



## AGENDA –Tuesday, January 16, 2024

6:00 p.m. Workshop

7:00 p.m. City Council Meeting

In-Person and Zoom Webinar

Meeting ID: 829 2381 4826

Password: 123456

### 6:00 WORKSHOP

WS 24-01

Council Rules and Procedures – TAB A

WS 24-02

Lone Fir Cemetery Discussion Continued – TAB B

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

Call to order

Mayor Svendsen, Council Member Perez, Council Member Phelps,

And roll call

Council Member Provenzano, 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 C

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, January 2, 2024 Regular Meeting
- Payment Approval List for Warrant Registers –91962-92016 for \$488,105.45

- AB 24-03 – Revising Signature Cards for Bank of the Pacific– TAB D
- AB 24-04 – Project Community Connect – Street Closure Request – TAB E
- AB 24-05 – CWCOC Representative and Alternate Selection – TAB F
- AB 24-06 – Interlocal Agreement to Renew Task Force EMS – TAB G

### ORAL REPORTS

### CORRESPONDENCE AND WRITTEN REPORTS

- Police Chief's Report December 2023

### 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.  
February 5, 2024, February 20, 2024 & March 4, 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 24-01**

**Meeting Date: January 16, 2024**

| <b>AGENDA ITEM INFORMATION</b>                                     |                                |    |
|--|--------------------------------|----|
| <b>SUBJECT: Council Rules and Procedures</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                   |    |
|  | PW Director                    |    |
| <b>COST:</b>   |                                |    |
| <b>SUMMARY STATEMENT:</b> Discuss the Council Rules and Procedures |                                |    |
|  |                                |    |

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.

**RESOLUTION NO. 2023-11**  
**A RESOLUTION AMENDING THE COUNCIL RULES, AND APPROVING THE**  
**CITY'S GOVERNANCE POLICIES**

**WHEREAS**, the City recognizes the value of well conducted meetings and guidelines of conduct; and

**WHEREAS**, the City now wishes to establish Council Rules to ensure such conduct;

**NOW THEREFORE BE IT RESOLVED**, by the City Council of the City of Long Beach that:

**Section 1**      **AUTHORITY**

- 1.1 The city adopts the classification of non-charter code city operating under the mayor-council plan of government as set forth in Revised Code of Washington chapter 35A.12, endowed with all the applicable rights, powers, privileges, duties and obligations of non-charter code cities as set forth in Revised Code of Washington chapter 35A.12 as the same now exists; including, but not by way of limitation, those set forth in Revised Code of Washington chapter 35A.11; and further including any and all supplements, amendments or other modifications of Revised Code of Washington title 35A which may hereafter be enacted. (1988 Code § 1.08.010) The Council, by resolution, may adopt rules consistent with state law, to govern its meetings.
- 1.2 The rules adopted in this resolution shall be in effect upon their adoption by the council and until such time as they are amended, added to, deleted or replaced in the manner prescribed by these rules.
- 1.3 These rules apply equally to the Mayor and Councilors.
- 1.4 These rules are to be observed in addition to and may not be contradictory to the current City Ordinances.

**Section 2**      **THE MAYOR AND COUNCIL**

- 2.1 The Mayor and Council (hereafter, Council) are the policy making body of the City.
- 2.2 Councilors have no authority when acting as individuals to make decisions and/or create policy for the City. This Authority resides solely with the majority vote of the Council while in a regular or special City Council meeting. City Council decisions which are not unanimous are still the official policy of the City.



### **Section 3      COUNCIL MEETINGS**

- 3.1 Regular meetings of the Council will be held the first and third Monday of each month at 7:00 p.m. and at such other additional dates and times as the Council shall determine. Unless otherwise provided, regular meetings shall be held at the Long Beach City Hall.
- 3.2 At the first regular City Council meeting in January following the election, the City Council shall select a Mayor Pro Tempore who will fill in for the Mayor when absent. This includes Council Meetings, ceremonial functions the Mayor would attend, other functions calling for the attendance of the Mayor and the signing of documents in the absence of the mayor. No other duties or responsibilities of the Mayor will be performed by the Mayor Pro Tempore.
- 3.3 Time and date of the regular Council meetings may be changed for special circumstances, to facilitate work sessions or in order to have a quorum of Councilors at the meeting. Regular meeting notice requirements must be followed.
- 3.4 Special meetings of the Council may be called at any time by the mayor or any three (3) members of the council by written notice delivered to each member of the council, the city clerk and the city administrator at least twenty four (24) hours before the time specified for the proposed meeting.
- 3.5 An emergency meeting of the Council is a Special Meeting which can be called when less than 24 hours' notice can be given. The minutes need to state the nature of the emergency. Emergency meetings may be held by consent of a majority of councilors. An attempt must be made to notify the public or the press of the need for this emergency meeting. Only the emergency matter(s) giving rise to the need for an emergency meeting may be considered.
- 3.6 Workshop or Training meetings of the Council may be held at the convenience of the Council at a time when as many as possible can attend. These meetings may be held for Council goal setting, new Councilor training, or longer workshops for planning programs or projects. The Council may decide if public input is allowed at a workshop, or it may be held without opportunity for public input.
- 3.7 Executive sessions may be held by the Council pursuant to Washington State laws. Staff members may be permitted to attend. The City Administrator is required to attend.
- 3.8 Open Meetings: All council meetings shall be open to the public except as permitted by Revised Code of Washington chapter 42.30. No ordinance or resolution shall be passed, or contract let or entered into, or bill for the payment of money allowed at any meeting not open to the public, nor at any public meeting the date of which is not fixed by ordinance, resolution, or rule, unless public notice of such meeting has been given by such notice to each local newspaper of general circulation, as

provided in Revised Code of Washington 42.30.080 as now or hereafter amended. (2007 Code)

- 3.9 Councilors should inform the Mayor, City Administrator, or City Administrative Staff if unable to attend any Council meeting. The Mayor will inform the Council Mayor Pro Tempore if unable to attend any Council meeting.
- 3.10 Only a majority of the Council shall determine an absence is unexcused. The absence of a member of the Council shall be recorded in the minutes as either excused or unexcused. [RCW 35A.12.060](#), which applies to mayor-council code cities which provides: "...a council position shall become vacant if the councilmember fails to attend three consecutive regular meetings of the council without being excused by the council."
- 3.11 Councilmembers may call or video conference in when not able to attend the regular meeting. Councilmembers intending to call or ~~skype~~ video conference in must give the City Administrator advanced notice of at least one business day so that accommodations can be made. This option can only be exercised up to three times in a calendar year for each Councilmember. Under a Declaration of Emergency this option can exceed three times per year.

#### **Section 4 AGENDA AND ORDER OF BUSINESS**

- 4.1 An agenda for each regular Council meeting shall be prepared by the City Administrator. The Mayor may direct that a specific item(s) be included on the agenda. The City Council at a regular City Council meeting may by majority vote, direct that a specific item(s) be place on the next regular council meeting agenda. The City Administrator should be given enough time to do necessary research or prepare necessary reports to address the agenda items. Agendas and informational material should be distributed to the Council at least three (3) calendar days prior to the meeting.

- 4.2 The normal order of business for a regular Council meeting shall be as follows:

Although the normal order of business for a regular Council meeting usually follows the format as presented below, the agenda may be modified in order to allow for a more efficient meeting and to allow the public to participate and be aware of the decision rendered without undue delay. For example, an Ordinance may be moved for action immediately after the public comment is held, rather than waiting for it to come up as an action item under administration.

- Open Regular Meeting with Call to Order, Pledge of Allegiance and Roll Call
- Public Comments
- Consent Calendar
- Business
- Oral Reports

- Correspondence and Written Reports
- Future City Council Meeting Schedule
- Adjournment
- Note – If required, an Executive Session can be placed on the City Council Agenda, but must be done prior to the meeting.

The Chair may consider agenda items out of order as he/she deems necessary to facilitate the efficient management of the agenda. A Council Member may request the Chair consider the same action for an agenda item.

## **Section 5      PROCEDURE FOR COUNCIL MEETINGS**

- 5.1 The current edition of Robert's Rules of Order Revised shall be used as a general guide for conduct of Council meetings, except in those cases where specific provisions contrary to Robert's rules shall be necessary and approved by the Council.
- 5.2 The City Council agrees to be clear and simple in its procedures and considerations of decisions before it. The Council shall avoid invoking the finer points of parliamentary rules to obscure issues and arouse audience suspicion at public meetings.
- 5.3 Council Meetings shall be chaired by the Mayor, if present, if not; the Council Mayor Pro Tempore shall serve as Chair. If neither the Mayor nor the Council Mayor Pro Tempore is present, the City Administrator shall call the meeting to order and those Council members present shall elect a Chair pro tem for that meeting. At any meeting, the Chair may appoint another member of the Council to serve as Chair for part or all of the meeting.
- 5.4 Every Councilor desiring to speak should first address the Chair, and await recognition to obtain the floor. No persons other than members of the Council and the person having the floor shall enter into any discussion, either directly or through a member of the Council without the permission of the Chair.
- 5.5 No motion shall be debated, except by the maker, until it has been seconded and announced by the Presiding Officer.
- 5.6 Members of the public desiring to address the Mayor and Council shall first be recognized by the Chair and then state their name and address for the record. Each person shall have up to three (3) minutes to present their comments. Groups with like comments should choose a spokesperson who will present their joint remarks.
- 5.7 Councilors should refer people with questions or complaints to the City Administrator, explaining that if they are not satisfied with the results of that meeting, they should ask to be put on a council meeting agenda or present their issue during the public input portion at a future council meeting.



- 5.8 City Councilors, with the approval of the Chair, may respond to a public comment during the public open comment period. If necessary, response to public comment may be referred to the City Administrator for response at a subsequent time.
- ~~5.9 Remarks by members of the public shall be limited to the question then under discussion. All remarks and questions shall be addressed to the Council as a whole and not to any individual Councilor. A member of the public wishing to address an item not otherwise listed on the agenda may do so only during Public Comment. Any remarks and questions regarding personnel or administration of the City shall be referred to the City Administrator by the Chair. The Chair may redirect other questions to a City Councilor or the City Administrator, as appropriate.~~
- 5.10 Every Councilor may address questions directly to the City Administrator, who may either answer the inquiry or designate a staff member to do so. Councilors are encouraged to present their questions to the City Administrator prior to the meeting when possible.
- 5.11 Prior to a vote, the Chair shall restate the motion or have the maker of the motion restate it to assure clarity of the issue.
- 5.12 When a quorum is present, a majority of the Council present and voting shall decide a motion. A Councilor who is present but abstains from voting is still counted in the quorum. A Councilor must be present to vote.
- 5.13 The passage of any ordinance, grant or revocation of franchise or license, and any resolution for the payment of money shall require the affirmative vote of at least a majority of the whole membership of the council.
- 5.14 Duty to Vote: Unless confronted with an actual conflict of interest or excused by a majority of the council, every member present when a question is taken, shall vote. For the purposes of this section, an abstention is counted as a vote.
- 5.15 Any Councilmember present who fails to vote without a valid disqualification or without having otherwise received the Council's permission to abstain shall be declared to have voted in the affirmative on the question.
- 5.16 Conflicts of Interest: In every case in which a Councilor is faced with an actual conflict of interest, the nature of the conflict must be disclosed during the public meeting and recorded in the minutes. If an actual conflict of interest exists, the Council member, after disclosing the nature of the conflict, shall remove him or herself from the Council table and refrain from participation in both the discussion and the vote on the issue.
- A. An actual conflict of interest is defined as any action, decision, or recommendation which will have a private financial or other benefit on the



Councilor or allow the Councilor to avoid a private financial or other detriment. This standard also applies to relatives of the Councilor or any business with which the Councilor or Councilor's relative is associated. (Chapter 42.23 RCW).

- B. "Remote Interests" (Chapter 42.23.040 RCW) "A municipal officer is not interested in a contract, within the meaning of RCW [42.23.030](#), if the officer has only a remote interest in the contract and the extent of the interest is disclosed to the governing body of the municipality of which the officer is an officer and noted in the official minutes or similar records of the municipality prior to the formation of the contract, and thereafter the governing body authorizes, approves, or ratifies the contract in good faith by a vote of its membership sufficient for the purpose without counting the vote or votes of the officer having the remote interest."

- 5.17 The vote on every motion shall be taken by a show of hands or roll call and entered in the meeting minutes. Any other questions before Council shall not require a recorded vote unless requested by any Council member. A member's explanation of their vote shall not be in order during a roll call.
- 5.18 A motion fails in the event of a tie vote. When the Mayor is present and presiding over the council meeting, if there is a tie in the votes of the council members with respect to issues other than the passage of any ordinance, grant, or revocation of a franchise or license, or any resolution for the payment of money, the Mayor may vote to break the tie.
- 5.19 A Councilor who votes on the prevailing side of a motion may move for reconsideration of any vote. This motion must occur during the meeting or at the very next scheduled Council meeting.

## **Section 6 DECORUM AND ORDER**

- 6.1 The Chair shall preserve decorum and decide all points of Order, subject to appeal to the Council.
- 6.2 The Councilors shall help the Chair preserve decorum during Council meetings and shall not, by conversation or other action, delay or interrupt the proceedings or refuse to follow the directions of the Chair or these Council Rules. Councilors shall, when addressing staff or members of the public, confine themselves to questions or issues then under discussion, shall not engage in personal attack, shall not impugn the motives of any speaker, and shall at all times, while in session or otherwise, conduct themselves in a manner appropriate to the dignity of their office.
- 6.3 Members of the administrative staff, employees of the City and other Persons attending Council meetings shall observe the same rules of procedure, decorum, and good conduct applicable to the members of the Council.

- 6.4 Any person who makes personal, impertinent, slanderous or unauthorized remarks or who becomes boisterous while addressing the Council or attending a Council meeting may be removed from the room, after fair warning, if the Chair so directs without a majority vote of the Council present. In case the Chair should fail to act, any member of the Council may obtain the floor and move to require enforcement of this rule; upon affirmative vote of the majority of the Council present, the person or persons shall be removed as if the Chair so directed. Stamping of the feet, whistles, yells and clapping are similarly not permitted. Such persons may be barred from further audience before the Council and, in aggravated cases; an appropriate complaint shall be issued by the Chair to prosecute this person or persons.
- 6.5 If a meeting is disrupted by members of the audience, the Chair may order that the Council Chamber be cleared and a recess called until order is restored.

## **Section 7 CODE OF ETHICS**

- 7.1 Councilors shall comply with all applicable provisions of the State of Washington's Government Ethics Laws.
- 7.2 Councilors are encouraged to conduct themselves so as to bring credit upon the City as a whole, and to set an example of good ethical conduct for all citizens of the community. Councilors should constantly bear in mind these responsibilities to the entire electorate, and refrain from actions benefiting any individual or special interest group at the expense of the City as a whole. Councilors should likewise do everything in their power to insure impartial application of the law to all citizens, and equal treatment of each citizen before the law, without regard to race, national origin, sex, age, social station, or economic position.
- 7.3 If the Mayor or Councilor represents the City before another public body, governmental agency, community organization or with the media, the Mayor or Councilor should always present the majority position of the Council. Personal opinions and comments may be expressed only if it includes clarification that these statements do not represent the position of the City Council. Communication of personal opinions and comments should not be accompanied with a statement of the author's status as a member of the Council.

## **Section 8 COUNCIL RELATIONS WITH CITY STAFF**

- 8.1 Orientation of New Members - It is important for the members of the City Council to gain an understanding of the full range of services and programs provided by the City. As new members join the City Council, the City Administrator and City Clerk will host an orientation program that provides an opportunity for members to tour municipal facilities and meet with key staff.

Another training opportunity for new members is the Association of Washington Cities-sponsored newly elected official orientation. At any time, if there are facilities or programs about which you would like more information, arrangements will be made to increase your awareness of these operations.

- 8.2 There will be mutual respect from both Councilors and staff of their respective roles and responsibilities when and if expressing criticism in a public meeting.
- 8.3 The Council sets city policies and goals. The staff implements and administers the policies and goals.
- 8.4 During a City Council meeting, all requests for information go directly to the Mayor, Chair or City Administrator. At other times, if the request for information would entail an effort that would require time to be spent in researching and/or preparing a response, the request goes directly to the Mayor or City Administrator. The Mayor will ask the City Administrator to direct them to other staff, the City Attorney or deal with them him/herself as appropriate. Questions or complaints regarding staff go directly to the Mayor or City Administrator.
- 8.5 The City Councilors may seek information from staff members regarding the operation of their department, but will not attempt to change or interfere with the operation or practice of any city department or personnel except by directing their concerns to the Mayor or City Administrator.

## **Section 9 COMMITTEES**

- 9.1 The mayor with consent of the council may establish by resolution ad hoc or standing committees to perform specified investigatory or advisory functions. Any authority granted to such committees shall be clearly delegated in the resolution creating the committee.
- 9.2 A Citizens Committee may be appointed for the length of time necessary to accomplish their mission. The appropriate number of appointees may be determined at the time of appointment.
- 9.3 The Mayor may remove a member from any city committee or commission prior to the expiration of the term of office. Reasons for removal may include, but are not limited to: missing three consecutive regular meetings of the committee or commission, disruptive or inappropriate behavior prior to, during, or after committee or commission meetings which prohibit the advisory body from completing its business in a timely manner, or not acting in the best interest of the citizens or city.
- 9.4 Members of the Council shall not attempt to lobby or influence board, committee, task force or commission members on any items under their

consideration. It is important for City advisory bodies to make objective recommendations to the Council on items before them. Councilors that attempt to influence board, committee, citizen committee or commission members on an item may prejudice or hinder their role in reviewing the recommendation as a member of the Council.

- 9.5 Council Committee meetings, when directed by the Council, may be called by the Chairman, or by any two members. A majority of the members of a Committee shall constitute a quorum to do business.
- 9.6 All meetings of any City Boards, Commissions, Task Forces, or Council Committees shall be subject to and comply with the Washington Public Meetings Laws.

## **Section 10      CONFIDENTIALITY**

- 10.1 Councilors must keep in complete confidence all written materials and verbal information provided to them in confidence or learned in executive session, to ensure that the City's position is not compromised. No mention of confidential information read or heard should be made to anyone other than other Councilors, the City Administrator, or City Attorney.
- 10.2 If the Council, in executive session, provides opinions or information to staff on proposed terms and conditions for any type of negotiation whether it be related to property acquisition or disposal, a proposed, pending or likely claim or litigation, and/or employee negotiations, all contact with the other parties shall be made by the designated staff representative handling the negotiations or litigation. A Councilor shall not have any contact or discussion with the other party, or the representatives involved with the issue, nor communicate any discussion conducted in executive session.
- 10.3 All public statements, information, or press releases on confidential matters will be handled by the Council Spokesperson or designated staff.

## **Section 11      SUSPENSION OR AMENDMENT OF COUNCIL RULES**

- 11.1 Any provision of these rules not governed by State law or the City Charter may be temporarily suspended by a majority vote of the Council.
- 11.2 Amendments, deletions or additions to these Council Rules shall be by Resolution approved by the City Council.

## **Section 12      SEVERABILITY**

The Councilors agree that if any term or provision of the rules is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining



terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the rules did not contain the particular term or provision held to be invalid.

Adopted this 5<sup>th</sup> Day of September 2023.

AYES

NAYS

ABSENT

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Jerry Phillips, Mayor

ATTEST:

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Jessie Hermens, City Clerk

## MRSC Inquiry: Council "president"

amperezbwa@yah.../Inbox



Steve Gross <sgross@mrsc.org>

To: amperezbwa@yahoo.com <amperezbwa@yahoo.com>

Dec 11, 2023 at 10:43 AM

Councilmember-elect Perez,

You submitted the following inquiry:

I attended the newly elected officials training today and in one session the term "President of the Council" was used and we were told this person presides over meeting in a strong mayor form of government. Is this a city council member who is designated by the majority of the council to be their president and to facilitate the city council meetings instead of the mayor in a mayor/council form of government?

The term "president of the council" is not provided for in statute. Under RCW [35A.12.065](#) the council elects one council member to serve as "mayor pro tempore" or "deputy mayor." That person temporarily serves as mayor in the elected mayor's absence.

Within the scope of this statute the city council in a mayor-council non-charter code city such as Long Beach has fairly broad discretion as to how it organizes itself. [Auburn's council](#) has delegated some coordination duties to its deputy mayor. Lynnwood's rules of procedure designate a "president of the council" but clearly states that this person is the deputy mayor as provided for by statute.

The mayor (or in their absence the mayor pro tem) *always* presides over all meetings of the city council. In some cities the mayor will "turn over the gavel" to a council member to run some or all of a study session.

But one question we often get is who in the city prepares the preliminary agenda for council meetings. I wrote about this in a 2021 blog post [Setting the Agenda: Less Control, More Cooperation](#). In some cities, such as Lynnwood, their council has administrative staff, and the council president and vice-president prepare preliminary agendas. (I assume with input from the mayor). In other cities the mayor and clerk prepare the preliminary agenda in coordination with the deputy mayor. Again, council has some flexibility as to how council wants to organize itself.

You can find other examples of council rules on our [Council/Board of Commissioners Rules of Procedure](#) topic page.

I hope this is helpful.

Steve

Steve Gross (he/him)

Legal Consultant

206.625.1300 x128

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### **Council—Quorum—Rules—Voting.**

At all meetings of the council a majority of the councilmembers shall constitute a quorum for the transaction of business, but a less number may adjourn from time to time and may compel the attendance of absent members in such manner and under such penalties as may be prescribed by ordinance. The council shall determine its own rules and order of business, and may establish rules for the conduct of council meetings and the maintenance of order. At the desire of any member, any question shall be voted upon by roll call and the ayes and nays shall be recorded in the journal.

The passage of any ordinance, grant or revocation of franchise or license, and any resolution for the payment of money shall require the affirmative vote of at least a majority of the whole membership of the council.

[ 2009 c 549 § 3012; 1967 ex.s. c 119 § 35A.12.120.]



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> [Setting the Agenda: Less Control, More Cooperation](#)

## Setting the Agenda: Less Control, More Cooperation

April 26, 2021 by [Steve Gross](#)

Category: [Legislative Body](#)



Meeting agendas make everyone's life easier. They help the presiding officer manage meetings, they help members of the governing body prepare to have an informed discussion before being asked to decide something, and they inform the public about upcoming meeting topics. However, agencies sometimes find themselves in conflict over who controls the selection of

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items to be placed on the agenda. This conflict is often related to whether the item requires staff time and resources.

In this blog I suggest that agencies can help resolve conflicts around agenda management by remembering four ground rules:

1. the meeting belongs to the governing body, and not to the agency executive;
2. the meeting belongs to the governing body *as a whole*, and not to one individual member (even if that individual member is the presiding officer),
3. an individual member can *request*, but only a majority of the governing body can *direct*, and,
4. if a new agenda item requires unplanned staff time or resources, then the agency will need to figure out how to allocate those resources.

## Before the Meeting

There is no state law directing how the agenda is prepared or modified. [RCW 42.30.077](#) only requires that agendas be made publicly available. So, every agency's rules can be tailored to its specific needs. One constant is that the clerk is an integral part of this process.

[Benton County](#) has delegated preparation of its agenda to its county administrator, and the chair may (but is not required to) review the agenda before it is finalized. In [Clallam County](#), items are submitted to the clerk, who prepares a proposed agenda for the county administrator and the board to review. Any commissioner may submit an item, and the board chair approves the final agenda. In [King County](#), matters are submitted to the clerk by a specific deadline, but this deadline can also be waived by the chair of the council.

In some mayor-council cities and towns, such as [Davenport](#), the mayor is involved in the preparation of the agenda. [Mukilteo](#) uses a planning committee consisting of the mayor, council president, and city administrator to prepare the agenda.

In council-manager cities, the city manager is involved in preparation of the agenda. In [Sequim](#), the clerk and city manager prepare the draft agenda but it is approved by the mayor and deputy mayor. The [Puyallup](#) city manager prepares the council's draft agenda. Two or more councilmembers can

request an item be added to the preliminary agenda and council (as a whole) will vote during the meeting on whether to add these items.

For most special-purpose districts, district staff will prepare the preliminary agenda to be approved by the board chair.

## During the Meeting

MRSC is often asked what to do when the presiding officer will not include a matter on the agenda. In that case, members of the governing body can ask for something to be added to the agenda during the meeting. Some agencies ask at the beginning of the meeting if there are any proposed modifications to the published/preliminary agenda. Other agencies allow new matters to be brought up during the part of the agenda set aside for comments by members of the governing body. [Puyallup](#) requires at least two councilmembers to ask for something to be added to a preliminary agenda. In [Sequim](#), “[t]he Presiding Officer, three (3) Council members, a majority of the Council members present, or the City Manager may introduce a new item to the agenda at a meeting.”

Finally, a member of a governing body can always move to bring a matter before the body. For example, a member can ask for a future report and discussion on comparable salaries and benefits. If the other members don’t respond to this request that member may think the request has been approved. In that case it helps to remember that one member cannot give direction — only the body as a whole can.

However, a formal roll-call vote is not required on every action; some items can be approved by consensus if it is clearly reflected in the minutes. The presiding officer should ask the rest of the members if they all agree. (The clerk or agency attorney may tactfully remind the presiding officer that it’s not clear for purposes of the minutes if the body has approved this request). If there is not clear agreement, the presiding officer should ask the member requesting a new item to make a motion to add this item to the current meeting agenda or to a future agenda. If the motion is not seconded, or if the vote to approve the proposal fails, the governing body can move to the next item of business.

## Other Considerations

A governing body can add a topic to its agenda and discuss it during a special meeting but [RCW 42.30.080\(3\)](#) prohibits “final disposition” of any matter not on the published agenda.

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Also, consider the effect that adding a new matter may have on staff resources. Many agencies establish workplans to guide staff time and the governing body's workload. Some agencies create a "parking lot" where ideas can be scheduled for review as time and resources allow. Others require the agency executive provide an estimate of the staff resources needed before an item is added to an agenda.

Here's where cooperation and understanding come in — staff must be flexible enough to be able to add new projects to their workload if that is the decision of the governing body, and members of the governing body must be understanding when told that their new project may delay the previously-approved work program or time spent to research the new agenda item may require significant staff resources. Each group will find its own balance.

Finally, even if the governing body as a whole chooses not to address an individual councilmember's or commissioner's request, a cooperative agenda-setting process will identify issues that are important to that individual, allowing the agency executive and staff time to allocate appropriate resources to work with that individual.

This is just a quick review for a complex issue. MRSC has previously written about this in our April 2021 blog post on [Roles and Responsibilities: Questions and Answers](#) and in our January 2019 blog post, [Balance of Power Struggles in City Government Redux](#). And you can find more information on these MRSC topic pages:

- [Council/Commission Meetings](#),
- [City Council Meeting Agendas](#),
- [Council/Board of Commissioners Rules of Procedure](#), and
- [Parliamentary Procedure: A Brief Guide to Robert's Rules of Order](#).

*MRSC is a private nonprofit organization serving local governments in Washington State. Eligible government agencies in Washington State may use our free, one-on-one [Ask MRSC service](#) to get answers to legal, policy, or financial questions.*





### About Steve Gross

Steve Gross joined MRSC as a Legal Consultant in January 2020.

Steve has worked in municipal law and government for over 20 years as an Assistant City Attorney for Lynnwood, Seattle, Tacoma, and Auburn, and as the City Attorney for Port Townsend and Auburn. He also has been a legal policy advisor for the Pierce County Council and has worked in contract administration.

[VIEW ALL POSTS BY STEVE GROSS](#)

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more

## Council/Board of Commissioners Rules of Procedure

This page provides an overview and examples of city council and county commission rules of procedure for local governments in Washington State.

On this Page [hide] ▲

Overview

Sample Rules of Procedure

Recommended Resources

### Overview

Many city councils and county councils/boards of commissioners in Washington have adopted formal rules of procedure to govern the conduct of their meetings. Often, the motivation in adopting rules is to increase meeting efficiency and effectiveness and to manage or reduce conflict. The basic idea in adopting rules is to ensure that these meetings will run more smoothly and follow a generally accepted format. A well-organized and well-managed meeting does not

necessarily guarantee good results, but it certainly helps.

City councils are authorized by statute or charter to determine their own rules and order of business and to establish formal rules for the conduct of council meetings. (See [RCW 35A.12.120](#) for noncharter code cities, [RCW 35.23.270](#) for second class cities, and [RCW 35.27.280](#) for towns.) Councils in first class cities are generally authorized to adopt rules of procedure by their city charters.

Although there is no statute that specifically authorizes a county council/board of commissioners to adopt rules of procedure for board meetings, that authority is necessarily implied from the council's/board's authority (and requirement) to hold meetings and conduct business. The legislative bodies of charter counties are either specifically authorized to adopt such rules by their charters or that authority exists as part of the county's broad powers.

## Sample Rules of Procedure

### Code Cities

- [Bothell City Council Protocol Manual \(2022\)](#)
- [Des Moines City Council Protocol Manual \(2022\)](#)
- [Chewelah Municipal Code Ch. 2.12 – City Council Rules of Procedure](#)
- [Ellensburg City Council Rules of Procedure \(2022\) – Includes adopting resolution](#)
- [Ferndale City Council Rules of Procedure and Ethics Handbook \(2022\)](#)
- [Gig Harbor City Council Guidelines and Procedures \(2022\)](#)
- [Issaquah City Council Rules of Procedure \(2023\) – Includes adopting resolution](#)
- [Lacey City Council Policies and Procedures Manual \(2022\)](#)
- [Lake Forest Park Governance Manual \(2016\)](#)
- [Monroe City Council Rules of Procedure \(2023\) – Includes adopting resolution](#)
- [Mukilteo City Council Rules of Procedure \(2022\)](#)
- [Poulsbo City Council Rules of Procedure \(2020\) – Includes adopting resolution](#)
- [Puyallup City Council Rules of Procedure \(2022\)](#)
- [Sequim City Council Rules of Procedure \(2023\) – Includes adopting resolution](#)

- [Shelton City Council Protocol Manual \(2023\)](#)
- [Shoreline City Council Rules of Procedure \(2023\)](#) – Includes adopting resolution
- [Spokane Valley Governance Manual \(2022\)](#) – Includes adopting resolution
- [Tukwila City Council Rules of Procedure \(2023\)](#)
- [Woodland City Council Rules of Procedure \(2022\)](#) – Includes adopting resolution

#### First Class Cities

- [Bellingham Guide to City Council Meetings](#)
- [Spokane City Council Rules of Procedure \(2023\)](#) – Includes adopting resolution
- [Tacoma City Council Rules of Procedure \(2022\)](#) – Includes adopting resolution

#### Second Class Cities

- [Palouse Municipal Code Ch. 20.08](#) – City Council General Provisions
- [Davenport City Council Rules of Procedures \(2013\)](#)

#### Counties

- [Clallam County Board of Commissioners Operating Guidelines \(2019\)](#)
- [King County Code Ch. 1.24 \(2023\)](#) – Council Rules and Order of Business
- [Pierce County Code Ch. 1.28 \(2020\)](#) – Rules of Procedure for Council

### Recommended Resources

MRSC has a webpage devoted to [Parliamentary Procedure](#) and publishes a number of online resources helpful to understanding Council/Board of Commissioners rules of procedure:

- [Mayor and Councilmember Handbook](#)
- [Knowing the Territory - Basic Legal Guidelines for Washington City, County, and Special District Officials](#)
- [County Commissioner Guide](#)



TAB - B



**CITY COUNCIL  
WORKSHOP BILL  
WS 24-02**

**Meeting Date: January 16, 2024**

| AGENDA ITEM INFORMATION   |                                |    |
|---|--------------------------------|----|
| <b>SUBJECT: Lone fir Cemetery discussion</b>  | <i>Originator:</i>             |    |
|   | Mayor                          |    |
|   | City Council                   |    |
|   | City Administrator             | DG |
|   | City Attorney                  |    |
|   | City Clerk                     |    |
|   | City Engineer                  |    |
|   | Community Development Director |    |
|   | Events Coordinator             |    |
|   | Finance Director               |    |
|   | Police Chief                   |    |
|   | PW Director                    |    |
| <b>COST:</b>  |                                |    |
| <b>SUMMARY STATEMENT:</b> Discuss the status of Lone Fire Cemetery and City involvement |                                |    |
|   |                                |    |

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.

This means that if a property has been dramatically altered or its setting has been lost, it is probably not eligible for the Register.

## Special Criteria Considerations

Certain property types are eligible for listing in the National Register only under special circumstances. These include cemeteries, birthplaces or graves of historical figures, properties owned by religious institutions or used for religious purposes, structures that have been moved from their original locations, reconstructed historic buildings, properties primarily commemorative in nature and properties that have achieved significance within the last 50 years. Such properties will qualify, however, if they are integral parts of districts that do meet the criteria, or if they fall within one or more of the following categories:

- A religious property deriving primary significance from architectural or artistic distinction or historical importance.
- A building or structure removed from its original location but which is significant for architectural value, or which is the surviving structure most importantly associated with an historic person or event.
- A birthplace or grave of an historical figure of outstanding importance if there is no other appropriate site or building directly associated with his or her productive life.
- A cemetery that derives its primary significance from graves of persons of transcendent importance, from age, from distinctive design features or from association with historic events.
- A reconstructed building when accurately executed in a suitable environment and presented in a dignified manner as part of a restoration master plan, and when no other building or structure with the same association has survived.
- A property primarily commemorative in intent if design, age, tradition or symbolic value has invested it with its own historical significance.
- A property achieving significance within the past 50 years if it is of exceptional importance.

**\*I talked with Mike Houser about being on the registry and if there were any benefits or restrictions. He told me that it is “totally honorary” and the reason to be on the register is for public outreach, no other benefit.**

**David**

# Criteria for National Register Listing

For more information contact:

**Michael Houser**

*State Architectural Historian*

(360) 890-2634

email: [Michael.Houser@dahp.wa.gov](mailto:Michael.Houser@dahp.wa.gov)

## The NR Criteria

National Register criteria are designed to guide the officials of the National Register, SHPOs, federal agencies, local governments, preservation organizations and members of the general public in evaluating properties for entry in the National Register. To be listed in the National Register, properties generally must be at least 50 years old and retain their historic character. Properties must:

- Be associated with important events that have contributed significantly to the broad pattern of our history. or
- Be associated with the lives of persons significant in our past. or
- Embody the distinctive characteristics of a type, period or method of construction; or represent the work of a master; or possess high artistic values; or represent a significant and distinguishable entity whose components may lack individual distinction. or
- Have yielded, or may be likely to yield, information important in prehistory or history.

## Integrity

Besides meeting one or more of the above National Register criteria, a property must also have "Historic Integrity" which is the authenticity of a property's historic identity evidenced by the survival of physical characteristics that existed during the property's historic period. Historic Integrity is comprised of seven qualities

- Location,
- Design,
- Setting,
- Materials,
- Workmanship,
- Feeling,
- Association



TAB - C

## **LONG BEACH CITY COUNCIL MEETING**

**January 2, 2024**

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

Mayor Svendsen called the meeting to order.

### **ROLL CALL**

David Glasson, City Administrator, called roll with Mayor Svendsen, C. Perez, C. Phelps, C. Provenzano, C. Reddy, and C. Coleman in attendance.

### **Ocean Beach School District Levy Presentation**

Amy Huntley, Ocean Beach School District Superintendent, delivered a presentation on the upcoming School Levy.

### **PUBLIC COMMENT**

Blaine Dankel, representative from Peninsula Poverty Response, made a public comment about their upcoming event.

### **CONSENT AGENDA**

Minutes, December 18, 2023, Regular Meeting

Payment Approval List for Warrant Registers – 91918-91961 for \$135,847.90

**C. Reddy made the motion to approve the Consent Agenda. C. Phelps seconded the motion; 5 Ayes, motion passed.**

### **BUSINESS**

#### **AB 24-01 – RCO Grant Agreement for the 5<sup>th</sup> ST SW Restroom Improvements**

Ariel Smith, Community Development Director, presented the agenda bill. The Recreation and Conservation Office has awarded the city with a grant to re-side, re-roof, and install gutters on the 5<sup>th</sup> ST SW Restroom. This funding does not require any match and the city hopes to begin the project this spring.

**C. Reddy made the motion to authorize the RCO Grant Agreement for the 5<sup>th</sup> ST SW Restroom Improvements. C. Provenzano seconded the motion; 5 Ayes, motion passed.**

#### **AB 24-02– Mayor Pro Tempore Appointment**

David Glasson, City Administrator, presented the agenda bill. Biennially, at the first meeting of a new council, or periodically, the members thereof, by majority vote, may designate one of their number as mayor pro tempore or deputy mayor for such period as the council may specify, to serve in the absence or

temporary disability of the mayor; or, in lieu thereof, the council may, as the need may arise, appoint any qualified person to serve as mayor pro tempore in the absence or temporary disability of the mayor. In the event of the extended excused absence or disability of a councilmember, the remaining members, by majority vote, may appoint a councilmember pro tempore to serve during the absence or disability.

**C. Phelps made the motion to nominate C. Perez as Mayor Pro Tempore. C. Reddy seconded the motion; 5 Ayes, motion passed.**

## **ORAL REPORTS**

## **CORRESPONDENCE AND WRITTEN REPORTS**

- Jessie Hermens- International Institute of Municipal Clerks Certification
- Letter of Thanks- Kite Museum
- Lodging Tax Collections
- Sales Tax Collections
- Transportation Benefit District Collections
- EPA Cost Share Waiver Approval

## **ADJOURNMENT**

Mayor Svendsen adjourned the meeting at 7:34 p.m.

---

Mayor

---

City Clerk



# Warrant Register

Check Periods: 2024 - January - First

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

| Council Member | Council Member                                      | Council Member | Clerk/Treasurer |
|----------------|---|----------------|-----------------|
| Number         | Name  | Print Date     | Clearing Date   |
| 91962          | Kemmer, Larry                                       | 1/5/2024       | \$277.00        |
| 91963          | Peninsula Visitors Bureau                           | 1/8/2024       | \$21,560.00     |
| 91964          | Stidham, Bill                                       | 1/10/2024      | \$1,000.00      |
| 91965          | ABI Attachments, Inc                                | 1/11/2024      | \$10,481.83     |
| 91966          | Alumichem Canada Inc                                | 1/11/2024      | \$11,340.00     |
| 91967          | Arts Auto Parts Inc.                                | 1/11/2024      | \$851.34        |
| 91968          | Association of Washington Cities                    | 1/11/2024      | \$2,066.09      |
| 91969          | Board For Volunteer Firefighters & Reserve Officers | 1/11/2024      | \$2,340.00      |
| 91970          | BSK Associates                                      | 1/11/2024      | \$252.50        |
| 91971          | Cartomation, Inc                                    | 1/11/2024      | \$1,000.00      |
| 91972          | Chinook Observer                                    | 1/11/2024      | \$425.50        |
| 91973          | Coast Garage Door                                   | 1/11/2024      | \$66,020.17     |
| 91974          | Day Wireless Systems                                | 1/11/2024      | \$18,983.05     |
| 91975          | Dennis Company Ace (Westlake Hardware, Inc.) WA-133 | 1/11/2024      | \$1,574.83      |
| 91976          | Department of Enterprise Services                   | 1/11/2024      | \$400.00        |
| 91977          | DMCJA   | 1/11/2024      | \$300.00        |
| 91978          | DMT Auto Parts, Inc                                 | 1/11/2024      | \$1,513.32      |
| 91979          | Englund Marine Supply                               | 1/11/2024      | \$784.31        |
| 91980          | Estrada, Miranda                                    | 1/11/2024      | \$68.00         |
| 91981          | Evergreen Rural Water of WA                         | 1/11/2024      | \$820.00        |
| 91982          | Evergreen Septic Inc                                | 1/11/2024      | \$380.00        |
| 91983          | Fastenal Company                                    | 1/11/2024      | \$111.91        |
| 91984          | Flukinger, Ashley                                   | 1/11/2024      | \$1,700.00      |
| 91985          | GRAINGER  | 1/11/2024      | \$545.47        |
| 91986          | Hach Company  | 1/11/2024      | \$503.23        |
| 91987          | Hydraulic Service Inc                               | 1/11/2024      | \$2,526.09      |
| 91988          | IIA Lifting Services, Inc.                          | 1/11/2024      | \$1,976.00      |



| Check # | Name                                  | Print Date | Clearing Date | Amount       |
|---------|---------------------------------------|------------|---------------|--------------|
| 91989   | Interstate Battery                    | 1/11/2024  |               | \$147.25     |
| 91990   | L. N. Curtis & Sons                   | 1/11/2024  |               | \$313.79     |
| 91991   | Measure-Tech, Inc.                    | 1/11/2024  |               | \$1,666.65   |
| 91992   | Meiling, Casey                        | 1/11/2024  |               | \$13.65      |
| 91993   | NW Biosolids                          | 1/11/2024  |               | \$648.00     |
| 91994   | Olympic Region Clean Air Agency       | 1/11/2024  |               | \$1,584.66   |
| 91995   | Oman & Son Builders                   | 1/11/2024  |               | \$2,014.99   |
| 91996   | One Call Concepts, Inc.               | 1/11/2024  |               | \$17.12      |
| 91997   | Overhead Door Co. of Southwest        | 1/11/2024  |               | \$391.93     |
|         | Washington                            |            |               |              |
| 91998   | Pacific County Sheriffs               | 1/11/2024  |               | \$635.00     |
| 91999   | Pacific County Treasurer              | 1/11/2024  |               | \$7,343.91   |
| 92000   | PagerFreezer Software, Inc.           | 1/11/2024  |               | \$4,183.61   |
| 92001   | Peninsula Sanitation                  | 1/11/2024  |               | \$2,329.91   |
| 92002   | Power Systems West                    | 1/11/2024  |               | \$65.79      |
| 92003   | Quadient Leasing USA, Inc.            | 1/11/2024  |               | \$844.89     |
| 92004   | Quill Corporation                     | 1/11/2024  |               | \$118.52     |
| 92005   | SagaCity Custom Publishing            | 1/11/2024  |               | \$7,612.00   |
| 92006   | Svendson, Sue                         | 1/11/2024  |               | \$200.00     |
| 92007   | System Interface Inc.                 | 1/11/2024  |               | \$3,469.43   |
| 92008   | Thermo Fluids, Inc.                   | 1/11/2024  |               | \$278.30     |
| 92009   | Visa                                  | 1/11/2024  |               | \$5,200.68   |
| 92010   | Wahkiakum West Internet               | 1/11/2024  |               | Void         |
| 92011   | Walkowiak, Chris                      | 1/11/2024  |               | \$489.73     |
| 92012   | Washington Cities Insurance Authority | 1/11/2024  |               | \$296,340.00 |
| 92013   | Washington Organic Recycling Council  | 1/11/2024  |               | \$250.00     |
| 92014   | Western Display Fireworks             | 1/11/2024  |               | \$1,500.00   |
| 92015   | WEX Health, Inc.                      | 1/11/2024  |               | \$50.00      |
| 92016   | Wahkiakum West Internet               | 1/11/2024  |               | \$595.00     |
|         | Total                                 |            | Check         | \$488,105.45 |
|         | Grand Total                           |            |               | \$488,105.45 |

TAB - D



**CITY COUNCIL  
AGENDA BILL  
AB 24-03**

**Meeting Date: January 16, 2024**

**AGENDA ITEM INFORMATION**

|  |                                   |    |
|--|-----------------------------------|----|
| <b>SUBJECT:</b> Revising Bank of the Pacific Signature Cards to Remove Jerry Phillips and add Sue Svendsen | <b>Originator:</b>                |    |
|  | 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 |    |
| <b>COST:</b> N/A   | Water/Wastewater Supervisor       |    |
|  | Other:                            |    |

**SUMMARY STATEMENT:** *As the mayoral seat has changed the signature cards at the bank need to reflect that transition.*

**RECOMMENDED ACTION:** *Motion to remove Jerry Phillips from all Bank of the Pacific accounts and add Sue Svendsen to all accounts (ending in 0047, 7982 and 7457).*

TAB - E





**CITY COUNCIL  
AGENDA BILL  
AB 24-04**

**Meeting Date: January 16, 2024**

**AGENDA ITEM INFORMATION**

| <b>SUBJECT:</b><br><b>Project Community<br/>Connect - 2<sup>nd</sup> Street NE<br/>Closure</b> | <b>Originator:</b>                |    |
|--|-----------------------------------|----|
|  | 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:                            |    |
| <b>COST:</b>   |                                   |    |

**SUMMARY STATEMENT:** PCC is requesting that the city authorize the close of 2<sup>nd</sup> St NE between Pacific and Oregon Ave N for their event.

**RECOMMENDED ACTION:** Authorize the closure of 2<sup>nd</sup> ST NE for the duration of the PCC event.



December 28, 2023

David Glasson

City Administrator

PO BOX 310

Long Beach, WA 98631

Dear Dave:

By this letter Peninsula Poverty Response is requesting that 2<sup>nd</sup> street be closed for the Project Community Connect event on January 25, 2024 from 5:00 am to 7:00 pm.

Your assistance in this matter is greatly appreciated.

Respectfully,

A handwritten signature in blue ink that reads 'Nancy R. McAllister'. The signature is fluid and cursive, with the first name 'Nancy' being the most prominent.

Nancy R. McAllister

Peninsula Poverty Response Chair

TAB — F



**CITY COUNCIL  
AGENDA BILL  
AB 24-05**

**Meeting Date: January 16, 2024**

| AGENDA ITEM INFORMATION  |                                   |    |
|--|-----------------------------------|----|
| <b>SUBJECT:</b><br><b>Southwest Regional<br/>Transportation Planning<br/>Organization Board<br/>Representation</b> | <b>Originator:</b>                |    |
|  | 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       |    |
| <b>COST:</b> N/A   | Other:                            |    |

**SUMMARY STATEMENT:** *The SWRTPO board representation must be Council member or Mayor. There must be one designee and one alternate from each jurisdiction.*

**RECOMMENDED ACTION:** *Authorize a designee and alternate for the SWRTPO, City of Long Beach board representation.*





PO Box 128 ~ Kelso, WA 98626-4195  
(360) 577-3041 ~ [www.cwcog.org](http://www.cwcog.org)

---

DATE: January 2, 2024  
FROM: Bill Fashing, Executive Director *BF*  
SUBJECT: 2024 Southwest Washington Regional Transportation Planning Organization (SWRTPO) Board Representative and Alternate Designations

---

Thank you for your continued commitment and on-going participation in support of the CWCOG and its programs. Your organization's voluntary service on our Board(s) and committees ensure that CWCOG programs continue to bring value to our member agencies, communities, and more importantly, to meet the needs of our region.

As the year ends and the new year begins, we once again are requesting that you update the designated board representative and alternate for the SWRTPO Board. Attached please find the designation form where names, titles, and contact information can be entered for both the designee and the alternate.

As a reminder, it is requested that board member designees be appointed as follows:

|                      |  |
|----------------------|--|
| <u>Counties:</u>     | One commissioner from each county  |
| <u>Cities/Towns:</u> | One council member or mayor from each city/town within the region                              |
| <u>WSDOT:</u>        | A district administrator or alternate from both Southwest and Olympic regions                  |
| <u>Ports:</u>        | A commissioner from each port within the region  |
| <u>Tribes:</u>       | Any federally recognized tribe with reservation or trust lands within the SWRTPO planning area |

We kindly request that all submissions for representatives be included on the enclosed forms and returned to the CWCOG either by email or mailed to the address above by **January 10, 2024**.

If you should have any questions, please contact our office at (360) 577-3041.



PO Box 128 ~ Kelso, WA 98626-4195  
(360) 577-3041 ~ [www.cwcog.org](http://www.cwcog.org)

## 2024 Southwest Washington Regional Planning Organization (SWRTPO) Board Member Designation Form

Please return this form to the CWCOCG via email or mail (address above) by **January 10, 2024.**

Agency

Name of Person Filling out Form

Mailing Address

City, State and Zip

Phone

*Please assign one member representative and one alternate.*

**REPRESENTATIVE:**

Name

Title

E-Mail

Representative's Phone Number

**ALTERNATE:**

Name

Title

E-Mail

Alternate's Phone Number

*Board of Directors meetings are held the 4<sup>th</sup> Thursday of each month at noon, with the exception of November and December, which are held the 3<sup>rd</sup> Thursday of the month due to the holidays.*

TAB – G



**CITY COUNCIL  
AGENDA BILL  
AB 24-06**

**Meeting Date: January 16, 2024**

**AGENDA ITEM INFORMATION**

| <b>SUBJECT:</b><br>Task Force EMS<br>Interlocal Agreement | <b>Originator:</b>                |    |
|---|-----------------------------------|----|
|   | 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:                            |    |
| <b>COST:</b> N/A  |                                   |    |

**SUMMARY STATEMENT:** The city is a member of Task Force EMS along with Ilwaco and Chinook Fire. Each entity has an interlocal agreement that forms "Task Force EMS" with the goal of providing effective, and cost conscious Emergency Medical Services to the people in their jurisdictions. The original contract has run out, and this is the replacement contract.

**RECOMMENDED ACTION:** *Motion to approve the Task Force EMS Interlocal Agreement.*



## **INTERLOCAL COOPERATION AGREEMENT**

THIS AGREEMENT is made this \_\_\_\_ day of \_\_\_\_\_, 2024 between the City of Long Beach, Washington, a Municipal Corporation, herein referred to as "Long Beach", the City of Ilwaco, Washington, a Municipal Corporation, herein referred to as "Ilwaco", and the Pacific County Fire District #2, herein referred to as "Chinook." This is an updated agreement and replaces and supersedes an existing agreement. The three entities above, collectively described herein as "the Parties" desire to renew "Task Force EMS" for the purposes of administering Emergency Medical Services in Pacific County within the jurisdictions of Chinook, Ilwaco and Long Beach.

WHEREAS: The Parties are committed to protecting the health, welfare, and safety of their shared communities; and,

WHEREAS: The Parties recognize the value of working cooperatively for the benefit of the people who live, work and play in their shared communities; and,

WHEREAS: The Parties formed a Task Force to explore options and providing Emergency Medical Services including retaining MEDIX Ambulance Service and identifying alternative methods of providing the same or better Emergency Medical Services; and,

WHEREAS: The Parties continue to believe it is in the public interest to have a second provider of EMS services in South Pacific County; and,

WHEREAS: The Parties determined that there are alternatives for providing Emergency Medical Services that included participation by Chinook, Ilwaco and Long Beach in key decisions regarding cost of service, quality of service and levels of service; and,

WHEREAS: The Parties wish to update the original Agreement that established the South Pacific County EMS Task Force herein referred to as "Task Force EMS;" and,

WHEREAS: The Parties wish to authorize Task Force EMS to serve as the governing board for providing EMS services for the Cities of Ilwaco, Long Beach and Pacific County Fire District #2, and any unserved areas of South Pacific County needing EMS services;

NOW, THEREFORE, The Parties agree as follows:

1. The Parties shall each appoint two members to Task Force EMS to serve rotating two year terms.
2. The Parties shall jointly share in the costs for any legal or professional services required to support Task Force EMS.
3. The Parties shall each pay for their own administrative costs including, but not limited to any required travel or training for board members.
4. The City of Long Beach shall provide staff support to Task Force EMS, including a paid staff member to take minutes and maintain the official records for Task Force EMS.

On an annual basis the City of Long Beach will notify Task Force EMS of the actual costs associated with the staff support and Ilwaco and Chinook will each pay the City of Long Beach one third of said costs. Costs will be based on the hourly rate of the staff member's salary, including taxes and benefits. Notification of costs will normally be provided each September to allow for budgeting consideration and payment shall be made not later than January 31 for the preceding year.

5. Task Force EMS shall invite the Pacific County Commissioners to appoint an ex-officio member of Task Force EMS to represent the interests of Pacific County residents who would be served the contracted EMS provider.
6. Task Force EMS – meetings and rules:
  - a. Task Force EMS meets on the first Tuesday of each quarter at 6:00 PM at the Ilwaco Council Chambers. Task Force EMS may hold special meetings upon the request of the Chairperson or of a majority of Task Force EMS provided all state law notice requirements for a special meeting are met.
  - b. Task Force EMS will adopt rules for the transaction of business and keep a written record of its meetings, resolutions, transactions, findings, and determinations, which shall be a public record. In addition:
    - i. The meetings of Task Force EMS are open to the public and may be recorded, except for executive sessions, as may be authorized by law; and
    - ii. Members of Task Force EMS must disqualify themselves from any actions in which they have a financial interest, other conflict of interest, or in which they are in violation of RCW 42.36 (Appearance of Fairness). The Chairperson or Vice Chairperson may request an opinion from the Ilwaco or Long Beach City Attorney regarding whether or not a member should be disqualified from participating in a particular matter. The member must abide by the opinion of the City Attorney.
  - c. A majority of the appointed and qualified members constitutes a quorum for the transaction of business. Four members constitute a quorum. Any action taken by a majority of those present, when those present constitute a quorum, will be deemed and taken as the action of Task Force EMS.
  - d. Task Force EMS shall elect a Chairperson and Vice Chairperson to serve two year terms with the Chairperson elected at the first meeting of even numbered years and the Vice Chairperson elected at the first meeting of odd numbered years. Vacancies shall be filled at the first meeting following the occurrence of a vacancy and the new officer shall complete the terms of their predecessor. Consecutive terms are permissible.
  - e. Any number less than a quorum is authorized to convene a regular or special meeting at the time set and to adjourn, recess, or continue the regular or

special meeting to a date and time certified and entered upon the minutes without the necessity of further notice.

7. Task Force EMS – Powers and Duties

- a. Task Force EMS shall have the authority to negotiate and enter into contracts and agreements for the provision of Emergency Medical Services on behalf of The Parties and shall enter into such an agreement with a provider selected by Task Force EMS.
- b. Task Force EMS shall administer all such contracts and agreements for Emergency Medical Services on behalf of The Parties.
- c. Task Force EMS shall include in any agreement for the provision of Emergency Medical Services specific expectations regarding standards of care, response times, training of staff, compliance with regulatory standards, and use of volunteers along with any other provisions deemed essential by Task Force EMS.
- d. All decisions of Task Force EMS made within the authority of this agreement shall be binding on The Parties.
- e. Nothing in this agreement shall prevent individual member agencies from providing EMS services for which they are lawfully authorized, to the citizens within their jurisdictional boundaries, and/or executing service contracts for the provision of EMS and/or pre-hospital services to other agencies and/or organizations.

8. COSTS: The Parties agree to share equally in any costs associated with administration of Task Force EMS including but not limited to professional services such as legal fees; office supplies and materials; advertising or publication of legal notices. The Parties shall individually bear the costs of any travel or other expenses incurred by their appointed members of Task Force EMS resulting from their participation in Task Force EMS.
9. MEMBERSHIP: Should another governmental entity desire, they may request The Parties allow them to join Task Force EMS. Acceptance of the request will be made upon a positive recommendation from Task Force EMS, which will in part be based on the ability of the contract provider to expand coverage without degrading existing services.
10. DISPUTE RESOLUTION: Should a dispute arise that cannot be resolved to the satisfaction of all parties, it is agreed that The Parties will enter into mediation to resolve the dispute using a mediator agreed upon by The Parties. The Parties agree to equally pay the cost of mediation.
11. TERM AND TERMINATION: This agreement shall remain in effect until terminated. Termination of the agreement can be achieved by written notice by any of the three entities provided such notice is made at least twelve (12) months in advance unless all parties agree to terminate the agreement with less notice. This agreement will be reviewed every 5 years after adoption.

12. This agreement shall not take effect until approved by the last of the Ilwaco City Council, the Long Beach City Council, and the Pacific County Fire District #2 Commissioners.
13. This interlocal cooperation agreement contains the entire agreement between the City of Ilwaco, City of Long Beach and Pacific County Fire District #2 and shall not be modified in any manner except by an instrument in writing executed by all parties.

City of Ilwaco

City of Long Beach

\_\_\_\_\_

Mayor

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

\_\_\_\_\_

Mayor

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

Pacific Count Fire Protection District #2

\_\_\_\_\_

Chairman

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



TAB — H

# *Long Beach Police*

P.O. Box 795  
Long Beach, WA 98631

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

01-01-24

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To: Mayor Svendsen and Long Beach City Council

From: Chief Flint R. Wright

Ref.: Monthly Report for December 2023

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

## **Long Beach**

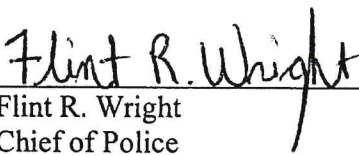
324 Total Incidents  
Aid Call Assists: 6  
Alarms: 6  
Animal Complaints: 2  
Assaults: 2  
Assists: 42  
(Includes 9 PCSO Assist Outside City Boundaries)  
Burglaries: 1  
Disturbance: 11  
Drug Inv.: 1  
Fire Call Assists: 2  
Follow Up: 47  
Found/Lost Property: 8  
Harassment: 4  
Malicious Mischief: 4  
MIP – Alcohol: 0  
MIP – Tobacco: 0  
Missing Persons: 1  
Prowler: 0  
Runaway: 0  
Security Checks: 87  
Suspicious: 29  
Thefts: 12  
Traffic Accidents: 3  
Traffic Complaints: 9  
Traffic Tickets: 3  
Traffic Warnings: 24  
Trespass: 5  
Warrant Contacts: 3  
Welfare Checks: 12

## **Ilwaco**

175 Total Incidents  
Aid Call Assists: 0  
Alarms: 7  
Animal Complaints: 3  
Assaults: 7  
Assists: 18  
Burglaries: 1  
Disturbance: 13  
Drug Inv.: 0  
Fire Call Assists: 0  
Follow Up: 20  
Found/Lost Property: 2  
Harassment: 7  
Malicious Mischief: 1  
MIP – Alcohol: 0  
MIP – Tobacco: 0  
Missing Persons: 1  
Prowler: 1  
Runaway: 0  
Security Checks: 57  
Suspicious: 18  
Thefts: 0  
Traffic Accidents: 1  
Traffic Complaints: 5  
Traffic Tickets: 0  
Traffic Warnings: 1  
Trespass: 2  
Warrant Contacts: 1  
Welfare Checks: 9

On December 2<sup>nd</sup> the department participated in the annual "Shop With A Cop" event. 18 children were paired with law enforcement from the Long Beach Police Department, Pacific County Sheriff's Department, Washington State Parks, Washington State Patrol, US Fish and Wildlife, Washington State Department of Fish and Wildlife, and National Oceanic and Atmospheric Administration. Breakfast was served at the Lost Roo then a parade was held with the different kids riding in the patrol cars. The event concluded with the officers shopping with the children at Dennis Company. Deputy Chief Casey Meling organized this event.

New Year's Eve was quiet this year. There were a lot of people in town, but they were well behaved.

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

## Long Beach Police

To: Mayor Svendsen and Long Beach City Council

To: Mayor Cassinelli and Ilwaco City Council

From: Chief Flint R. Wright

Ref: Annual Report For 2023

During the Year the Long Beach Police Department handled the following cases and calls:

| Long Beach              | Ilwaco                 |
|-------------------------|------------------------|
| 5,118 Total Incidents   | 2,379 Total Incidents  |
| 43 Aid Call Assists     | 13 Aid Call Assists    |
| 63 Alarms               | 45 Alarms              |
| 91 Animal Complaints    | 27 Animal Complaints   |
| 60 Assaults             | 52 Assaults            |
| 690 Assists             | 255 Assists            |
| 19 Burglaries           | 18 Burglaries          |
| 248 Disturbance         | 180 Disturbance        |
| 34 Drug Inv.            | 13 Drug Inv.           |
| 27 Fire Call Assists    | 18 Fire Call Assists   |
| 758 Follow Up           | 422 Follow Up          |
| 163 Found/Lost Property | 26 Found/Lost Property |
| 81 Harassment           | 90 Harassment          |
| 32 Malicious Mischief   | 16 Malicious Mischief  |
| 5 MIP - Alcohol         | 0 MIP - Alcohol        |
| 4 MIP - Tobacco         | 0 MIP - Tobacco        |
| 20 Missing Persons      | 11 Missing Persons     |
| 15 Prowler              | 13 Prowler             |
| 8 Runaway               | 0 Runaway              |
| 762 Security Checks     | 479 Security Checks    |
| 306 Suspicious          | 216 Suspicious         |
| 129 Thefts              | 38 Thefts              |
| 56 Traffic Accidents    | 20 Traffic Accidents   |
| 177 Traffic Complaints  | 79 Traffic Complaints  |
| 123 Traffic Tickets     | 18 Traffic Tickets     |
| 858 Traffic Warnings    | 114 Traffic Warnings   |
| 127 Trespass            | 85 Trespass            |

52 Warrant Contacts  
167 Welfare Checks

30 Warrant Contacts  
101 Welfare Checks



|     |       |
|-----|-------|
| ILW | 2,379 |
| LB  | 5,118 |

### Annual Report for 2023

