



AGENDA –Monday, December 4, 2023

5:00 p.m. Workshop

7:00 p.m. City Council Meeting

In-Person and Zoom Webinar

Meeting ID: 829 2381 4826

Password: 123456

5:00 WORKSHOP

WS 23-22

Conflict of Interest Training – TAB A

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

Call to order
And roll call

Mayor Phillips, Council Member Svendsen, Council Member Phelps,
Council Member Murry, Council Member Reddy & Council Member Coleman

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, November 20, 2023, Regular Meeting
- Payment Approval List for Warrant Registers –91751-91832 for \$139,736.66

- AB 23-60 – Ordinance 1026 Amending the Pay Table for 2024 –TAB C
- AB 23-61 – Ordinance 1027 Adopting the Final Budget for 2024 – **PUBLIC HEARING** – TAB D
- AB 23-62 – Ordinance 1028 Water and Sewer Connection Fees – TAB E
- AB 23-63 – Ordinance 1029 2024 Water and Sewer Fees – TAB F
- AB 23-64 – WCIA Delegate and Alternate – TAB G
- AB 23-65 – Bid Award for Surplus Items – TAB H

ORAL REPORTS

CORRESPONDENCE AND WRITTEN REPORTS

- ECY Initial Submittal SMP Amendment Confirmation
- Lodging Tax Collections
- Sales Tax Collections
- Transportation Benefit District Collections
- Police Chief's Report for November

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.
December 18, 2023, January 2, 2024 & January 16, 2024

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 23-22**

Meeting Date: December 4, 2023

AGENDA ITEM INFORMATION		
SUBJECT: Conflict of Interest Education	<i>Originator:</i>	
	Mayor	
	City Council	
	City Administrator	
	City Attorney	JP
	City Clerk	
	City Engineer	
	Community Development Director	
	Events Coordinator	
	Finance Director	
	Police Chief	
	Streets/Parks/Drainage Supervisor	
COST: N/A	Water/Wastewater Supervisor	
SUMMARY STATEMENT: The city attorney is holding workshop to review what constitutes as a conflict of interest and provide an overview of council ethics.		

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.

TAB - B

LONG BEACH CITY COUNCIL MEETING

November 20, 2023

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. Phelps, C. Murry, C. Reddy, and C. Coleman were all in attendance.

PUBLIC COMMENT

Mark Perez and Ken Johnson made public comments.

CONSENT AGENDA

Minutes, November 20, 2023, Regular Meeting

Payment Approval List for Warrant Registers – 91712-91750 for \$192,101.88

C. Coleman made the motion to approve the Consent Agenda. C. Svensen seconded the motion; 5 Ayes, motion passed.

BUSINESS

AB 23-57 – Interagency Agreement with ECY for 200 Bolstad Ave W Clean-up

Ariel Smith, Community Development Director, presented the agenda bill. The property at 200 Bolstad West had known ground contaminants when it was donated to the city. The city has continued to monitor and test the site. The Department of Ecology has a clean-up sector called Brownsfield, where they offer grants to help monitor and remedy contaminated sites. This grant agreement is from that department and will help the city to continue to monitor and hopefully, clean the site, as a result.

C. Murry made the motion to authorize the Mayor to execute the agreement between the city and the Washington State Department of Ecology. C. Reddy seconded the motion; 5 Ayes, motion passed.

AB 23-58 – Gray & Osborne Scope of Work – Sewer Rate Study

Ariel Smith, Community Development Director, presented the agenda bill. This scope of work outlines the engineering time needed to complete the sewer rate study. This study will help staff and the council determine possible rate increases, as well as possible funding combinations to achieve items listed in the sewer comprehensive plan.

C. Murry made the motion to authorize the Mayor to enter into an agreement with Gray& Osborne to conduct a sewer rate study. C. Svendsen seconded the motion; 5 Ayes, motion passed.

AB 23-59 – Lodging Tax Fund Review

David Glasson, City Administrator, presented the agenda bill. City staff needs guidance, prior to the formal adoption of the budget on December 4th, regarding the Lodging Tax Fund and especially the LBMA Visitors Center and the Kite Museum.

C. Murry made the motion to award \$20,000 to the Long Beach Merchants Association Visitors Center, of which, \$10,000 of it will go to the Kite Museum. C. Reddy seconded the motion; 3 Ayes; 2 Nays (C. Svendsen and C. Coleman), motion passed.

ORAL REPORTS**CORRESPONDENCE AND WRITTEN REPORTS**

- None

EXECUTIVE SESSION: PERFORMANCE OF A PUBLIC EMPLOYEE (RCW 42.30.110(1)(G))

The Council went into executive session at 7:20 p.m. and came out of executive session at 7:30 p.m.

ADJOURNMENT

Mayor Phillips adjourned the meeting at 7:31p.m.

Mayor

City Clerk



Warrant Register

Check Periods: 2023 - November - Second

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

Council Member	Council Member	Council Member	Clerk/Treasurer
Number	Name	Print Date	Amount
91751	Newton All Phases of Concrete	11/21/2023	\$18,360.00
91752	FOP Pacific-Long Beach Lodge #13	11/21/2023	\$10.50
91753	DMT Auto Parts, Inc	11/22/2023	\$725.11
91754	Newton All Phases of Concrete	11/27/2023	\$3,780.00
91755	Cutting, Griffen	11/27/2023	\$36.98
91756	IHS Class of 2024	11/28/2023	\$84.00
91757	Walkowiak, Chris	11/28/2023	\$495.00
91758	Postmaster	11/30/2023	\$951.30
91759	Cox, Mallory	11/30/2023	\$250.00
91760	Persell, Whitney	11/30/2023	\$212.89
91761	Brown, Kaine	12/1/2023	\$50.00
91762	Clauser, Riley	12/1/2023	\$525.00
91763	Custer, Kimberlee	12/1/2023	\$125.00
91764	Elliott, Scott	12/1/2023	\$25.00
91765	Gaerlan, Andrew	12/1/2023	\$500.00
91766	Glasson, David	12/1/2023	\$700.00
91767	Glasson, Eliza	12/1/2023	\$250.00
91768	Glasson, Katie	12/1/2023	\$475.00
91769	Holmes, Greg	12/1/2023	\$25.00
91770	Jacobson, Clark	12/1/2023	\$675.00
91771	Jewell, Kyle	12/1/2023	\$775.00
91772	Jewell, Zach	12/1/2023	\$825.00
91773	Lopez, Carlos	12/1/2023	\$350.00
91774	Lopez, Daniel	12/1/2023	\$500.00
91775	McNabb, Cahlin	12/1/2023	\$850.00
91776	Mendez, Jose	12/1/2023	\$975.00
91777	Mendez, Moises	12/1/2023	\$775.00
91778	Miller, Matt	12/1/2023	\$575.00
91779	Nagy, Branden	12/1/2023	\$200.00

91780	Oglesby, Julia	12/1/2023	\$825.00
91781	Phillips, Dakota	12/1/2023	\$150.00
91782	Phillips, John	12/1/2023	\$1,025.00
91783	Raichl, Jennifer	12/1/2023	\$400.00
91784	Roman, Yasmine	12/1/2023	\$75.00
91785	Sheaffer, Eli	12/1/2023	\$25.00
91786	Spitz, Katja	12/1/2023	\$400.00
91787	Starks, Tyler	12/1/2023	\$225.00
91788	Williams, David	12/1/2023	\$400.00
91789	Wright, Travis	12/1/2023	\$625.00
91790	A-1 Redi Mix	12/1/2023	\$405.92
91791	Active Enterprises, Inc.	12/1/2023	\$635.90
91792	Airgas USA LLC	12/1/2023	\$73.63
91793	AlSCO-American Linen Div.	12/1/2023	\$796.05
91794	American Printing & Publishing	12/1/2023	\$1,888.43
91795	Applied Control Equipment LLP	12/1/2023	\$3,680.54
91796	Backflow Management Inc	12/1/2023	\$1,501.25
91797	BSK Associates	12/1/2023	\$961.00
91798	Caldwell, Tye	12/1/2023	\$223.95
91799	Chinook Observer	12/1/2023	\$204.18
91800	City of Long Beach	12/1/2023	\$2,476.14
91801	Columbia Steel & Welding Supply	12/1/2023	\$206.52
91802	Correct Equipment	12/1/2023	\$3,979.48
91803	Cottage Bakery	12/1/2023	\$37.55
91804	Dennis Company Ace (Westlake Hardware, Inc.) WA-133	12/1/2023	\$1,046.08
91805	Department of Licensing	12/1/2023	\$13.00
91806	Evergreen Septic Inc	12/1/2023	\$3,870.00
91807	Goulter, John	12/1/2023	\$151.99
91808	GRAINGER	12/1/2023	\$98.83
91809	H. D. FOWLER	12/1/2023	\$2,680.32
91810	L.N. Curtis & Sons	12/1/2023	\$1,631.00
91811	Loyalty Days	12/1/2023	\$9,000.00
91812	Miller, Matt	12/1/2023	\$332.92
91813	MossyTel	12/1/2023	\$303.30
91814	PAPE MACHINERY	12/1/2023	\$887.41
91815	Peninsula Visitors Bureau	12/1/2023	\$14,250.00
91816	Pesticide Management Division	12/1/2023	\$50.00
91817	Power Systems West	12/1/2023	\$13,670.06
91818	Public Utility District 2	12/1/2023	\$11,953.41
91819	Quill Corporation	12/1/2023	\$57.99
91820	Sea Western Fire	12/1/2023	\$427.79
91821	Sirennet	12/1/2023	\$323.41
91822	Solutions Yes	12/1/2023	\$31.79
91823	South Pacific County Technical	12/1/2023	\$6,000.00
91824	System Interface Inc.	12/1/2023	\$2,069.68

Number	Name	Print Date	Clearing Date	Amount
91825	Total Battery & Auto	12/1/2023		\$53.94
91826	Verizon Wireless	12/1/2023		\$1,183.70
91827	Vision Municipal Solutions	12/1/2023		\$7,321.15
91828	Wex Bank	12/1/2023		\$3,500.00
91829	Wilcox & Flegel Oil Co.	12/1/2023		\$23.89
91830	Willapa Firearms Training	12/1/2023		\$440.00
91831	Wirrkala Construction	12/1/2023		\$1,223.79
91832	Zero Waste USA	12/1/2023		\$1,839.89
		Total	Check	\$139,736.66
		Grand Total		\$139,736.66

TAB - C



**CITY COUNCIL
AGENDA BILL
AB 23-60**

Meeting Date: December 4, 2023

AGENDA ITEM INFORMATION

SUBJECT: Ordinance No. 1026 Salary Schedule	Originator:	
	Mayor	
	City Council	
	City Administrator	DG
	City Attorney	
	City Clerk	
	City Engineer	
	Community Development Director	
	Finance Director	
	Fire Chief	
	Police Chief	
	Streets/Parks/Drainage Supervisor	
	Water/Wastewater Supervisor	
	Other:	
COST: NA		

SUMMARY STATEMENT: The union members of the staff are contractually allowed a 5% salary increase effective January 1, 2024. This amendment reflects that increase for all city staff.

RECOMMENDED ACTION: Approve ordinance 1026 amending the pay scale to include a 5% wage increase for 2023.

CITY OF LONG BEACH

ORDINANCE NO. 1026

**AN ORDINANCE OF THE CITY OF LONG BEACH WASHINGTON, AMENDING THE
SALARY CLASSIFICATIONS & THE 2024 PAY TABLE.**

WHEREAS, the City of Long Beach is committed to a policy that places every employee on a pay scale; and

WHEREAS, the city must be financially responsible in implementing compensation plan changes; and

WHEREAS, the City Council has determined that it will have the final approval on all pay policy issues; and

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LONG BEACH,
WASHINGTON, DOES ORDAIN AS FOLLOWS:**

Section 1. The City Council of the City of Long Beach, Washington, adopts the City of Long Beach Position Grades and Brief Descriptions, attached hereto as Exhibit “A.”

Section 2. Severability. If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining parts of this ordinance.

Section 3. Referendum and Effective Date. This Ordinance, being an exercise of a power specifically delegated to the city legislative body, is not subject to referendum, and shall take effect and is in full force five (5) days after its passage, approval and publication of an approved summary of the title as provided by law.

PASSED this 4th day of December 2023

AYES

NAYS

ABSENT

Jerry Phillips, Mayor

Attest:

Jessie Hermens, City Clerk

Ordinance 1026

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Exhibit "A"
City of Long Beach
Position Grades and Brief Descriptions

Administrative Position	Grade	Level
Non-Exempt Positions		
Administrative Assistant 1	1	Administrative Assistant/Billing Clerk
Administrative Assistant 2	2	Senior Administrative Assistant/Billing Clerk
Administrative Assistant 3	3	Senior Administrative Assistant/Billing Clerk
City Clerk 4	4	Deputy City Clerk
City Clerk 5	5	Senior City Clerk
City Treasurer 4	4	Deputy City Treasurer
City Treasurer 5	5	Senior City Treasurer
Building Inspector/Code Enforcement 4	4	Building Inspector
Building Inspector/Code Enforcement 5	5	Building Inspector
Exempt Positions		
Deputy City Administrator 7	7	Deputy City Administrator
Deputy City Administrator 8	8	Deputy City Administrator
Deputy City Administrator 9	9	Deputy City Administrator

Administrative Assistant 1: Administrative assistant/billing clerk. Performs many tasks independently. Proficient with word processing and spreadsheets. Expected to handle routine city business on the telephone and with visitors. Performs most tasks independently without guidance or supervision. Proficient with word processing and spreadsheets. Is able to post utility billing payments, B&O payments, financials, and any other payment type.

Administrative Assistant 2: Senior Administrative assistant/billing clerk. Performs most tasks independently without guidance or supervision. Determines own priorities. Proficient with word processing and spreadsheets. Is able to post utility billing payments, B&O payments, financials, and any other payment type. Can create and manage the Business and Occupation Tax program and acts as the Human Resource support to the City Clerk.

Administrative Assistant 3: Senior Administrative assistant/billing clerk. Performs most tasks independently without guidance or supervision. Determines own priorities. Proficient with word processing and spreadsheets. Is able to post utility billing payments, B&O payments, financials, and any other payment type. Can create and manage the Business and Occupation Tax program and acts as the Human Resource support to the City Clerk. Can assist and act as back-up for accounts payable and payroll if necessary.

Deputy City Clerk 4: Deputy City clerk. Entry-level position. Performs some city clerk tasks independently, with minimum guidance or supervision, as assigned by the City Administrator. Performs or is capable of performing all duties equivalent to Administrative Assistant 3. Prepares the utility billing, leak adjustments and service orders. Supervises office staff as necessary, including setting priorities and work schedules.

Senior City Clerk 5: Senior City Clerk. City clerk. Performs most tasks independently, with minimum guidance or supervision, as assigned by the City Administrator. Performs or is capable of performing all duties equivalent to Deputy City Clerk. Prepares the utility billing, leak adjustments and service orders. Supervises office staff as necessary, including setting priorities and work schedules. This includes to manage the human resources and provide administrative support when needed. Drafts simple legislation that can be enacted into law without undue revision. Represents the city in outside meetings, as appropriate.

Deputy Treasurer 4: City treasurer. Entry-level position. Performs most treasurer tasks independently with guidance and supervision. Performs or is capable of performing all duties equivalent to Administrative Assistant 3. Trained in accounting and develops experience with accounting software and city transactions and budgeting.

Senior Treasurer 5: City treasurer. Performs treasurer tasks independently without guidance or supervision. Performs or is capable of performing all duties equivalent to Deputy City Treasurer. Has some advanced training in accounting and has experience with accounting software and city transactions and budgeting. Performs all the duties of the city clerk, if assigned.

Building Inspector 4: Building inspector. Performs most inspector tasks independently with or without guidance and supervision. Completes inspections and is familiar with the International Building Code and the Residential Building Code. Has some advanced training in building, code enforcement and has experience with permitting software. Does plan review, fire, and life safety review. Is also familiar with the design review, zoning ordinances and other planning aspects.

Building Inspector 5: City Inspector. Performs inspector tasks independently without guidance or supervision. Performs or is capable of performing all duties equivalent to Building Inspector 4. Has the Building Official credential or is actively working towards obtaining the credential. Acts as code enforcement officer, works with staff and city attorney to follow proper procedure to rectify code violations.

Deputy City Administrator 7: Deputy City Administrator. Performs all duties associated with community development, manages the building department, and responsible for Council correspondence. Must have a comprehension of municipal accounting, grant writing and loan administration. Assists in the preparation for the annual budget, prepares ordinances and resolution for adoption and attends relevant conferences.

Deputy City Administrator 8: Deputy City Administrator. Performs or is capable of performing all duties equivalent to Deputy City Administrator 7. Preparation of the annual budget prepares ordinances and resolution for adoption and attends relevant conferences.

Deputy City Administrator 9: Deputy City Administrator. Performs or is capable of performing all duties equivalent to Deputy City Administrator 8. Has at least 5 years of experience within local government.

Field Positions	Grade	
Non-Exempt Positions		
Janitorial Specialist 1	1	Permanent Grade for this position
Utility Crew 1	1	Entry level
Utility Crew 2	2	Established (gaining experience)
Utility Crew 3	3	Experienced (works independently)
Public Works Administrative Assistant 3	3	Entry level
Public Works Administrative Assistant 4	4	Experienced
Utility Crew Lead in Training 3	3	Entry level
Utility Crew Lead 4	4	Experienced
Utility Crew Lead 5	5	Experienced (works independently)
Field Supervisor in Training 4	4	Entry level
Field Supervisor 5	5	Senior lead
Field Supervisor 6	6	Senior (works independently)
Plant Operator 4	4	Entry level
Plant Operator 5	5	Established (gaining experience)
Plant Operator 6	6	Experienced
Mechanic 4	4	Entry level
Mechanic 5	5	Experienced
Mechanic 6	6	Senior
Exempt Positions		
Public Works Director 7	7	Entry level
Public Works Director 8	8	Experienced
Public Works Director 9	9	Senior
Deputy Chief 6	6	Experienced
Deputy Chief 7	7	Experienced
Police Chief 8	8	Experienced
Police Chief 9	9	Experienced

Janitorial Specialist 1: Responsible for cleaning, sanitizing, and stocking all city owned facilities. Ensure that the restrooms are properly cleaned and provided with the appropriate supplies. This position also fills in for utility crew members when needed and necessary for the functionality of the city.

Utility Crew 1: Entry-level utility worker. Receives direction and guidance from others. Acquiring training needed to complete basic functions of the job. Certificates and accomplishments include flagger certification, first aid & AED training, Asbestos awareness certification.

Utility Crew 2: Experienced utility worker. Performs or is capable of performing all duties equivalent to Utility Crew 1. Works with some supervision and guidance. Acquiring training needed to complete advanced functions of the job, which can include carpentry skills. Certificates and accomplishments include either Cross Connection Specialist or water distribution specialist certification. Trained on and able to operate equipment related to duties safely and efficiently.

Utility Crew 3: Experienced utility worker. Performs or is capable of performing all duties equivalent to Utility Crew 2. Works independently. Certificates and accomplishments include Cross Connection Specialist and water distribution manager certification.

Public Works Administrative Assistant 3: Entry-level clerical worker. This employee is capable of general bookkeeping, data entry, tracking inventory and providing public works staff with daily guidance. This employee will keep track of the task calendars and software used to monitor progress in public works.

Public Works Administrative Assistant 4: Performs or is capable of performing all duties equivalent to Public Works Administrative Assistant 3. Works independently. Has obtained certificates related to the public works field. Develops and enforces procedures and practices within the public works department.

Utility Crew Lead in Training: Entry level Lead utility worker/supervisor. This is a probationary position for training new Crew Leads. The probationary period is one year. Works independently and gives guidance to others. Has responsibility for one utility area (e.g., sewer collection or water distribution or streets, parks, and drainage). Certificates and accomplishments relate to the utility area they supervise.

Utility Crew Lead 4: Lead utility worker/supervisor. Works independently and gives guidance to others. Has responsibility for one utility area (e.g. sewer collections and water distribution, streets and sidewalks, equipment). Certificates and accomplishments relate to the utility area they supervise. Ensures crews operate to City, State and federal standards.

Utility Crew Lead 5: Lead utility worker/supervisor. Works independently and gives guidance to others. Has responsibility for one utility area (e.g. sewer collections and water distribution, streets and sidewalks, equipment). Certificates and accomplishments relate to multiple disciplines, such as water distribution manager and Pesticides Certification as an example. Ensures crews operate to City, State and federal standards.

Field Supervisor in Training: Entry Level Field Supervisor. This is a probationary position for training of new Field Supervisors. Receives some guidance and supervision from the Public Works Director. Participates in all aspects of operations. Sets work priorities and tasking. Ensures quality and efficiency of operations. Makes continual improvements for efficiency and quality of operations. Takes a lead role in configuration management. Certificates and accomplishments relate to the utility area they supervise. Ensures crews operate to City, State and federal standards.

Field Supervisor 4: Field Supervisor. Receives some guidance and supervision from Public Works Director. Participates in all aspects of operations. Sets work priorities and tasking. Ensures quality and efficiency of operations. Makes continual improvements for efficiency and quality of operations. Takes a lead role in configuration management. Certificates and accomplishments relate to the utility area they supervise. Ensures crews operate to City, State and federal standards.

Field Supervisor 6: Senior Field supervisor. Works independently and supervises others. Ensures quality and efficiency of operations. Performs or is capable of performing all duties equivalent to Field Supervisor 5. Works closely with the Public Works Director in planning improvements to city infrastructure. Acts as city liaison for construction projects. Sets priorities and assigns tasks. Ensures effective configuration management. Prepares the department budgets with some guidance. When needed reports to the appropriate state agencies. Certificates and accomplishments relate to the utility area they supervise. Ensures crews operate to City, State and federal standards.

Plant Operator 4: Entry-level plant operator. Receives direction and guidance from senior Plant Operators. Capable of some plant operations and minor repairs without assistance. Communicates plant status to others. May perform other Public Works duties. Certificate would be Operator in Training through Water or Wastewater Treatment Plant Operator 1.

Plant Operator 5: Performs or is capable of performing all duties equivalent to Plant Operator 4. Provides some supervision and guidance to others. Capable of plant operations requiring the exercise of judgment, including making process adjustments and moderate repairs without supervision. Certificate Level is Water or Wastewater Treatment Plant Operator 1 minimum. Understands

Plant Operator 6: Senior plant operator/plant supervisor with at least five years of full-time plant operation experience combined with demonstrated supervisory experience. Performs or is capable of performing all duties equivalent to Plant Operator 5. Capable of plant operations requiring the exercise of judgment, including making any and all process adjustments and complex repairs at the plant and throughout the entire distribution system without supervision.

Sets priorities and assists in preparing/managing the budget. Certificate would be Water or Wastewater Treatment Plant Operator 2 or greater. Ensures Plant operates to City, State and Federal requirements.

Mechanic 4: Entry-level mechanic. Capable of performing a range of duties and responsibilities that can differ from day to day depending on the jobs that they are assigned. This can include anything from routine maintenance work to specialized repairs with some supervision and guidance. Orders and keeps inventory for regular maintenance.

Mechanic 5: Experienced mechanic. Capable of maintaining vehicles, equipment and city infrastructure equipment with minimum supervision and guidance. Performs or is capable of performing all duties equivalent to Mechanic 3. Sets own priorities. Supervises others, as necessary. Has some SAE Certifications.

Mechanic 6: Senior mechanic. Capable of maintaining vehicles, equipment, and city infrastructure equipment without supervision. Performs or is capable of performing all duties equivalent to Mechanic 4. Sets work schedules and priorities. Supervises others, as necessary. Has multiple SAE Certifications.

Public Works Director 7: Entry-level utility manager. Receives guidance and supervision from others. Participates in some aspects of utility operations and management. Sets work priorities and tasking. Ensures quality and efficiency of operations. Participates in configuration management. Assists in developing the department budget.

Public Works Director 8: Experienced utility manager. Receives some guidance and supervision from others. Participates in all aspects of utility operations and management. Sets work priorities and tasking. Ensures quality and efficiency of operations. Makes continual improvements for efficiency and quality of operations. Takes a lead role in configuration management. Prepares the department budgets with guidance.

Public Works Director 9: Experienced utility manager/director. Works independently. Performs or is capable of performing all duties equivalent to Utility Manager 8. Works closely with the city engineer in planning improvements to city infrastructure. Acts as city liaison for construction projects. Provides management information on status of the city infrastructure and does tradeoff analysis in problem solving and in proposing changes. Ensures effective configuration management. Prepares the department budgets with some guidance.

Deputy Chief 6: Deputy Chief reports directly to the Police Chief. While the Chief is not on duty supervises subordinate personnel. Supports the Chief in training all personnel and enforces the standard operating procedures of the Department. Maintain and provide the operation and accountability of all evidence, property, and all other possessions of the Police Department. Prepare and maintain records of the Police Department or assist the Chief in doing so. Participate in certain personnel matters, such as labor negotiations, and personnel file retention. Makes recommendation to Police Chief on personnel actions.

Deputy Chief 7: Performs or is capable of performing all duties equivalent to Deputy Chief 6. Has been at least 10 years of law enforcement experience. Relieves the Chief of certain administrative duties to include reporting directly to the Mayor and Council when needed. Assists the Chief in the annual budget preparation.

Police Chief 8: Chief reports directly to City Administrator and is responsible for the entire Police Department. Manages, schedules, and supervises all police employees. Prepares and manages the annual police department budget. Develops policies and procedures within the department in regard to operations, personnel, and disciplinary actions. Coordinates with other local, state, and federal law enforcement agencies and ensures cooperation. Represents the City at various meetings, conferences, and trainings. Reports to the Mayor and City Council monthly.

Police Chief 9: Performs or is capable of performing all duties equivalent to Chief 8. Has been at least 10 years of law enforcement experience. Develops and enforces all department procedures, task force leadership and special case investigation. Builds relationships with other agencies.

CITY OF LONG BEACH

ORDINANCE NO. 1026 EXHIBIT B

2024 PAY TABLE (Effective January 1, 2024)

Step	1		2		3		4		5		6	
Grade	Years to Step		1		1		1		2			
1			\$		45,624	\$		47,449	\$	49,347	\$	51,321
2	\$	47,449	\$	49,347	\$	51,321	\$	53,374	\$	55,509	\$	57,729
3	\$	53,374	\$	55,509	\$	57,729	\$	60,038	\$	62,440	\$	64,937
4	\$	60,038	\$	62,440	\$	64,937	\$	67,535	\$	70,236	\$	73,046
5	\$	67,535	\$	70,236	\$	73,046	\$	75,968	\$	79,006	\$	82,166
6	\$	75,968	\$	79,006	\$	82,166	\$	85,453	\$	88,871	\$	92,426
7	\$	85,453	\$	88,871	\$	92,426	\$	96,123	\$	99,968	\$	103,967
8	\$	96,123	\$	99,968	\$	103,967	\$	108,125	\$	112,450	\$	116,949
9	\$	108,125	\$	112,450	\$	116,949	\$	121,626	\$	126,492	\$	131,551
10	\$	121,626	\$	126,492	\$	131,551	\$	136,813	\$	142,286	\$	147,977
11	\$	136,813	\$	142,286	\$	147,977	\$	153,896	\$	160,052	\$	166,454

2024

City of Long Beach

Hourly Employee Hourly Rate of Pay Scale

Step	1		2		3		4		5		6	
Grade	Years to Step		1		1		1		2			
1				\$	21.93	\$	22.81	\$	23.72	\$	24.67	
2	\$	22.81	\$	23.72	\$	24.67	\$	25.66	\$	26.69	\$	27.75
3	\$	25.66	\$	26.69	\$	27.75	\$	28.86	\$	30.02	\$	31.22
4	\$	28.86	\$	30.02	\$	31.22	\$	32.47	\$	33.77	\$	35.12
5	\$	32.47	\$	33.77	\$	35.12	\$	36.52	\$	37.98	\$	39.50
6	\$	36.52	\$	37.98	\$	39.50	\$	41.08	\$	42.73	\$	44.44
7	\$	41.08	\$	42.73	\$	44.44	\$	46.21	\$	48.06	\$	49.98
8	\$	46.21	\$	48.06	\$	49.98	\$	51.98	\$	54.06	\$	56.22
9	\$	51.98	\$	54.06	\$	56.23	\$	58.47	\$	60.81	\$	63.25
10	\$	58.47	\$	60.81	\$	63.25	\$	65.78	\$	68.41	\$	71.14
11	\$	65.78	\$	68.41	\$	71.14	\$	73.99	\$	76.95	\$	80.03

TAB - D



**CITY COUNCIL
AGENDA BILL
AB 23-61**

Meeting Date: December 4, 2023

AGENDA ITEM INFORMATION

**SUBJECT: 2024 Budget
Adoption – Public
Hearing**

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

Other:

DG

COST:

SUMMARY STATEMENT: 2024 Final Budget Public Hearing

RECOMMENDED ACTION: Receive public comment on the proposed budget. If the City Council is satisfied, adopt Ordinance 1027, otherwise continue the public hearing to a future date.

ORDINANCE No. 1027

AN ORDINANCE OF THE CITY OF LONG BEACH, WASHINGTON, ADOPTING THE 2024 FINAL BUDGET.

WHEREAS, it is required that each municipality adopt an annual budget, and,

WHEREAS, the City Clerk did publish in a timely manner all required notices for said budget, and,

WHEREAS, the City Council held several budget workshops and a public hearing at City Council meetings,

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LONG BEACH, WASHINGTON, that the 2024 Final Budget is hereby adopted.

PASSED this 4th day of December 2023.

AYES

NAYS

ABSENT

ABSTENTIONS

Jerry Phillips, Mayor

ATTEST:

Jessie Hermens, City Clerk

2024 FINAL BUDGET

Fund	Revenues	Expenditures
General Fund	3,161,561	2,731,177
General Fund Sinking	920,000	0.00
Capital Projects	202,562	65,000
Law Enforcement	1,368,409	1,365,096
Law Enforcement Sinking	50,000	-
Fire Equipment	264,647	87,408
Streets	1,212,434	1,049,861
Streets Sinking	140,000	0.00
Lodging Tax	5,128,754	5,097,835
Lodging Tax Sinking	1,405,000	1,000,000
Capital Improvements	497,107	433,813
Capital Improvements Sinking	200,000	0.00
Water	3,887,933	3,544,600
Water Sinking	630,000	0.00
Wastewater	4,899,182	4,631,103
Wastewater Sinking	470,000	0.00
Stormwater	616,888	479,342
Stormwater Sinking	220,000	0.00

TAB - E



**CITY COUNCIL
AGENDA BILL
AB 23-62**

Meeting Date: December 4, 2023

AGENDA ITEM INFORMATION

**SUBJECT: Setting Water
and Sewer Connection
Fees – Ordinance 1028**

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: N/A

Other:

SUMMARY STATEMENT: The council has discussed raising the utility connection fees to account for some of the revenue needed to keep up with repairs and maintenance to the city's infrastructure. This is displayed through Ordinance 1028 raising water and sewer connections from \$2,500 to \$5,500 each. This decision is supported by rate studies conducted by the city's engineers.

RECOMMENDED ACTION: Adopt Ordinance 1028.

ORDINANCE No. 1028

AN ORDINANCE OF THE CITY OF LONG BEACH SETTING WATER AND SEWER CONNECTION CHARGES AND REPEALING ANY ORDINANCE IN CONFLICT THEREWITH.

WHEREAS, through the water and sewer comprehensive plans a dollar amount has been identified that is needed to replace and repair the current utility systems, and

WHEREAS, the City of Long Beach is prepared to reflect those charges in the connection fees,

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LONG BEACH, WASHINGTON, AS FOLLOWS:

SECTION 1. CONNECTION FEE

There is hereby imposed by the City of Long Beach a water and/or sewer connection charge, which charge is applicable to all land served by the water and/or sewer systems of the City.

Basic Connection Fees

Basic Charge for Water	\$5,500 per service
Basic Charge for Sewer	\$5,500 per service

Per Unit Fees

Multi-unit residential development	\$5,500 per unit
Unit fee for Water	\$2,750 per unit
Unit fee for Sewer	\$2,750 per unit
Unit fee for hotels/motels	\$1,750 per unit (\$875 for water, \$875 for sewer)
Unit fee for food trucks	\$2,750 per unit (\$1,375 for water, \$1,375 for sewer)

The connection charges are immediately due and payable upon the acceptance of a Utility Service Application by the City. City Hall staff shall collect the connection charges before permitting any connection to the City's water and/or sewer systems. Water meter installation is performed by the Long Beach city crew. Therefore, in addition to the connection charges there will an additional bill issued to the customer for parts and labor incurred during the time of installation.

Each installation of a water meter shall constitute a basic connection charge, irrespective of how many meters are installed for a given building. Furthermore, every commercial unit shall have an individual water meter and sewer connection charge. Furthermore, when a commercial business and residential dwelling are located in the same structure, each will be served by a separate water meter.

*All unit fees are in addition to the basic fees. Each unit fee is outlined in Attachment B to this ordinance.

SECTION 2. EFFECTIVE DATE

Any Ordinance in conflict with this Ordinance, to the extent of such conflict, is hereby repealed. This Ordinance shall be in full force and in effect January 1st, 2024, after its passage approval and publication in the manner required by law.

PASSED this 4th day of December 2023.

AYES

NAYS

ABSENT

ABSTENTIONS

Jerry Phillips, Mayor

Attest:

Jessie Hermens, City Clerk

ATTACHMENT B

UNIT CHARGES

Single Family Dwelling	1 Unit
Multiple Family Dwellings	1 Unit per living unit
Schools	1 Unit per 20 students
Motels and Hotels	1 Unit per rentable unit
Motel and Hotel Laundry Rooms	1 Unit per 2 washers
Mobile Home/RV Parks	1 Unit per 2 trailer spaces
Laundry/recreational-Mobile/RV Parks	1 Unit per 2 washers
Restaurant	1 Unit per 10 seat capacity
Food Truck	1 Unit per 1 truck
Hospital and other institutions	1 Unit per 3 beds
Commercial and Industrial	1 Unit per 9 Employees or fraction thereof.
Launderette	1 Unit per 2 washers
Auto Service Station	2 Units
Car Wash	4 Units for each 3 stalls or fraction thereof.
Public Meeting Places (includes theaters and churches)	1 Unit per 200 seat capacity
Any users not defined above	To be set by Director of Public Works subject to approval of the Council.

WATER INSTALLATION FEES

Parts, Labor & Equipment:

- > Labor is figured @ \$55.00 per hour
- > Parts are sold at our cost
- > Backhoe is figured @ \$120.00 per hour
- > Push Machine is figured @ \$120.00 per hour
- > Any unusual cost assessed by the Director of public works

Hourly rate is figured as the time the labor and/or equipment is at the job site rounded to the nearest 15 minutes.

TAB — F



**CITY COUNCIL
AGENDA BILL
AB 23-63**

Meeting Date: December 4, 2023

AGENDA ITEM INFORMATION

**SUBJECT: Setting
Water, Sewer and Storm
Water Rates for 2024**

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: N/A

Other:

SUMMARY STATEMENT: This adopts the rate increases discussed during the budget workshops. Monthly residential rates for Water increase \$2.04, Sewer increases \$3.94 and Storm Water increases monthly .15¢ for a total monthly increase of \$6.68 per month (including utility tax).

RECOMMENDED ACTION: Adopt Ordinance 1029.

ORDINANCE No. 1029

AN ORDINANCE OF THE CITY OF LONG BEACH, WASHINGTON RELATING TO UTILITIES; AMENDING RATES AND CHARGES OF THE WATERWORKS UTILITY, INCLUDING THE WATER SYSTEM AND THE SEWER SYSTEM; ESTABLISHING SCHEDULE AND PROGRAM FOR RATE STABILIZATION; ESTABLISHING EFFECTIVE DATE.

THE CITY COUNCIL OF THE CITY OF LONG BEACH, WASHINGTON DOES HEREBY ORDAIN, AS FOLLOWS:

Section 1. RECITALS AND FINDINGS.

1.1 The City of Long Beach (“City”) owns and operates a Waterworks Utility, including a water system, sewer system, and storm and surface water system (“Utility”), including both local and regional facilities.

1.2 The City has financed the acquisition and improvement of local and regional Utility facilities with the proceeds of its revenue bonds.

1.3 The facilities and services provided by the Utility are critical to the health, welfare and safety of the citizens of the City and the neighboring community served by the Utility.

1.4 Rate adjustments are necessary from time to time to ensure that sufficient revenues exist to properly maintain and efficiently operate the Utility and make additions and planned improvements as appropriate.

Section 2. WATER RATES AND CHARGES.

2.1 Water rates for lots connected to the water system.

The rates and charges for water service to lots connected to the water system within the corporate limits of the city are fixed and established as follows:

A. The minimum monthly rate charge is based on meter size per the following schedules:

Inside City Limits:

METER SIZE		2021	2022	2023	2024
Residential 3/4 - 1"		\$38.09	\$39.23	\$40.80	\$42.84
Commercial 3/4 1"		\$45.30	\$46.66	\$48.53	\$50.96
Commercial 1.5"		\$53.90	\$55.51	\$57.73	\$60.62
Commercial 2"		\$77.83	\$80.17	\$83.38	\$87.55
Commercial 3"		\$105.75	\$108.93	\$113.28	\$118.95

Outside City Limits:

METER SIZE		2021	2022	2023	2024
Residential 3/4 - 1"		\$57.15	\$58.87	\$61.22	\$64.28
Commercial 3/4 1"		\$67.95	\$69.99	\$72.79	\$76.43
Commercial 1.5"		\$80.79	\$83.21	\$86.54	\$90.87
Commercial 2"		\$116.75	\$120.25	\$125.06	\$131.32
Commercial 3"		\$158.64	\$163.40	\$169.94	\$178.43

- B. Commodity Charge. The monthly commodity charge (or excess rate) is charged per the following schedule regardless of water meter size:

Adopted December 4th, 2023, and effective on the first day of January for each and every succeeding year on and after 2024, shall be subject to a commodity charge for each 100 cubic feet of water in excess of the 400 cubic foot minimum allowed per month thereof, as follows:

<u>Inside City Limits:</u>		2021	2022	2023	2024
Subservice Charge		\$4.00	\$4.12	\$4.29	\$4.50
Nursing Home / Bed		\$1.52	\$1.57	\$1.63	\$1.71
Commodity / 100 cu ft.		\$6.81	\$7.01	\$7.29	\$7.66
<u>Outside City Limits:</u>		2021	2022	2023	2024
Subservice Charge		\$5.99	\$6.17	\$6.41	\$6.73
Nursing Home / Bed		\$2.27	\$2.34	\$2.43	\$2.55
Commodity / 100 cu ft.		\$6.81	\$7.01	\$7.29	\$7.66

- C. Contracts Authorized. The city council may enter into contracts with water users deviating from such rates where special circumstances dictate; provided, that such rates shall not be discriminatory.

Section 3. STORM AND SURFACE WATER RATES AND CHARGES.

Rates and charges.

- A. The rates and charges set forth in this chapter shall be considered uniform rates and charges for the following uniform rates per class of customers or service furnished by the system:
1. Adopted December 4th, 2023, and thereafter effective on the first day of January for each and every succeeding year the rates shall be as follows:

		2019	2020	2021	2022	2023	2023
Residential		\$ 13.94	\$ 14.36	\$ 14.36	\$ 14.65	\$ 14.65	\$ 14.80
Commercial (per/ERU)		\$ 13.94	\$ 14.36	\$ 14.36	\$ 14.65	\$ 14.65	\$ 14.80

The ERU is a Residential Equivalent Unit equal to 3,600 square feet. The City Administrator or his designee shall determine the quantity of the storm and surface water drainage from lots that are dedicated to a substantially undeveloped state by virtue of being public parks, recreational area, other undeveloped publicly owned land, or open space designated under RCW Chapter 84.34.

- B. For purposes of computing storm and surface water rates under this section, the land use designation as residential or commercial shall be the principal activity on the premises as determined by the City Administrator or his designee. For rate purposes, developed and undeveloped residential lots shall be deemed a single class. Developed lots are those for which any city or county permit or application for real estate improvement activity (including, but not limited to driveway, septic, building and electrical improvements and water meter installation) has been issued, should have been issued or would now be required if the development occurred under present city regulations.

Section 4. SEWER RATES AND CHARGES.

4.1 Sewer rates for connected lots.

The rates and charges for sewer service to lots are fixed and established as follows:

A. Rates.

Adopted December 4th, 2023, and effective the first day of January for each and every succeeding year the rates shall be as follows:

Sewer type	2022	2023	2024
Single Family Residence	\$ 75.90	\$ 78.94	\$ 82.88
Apartments, Per Unit	\$ 75.90	\$ 78.94	\$ 82.88
Motels, Base Charge	\$ 101.24	\$ 105.29	\$ 110.56
Motels, each additional rental	\$ 17.14	\$ 17.83	\$ 18.72
Condominiums, each rental	\$ 75.90	\$ 78.94	\$ 82.88
Mobile Home Parks, each rental space	\$ 75.58	\$ 78.60	\$ 82.53
Trailer Parks, Base Charge	\$ 101.38	\$ 105.43	\$ 110.70
Trailer Parks, each hookup	\$ 12.64	\$ 13.15	\$ 13.80
Laundromats, self-service & Dry Cleaning	\$ 347.32	\$ 361.22	\$ 379.28
Industrial Laundry	\$ 632.27	\$ 657.56	\$ 690.44
Car Washing Facilities	\$ 347.32	\$ 361.22	\$ 379.28
Canner Operations	\$ 347.32	\$ 361.22	\$ 379.28
Restaurants, Taverns (first 20 person capacity)	\$ 144.90	\$ 150.70	\$ 158.23
Restaurants, Taverns (each additional 5 person capacity)	\$ 11.08	\$ 11.52	\$ 12.10
Schools - Summer Rate	\$ 189.62	\$ 197.20	\$ 207.06
Schools - Sept. - May (each occupant)	\$ 5.37	\$ 5.58	\$ 5.86

Nursing Homes, Convalescent Center base charge	\$ 88.62	\$ 92.17	\$ 96.78
Nursing Homes, Convalescent Center each patient bed available	\$ 17.14	\$ 17.83	\$ 18.72
Service Station	\$ 101.24	\$ 105.29	\$ 110.56
Churches, municipal parks & buildings	\$ 113.89	\$ 118.45	\$ 124.37
Theaters, large stores, banks, medical & Dental clinics, mortuaries & beauty shops	\$ 116.16	\$ 120.81	\$ 126.85
Fraternal Halls, per floor	\$ 164.48	\$ 171.06	\$ 179.61
Business offices, small stores & optometrist	\$ 82.52	\$ 85.82	\$ 90.11
State Parks Restroom Facilities	\$ 245.46	\$ 255.28	\$ 268.04

B. Sewer Rates Standards and Policies.

The City Council may enter into contracts with sewer users deviating from the rates in this Section where special circumstances dictate; provided, that such rates shall not be discriminatory.

C. Disputes.

All questions or disputes regarding the appropriate rate to be applied to the structure shall be resolved by the City Administrator. Any appeal from the decision of the City Administrator shall be to the city hearing examiner.

Section 5. AGGREGATE OF RATES.

The City declares that the rates and charges fixed and placed in effect by this Ordinance are founded on assumptions that there will be growth in the number of services (connections) and in demand in the City and neighboring community. The City adopts and establishes whatever aggregate monetary charges the rates and charges, placed in effect by this Ordinance, generate when applied to the units of service provided, now and in the future.

Section 6. LOW INCOME SENIOR CITIZEN DISCOUNT RATE.

6.1 The following will be low income senior citizen discount rate guidelines:

- A. The low income senior citizen discount will apply only to the base rate for the billing.
- B. Current full-time residential or owner occupied commercial customers of the City of Long Beach, Washington Utility System may apply for a discount under the Utility Discount Program by filing an application attesting and affirming to the following:
 - 1. Utility service in under the occupant's (applicant's) name.
 - 2. The applicant has been a full-time resident in the Long Beach Utility Service area using utilities for not less than one (1) year.
 - 3. Senior Citizen is Age 65 or older as of January 1, 2024.
 - 4. Rates for applicants approved for the Senior Citizen Low Income Utility Discount Program shall receive the following credit against the applicant's utility bill for each calendar year.

Total Household Income	Percentage of Credit	Discount Amount	Annual Total
\$25,475 - \$29,631	15%	\$21.08	\$252.96
\$15,796 - \$25,474	30%	\$42.16	\$505.92
\$9,519 - \$15,795	45%	\$63.23	\$758.76
\$9,518 and under	60%	\$84.31	\$1011.72

Maximum allowable credit per year is \$1011.72

5. Eligible residential customers are required to reapply for this program on an annual basis.
6. The total income from all sources of everyone living in the home shall be reported. If this is a new application, please provide a copy of your 2023 IRS Tax Return with schedules, along with supporting documentation.

Section 7. SEVERABILITY.

If any portion of this ordinance as now or hereafter amended, or its application to any person or circumstances, is held invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole, or any section, provision or part thereof not adjudged to be invalid or unconstitutional, and its application to other persons or circumstances shall not be affected.

Section 8. REPEAL OF CONFLICTING ORDINANCES.

All previous Ordinances are hereby repealed insofar as they may be in conflict with this Ordinance.

Section 9. EFFECTIVE DATE.

This Ordinance shall take effect five days after publication.

ADOPTED this 4th day of December 2023.

AYES NAYS ABSENT

Jerry Phillips, Mayor

ATTEST: _____
Jessie Hermens, City Clerk

TAB - G



**CITY COUNCIL
AGENDA BILL
AB 23-64**

Meeting Date: December 4, 2023

AGENDA ITEM INFORMATION		
SUBJECT: <i>Appointing a Delegate and alternate to Washington Cities Insurance Authority.</i>	<i>Originator:</i>	
	Mayor	
	City Council	
	City Administrator	DG
	City Attorney	
	City Clerk	
	City Engineer	
	Community Development Director	
	Fire Chief	
	Police Chief	
	Streets/Parks/Drainage Supervisor	
	Water/Wastewater Supervisor	
COST: N/A	Other:	
SUMMARY STATEMENT: As members of Washington Cities Insurance Authority, we are required to select a delegate and alternate to coordinate training, timely responses to claims and be a primary contact among other duties. With Brian's departure the city must appoint a new delegate.		
RECOMMENDED ACTION: Appoint David Glasson as the delegate, Ariel Smith as the alternate delegate.		

WCIA Full Board Delegate Job Description

Entity: City of Long Beach

The appointed Board Delegate's responsibilities and tasks are as follows:

1. Function as the primary source to coordinate communication with the Full Board, Executive Committee, and Authority staff regarding its member's needs. An appointed WCIA Delegate must be in a position of authority to implement policy and procedures requested by WCIA. The Delegate must be responsive and accountable to the WCIA Delegate job description. WCIA will schedule New Delegate orientation within 30 days of appointment.
2. Arrange for orientation of elected officials, department heads and staff.
3. Notify WCIA of changes in or additions to department directors, especially those who are unfamiliar with the organization.
4. Attend at least one, and strongly encouraged to attend three, WCIA Full Board Meetings annually, come informed as to the issues, and vote appropriately. Full Board policies or actions voted by Board Delegates are binding for the member entity.
5. Develop a working knowledge of pool operations, including an understanding of the budget, investment strategies, assessment formula, program coverages, and Authority services and resources.
6. Timely coordinate with the Authority, liability and/or property claims reporting procedures, newsletter distribution, risk management and loss control issues, annual field audits, insurance and indemnity requirements for member contracts, and generally possess the ability to communicate issues throughout the member entity. In order to take advantage of training offered, distribute training announcements within three (3) days to the identified departments.
7. Coordinate insurance coverage letter requests, Authority annual requests for worker hour and property or automobile schedule updates, additions and changes on a timely basis.
8. Receive and ensure timely processing of the annual assessment billing.
9. Monitor and coordinate compliance with the COMPACT.
10. Contact WCIA when member programs have increased risk exposure in property and liability, i.e. seek assistance for insurance and indemnification requirements.
11. Other duties developed by the Authority.

	Mayor	11/20/2023
Signature of Appointing Official	Title	Date
	City Administrator	11/20/2023
Signature of Delegate	Title	Date
David Glasson		dglasson@longbeachwa.gov
Printed Name of Delegate		Email Address
	Deputy City Administrator	11/20/2023
Signature of Alternate Delegate	Title	Date
Ariel Smith		asmith@longbeachwa.gov
Printed Name of Alternate Delegate		Email Address

[illegible]



**CITY COUNCIL
AGENDA BILL**

AB 23-65

Meeting Date: December 4, 2023

AGENDA ITEM INFORMATION

***SUBJECT: Surplus Bid
Award***

Originator:

Mayor

City Council

City Administrator

City Attorney

City Clerk

City Engineer

Community Development Director

Fire Chief

Police Chief

Streets/Parks/Drainage Supervisor

Water/Wastewater Supervisor

Other:

DG

COST: N/A

SUMMARY STATEMENT: The city received one bid on the surplus items: Hill and son excavating bid \$4,895.00 on the 2002 F350 Dump Truck. There were no bidders on the 1996 utility trailer.

RECOMMENDED ACTION: Approve the sales of surplus equipment to the highest bidder.

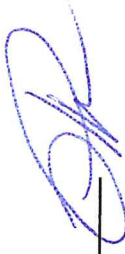
City of Long Beach

Surplus Equipment Bid November 2023

Directions:

Listed below are the items available for surplus bids. Enter the amount you wish to bid next to the item or items you are bidding upon. Return this form in a sealed envelope labeled "**Surplus Equipment Bid**" to Long Beach City Hall, P O Box 310, 115 Bolstad Avenue West, Long Beach, WA 98631 by 3:00 p.m. November 27, 2023. Bid opening will be November 29th at 3:30 p.m. Bids will be awarded at the December 4, 2023, Long Beach City Council Meeting.

Bidder: Hill + Son Excavating



Description	Minimum Bid	Your Bid
2002 F-350 4-yard Dump Truck (Transmission is out) 51,026 Miles	\$1500	\$4,895.00
1996 Utility Trailer	\$300	

TAB - I

Ariel Smith

From: Bush, Heather (ECY) <hkos461@ECY.WA.GOV>
Sent: Monday, November 27, 2023 9:16 AM
To: Ariel Smith
Cc: Brandon, Tess (ECY); Chandler, Jackie (ECY)
Subject: Long Beach LIA Initial Submittal Complete

[External Email]

Dear Ariel,

Thank you for your November 21, 2023, submittal of amendments to the City of Long Beach Shoreline Master Program (SMP).

- This email affirms your initial submittal includes all the required material required by WAC 173-26-104(3)(a).

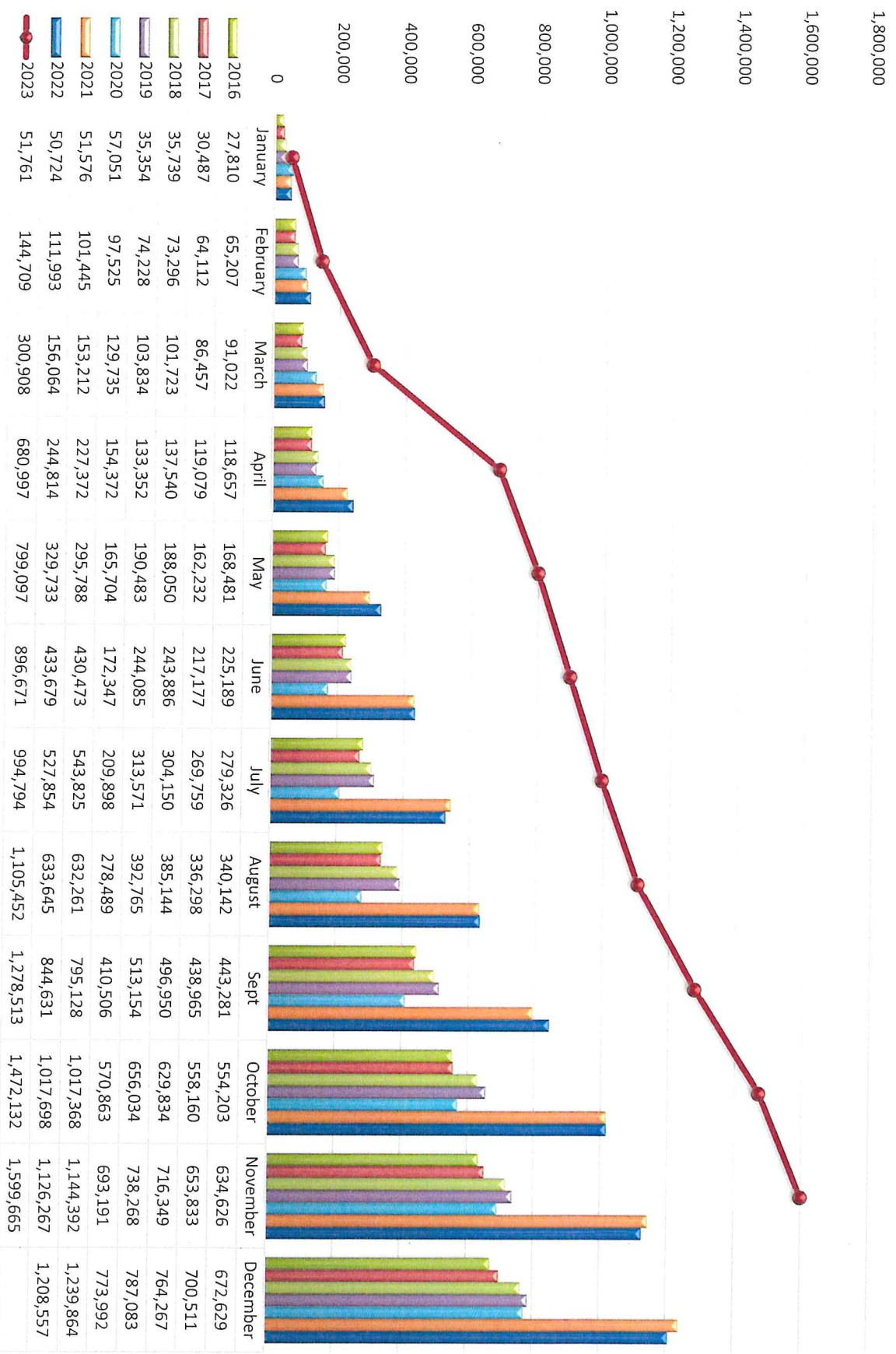
Next, Ecology will begin our initial state review and prepare our initial determination of whether your submittal is consistent with RCW 90.58 (Shoreline Management Act) and WAC 173-26, Part III (the SMP Guideline). Our goal is to send our initial determination within thirty days. If we expect more time will be needed, we will contact you about a longer review period.

Thank you again for your cooperation. Please let me know if you have any questions or concerns.

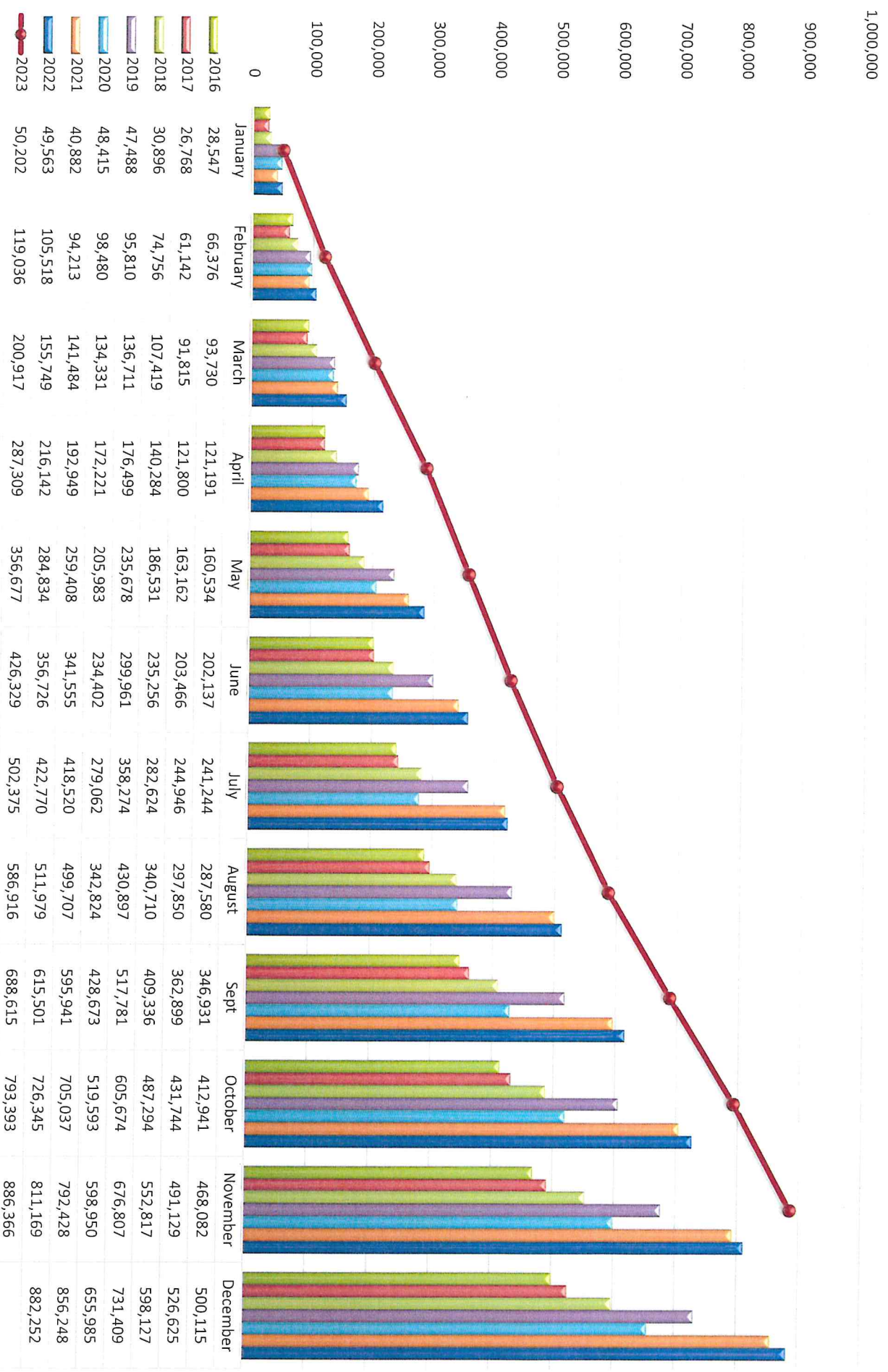
Best,

Heather Bush (she/her pronouns)
Regional Shoreline Planner
Shorelands and Environmental Assistance Program
WA Department of Ecology | Southwest Regional Office
PO Box 47775 Olympia, WA. 98504-7775 | 425-417-6982
hkos461@ecy.wa.gov

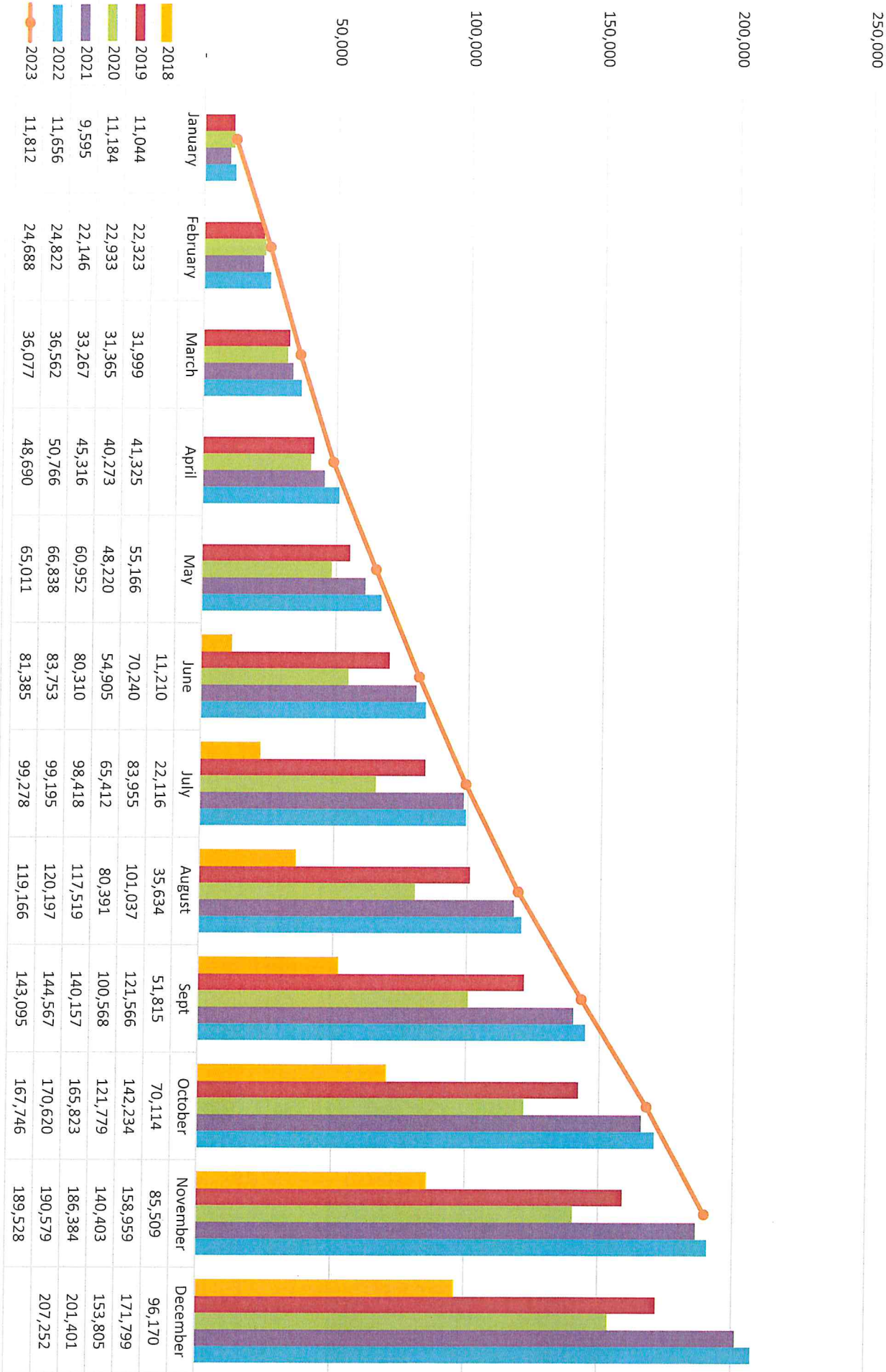
Lodging Tax Collections



Sales Tax Collections



Transportation Benefit District Collections - Cumulative



Long Beach Police

P.O. Box 795
Long Beach, WA 98631

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

12-01-23

Page 1 of 2

To: Mayor Phillips and Long Beach City Council

From: Chief Flint R. Wright

Ref.: Monthly Report for November 2023

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

Long Beach

290 Total Incidents
Aid Call Assists: 2
Alarms: 9
Animal Complaints: 2
Assaults: 2
Assists: 50
(Includes 4 PCSO Assist Outside City Boundaries)
Burglaries: 2
Disturbance: 8
Drug Inv.: 1
Fire Call Assists: 0
Follow Up: 39
Found/Lost Property: 14
Harassment: 7
Malicious Mischief: 3
MIP – Alcohol: 0
MIP – Tobacco: 0
Missing Persons: 1
Prowler: 1
Runaway: 0
Security Checks: 63
Suspicious: 23
Thefts: 9
Traffic Accidents: 3
Traffic Complaints: 19
Traffic Tickets: 1
Traffic Warnings: 10
Trespass: 7
Warrant Contacts: 0
Welfare Checks: 14

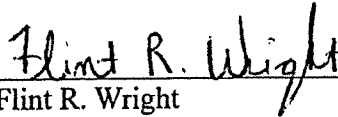
Ilwaco (Includes 25 Calls at Port)

208 Total Incidents
Aid Call Assists: 1
Alarms: 4
Animal Complaints: 2
Assaults: 4
Assists: 27
Burglaries: 2
Disturbance: 13
Drug Inv.: 2
Fire Call Assists: 0
Follow Up: 33
Found/Lost Property: 1
Harassment: 16
Malicious Mischief: 0
MIP – Alcohol: 0
MIP – Tobacco: 0
Missing Persons: 0
Prowler: 1
Runaway: 0
Security Checks: 51
Suspicious: 15
Thefts: 3
Traffic Accidents: 2
Traffic Complaints: 4
Traffic Tickets: 1
Traffic Warnings: 8
Trespass: 5
Warrant Contacts: 1
Welfare Checks: 12

Monthly Report Continued:

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The department had firearms range training on November 14th and 16th. We did a nighttime shooting course with our duty handguns.



Flint R. Wright
Chief of Police