in finding the amazing things to do in our area.
- An employee staffing the office along with volunteers to help answer questions from both visitors and merchants.
 - With one staff person and four volunteers we will be open 10am-6pm Thursday thru Monday for the Visitors Center portion and seven days a week from 10am-6pm for the Merchant Service Center.
- Festival merchandise will be available for sale year-round.
- History Tour ticket sales for the Trolley working with Pacific Transit and Columbia Heritage Museum.
- Hotspot for tourists and locals.
- A central hub for festivals and event information

The LBMVC Merchants Services Center will include, as a minimum:

- Computers with popular productivity programs, such as Excel, Word, PowerPoint, Adobe Acrobat, Canva and the like.
- Copying and scanning, along with collating, laminating, and binding.
- A commercial-grade color printer for making posters and flyers.
- Business Technical Support
- Meeting and Networking availability
- A central hub for planning and execution of festivals and events.
- Business Mentorship Program

A survey of local businesses will be used to fine-tune this list of offerings and to identify additional needs. This is launching this week with two weeks to get responses back.

History of Long Beach Merchants Association

The Long Beach Merchants Association has existed since 1977 to promote tourism, improve the economic climate, and promote local activities that will stimulate business in the area of the city of Long Beach, Washington.

We are proud of the many accomplishments The Long Beach Merchants collaborate with the other merchant and Chamber activities and provide assistance to civic work and public events. We have amazing participation for a merchant association in this size of business, and give back to the community as much as possible.

We believe that the proposed Visitors Resources and Merchants Services Center is a very much needed addition to downtown Long Beach. It will act as the epicenter for most of the festivals held in Long Beach.

The building, located in the center of downtown Long Beach is an ideal location to capture our visitors and to service the majority of our merchants.

Visitor Center Overview

The aim of the Visitor Resources Center is to turn day-trippers into overnight stays, either on their current visit or a future visit. We will focus on bringing people in from 100 miles or less (The Visitors Bureau focuses on more than 100 miles).

The Visitors Bureau office at the entrance to the Peninsula on the corner of Hwy. 101 and Pacific Ave. has seen a decline over the past few years, despite an increased number of visitors.

This is in part an industry-wide trend and has been accompanied by a significant increase in Google check-ins over the same time. We currently average about 30,000 Google check-ins per month, in addition to web and social media traffic.

Long Beach Peninsula Visitors Bureau Statistics 2007-2019														
Month	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	Month
NUMBER OF VISITORS														
JAN.	432	438	421	597	453	412	574	967	918	874	531	556	680	Jan
FEB.	755	653	661	913	603	720	755	914	1136	2317	771	629	503	Feb
MAR.	1009	1111	1089	1232	861	845	1291	1358	2279	1363	1440	1136	979	Mar
APR.	1502	1139	642	1198	972	1244	1538	2151	2153	2326	1604	1389	1071	Apr
MAY	1602	1370	1596	1486	1311	1709	1880	2305	2216	2506	1766	1712	1376	May
JUNE	2132	1643	2802	2212	2014	2090	2535	2892	3017	2455	2002	2054	1940	Jun
JULY	3810	3111	3871	4377	3879	3829	4347	4380	4607	3564	3177	3058	2476	Jul
AUG.	4342	4310	4101	4496	4658	4778	4887	5426	4943	4012	3732	3089	2556	Aug
SEPT.	2442	2247	2301	2692	2613	3018	2680	3238	2966	2993	3229	2100	1890	Sep
OCT.	1132	1273	1605	1482	1152	1314	1660	1826	1655	1508	1376	1407	1057	Oct
NOV.	519	648	664	532	572	493	872	1003	739	984	585	726	615	Nov
DEC.	332	288	428	378	462	552	795	664	673	544	596	605	491	Dec
TOTAL	20009	18231	20181	21595	19550	21004	23814	27124	27302	25446	20800	18461	15634	Total

The VB plans to continue visitors services at the current location on a self-service and on-request basis anytime our business office is open (typically M-F 9am - 5pm). These are the hours for PCTB currently

In 2019 the following materials were distributed to guests at the visitor bureau (in addition to regional & out of area distribution and digital distribution):

- 15,000 Beach Visitor Guides - value of \$7500
- 10,000 Annual Event Calendars - value of \$3000
- 12,000 Discovery Maps - value of \$4000
- 74,000 Local business pieces/materials - value of \$2000

The VB supports an LBMA led visitor center downtown (LBMVC). We plan to continue creating, producing and distributing key destination marketing and local wayfinding materials and would of course supply those items. This cost is approximately \$16,500 for the above mentioned materials. We will be tracking what is handed out.

A good Visitors Center can play a key role in destination marketing despite being in-market and at the end of the sales funnel by helping to increase visitor engagement, extend visitor stay, and improve visitor

experience.

The approach for this Center – one of "immerse," or positioned where people are gathering, which a downtown location would be ideal for - could reasonably expect to serve 40,000 – 50,000 people annually if open on weekends. We will work with the Visitors Bureau on tracking this.

We know by cross referencing lodging tax collections, lodging inventory and rate analysis, and the geo-fencing, credit card spending and cell phone tracking data that we have that there are about 1.1 million overnight visitors annually within the City of Long Beach, not including day travelers. This breaks down to about 3000 overnight visitors a day.

Business Services Center

Dedicated working space will be available to local businesses

- Access to internet
- Computers with popular productivity programs, such as Excel, Word, PowerPoint, Adobe Acrobat, Canva and the like.
- A commercial-grade color copier/printer for making posters and flyers. Copying and scanning, along with collating, laminating, and binding. (closest business services of this kind are in Warrenton, OR.)
- Business support workshops/ Customer service training
- Business Mentoring
- Assistance with grant applications
- Assistance with loan applications/ financial services
- Information on accessing other business resources (i.e. health and safety, Marketing)
- New business and building permit checklists
- Meeting and Networking space.
- A central hub for planning and execution of festivals and events.

Preliminary business feedback has been positive. Peninsula-wide business survey will rate the value of these Business Resource Center services in the following areas:

The collected data will include (but not be limited to):

Business model

- Pay-as-you-go (retail model), vs. membership
 - What services would you expect a membership to include?

Expected usage of services

- Frequency of use
- Quantity
- Options for printing: sizes, paper types, quantities.

Desirability of/need for various services

- Access to software
- Copier
- Printing
 - Formats and capabilities
- Assistance with graphic design help

- Assistance with grant applications
- Assistance with loan applications
- Information on accessing other resources, e.g., branded clothing, banners, print and radio advertising
- Planning/coordinating grand openings.
- New business and building permit checklists
- Business Mentorship Program
- Training workshops
- Marketing Support for businesses

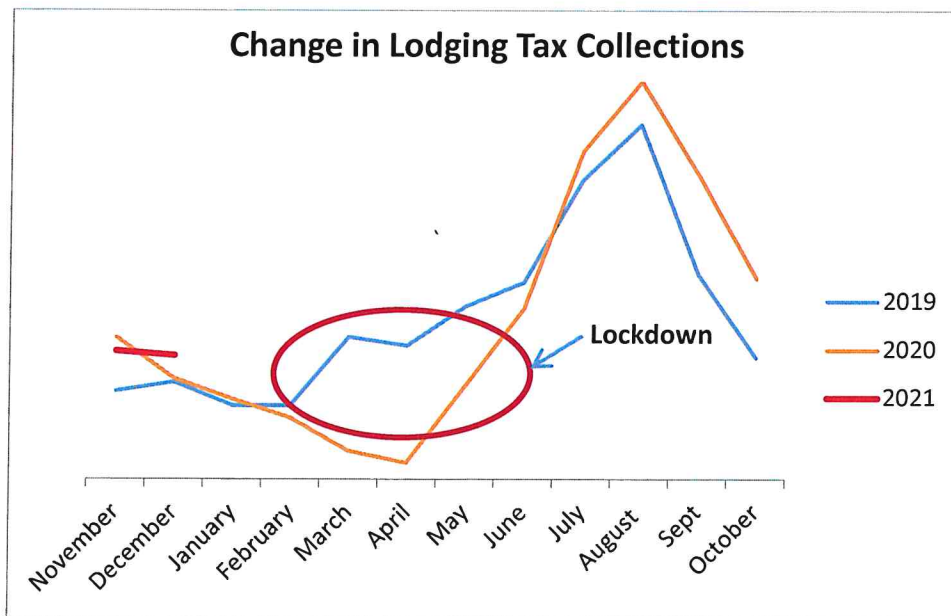
Desirability of/need for various supplies

- Papers
- Pencils/pens/etc
- Office sundries (Staples, paper clips, tape, etc)
- Other

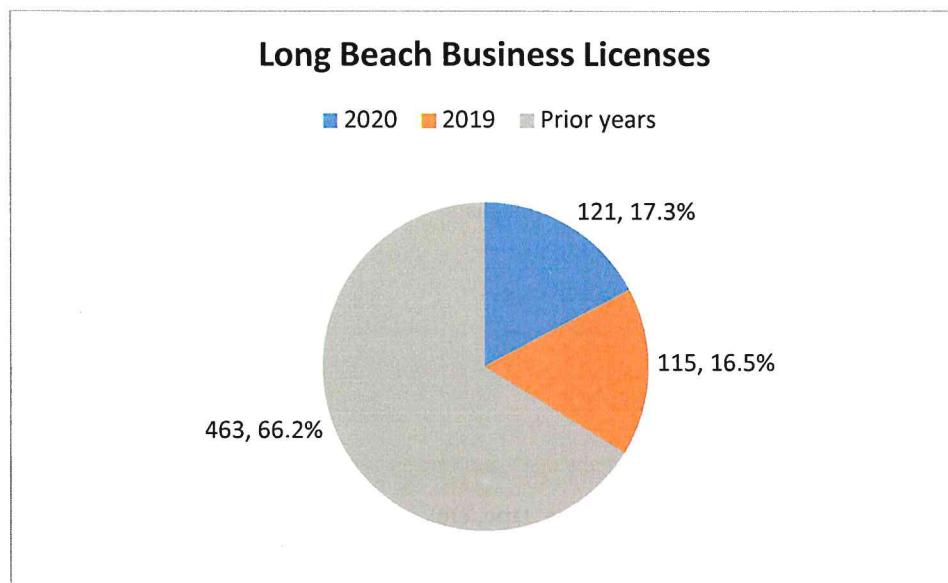
Preferred hours/days of operation

Market Planning

With Covid vaccinations underway and tourism and business start-ups on the rise in our community the timing is good for this project.



City of Long Beach data shows a total of 699 businesses licensed to operate in Long Beach. Of these, 115 (16.3%) were first licensed in 2019, and 121 (17.4%) in 2020,



Marketing Strategy

For City visitors, our main promotional plan is described as “location, location, location.” In addition, we will work with the City and Visitors Bureau for promotion. Outreach to the merchant community will be through social media, email, direct contact, and word of mouth. Our focus will be outreach to those on the Peninsula and those less than 100 miles from Long Beach.

Pricing

The Visitors Resources Center will be a free service for Long Beach tourists. Visitors will be able to print items at a cost of \$0.15 per page black and white. Pricing for the Business Services offerings will be determined by the initial survey. If a membership model is used there will be different pricing for members.

Operations Planning

Legal Structure

We are a 501(c)6 as the Long Beach Merchants Association and a 501(c)3 as the Long Beach Foundation.

Organizational Systems, Functions, Labor

The merchants’ association includes on average 75 businesses; many are willing and able to help with this endeavor and are excited to take this on for our community. The Visitor Bureau is willing and able to help with volunteers.

Hours of Operation

The LBMA is committing to have the Visitors Resources Center open Thursday through Monday from 10AM to 4PM, staying open until 6pm if it is needed during July and August. There will be large-screen monitors in the windows displaying information about events and general information such as tides, directions to popular destinations, and the like.

The Business Services Center will be open 7 days a week with hours to be determined. The Services Center hours will not impact the hours for the visitors' portion of the operation.

Preliminary Financial Planning

Revenue Streams

A variety of revenue streams are envisioned for the LBMVC. This is the preliminary list and is expected to evolve over time.

- Excursion Trolley - Offering narrated tours of the Peninsula for a set cost.
- Merchandise - Festival Apparel
- Education - Business training from business executive mentors
- Events - Coordination and implementation of festivals, races, business openings, and the like.
- Business Services - Copying, printing, internet access, software, and related business-center services.

The attached 12-month Cash Flow spreadsheet details expected Excursion Trolley revenue and costs, along with the total month-to-month costs of operation.

The History Trolley Excursion ticket prices and success is based on existing Trolley systems around the country. Here are the prices the LBMA are planning to charge.

Long Beach History Tour

Adults \$25

Seniors, Students, and Military \$20

Youth \$10

Children 4 and under FREE, lap child.

We are working with Pacific Transit and Columbia Heritage Museum on the route and script for this Trolley Tour. We will be using Historians that have finished the program at the Columbia Heritage Museum whenever possible, but will also have a script for others to be able to learn. We will be contracting with Pacific Transit for this service. The route will definitely stop in Ilwaco, Seaview, Long Beach, Ocean Park, and Oysterville. More details to come as they are available.

Old Town Trolley Tour San Diego

Adults \$42.00

Children (4-12) \$25.00

Children under 4 Free

Here are some of the examples from the research about other Trolley Tours.

Boise Historical Trolley Tour

Adults \$20.00

Senior \$18.00

Child \$10.00

Infant \$ 5.00

Cody Trolley Tours – “Best of the West” Tour

Adults: \$28

Seniors aged 65+: \$26

Youth aged 6-17: \$16

Children age 5 & under Free with ticketed adult

Friday Harbor Jolly Trolley

Adults * Kids * Seniors * Military * \$20 CASH * Per Person

Long Beach History Tour

Adults \$25

Seniors, Students, and Military \$20

Youth \$10

Children 4 and under FREE, lap child.

We are working with Pacific Transit and Columbia Heritage Museum on the route and script for this Trolley Tour. We will be using Historians that have finished the program at the Columbia Heritage Museum whenever possible, but will also have a script for others to be able to learn. We will be contracting with Pacific Transit for this service. The route will definitely stop in Ilwaco, Seaview, Long Beach, Ocean Park, and Oysterville. More details to come as they are available.

The breakdown of costs shown on the following page is based on these assumptions:

1. The City of Long Beach will be renting the former police station building at the corner of Pacific and 3rd St. SE in Long Beach, WA to the LBMA for \$1 a year. Value is below.
2. The City will continue to provide sewer and water, electricity, and trash. The public restrooms will remain. Value is below.
3. The City of Long Beach will Grant LBMA \$46,299 this year for the operation of the new LBMVC, the goal is to not need this much funding in the future when the History Trolley is a success.
4. LBMA will provide up to \$15,000 annually for employee costs, insurance, copier lease, internet and phone, merchandise and office supplies.
5. PCTB will be providing a computer, monitor and software, as well as experienced volunteers, they have three that have already said yes to being a volunteer at this new location. With more to still contact. They are providing in kind donations to us. We have proposed to them to pay into the merchant service center at \$400 a month, in return their members will have access to the merchant services, mentorship and more.
6. The Ilwaco Merchants Association has been given the opportunity to have a desk in the new offices as well as, proposed to them to pay into the merchant service center at \$400 a month, in return their members will have access to the merchant services, mentorship and more.
7. The EDC has proposed \$6,379 to their board and commerce to help fund the ADO portion of this project. The EDC has also proposed a grant of \$14,021 for Marketing and Staff for said marketing.
8. Meeting space/co-working space will be made available to local partners.
9. Laura Holmes will be providing space planning, consultation and CAD Design for optimal spatial design. She will also help us to procure free or used furniture.
10. Copier/ Printer and merchandise revenues will offset costs of providing and may provide excess revenue toward operations.

Budget Attached

Loing Beach Visitor and Merchant Services Center						
5 Year Projected Budget						
	Startup May 2021	Operating 2022	Operating 2023	Operating 2024	Operating 2025	
Income						
LBMA	7,500.00	\$15,000.00	15000	17865	15000	15000
City of Long Beach	52,163.00	\$55,293.00	58610	62127	65854	65854
PCTB	10,000.00	\$10,000.00	12472	13820	15250	15250
IMA	2,400.00	\$5,088.00	5393	5717	6060	6060
PCEDC	33,499.28					
Misc Revenue	2,500.00	\$5,000.00	5300	5618	5955	5955
Total Income	\$108,062.28	\$90,381.00	96775	105147	127056	127056
Expenses						
Facility		EXPENSES				108119
Rent	5,400.00	\$10,800.00	10800	10800		10800
Electricity	1,277.00	\$2,707.00	2870	3042	3224	3224
Sewer & Water	1,500.00	\$3,180.00	3371	3573	3787	3787
Trash	510	\$1,081.00	1146	1215	1288	1288
Internet & Phone	900	\$1,908.00	2022	2144	2272	2272
	9,587.00	\$19,676.00	20209	20774	21371	21371
Office Equipment						
Copier/ Printer	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
Remodeling	10,000.00		1000	1000	1000	1000
Awning	5,900.00					
Furniture	4,000.00	\$250.00	250	250	250	250
Computer						
Equipment	8,000.00	\$500.00	500	500	500	500
	29,400.00	\$2,250.00	2,250.00	2,250.00	2,250.00	2,250.00
Staffing						
Salary	25,961.00	\$39,861.00	42252	44787	47475	47475
PCTB Staffing	15,200.00	15900	16854	17865	18937	18937
Payroll expenses	\$14,898.00	\$21,939.00	23255	24650	26129	26129
Volunteers	\$500.00	\$600.00	700	800	1000	1000
	57,559.00	\$62,400.00	66207	70237	74604	74604
Operations						
Training Expense						
(Staff and						
Volunteers)	500	\$600.00	700	800	1000	1000
Office Supplies	2,800.00	\$1,272.00	1348	1429	1515	1515
Insurance	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00
Merchandise	5,000.00	\$2,400.00	4140	7904	8378	8378
Offsite Storage	450	\$450.00	450	450	450	450
Grand Opening						
Event	1,500.00					
	11,450.00	\$5,922.00	7638	11783	12543	12543
Total Expenses	107,996.00	90248	96504	105044	110768	110768

LB Merchants & Visitors Center

Income Projections

Shading means calculated or filled automatically

	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	TOTAL
	31	29	31	30	31	30	31	31	30	31	30	31	365
Trolley Adult													
Product/Month	0	0	0	0	0	0	25	40	50	40	0	0	1507
Avg. Price/Unit	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	
Total	\$0	\$0	\$0	\$0	\$0	\$0	\$625	\$1,000	\$1,250	\$1,000	\$0	\$0	\$3,875
Trolley Seniors & Students													
Product/Month	0	0	0	0	0	0	40	60	50	50	85	69	354
Avg. Price/Unit	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	
Total	\$0	\$0	\$0	\$0	\$0	\$0	\$800	\$1,200	\$1,000	\$1,000	\$1,700	\$1,380	\$7,080
Trolley Youth													
Product/Month	0	0	0	0	0	0	10	30	10	10	0	0	60
Avg. Price/Unit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$0.00	
Total	\$0	\$0	\$0	\$0	\$0	\$0	\$100	\$300	\$100	\$100	\$0	\$0	\$600
Trolley Cost													
Units	0	0	0	0	0	0	25	40	50	40	0	0	155
20% Avg. Cost/Unit	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	
Total	\$0	\$0	\$0	\$0	\$0	\$0	\$125	\$200	\$250	\$200	\$0	\$0	\$775
Trolley Seniors & Students													
Units	0	0	0	0	0	0	40	60	50	50	85	69	354
2% Avg. Cost/Unit	\$0.40	\$0.40	\$0.40	\$0.40	\$0.40	\$0.40	\$0.40	\$0.40	\$0.40	\$0.40	\$0.40	\$0.40	
Total	\$0	\$0	\$0	\$0	\$0	\$0	\$16	\$24	\$20	\$20	\$34	\$28	\$142
Trolley Youth													
Units	0	0	0	0	0	0	10	30	10	10	0	0	60
2% Avg. Cost/Unit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20	\$0.00	
Total	\$0	\$0	\$0	\$0	\$0	\$0	\$2	\$6	\$2	\$2	\$0	\$0	\$12
TOTAL COGS	\$0	\$0	\$0	\$0	\$0	\$0	\$143	\$230	\$272	\$222	\$34	\$28	\$929

LB Merchants & Visitors Center

Trolley Proposal Income Projections

Shading means calculated or filled automatically

	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	TOTAL
	31	29	31	30	31	30	31	31	30	31	30	31	365
Trolley Adult													
Product/Month	0	0	40	40	50	50	25	40	50	40	0	0	1507
Avg. Price/Unit	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	
Total	\$0	\$0	\$1,000	\$1,000	\$1,250	\$0	\$625	\$1,000	\$1,250	\$1,000	\$0	\$0	\$7,125
Trolley Seniors & Students													
Product/Month	0	0	0	0	0	0	40	60	50	50	85	69	354
Avg. Price/Unit	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	
Total	\$0	\$0	\$0	\$0	\$0	\$0	\$800	\$1,200	\$1,000	\$1,000	\$1,700	\$1,380	\$7,080
Trolley Youth													
Product/Month	0	0	0	0	0	0	10	30	10	10	0	0	60
Avg. Price/Unit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$0.00	
Total	\$0	\$0	\$0	\$0	\$0	\$0	\$100	\$300	\$100	\$100	\$0	\$0	\$600
Total	\$0	\$0	\$1,000	\$1,000	\$1,250	\$0	\$1,525	\$2,500	\$2,350	\$2,100	\$1,700	\$1,380	\$14,805
Trolley Cost													
Units	0	0	40	40	50	0	25	40	50	40	0	0	285
20% Avg. Cost/Unit	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	
Total	\$0	\$0	\$200	\$200	\$250	\$0	\$125	\$200	\$250	\$200	\$0	\$0	\$1,425
Trolley Seniors & Students													
Units	0	0	0	0	0	0	40	60	50	50	85	69	354
2% Avg. Cost/Unit	\$0.40	\$0.40	\$0.40	\$0.40	\$0.40	\$0.40	\$0.40	\$0.40	\$0.40	\$0.40	\$0.40	\$0.40	
Total	\$0	\$0	\$0	\$0	\$0	\$0	\$16	\$24	\$20	\$20	\$34	\$28	\$142
Trolley Youth													
Units	0	0	0	0	0	0	10	30	10	10	0	0	60
2% Avg. Cost/Unit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20	\$0.00	
Total	\$0	\$0	\$0	\$0	\$0	\$0	\$2	\$6	\$2	\$2	\$0	\$0	\$12
TOTAL COGS	\$0	\$0	\$200	\$200	\$250	\$0	\$143	\$230	\$272	\$222	\$34	\$28	\$1,579

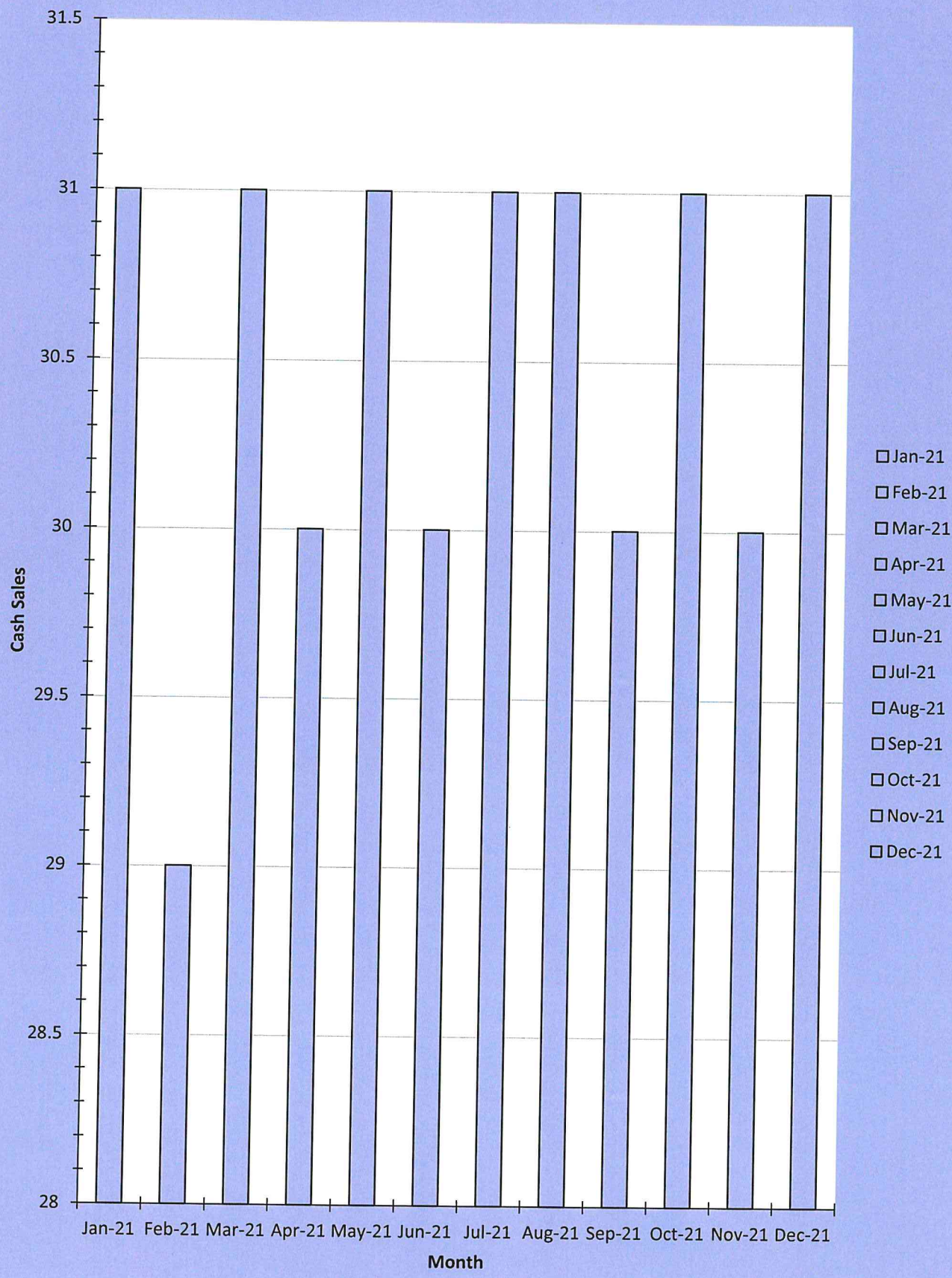
Long Beach Merchant & Visitor Survey

Employee Cost Projections

Shading means calculated or filled automatically

[illegible]

Cash Sales Projections



Mayor Jerry Phillips
City of Long Beach
P.O. Box 310
115 Bolstad Avenue W
Long Beach, WA 98631

Re: Letter in Support of The Long Beach Merchant Services and Visitors Center

April 23, 2021

The Pacific county Economic Development Council (PCEDC) is a private non-profit organization, governed by a board made up of public and private representation from throughout Pacific County. As the lead economic development organization in Pacific County, our role is to support and promote activities which contribute to economic vitality and strong communities.

We are writing in support of the proposed Long Beach Merchant Services and Visitors Center, scheduled to launch in Spring 2021 to provide a central service hub for business support, festival logistics and visitor services.

This project will provide an opportunity for PCEDC to partner with multiple local agencies to serve Pacific County businesses. One of our key roles in the near future, is to provide technical support to businesses to support retention and expansion. Our rural community business owners face challenges related to the Covid 19 pandemic relief, supply chain, workforce training and skills building.

PCEDC has funding allocated to provide technical support to businesses in Spring and summer 2021. Additionally, PCEDC has some funding restricted to use towards marketing staffing in 2021. This project will accommodate a visitor center space and multipurpose office space for business use. We support this collaborative effort to promote the local economy, and look forward to providing some contract staffing support funding.

Our role is to support jobs, raise the median income in our County and preserve the quality of life for the community members that live and work in Pacific County. We support the effort to revitalize this building and provide vital services to the community.

Sincerely,

Jamie Judkins, Board President
Pacific County Economic Development Council



Susan Yirku, Executive Director edc@pacifiedc.org.
Pacific County Economic Development Council



C: Long Beach Merchants Association
Ilwaco Merchants Association
Pacific Count Tourism Bureau



May 6, 2021

City of Long Beach and Long Beach Merchants Association,

On behalf of the board of directors and our team here at Pacific County Tourism (dba Visit Long Beach Peninsula), the destination marketing/management organization (DMO) serving our county tourism industry and communities, we are writing in support of a partnership that would allowed LBMA to occupy the former police station in Long Beach to be used as a business support center and a downtown visitor center.

Our organization would continue to operate a visitor's center at our location in Seaview, however having another visitor center downtown would greatly expand our destination's ability to reach even more visitors. We know that "in-market" visitor services are critical for increased visitor engagement, increased rate of meeting visitor expectations, and therefore increased visitor satisfaction and likelihood to return. We welcome the opportunity this partnership would bring to our organization. We anticipate being able to focus more of our thinly stretched resources on "out of area" marketing, tourism industry support, and tourism development, and scale back somewhat on the "in-market" visitor center services. Overall, this allows our organization to continue moving toward our mission while giving our supporting stakeholders and partners a greater return on investment while ensuring that the needs of our visitors are still met.

In addition to our ongoing destination marketing activities, some specific examples of collaboration and support that we would continue/provide include:

- Create, produce and distribute materials (print and digital)
- Collect, post and promote all county tourism event information
- Maintain a comprehensive website with visitor information with regularly updated content and listings
- Share visitor center volunteer training materials
- Real-time vacancy and rate information
- Management of digital monitor for visitor updates

Respectfully submitted,

A handwritten signature in black ink that reads "Andi Day".

Andi Day

Executive Director

andi@visitlbp.com

360.642.2400

www.visitlongbeachpeninsula.com



Ilwaco Merchants Association
PO Box 193 Ilwaco, WA 98624

Attn: Karla / Long Beach Merchants Association
RE: Request for letter of support – LBMVC

May 6, 2021

Dear Karla,

Sorry for the delay in responding to your request for a letter of support. I received your email on April 23rd and with the opening of the Ilwaco Saturday Market and Ilwaco Children's Day, I haven't been able to fully review your proposal yet or go over it with the IMA board. Therefore, no commitments or decisions have been made in relation to funding or other "support" you listed in your proposal.

I can say without hesitation that I think the idea of a visitor's center in that location is a good one! Obviously there is a lot of traffic to that location and I would love to be able to disperse information about Ilwaco to visitors!

From our brief conversation, it sounds like you and Andi have worked on a lot of ideas and appreciate the opportunity to possibly be included. I love the idea you mentioned about the trolley tours and can't wait to see that come together!

I'm not sure we would utilize a desk/office space, but can see how it could be a place in for an intern or volunteers, etc. I also think the PCEDC having a space there seems like a good idea. I know Susan Yirku has been doing great work and has skills and experience that benefit our community businesses.

I wish you the best of luck on your new venture and will review your proposal with the IMA board at our next meeting later this month.

Sincerely,

Jenna Austin Nisbett
IMA President 2021

TAB - B



Warrant Register

Check Periods: 2021 - May - 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 T. SAID CLAIM.

Council Member

Council Member

Council Member

Clerk/Treasurer

Number	Name	Print Date	Clearing Date	Amount
60166	Bell, Helen S	5/5/2021		\$256.78
60167	Binion, Jacob M	5/5/2021		\$1,906.88
60168	Booi, Kristopher A	5/5/2021		\$1,864.20
60169	Cline, Kevin M	5/5/2021		\$266.21
60170	Goulter, John R	5/5/2021		\$1,964.38
60171	Hermens, Jessie R	5/5/2021		\$1,469.90
60172	Huff, Timothy M	5/5/2021		\$1,710.15
60173	Kaino, Kris A	5/5/2021		\$1,013.02
60174	Kemmer, Hollie L	5/5/2021		\$266.21
60175	Kemmer, Larry L	5/5/2021		\$1,708.86
60176	Luethe, Paul J	5/5/2021		\$1,831.62
60177	McGuire, Tina M	5/5/2021		\$266.21
60178	Moore, Vincent E	5/5/2021		\$49.70
60179	Morey, Roger T	5/5/2021		\$951.47
60180	Murry, Del R	5/5/2021		\$266.21
60181	Padgett, Timothy J	5/5/2021		\$1,474.87
60182	Quittner, Jonathan H	5/5/2021		\$1,135.93
60183	Svendsen, Sue M	5/5/2021		\$266.21
60184	Wood, Matthew T	5/5/2021		\$1,790.24
60185	Wright, Flint R	5/5/2021		\$2,934.41
60186	Zuern, Donald D	5/5/2021		\$2,439.04
60187	AFLAC	5/5/2021		\$536.44
60188	Association of WA Cities	5/5/2021		\$31,089.35
60189	Awc - ST & Life	5/5/2021		\$781.72
60190	City of LB Retirement Payback	5/5/2021		\$50.77
60191	City of Long Beach - Fica	5/5/2021		\$14,032.50
60192	City of Long Beach - FWH	5/5/2021		\$9,349.48
60193	Council Gift Fund	5/5/2021		\$60.00
60194	Dept of Labor & Industries	5/5/2021		\$2,038.77

Execution Time: 57 second(s)

Number	Name	Print Date	Clearing Date	Amount
88158	Oman & Son Builders	5/13/2021		\$1,380.92
88159	One Call Concepts, Inc.	5/13/2021		\$20.33
88160	Pacific Fibre Products, Inc.	5/13/2021		\$1,437.73
88161	Peninsula Sanitation	5/13/2021		\$2,202.42
88162	Peninsula Visitors Bureau	5/13/2021		\$11,708.33
88163	Penoyar, Joel	5/13/2021		\$3,200.00
88164	Penoyar, William	5/13/2021		\$1,000.00
88165	Petek & Associates	5/13/2021		\$385.00
88166	Pro-Vac	5/13/2021		\$27,075.00
88167	Quill Corporation	5/13/2021		\$300.22
88168	Ryan Herco Products Corp	5/13/2021		\$427.56
88169	Sid's Iga	5/13/2021		\$25.63
88170	SUNSET AUTO PARTS, INC	5/13/2021		\$1,294.79
88171	Taft Plumbing	5/13/2021		\$81.92
88172	Total Battery & Auto	5/13/2021		\$582.66
88173	U.S. Bank N.A.	5/13/2021		\$825.00
88174	Visa	5/13/2021		\$7,872.12
88175	Vision Municipal Solutions	5/13/2021		\$355.08
88176	Wilcox & Fiegel Oil Co.	5/13/2021		\$260.50
	Total			\$390,514.85
	Grand Total			\$390,514.85

LONG BEACH CITY COUNCIL MEETING

(Remotely Held Meeting)

May 3, 2021

7:00 CALL TO ORDER

Mayor Phillips called the meeting to order.

ROLL CALL

David Glasson, City Administrator, called roll with Mayor Phillips, C. Svendsen, C. McGuire, C. Cline, and C. Kemmer in attendance remotely. C. Murry was absent.

PUBLIC COMMENT

Andi Day commented that the Long Beach Peninsula Visitors Bureau supports the Long Beach Police Department.

C. Murry arrived remotely at 7:03 p.m.

PROCLAMATION- MENTAL HEALTH AWARENESS MONTH

Mayor, Jerry Phillips, proclaimed the month of May as Mental Health Awareness Month in Long Beach.

CONSENT AGENDA

Minutes, April 19, 2021 City Council Meeting

Payment Approval List for Warrant Registers 60139-60165 & 88070-88118 for \$194,800.59

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

BUSINESS

AB 21-24 – 4th ST NW ROW Vacation- PUBLIC HEARING

The Mayor opened the public hearing at 7:05 p.m.

Ariel Smith, Community Development Director, presented the Agenda Bill. The City has been approached by the property owner of 102 4th ST NW to vacate the northern portion of the 4th ST NW ROW that abuts his property. The Council has already gone to the property to assess the situation. The Mayor closed the public hearing at 7:07 p.m.

C. McGuire made the motion to review the Staff Report and table the hearing until the May 17th Council date where the ordinance can be presented. C. Cline seconded the motion; 5 Ayes, motion passed.

DEPARTMENT HEAD ORAL REPORTS

CORRESPONDENCE AND WRITTEN REPORTS

TAB - C



**CITY COUNCIL
AGENDA BILL**

AB 21-25

Meeting Date: May 17, 2021

AGENDA ITEM INFORMATION

**SUBJECT: Right-of-Way
Vacation – North portion
of 4th ST NW**

**Continuation Public
Hearing**

Originator:

Mayor

City Council

City Administrator

City Attorney

City Clerk

City Engineer

Community Development Director

AS

Events Coordinator

Finance Director

Police Chief

Streets/Parks/Drainage Supervisor

Water/Wastewater Supervisor

COST: Market Value - \$9.00
a SQFT– ½ \$4.50 the City can
charge

SUMMARY STATEMENT: The City has been approached by the property owner of 102 4th ST NW to vacate the northern portion of the 4th ST NW ROW which abuts his property. The Council went to the property and assessed the situation. The City is waiting on information from the applicant's surveyor to include in the ordinance. City Staff will present the ordinance during the June 7th meeting.

RECOMMENDED ACTION: Close the public hearing and review the ordinance during the next meeting.

TAB - D



**CITY COUNCIL
AGENDA BILL
AB 21-26**

Meeting Date: May 17, 2021

AGENDA ITEM INFORMATION

SUBJECT: Washington
Ave South Improvements
Bid Award

Originator:

Mayor

City Council

City Administrator

City Attorney

City Clerk/Treasurer

City Engineer

Community Development Director

Fire Chief

Police Chief

Streets/Parks/Drainage Supervisor

Water/Wastewater Supervisor

DG

COST: \$1,742,448.02

Other:

SUMMARY STATEMENT: There were three bids that were received on May 5, 2021 that met all of the requirements. The lowest of the bidders was AES out of Longview, the engineer's recommendation letter is attached to this agenda bill.

RECOMMENDED ACTION: *Authorize the Mayor to accept the bid from Advanced Excavating Specialist LLC for construction of the Washington Ave South Improvements.*



May 12, 2021

Mr. David Glasson
City Administrator
City of Long Beach
P.O. Box 310
Long Beach, Washington 98631

SUBJECT: REVIEW OF BIDS, WASHINGTON AVENUE RECONSTRUCTION
CITY OF LONG BEACH, PACIFIC COUNTY, WASHINGTON
G&O #20430.00

Dear Mr. Glasson:

On May 5, 2021, the City of Long Beach received three bids for the Washington Avenue Reconstruction project. The bids ranged from \$1,742,448.02 to \$1,892,031.49. The Engineer's Estimate was \$1,600,664.70. Each proposal was checked for correctness of extensions of the prices per unit and the total price. Three corrections were made; however, these corrections did not change the position of the low bidder. We have provided a bid summary with this letter. The bidders and their respective bid amounts, including sales tax where applicable, are as follows:

	Engineer's Estimate.....	\$1,600,664.70
1.	Advanced Excavating Specialists (Longview, Washington) ..	\$1,742,448.02
2.	Big River Excavating (Astoria, Oregon)	\$1,749,395.64
3.	Rognlin's (Aberdeen, Washington)	\$1,892,031.49

The lowest responsive bidder, Advanced Excavating Specialists of Longview, Washington, is currently a Washington State registered and licensed contractor and appears to have the relevant qualifications and experience to successfully perform the work the project will require. To our knowledge, the lowest bidder has not claimed bid error and no formal bidding protests have been recorded. In accordance with RCW 39.04, we have verified the lowest bidder, Advanced Excavating Specialists of Longview, Washington, has met the responsibility criteria. The Mandatory Bidder Responsibility Checklist, including documentation, is attached for the City's file. We have also reviewed the Supplemental Bidder Criteria information submitted by Advanced Excavating Specialists and they appear to meet the requirements of the Supplemental Bidder Responsibility Criteria.



Mr. David Glasson
May 12, 2021
Page 2

Based on our evaluation, we recommend that the project be awarded to the lowest responsive, responsible bidder contingent upon funding agency approval:

Advanced Excavating Specialists, LLC
1010 Columbia Boulevard
Longview, Washington 98632

Please contact us if you have any questions and/or require additional information.

Sincerely,

GRAY & OSBORNE, INC.

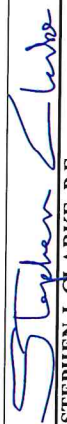
Stephen Clarke, P.E.

SJC/hh
Encl.

cc: Mr. Chris Langhoff, P.E., Washington State Transportation Improvement Board

BIDDER			QUANTITY	ENGINEER'S ESTIMATE		ADVANCED EXCAVATING SPECIALISTS, LLC		BIG RIVER EXCAVATING		ROGNLIN'S, INC.	
NO.	ITEM			UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
SCHEDULE B: ROADWAY IMPROVEMENTS											
1	Minor Change		1 CALC	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
2	Record Drawings (Min. Bid \$500)		1 LS	\$1,000.00	\$1,000.00	\$500.00	\$500.00	\$500.00	\$500.00	\$2,000.00	\$2,000.00
3	SPCC Plan		1 LS	\$420.00	\$420.00	\$350.00	\$350.00	\$500.00	\$500.00	\$500.00	\$500.00
4	Mobilization, Cleanup and Demobilization		1 LS	\$95,000.00	\$95,000.00	\$106,500.00	\$106,500.00	\$93,900.00	\$93,900.00	\$150,000.00	\$150,000.00
5	Project Temporary Traffic Control		1 LS	\$50,000.00	\$50,000.00	\$6,000.00	\$6,000.00	\$5,000.00	\$5,000.00	\$145,000.00	\$145,000.00
6	Clearing and Grubbing		1 LS	\$7,500.00	\$7,500.00	\$8,800.00	\$8,800.00	\$10,000.00	\$10,000.00	\$8,500.00	\$8,500.00
7	Removal of Structures and Obstructions		1 LS	\$15,000.00	\$15,000.00	\$23,000.00	\$23,000.00	\$8,400.00	\$8,400.00	\$20,000.00	\$20,000.00
8	Excavation, Embankment and Grading, Incl. Haul		1 LS	\$20,000.00	\$20,000.00	\$58,000.00	\$58,000.00	\$0.01	\$0.01	\$70,000.00	\$70,000.00
9	Gravel Borrow, Incl. Haul		840 TN	\$30.00	\$25,200.00	\$25.00	\$21,000.00	\$32.40	\$27,216.00	\$40.00	\$33,600.00
10	Cement Treated Base		8,700 SY	\$8.00	\$69,600.00	\$7.00	\$60,900.00	\$6.42	\$55,854.00	\$4.20	\$36,540.00
11	Cement for Cement Treated Base		390 TN	\$200.00	\$78,000.00	\$135.00	\$52,650.00	\$185.00	\$72,150.00	\$190.00	\$74,100.00
12	Locate Existing Utilities		1 LS	\$7,500.00	\$7,500.00	\$5,800.00	\$5,800.00	\$900.00	\$900.00	\$5,500.00	\$5,500.00
13	Crushed Surfacing Top Course		450 TN	\$40.00	\$18,000.00	\$40.00	\$18,000.00	\$45.00	\$20,250.00	\$40.00	\$18,000.00
14	HMA Cl. 1/2" PG 58H-22		1,520 TN	\$136.00	\$206,720.00	\$121.00	\$183,920.00	\$125.00	\$190,000.00	\$148.00	\$224,960.00
15	Job Mix Compliance Price Adjustment		1 CALC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
16	Compaction Price Adjustment		1 CALC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
17	CPEP Storm Sewer Pipe, 6 In. Diam. (Incl. Bedding)		360 LF	\$40.00	\$14,400.00	\$35.00	\$12,600.00	\$68.00	\$24,480.00	\$38.00	\$13,680.00
18	CPEP Storm Sewer Pipe, 8 In. Diam. (Incl. Bedding)		130 LF	\$42.00	\$5,460.00	\$40.00	\$5,200.00	\$74.00	\$9,620.00	\$42.00	\$5,460.00
19	CPEP Storm Sewer Pipe, 12 In. Diam. (Incl. Bedding)		2,230 LF	\$45.00	\$100,350.00	\$45.00	\$100,350.00	\$62.00	\$138,260.00	\$46.00	\$102,580.00
20	Concrete Inlet		1 EA	\$800.00	\$800.00	\$1,200.00	\$1,200.00	\$2,250.00	\$2,250.00	\$1,800.00	\$1,800.00
21	Catch Basin, Type 1		44 EA	\$1,100.00	\$48,400.00	\$1,850.00	\$81,400.00	\$2,250.00	\$99,000.00	\$2,200.00	\$96,800.00
22	Catch Basin, Type 2, 48 In. Diam.		1 EA	\$2,500.00	\$2,500.00	\$4,100.00	\$4,100.00	\$3,500.00	\$3,500.00	\$3,200.00	\$3,200.00
23	Area Drain		11 EA	\$800.00	\$8,800.00	\$650.00	\$7,150.00	\$2,250.00	\$24,750.00	\$1,500.00	\$16,500.00
24	Adjust Catch Basin		3 EA	\$600.00	\$1,800.00	\$250.00	\$750.00	\$475.00	\$1,425.00	\$475.00	\$1,425.00
25	Adjust Manhole		4 EA	\$800.00	\$3,200.00	\$250.00	\$1,000.00	\$475.00	\$1,900.00	\$475.00	\$1,900.00
26	Trench Excavation Safety Systems		1 LS	\$3,000.00	\$3,000.00	\$1,500.00	\$1,500.00	\$0.01	\$0.01	\$10,000.00	\$10,000.00
27	Bank Run Gravel for Trench Backfill		140 TN	\$35.00	\$4,900.00	\$36.00	\$5,040.00	\$27.65	\$3,871.00	\$26.00	\$3,640.00
28	Removal of Unsuitable Material (Trench)		20 CY	\$40.00	\$800.00	\$100.00	\$2,000.00	\$11.80	\$236.00	\$80.00	\$1,600.00
29	Erosion Control and Water Pollution Prevention		1 LS	\$5,000.00	\$5,000.00	\$5,500.00	\$5,500.00	\$8,825.00	\$8,825.00	\$5,000.00	\$5,000.00
30	Seeding, Fertilizing and Mulching		2,000 SY	\$3.00	\$6,000.00	\$2.00	\$4,000.00	\$1.50	\$3,000.00	\$2.00	\$4,000.00
31	Topsoil, Type A		140 CY	\$80.00	\$11,200.00	\$85.00	\$11,900.00	\$65.00	\$9,100.00	\$130.00	\$18,200.00
32	Cement Conc. Traffic Curb and Gutter		2,950 LF	\$35.00	\$103,250.00	\$29.00	\$85,550.00	\$45.00	\$132,750.00	\$30.00	\$88,500.00
33	Rolled Cement Conc. Curb and Gutter		2,400 LF	\$40.00	\$96,000.00	\$28.00	\$67,200.00	\$49.00	\$117,600.00	\$30.00	\$72,000.00
34	Cement Conc. Driveway Repair		20 SY	\$55.00	\$1,100.00	\$150.00	\$3,000.00	\$293.00	\$5,860.00	\$150.00	\$3,000.00
35	Cast-In-Place Monument		5 EA	\$700.00	\$3,500.00	\$4,000.00	\$20,000.00	\$330.00	\$1,650.00	\$1,000.00	\$5,000.00

DATE: 5/2021
DRAWN: SC
CHECKED: SJC
APPROVED: SJC

BIDDER			ENGINEER'S ESTIMATE	ADVANCED EXCAVATING SPECIALISTS, LLC	BIG RIVER EXCAVATING	ROGNLIN'S, INC.
36	Mailbox Support, Type 1	8 EA	\$400.00	\$3,200.00	\$145.00	\$1,000.00
37	Mailbox Support, Type 2	2 EA	\$400.00	\$800.00	\$880.00	\$2,000.00
38	Permanent Signing	1 LS	\$3,000.00	\$6,000.00	\$4,200.00	\$3,500.00
39	Paint Line	2,465 LF	\$2.00	\$4,930.00	\$0.60	\$1,479.00
40	Plastic Stop Line	260 LF	\$20.00	\$5,200.00	\$23.50	\$6,110.00
	Subtotal, Schedule B			\$988,745.00		
	Sales Tax @ 0% (Per W.S. Revenue Rule 171)			\$0.00	\$1,091,576.02	\$1,270,755.00
	TOTAL CONSTRUCTION COST, SCHEDULE B			\$988,745.00	\$1,091,576.02	\$1,270,755.00
	TOTAL CONSTRUCTION COST, SCHEDULE A		\$564,134.70	\$753,703.02	\$657,819.62	\$621,276.49
	TOTAL CONSTRUCTION COST, SCHEDULE B		\$1,036,530.00	\$988,745.00	\$1,091,576.02	\$1,270,755.00
	TOTAL CONSTRUCTION COST, SCHEDULES A AND B		\$1,600,664.70	\$1,742,448.02	\$1,749,395.64	\$1,892,031.49
	Sealed bids were opened at the City of Long Beach, 115 Bolstad Avenue West, Long Beach, Washington 98631 on Wednesday, May 5, 2021, at 3:00 p.m. (local time).					
	I hereby certify that, to the best of my knowledge, the above tabulations are true and correct transcriptions of the unit prices and total amounts bid.					
						
	STEPHEN J. CLARKE, P.E.					

DATE: 5/2021
DRAWN: SC
CHECKED: SJC
APPROVED: SJC

Page 3 of 3

CITY OF LONG BEACH, WASHINGTON
WASHINGTON AVENUE RECONSTRUCTION
(51ST STREET TO SID SNYDER DRIVE)
GRAY & OSBORNE #20430

GRAY & OSBORNE, INC.
CONSULTING ENGINEERS

TAB - E



**CITY COUNCIL
AGENDA BILL
AB 21-27**

Meeting Date: May 17, 2021

AGENDA ITEM INFORMATION

AGENDA ITEM INFORMATION	
SUBJECT: AWC Conference Voting Delegates	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:
COST: N/A	

SUMMARY STATEMENT: *The AWC annual conference is virtual this year and AWC needs to know whom the city would like to be voting delegates.*

RECOMMENDED ACTION: *Authorize three voting delegates for the AWC conference.*

May 5, 2021

To: Mayor Jerry Phillips
From: Soo Ing-Moody, AWC President
Subject: 2021 AWC Business Meeting

AWC invites you to attend the online **AWC Business Meeting on Thursday, June 24, 2021, from 10 – 11:30 am.** in conjunction with the AWC Annual Conference. On behalf of the AWC Board of Directors, I encourage your city to participate by appointing voting delegates.

AWC bylaws allow each city to appoint up to three voting delegates. The bylaws do not specify a method or form cities must use to appoint delegates. If your city determines these appointments through council action, please share this information with your city council.

Each voting delegate has one vote. Voting delegates have the opportunity to influence the operations of AWC by electing members of the AWC Board of Directors, engage on issues that affect cities, and consider bylaw amendments.

Once the mayor, manager, or council has determined the city's voting delegates for the 2021 Business Meeting, please submit their names and titles using the online form found on the AWC website:
<https://wacities.org/events-education/conferences/awc-annual-conference/business-meeting>.

The deadline for submitting voting delegates is on **Tuesday, June 22, 2021 by 5 pm.** If you have any questions, please contact Betsy Hildreth at betsyh@awcnet.org or 360.753.4137.

Additional information on the Business Meeting, the AWC Board of Directors, and the Annual Conference can be found on AWC's website: wacities.org.

cc: David Glasson, City Administrator
Jessie Hermens, City Clerk

TAB — F

City of Long Beach Activities Report

April 2021

Water Dept.

Call Outs - 1

Meetings - 11 (1) Staff / (2) Admin. / (1) Mayor & Admin. / (1) Asset Management / (1) Evergreen Rural Apprentice Meeting / (2) Contractors Lindstrom Const. & Eric Fagerland / (1) Homeowner / (1) BMI / (1) Clam Festival.

Safety Meetings - 1

Blood-borne Pathogens Exposure.

Daily Covid - 19 Workplace Temp Log.

Weekly Covid – 19 Shop / Restroom Cleanup.

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

Customer Service - 9

Locates - 20

Emergency Locates – 1 (PUD 16th sw)

Re-reads - 7

Install New Meters - 2 (22nd st ne & 67th pl)

Meter Reinstall – 0

New Service Investigations – 3

Valve Investigation - 2

New Service Prep – 3

Valve Can Raising - 2

Meter Removal – 0

Data Log / Meter Flushing - 4

Meter Repairs – 4

Remote Meters -

Hydrant / Stand Pipe Maint. – Flushed Entire Water System!

April - 12

Shut Off's - 2

2021 - 96

Emergency Shut Offs – 1

Turn On's - 1

Res. Checking - 4

Res. Maint. – 0

Leak Repairs - 3 (45th pl & K / 26th & Pac Hwy / 7th st sw)

Leak Investigations - 3

Equipment Cleanup - 5

System Samples - Weekly entire system.

Samples to Lab - 2

Training - 1	T Huff	Water Distribution Manager Review Class.
	M Miller	Water Distribution Manager Review Class.
	M Wood	Water Distribution Manager Review Class.
	L Kemmer	Time in WTP.

Treatment Plant Numbers - 15,030,000 Gallons. (Approx 501,000 Gal. / Day)

Other Activities –

Reading Meters. (Seaview.)

Replacing Remote Read Meters.

Repainted Washington Ave S Project.

Installing New Screws in Old Shop Building.

Potholing Locations for Hot Taps & Mainline Extensions.

Cleaning Bolstad Beach Approach Sand.

Weedeating Hydrants.

Festival Setup – Clam Fest.

Support Letter for Evergreen Rural.

Compost Giveaway Weekend.

Hydrant Damage Investigation 120th.

Hydrant Flushing Notices Removed.

Finished Flushing All Hydrants & Standpipes in System.

Investigate New Hydrant Locations.

Breakers Flower Bed Repairs.

Monthly Reports.

Checking Overflows at Res.

Shop Yard Cleanup.

Stocking Meters.

Stocking Brass.

Mapping Water System Updates.

(2) Fire Calls.

Plant Operation Walk Around.

City of Long Beach Activities Report

April 2021

Wastewater Dept.

Call Outs - 0

Meetings - 5 (1) Chinook Observer / (2) Compost Operations / (1) ECS & Wastewater Operators from Utah / (1) Engineers.

Safety Meetings - 1 Blood-borne Pathogen Exposure.

Covid-19 Workplace Temp. Log.

Weekly Covid-19 Shop / Restroom Cleaning.

Plant Management - Monthly DMR's / Paperwork Review / Emails / Plant Ops / Compost Ops / Ordering Supplies / Engineers / Lab Accreditation Renewal.

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

Customer Service - 2

Locates - 10 Emergency Locates – 1 (PUD 16th st sw.)

Hauling Sludge - 0

Lift Station Checking - Daily Action. (Inspection / Cleaning Transducers)

Lift Station Maintenance – 1 (Jetted 4th st s Lift Station.)

Lift Station Wash down - 4

Plant Wash Down - 2 Headworks , Clarifiers , UV Bulbs.

Samples to Lab - 6 (Monthly Ammonia / 1st Quarter Digester / Compost Fecals.)

Pump / Blower Maint. – 1 (Greased / Belts / Filters / Tubing / Oil Change.)

Sink Hole Investigation – 1

Main Repairs - 1 (11th st sw at BOP.)

Equipment Cleanup – 2 Compost Plant Cleanup - 2

Headworks Debris Removal – 3 Barrels Plant / 1 Barrels Dump Site.

Decanting Digester – 0 gal. Supernatant ran back through plant.

Training - T Huff	Water Distribution Manager Review Class.
Matt M	Water Distribution Manager Review Class.
Matt W	Water Distribution Manager Review Class.
T Caldwell	Evergreen Rural Spring Training. (Zoom)

Treatment Plant Numbers – 7,040,000 Million Gallons. (Approx. 234,600 Gal / Day)

Compost Plant Treatment Numbers – 78,100 Gallons Processed. 4 Tunnels

Rain 1.83"

Other Activities –

Making Compost.

Installed New Shelving in Large Compost Building.

Trommel Repairs. (Reduced Operating Speed.)

Pro-Vac Cleaning & Tving Sewer Lines.

Sink Hole Repairs. (11th st sw)

Compost Giveaway Weekend. (Friday – 68 loads Saturday 109 loads) Approx. 300 yards

Flagging for Fire Department.

Installed Floats for Non-Pot System.

Rocked Access Road for Compost Plant.

Pressure Washing Plant.

Painted Safety Areas at Plant.

Removed Old Poly System for Ilwaco.

Installed New Internet Relays for PD & City Hall.

Replaced Belt on Digester Blower #1.

Bio-Filter PH & Moisture.

Deep Cleaned Screw Press.

Plant Walk through.

Office Organization & Cleanup.

Main Computer Backup Weekly.

Monthly Fire Extinguisher Checkups.

Flushed Eye Wash Station.

Parks - Streets - Stormwater April 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

Boardwalk and Dune trail

Daily

Restroom maintenance

Garbage maintenance

Festivals / Events /set up and tear down.

Clam fest

1. Poured the concrete bases at fish alley for the new entryway.
2. Installed new cable for the flagpole on Bolstad approach.
3. Pressure washed and painted the Arch.
4. Installed new LED rope lights on the Arch.
5. Finished all the rock at the new PD.
6. Mowing the shoulders and rights-of-way
7. Pressure washed the Lewis and Clarke brick park.
8. Fertilized all the parks.
9. Pressured washed Culbertson concession stand and picnic shelter.

10. Installed thermoplastic parking stalls downtown on pacific ave.
11. Painting the yellow curbs.
12. Rerouted the sprinklers at coulter park due to the new PD.
13. Sand removal off of bolstad approach

Long Beach Police

P.O. Box 795
Long Beach, WA 98631

lbpchief@centurytel.net

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

05-01-21

Page 1 of 2

To: Mayor Phillips and Long Beach City Council

From: Chief Flint R. Wright

Ref.: Monthly Report for April 2021

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

Long Beach

505 Total Incidents

Aid Call Assists: 1

Alarms: 6

Animal Complaints: 12

Assaults: 4

Assists: 74

(Includes 6 PCSO, 1 WSP And 1 Other Agency Assists Outside City Boundaries)

Burglaries: 1

Disturbance: 22

Drug Inv.: 5

Fire Call Assists: 9

Follow Up: 87

Found/Lost Property: 11

Harassment: 9

Malicious Mischief: 7

MIP – Alcohol: 0

MIP – Tobacco: 3

Missing Persons: 0

Prowler: 1

Runaway: 2

Security Checks: 121

Suspicious: 23

Thefts: 9

Traffic Accidents: 3

Traffic Complaints: 15

Traffic Tickets: 10

Traffic Warnings: 45

Trespass: 7

Warrant Contacts: 5

Welfare Checks: 13

Ilwaco (Includes 22 Calls At Port)

217 Total Incidents

Aid Call Assists: 1

Alarms: 2

Animal Complaints: 1

Assaults: 0

Assists: 26

Burglaries: 0

Disturbance: 5

Drug Inv.: 2

Fire Call Assists: 2

Follow Up: 36

Found/Lost Property: 0

Harassment: 5

Malicious Mischief: 1

MIP – Alcohol: 0

MIP – Tobacco: 0

Missing Persons: 0

Prowler: 0

Runaway: 0

Security Checks: 87

Suspicious: 12

Thefts: 0

Traffic Accidents: 1

Traffic Complaints: 8

Traffic Tickets: 6

Traffic Warnings: 8

Trespass: 7

Warrant Contacts: 0

Welfare Checks: 7

Officer Mike Parker attended the 2021 Washington State Narcotics Training Summit April 11th-15th in Coeur d'Alene, Idaho. All of his travel expenses, including the registration for the event, was paid for out of Pacific County Drug Task Force funds. During this event Mike attended numerous trainings. Some of the trainings were "Emotional Survival for Law Enforcement", "An Overview of Current Illicit Drug Production and Smuggling Trends in Mexico", "Covert Tactical Thinking" and many others.

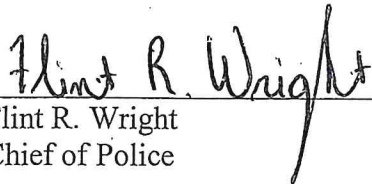
On the 16th Officer Jeff Cutting attended training. The course was put on by a company named Cellebrite. This training laid the groundwork for a future training that Jeff is going to take to be able to conduct advanced mobile device forensic analysis. This class was also paid for by funds from the Drug Task Force.

I attended a training called "Crises Communication and Social Media for Public Safety" on the 19th. In essence the training dealt with how to draft a media message during a crises in order to effectively communicate to the media and public during the crises.

April 19th-23rd Deputy Chief Casey Meling attended a training titled, "Conducting and Managing Internal Affairs Investigations". The course focused on best practices related to effective internal investigations of officers to enhance agency accountability.

On the 24th the department participated in the spring time "Prescription Drug Take Back" event. A little over 50 pounds of prescription drugs were collected for destruction.

Starting in the month of April the department started a new program we are calling, "Care to Share". Last month I was contacted by a person who wanted to donate money on a monthly basis to the department. This person wants us to use this money to purchase gift cards for everything from coffee to movie tickets. Then use these gift cards to hand out to people as a goodwill gesture. Especially for people we see doing something right or good. The idea this person had was that instead of only having negative interactions with the police "Care to Share" will allow the department to have interactions with the public that are purely positive.



Flint R. Wright
Chief of Police