



## AGENDA –Monday, April 17, 2023

6:15 p.m. Workshop

7:00 p.m. City Council Meeting

In-Person and Zoom Webinar

Meeting ID: 829 2381 4826

Password: 123456

### 6:15 WORKSHOP

WS 23-04	Code Enforcement Position – TAB A
WS 23-05	Additional Budgeted Project List – TAB B
WS 23-06	Timberland Library Update – 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 Phelps,
And roll call	Council Member Murry, Council Member Reddy & Council Member Coleman

### MENTAL HEALTH PROCLAMATION – TAB D 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 E

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, April 3, 2023, Regular Meeting
- Payment Approval List for Warrant Registers – 61470-61499 & 90795-90863 for \$258,011.23

- AB 23-15 – Shoe Boxes of Joy– TAB F
- AB 23-16 – Gray & Osborne Contract for Boardwalk Project Management – TAB G

### DEPARTMENT HEAD ORAL REPORTS CORRESPONDENCE AND WRITTEN REPORTS

- Police Chief's Report for March 2023
- Sales Tax Collections
- Lodging Tax Collections
- Transportation Benefit District Collections

### FUTURE CITY COUNCIL MEETING SCHEDULE

The Regular City Council meetings are held the 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month at 7:00 PM and may be preceded by a workshop.  
May 1, 2023, May 15, 2023 & June 5, 2023

### 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 23-04**

**Meeting Date: April 17, 2023**

AGENDA ITEM INFORMATION		
<b>SUBJECT: Code Enforcement Position</b>	<b>Originator:</b>	
	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	
<b>COST: 1 Full Time Employee</b>		
<b>SUMMARY STATEMENT:</b> During 2023, the City had many meetings regarding regulations related to Vacation Rental standards, annual inspections and how they would be enforced. There was discussion during the 2023 budget workshops about annual fire inspections and other code enforcement that was hard to schedule with existing staff. This proposal outlines how staff intend to fund and provide the services.		

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.

April 13, 2023

Memo

TO: Mayor & Council

From: David Glasson, Administrator

RE: Code Enforcement Proposal discussed in 2023 Budget

Background:

During 2023, the City had many meetings regarding regulations related to Vacation Rental standards, annual inspections and how they would be enforced. There was discussion during the 2023 budget workshops about annual fire inspections and other code enforcement that was hard to schedule with existing staff. This proposal outlines how staff intend to fund and provide the services.

The first step is to identify how much time is needed to accomplish the above tasks. I broke down the time estimated to schedule, travel, inspect and follow up for each task related to inspections of Vacation Rentals and Commercial Businesses in Long Beach. This amounted to around 1,150 hours annually. I think I am a little on the low side of the estimate, mostly due to some of the larger businesses. While many will only take about 2 hours total, the larger ones could take multiple hours. These inspections are important to help keep our fire insurance rates as low as possible. The Washington Survey and Rating Bureau asks this question specifically during their review.

In addition to annual inspections, the new position would also do additional duties such as; code enforcement on buildings and properties; backup the building inspector as needed and help with things such as locates, false alarm enforcement and our upcoming Fats, Oils and Grease inspections. The remaining duties bring the position up to a full-time position.

The next step was to figure out how this will be funded. I have spent quite a bit of time researching how other municipalities fund their programs. In most cases, it is a fee levied upon the user. Some municipalities raise license fees, many have multiple fees based on the type of use and risk. To me, this seemed to just be creating excessive bureaucratic requirements. Long Beach also tries to be fair, friendly, and supportive to businesses. The city strives to fairly and equitably charge for services and the best recommendation is as follows:

1. Adjust the annual rate of business licenses from \$125 to \$150. This is a small change and has been static since 1989.
2. Charge businesses for the inspection at the hourly rate of \$60. Most smaller businesses would be charged \$120; however it would still be an hourly rate.
3. Charge Vacation Rentals \$600 annually. This is a more detailed inspection than regular businesses as we are also verifying the requirements for Vacation Rentals are being met. This is less than the \$750-\$1,000 that we anticipated last year.
4. Billable Code enforcement hours will help offset time spent there.
5. Locates will become more efficient with a single person doing the entire process. This will also allow Water and Wastewater staff to stay focused on operating and maintaining their systems. We expect close to 200 locates this year.



# City of Long Beach

## Fire Inspection Checklist for Businesses

Situs Address: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

Occupancy Type: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Building and Business Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Building Owner and contact (if different):

\_\_\_\_\_

Y N

### Addressing

☐ ☐ Property address must be clearly visible from the roadway: Min 4in letter height, and offsetting colors (IFC2012, 505.1)

### Electrical

☐ ☐ Electrical boxes, outlets and switches properly covered (IFC2012, 605.6)

☐ ☐ Electrical panels properly covered and latched (IFC2012, 605.6)

☐ ☐ Electrical panel accessible (min. 30" width, 78" height, 36" in depth of clear space) (IFC2012, 605.3)

☐ ☐ Extension cords are used on portable appliances only for temporary use; not affixed to structures; not extended through walls, ceilings, or floors; not under doors or floor coverings; not damaged. (IFC2012, 605.5)

☐ ☐ Electrical multi-plug adapters are of approved internal circuit breaker type only (IFC2012, 605.4.1)

### Exits

☐ ☐ Exit doors unlocked during business hours and clearly labeled; 1 in high lettering on a contrasting background. (IFC2012, 1008.19.3)

☐ ☐ Exit ways free from obstructions and combustible storage (IFC2012 1030.2)

☐ ☐ Exit signs present at required exits (6" letters) (IFC2012, 1030.4 & 1011.5.1)

☐ ☐ Lighted exit signs operating properly; Photoluminescent allowed (IFC2012, 1011.5)

- ☐ ☐ The underneath of unprotected exit stairways are free from any type of storage. (IFC2012, 315.3.4)
- ☐ ☐ Means of egress is continuous and not blocked (IFC2012, 1003.6)
- ☐ ☐ Sufficient egress to meet occupant load is required (IFC2012, 1004.1)

#### **Extinguishers**

- ☐ ☐ Minimum size 2A10BC extinguisher; 4A40BC for High Hazard Occupancies (IFC2012, 906.3)
- ☐ ☐ Current State Fire Marshal approved inspection tag (NFPA [10])
- ☐ ☐ Properly mounted and accessible. Weight up to 40lb not higher than 60 inches; over 40lb not higher than 42 inches. (IFC2012, 906.9)
- ☐ ☐ Correct number, type and size for the use or occupancy (IFC2012, 906.3)
- ☐ ☐ Dry and wet chemical suppression systems inspected every 6 months (IFC2012, 904.5.1/904.6.1)

#### **Housekeeping**

- ☐ ☐ Combustible waste is regularly disposed of and not accumulating. (IFC2012, 304.1)
- ☐ ☐ Exterior is free of litter and weeds (IFC2012, 304.1.2)
- ☐ ☐ Oily rags are stored in approved containers; removed and disposed of daily. (IFC2012, 304.3.1)

#### **Mechanical**

- ☐ ☐ Furnace and boiler rooms are free from combustibles (IFC2012, 315.3.3)
- ☐ ☐ Furnace, boiler, water heater, etc. are vented to prevent a fire hazard (IFC2012, 603.6)

#### **Smoking**

- ☐ ☐ Prohibited in warehouse storage areas, other hazardous areas (IFC2012 310.2, 310.8)

#### **Alarm/Sprinkler Systems (Where Required)**

- ☐ ☐ Fire and life safety systems are maintained in an operable condition (IFC2012, 907.2)
- ☐ ☐ Sprinkler shut off readily is accessible (IFC2003, 508.5.4)
- ☐ ☐ All storage is 18" below sprinkler head level (IFC2012, 315.3.1)
- ☐ ☐ Sprinkler system has correct and current inspection tag (IFC2012, 901.6.1)

### Storage

- ☐ ☐ All flammable and combustible liquids are stored appropriately (IFC2012, 5704)
- ☐ ☐ Compressed gas cylinders must be secured from falling (IFC2012, 5303.5)
- ☐ ☐ Attics or crawl spaces are free of combustible storage in unprotected (IFC2012, 315.3.4)
- ☐ ☐ Storage is maintained 2' below the ceiling in non-sprinkler protected areas (IFC2012, 315.3.1)

### Structures

- ☐ ☐ All suspended ceiling panels are in place (IFC2012, 703.1)
- ☐ ☐ Required fire separation is intact (IFC2012, 703.1.3)

### Comments:

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\_\_\_ *All of the above criteria has been met as established by the International Fire Code as adopted by the State of Washington and City of Long Beach.*

\_\_\_ *All or portions of the above criteria has NOT been met as established by the International Fire Code as adopted by the State of Washington and City of Long Beach. Corrective action must be taken by the property/business owner and re-inspection is to be scheduled not less than thirty (30) days after the initial inspection.*

Re-inspection scheduled for (date & time) \_\_\_\_\_

Responsible Party (print & sign) \_\_\_\_\_

City Fire Marshal or Agent of \_\_\_\_\_

## Business Pre-Fire Inspection Checklist

The City of Long Beach Fire Marshal's Office checklist to assist building and business owners with compliance with fire code. This list does not include all possible fire code violations. Please read and check off the appropriate boxes to assist you in your inspection. The code sections provided are from the 2015 International Fire Code as adopted by Washington State and Pacific County.

- ☐ **Fire Extinguishers (IFC 906)**
  - ☐ Fire extinguisher gauges are 'in the green'
  - ☐ Tagged by a fire protection contractor within the last year
  - ☐ Accessible and located not further than 75 feet travel distance
  - ☐ Installed securely on a bracket with the top not more than 5 feet above the floor
- ☐ **Exit Lighting (IFC 1006 and 1011)**
  - ☐ Exit signs must be illuminated and contain 90 minutes of backup power
  - ☐ Egress illumination shall be not less than 1 foot-candle at the walking surface and shall have 90 minutes of backup power
- ☐ **Address Posting (IFC 505)**
  - ☐ Posted and legible from the street or road fronting the property
  - ☐ Minimum 4-inch tall numbers, 1/2-inch stroke width on a contrasting background
- ☐ **Exits (IFC 1010.1.9)**
  - ☐ All exit doors shall be unlocked from the interior with signs visible, durable, contrasting 1-inch high letters stating "THIS DOOR TO REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED" or shall be equipped with panic hardware (push bars)
  - ☐ No exit door shall be obstructed from access, any materials shall be removed that may prevent immediate dispersal, and all exit hardware shall be in an operable condition
- ☐ **Electrical Hazards (IFC 509 and 605)**
  - ☐ Identification of electrical disconnect 'Electrical Room' and equipment access, no less than 30 inches in width and 36 inches in depth
  - ☐ Extension cords are not allowed to be used as permanent wiring
  - ☐ Open junction boxes and open wiring splices are prohibited
- ☐ **Storage (IFC 315)**
  - ☐ No storage shall be located in a boiler, electrical, or mechanical room
  - ☐ Storage shall not be placed within 24 inches of the ceiling or within 18 inches of fire sprinkler heads for sprinkler-protected buildings
- ☐ **Kitchen Hood Fire Extinguishing Systems (IFC 609)**
  - ☐ Hood fire suppression systems shall be serviced not less than every 6 months
  - ☐ Hood and ducts shall be maintained free of grease accumulation

Revised 2/21/17





# INSPECTION CHECKLIST

## Business Occupancies

Y = Meets Requirements; N= Does Not Meet Requirements

Y N

### EXTERIOR:

- ☐ ☐ Fire Lanes marked/unobstructed (MSFC 503.3, 503.4)
- ☐ ☐ Address visible (MSFC 505.1)
- ☐ ☐ Fire hydrants/water supply accessible (MSFC 507)
- ☐ ☐ Combustible accumulations/storage acceptable (MSFC 304.2, MSFC 315.4)
- ☐ ☐ F.D. key box present/maintained (MSFC 506)
- ☐ ☐ F.D. connections visible/maintained (MSFC 912)
- ☐ ☐ Gas meter/piping protected against impact (MSFC 312, 603.9) Was marked for deletion, restored
- ☐ ☐ Dumpsters are outside and 5 ft. or more from combustible walls, openings or combustible roof eave lines. (MSFC 304.3.3)

### EXIT FEATURES/MEANS OF EGRESS:

- ☐ ☐ Adequate number of exits (MSFC 1004.2, 1006, 1016, 1104.25)
- ☐ ☐ Exits, aisles, & corridors free of obstructions (MSFC 1031.3)
- ☐ ☐ Exit doors open from inside (MSFC 1010.1.9)
- ☐ ☐ Exit signs present (MSFC 1013, 1104.3)
- ☐ ☐ Emergency lighting present & operational (MSFC 1008, 1104.5)
- ☐ ☐ Interior finish acceptable (MSFC 803, 804)
- ☐ ☐ Exit corridors rated (MSFC 1020.1, 1104.17)

### CONSTRUCTION FEATURES:

- ☐ ☐ Fire rated construction present/maintained (MSFC 701, 703)
- ☐ ☐ Incidental use areas separated/sprinklered (MSFC 1105.3)
- ☐ ☐ Rated fire doors operational (MSFC 704.2)
- ☐ ☐ Vertical openings protected (MSFC 1103.4)

### STORAGE:

- ☐ ☐ Storage neat and orderly (MSFC 315.3)
- ☐ ☐ Combustible storage prohibited in electrical equipment rooms, restrictions apply in boiler/mechanical rooms (MSFC 315.3.3)
- ☐ ☐ Attic storage (MSFC 315.3.4)
- ☐ ☐ Storage maintained [2' below ceiling un-sprinklered, 18" sprinklered] (MSFC 315.3.1)
- ☐ ☐ Rubbish/waste subject to spontaneous ignition shall be disposed of daily and in listed container (MSFC 304.3.1)

### FLAMMABLE/COMBUSTIBLE LIQUIDS:

- ☐ ☐ Safety containers if used (MSFC 5705.2.4)
- ☐ ☐ Not stored/kept near exits (MSFC 5704.3.3.3)
- ☐ ☐ No sources of ignition (MSFC 5704.2.4)
- ☐ ☐ Quantities >10 gals in cabinet (MSFC 5704.3.4.4)
- ☐ ☐ No basement storage unless sprinklered (MSFC 5704.3.5.1)
- ☐ ☐ Adequate ventilation (MSFC 5705.3.7.5.1)

### FIRE EXTINGUISHERS:

- ☐ ☐ Readily accessible (MSFC 906.5)
- ☐ ☐ Travel distance not exceeded (MSFC 906.1, 906.3)
- ☐ ☐ Tested/inspected at least annually (MSFC 901.6.1)

Y N

### HAZARDOUS MATERIALS:

- ☐ ☐ Compressed gas cylinders secured (MSFC 5303.5)
- ☐ ☐ Rooms/areas properly labeled (MSFC 5003.5)
- ☐ ☐ Acceptable quantities (MSFC 5003.1.1)
- ☐ ☐ Separation of incompatible materials (MSFC 5003.9.8)

### UTILITY/MECHANICAL/HVAC:

- ☐ ☐ Shut off valves present on gas appliances (MSFC 603.1)
- ☐ ☐ Approved piping, connections & appliances used (MSFC 603.1.2)
- ☐ ☐ Combustion air supply/venting present (MSFC 603.1)
- ☐ ☐ Adequate clearance between combustibles and appliances (MSFC 315.3.3, 603.5.3)
- ☐ ☐ Commercial hood ducts/filters are clean (MSFC 607.3.3)

### SPRINKLER SYSTEM:

- ☐ ☐ Coverage is adequate (MSFC 903.3.1)
- ☐ ☐ Controls are readily accessible (MSFC 509.2)
- ☐ ☐ Valves locked open (MSFC 903.4.4)
- ☐ ☐ System and valves supervised [>6 sprinklers new, ≥ 100 in existing] (MSFC 903.4)
- ☐ ☐ Heads in good condition (MSFC 903.3.1)
- ☐ ☐ Wrench/spare sprinklers present (MSFC 903.3.1)
- ☐ ☐ Tested/inspected at least annually (MSFC 901.6.1)
- ☐ ☐ Riser/pump rooms labeled (MSFC 509.1)

### FIRE ALARM & DETECTION SYSTEMS:

- ☐ ☐ Control panel/annunciator panel in normal condition [no trouble or alarm conditions] (MSFC 901.6, 901.7)
- ☐ ☐ Detectors properly installed (MSFC 907) New only
- ☐ ☐ Tested/inspected at least annually (MSFC 907.8)
- ☐ ☐ Fire alarm system installed where required (MSFC 907.2.2)

### OTHER FIRE PROTECTION SYSTEMS:

- ☐ ☐ Standpipes needed (MSFC 905, 1103.6)
- ☐ ☐ Standpipes/hose in good condition (MSFC 905.2)
- ☐ ☐ Adequate coverage (MSFC 905.2)
- ☐ ☐ Hood system fuel shutoff present (MSFC 904.12.2)
- ☐ ☐ Hood system properly maintained/serviced (MSFC 607.3 & 904.12.5)

### ELECTRICAL:

- ☐ ☐ No electrical hazards (MSFC 604.1, 604.6)
- ☐ ☐ Appliances/fixtures in good condition (MSFC 604.7)
- ☐ ☐ Overcurrent protection present (MSFC 604.1)
- ☐ ☐ Multi-plug adapters per NFPA 70 (MSFC 604.4)
- ☐ ☐ Extension cords not substituted for fixed wiring (MSFC 604.5)
- ☐ ☐ Power strips properly used (MSFC 604.4.1)
- ☐ ☐ Access/clearance to electrical panels (MSFC 604.3)
- ☐ ☐ Electrical Rooms labeled (MSFC 604.3.1)

## CODE SUMMARY



## **Child Care Centers**

### **General Requirements to Help Prepare for State Fire Marshal Inspection**

The Office of the State Fire Marshal (OSFM) conducts fire inspections in all child care centers that are applying for new licenses and those that are already licensed by the Department of Children, Youth, and Families (DCYF). DCYF is the state licensing authority for child care centers, per the Washington Administrative Code 110-300. DCYF requires approval from the OSFM before licensing a facility and may suspend a current license if the OSFM identifies hazards. Child care centers are inspected to the International Fire Code, all applicable state amendments, and to the Washington Administrative Code 212-12. The OSFM does not conduct inspections on home child care facilities.

This document provides the general requirements for compliance, but it does not include every requirement. Local building and fire codes still apply, which means the local permit and plan review processes shall be followed and approval from the local authorities obtained.

Where there is a conflict between a general requirement and a specific requirement, the specific requirement or most restrictive provision applies.

#### **Occupancy Classification for Child Care Centers**

Child care centers are generally classified as Group E occupancies, but the age of children being cared for may require the center to be classified as a Group I-4. Building construction requirements and fire protection features are more restrictive for Group I occupancies. The local building and/or fire official will determine the occupancy classification as defined below:

**Group E occupancy** – Any portion of a building/room or structure used for child care services for more than five children **older** than 2 ½ years of age.

**Group I-4 occupancy** – Any portion of a building/room or structure used for child care services for more than five children **younger** than 2 ½ years of age. Rooms located on the level of exit discharge and where each room has an exit door directly to the exterior of the building may be classified as a Group E for more than five but not more than 100 children.

#### **Certificate of Occupancy**

- ☐ Obtain a Certificate of Occupancy from the local building department. IBC 111.1

The following items must be listed on the Certificate of Occupancy:

- ☐ Occupancy Classification (E or I-4 as indicated above). IBC 111.2
- ☐ Address of the location being licensed. IBC 111.2
- ☐ If the building has multiple uses, the space being licensed shall be clearly identified. IBC 111.2

#### **Building Features**

- ☐ Address must be visible from the street. IFC 505.1
- ☐ The perimeter of the building is free of fire hazards. IFC 304.1





## Child Care Centers

### General Requirements to Help Prepare for State Fire Marshal Inspection

#### Exit Signs

- ☐ Exit signs are installed. IFC 1013.1
- ☐ Exit signs are clearly visible from any direction of approach. IFC 1013.1
- ☐ Exit signs are illuminated. IFC 1013.3, 1013.5, 1013.6.2 & 3
- ☐ Exit signs have contrasting color/design to the background where they are installed. IFC 1013.6.1
- ☐ Exit signs shall be installed and maintained. IFC 1031.4

#### Egress Illumination

- ☐ Monthly documented 30 second test of back up battery in emergency light(s). IFC 1031.10.1
- ☐ Annual documented 90 minute test of back up battery in emergency light(s). IFC 1031.10.2

#### Means of Egress

##### **Doors**

- ☐ Combustible materials shall not be stored in exits. IFC 315.3.2
- ☐ A second exit is required from spaces that care for 10 or more children 2 ½ years of age or less. IFC 1006.2.2.4
- ☐ Means of egress doors shall be readily distinguishable. IFC 1010.1
- ☐ All egress doors must have a width of 32 inches or greater. IFC 1010.1.1
- ☐ Egress doors are of the pivoted or side-hinged swinging type. IFC 1010.1.2
- ☐ Doors of a facility where the occupant load is 50 or more must swing in the direction of egress travel. IFC 1010.1.2.1
- ☐ Doors readily open from egress side without use of a special key, special knowledge, or effort. IFC 1010.1.9
- ☐ Door hardware to include handles, pulls, latches, locks, and other operating devices do not require tight grasping, tight pinching, or twisting of the wrist to operate. IFC 1010.1.9.1
- ☐ Door hardware height shall be between 34 inches to 48 inches above finished floor. IFC 1010.1.9.2
- ☐ The unlatching of any door or leaf does not require more than one operation (single action hardware). IFC 1010.1.9.6
- ☐ Manually operated flush bolts or surface bolts are not permitted. IFC 1010.1.9.5
- ☐ In those classified as Group E, Panic hardware is installed on exit doors where the occupant load is 50 or more. IFC 1010.1.10
- ☐ Any gates used as a component in a means of egress shall follow the applicable requirements for doors. IFC 1010.2
- ☐ Exit doorways are clear of obstructions. IFC 1022.1



## **Child Care Centers**

### **General Requirements to Help Prepare for State Fire Marshal Inspection**

#### **Exit Travel**

- ☐ Egress from a room or space does not pass through adjoining/intervening rooms or areas. IFC 1016.2
- ☐ Egress routes do not pass through any room that can be locked to prevent egress. IFC 1016.2
- ☐ Egress shall not pass through kitchens, storage rooms, closets, or spaces used for similar purposes. IFC 1016.2
- ☐ The required width of corridors shall be unobstructed. IFC 1020.3
- ☐ Corridors used as egress routes must have the following minimum unobstructed widths: IFC 1020.2
  - ☐ 36 inches in buildings with an occupant load of 50 or fewer
  - ☐ 44 inches in buildings with an occupant load greater than 50
  - ☐ 72 inches in Group E buildings with an occupant load of 100 or more
- ☐ Exit paths lead to a public way (e.g., sidewalk, parking lot). IFC 1028.5

#### **Sprinkler System**

- ☐ Occupant loads greater than 50 require sprinkler systems 903.2.3 & .6.1 (WAC 51-54A)
  - ☐ Except those with:
    - Direct exiting out of each classroom
    - Located at the level of exit discharge
    - Occupant load of 100 or less
- ☐ If installed, shall be monitored through the fire alarm system. IFC 903.4.1
- ☐ Annual inspection and testing is required. IFC 901.6
- ☐ Annual confidence test report shall be maintained. IFC 901.6.2
- ☐ Daycares on 2nd floor and above in type VB construction are sprinklered. IFC Table 903.2.3

#### **Fire Alarm System**

- ☐ Installed when occupant load is greater than 50. IFC 907.2.6.4
- ☐ If installed, monitoring is provided. IFC 907.6.6
- ☐ Annual inspection and testing is required. IFC 901.6, 907.8
- ☐ Annual confidence test report readily available for review by inspectors. IFC 901.6.2, IFC 907.8.1

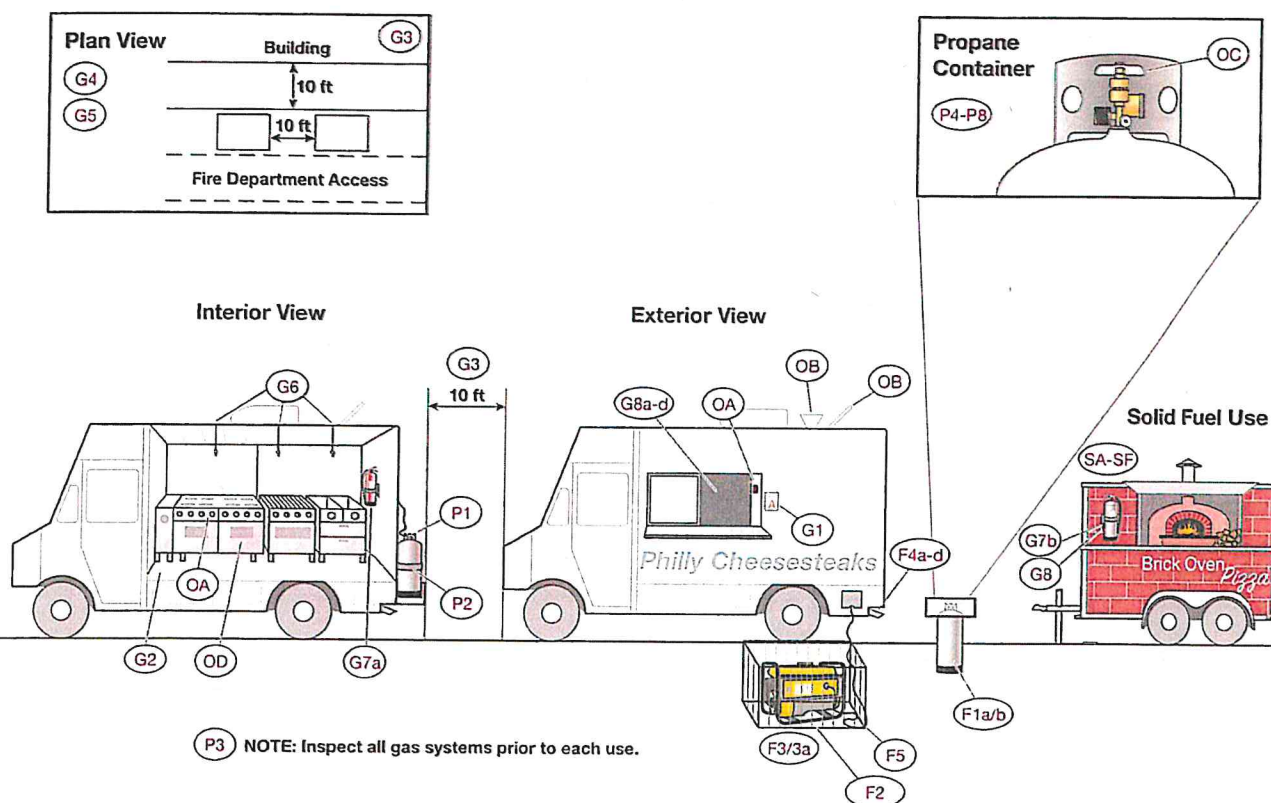
#### **Portable Fire Extinguisher**

- ☐ Minimum size is (2)A:10B:C. IFC 906.3
- ☐ Travel distance from any point in facility to an extinguisher is not more than 75 feet. IFC 906.3(1) TABLE
- ☐ Travel distance to fire extinguishers for cooking areas is not to exceed 30 feet. IFC 906.1
- ☐ One fire extinguisher is installed for every 3,000 square feet. IFC 906.3(1) TABLE
- ☐ Extinguishers are located in a conspicuous location. IFC 906.5
- ☐ Extinguishers shall not be obstructed or obscured. IFC 906.6
- ☐ Extinguishers shall be installed in a cabinet or by a hanging bracket. IFC 906.7 & 8
- ☐ The tops of extinguishers shall not exceed 5 feet above the floor. IFC 906.9.1
- ☐ Monthly checks shall be completed/documented by facility staff to ensure extinguishers are ready for use (needles should be in green on gauges, safety pins are in place, seals are not broken, and hoses are clear of debris). IFC 906.2 (NFPA 10)
- ☐ Annual inspection and testing required. IFC 901.6 and 906.2





## FOOD TRUCK SAFETY



NFPA code references are provided at the end of each item. The red keys correspond to the NFPA food truck safety diagram. For more detailed information, see NFPA 1 and Chapter 17 in NFPA 96.

### General Safety Checklist

- ☐ Obtain license or permits from the local authorities. [1:1.12.8(a)] **G1**
- ☐ Ensure there is no public seating within the mobile food truck. [1:50.8.3.2] **G2**
- ☐ Check that there is a clearance of at least 10 ft away from buildings, structures, vehicles, and any combustible materials. [96:17.2] **G3**
- ☐ Verify fire department vehicular access is provided for fire lanes and access roads. [1:18.2.4] **G4**
- ☐ Ensure clearance is provided for the fire department to access fire hydrants and access fire department connections. [1:13.1.4; 1:13.1.5] **G5**
- ☐ Check that appliances using combustible media are protected by an approved fire extinguishing system. [96:10.1.2] **G6**
- ☐ Verify portable fire extinguishers have been selected and installed in kitchen cooking areas in accordance with NFPA 10. [96:10.9] **G7a**
- ☐ Where cooking appliances that use solid fuel, such as charcoal or wood, produce grease-laden vapors, make sure the appliances are protected by listed fire-extinguishing equipment. [96:15.7.1] **G7b**
- ☐ Ensure that workers are trained in the following: [96:17.10] **G8**
  - ☐ Proper use of portable fire extinguishers and extinguishing systems [96:17.10.1(1)] **G8a**
  - ☐ Proper method of shutting off fuel sources [96:17.10.1(2)] **G8b**
  - ☐ Proper procedure for notifying the local fire department [96:17.10.1(1)] **G8c**
  - ☐ Proper procedure for how to perform simple leak test on gas connections [96:17.10.1(5)] **G8d**

FOOD TRUCK SAFETY *CONTINUED***Fuel & Power Sources Checklist**

- ☐ Verify that fuel tanks are filled to the capacity needed for uninterrupted operation during normal operating hours. [1:10.14.11.1 for carnivals only] **F1a**
- ☐ Ensure that refueling is conducted only during non-operating hours. [96:17.8.3] **F1b**
- ☐ Check that any engine-driven source of power is separated from the public by barriers, such as physical guards, fencing, or enclosures. [96:17.5.2.2] **F2**
- ☐ Ensure that any engine-driven source of power is shut down prior to refueling from a portable container. [1:10.15.4] **F3**
- ☐ Check that surfaces of engine-driven source of power are cool to the touch prior to refueling from a portable container. **F3a**
- ☐ Make sure that exhaust from engine-driven source of power complies with the following: **F4**
  - ☐ At least 12 ft in all directions from openings and air intakes [96:17.5.2.3(1)] **F4a**
  - ☐ At least 12 ft from every means of egress [96:8.13] **F4b**
  - ☐ Directed away from all buildings [96:17.5.2.3(2)] **F4c**
  - ☐ Directed away from all other cooking vehicles and operations [96:17.5.2.3(3)] **F4d**
- ☐ Ensure that all electrical appliances, fixtures, equipment, and wiring complies with the NFPA 70® [96:17.8.1] **F5**

**Propane System Integrity Checklist**

- ☐ Check that the main shutoff valve on all gas containers is readily accessible. [58:6.26.4.1(3)] **P1**
- ☐ Ensure that portable gas containers are in the upright position and secured to prevent tipping over. [58:6.26.3.4] **P2**
- ☐ Inspect gas systems prior to each use. [96:17.7.2.3] **P3**
- ☐ Perform leak testing on all new gas connections of the gas system. [58:6.16; 58:6.17] **P4**
- ☐ Perform leak testing on all gas connections affected by replacement of an exchangeable container. [58:6.16; 58:6.17] **P5**
- ☐ Document leak testing and make documentation available for review by the authorized official. [58:6.26.5.1(M)] **P6**
- ☐ Ensure that on gas system piping, a flexible connector is installed between the regulator outlet and the fixed piping system. [58:6.26.5.1(B)] **P7**
- ☐ Where a gas detection system is installed, ensure that it is tested monthly. [96:17.7.2.2] **P8**

**Operational Safety Checklist**

- ☐ Do not leave cooking equipment unattended while it is still hot. (This is the leading cause of home structure fires and home fire injuries.) **OA**

- ☐ Operate cooking equipment only when all windows, service hatches, and ventilation sources are fully opened. [96:12.1.1] **OB**
- ☐ Close gas supply piping valves and gas container valves when equipment is not in use. [58:6.26.8.3] **OC**
- ☐ Keep cooking equipment, including the cooking ventilation system, clean by regularly removing grease. [96:12.4] **OD**

**Solid Fuel Safety Checklist (Where Wood, Charcoal, Or Other Solid Fuel Is Used)**

- ☐ Fuel is not stored above any heat-producing appliance or vent. [96:15.9.2.2] **SA**
- ☐ Fuel is not stored closer than 3 ft to any cooking appliance. [96:15.9.2.2] **SB**
- ☐ Fuel is not stored near any combustible flammable liquids, ignition sources, chemicals, and food supplies and packaged goods. [96:15.9.2.7] **SC**
- ☐ Fuel is not stored in the path of the ash removal or near removed ashes. [96:15.9.2.4] **SD**
- ☐ Ash, cinders, and other fire debris should be removed from the firebox at regular intervals and at least once a day. [96:15.9.3.6.1] **SE**
- ☐ Removed ashes, cinders, and other removed fire debris should be placed in a closed, metal container. [96:15.9.3.8.1] **SF**

**Learn More**

- ▶ Get free digital access to NFPA codes and standards at: [nfpa.org/docinfo](http://nfpa.org/docinfo)
- ▶ Read the latest news and updates at: [nfpa.org/foodtrucksafety](http://nfpa.org/foodtrucksafety)
- ▶ Review the following and other NFPA resources at: [nfpa.org](http://nfpa.org)
  - NFPA 1, *Fire Code*, 2021 Edition
  - NFPA 1 *Fire Code Handbook*, 2021 Edition
  - NFPA 10, *Standard for Portable Fire Extinguishers*, 2018 Edition
  - NFPA 58, *Liquefied Petroleum Gas Code*, 2020 Edition
  - *LP-Gas Code Handbook*, 2020 Edition
  - NFPA 70®, *National Electrical Code®*, 2020 Edition
  - *National Electrical Code® Handbook*, 2020 Edition
  - NFPA 96, *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*, 2021 Edition
  - NFPA 96: *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations Handbook*, 2017 Edition



IT'S A BIG WORLD.  
LET'S PROTECT IT TOGETHER.

NFPA's Fact Sheet is provided to help advance safety of mobile and temporary food service operations. It is not subject to the same preference rules that apply to NFPA codes and standards. NFPA's Fact Sheet is not intended to be used as a substitute for any NFPA code or standard. NFPA's Fact Sheet is not intended to be used as a substitute for any NFPA code or standard. NFPA's Fact Sheet is not intended to be used as a substitute for any NFPA code or standard. NFPA's Fact Sheet is not intended to be used as a substitute for any NFPA code or standard.

**TAB - B**





**CITY COUNCIL  
WORKSHOP BILL  
WS 23-05**

**Meeting Date: April 17, 2023**

AGENDA ITEM INFORMATION		
<b>SUBJECT: Additional Budgeted Project List</b>	<b>Originator:</b>	
	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	
<b>COST:</b> See details attached		
<b>SUMMARY STATEMENT:</b> There are some additional projects that the city would like to accomplish in 2023 that weren't originally budgeted. The details are in the attached spreadsheet. These items will be included in the 2023 budget amendment that is done annually in December.		

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



# City of Long Beach

## Additional Budgeted Project List

Project	Estimated Cost	Community Benefit
Drainage at Culberston Park and Soccer Field Improvements	\$ 60,000	Youth Sports
Paving shop area	\$ 40,000	Maintaining Equipment
Fire Department Generator	\$ 80,000	Warming Station in large Storm event
New gator for crew	\$ 19,000	Essential to job function
Garage Doors for City shop	\$ 109,000	Protecting equipment
Concrete	\$ 36,000	Concrete shop floors - 10 bays
<b>Total Current Expense:</b>	<b>\$ 344,000</b>	

B and O Fund	Estimated Cost	Community Benefit
Project		
200 Bolstad Ave W Improvements	\$ 90,000	Additional Parking Area
<b>Total B and O Fund</b>	<b>\$ 90,000</b>	

Remaining projects	Estimated Cost	
Public Works Storage Buildings (1)	\$ 130,000	Additional Storage for PW equipment
Replacing Light poles - Downtown	\$ 300,000	Replacing
	<b>\$ 430,000</b>	

TAB - C



**CITY COUNCIL  
WORKSHOP BILL  
WS 23-06**

**Meeting Date: April 17, 2023**

<b>AGENDA ITEM INFORMATION</b>		
<b>SUBJECT: <i>Timberland Library Update</i></b>	<b>Originator:</b>	
	Mayor	
	City Council	
	City Administrator	
	City Attorney	
	City Clerk	
	City Engineer	
	Community Development Director	
	Events Coordinator	
	Finance Director	
	Police Chief	
	Streets/Parks/Drainage Supervisor	
	Water/Wastewater Supervisor	
<b>COST: N/A</b>		
<b>SUMMARY STATEMENT: Timberland Library will give a presentation.</b>		

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.



# 2022 CONNECTIONS







## CONTACT

Timberland Regional **LIBRARY**

415 Tumwater Boulevard SW

Tumwater, Washington 98501-5799

asklib@TRL.org • 360.943.5001 • TRL.org

## FOLLOW



Timberland Regional Library's 255 staff and 29 public libraries provides services to the residents of five counties in Southwest Washington State: Grays Harbor, Lewis, Mason, Pacific, and Thurston Counties; and is an Intercounty Rural Library District, funded by property taxes and revenue from timber sales of nearly \$25.9 million.

## GRAYS HARBOR

Aberdeen, Amanda Park, Elma, Hoquiam, McCleary, Montesano, Oakville, Westport

## MASON

Hoodsport, North Mason, Shelton

## THURSTON

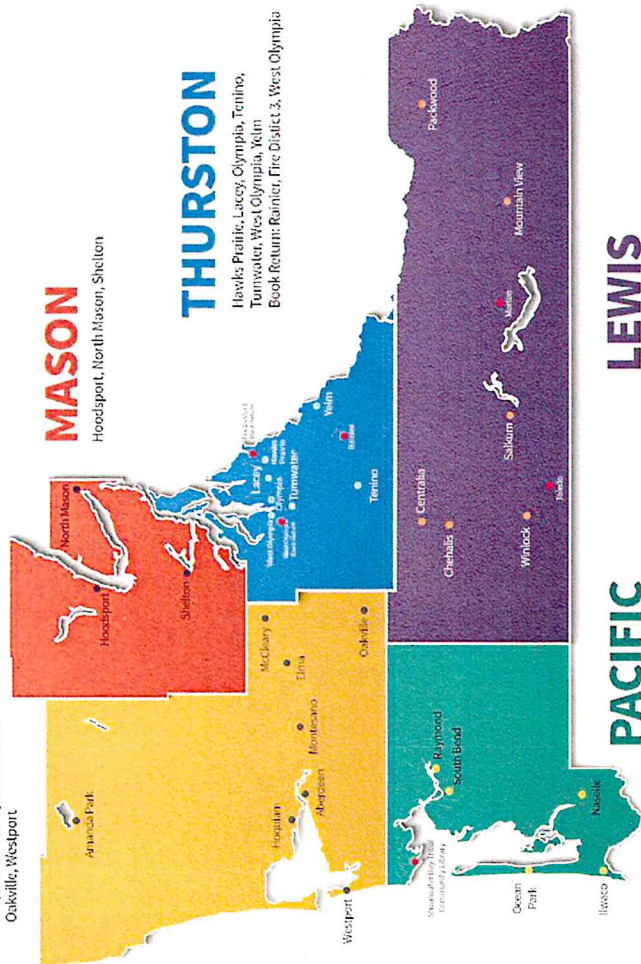
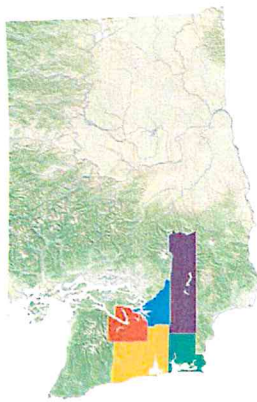
Havlic Prairie, Lacey, Olympia, Tenino, Tumwater, West Olympia, Yelm  
Book Return: Rainier, Fire District 3, West Olympia

## PACIFIC

Ilwaco, Naselle, Ocean Park, Raymond, South Bend, Shoalwater Bay

## LEWIS

Centralia, Chohannis, Mountain View, Packwood, Salkum, Winlock  
Klaskanine, Morton



Timberland Regional Library (TRL) recognizes that we operate within the traditional territories of the Coast Salish people and Chinook people who have been the stewards of these lands since time immemorial. TRL provides library services to Indian tribes, extending beyond the geographic limits of Lewis, Mason, Thurston, Pacific, and Grays Harbor Counties. This acknowledgment reminds us to strive for respectful partnerships with all people, as we search for collective healing and learn how to be better stewards of the indigenous lands we inhabit.



# 2020-2024 STRATEGIC DIRECTION

The Timberland Regional Library Strategic Direction for 2020-2024 was developed through community and staff participation with our Board of Trustees strategic planning committee. We appreciate the time and effort that was given to understand the needs within the community, identify areas of focus that we assist with, and then align our resources to create positive change in those areas.



**MISSION**  
Welcoming everyone to a vibrant world of possibilities.  
Connecting people, places, and ideas.  
Evolving to meet the needs of our communities.



**VISION**  
Libraries connecting to our communities.



**WE VALUE**  
Access for all. Working together. Diverse communities and ideas.  
Responsible use of public resources.



BORROW	PARTICIPATE	DISCOVER	CONNECT
Assistive Devices eBooks and Books Movies Audiobooks	Storytimes Book Groups Arts & Crafts Meeting Space	Legal Forms Auto Repair Homework Help History & Genealogy	Wifi Printing Computers Job Search



**LOCAL COMMUNITIES**

- Sharing local culture.
- Increasing our presence in under-served communities.
- Creating opportunities for inter-generational connection.



**EQUITY, DIVERSITY, AND INCLUSION**

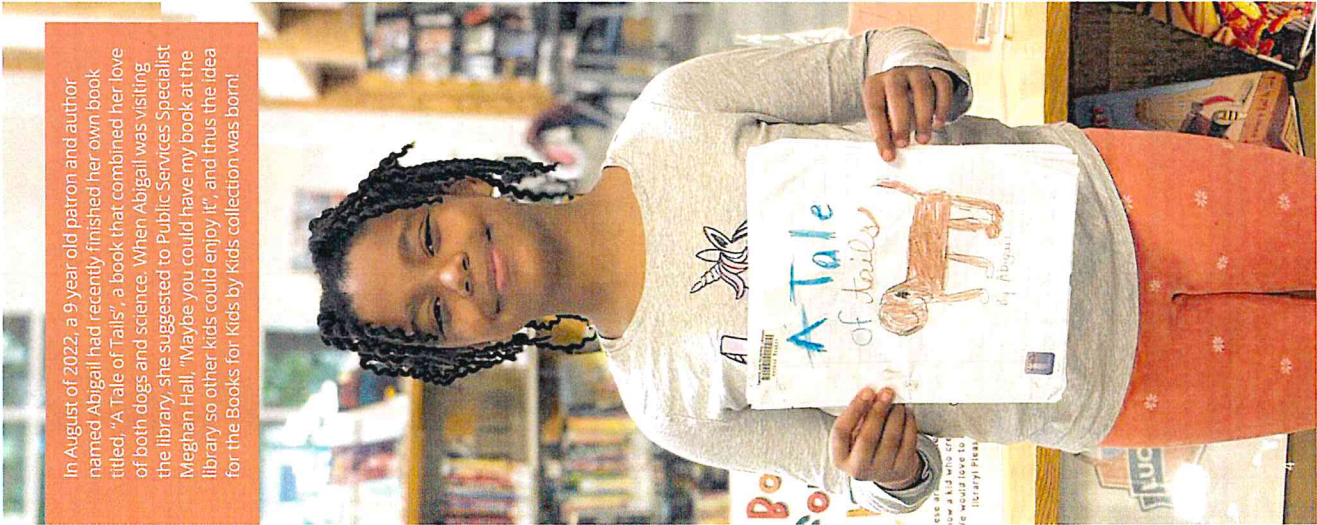
- Reaching those with disabilities and other access barriers.
- Reflecting under-represented groups in our collections, staff, and services.
- Partnering with local agencies and organizations to support diverse communities.



**CHILDREN FROM BIRTH TO FIVE**

- Providing appealing spaces and engaging experiences.
- Clarifying what they need and how to provide for those needs.
- Empowering them to build relationships with the library & within their communities.





In August of 2022, a 9-year old patron and author named Abigail had recently finished her own book titled, "A Tale of Tails", a book that combined her love of both dogs and science. When Abigail was visiting the library, she suggested to Public Services Specialist Meghan Hall, "Maybe you could have my book at the library so other kids could enjoy it", and thus the idea for the Books for Kids by Kids collection was born!

Physical Checkouts .....	2,631,222
OverDrive Total.....	1,398,045
OverDrive Magazines.....	44,807
Kanopy.....	75,205
<b>Total Circulation .....</b>	<b>4,284,294</b>

\*OverDrive Magazine total included in the OverDrive Total

Physical Collection Total.....	761,927
New items/Orders .....	109,397
Processed Items .....	112,845

PC Print Jobs .....	490,962
Sheets of Paper Used .....	1,900,479

New Patrons .....	53,408
New OverDrive Patrons.....	12,001
Active Patrons .....	134,065
Total Patrons .....	331,099



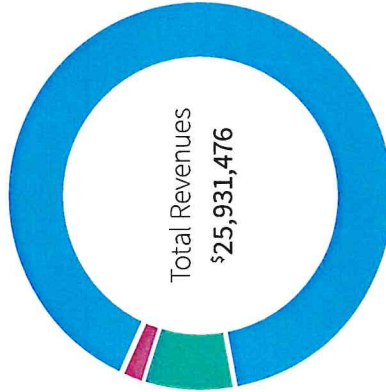
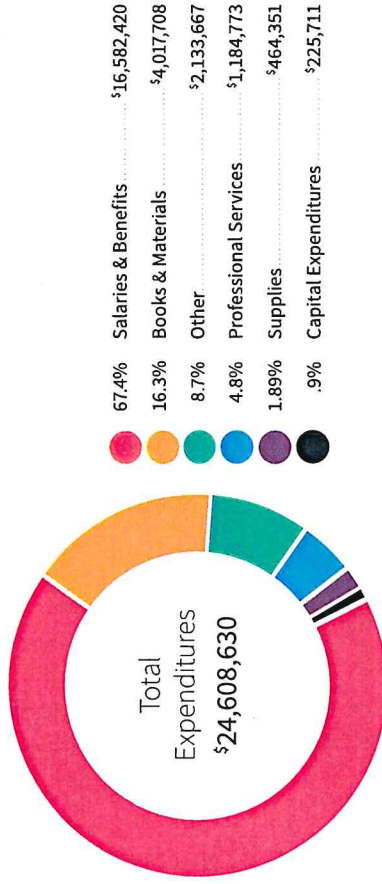
**AskLib**  
3,443 emails



**Live Chat**  
7,042 Chats



**Grab Bags**  
239 Bags



### Turnaround Time for New Collection Items





## NEW OPEN HOURS



6



### Locations with hours changes:

**Grays Harbor County:**  
Elma, McCleary, and Montesano

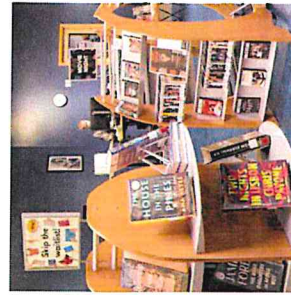
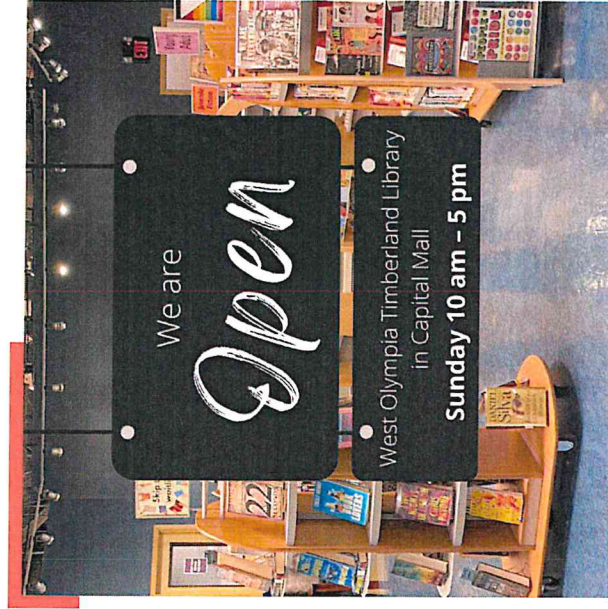
**Lewis County:**  
Centralia, Chehalis, Mountain View (Randle),  
Packwood, and Salkum

**Mason County:**  
Hoodport, North Mason (Belfair), and Shelton

**Pacific County:**  
Ocean Park and South Bend

**Thurston County:**  
Lacey and West Olympia

**12.7% INCREASE  
IN HOURS**



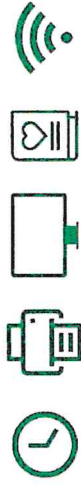
**ON MAY 1,  
WEST OLYMPIA  
LIBRARY OPENED  
ON SUNDAYS!**

7



## EXPANDED ACCESS HOURS

HOODSPORT • MCCLEARY • NASELLE • OCEAN PARK  
PACKWOOD



## Library Services on Your Schedule

Daily from 7 am until the library opens and after the library closes until 8 pm

Available at select locations

**EXPANDED**  
**Access**



482

## EAH CARD HOLDERS

76 PATRONS WITH OTHER HOME LIBRARIES

## 5 LOCATIONS



# NEW LOCATION OPENS: HAWKS PRAIRIE

GRAND OPENING: FRIDAY, FEBRUARY 18, 2022



The Hawks Prairie Lucky Day Library, the second of its kind for Timberland Regional Library, offers the

- Newest and most in-demand books and movies
- Modern layout
- 3-year pilot project
- Wifi
- Computers
- Printing/Scanning/Faxing Services





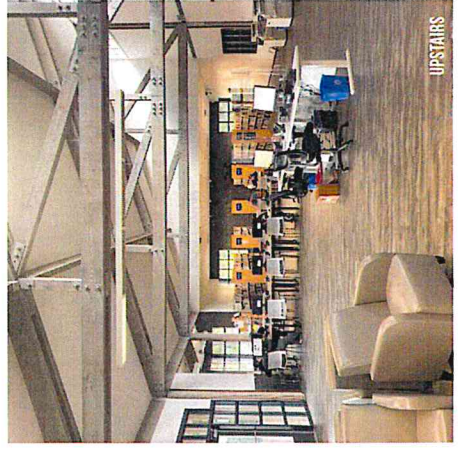
## NEW CHILDREN'S AREA



## SHELTON GRAND OPENING

### SHELTON'S GRAND OPENING, JUNE 10

About 25 people, including Mayor Onisko, members of Shelton's City Council, members of Shelton's Chamber of Commerce, Shelton City staff and Shelton library staff attended Shelton's Grand Opening, with a ribbon-cutting ceremony hosted by the Chamber of Commerce. TRL President Oliver and Trustee Sebbby shared comments, and Trustee Harrington attended as well.





## NEW LIBRARY IN PROGRESS

### NEW MOUNTAIN VIEW LOCATION



## MCCLEARY

### MCCLEARY REFRESH

McCleary closed at the end of October, and will reopen early February 2023 with NEW:

- Lighting and Cabinetry
- Paint and Flooring
- Library Manager Office
- Furniture and Shelving



BEFORE



BEFORE



DURING



BEFORE



BEFORE



DURING



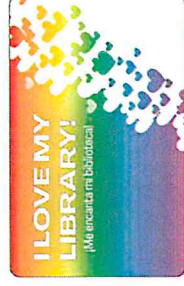
DURING



## NEW LIBRARY CARDS

SEPTEMBER IS LIBRARY CARD SIGN UP MONTH

5,423 NEW CARDS ISSUED  
IN SEPTEMBER



Nikki McClure, a local artist and children's book author, teamed up to create an early learning reading engagement activity, Grow a Reader, with a matching library card; and a beautiful keepsake piece containing Nikki's artwork.



We are honored to present the first Native American Heritage Month Timberland Regional Library card!  
I am Coast Salish (Sto:lo and Nlaka'pamux Nations) graphic artist and designer originally from Seabird Island Reserve in British Columbia.

Ovilia Mailhot







**9,603** ATTENDED PROGRAMS **652** PROGRAMS **11,109** BOOKS DISTRIBUTED **15** STORYTRAILS



## SUMMER LIBRARY PROGRAM

JUNE 1 TO AUGUST 30



Photo Credit: Jason Masters



## MATH BACKPACKS

TRL developed STEM Backpacks from a \$7,500 grant awarded by Capital STEM Alliance. The goal is to provide caregivers in rural and under-served communities the resources to support their children's (ages 3-6) early math development.

Backpacks are designed based on six early learning math themes: Patterns, Measurement, Counting, Addition & Subtraction, and Shapes. Picture books and activity sheets will be included.



## LIBRARY OF THINGS

NEW: MATH BACKPACKS, IPADS, FISHING KITS, AND PLANKTON KITS, FISHING KITS, AND CHECKOUT WASHINGTON KITS

922 KITS CHECKED OUT







## FRIENDS OF THE LIBRARY

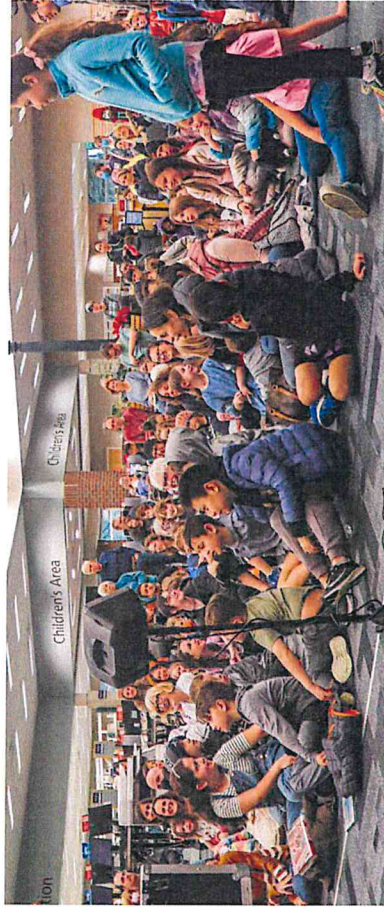
NATIONAL FRIENDS OF THE LIBRARY WEEK, OCTOBER 16-22



## LIBRARY GIVING DAY

**\$5,133** DONATED

APRIL 6 ONE DAY ANNUAL EVENT







## THURSTON COUNTY COUNCIL ON RACIAL EQUITY AND INCLUSION

Thank you, Commissioners, for appointing Juliet Lawson Hall, TRL's District Manager for Equity, Diversity and Inclusion to serve on the first ever Thurston County Council on Racial Equity and Inclusion. Juliet holds one of the 7 spots on the Council. The Council will expand to 15 members over the next three years. The purpose of the Council is to advise and engage the Board of County Commissioners, the Board of Health, and elected and appointed officials, on matters of racial equity and inclusion within all county services and the policies, processes, and practices used to accomplish the mission of Thurston County government. Juliet was selected by her peers to lead this Council.



## CELEBRATIONS

#TRLCELEBRATIONS  
TRL.ORG/CELEBRATIONS





### Veterans Connection Café

TRL partnered with WestCare Foundation, the Aberdeen and Lacey American Legions, Lacey Veterans Service Center, and VA American Lake to offer this innovative community program.

#### Connection Sites:

**Westport** **NEW**

Mountain View

Veterans, their spouses, and family members can set up appointments to receive professional assistance with healthcare, pensions, lawyers, and other Veterans' benefits.



### Refreshed Early Learning Website

TRL recently redesigned our Early Learning webpage into a comprehensive library resource center for caregivers and early childhood educators. The goal was to create one location for all of TRL's resources to support early childhood development and learning.

**TRL.ORG/EARLY-LEARNING**



### Launch Grow A Reader Keepsake

Keep track of the reading journey you and your child embark on with Grow A Reader. Copies available in English and Spanish at all locations.



## LA HORA BILINGUE BILINGUAL TIME

Join our expert StoryTime providers, and other families live on Zoom for songs, music, movement, books, and activities for the whole family in Spanish and English.

Acompañanos en vivo por Zoom para canciones, rimas y movimientos en inglés y español para las edades de 0-5.

Join us live on Zoom for songs, rhymes, and movement in Spanish and English for ages 0 - 5.



During the Latinx Youth Summit (LYS), Latinx high school students from Thurston, Mason, Lewis, Pacific and Grays Harbor counties have an opportunity to learn about post-secondary education pathways, celebrate their multi-cultural heritage and focus on their future, said Betsy Storey, public services specialist at Olympia Timberland Library.

"This vital and unique community event affords students in TRL's five-county district access to the tools they need to build the bridge from high school to college and beyond," Storey said.

The event is rich with knowledge and inspiration for students.

This is the 20th year for the Latinx Youth Summit (LYS), and Timberland Regional Library (TRL) has supported the event for 19 years.

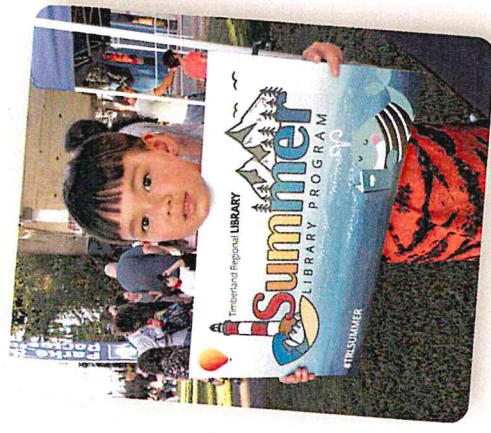






# #1 feedback from community members across 7,000 sq. miles

"We love living here. We are raising our children here, and we want them to stay here when they grow up, and we want them to have family wage jobs."







## MESSAGE FROM EXECUTIVE DIRECTOR

Welcome to the 2022 Annual Report showcasing many initiatives put forth by our 255 talented staff. 2022 marked new library open hours at the 29 libraries, a return to in person Summer Library programs, and in the fall, in person story-times. Additional services created during the 2020 pandemic such as Zoom bilingual story-times and take and makes continued to be offered in 2022.

TRL remained flexible, nimble and responsive during 2022. Here are additional highlights:

**Opening of TRL's 29th library** – Hawks Prairie Timberland Library, a Lucky Day Demonstration library, with a 3-year lease, at 8205 Martin Way.

**New – Grow a Reader early literacy activity** for ages birth to 6 and their caregivers.

**New – iPads to checkout for in library use.**

**New - Library of Things expanded** to include new stargazing kits, kitchen tools, plankton kits, and early math backpacks. Added additional fishing kits and "check out Washington" kits.

**Celebrating TRL's Friends of the Library groups** during the 17th National Friends of the Library Week, October 16-22.

**Expanded Access Hours** program for patrons over 18 years of age who want to access the library outside of standard operating hours without staff expanded to Naselle, Hoodsport, Ocean Park, Packwood and McCleary libraries; daily 7 a.m. – 8 p.m.

**Shelton Timberland Library Major Refresh** – new paint, flooring, furniture, layout.

**Exterior Refreshes:** Amanda Park, Ocean Park and Salkum libraries.

**Interior Refreshes:** Elma Library, Centralia Library Restroom, McCleary Library.

**Mountain View Timberland Library** – community engagement regarding new library design.

Board of Trustees approved an additional 2-year lease for the **West Olympia Timberland Library** – May 1, 2023 to April 30, 2025, same location, double the size. Financed by the City of Olympia.

**Expanded Story Trails** with new partners: Capital Land Trust, Onalaska Alliance, Lake Sylvia State Park, Carlisle Lake Park, Lacey Regional Athletic Complex (Lacey).

Thank you for your support,

*Cheryl*



## BOARD OF TRUSTEES

Read full article: *Dyson, Heather Leigh. "Timberland Regional Library Board Members Work Together in Service, Care and Commitment to Community." ThurstonTalk, July 22, 2022. [View on Web](#)*



**NICOLETTE OLIVER** | President/Member-at-Large | Thurston County  
Term expires: 12/2026

"I became involved with the TRL Board because I wanted to provide equitable access to library services for all students, regardless of their neighborhood, family's income, home language and other circumstances," says Nicolette, whose term ends December 2026. "Our public libraries are important places for lifelong learning, and I am very proud to be a part of the Board as we have opened new library branches, increased digital resources, expanded partnerships with local school districts, purchased books in diverse languages, and invested in mobile library services to better reach students and families throughout our rural district."



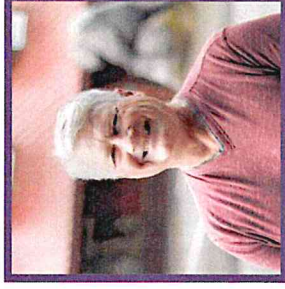
**MARY BETH HARRINGTON** | Thurston County | Term expires: 12/2023

"I think what I like best is seeing firsthand the care and consideration that the staff give to every element of their job," Mary Beth says. "The people here are so lucky that the Timberland Regional Library is on the cutting edge of many new and innovative programs and services. I encourage everyone to take the time to learn more about their library and the critical role it plays in our community- it is far more than just books!"

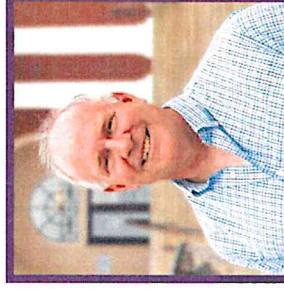


**JASMINE DICKHOFF** | President Elect | Grays Harbor County  
Term expires: 12/2027

Jasmine has long been involved in community service and has sought to serve her neighbors throughout her life. She is the former mayor of Hoquiam as well as a former member of the Grays Harbor Transit Board of Directors. She also served on the Hoquiam City Council from 2007 until she was elected mayor in 2015. Jasmine joined the TRL Board in February 2021 and is eager to serve her term representing and supporting the TRL Board through 2027.



**HAL BLANTON** | Member-at-Large | Lewis County | Term expires: 12/2025  
When asked to join the TRL Board, he saw it as an opportunity to serve the community and support the library's efforts. "I like being able to serve in an important organization that brings a vital service to our counties, and serve the patrons and taxpayers of the counties in a fiduciary relationship," says Hal, a previous board member. "I believe the staff of TRL works hard to bring great library services to our five counties."



**BRIAN ZYLSTRA** | Lewis County | Term expires: 12/2022  
For Brian, it has been a joy to be involved in such an integral part of the community. "I enjoy helping play a role as a trustee in improving services for patrons," he says. "I think Timberland is a great library system that provides a wide range of services to people, both in person and online. I'm also very proud that the Chehalis branch is the first library in our state to have a drive-through window!"



**TONI GWIN** | Pacific County | Term expires: 12/2028  
"As a trustee, I hope to leverage my background and skills to strengthen our libraries and be a library advocate in our communities," Toni says.



**KENNETH SEBBY** | Mason County | Term expires: 12/2024  
In his retirement, Kenneth still wanted to find ways to contribute to the community and help people, so in March 2021 he fulfilled a former member's term, which will end December 2024. For Kenneth, the library is an important part of every community, and he is honored to be part of the TRL Board. "The purpose of the TRL Board of Trustees is to promote reading and learning to all, but especially young, inquiring minds of all persuasions," he says. "A library should be a hub in the community, and it should be safe and fiscally sound...plus fun!"



## GRAYS HARBOR COUNTY

**Aberdeen Timberland Library**  
121 East Market Street; 360.533.2360

**Amanda Park Timberland Library**  
6118 US Highway 101; 360.288.2725

**Elma Timberland Library**  
119 North 1st Street; 360.482.3737

**Hoquiam Timberland Library**  
420 7th Street; 360.532.1710

**McCleary Timberland Library**  
121 South 4th Street; 360.495.3368

**Montesano Timberland Library**  
**W.H. Abel Memorial Library**  
125 Main Street South; 360.249.4211

**Oakville Timberland Library**  
204 Main Street; 360.273.5305

**Westport Timberland Library**  
101 East Harms Drive; 360.268.0521

## PACIFIC COUNTY

**Ilwaco Timberland Library**  
158 1st Avenue North; 360.642.3908

**Naselle Timberland Library**  
4 Parpala Road; 360.539.3327

**Ocean Park Timberland Library**  
1308 256th Place; 360.665.4184

**Raymond Timberland Library**  
507 Duryea Street; 360.942.2408

**South Bend Timberland Library**  
1st and Pacific; 360.875.5532

**Shoalwater Bay Tribal Community Library**  
4115 State Route 105, Tokeland; 360.267.8190

## MASON COUNTY

**Hoodsport Timberland Library**  
40 N Schoolhouse Hill Road; 360.877.9339

**North Mason Timberland Library (Belfair)**  
23081 NE State Rt 3; 360.275.3232

**Shelton Timberland Library**  
**William G. Reed Public Library**  
710 W Alder Street; 360.426.1362

## THURSTON COUNTY

**Hawks Prairie Timberland Library**  
8205 Martin Way; 360.252.9658

**Lacey Timberland Library**  
500 College Street Southeast; 360.491.3860

**Olympia Timberland Library**  
313 8th Avenue Southeast; 360.352.0595

**Tenino Timberland Library**  
172 Central Avenue West; 360.539.3329

**Tumwater Timberland Library**  
7023 New Market Street; 360.943.7790

**West Olympia Timberland Library**  
625 Black Lake Blvd SW; 360.764.4440

**Yelm Timberland Library**  
210 Prairie Park Street; 360.539.3330

**Book Return - Fire District 3, Station 35**  
3701 Willamette Drive, Lacey

**Book Return - West Olympia**  
1313 Cooper Point Road Southwest

**Rainier Book Drop at Rainier City Hall**  
102 Rochester Street West, Rainier

## LEWIS COUNTY

**Centralia Timberland Library**  
110 South Silver Street; 360.736.0183

**Vernetta Smith Chehalis Timberland Library**  
400 North Market Boulevard; 360.748.3301

**Mountain View Timberland Library (Randle)**  
210 Silverbrook Road; 360.497.2665

**Packwood Timberland Library**  
109 West Main Street; 360.494.5111

**Salkum Timberland Library**  
2480 US Highway 12; 360.539.3328

**Winlock Timberland Library**  
322 Northeast 1st Street; 360.785.3461

**Morton Centralia College East Kiosk**  
701 Airport Way; 360.496.5022

**Toledo Community Library Kiosk**  
241 Cowlitz Street; 360.864.4247

*As a convenience to you, most checked out items can be returned to any TRL book returns. A few specifically labeled items need to be returned to their original location.*

TAB - D



**The City of Long Beach, WA.**

**Mental Health Proclamation**

**WHEREAS**, mental health is essential to everyone's overall Health and wellbeing, and

**WHEREAS**, all Americans experience times of difficulty and stress in their lives, and

**WHEREAS**, prevention is an effective way to reduce the burden of mental health conditions, and

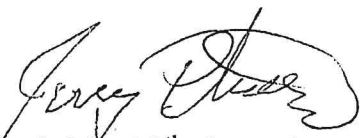
**WHEREAS**, there is strong research, animal companionship, humor spirituality, religion, recreation ,social connections, and work life balance can help all Americans protect their health and wellbeing; and

**WHEREAS**, mental health conditions are real and prevalent in our nation; and

**WHEREAS**, the city would like to honor Kyndal Ray for his dedication and the awareness his journey has brought to mental health, and

**WHEREAS**, each business, school, government agency, healthcare provider, organization and citizen shares the burden of mental health problems and has a responsibility to promote mental wellness and support prevention efforts.

**NOW THEREFORE, BE IT RESOLVED**, I Jerry Phillips do hereby proclaim May 2023 as Mental Health month in the city of Long Beach. As the Mayor, I also call upon the citizens, government agencies, public and private institutions, businesses, and schools in City of Long Beach to recommit our to increasing awareness and understanding of mental health, the steps our citizens can take to protect their mental health, and the need for appropriate and accessible services for all people with mental health conditions. I would also like to specifically recognize Kyndal Ray for his journey across America to raise awareness for mental health and recovery. We thank him for making Long Beach a part of his cause.

  
Signed this 12<sup>th</sup> day of April 2023

Jerry Phillips  
Mayor, Long Beach, Washington



TAB - E



## **LONG BEACH CITY COUNCIL MEETING**

**April 3, 2023**

### **7:00 CALL TO ORDER**

Mayor Phillips called the meeting to order.

### **ROLL CALL**

David Glasson, City Administrator, called roll with C. Svendsen, C. Phelps, C. Reddy, and C. Coleman all in attendance. C. Murry was absent.

### **PUBLIC COMMENT**

No public comments.

### **CONSENT AGENDA**

Minutes, March 20, 2023, Regular Meeting

Payment Approval List for Warrant Registers – 61447-61469 & 90736-90794 for \$195,682.99

**C. Svendsen made the motion to approve the Consent Agenda. C. Reddy seconded the motion; 4 Ayes; 1 Absent (C. Murry), motion passed.**

### **BUSINESS**

#### **AB 23-13 – Surplus Bid Award**

David Glasson, City Administrator, presented the agenda bill. The city received bids for the equipment with the highest bid highlighted in yellow. There was one bid, the target concrete saw, which was lower than the value.

**C. Svendsen made the motion to approve the sales of the surplus equipment to the highest bidder and accept the lower bid for the concrete saw. C. Phelps seconded the motion; 4 Ayes; 1 Absent (C. Murry), motion passed.**

#### **AB 23-14 – Police Department Camera Policy**

David Glasson, City Administrator, presented the agenda bill. This policy is required when providing in-car and body cameras for the police officers. This policy has been reviewed and approved by the city attorney.

**C. Reddy made the motion to adopt the presented Police Department Camera Policy. C. Svendsen seconded the motion; 4 Ayes; 1 Absent (C. Murry), motion passed.**

### **DEPARTMENT HEAD ORAL REPORTS**

### **CORRESPONDENCE AND WRITTEN REPORTS**



- Thank you letter

**ADJOURNMENT**

Mayor Phillips adjourned the meeting at 7:10 p.m.

---

Mayor

---

City Clerk



# Warrant Register

Check Periods: 2023 - April - 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
61470	Bell, Helen S	4/5/2023	\$392.83
61471	Binion, Jacob M	4/5/2023	\$2,370.57
61472	Brown, Kaine E	4/5/2023	\$1,225.15
61473	Cox, Mallory E	4/5/2023	\$330.70
61474	Cutting, Griffen G	4/5/2023	\$1,225.39
61475	Goulter, John R	4/5/2023	\$2,427.62
61476	Huff, Timothy M	4/5/2023	\$2,186.41
61477	Kaino, Kris A	4/5/2023	\$1,010.92
61478	Kemmer, Larry L	4/5/2023	\$1,941.14
61479	McCord, Brendon M	4/10/2023	\$1,222.00
61480	Murray, Michael P	4/6/2023	\$1,391.45
61481	Murry, Del R	4/7/2023	\$265.63
61482	Padgett, Timothy J	4/7/2023	\$2,229.82
61483	Phelps, Larry A	4/5/2023	\$265.63
61484	Quittner, Jonathan H	4/5/2023	\$1,144.34
61485	Reddy, Patrick E	4/5/2023	\$257.53
61486	Svendsen, Sue M	4/5/2023	\$265.63
61487	Wright, Flint R	4/6/2023	\$3,400.58
61488	AFLAC		\$437.96
61489	Association of WA Cities		\$33,410.42
61490	Awc - ST & Life		\$823.99
61491	City of Long Beach - Fica		\$16,763.12
61492	City of Long Beach - FWH		\$13,299.30
61493	Council Gift Fund		\$60.00
61494	Dept of Labor & Industries		\$2,486.37
61495	Dept of Retirement Systems		\$16,205.06
61496	Dept of Retirement Systems Def Comp		\$2,540.00
61497	Employment Security Dept		\$482.77
61498	Employment Security Dept - Unemployment	4/5/2023	\$219.79



61499	WEX Health, Inc.	4/5/2023	\$275.00
90795	Tangly Cottage Garden	4/4/2023	\$1,326.68
90796	Del's OK Tire Factory	4/11/2023	\$1,140.00
90797	Pacific County Auditor	4/11/2023	\$18.00
90798	Petty Cash	4/11/2023	\$45.93
90799	SagaCity Custom Publishing	4/13/2023	\$15,094.00
90800	Action Lighting	4/14/2023	\$832.50
90801	Advanced Diving Service Inc	4/14/2023	\$20,956.27
90802	Advantage Polygraph Services, LLC	4/14/2023	\$350.00
90803	Airgas USA LLC	4/14/2023	\$71.76
90804	Allen, Jordan	4/14/2023	\$652.50
90805	ALS Group USA, Corp.	4/14/2023	\$100.00
90806	AlSCO-American Linen Div.	4/14/2023	\$328.75
90807	Applied Control Equipment LLP	4/14/2023	\$2,408.87
90808	Astoria Janitor & Paper Supply	4/14/2023	\$1,445.47
90809	Backflow Management Inc	4/14/2023	\$1,500.00
90810	Bailey's Saw Shop	4/14/2023	\$25.88
90811	Bank of The Pacific	4/14/2023	\$14,483.47
90812	Barber, Sally	4/14/2023	\$60.91
90813	Bendiksen & Ball Polygraph	4/14/2023	\$300.00
90814	BJ&R Inc.	4/14/2023	\$2,025.21
90815	BSK Associates	4/14/2023	\$223.00
90816	Cascade Columbia Distribution CO	4/14/2023	\$42.00
90817	CenturyLink	4/14/2023	\$692.64
90818	Chemtrac Systems, Inc	4/14/2023	\$1,035.00
90819	Chinook Observer	4/14/2023	\$104.92
90820	Cintas	4/14/2023	\$150.14
90821	DEPT OF RETIREMENT SYSTEMS	4/14/2023	\$25.00
90822	DMT Auto Parts, Inc	4/14/2023	\$3,542.22
90823	Englund Marine Supply	4/14/2023	\$856.85
90824	Eradipest LLC	4/14/2023	\$81.23
90825	Evergreen Septic Inc	4/14/2023	\$875.00
90826	Fastenal Company	4/14/2023	\$313.85
90827	Ford Electric	4/14/2023	\$235.55
90828	Galls, LLC	4/14/2023	\$270.81
90829	Gray & Osborne	4/14/2023	\$12,621.50
90830	Gray, Karen	4/14/2023	\$643.42
90831	Hach Company	4/14/2023	\$995.55
90832	ICMA	4/14/2023	\$200.00
90833	Interstate Battery	4/14/2023	\$610.54
90834	Jacobson, Dale	4/14/2023	\$60.43
90835	L.N. Curtis & Sons	4/14/2023	\$137.69
90836	Loos, Brian	4/14/2023	\$168.72
90837	MossyTel	4/14/2023	\$303.30
90838	Oman & Son Builders	4/14/2023	\$2,373.39
90839	One Call Concepts, Inc.	4/14/2023	\$14.98

90840					
90841	Pacific County Auditor	4/14/2023		\$18.00	
90842	Pacific Solid Waste Disposal	4/14/2023		\$25.00	
90843	PAPE MACHINERY	4/14/2023		\$2,420.78	
90844	Peninsula Sanitation	4/14/2023		\$209.78	
90845	Peninsula Visitors Bureau	4/14/2023		\$14,250.00	
90846	Public Safety Testing, Inc	4/14/2023		\$106.00	
90847	Quadient Leasing USA, Inc.	4/14/2023		\$844.89	
90848	Quill Corporation	4/14/2023		\$214.88	
90849	Rosemount Inc.	4/14/2023		\$999.12	
90850	South Pacific County Technical	4/14/2023		\$5,000.00	
90851	Sporting Systems	4/14/2023		\$4,419.93	
90852	STAPLES BUSINESS CREDIT	4/14/2023		\$101.12	
90853	Taft Plumbing	4/14/2023		\$892.86	
90854	U. S. Bank Equipment Finance	4/14/2023		\$689.00	
90855	Visa	4/14/2023		\$4,828.21	
90856	Vision Municipal Solutions	4/14/2023		\$911.11	
90857	Wahkiakum West Internet	4/14/2023		\$595.00	
90858	Walkowiak, Chris	4/14/2023		\$512.00	
90859	Western Display Fireworks	4/14/2023		\$5,500.00	
90860	WEX Health, Inc.	4/14/2023		\$50.00	
90861	Whitney Equipment Co. Inc	4/14/2023		\$7,951.39	
90862	Wilcox & Flegel Oil Co.	4/14/2023		\$3,791.64	
90863	Willapa Firearms Training	4/14/2023		\$605.00	
230404	Wood, Matt	4/14/2023		\$413.25	
WEX INC	Wex Bank	4/4/2023		\$2,361.22	
			Total	Check	
			Grand Total		\$258,011.23
					\$258,011.23



TAB — F



**CITY COUNCIL  
AGENDA BILL  
AB 23-15**

**Meeting Date: April 17, 2023**

**AGENDA ITEM INFORMATION**

**SUBJECT:** Shoe Boxes  
of Joy Request

*Originator:*

Mayor

City Council

City Administrator

City Attorney

City Clerk

City Engineer

Community Development Director

Police Chief

Public Works Director

DG

**COST:** NA

**SUMMARY STATEMENT:** Shoe Boxes of Joy is requesting that the city council reduce or waive the fees associated with the rental of the train depot. They are asking for Memorial Day weekend, May 26<sup>th</sup> – May 29, 2023.

**RECOMMENDED ACTION:** Approve/Deny the fee waiver/reduction for the Shoe Boxes of Joy for the dates listed in their request.





City of Long Beach  
115 Bolstad Ave. W  
Long Beach, WA 98631

Dear Long Beach City Council,

Shoeboxes of Joy is working towards another Holiday season of giving in 2023. Our program supports the elderly and disabled in south Pacific County by providing a wrapped 'Shoebox of Joy' for Christmas. In 2022 we delivered 556 boxes to south Pacific County.

We are asking to schedule use of the Long Beach Depot Memorial Day weekend, May 26, 2023 to May 29, 2023, for a rummage sale fundraiser.

We count on the generosity of the greater Long Beach community for support and are a 501C3 charity. We are asking for a waiver of the fees to use the Long Beach Depot for the dates listed above. Your continued support has contributed to our ongoing success.

Sincerely,

Jennifer Knox  
Secretary, Shoeboxes of Joy  
PO Box 605  
Long Beach, WA 98631  
817-504-1602

TAB — G





**CITY COUNCIL  
AGENDA BILL  
AB 23-16**

**Meeting Date: April 17, 2023**

**AGENDA ITEM INFORMATION**

<b>SUBJECT: Gray and Osborne Engineer Services Contract Amendment #7</b>	<b>Originator:</b>	
	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	
<b>COST: \$163,800</b>	Other:	

**SUMMARY STATEMENT:** This contract authorizes Gray and Osborne to bill for administrative work related to the project and construction management of the boardwalk.

**RECOMMENDED ACTION:** Authorize Mayor Phillips to sign

**AMENDMENT NO. 7  
TO  
CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES  
G&O JOB NO. 21595.00**

THIS AMENDMENT, by and between the City of Long Beach, Washington, hereinafter referred to as the Agency, and Gray & Osborne, Inc., hereinafter referred to as the Engineer, hereby modifies the contract for engineering services dated (by Agency) September 7, 2021, for additional services related to the On-Call Engineering Services.

Boardwalk Deck Replacement Construction Administration Services. See attached Exhibits A and B for scope and fee. For a not-to-exceed cost of \$163,800.00.

IN WITNESS WHEREOF, the parties hereto have executed, or cause to be executed by their duly authorized officials, this AMENDMENT to the Contract for Engineering Services in duplicate on the respective dates indicated below.

**GRAY & OSBORNE, INC.**

**CITY OF LONG BEACH**

By:   
(Signature)

By: \_\_\_\_\_  
(Signature)

Name: Michael B. Johnson, P.E., President  
GRAY & OSBORNE, INC.

Name: \_\_\_\_\_  
(Print)

Date: 4/10/23

Date: \_\_\_\_\_

"Equal Opportunity/Affirmative Action Employer"



## **EXHIBIT A**

### **SCOPE OF WORK**

#### **CITY OF LONG BEACH BOARDWALK DECK REPLACEMENT CONSTRUCTION ADMINISTRATION SERVICES**

##### **PROJECT APPROACH**

The City of Long Beach (City) would like Gray & Osborne to provide construction management and funding agency administrative assistance services for the Boardwalk Deck Replacement Project (Project). The Project will construct upgrades to the City's Boardwalk, funded by the United States Economic Development Administration (EDA).

The services to be provided include contract administration, submittal review, office engineering, response to requests for information, occasional field observation and documentation, construction documentation, project closeout and funding agency administrative assistance.

##### **PROPOSED SCOPE OF WORK**

The following elements are included in the scope of work:

###### **Task 1 – Project Administration and Project Management**

- A. Coordinate with the funding agency during construction.
- B. Dedicate sufficient staff resources to the project.
- C. Oversee project budget and schedule.
- D. Oversee monthly progress reports and invoices.
- E. Coordinate with City staff.

###### **Task 2 – Web-Based Construction Management System**

Develop and maintain Web-based Construction Management System (CMS). The CMS software is designed to host and track construction project documentation. The CMS operates with Mozilla FireFox (free browser), Microsoft Office, and Sun JAVA (free software), Tracker Software, PDF-X Change Viewer (free software). Users (including the City, Gray & Osborne, the Contractor, and potentially the funding agency) will need to use the referenced browser and software programs to access the CMS. Gray & Osborne will provide the project team with secure passwords.

### **Task 3 – Construction Meetings**

Agenda preparation, attendance and preparation of meeting minutes will be performed for construction meetings. It is assumed that construction meetings will be held on-site approximately 6 times during periods of significant work and coordination. The remainder of the meetings will be conducted by teleconference every two weeks. A preconstruction meeting will be held prior to the start of construction work.

### **Task 4 – Request for Information**

Track, review, and respond to Requests for Information from Contractor, providing interpretation of the contract drawings and specifications. Prepare supplementary sketches to clarify conditions if necessary.

### **Task 5 – Submittal Review**

Review material, equipment, plan, and documentation submittals for conformance with the contract requirements. Return reviewed submittals to the Owner and Contractor via the CMS system.

### **Task 6 – Office Engineering**

Provide miscellaneous office support to include issuance of clarification drawings. Provide observation documentation to include Inspection Reports and Weekly Working Day Reports. Office engineering also includes processing contractor's invoices and review of requests to subcontract and statement of intent to pay prevailing wages per the contract and funding agency requirements.

### **Task 7 – Progress Pay Estimates**

Prepare monthly progress estimates and review with Contractor. Review Contractor's pay requests and provide a payment recommendation to the City.

### **Task 8 – Change Orders**

Prepare change orders. Represent the City's interest in negotiation of change orders with the Contractor. Estimate and/or record quantity measurements of material, equipment and manpower for determining costs for change orders. Coordinate with funding agency and City for approval and execution of change orders. This task does not include work for new or additional design tasks nor additional survey as may be related thereto depending on the nature of the change order. Gray and Osborne has budgeted for up to four change orders.



### **Task 9 – Project Closeout**

Complete project closeout paperwork to include:

- A. Punch list walk through.
- B. Preparation of Notice of Substantial Completion of Public Works Contract.
- C. Preparation of Notice of Final Completion.
- D. Preparation of Final Closeout Letter.
- E. Provide Record Drawings in hardcopy and digital format.

### **Task 10 – Field Observation**

Field Observation will be limited to three site visits by structural engineers and will include limited on-site observation services including the following:

- A. Observe the progress of the work.
- B. Determine, in general, whether the work is proceeding in accordance with the Contract Documents.
- C. If needed, notify Contractor of non-compliance.
- D. Document visits with site visit memos.

### **ASSUMPTIONS**

- 1. Daily inspection is excluded from this scope of work. We understand the City will provide regular inspection of the project.
- 2. The assumed length of construction is 8 months.
- 3. Field Observation is limited to three partial days onsite.

The attached Exhibit B-2 provides a detailed breakdown of the hours and rates for the Construction Administration Services portion of the proposal. The not-to-exceed cost for the construction management of the project is \$163,800 without further authorization from the City.

## EXHIBIT B

### ENGINEERING SERVICES SCOPE AND ESTIMATED COST

#### *City of Long Beach - Boardwalk Decking Replacement Construction Administration Services*

Tasks	Principal Hours	Project Manager Hours	Project Engineer Hours	Structural Eng. Hours	Electrical Engineer Hours	AutoCAD/ GIS Tech./ Eng. Intern Hours
1 Project Administration	16	40		2		
2 Web-Based CM System						30
3 Construction Meetings	16	132	20	32	4	
4 RFIs	8	16	8	24	8	4
5 Submittal Review	2	16	20	32	20	
6 Office Engineering	2	30	80	40	4	16
7 Progress Pay Estimates		10	30	4		
8 Change Orders	8	16	12	16	2	4
9 Project Closeout	1	16	20	20		24
10 Field Observation			16	72		
Hour Estimate:	53	276	206	242	38	78
Fully Burdened Billing Rate Range:*	\$150 to \$235	\$140 to \$235	\$125 to \$175	\$115 to \$225	\$120 to \$215	\$60 to \$165
Estimated Fully Burdened Billing Rate:*	\$210	\$175	\$170	\$200	\$190	\$120
Fully Burdened Labor Cost:	\$11,130	\$48,300	\$35,020	\$48,400	\$7,220	\$9,360

Total Fully Burdened Labor Cost: \$ 159,430

Direct Non-Salary Cost:

Mileage & Expenses (Mileage @ current IRS rate) \$ 3,900

Printing \$ 470

**TOTAL ESTIMATED COST: \$ 163,800**

\* Actual labor cost will be based on each employee's actual rate. Estimated rates are for determining total estimated cost only. Fully burdened billing rates include direct salary cost, overhead, and profit.



TAB — H

# Long Beach Police

P.O. Box 795  
Long Beach, WA 98631

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

04-01-23

Page 1 of 3

To: Mayor Phillips and Long Beach City Council

From: Chief Flint R. Wright

Ref.: Monthly Report for March 2023

During the month of March, the Long Beach Police Department oversaw the following cases and calls:

## Long Beach

364 Total Incidents  
Aid Call Assists: 5  
Alarms: 6  
Animal Complaints: 6  
Assaults: 5  
Assists: 66  
(Includes 12 PCSO, 1 WSP And 0 Other Agency Assists Outside City Boundaries)  
Burglaries: 0  
Disturbance: 15  
Drug Inv.: 3  
Fire Call Assists: 2  
Follow Up: 57  
Found/Lost Property: 5  
Harassment: 12  
Malicious Mischief: 2  
MIP – Alcohol: 0  
MIP – Tobacco: 0  
Missing Persons: 0  
Prowler: 1  
Runaway: 0  
Security Checks: 95  
Suspicious: 28  
Thefts: 4  
Traffic Accidents: 4  
Traffic Complaints: 13  
Traffic Tickets: 3  
Traffic Warnings: 6  
Trespass: 10  
Warrant Contacts: 4  
Welfare Checks: 12

## Ilwaco (Includes 19 Calls at Port)

198 Total Incidents  
Aid Call Assists: 2  
Alarms: 6  
Animal Complaints: 0  
Assaults: 4  
Assists: 8  
Burglaries: 2  
Disturbance: 22  
Drug Inv.: 3  
Fire Call Assists: 5  
Follow Up: 35  
Found/Lost Property: 1  
Harassment: 10  
Malicious Mischief: 1  
MIP – Alcohol: 0  
MIP – Tobacco: 0  
Missing Persons: 0  
Prowler: 1  
Runaway: 0  
Security Checks: 43  
Suspicious: 17  
Thefts: 2  
Traffic Accidents: 3  
Traffic Complaints: 3  
Traffic Tickets: 1  
Traffic Warnings: 12  
Trespass: 10  
Warrant Contacts: 1  
Welfare Checks: 6



My new administrative assistant, Jordan, assisted Child Protective Services on March 9<sup>th</sup>. She sat in on candidate interviews for a "head secretary" position.

On March 22<sup>nd</sup> the department received training from Senior Investigator Bradley Graham with the Washington State Attorney General's Office. He is the senior investigator for the Criminal Justice Division and deals with sexually violent predators. The training, which was provided free in South Bend, was excellent. It dealt with investigating sexual assaults of both adults and children.

Officer Jeff Cutting gave a presentation to a group of pre-school children on the 28<sup>th</sup>. He gave them a tour of his patrol vehicle and answered questions. This was done at the Dylan Jude Harrell Pre-School.

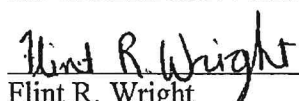
Also, on the 28<sup>th</sup>, Jordan attended a presentation from the Washington State Patrol which dealt with our annual "Compliance Report" for Pacific County for 2021 dealing with data entry. Our department had a compliance rate of 77.78%. The rate is not based on anything we in the department are doing or are not doing. This has to do with issues in the courts and prosecutors office and has to do with fingerprinting of convicted persons. As an example, if we arrest a person for DUI they are not booked usually into the jail. They are cited and released therefore their fingerprints are not taken. If the person is later found guilty and the prosecutor or the court clerks don't ask the judge to have their prints taken then the DUI conviction wont show up on a background check. So, if you have an employee who is going to be driving a truck and you run a background check the DUI conviction will not show up. We are going to be looking at a grant to buy a fingerprinting machine so we can at least do something on our end to help with this.

Officers, Miranda Estrada, Eric Cowsert, Anthony Natsiopoulos and Deputy Chief Casey Meling attended training in Puyallup on March 29<sup>th</sup>. The training was paid for by the Washington Cities Insurance Authority and was titled, "Behind the Wheel Drivers Skills Course." They took their patrol vehicles up for this driver safety course.

On the 30<sup>th</sup> the department had firearms range training. We qualified with our patrol rifles and shotguns.

I attended the retirement celebration for retiring Chief of Police Chuck Spoor on March 31<sup>st</sup>. Chuck worked for our department in the 1990's and has been the chief of Raymond Police for about 13 years. Chuck will be missed.

I have attached a thank you note that was sent to me regarding Officer Miranda Estrada and Administrative Assistant Jordan Allen.

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

## Flint Wright

**From:** Beck Blasko <rebecca@adrifthospitality.com>  
**Sent:** Thursday, March 02, 2023 6:19 PM  
**To:** Flint Wright  
**Subject:** Thank You from Adrift

[External Email]

Hi Flint,

I wanted to share with you how much I (and the entire Adrift team) appreciated the support and service we received today at the Adrift Hotel from Officer Estrada. Her communication was clear and kind and at no point was I made to feel like she was frustrated about being called or involved in the situation. In the past, when there have been even more challenging situations we haven't always felt this way. She was professional, while also being human and took the time to understand the nuances of the situation. She was also quick to adapt and switch gears as needed since we were dealing with two different situations at the same time.

I also interacted with Jordan on the phone and appreciated her patience and advice in next steps as we weren't 100% certain on how exactly we should handle the situation with the woman at the hotel or what our options were. If she hadn't mentioned that she was new, you never would have known!

I just wanted to take the time to let you know how great of a job everyone involved today did, and make sure they know we appreciate them and their service. Thanks for all you do!

Beck



**Beck Blasko**

COO, Adrift Hospitality  
570.250.9989 | beck@adrifthospitality.com  
www.adrifthospitality.com  
She/Her



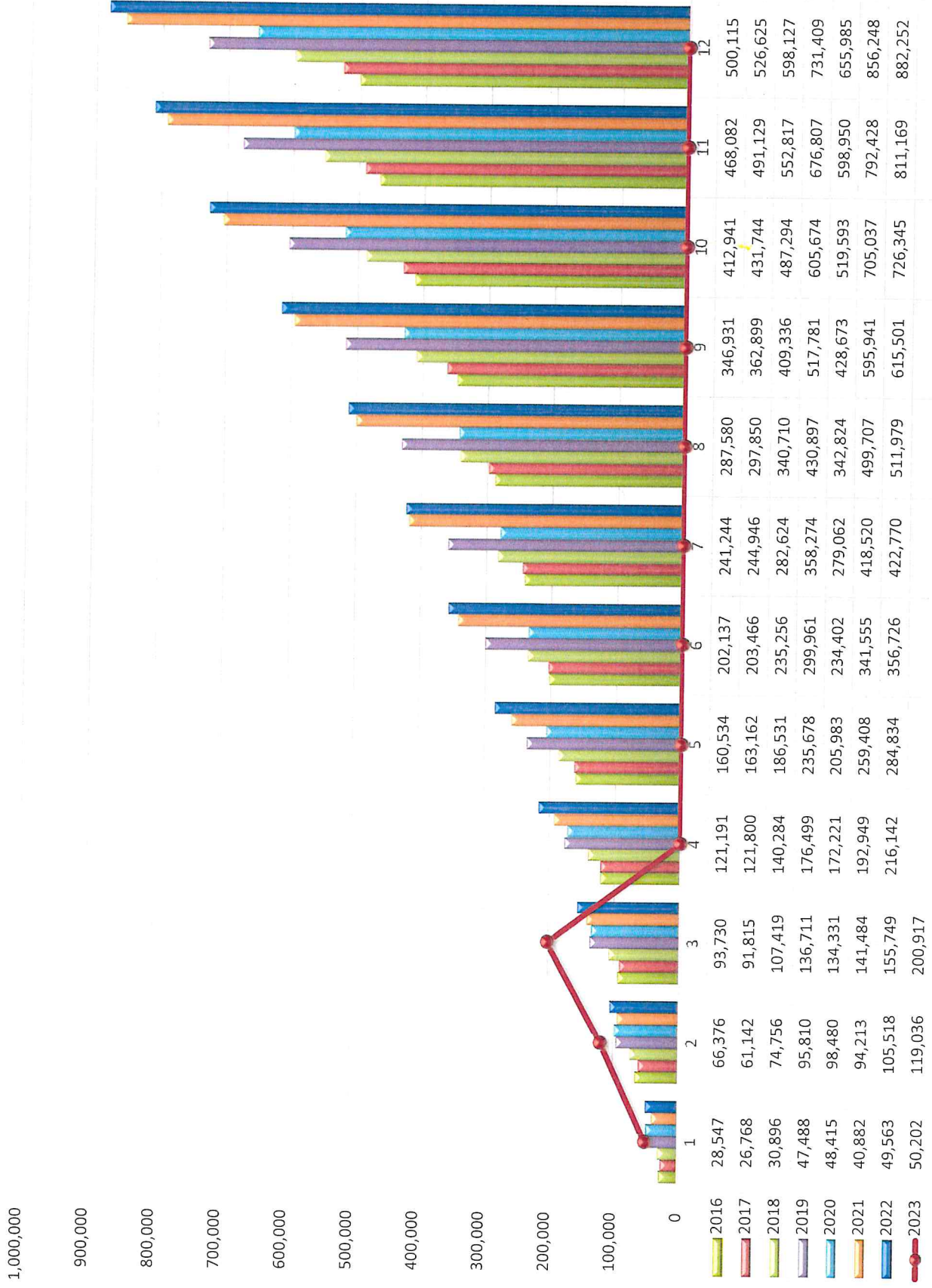
Create your own email signature

*Minander and Jordan,  
Good job! I appreciate your  
good work on this.  
Chief*

*Copies placed in your files*



## Sales Tax Collections



[illegible]



# Transportation Benefit District Collections - Cumulative

250,000

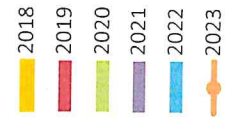
200,000

150,000

100,000

50,000

Axis Title



January

February

March

April

May

June

July

August

Sept

October

November

December

11,044

11,184

9,595

11,656

11,812

22,323

22,933

22,146

24,822

24,688

31,999

31,365

33,267

36,562

36,077

41,325

40,273

45,316

50,766

55,166

48,220

60,952

66,838

80,310

83,753

80,310

54,905

70,240

83,955

101,037

117,519

120,197

100,568

140,157

144,567

121,566

121,779

142,234

165,823

170,620

85,509

158,959

171,799

186,384

201,401

207,252

96,170

153,805