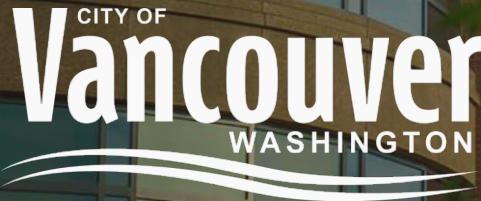


# The Heights District Plan Update

VANCOUVER  
CITY HALL



October 22, 2018

Vancouver City Council Workshop

Teresa Brum, Economic Development Division Manager  
Rebecca Kennedy, Long Range Planning Manager

# Presentation Overview

- Project goals, timeline & deliverables
- The Vision for the Heights
- Community planning process to date
- Market & existing conditions analysis
- Ongoing outreach & engagement
- Moratorium Extension
- Next Steps in the planning process

# Prior Council Review

- June 5, 2017: Council authorized purchase of Tower Mall property and adopted development moratorium for 25-acre Tower Mall area
- July 17, 2017: Adoption of moratorium with additional findings of fact
- Nov. 20, 2017: Adoption of ordinance to extend moratorium for 6 months
- May 14, 2018: Public hearing to adopt moratorium extension ordinance, and update on planning process to date
- July 2, 2018: Update on planning process to date



# Esther Short Park

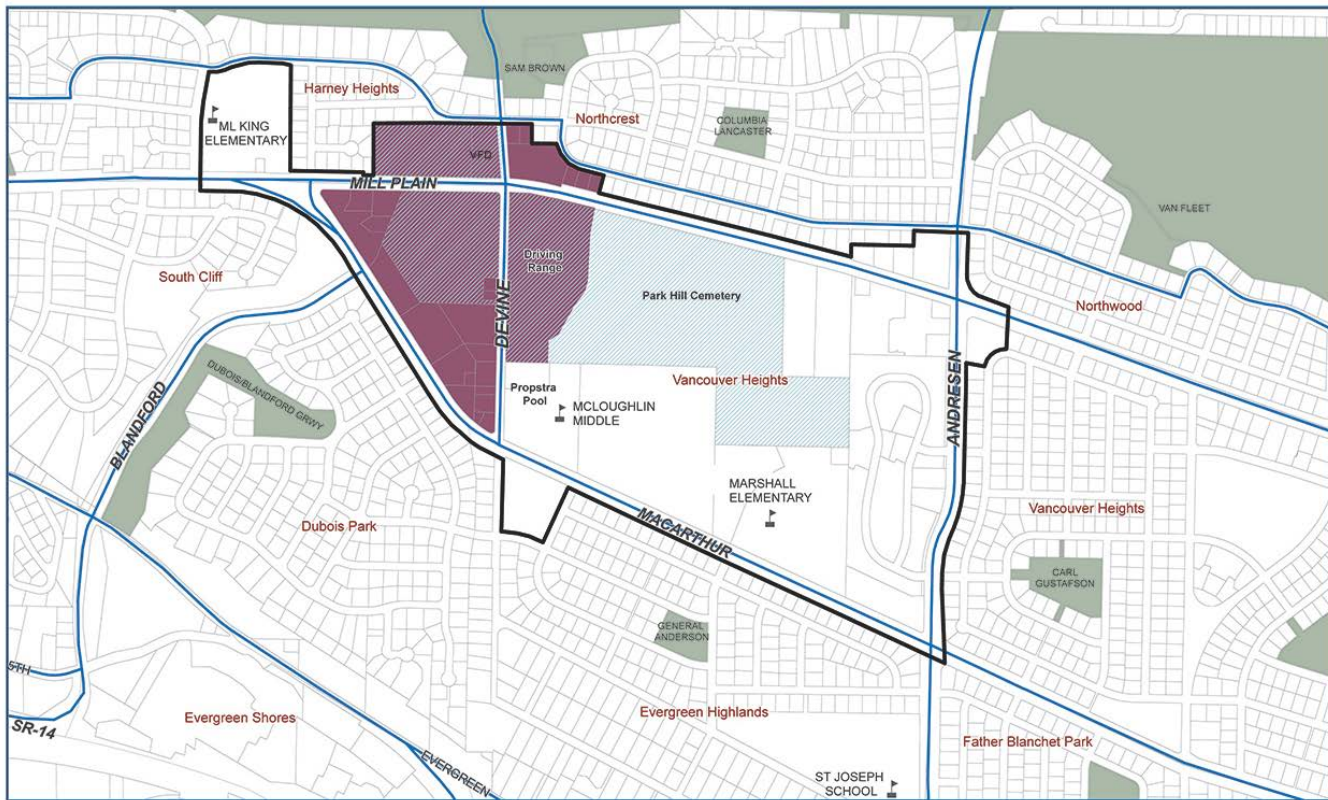




# Waterfront Park & Pier



# The Heights District



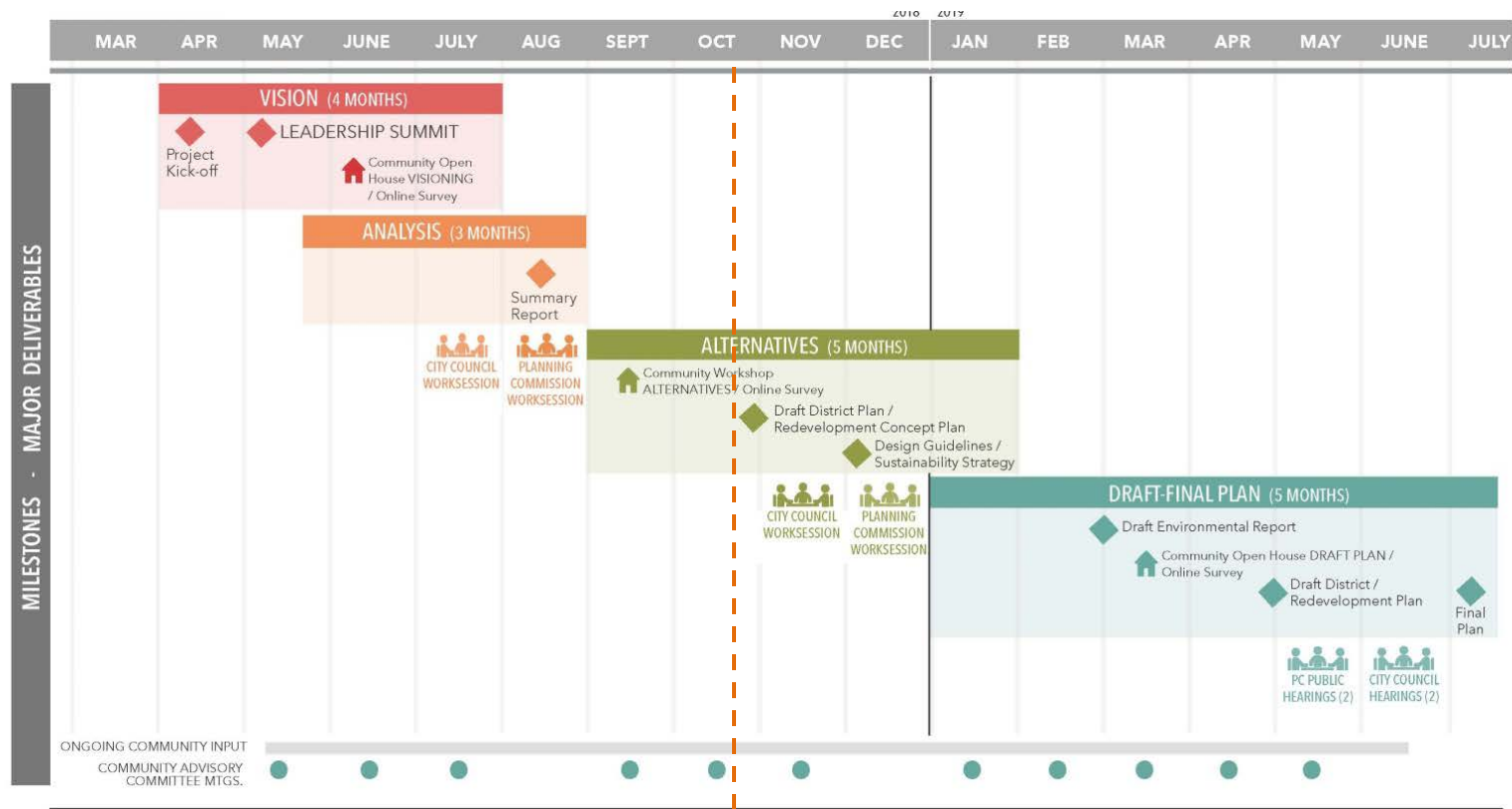
# The Heights District Plan: Project Goals

- Establish a vision for a **vibrant urban center**
- Catalyze additional **private development** in the District
- **Involve the public** in the planning / design process
- Include **affordable**, workforce and/or mixed-income housing
- Include accessible **public open space**
- Utilize innovative urban design and **sustainable development practices**
- Plan for the creative and functional **integration of transit**
- Increase **multi-modal connectivity** in the District uses



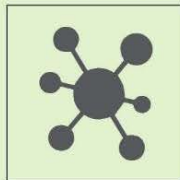


# Heights District Plan: Timeline & Phasing



# A Vision for the Heights

## PRIMARY DRIVERS



### 1. Connectivity

- Creation of a walkable and bikeable street network with connections to nearby trails
- Maintain local and regional connections to services and amenities in Downtown Vancouver, Portland, etc.
- Improved traffic safety at intersections, through improved lighting, signals, and visibility



### 2. Community Health, Wellness & Equity

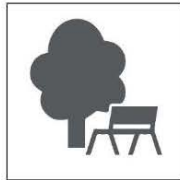
- Walkable, healthy food options, such as grocery stores and farmers markets
- Uses that promote “healthy” living, including playgrounds and exercise/athletic facilities
- Maintain social and support services for underserved families in the area



### 3. Sustainability

- Increase urban greenspace and trees while preserving existing significant trees
- Break up existing pattern of pavement and gravel
- Address drainage and flooding issues along major corridors

## SECONDARY DRIVERS



### 4. Public Realm

- Creation of flexible gathering spaces that can accommodate community activities and events
- Provide a variety of active open spaces, including dog parks, playfields, and community gardens
- Well-maintained public spaces and sidewalks



### 5. Economic Development

- Restaurants and other food options that are affordable and easy to walk to
- Specialty, health-focused grocery store
- Maintain “small business” culture by saving existing locally owned businesses and attracting new local businesses



### 6. Mixed Income Housing

- Increased housing variety that includes mixed types (i.e. senior housing) and mixed incomes
- Mindful placement and integration of low-income housing
- Keeping housing options affordable for a diverse demographic, from seniors to young families



### 7. Urban Character/Form

- Creation of a distinct identity through urban form
- Attractive, appealing architecture that complements existing neighborhood character
- Appropriate scale (number of stories) of buildings



### 8. Arts/Culture

- Installation of art pieces, such as murals, that can be participatory and reflect local history
- Dedicated, flexible venues for arts and cultural events
- Neighborhood library as a cultural amenity

# A Vision for the Heights





# Concept: Promenade



# Concept: Promenade





# Concept: Promenade





# Concept: Promenade



Circulation Network & Open Space



Land Use

- Residential
- Commercial
- Office
- Hotel
- Civic / Institutional



Built Form

# Concept: Grand Park





# Concept: Grand Park





# Concept: Grand Park



# Concept: Grand Park



Circulation Network & Open Space



Land Use

- Residential
- Commercial
- Office
- Hotel
- Civic / Institutional



Built Form



# Concept: The Loop



*A pedestrian walkway 'loop' serves as the principal organizing element to unify the urban neighborhood and uses*



# Concept: The Loop



# Concept: The Loop





# Concept: The Loop



Circulation Network & Open Space



Land Use

- Residential
- Commercial
- Office
- Hotel
- Civic / Institutional



Built Form



# Concepts: Comparison

Promenade



Loop



The Grand Park



# Heights District Plan: Community Engagement





# Community Engagement



# Market Conditions

## Market Observations

- Strong demand for housing at multiple income levels
- Multifamily housing is a natural fit for The Heights
- Retail difficult on its own, but can play a supportive role and be successful as part of a mixed-use development.
- Office uses could also play a supportive role, but will not lead development.



# Projected Market Drivers: Initial Findings

## Residential:

Market-Rate – Affordable

– Work Force Housing

- Rental / Ownership
- Efficiency Apartments
- Townhomes
- Live/Work
- Single Family Attached
- Senior Living / Assisted Living

## Commercial: Retail

- Storefront / Stand Alone
- Restaurant
- Grocery / Food Store





# Projected Market Drivers: Initial Findings

## Office

- Healthcare
  - Social services
  - Neighborhood commercial services
- Flexible/coworking space

## Community / civic

- Places of Worship
- Branch Library
- Higher Education
- Innovation / Technology Hub



# Projected Market Drivers: Initial Findings

## Public space

- Civic Park
- Neighborhood Park
- All-Age Play Areas
- Program Open Space
- Streets / Transit Hub



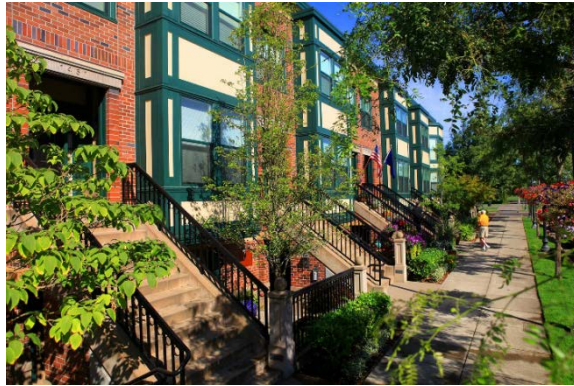
## Parking

- Shared Surface Parking
- Parking Structure
- Secured Private Parking



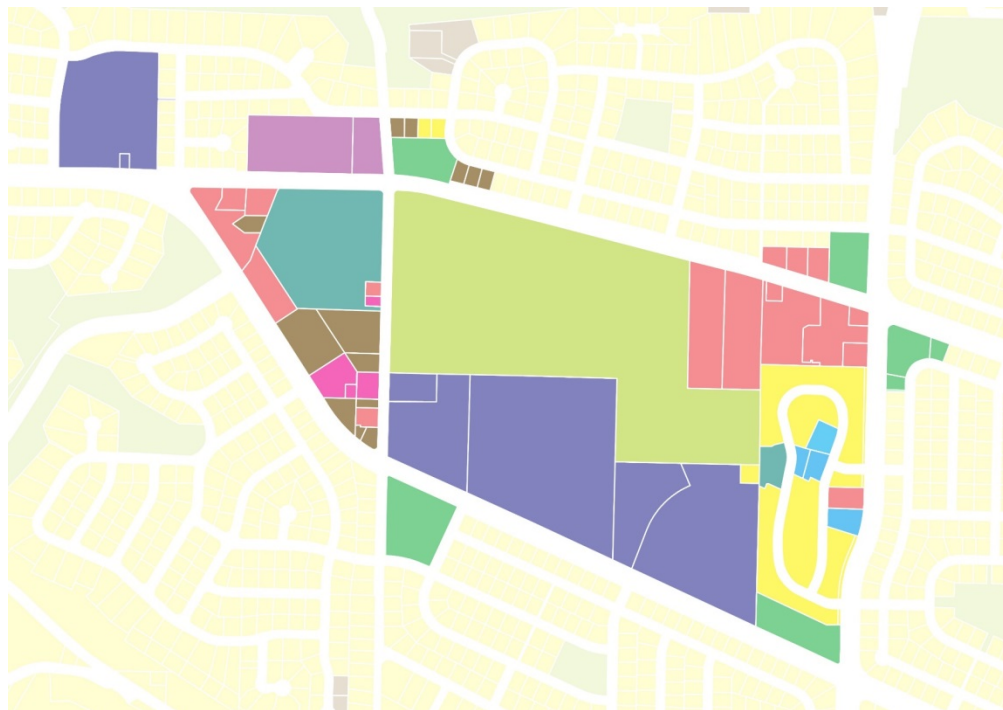


# Opportunity for Multi-family Residential Development



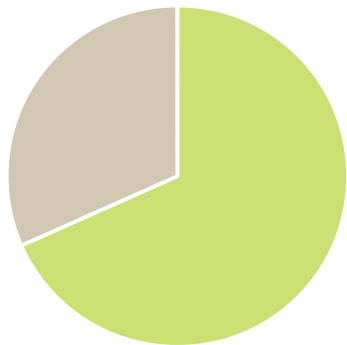


# Land Use- Use Mix



# Land Use- Open Space

Parking (32%)



Green Space (68%)

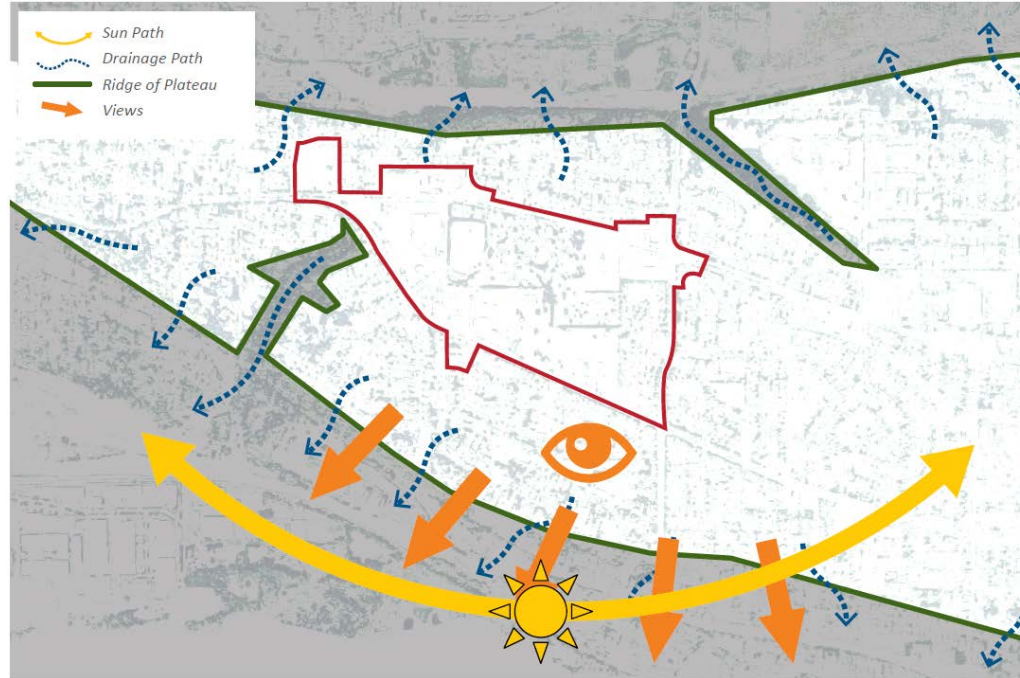


# Transportation: Vehicle Network & Access

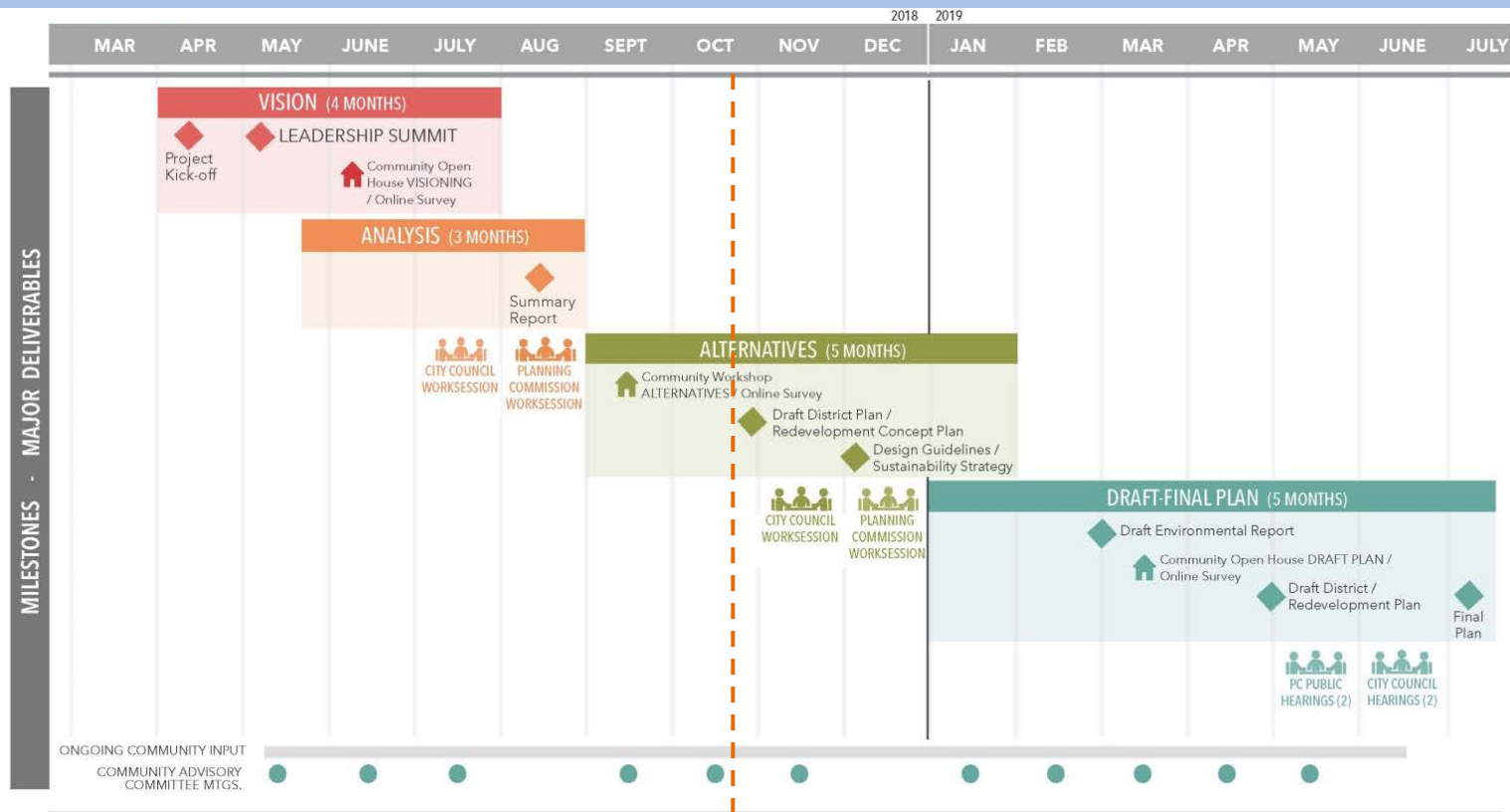




# Natural Features Context



# Project Timeline



# Heights District Plan: Project Deliverables

1. ***Subarea Plan for the 205-Acre*** Heights District that will include an overarching vision for the area, and make recommendations on design, land use, housing transportation, public space, and implementation priorities.
2. ***Detailed Redevelopment Plan*** for the 53-acre Tower Mall redevelopment area that will include a market analysis, feasibility study, phased redevelopment plan, and partnerships and implementation recommendations
3. ***Environmental Impact Statement:*** Planned Action SEPA Analysis that includes thresholds for a mix of uses and will enable expedited review of future development proposals.



# Continuation of Development Moratorium

- Continuation of the existing development moratorium for another six months, per RCW 36.70A.390 and 35.63.200

# Next Steps

- Online Open House currently open: October 5–26
- Community Advisory Committee meeting #5: November 1, 2018
- Nov. 2018- Jan. 2019: Refine concept alternatives
- Ongoing community engagement throughout the process
- Planning Commission presentation: December 2018
- Next Council update: winter/spring 2019
- Public Open House #3: winter/spring 2019
- Moratorium extension in May 2019
- Planning phase of The Heights project projected to be complete in fall 2019

# Questions and Discussion

VANCOUVER  
CITY HALL



Rebecca Kennedy, Long Range Planning Manager  
(360) 487-7896

[Rebecca.Kennedy@cityofvancouver.us](mailto:Rebecca.Kennedy@cityofvancouver.us)

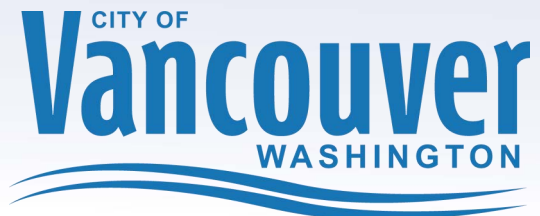
<https://www.cityofvancouver.us/heights-district-plan>

<https://heightsplan.participate.online>

The Heights District Plan - 39



# City Manager's Recommended 2019-2020 Biennial Budget



Finance and Management Services  
PO Box 1995  
Vancouver, WA 98668-1995  
[www.cityofvancouver.us](http://www.cityofvancouver.us)

# 2019-2020 Biennial Budget

## City of Vancouver, Washington

Natasha Ramras, Chief Financial Officer

### **Budget Prepared by**

Amanda Akers, Budget Analyst

Allison Williams, Budget Analyst

Katherine Wolf, Budget Analyst

415 W. 6<sup>th</sup> Street

Vancouver, WA 98660

(360) 487-8600

[www.cityofvancouver.us](http://www.cityofvancouver.us)



## The City of Vancouver & Executive Summary

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Vancouver, Washington sits on the north bank of the Columbia River directly across from Portland, Oregon. The Pacific Coast is less than 90 miles to the west. The Cascade Mountain Range rises on the east. Mount St. Helens National Volcanic Monument and Mt. Hood are less than two hours away. The spectacular Columbia River Gorge National Scenic Area lies 30 minutes to the east.

Vancouver combines the excitement of a major metropolitan area with small-town charm and abundant recreational opportunities. Vancouver enjoys mild weather with less average annual rainfall than Boston, Washington, D.C. or Atlanta. The seasons are distinct. Summer temperatures generally climb into the 80s. Winter nights rarely fall below 30 degrees Fahrenheit. Our moderate climate results in lush forests and abundant foliage. Springtime explodes with blossoming trees and shrubs.

**Founded:** 1825

**Incorporated:** Jan. 23, 1857

**City's Namesake:** Captain George Vancouver, British sailor/explorer (1758-1798)

**Population (2018 estimate):** 185,000

**Area:** 51.84 square miles

**Density:** 3,569 people per square mile

**Elevation:** 150 - 290 feet

**Latitude:** 45° 37' 32.358" N

**Longitude:** 122° 40' 31.7994" (measured at City Hall, 415 W. 6th St.)

# Vancouver City Government

## **Mayor**

Anne McEnerny-Ogle

## **City Council**

Bart Hansen

Bill Turlay

Alishia Topper

Ty Stober

Linda Glover

Laurie Lebowsky

## **City Manager**

Eric Holmes



# City of Vancouver Organizational Chart



# 2019–2020 Budget Process

## Summary Budget Calendar

|                                                                               |                               |
|-------------------------------------------------------------------------------|-------------------------------|
| Budget Manual Completed                                                       | May 1, 2018                   |
| Operating/ Capital Budget System - Kickoff & Training                         | May 9, 2018                   |
| Position Detail/Allocation Reports due to Budget Office from City Departments | June 27, 2018                 |
| Departments Submit Operating Budgets                                          | July 25, 2018                 |
| IT Innovation Committee Requests Due                                          | July 25, 2018                 |
| Departments Submit Capital Budgets                                            | August 8, 2018                |
| Budget Office Review of Departmental Submissions                              | August 22 - September 9, 2018 |
| Budget Group Review of City Operating and Capital Budgets                     | September 10 – 23, 2018       |
| Preliminary Budget Recommendations Made to Management Leadership Team         | September 24 – 28, 2018       |
| City Manager Recommended Budget Published                                     | October 1, 2018               |
| 2019-2020 Biennial Budget Council Workshop - Operating                        | October 15, 2018              |
| 2019-2020 Biennial Budget Council Workshop - Capital                          | October 22, 2018              |
| 2019-2020 Biennial Budget 1st Reading                                         | November 5, 2018              |
| 2019-2020 Biennial Budget Public Hearing & Adoption                           | November 19, 2018             |



## **Community Vision**

*Birthplace of the Pacific Northwest, Vancouver is the heart of southwest Washington, connecting people and places throughout the region. The mighty Columbia River is the link to our past and a key to our future. We are a safe and welcoming city for all ages, incomes, abilities and backgrounds, with proud, unique and vibrant neighborhoods. We are dedicated to preserving our heritage and natural beauty while welcoming the opportunities change brings to our lively metropolitan community. We are the most livable city in the Pacific Northwest. Residents and businesses across our city are passionate about building a thriving, prosperous and sustainable community together.*

**Honorable Anne McEnerny-Ogle, Mayor**

**City Council**

**Residents and Community members of the City of Vancouver**

It is my pleasure to offer the recommended 2019-2020 budget for your consideration. The budget is the product of a lengthy and involved process involving city employees, advisory boards and commissions. It is consistent with framework confirmed by Council in January of this year as well as the ongoing objective to assure stable, sustainable services for our city. The recommended budget is balanced while allowing the City to enjoy continued stability across all service areas. We are making measured progress toward becoming a safer, more welcoming, vibrant and prosperous city.

The budget was formulated around the touchstones of the City's adopted financial policies and the Strategic Plan. The financial policies embody the principles that guide the City's budgeting well into the next decade and beyond, reinforcing the key principles of fiscal prudence, pay-as-you-go funding, and strong stewardship through asset management. The City's strategic plan, most recently updated in 2017, embodies the community's ambition for the future of Vancouver. The recommended budget is fiscally balanced, and also balances the inherent tensions between two guiding sets of policies: fiscal discipline and high aspirations.

The budget includes approximately \$1.2 billion in expenditures across all funds for the biennium. These expenditures are supported by an equal amount of forecasted revenues from general and enterprise funds. Other offsetting revenue comes from planned, strategic deployment of capital and operating reserves in multiple funds directed to one time capital, limited-term or bridge funded initiatives. The budget is lean



but ambitious across all funds. It reflects my confidence in our department leaders and employees to remain innovative and nimble as they address community needs and expectations while prudently managing City resources.

Every biennium occurs within the context of the City being in the forever business; projects and programs frequently commence before or end after any specific budget period. While this budget represents the first two of a six year forecast that is effectively balanced through 2024, there remain structural challenges for the City to solve in the mid-to-long term that underscore the need for continued fiscal discipline. The economy has continued to expand through a moderate growth cycle with very low unemployment, good ongoing job creation and robust new construction. All of these factors have allowed the City to enjoy greater than anticipated one-time resources that are expected to continue into the next year. It is broadly agreed that downturn in the business cycle will occur in the not too distant future however; the timing and extent of the downturn is unknown. The budget assumes the slowdown to begin in the second half of the coming biennium. The budget allocates one-time forecasted resources to funding high priority capital projects, operating studies and pilot projects.

Though we remain committed to a culture of continuous improvement, the City's cost structure is still projected to outpace our revenues in the General, Street and Fire funds early in the first half of the next decade. The structure of the revenue system for the City of Vancouver does not pace with the compounding demands of a growing population and inflation: the real per capital revenues for general governmental purposes at the city decline year-over-year. This decline is too great to address through efficiencies alone. Ultimately, new additional revenues will be needed to pace with the demands of a growing, urbanizing city – the focus of the Vancouver Strong initiative.

Within this context, the recommended budget has been carefully crafted to emphasize the City's strategic plan and Council's and the community's service priorities and expectations. Many of these priorities are underway, initiated in recent biennia and highlighted below. The overall recommended Budget includes a total of 79.5 new positions. Of those, more than 64.0 FTEs are fully funded and an additional 7.5 FTEs are partially funded by non-tax revenue. These additional positions will alleviate some of the pressure in the highest priority services the City provides and allow for modest service enhancements for City residents.

The recommended biennial budget reflects five themes: **assure a firm foundation, implement current initiatives, advance key strategic projects, build capacity and momentum and plan for a stronger Vancouver.**

**Assure a firm foundation.** The budget continues to deploy resources in a manner that continues to strengthen the fiscal foundation of the city. City reserves and depreciation accounts are fully funded to levels provided for in Council's financial policies while maintaining adequate operating capital throughout the biennium. A total of 79.5 additional full time equivalent (FTE) positions, both limited-term and permanent, in multiple departments across the City will allow measurable increases in direct service levels including parks maintenance and public safety, while remaining sustainable through the forecast period. A special effort is also made in the budget to size administrative support services to continue addressing the operating needs of the City. These include increases in IT department to support the complexity of the information technology environment and procurement department to support the robust capital program of the City. The proposed budget also includes

resources to continue increasing responsiveness to the City's constituents by augmenting the citywide records program and enhancing our GIS program to provide easier availability of City information using maps as a medium of communication.

**Implement current initiatives.** In recent years, the City Council and the community have made leadership decisions to resource key city services including streets, police, utilities and affordable housing & homelessness. Each of these initiatives included a multi-year ramp up implementation that results in additional resources each year. The 2019-2020 biennium reflects reaching a critical mass in these initiatives, resulting in increases in both capital and operating investments in these areas. A total of 18.0 new positions are being added in the Police Department, wrapping up the planned staffing increase supported by the dedicated new revenues placed in over 2017-2020. In total, the recommended budget includes \$146.8 million in critical infrastructure investment in key capital projects. The full capital program reflects a pay-as-you-go approach funded with a combination of one-time and ongoing resources consistent with the City's asset management philosophy. The fact that these investments can be made without reliance on debt is made possible by the ongoing commitment to disciplined fiscal policy and management.

**Advance key strategic projects and programs.** There are a number of key strategic projects that the City has underway that will play transformative roles as the City continues to evolve. These include the relocation of the **Public Works Operations Center** which will occur over the next two biennia and result in a vastly more efficient, effective and resilient facility to better meet our daily operating and emergency response needs. The completion, adoption and priming of implementation of the **Heights District Plan** will reinvigorate the central area of Vancouver and capitalize on planned transit investments in the Mill Plain Corridor. Re-establishment of an arts and culture program to include perfecting the partnership with the Vancouver School District and Fort Vancouver Regional Library District on the **Arts and Innovation Campus** where this is the future home to an urban K-5 School of Arts and Innovation, as well as a potential community center for the arts. The development of a **Civic Center master plan** for the vacant land surrounding City Hall and the Hilton Hotel & Convention Center, the largest remaining contiguous vacant land in the downtown core, along with refreshing of the **City Center Vision Plan** in support of continued momentum downtown. Lastly, completion of the **Transportation System Plan** update, the guiding policy for hundreds of millions of dollars in future investments in the City's transportation system.

**Build capacity and momentum** in the organization through continued staff development and succession planning, key investments in core technology systems, proactive hiring and knowledge transfer, and long-range space planning to accommodate growth.

**Plan for a Stronger Vancouver.** Over the last two years, the City has been engaged in the Vancouver Strong effort, an initiative aimed at crafting a long-term strategy for a stable, sustainable, resilient funding approach that assures Vancouver can grow to become a more safe, welcoming, vibrant and prosperous city. In the first half of the biennium, the City Council will be presented with options to fund a package of capital and operating programs that would be implemented over the next decade. This recommended budget begins to prepare the organization to deliver on the promise of this initiative.

More detail on each initiative is found in the Executive Summary and throughout the remainder of the recommended budget.

Through the strong leadership of City Council, continued discipline by City management, and consistent dedication to service by every City employee, the City finds itself entering the next biennium enjoying ongoing fiscal stability and a strong financial position. Council's financial policies, combined with ongoing commitment to efficient and effective City operations, have positioned the City to be bolder as we enter the coming 2019-2020 biennium and move forward with the many exciting initiatives included in this recommended budget.

The City is a very complex organization. Forecasting our resources, preparing the budget, monitoring its implementation, assuring accountability and transparency, all while getting the work done takes an exceptional group of professionals. I want to thank the City's Management Leadership team, Budget Office, and the hundreds of employees across the City who participated in the development and preparation of this budget. I especially want to thank City Council, whose leadership and policy direction through the recession has enabled the City to make some of the strategic investments found in this recommended budget. Lastly, I thank the citizens and community of Vancouver, without whom we would not have a purpose.

Sincerely,

A handwritten signature in black ink, appearing to read "Eric J. Holmes", with a stylized flourish at the end.

Eric J. Holmes  
City Manager



# Executive Summary

The proposed City Manager's 2019-2020 Recommended Budget ("Recommended Budget") is balanced over the biennium, including utilization of existing cash in various City funds to fund one-time initiatives and the City's capital program.

The Recommended Budget totals \$1.2 billion for all operating and capital funds and proposes to utilize \$41.3 million citywide in existing cash reserves, primarily from capital funds, to fund the City's 2019-2020 capital program and one-time initiatives. The total number of Full Time Equivalent (FTE) positions funded in the Recommended Budget is 1,180.4 by 2020, representing a 6.0% increase of the FTE count authorized for 2018. The two year budget for all funds is 3.7% higher than the 2017-2018 Current Budget.

| <b>Fund Name</b>           | <b>2018<br/>Revenue<br/>Budget</b> | <b>2018<br/>Expense<br/>Budget</b> | <b>2018<br/>Estimated<br/>Ending</b> | <b>2019-2020<br/>Projected<br/>Revenues</b> | <b>2019-2020<br/>Projected<br/>Expenses</b> | <b>2019-2020<br/>Estimated Ending<br/>Balance</b> |
|----------------------------|------------------------------------|------------------------------------|--------------------------------------|---------------------------------------------|---------------------------------------------|---------------------------------------------------|
| <b>Total All City Fund</b> | 535,049,999                        | 565,153,327                        | 285,047,920                          | 1,154,937,735                               | 1,200,144,730                               | 239,840,925                                       |

The General, Street and Fire Recommended Budget anticipates \$7.1 million in existing reserves to fund one-time initiatives; including equipment needs - such as vehicles, funding pilot projects addressing homelessness, diversity and establishment of a cultural coordination program as well as other one-time items. The Recommended Budget in the General, Street and Fire Funds are 15.0% higher over the two- year time period than it was in the 2017-2018 Adopted Budget, mostly due to continued phased-in expansion in service levels for Police and Streets, funded by revenue increases between 2016 and 2020.

| Fund | Fund Name                                  | Balance | 2015           | 2016           | 2016           | 2016                     | 2017-2018          | 2017-2018          | 2018                     |
|------|--------------------------------------------|---------|----------------|----------------|----------------|--------------------------|--------------------|--------------------|--------------------------|
|      |                                            |         | Ending Balance | Revenue Budget | Expense Budget | Estimated Ending Balance | Projected Revenues | Projected Expenses | Estimated Ending Balance |
| 001  | General Fund                               | Fund    | 56,871,920     | 139,965,836    | 145,270,967    | 51,566,788               | 283,748,651        | 286,725,490        | 48,589,950               |
|      | <b>Special Revenue Funds</b>               |         |                |                |                |                          |                    |                    |                          |
| 102  | Street Fund                                | Fund    | 7,260,345      | 18,579,714     | 17,760,898     | 8,079,162                | 36,339,958         | 37,025,920         | 7,393,200                |
| 103  | Street Funding Initiative - Operating Fund | Fund    | 50,852         | 1,252,713      | 1,243,585      | 59,980                   | 9,163,739          | 9,158,648          | 65,071                   |
| 151  | Fire Fund                                  | Fund    | 6,932,708      | 35,426,139     | 36,845,259     | 5,513,587                | 80,191,612         | 79,539,143         | 6,166,056                |

| Fund Name                                | 2018               | 2018               | 2018                     | 2019-2020          | 2019-2020          | 2019-2020                |
|------------------------------------------|--------------------|--------------------|--------------------------|--------------------|--------------------|--------------------------|
|                                          | Revenue Budget     | Expense Budget     | Estimated Ending Balance | Projected Revenues | Projected Expenses | Estimated Ending Balance |
| General Fund                             | 165,063,623        | 170,385,348        | 56,446,663               | 344,669,554        | 346,085,452        | 55,030,765               |
| Street Fund                              | 13,598,361         | 15,069,351         | 9,557,206                | 28,093,067         | 34,192,993         | 3,457,280                |
| Fire Fund                                | 41,700,247         | 42,320,696         | 3,013,050                | 93,489,763         | 93,028,380         | 3,474,433                |
| <b>Total General, Street, Fire Funds</b> | <b>231,180,472</b> | <b>238,803,654</b> | <b>70,467,565</b>        | <b>488,695,533</b> | <b>492,962,097</b> | <b>66,201,001</b>        |



As reviewed with Council at a Retreat on February 23<sup>rd</sup>, 2018 and in several intervening conversations, the following assumptions underpinned budget preparation and are included in the Recommended Budget.

**Revenues** – the Recommended Budget reflects the following revenue assumptions:

- The statutorily authorized 1.0% increase in property tax revenues for each year of the biennium.
- Rate adjustments for sewer, water, drainage and garbage utilities to reflect inflation and fund depreciation costs already included in the Vancouver Municipal Code.
- Optimized fee rates in fee-for-service enterprise areas, parks and recreation, building and planning.
- Increased parking rates to achieve full fiscal self-sufficiency in that area.
- A mild recession anticipated in 2019.

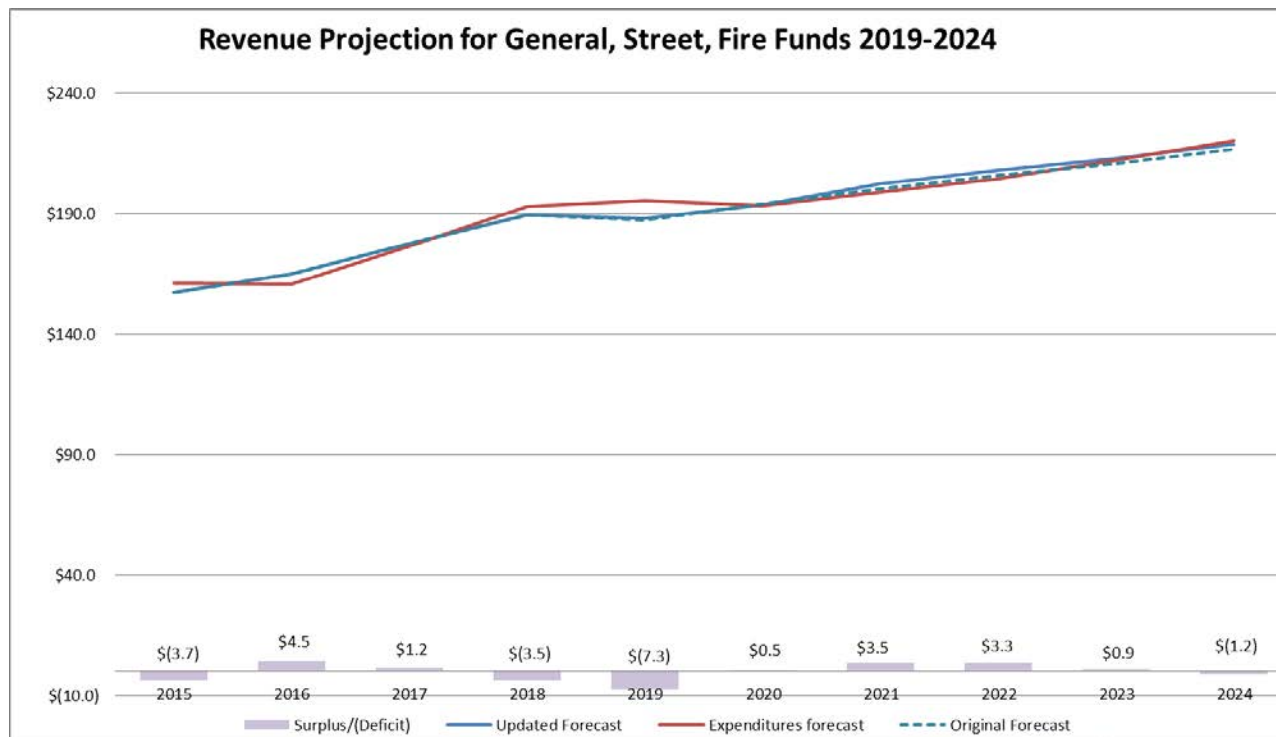
**Expenditures** – the expenditures in the Recommended Budget were developed consistent with the following:

- Modest personnel cost increases.
- Very limited addition of full-time equivalent (FTE) employees without new associated revenue, and use of limited-term positions to pilot new service delivery models in high priority areas where increased use of City resources was warranted. These include addressing homelessness, establishment of the city's cultural program, and grounds maintenance.
- A zero-based budgeting approach to overtime, one-time professional services and interfund transfers.
- Optimization of use of dedicated funds to sustain core services, particularly in public safety areas.
- No new debt.



**Forecast:** With these basic assumptions, the forecast for the coming biennium reflected a combination of \$2.0 million/year in surplus over the 2019-2020 biennium and a modest deficit, slightly higher than the forecast's margin of error, was anticipated to develop by the last year of the forecast. The six-year forecast incorporated a moderate recession in late 2019 – early 2020. The actual revenue performance in 2018 has been better than was anticipated in the forecast, mostly due to stronger sales tax revenues from new construction, auto sales and general retail. In August, the original forecast was updated for anticipated higher level of sales tax revenues to continue coming in through the end of the biennium than was originally forecasted.

The chart below represents the original forecast with the updated revenue forecast and the 2019-2020 budget presented as recommended by the City Manager. The City is anticipated to utilize some of the cash balances in 2019, but will remain structurally sound through the end of the forecasted time period.





### Key Framework Initiatives:

The Recommended Budget has been carefully crafted to emphasize the City's strategic plan and Council's and the community's service priorities and expectations. This budget reflects the following five themes: assure a firm foundation, implement current initiatives, advance key strategic projects, and build capacity and momentum and plan for a stronger Vancouver.

**Assure a firm foundation.** The Recommended Budget continues to fully fund City reserves and depreciation accounts to levels provided for in the Council-approved financial policies, while maintaining adequate operating capital throughout the biennium. Additional positions in direct service providing departments including Parks, Public Works, Administrative Services and Public Safety, will allow the City to slightly increase service levels in high priority areas. Increased staffing in support services will aid the operating departments in reaching their objectives. Overall, the budget recommends adding 79.5 FTEs over the biennium. Below are some of the highlights of recommendations included in the Recommended Budget consistent with this key initiative:

#### Highlights:

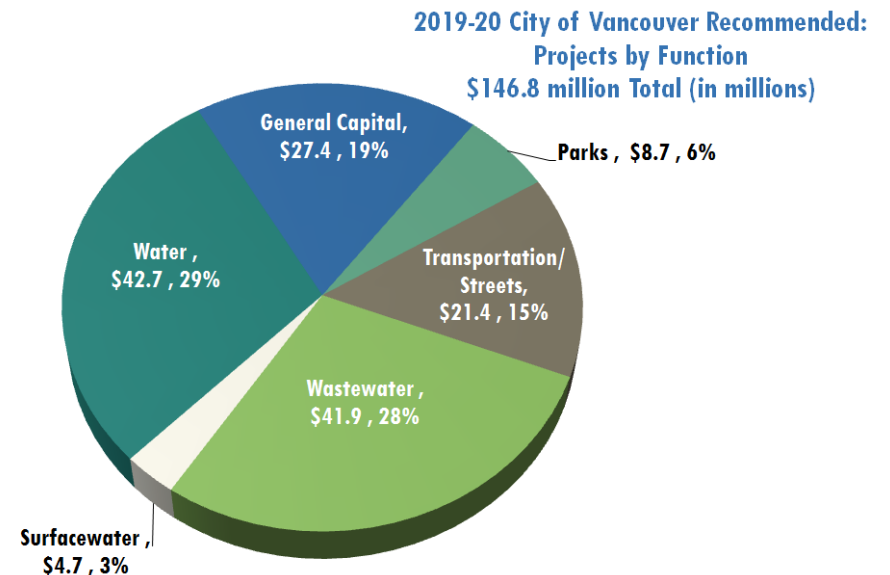
- Maintain operating, capital, full fund reserve and depreciation regimen in the General Fund to levels provided for in council financial policies.
- A total of 13.0 new FTE positions added in the Fire Fund to staff the new Fire Station 11 that is currently being constructed. The new positions and construction of Fire Station 11 is funded largely by Fire District 5.
- An additional 2.0 new FTE positions and supporting costs in parks maintenance were added in 2020. This initiative will continue the course of service level increases that started in 2016-2017 in keeping city parks green.
- The capital program, funded by the Street Funding Initiative, added 2.0 new FTE positions. These positions are needed to increase the service level of the Pavement Management program and are funded by new revenues that went into effect during the 2017-2018 biennium.
- A total of 7.5 FTE positions were added in the Internal Administrative Services Fund to support the City's expanding capital program, information technology needs and increasing demand for services. Of the 7.5 FTEs; 2.0 FTEs will start up the expanded citywide GIS program and 1.0 FTE will be dedicated to improving the city's records program.
- The SUV pilot project in the Fire Fund has proven a cost effective method of augmenting response to medical calls of high priority. The Recommended Budget converts staffing from limited-term to regular. The Recommended Budget also recommends adding 5.0 new FTE positions in the Fire Marshal's Office to continue working through the backlog of fire inspections.

- An additional 2.0 new FTE positions in the City Manager's office were added to coordinate homelessness service response and to create a dedicated resource for the City's Cultural Commission, art grants and public art maintenance.
- One revenue-funded FTE position located in the Building Fund is also added to address the high level of complex development projects in permitting.
- A total of 17.5 new FTE positions are added in Public Works to support the increasing demands of the utilities capital program.
- Maintain market relevance for compensation to assure competitiveness needed to retain and recruit workforce.
- Affirm 2017-2018 staffing levels as baseline in all other service areas.

**Implement current initiatives.** In recent years, the City Council and the community have made leadership decisions to resource key city services including streets, police, utilities and affordable housing & homelessness. Each of these initiatives included a multi-year ramp up implementation that results in additional resources each year. The 2019-2020 biennium reflects funding for the final two years of the ramp up in police and streets, resulting in creation of additional capacity in both of these areas.

#### Highlights:

- An additional 17.0 new FTE consisting of Police Officers, Police Service Technicians and Support positions were added in the Police Department to address specific staffing and administrative requirements. These positions represent the last phase of the staffing increase funded by the dedicated revenue increases that were put in place in 2017. In addition, 1.0 new FTE position in Police is dedicated to support the effort addressing homelessness on the City's streets.
- To coordinate a response to homelessness, a cross departmental team with funding for 1.0 new FTE coordinator position and mental health services will be formed to work with the population affected by homelessness in the City of Vancouver. The response also includes maintenance of the new building that will house the day center and additional resources and services to address homelessness.





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- Capital investment of \$36.1 million was added to support fire stations, parks, recreation facilities and police precincts. A total of \$21.4 million represents projects in Streets and \$89.3 million represents capital projects in the City's utility funds. These investments are funded with a combination of City's one-time and ongoing resources consistent with the City's asset management philosophy and utilization of federal and state grants.

Of the City's nearly \$1.5 billion in total assets, approximately 80.0% are capital (buildings, streets, land, utility lines, etc.); our stewardship of these capital assets is critical to efficient, effective and sustainable service delivery. While the true costs to manage these assets through their lifetime are daunting, the City is in a position to begin to make meaningful, strategic investments in our assets without the need for new debt.

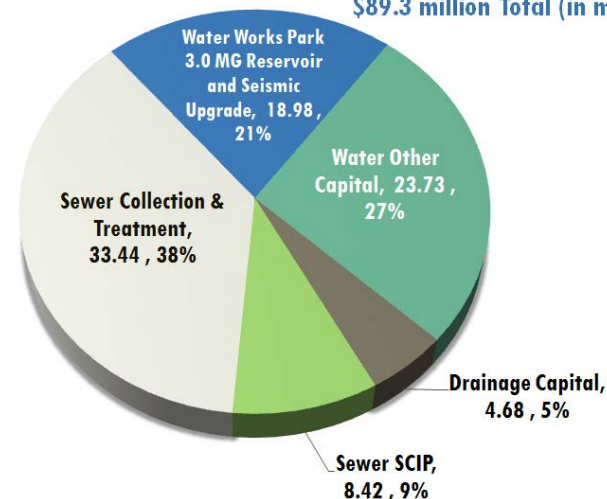
The following capital projects are included in the Recommended Budget using the pay-as-you go strategy.

**Highlights:**

- Wrap-up Workday implementation that will serve as the backbone of our financial and human resource management activities.
- New Fire Station 11 construction and continued design of the new Operations Center. These projects are expected to be complete in 2020-2022.
- Asset Management totaling \$10.3 million is recommended for a number of asset management projects including; roof replacements, major maintenance, pervious surface, sealing, painting and HVAC repair in various city facilities.
- Pearson Airfield includes a largely federal-fund runway replacement project.
- Transportation totaling \$17.4 million is recommended and will include; Mill Plain Blvd from 104<sup>th</sup> to NE Chkalov Dr. , 137<sup>th</sup> Ave Corridor between 49<sup>th</sup> and Fourth Plain, 18<sup>th</sup> St. from NE Four seasons Ln to NE 136<sup>th</sup> Ave and LED Street Light Retrofit. All are anticipated to be completed by the end of the biennium. In addition, \$4.0 million in additional Street projects are funded by the Street Funding Initiative capital.
- Parks and Trails totaling \$8.7 million is recommended for North Image Park, Dubois Park, First Place Park, Clear Meadows Park, Summers Walk Park and new park land acquisition utilizing the City's PIF resources.

- Utilities totalling \$89.3 million is recommended including; \$1 million for Water Works Park Reservoir and Seismic Upgrade, continued Operations Center design, water station 5 to transmission, and other smaller projects in Water Fund. An \$1 million two-year SCIP program, \$9.4 million for Process Control Electronics, \$24.0 million for other sewer collection and treatment projects in Drainage Fund; \$4.6 million two-year program Drainage Fund consisting of a variety of projects.
- Equipment replacement is sustainably funded fully in Fire, Public Works equipment and apparatus repair and replacement in a manner that is sustainable for multiple budget cycles. Recommended Budget includes funding to include all remaining vehicles that were not previously part of the replacement cycle vehicles that will be replaced.

2019-20 City of Vancouver Recommended:  
Utility Projects  
\$89.3 million Total (in millions)



**Advance key strategic projects and programs.** There are a number of key strategic projects that the City has underway that will play transformative roles as the City continues to evolve. These include the relocation of the **Public Works Operations Center**, which will occur over the next two biennia and result in a vastly more efficient, effective and resilient facility to better meet our daily operating and emergency response needs. Completion, adoption and priming implementation of the **Heights District Plan**, reinvigorating the central area of Vancouver and capitalizing on planned transit investments in the Mill Plain Corridor. Re-establish an arts and culture program including perfecting the partnership with the Vancouver School District and Fort Vancouver Regional Library District on the **Arts and Innovation Campus** - future home to an urban K-5 School of Arts and Innovation as well as the possibility for a community center for arts. Developing a **Civic Center master plan** for the vacant land surrounding City Hall and the Hilton Hotel & Convention Center, the largest remaining contiguous vacant land in the downtown core, along with a refresh of the **City Center Vision Plan** in support of continued momentum downtown and completion of the **Transportation System Plan** update - the guiding policy for hundreds of millions of dollars in future investments in the City's transportation system.

**Build capacity and momentum.** In the organization through continued staff development and succession planning, key investments in core technology systems, proactive hiring and knowledge transfer and long range space planning to accommodate growth.

The City continues to face a generational change in our workforce making development of leadership skills at the City as well as succession planning critical. Resources are set aside in the budget to allow targeted staff training and development as well as creating a refreshed Leadership Training academy for city employees.



In recognition of pending staff turnover of up to 12.0% by the end of 2020 due to retirements and natural attrition, the City needs to actively manage the transfer of experience and institutional knowledge and cultivate the next generation of leadership. A total of 126 employees are eligible to retire between now and the end of 2020. An additional 3.0%-5.0% of employees will turnover due to normal attrition process.

**Highlights:**

- Resources are set aside in the budget to allow targeted staff training and development.
- Funding is set aside for leadership development to create a refreshed Leadership Training Academy.
- Cultural competency, leadership and project management skills development are anticipated to be the City's focus over the next biennium.
- Additional resources are allocated to expand the GIS program citywide. GIS capabilities are anticipated to be utilized to create a better tool for outreach to the community as well as generate data to be used in improving City service delivery.
- Conversion to Microsoft Office 365 is anticipated to take place early in the next biennium and is fully funded by system replacement dollars set aside for this purpose over the last several years.

**Plan for a Stronger Vancouver.** Over the last two years, the City has been engaged in the Vancouver Strong effort, an initiative aimed at crafting a long term strategy for a stable, sustainable, resilient funding approach that assures Vancouver can grow to become a more safe, welcoming, vibrant and prosperous city. In the first half of the biennium, the City Council will be presented with options to fund a package of capital and operating programs that would be implemented over the next decade. This Recommended Budget begins to prepare the organization to deliver on the promise of this initiative.

The Recommended Budget addresses the highest priorities of the community with continued high level fiscal constraint in utilization of City resources. The budget is balanced by utilizing ongoing revenues, and the one-time resources are funded by existing cash. The budget sets initiatives in place to bear financial savings in future biennia and temper the growth in city expenditures.

Following are detailed recommendations by fund, by department, and by project for all City funds and departments. A detailed listing of all decision packages submitted is also included.





# Personnel Summary

# Summary of Position Changes

## General Fund

### City Manager's Office

- Cultural Services Manager – New 1.0 FTE Limited Term added for two years to support a Cultural Commission, Grant Program and maintenance for City owned public art.
- Homeless Response Coordinator – New 1.0 FTE Limited Term added for two years to support the Urban Camping Impact Reduction Program.

### Community and Economic Development

- Associate Planner – Existing 1.0 FTE Limited Term extended for one year (grant funded) to support multimodal use of city streets.
- Associate Planner – New 1.0 FTE Limited Term added for two years to assist full-time land use planner on high priority items.
- CTR Coordinator – Existing 1.0 FTE Limited Term extended for one year (revenue funded) for the state's Commute Trip Reduction Program.

### Development Review Services

- Code Enforcement Officer – New 1.0 Limited Term added for two years to support the Urban Camping Impact Reduction Program.
- Engineering Technician II - New 1.0 FTE Regular added to support Public Works engineering through review of simple engineering plans and other documents.
- Support Specialist adjusted to Support Specialist II – existing 0.5 FTE Regular adjustment in baseline to correct job classification.

### Facilities Maintenance

- 15.0 FTE positions adjusted in baseline to move Facilities Maintenance from General Fund into Grounds and Facilities Services Fund.



### **Grounds Maintenance**

- 17.0 FTE positions adjusted in baseline to move Grounds Maintenance from General Fund into Grounds and Facilities Services Fund.

### **Legal Service – Criminal and Domestic Violence**

- 12.5 FTE positions adjusted in baseline to move Legal Services – Civil from General Fund to Internal Administrative Services Fund.

### **Parks, Trails and Natural Resources**

- Community Relations Specialist – New 1.0 Limited Term for two years to support all major department communications and development of partnerships/sponsorships funded by an offset of savings from marketing materials in baseline.
- Facilities Assistant – New 0.25 FTE Regular increase to support increase in Parks Shelter reservations, permits and events.
- Volunteer Program Assistant – New 0.75 FTE Limited Term for three years added to support volunteer projects in the community.

### **Police Department**

- Analyst adjusted to Crime Analyst – Existing 1.0 FTE Regular adjusted in baseline to correct job classification.
- Police Officer – New 11.0 FTEs Regular added to support the Community Resource Team process conducted in prior biennium as defined by VPDs 2020 plan.
- Police Officer – New 1.0 FTE Regular added to support the Urban Camping Impact Reduction Program.
- Police Sergeant – New 3.0 FTEs Regular added to support the Community Resource Team process conducted in prior biennium as defined by VPDs 2020 plan.
- Police Service Technician – New 2.0 Regular added to support the Community Resource Team process conducted in prior biennium as defined by VPDs 2020 plan.
- Records Specialist – New 1.0 FTE Regular added to support the Community Resource Team process conducted in prior biennium as defined by VPDs 2020 plan.
- Support Specialist II adjusted to Records Specialist – Existing 1.0 FTE Regular adjusted in baseline to correct job classification.

### **Recreation Services**

- Customer Service Representative – New 0.25 FTE Regular increase to support the opening of Marshall Center on Sundays.

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- Recreation Specialist – New 0.5 FTE Regular added to support checking water chemistry at the new Waterfront Park Water Feature and Marshall Pool’s expanded hours.

## **Street Fund**

### **Pavement Management & Street Design**

- Senior Engineering Technician – New 1.0 FTE for GIS to support Transportation with GIS and Asset Management programs.

### **Transportation Development Review**

- Engineering Technician II – New 1.0 FTE Regular to support Transportation Development Review Services and Transportation Design.

## **Street Funding Initiative Fund**

### **Maintenance**

- Maintenance Worker II – Adjustment of 0.5 FTE Regular from Surface Water Management Fund to Street Funding Initiative Fund for arterial sweeping.

### **Pavement Management**

- Civil Engineer – New 1.0 FTE Regular added to support increased workload to accomplish recent adoption of six year transportation plan beginning in 2020.

### **Street Maintenance**

- Administrative Assistant – New 1.0 FTE Regular added to support the Sidewalk Repair Program and Transportation Design Engineering.

## **Fire Fund**

### **Fire Department**

- Assistant Fire Marshal – New 1.0 FTE Regular added to support the Fire Code Officer group in the Fire Marshal’s Office.
- Fire Code Officer – New 4.0 FTEs Regular (revenue dependent) added to increase annual inspections.
- Fire Captain – New 4.0 FTEs Regular added to support the opening of Fire Station 11 in 2020.



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- Firefighter – New 5.0 FTEs Regular added to support the opening of Fire Station 11 in 2020.
  - Firefighter Paramedic - New 4.0 FTEs Regular added to support the opening of Fire Station 11 in 2020.

## Surface Water Management Fund

### Surface Water Management Engineering

- Environmental Scientist – New 1.0 FTE Regular added to ensure compliance with new components of the Western Washington Phase II Municipal Stormwater NPDES Permit.
- Senior Civil Engineer – New 1.0 FTE Regular added to ensure compliance with new components of the Western Washington Phase II Municipal Stormwater NPDES Permit.

### Surface Water Management Maintenance

- Maintenance Worker II – Adjustment of 0.5 FTE Regular from Surface Water Management Fund to Street Funding Initiative Fund for arterial sweeping.
- Operations Superintendent – Existing 1.0 FTE Regular moved from Surface Water Management Fund to Grounds and Facilities Services Fund.
- Operations Superintendent – New 1.0 FTE Regular added to support Greenway and Sensitive Lands.

## Water Utility Fund

### Construction

- Analyst – Existing 1.0 FTE Regular reclassified in baseline to Construction Project Coordinator.
- Professional Land Surveyor – Existing 1.0 FTE Regular reclassified in baseline to City Surveyor.
- Civil Engineer – New 1.0 FTE Regular added to support Capital Construction Team due to an increase in construction projects.
- Construction Project Coordinator – New 1.0 FTE Regular added to support Capital Construction Team due to an increase in construction projects.
- Professional Land Surveyor – New 1.0 FTE Regular added to support the City Surveyor and City Survey Team.
- Senior Construction Inspector – New 2.0 FTE Regular added in each year of the biennium to support the Capital Construction team due to an increase in construction projects.



## **Utility Administration**

- Senior Engineering Technician – Existing 1.0 FTE Regular moved from Utility Administration to Water Engineering in baseline.

## **Water Engineering**

- Senior Engineering Technician – Existing 1.0 FTE Regular reclassified to Engineering Specialist.
- Water Resource Engineer – Existing 3.0 FTE Regular administrative adjustment to Civil Engineer classification in baseline.
- Senior Engineering Technician – Existing 1.0 FTE Regular moved from Utility Administration to Water Engineering in baseline.
- Senior Civil Engineer – New 1.0 FTE Regular added to supervise and oversee the transmission main design program.
- Engineering Specialist – New 1.0 FTE Regular added to supervise the Civil Engineer and Engineering Specialist.

## **Water Maintenance**

- Departmental Aide – Existing 0.5 FTE moved in baseline from Human Resource to Water Maintenance.
- SCADA Technician – New 1.0 FTE Regular added to create safeguards for the City's Water System.
- Utility Electrician – New 1.0 FTE Regular added to help maintain the electrical system in the City's Water Program.
- Water Quality Technician – New 1.0 FTE Regular added to expand the City's Water Quality program and ensure safety of the City's Water System.

## **Water Resource Education Center**

- Educator – New 1.0 FTE Limited Term added for three years to lead Student Watershed Monitoring Network Program.

# **Sewer Utility Fund**

## **Sewer Engineering**

- Civil Engineer – New 3.0 FTE Regular added to support the Wastewater Collection Engineering group due to increase in capital projects.

## **Sewer Maintenance**

- Maintenance Worker II – New 1.0 FTE Regular added to expand the root foaming program and assist with manhole rehabilitation.



## Airport Fund

### Airport Operation

- Program Coordinator – New 1.0 Limited Term for two years to support Airport Operations. This position is anticipated to be fully funded by increased Airport revenue.

## Building Inspection Fund

### Building Inspection

- Building Inspector III – New 1.0 FTE Regular funded by revenue to assist in increased inspection workload associated with the higher level of complex development projects. This position is revenue dependent.
- Customer Service Representative – Existing 1.0 FTE Limited Term removed from baseline and added back to extend for one year to support the Permit Center reception counter.
- Plans Examiner III – New 1.0 FTE Regular funded by revenue to assist in the technical review associated with complex development projects. This position is revenue dependent.

## Solid Waste Fund

### Solid Waste Program

- Analyst B – New 1.0 FTE Regular added to assist with increased workload associated with plan reviews processed by the Solid Waste department.

## Parking Services Fund

### Parking Services

- Parking Officer – Converts existing 1.0 FTE Limited Term to Regular to support parking enforcement.
- Parking Officer – Converts existing 0.5 FTE Limited Term to Regular to support parking enforcement.
- Parking Officer – New 0.5 FTE Regular added to support pay station meter collections and enforcement as needed.



## Tennis Center Fund

### Tennis Center

- 3.75 FTEs removed from baseline as USTA will now be managing the operations of the Tennis Center.

## Equipment Services Operations Fund

### Equipment Service Operations

- Mechanics – Remove 2.0 FTE Limited Term in 2020 baseline as Limited Term status ends 12/31/2019.

## Grounds and Facilities Services Fund

### Facilities Maintenance

- 15.0 FTE positions adjusted in baseline to move Facilities Maintenance from General Fund into new Grounds and Facilities Internal Services Fund.
- Building Systems Technician – New 1.0 FTE Regular added to support security and electrical building systems.
- Facilities Maintenance Specialist (1.0 FTE) adjusted to Lead Facilities Maintenance Specialist (1.0 FTE) to provide management support when the Facilities Maintenance Supervisor is unavailable.

### Grounds Maintenance

- 17.0 FTE positions adjusted in baseline to move Grounds Maintenance from General Fund into new Grounds and Facilities Internal Services Fund
- Operations Superintendent – Existing 1.0 FTE Regular adjusted in the baseline to move from Surface Water Management Fund to Grounds and Facilities Services Fund.
- Maintenance Worker II – New 2.0 FTEs Regular added to accommodate parks increased levels of service pending further evaluation of program before hiring in 2020.





## Self-Insured Worker's Comp & Liability Fund

### Self-Insurance-Risk Management

- Safety Officer – Convert existing 1.0 FTE Regular Loss Control Specialist to Safety Officer to support development of citywide safety program.

## Internal Administrative Services Fund

### Financial & Management Services

- Payroll System Analyst – Existing 1.0 FTE Limited Term removed in baseline and added back as 1.0 FTE Limited Term for an additional one year to support the payroll department.
- Procurement Specialist – New 1.0 FTE Regular added to support increased workload related to the anticipated increase of construction projects.
- Records Manager – New 1.0 FTE Regular added to supervise the Records management Team in Finance and recommend and implement a citywide Records Management program.
- Senior Accounting Clerk – Remove 3.0 FTEs Regular added in 2017-18 Biennium to support the Community Resource Team initiative for VPD's 2020 plan that originally collected a new Business License Surcharge, however the revenue mechanism is now changed and these positions will not be needed.
- Support Specialist I – Existing 1.0 FTE Limited Term extended for an additional two years to support Central Records related work performed for departments.

### Human Resources

- Departmental Aide – Existing 0.5 FTE Regular moved in baseline from Human Resource to Water Maintenance.
- Support Specialist III – Extending existing 1.0 Limited Term for an additional two years to support administrative need in labor and contract negotiations and provide backup for other HR related functions.



## Information Technology

- Computer Support Specialist – Converts existing 1.0 FTE Limited Term to Regular to support critical applications in Vancouver Police Department.
- IT Systems Analyst adjusted to IT Systems Analyst C – Converts existing 1.0 FTE Limited Term to aide in management of System and Network Administrators.
- IT Systems Analyst B – Removes existing 1.0 Limited Term expired in December 2018 in the baseline.
- IT Systems Analyst B – New 1.0 FTE Regular in 2020 to support citywide GIS program.
- IT Systems Analyst C – New 1.0 FTE Regular added to manage the citywide GIS program.
- IT Systems Analyst C – New 1.0 FTE Regular added to support Infor's Utility Billing and Asset Modules and provide secondary support to other Hansen modules.
- IT System Analyst C – New 1.0 FTE Limited Term for two years added to support Infor's CDR (Building and Land Use permitting) module and projectDox electronic plan review software.

## Legal Service – Civil

- 12.5 FTE positions adjusted in baseline to move Legal Services – Civil from General Fund to Internal Administrative Services Fund
- Legal Secretary – New 0.5 FTE Limited Term for two years to support the Urban Camping Impact Reduction Program.

# City of Vancouver 2019-20 Biennium Budget

## FTE by Fund-Department

|                                                 | 2018<br>Budget | 2019<br>Baseline<br>Adj from<br>2018 | 2019<br>Baseline | 2019<br>Rec<br>Budget Adj | 2019<br>Rec<br>Budget | 2020<br>Baseline<br>Adj from<br>2019 | 2020<br>Baseline | 2020<br>Rec<br>Budget Adj | 2020<br>Rec<br>Budget |
|-------------------------------------------------|----------------|--------------------------------------|------------------|---------------------------|-----------------------|--------------------------------------|------------------|---------------------------|-----------------------|
| <b>General Fund</b>                             |                |                                      |                  |                           |                       |                                      |                  |                           |                       |
| <b>City Council</b>                             |                |                                      |                  |                           |                       |                                      |                  |                           |                       |
| City Council Member                             | 6.00           | -                                    | 6.00             | -                         | 6.00                  | -                                    | 6.00             | -                         | 6.00                  |
| Mayor of Vancouver                              | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| <b>Total</b>                                    | <b>7.00</b>    | <b>-</b>                             | <b>7.00</b>      | <b>-</b>                  | <b>7.00</b>           | <b>-</b>                             | <b>7.00</b>      | <b>-</b>                  | <b>7.00</b>           |
| <b>City Managers Office</b>                     |                |                                      |                  |                           |                       |                                      |                  |                           |                       |
| Administrative Assistant to<br>the City Manager | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Assistant City Manager                          | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Assistant to City Council                       | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Citizen Liaison                                 | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| City Manager                                    | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Communications<br>Coordinator                   | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Communications Manager                          | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Communications Specialist                       | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Community Relations<br>Specialist               | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Cultural Services Manager                       | -              | -                                    | -                | 1.00                      | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Emergency Manager                               | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Homeless Response<br>Coordinator                | -              | -                                    | -                | 1.00                      | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |

|                                         | 2018<br>Budget | 2019<br>Baseline<br>Adj from<br>2018 | 2019<br>Baseline | 2019<br>Rec<br>Budget Adj | 2019<br>Rec<br>Budget | 2020<br>Baseline<br>Adj from<br>2019 | 2020<br>Baseline | 2020<br>Rec<br>Budget Adj | 2020<br>Rec<br>Budget |
|-----------------------------------------|----------------|--------------------------------------|------------------|---------------------------|-----------------------|--------------------------------------|------------------|---------------------------|-----------------------|
| Neighborhood Coordinator                | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Program & Policy<br>Development Manager | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Support Specialist II                   | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Support Specialist III                  | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Web Content Manager                     | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| <b>Total</b>                            | <b>15.00</b>   | <b>-</b>                             | <b>15.00</b>     | <b>2.00</b>               | <b>17.00</b>          | <b>-</b>                             | <b>17.00</b>     | <b>-</b>                  | <b>17.00</b>          |

### Community and Economic Development

|                                        |             |               |             |             |              |          |              |               |             |
|----------------------------------------|-------------|---------------|-------------|-------------|--------------|----------|--------------|---------------|-------------|
| Associate Planner                      | 3.00        | (1.00)        | 2.00        | 2.00        | 4.00         | -        | 4.00         | (1.00)        | 3.00        |
| CTR Coordinator                        | 0.75        | (0.75)        | -           | 0.75        | 0.75         | -        | 0.75         | (0.75)        | -           |
| Long Range Planning<br>Program Manager | 1.00        | -             | 1.00        | -           | 1.00         | -        | 1.00         | -             | 1.00        |
| Planner                                | 1.00        | -             | 1.00        | -           | 1.00         | -        | 1.00         | -             | 1.00        |
| Principal Planner                      | 2.00        | -             | 2.00        | -           | 2.00         | -        | 2.00         | -             | 2.00        |
| Senior Planner                         | 1.00        | -             | 1.00        | -           | 1.00         | -        | 1.00         | -             | 1.00        |
| Transportation Planning<br>Manager     | 1.00        | -             | 1.00        | -           | 1.00         | -        | 1.00         | -             | 1.00        |
| <b>Total</b>                           | <b>9.75</b> | <b>(1.75)</b> | <b>8.00</b> | <b>2.75</b> | <b>10.75</b> | <b>-</b> | <b>10.75</b> | <b>(1.75)</b> | <b>9.00</b> |

### Development Review Services

|                                   |      |   |      |      |      |   |      |   |      |
|-----------------------------------|------|---|------|------|------|---|------|---|------|
| Assistant Planner                 | 2.00 | - | 2.00 | -    | 2.00 | - | 2.00 | - | 2.00 |
| Associate Planner                 | 2.00 | - | 2.00 | -    | 2.00 | - | 2.00 | - | 2.00 |
| Code Enforcement Officer          | 4.00 | - | 4.00 | 1.00 | 5.00 | - | 5.00 | - | 5.00 |
| Community Development<br>Director | 1.00 | - | 1.00 | -    | 1.00 | - | 1.00 | - | 1.00 |
| Engineering Technician II         | 3.00 | - | 3.00 | 1.00 | 4.00 | - | 4.00 | - | 4.00 |



|                       | 2018<br>Budget | 2019<br>Baseline<br>Adj from<br>2018 | 2019<br>Baseline | 2019<br>Rec<br>Budget Adj | 2019<br>Rec<br>Budget | 2020<br>Baseline<br>Adj from<br>2019 | 2020<br>Baseline | 2020<br>Rec<br>Budget Adj | 2020<br>Rec<br>Budget |
|-----------------------|----------------|--------------------------------------|------------------|---------------------------|-----------------------|--------------------------------------|------------------|---------------------------|-----------------------|
| Land Use Supervisor   | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Senior Planner        | 4.00           | -                                    | 4.00             | -                         | 4.00                  | -                                    | 4.00             | -                         | 4.00                  |
| Support Specialist    | 0.50           | (0.50)                               | -                | -                         | -                     | -                                    | -                | -                         | -                     |
| Support Specialist II | 2.00           | 0.50                                 | 2.50             | -                         | 2.50                  | -                                    | 2.50             | -                         | 2.50                  |
| <b>Total</b>          | <b>19.50</b>   | <b>-</b>                             | <b>19.50</b>     | <b>2.00</b>               | <b>21.50</b>          | <b>-</b>                             | <b>21.50</b>     | <b>-</b>                  | <b>21.50</b>          |

### Facilities Maintenance

|                                        |              |                |          |          |          |          |          |          |          |
|----------------------------------------|--------------|----------------|----------|----------|----------|----------|----------|----------|----------|
| Building Repair Specialist             | 3.00         | (3.00)         | -        | -        | -        | -        | -        | -        | -        |
| Capital Project manager                | 1.00         | (1.00)         | -        | -        | -        | -        | -        | -        | -        |
| Electrician                            | 1.00         | (1.00)         | -        | -        | -        | -        | -        | -        | -        |
| Facilities Maintenance<br>Specialist   | 2.00         | (2.00)         | -        | -        | -        | -        | -        | -        | -        |
| Facilities Maintenance<br>Specialist I | 1.00         | (1.00)         | -        | -        | -        | -        | -        | -        | -        |
| HVAC Technician                        | 2.00         | (2.00)         | -        | -        | -        | -        | -        | -        | -        |
| Operations Superintendent              | 1.00         | (1.00)         | -        | -        | -        | -        | -        | -        | -        |
| Public Works Supervisor                | 3.00         | (3.00)         | -        | -        | -        | -        | -        | -        | -        |
| Real Property Specialist               | 1.00         | (1.00)         | -        | -        | -        | -        | -        | -        | -        |
| <b>Total</b>                           | <b>15.00</b> | <b>(15.00)</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> |

### Grounds Maintenance

|                                   |              |                |          |          |          |          |          |          |          |
|-----------------------------------|--------------|----------------|----------|----------|----------|----------|----------|----------|----------|
| Grounds Maintenance<br>Specialist | 6.00         | (6.00)         | -        | -        | -        | -        | -        | -        | -        |
| Maintenance Worker II             | 6.00         | (6.00)         | -        | -        | -        | -        | -        | -        | -        |
| Maintenance Worker Lead           | 3.00         | (3.00)         | -        | -        | -        | -        | -        | -        | -        |
| Public Works Supervisor           | 2.00         | (2.00)         | -        | -        | -        | -        | -        | -        | -        |
| <b>Total</b>                      | <b>17.00</b> | <b>(17.00)</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> |

|                                                       | 2018<br>Budget | 2019<br>Baseline<br>Adj from<br>2018 | 2019<br>Baseline | 2019<br>Rec<br>Budget Adj | 2019<br>Rec<br>Budget | 2020<br>Baseline<br>Adj from<br>2019 | 2020<br>Baseline | 2020<br>Rec<br>Budget Adj | 2020<br>Rec<br>Budget |
|-------------------------------------------------------|----------------|--------------------------------------|------------------|---------------------------|-----------------------|--------------------------------------|------------------|---------------------------|-----------------------|
| <b>Legal Service - Criminal and Domestic Violence</b> |                |                                      |                  |                           |                       |                                      |                  |                           |                       |
| Assistant City Attorney                               | 16.00          | (7.00)                               | 9.00             | -                         | 9.00                  | -                                    | 9.00             | -                         | 9.00                  |
| Chief Assistant City Attorney                         | 1.00           | (1.00)                               | -                | -                         | -                     | -                                    | -                | -                         | -                     |
| City Attorney                                         | 1.00           | (1.00)                               | -                | -                         | -                     | -                                    | -                | -                         | -                     |
| City Prosecutor                                       | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Investigator                                          | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Legal Assistant                                       | 5.00           | (2.00)                               | 3.00             | -                         | 3.00                  | -                                    | 3.00             | -                         | 3.00                  |
| Legal Secretary                                       | 3.00           | (0.50)                               | 2.50             | -                         | 2.50                  | -                                    | 2.50             | -                         | 2.50                  |
| Program Coordinator I                                 | 1.75           | -                                    | 1.75             | -                         | 1.75                  | -                                    | 1.75             | -                         | 1.75                  |
| Senior Legal Assistant                                | 2.00           | (1.00)                               | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| <b>Total</b>                                          | <b>31.75</b>   | <b>(12.50)</b>                       | <b>19.25</b>     | <b>-</b>                  | <b>19.25</b>          | <b>-</b>                             | <b>19.25</b>     | <b>-</b>                  | <b>19.25</b>          |
| <b>Parks, Trails and Natural Resources</b>            |                |                                      |                  |                           |                       |                                      |                  |                           |                       |
| Business Manager                                      | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Community Relations Specialist                        | 1.00           | -                                    | 1.00             | 1.00                      | 2.00                  | -                                    | 2.00             | -                         | 2.00                  |
| Facilities Assistant                                  | 0.75           | -                                    | 0.75             | 0.25                      | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| IT Technical Specialist                               | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Management Analyst                                    | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Park Developer                                        | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Parks and Recreation Director                         | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Recreation Specialist                                 | 0.75           | -                                    | 0.75             | -                         | 0.75                  | -                                    | 0.75             | -                         | 0.75                  |
| Senior Park Developer                                 | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |

|                             | 2018<br>Budget | 2019<br>Baseline<br>Adj from<br>2018 | 2019<br>Baseline | 2019<br>Rec<br>Budget Adj | 2019<br>Rec<br>Budget | 2020<br>Baseline<br>Adj from<br>2019 | 2020<br>Baseline | 2020<br>Rec<br>Budget Adj | 2020<br>Rec<br>Budget |
|-----------------------------|----------------|--------------------------------------|------------------|---------------------------|-----------------------|--------------------------------------|------------------|---------------------------|-----------------------|
| Senior Planner              | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Support Specialist III      | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Volunteer Coordinator       | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Volunteer Program Assistant | -              | -                                    | -                | 0.75                      | 0.75                  | -                                    | 0.75             | -                         | 0.75                  |
| <b>Total</b>                | <b>11.50</b>   | <b>-</b>                             | <b>11.50</b>     | <b>2.00</b>               | <b>13.50</b>          | <b>-</b>                             | <b>13.50</b>     | <b>-</b>                  | <b>13.50</b>          |

### Police Department

|                                     |       |        |       |   |       |   |       |   |       |
|-------------------------------------|-------|--------|-------|---|-------|---|-------|---|-------|
| Administrative Assistant            | 2.00  | -      | 2.00  | - | 2.00  | - | 2.00  | - | 2.00  |
| Analyst                             | 1.00  | (1.00) | -     | - | -     | - | -     | - | -     |
| Assistant Police Chief              | 2.00  | -      | 2.00  | - | 2.00  | - | 2.00  | - | 2.00  |
| Computer Forensics<br>Specialist    | 2.00  | -      | 2.00  | - | 2.00  | - | 2.00  | - | 2.00  |
| Crime Analyst                       | 2.00  | 1.00   | 3.00  | - | 3.00  | - | 3.00  | - | 3.00  |
| Evidence Coordinator                | 1.00  | -      | 1.00  | - | 1.00  | - | 1.00  | - | 1.00  |
| Evidence Technician                 | 3.00  | -      | 3.00  | - | 3.00  | - | 3.00  | - | 3.00  |
| Finance and Logistics<br>Supervisor | 1.00  | -      | 1.00  | - | 1.00  | - | 1.00  | - | 1.00  |
| Financial Analyst                   | 1.00  | -      | 1.00  | - | 1.00  | - | 1.00  | - | 1.00  |
| Lead Records Specialist             | 3.00  | -      | 3.00  | - | 3.00  | - | 3.00  | - | 3.00  |
| Management Analyst                  | 1.00  | -      | 1.00  | - | 1.00  | - | 1.00  | - | 1.00  |
| Material Control<br>Coordinator     | 1.00  | -      | 1.00  | - | 1.00  | - | 1.00  | - | 1.00  |
| Police Chief                        | 1.00  | -      | 1.00  | - | 1.00  | - | 1.00  | - | 1.00  |
| Police Commander                    | 4.00  | -      | 4.00  | - | 4.00  | - | 4.00  | - | 4.00  |
| Police Corporal                     | 18.00 | -      | 18.00 | - | 18.00 | - | 18.00 | - | 18.00 |
| Police Lieutenant                   | 8.00  | -      | 8.00  | - | 8.00  | - | 8.00  | - | 8.00  |

|                                           | 2018<br>Budget | 2019<br>Baseline<br>Adj from<br>2018 | 2019<br>Baseline | 2019<br>Rec<br>Budget Adj | 2019<br>Rec<br>Budget | 2020<br>Baseline<br>Adj from<br>2019 | 2020<br>Baseline | 2020<br>Rec<br>Budget Adj | 2020<br>Rec<br>Budget |
|-------------------------------------------|----------------|--------------------------------------|------------------|---------------------------|-----------------------|--------------------------------------|------------------|---------------------------|-----------------------|
| Police Officer                            | 151.00         | -                                    | 151.00           | 8.00                      | 159.00                | -                                    | 159.00           | 4.00                      | 163.00                |
| Police Sergeant                           | 34.00          | -                                    | 34.00            | 1.00                      | 35.00                 | -                                    | 35.00            | 2.00                      | 37.00                 |
| Police Service Technician                 | 16.00          | -                                    | 16.00            | 2.00                      | 18.00                 | -                                    | 18.00            | -                         | 18.00                 |
| Procurement Specialist                    | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Program Coordinator I                     | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Program Coordinator II                    | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Public Information Officer                | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Records Manager                           | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Records Specialist                        | 14.00          | 1.00                                 | 15.00            | 1.00                      | 16.00                 | -                                    | 16.00            | -                         | 16.00                 |
| Records Supervisor                        | 3.00           | -                                    | 3.00             | -                         | 3.00                  | -                                    | 3.00             | -                         | 3.00                  |
| Resource Service Technician               | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Senior Computer Forensics<br>Investigator | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Support Specialist II                     | 1.00           | (1.00)                               | -                | -                         | -                     | -                                    | -                | -                         | -                     |
| Support Specialist III                    | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| <b>Total</b>                              | <b>278.00</b>  | <b>-</b>                             | <b>278.00</b>    | <b>12.00</b>              | <b>290.00</b>         | <b>-</b>                             | <b>290.00</b>    | <b>6.00</b>               | <b>296.00</b>         |

### Recreation Services

|                                    |       |   |       |      |       |   |       |   |       |
|------------------------------------|-------|---|-------|------|-------|---|-------|---|-------|
| Administrative Assistant           | 2.00  | - | 2.00  | -    | 2.00  | - | 2.00  | - | 2.00  |
| Customer Service<br>Representative | 5.25  | - | 5.25  | 0.25 | 5.50  | - | 5.50  | - | 5.50  |
| Departmental Aide                  | 0.50  | - | 0.50  | -    | 0.50  | - | 0.50  | - | 0.50  |
| Facilities Assistant               | 2.00  | - | 2.00  | -    | 2.00  | - | 2.00  | - | 2.00  |
| Recreation Facility<br>Manager     | 2.00  | - | 2.00  | -    | 2.00  | - | 2.00  | - | 2.00  |
| Recreation Specialist              | 15.25 | - | 15.25 | 0.50 | 15.75 | - | 15.75 | - | 15.75 |



|                                                | 2018<br>Budget | 2019<br>Baseline<br>Adj from<br>2018 | 2019<br>Baseline | 2019<br>Rec<br>Budget Adj | 2019<br>Rec<br>Budget | 2020<br>Baseline<br>Adj from<br>2019 | 2020<br>Baseline | 2020<br>Rec<br>Budget Adj | 2020<br>Rec<br>Budget |
|------------------------------------------------|----------------|--------------------------------------|------------------|---------------------------|-----------------------|--------------------------------------|------------------|---------------------------|-----------------------|
| <b>Total</b>                                   | <b>27.00</b>   | -                                    | <b>27.00</b>     | <b>0.75</b>               | <b>27.75</b>          | -                                    | <b>27.75</b>     | -                         | <b>27.75</b>          |
| <b>Street Fund</b>                             |                |                                      |                  |                           |                       |                                      |                  |                           |                       |
| <b>Pavement Management &amp; Street Design</b> |                |                                      |                  |                           |                       |                                      |                  |                           |                       |
| Civil Engineer                                 | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Engineering Manager                            | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Engineering Specialist                         | 2.00           | -                                    | 2.00             | -                         | 2.00                  | -                                    | 2.00             | -                         | 2.00                  |
| Senior Civil Engineer                          | 2.00           | -                                    | 2.00             | -                         | 2.00                  | -                                    | 2.00             | -                         | 2.00                  |
| Senior Construction<br>Inspector               | 2.00           | -                                    | 2.00             | -                         | 2.00                  | -                                    | 2.00             | -                         | 2.00                  |
| Senior Engineering<br>Technician               | 1.00           | -                                    | 1.00             | 1.00                      | 2.00                  | -                                    | 2.00             | -                         | 2.00                  |
| <b>Total</b>                                   | <b>9.00</b>    | -                                    | <b>9.00</b>      | <b>1.00</b>               | <b>10.00</b>          | -                                    | <b>10.00</b>     | -                         | <b>10.00</b>          |
| <b>Street Maintenance</b>                      |                |                                      |                  |                           |                       |                                      |                  |                           |                       |
| Deputy Transportation<br>Services Manager      | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Maintenance Worker I                           | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Maintenance Worker II                          | 14.00          | -                                    | 14.00            | -                         | 14.00                 | -                                    | 14.00            | -                         | 14.00                 |
| Maintenance Worker Lead                        | 3.00           | -                                    | 3.00             | -                         | 3.00                  | -                                    | 3.00             | -                         | 3.00                  |
| Operations Superintendent                      | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Public Works Supervisor                        | 2.00           | -                                    | 2.00             | -                         | 2.00                  | -                                    | 2.00             | -                         | 2.00                  |
| <b>Total</b>                                   | <b>22.00</b>   | -                                    | <b>22.00</b>     | -                         | <b>22.00</b>          | -                                    | <b>22.00</b>     | -                         | <b>22.00</b>          |
| <b>Traffic Engineering &amp; Operations</b>    |                |                                      |                  |                           |                       |                                      |                  |                           |                       |
| Senior Engineering<br>Technician               | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Senior Traffic Engineer                        | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |

|                                | 2018<br>Budget | 2019<br>Baseline<br>Adj from<br>2018 | 2019<br>Baseline | 2019<br>Rec<br>Budget Adj | 2019<br>Rec<br>Budget | 2020<br>Baseline<br>Adj from<br>2019 | 2020<br>Baseline | 2020<br>Rec<br>Budget Adj | 2020<br>Rec<br>Budget |
|--------------------------------|----------------|--------------------------------------|------------------|---------------------------|-----------------------|--------------------------------------|------------------|---------------------------|-----------------------|
| Street Light Technician II     | 2.00           | -                                    | 2.00             | -                         | 2.00                  | -                                    | 2.00             | -                         | 2.00                  |
| Traffic Engineer               | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Traffic Engineering<br>Manager | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Traffic Signal Lead            | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Traffic Signal Specialist      | 2.00           | -                                    | 2.00             | -                         | 2.00                  | -                                    | 2.00             | -                         | 2.00                  |
| Traffic Signal Technician      | 2.00           | -                                    | 2.00             | -                         | 2.00                  | -                                    | 2.00             | -                         | 2.00                  |
| <b>Total</b>                   | <b>11.00</b>   | <b>-</b>                             | <b>11.00</b>     | <b>-</b>                  | <b>11.00</b>          | <b>-</b>                             | <b>11.00</b>     | <b>-</b>                  | <b>11.00</b>          |

### Transportation Development Review

|                                  |             |          |             |             |             |          |             |          |             |
|----------------------------------|-------------|----------|-------------|-------------|-------------|----------|-------------|----------|-------------|
| Engineering Technician II        | -           | -        | -           | 1.00        | 1.00        | -        | 1.00        | -        | 1.00        |
| Senior Civil Engineer            | 1.00        | -        | 1.00        | -           | 1.00        | -        | 1.00        | -        | 1.00        |
| Senior Engineering<br>Technician | 1.00        | -        | 1.00        | -           | 1.00        | -        | 1.00        | -        | 1.00        |
| <b>Total</b>                     | <b>2.00</b> | <b>-</b> | <b>2.00</b> | <b>1.00</b> | <b>3.00</b> | <b>-</b> | <b>3.00</b> | <b>-</b> | <b>3.00</b> |

### Street Funding Initiative - Operating Fund

#### Street Funding Initiative Operating - Grounds Maintenance

|                                   |             |          |             |          |             |          |             |          |             |
|-----------------------------------|-------------|----------|-------------|----------|-------------|----------|-------------|----------|-------------|
| Ground Maintenance<br>Worker II   | 1.00        | -        | 1.00        | -        | 1.00        | -        | 1.00        | -        | 1.00        |
| Grounds Maintenance<br>Specialist | 2.00        | -        | 2.00        | -        | 2.00        | -        | 2.00        | -        | 2.00        |
| Maintenance Worker II             | 2.00        | -        | 2.00        | -        | 2.00        | -        | 2.00        | -        | 2.00        |
| Surveyor                          | 1.00        | -        | 1.00        | -        | 1.00        | -        | 1.00        | -        | 1.00        |
| <b>Total</b>                      | <b>6.00</b> | <b>-</b> | <b>6.00</b> | <b>-</b> | <b>6.00</b> | <b>-</b> | <b>6.00</b> | <b>-</b> | <b>6.00</b> |

|                                                                  | 2018<br>Budget | 2019<br>Baseline<br>Adj from<br>2018 | 2019<br>Baseline | 2019<br>Rec<br>Budget Adj | 2019<br>Rec<br>Budget | 2020<br>Baseline<br>Adj from<br>2019 | 2020<br>Baseline | 2020<br>Rec<br>Budget Adj | 2020<br>Rec<br>Budget |
|------------------------------------------------------------------|----------------|--------------------------------------|------------------|---------------------------|-----------------------|--------------------------------------|------------------|---------------------------|-----------------------|
| <b>Street Funding Initiative Operating - Maintenance</b>         |                |                                      |                  |                           |                       |                                      |                  |                           |                       |
| Maintenance Worker II                                            | 1.00           | -                                    | 1.00             | 0.50                      | 1.50                  | -                                    | 1.50             | -                         | 1.50                  |
| <b>Total</b>                                                     | <b>1.00</b>    | <b>-</b>                             | <b>1.00</b>      | <b>0.50</b>               | <b>1.50</b>           | <b>-</b>                             | <b>1.50</b>      | <b>-</b>                  | <b>1.50</b>           |
| <b>Street Funding Initiative Operating - Pavement Management</b> |                |                                      |                  |                           |                       |                                      |                  |                           |                       |
| Civil Engineer                                                   | -              | -                                    | -                | -                         | -                     | -                                    | -                | 1.00                      | 1.00                  |
| Engineering Specialist                                           | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Senior Civil Engineer                                            | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Senior Construction Inspector                                    | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| <b>Total</b>                                                     | <b>3.00</b>    | <b>-</b>                             | <b>3.00</b>      | <b>-</b>                  | <b>3.00</b>           | <b>-</b>                             | <b>3.00</b>      | <b>1.00</b>               | <b>4.00</b>           |
| <b>Street Funding Initiative Operating - Street Maintenance</b>  |                |                                      |                  |                           |                       |                                      |                  |                           |                       |
| Administrative Assistant                                         | -              | -                                    | -                | 1.00                      | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Construction Inspector                                           | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| <b>Total</b>                                                     | <b>1.00</b>    | <b>-</b>                             | <b>1.00</b>      | <b>1.00</b>               | <b>2.00</b>           | <b>-</b>                             | <b>2.00</b>      | <b>-</b>                  | <b>2.00</b>           |
| <b>CED Grant Fund CDBG</b>                                       |                |                                      |                  |                           |                       |                                      |                  |                           |                       |
| Associate Planner                                                | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Community Development Manager                                    | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Rehabilitation Specialist                                        | 0.60           | -                                    | 0.60             | -                         | 0.60                  | -                                    | 0.60             | -                         | 0.60                  |
| Support Specialist II                                            | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |

|                                | 2018<br>Budget | 2019<br>Baseline<br>Adj from<br>2018 | 2019<br>Baseline | 2019<br>Rec<br>Budget Adj | 2019<br>Rec<br>Budget | 2020<br>Baseline<br>Adj from<br>2019 | 2020<br>Baseline | 2020<br>Rec<br>Budget Adj | 2020<br>Rec<br>Budget |
|--------------------------------|----------------|--------------------------------------|------------------|---------------------------|-----------------------|--------------------------------------|------------------|---------------------------|-----------------------|
| <b>Total</b>                   | <b>3.60</b>    | -                                    | <b>3.60</b>      | -                         | <b>3.60</b>           | -                                    | <b>3.60</b>      | -                         | <b>3.60</b>           |
| <b>Affordable Housing Fund</b> |                |                                      |                  |                           |                       |                                      |                  |                           |                       |
| <b>Affordable Housing</b>      |                |                                      |                  |                           |                       |                                      |                  |                           |                       |
| Planner                        | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| <b>Total</b>                   | <b>1.00</b>    | -                                    | <b>1.00</b>      | -                         | <b>1.00</b>           | -                                    | <b>1.00</b>      | -                         | <b>1.00</b>           |
| <b>Fire Fund</b>               |                |                                      |                  |                           |                       |                                      |                  |                           |                       |
| <b>Fire Department</b>         |                |                                      |                  |                           |                       |                                      |                  |                           |                       |
| Administrative Assistant       | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Analyst                        | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Assistant Fire Marshal         | -              | -                                    | -                | 1.00                      | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Deputy Fire Chief              | 2.00           | -                                    | 2.00             | -                         | 2.00                  | -                                    | 2.00             | -                         | 2.00                  |
| Deputy Fire Marshal 2          | 5.00           | -                                    | 5.00             | -                         | 5.00                  | -                                    | 5.00             | -                         | 5.00                  |
| Division Fire Chief            | 4.00           | -                                    | 4.00             | -                         | 4.00                  | -                                    | 4.00             | -                         | 4.00                  |
| Financial Analyst              | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Fire Battalion Chief           | 6.00           | -                                    | 6.00             | -                         | 6.00                  | -                                    | 6.00             | -                         | 6.00                  |
| Fire Captain                   | 30.00          | -                                    | 30.00            | -                         | 30.00                 | -                                    | 30.00            | -                         | 30.00                 |
| Fire Captain Paramedic         | 19.00          | -                                    | 19.00            | -                         | 19.00                 | -                                    | 19.00            | -                         | 19.00                 |
| Fire Chief                     | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Fire Code Officer              | 6.00           | -                                    | 6.00             | 4.00                      | 10.00                 | -                                    | 10.00            | -                         | 10.00                 |
| Fire Marshal                   | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Firefighter                    | 69.00          | -                                    | 69.00            | -                         | 69.00                 | -                                    | 69.00            | 5.00                      | 74.00                 |
| Firefighter Captain            | 2.00           | -                                    | 2.00             | -                         | 2.00                  | -                                    | 2.00             | 4.00                      | 6.00                  |
| Firefighter Paramedic          | 56.00          | -                                    | 56.00            | -                         | 56.00                 | -                                    | 56.00            | 4.00                      | 60.00                 |



|                               | 2018<br>Budget | 2019<br>Baseline<br>Adj from<br>2018 | 2019<br>Baseline | 2019<br>Rec<br>Budget Adj | 2019<br>Rec<br>Budget | 2020<br>Baseline<br>Adj from<br>2019 | 2020<br>Baseline | 2020<br>Rec<br>Budget Adj | 2020<br>Rec<br>Budget |
|-------------------------------|----------------|--------------------------------------|------------------|---------------------------|-----------------------|--------------------------------------|------------------|---------------------------|-----------------------|
| Lead Deputy Fire Marshal      | 2.00           | -                                    | 2.00             | -                         | 2.00                  | -                                    | 2.00             | -                         | 2.00                  |
| Management Analyst            | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Resource Service Technician   | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Senior Engineering Technician | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Support Specialist III        | 2.00           | -                                    | 2.00             | -                         | 2.00                  | -                                    | 2.00             | -                         | 2.00                  |
| <b>Total</b>                  | <b>211.00</b>  | <b>-</b>                             | <b>211.00</b>    | <b>5.00</b>               | <b>216.00</b>         | <b>-</b>                             | <b>216.00</b>    | <b>13.00</b>              | <b>229.00</b>         |

## Surface Water Management Fund

### Surface Water Mgmt Engineering

|                                     |              |          |              |             |              |          |              |          |              |
|-------------------------------------|--------------|----------|--------------|-------------|--------------|----------|--------------|----------|--------------|
| Civil Engineer                      | 4.00         | -        | 4.00         | -           | 4.00         | -        | 4.00         | -        | 4.00         |
| Engineering Specialist              | 2.00         | -        | 2.00         | -           | 2.00         | -        | 2.00         | -        | 2.00         |
| Engineering Technician II           | 1.00         | -        | 1.00         | -           | 1.00         | -        | 1.00         | -        | 1.00         |
| Environmental Scientist             | 1.00         | -        | 1.00         | 1.00        | 2.00         | -        | 2.00         | -        | 2.00         |
| Senior Civil Engineer               | -            | -        | -            | 1.00        | 1.00         | -        | 1.00         | -        | 1.00         |
| Senior Engineering Technician       | 3.00         | -        | 3.00         | -           | 3.00         | -        | 3.00         | -        | 3.00         |
| Utility Engineering Program Manager | 1.00         | -        | 1.00         | -           | 1.00         | -        | 1.00         | -        | 1.00         |
| <b>Total</b>                        | <b>12.00</b> | <b>-</b> | <b>12.00</b> | <b>2.00</b> | <b>14.00</b> | <b>-</b> | <b>14.00</b> | <b>-</b> | <b>14.00</b> |

### Surface Water Mgmt Greenways/Sensitive Lands

|                                |      |   |      |   |      |   |      |   |      |
|--------------------------------|------|---|------|---|------|---|------|---|------|
| Grounds Maintenance Specialist | 2.00 | - | 2.00 | - | 2.00 | - | 2.00 | - | 2.00 |
| Maintenance Specialist         | 1.00 | - | 1.00 | - | 1.00 | - | 1.00 | - | 1.00 |
| Maintenance Worker I           | 1.00 | - | 1.00 | - | 1.00 | - | 1.00 | - | 1.00 |

|                         | 2018<br>Budget | 2019<br>Baseline<br>Adj from<br>2018 | 2019<br>Baseline | 2019<br>Rec<br>Budget Adj | 2019<br>Rec<br>Budget | 2020<br>Baseline<br>Adj from<br>2019 | 2020<br>Baseline | 2020<br>Rec<br>Budget Adj | 2020<br>Rec<br>Budget |
|-------------------------|----------------|--------------------------------------|------------------|---------------------------|-----------------------|--------------------------------------|------------------|---------------------------|-----------------------|
| Maintenance Worker II   | 4.00           | -                                    | 4.00             | -                         | 4.00                  | -                                    | 4.00             | -                         | 4.00                  |
| Maintenance Worker Lead | 2.00           | -                                    | 2.00             | -                         | 2.00                  | -                                    | 2.00             | -                         | 2.00                  |
| Public Works Supervisor | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| <b>Total</b>            | <b>11.00</b>   | <b>-</b>                             | <b>11.00</b>     | <b>-</b>                  | <b>11.00</b>          | <b>-</b>                             | <b>11.00</b>     | <b>-</b>                  | <b>11.00</b>          |

### Surface Water Mgmt Maintenance

|                           |              |          |              |               |              |          |              |          |              |
|---------------------------|--------------|----------|--------------|---------------|--------------|----------|--------------|----------|--------------|
| Maintenance Specialist    | 1.00         | -        | 1.00         | -             | 1.00         | -        | 1.00         | -        | 1.00         |
| Maintenance Worker II     | 17.00        | -        | 17.00        | (0.50)        | 16.50        | -        | 16.50        | -        | 16.50        |
| Maintenance Worker Lead   | 5.00         | -        | 5.00         | -             | 5.00         | -        | 5.00         | -        | 5.00         |
| Operations Superintendent | 1.00         | -        | 1.00         | -             | 1.00         | -        | 1.00         | -        | 1.00         |
| Public Works Supervisor   | 2.00         | -        | 2.00         | -             | 2.00         | -        | 2.00         | -        | 2.00         |
| <b>Total</b>              | <b>26.00</b> | <b>-</b> | <b>26.00</b> | <b>(0.50)</b> | <b>25.50</b> | <b>-</b> | <b>25.50</b> | <b>-</b> | <b>25.50</b> |

### Urban Forestry

|                       |             |          |             |          |             |          |             |          |             |
|-----------------------|-------------|----------|-------------|----------|-------------|----------|-------------|----------|-------------|
| Program Coordinator I | 3.00        | -        | 3.00        | -        | 3.00        | -        | 3.00        | -        | 3.00        |
| Urban Forester        | 1.00        | -        | 1.00        | -        | 1.00        | -        | 1.00        | -        | 1.00        |
| <b>Total</b>          | <b>4.00</b> | <b>-</b> | <b>4.00</b> | <b>-</b> | <b>4.00</b> | <b>-</b> | <b>4.00</b> | <b>-</b> | <b>4.00</b> |

### Water Utility Fund

#### Construction

|                                  |      |        |      |      |      |   |      |   |      |
|----------------------------------|------|--------|------|------|------|---|------|---|------|
| Analyst                          | 1.00 | (1.00) | -    | -    | -    | - | -    | - | -    |
| City Engineer                    | 1.00 | -      | 1.00 | -    | 1.00 | - | 1.00 | - | 1.00 |
| City Surveyor                    | -    | 1.00   | 1.00 | -    | 1.00 | - | 1.00 | - | 1.00 |
| Civil Engineer                   | 1.00 | -      | 1.00 | 1.00 | 2.00 | - | 2.00 | - | 2.00 |
| Construction Inspector           | 7.00 | -      | 7.00 | -    | 7.00 | - | 7.00 | - | 7.00 |
| Construction Project Coordinator | -    | 1.00   | 1.00 | 1.00 | 2.00 | - | 2.00 | - | 2.00 |

|                                  | 2018<br>Budget | 2019<br>Baseline<br>Adj from<br>2018 | 2019<br>Baseline | 2019<br>Rec<br>Budget Adj | 2019<br>Rec<br>Budget | 2020<br>Baseline<br>Adj from<br>2019 | 2020<br>Baseline | 2020<br>Rec<br>Budget Adj | 2020<br>Rec<br>Budget |
|----------------------------------|----------------|--------------------------------------|------------------|---------------------------|-----------------------|--------------------------------------|------------------|---------------------------|-----------------------|
| Inspection Specialist            | 3.00           | -                                    | 3.00             | -                         | 3.00                  | -                                    | 3.00             | -                         | 3.00                  |
| Professional Land Surveyor       | 1.00           | (1.00)                               | -                | 1.00                      | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Senior Civil Engineer            | 3.00           | -                                    | 3.00             | -                         | 3.00                  | -                                    | 3.00             | -                         | 3.00                  |
| Senior Construction<br>Inspector | -              | -                                    | -                | 1.00                      | 1.00                  | -                                    | 1.00             | 1.00                      | 2.00                  |
| Senior Surveyor                  | 2.00           | -                                    | 2.00             | -                         | 2.00                  | -                                    | 2.00             | -                         | 2.00                  |
| Support Specialist II            | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Support Specialist III           | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Survey Specialist                | 1.00           | -                                    | 1.00             | 1.00                      | 2.00                  | -                                    | 2.00             | -                         | 2.00                  |
| Surveyor                         | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| <b>Total</b>                     | <b>23.00</b>   | <b>-</b>                             | <b>23.00</b>     | <b>5.00</b>               | <b>28.00</b>          | <b>-</b>                             | <b>28.00</b>     | <b>1.00</b>               | <b>29.00</b>          |

### Operations Center

|                       |             |          |             |          |             |          |             |          |             |
|-----------------------|-------------|----------|-------------|----------|-------------|----------|-------------|----------|-------------|
| Analyst               | 1.00        | -        | 1.00        | -        | 1.00        | -        | 1.00        | -        | 1.00        |
| Lead Utility Locator  | 1.00        | -        | 1.00        | -        | 1.00        | -        | 1.00        | -        | 1.00        |
| Operations Manager    | 1.00        | -        | 1.00        | -        | 1.00        | -        | 1.00        | -        | 1.00        |
| Safety Coordinator    | 1.00        | -        | 1.00        | -        | 1.00        | -        | 1.00        | -        | 1.00        |
| Support Specialist II | 4.00        | -        | 4.00        | -        | 4.00        | -        | 4.00        | -        | 4.00        |
| Utility Locator       | 1.00        | -        | 1.00        | -        | 1.00        | -        | 1.00        | -        | 1.00        |
| <b>Total</b>          | <b>9.00</b> | <b>-</b> | <b>9.00</b> | <b>-</b> | <b>9.00</b> | <b>-</b> | <b>9.00</b> | <b>-</b> | <b>9.00</b> |

### Public Works Administration

|                           |      |   |      |   |      |   |      |   |      |
|---------------------------|------|---|------|---|------|---|------|---|------|
| Civil Engineer            | 1.00 | - | 1.00 | - | 1.00 | - | 1.00 | - | 1.00 |
| Engineering Specialist    | 1.00 | - | 1.00 | - | 1.00 | - | 1.00 | - | 1.00 |
| Finance and Asset Manager | 1.00 | - | 1.00 | - | 1.00 | - | 1.00 | - | 1.00 |
| Public Works Director     | 1.00 | - | 1.00 | - | 1.00 | - | 1.00 | - | 1.00 |

|                                     | 2018<br>Budget | 2019<br>Baseline<br>Adj from<br>2018 | 2019<br>Baseline | 2019<br>Rec<br>Budget Adj | 2019<br>Rec<br>Budget | 2020<br>Baseline<br>Adj from<br>2019 | 2020<br>Baseline | 2020<br>Rec<br>Budget Adj | 2020<br>Rec<br>Budget |
|-------------------------------------|----------------|--------------------------------------|------------------|---------------------------|-----------------------|--------------------------------------|------------------|---------------------------|-----------------------|
| Senior Communications<br>Specialst  | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Senior Financial Analyst            | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Technical Engineering<br>Supervisor | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| <b>Total</b>                        | <b>7.00</b>    | <b>-</b>                             | <b>7.00</b>      | <b>-</b>                  | <b>7.00</b>           | <b>-</b>                             | <b>7.00</b>      | <b>-</b>                  | <b>7.00</b>           |

### Utility Administration

|                                           |              |               |              |          |              |          |              |          |              |
|-------------------------------------------|--------------|---------------|--------------|----------|--------------|----------|--------------|----------|--------------|
| Accounting Clerk II                       | 5.00         | -             | 5.00         | -        | 5.00         | -        | 5.00         | -        | 5.00         |
| Computer Support<br>Specialist            | 1.00         | -             | 1.00         | -        | 1.00         | -        | 1.00         | -        | 1.00         |
| Customer Service<br>Representative        | 10.00        | -             | 10.00        | -        | 10.00        | -        | 10.00        | -        | 10.00        |
| Senior Accounting Clerk                   | 1.00         | -             | 1.00         | -        | 1.00         | -        | 1.00         | -        | 1.00         |
| Senior Customer Service<br>Representative | 1.00         | -             | 1.00         | -        | 1.00         | -        | 1.00         | -        | 1.00         |
| Senior Engineering<br>Technician          | 1.00         | (1.00)        | -            | -        | -            | -        | -            | -        | -            |
| Utility Administration<br>Manager         | 1.00         | -             | 1.00         | -        | 1.00         | -        | 1.00         | -        | 1.00         |
| Utility Clerk                             | 0.50         | -             | 0.50         | -        | 0.50         | -        | 0.50         | -        | 0.50         |
| Utility Service Inspector                 | 7.00         | -             | 7.00         | -        | 7.00         | -        | 7.00         | -        | 7.00         |
| Utility Service Supervisor                | 2.00         | -             | 2.00         | -        | 2.00         | -        | 2.00         | -        | 2.00         |
| <b>Total</b>                              | <b>29.50</b> | <b>(1.00)</b> | <b>28.50</b> | <b>-</b> | <b>28.50</b> | <b>-</b> | <b>28.50</b> | <b>-</b> | <b>28.50</b> |

### Water Engineering

|                                |      |      |      |   |      |   |      |   |      |
|--------------------------------|------|------|------|---|------|---|------|---|------|
| Civil Engineer                 | -    | 3.00 | 3.00 | - | 3.00 | - | 3.00 | - | 3.00 |
| Engineering Program<br>Manager | 1.00 | -    | 1.00 | - | 1.00 | - | 1.00 | - | 1.00 |



|                                  | 2018<br>Budget | 2019<br>Baseline<br>Adj from<br>2018 | 2019<br>Baseline | 2019<br>Rec<br>Budget Adj | 2019<br>Rec<br>Budget | 2020<br>Baseline<br>Adj from<br>2019 | 2020<br>Baseline | 2020<br>Rec<br>Budget Adj | 2020<br>Rec<br>Budget |
|----------------------------------|----------------|--------------------------------------|------------------|---------------------------|-----------------------|--------------------------------------|------------------|---------------------------|-----------------------|
| Engineering Specialist           | -              | -                                    | -                | 2.00                      | 2.00                  | -                                    | 2.00             | -                         | 2.00                  |
| Senior Civil Engineer            | -              | -                                    | -                | 1.00                      | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Senior Engineering<br>Technician | 4.00           | 1.00                                 | 5.00             | (1.00)                    | 4.00                  | -                                    | 4.00             | -                         | 4.00                  |
| Support Specialist III           | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Water Resource Engineer          | 3.00           | (3.00)                               | -                | -                         | -                     | -                                    | -                | -                         | -                     |
| <b>Total</b>                     | <b>9.00</b>    | <b>1.00</b>                          | <b>10.00</b>     | <b>2.00</b>               | <b>12.00</b>          | <b>-</b>                             | <b>12.00</b>     | <b>-</b>                  | <b>12.00</b>          |

### Water Maintenance

|                                  |       |      |       |      |       |   |       |   |       |
|----------------------------------|-------|------|-------|------|-------|---|-------|---|-------|
| Departmental Aide                | -     | 0.50 | 0.50  | -    | 0.50  | - | 0.50  | - | 0.50  |
| Lead Treatment Plant<br>Operator | 1.00  | -    | 1.00  | -    | 1.00  | - | 1.00  | - | 1.00  |
| Maintenance Worker II            | 15.00 | -    | 15.00 | -    | 15.00 | - | 15.00 | - | 15.00 |
| Maintenance Worker Lead          | 6.00  | -    | 6.00  | -    | 6.00  | - | 6.00  | - | 6.00  |
| Operations Superintendent        | 1.00  | -    | 1.00  | -    | 1.00  | - | 1.00  | - | 1.00  |
| Public Works Supervisor          | 3.00  | -    | 3.00  | -    | 3.00  | - | 3.00  | - | 3.00  |
| SCADA Technician                 | 1.00  | -    | 1.00  | 1.00 | 2.00  | - | 2.00  | - | 2.00  |
| Utility Electrician              | 2.00  | -    | 2.00  | 1.00 | 3.00  | - | 3.00  | - | 3.00  |
| Utility Locator                  | 3.00  | -    | 3.00  | -    | 3.00  | - | 3.00  | - | 3.00  |
| Utility Specialist               | 2.00  | -    | 2.00  | -    | 2.00  | - | 2.00  | - | 2.00  |
| Warehouse Specialist             | 1.00  | -    | 1.00  | -    | 1.00  | - | 1.00  | - | 1.00  |
| Warehouse Supervisor             | 1.00  | -    | 1.00  | -    | 1.00  | - | 1.00  | - | 1.00  |
| Warehouse Technician             | 1.00  | -    | 1.00  | -    | 1.00  | - | 1.00  | - | 1.00  |
| Warehouse Worker                 | 2.00  | -    | 2.00  | -    | 2.00  | - | 2.00  | - | 2.00  |
| Water Quality Assistant          | 1.00  | -    | 1.00  | -    | 1.00  | - | 1.00  | - | 1.00  |
| Water Quality Coordinator        | 1.00  | -    | 1.00  | -    | 1.00  | - | 1.00  | - | 1.00  |

|                                   | 2018<br>Budget | 2019<br>Baseline<br>Adj from<br>2018 | 2019<br>Baseline | 2019<br>Rec<br>Budget Adj | 2019<br>Rec<br>Budget | 2020<br>Baseline<br>Adj from<br>2019 | 2020<br>Baseline | 2020<br>Rec<br>Budget Adj | 2020<br>Rec<br>Budget |
|-----------------------------------|----------------|--------------------------------------|------------------|---------------------------|-----------------------|--------------------------------------|------------------|---------------------------|-----------------------|
| Water Quality Technician          | 2.00           | -                                    | 2.00             | 1.00                      | 3.00                  | -                                    | 3.00             | -                         | 3.00                  |
| Water Treatment Plant<br>Operator | 4.00           | -                                    | 4.00             | -                         | 4.00                  | -                                    | 4.00             | -                         | 4.00                  |
| <b>Total</b>                      | <b>47.00</b>   | <b>0.50</b>                          | <b>47.50</b>     | <b>3.00</b>               | <b>50.50</b>          | <b>-</b>                             | <b>50.50</b>     | <b>-</b>                  | <b>50.50</b>          |

### Water Resource Education Center

|                        |             |          |             |             |             |          |             |          |             |
|------------------------|-------------|----------|-------------|-------------|-------------|----------|-------------|----------|-------------|
| Educator               | 3.00        | -        | 3.00        | 1.00        | 4.00        | -        | 4.00        | -        | 4.00        |
| Facilities Assistant   | 1.00        | -        | 1.00        | -           | 1.00        | -        | 1.00        | -        | 1.00        |
| Program Coordinator II | 1.00        | -        | 1.00        | -           | 1.00        | -        | 1.00        | -        | 1.00        |
| Support Specialist II  | 1.00        | -        | 1.00        | -           | 1.00        | -        | 1.00        | -        | 1.00        |
| <b>Total</b>           | <b>6.00</b> | <b>-</b> | <b>6.00</b> | <b>1.00</b> | <b>7.00</b> | <b>-</b> | <b>7.00</b> | <b>-</b> | <b>7.00</b> |

### Sewer Utility Fund

#### Sewer Engineering

|                                  |              |          |              |             |              |          |              |          |              |
|----------------------------------|--------------|----------|--------------|-------------|--------------|----------|--------------|----------|--------------|
| Civil Engineer                   | 3.00         | -        | 3.00         | 3.00        | 6.00         | -        | 6.00         | -        | 6.00         |
| Engineering Specialist           | 1.00         | -        | 1.00         | -           | 1.00         | -        | 1.00         | -        | 1.00         |
| Engineering Technician II        | 1.00         | -        | 1.00         | -           | 1.00         | -        | 1.00         | -        | 1.00         |
| Environmental Scientist          | 1.00         | -        | 1.00         | -           | 1.00         | -        | 1.00         | -        | 1.00         |
| Senior Civil Engineer            | 2.00         | -        | 2.00         | -           | 2.00         | -        | 2.00         | -        | 2.00         |
| Senior Engineering<br>Technician | 4.00         | -        | 4.00         | -           | 4.00         | -        | 4.00         | -        | 4.00         |
| <b>Total</b>                     | <b>12.00</b> | <b>-</b> | <b>12.00</b> | <b>3.00</b> | <b>15.00</b> | <b>-</b> | <b>15.00</b> | <b>-</b> | <b>15.00</b> |

#### Sewer Maintenance

|                                |      |   |      |   |      |   |      |   |      |
|--------------------------------|------|---|------|---|------|---|------|---|------|
| Engineering Program<br>Manager | 1.00 | - | 1.00 | - | 1.00 | - | 1.00 | - | 1.00 |
| Grounds Chemical Specialist    | 1.00 | - | 1.00 | - | 1.00 | - | 1.00 | - | 1.00 |
| Inspector                      | 2.00 | - | 2.00 | - | 2.00 | - | 2.00 | - | 2.00 |

|                                 | 2018<br>Budget | 2019<br>Baseline<br>Adj from<br>2018 | 2019<br>Baseline | 2019<br>Rec<br>Budget Adj | 2019<br>Rec<br>Budget | 2020<br>Baseline<br>Adj from<br>2019 | 2020<br>Baseline | 2020<br>Rec<br>Budget Adj | 2020<br>Rec<br>Budget |
|---------------------------------|----------------|--------------------------------------|------------------|---------------------------|-----------------------|--------------------------------------|------------------|---------------------------|-----------------------|
| Maintenance Specialist          | 2.00           | -                                    | 2.00             | -                         | 2.00                  | -                                    | 2.00             | -                         | 2.00                  |
| Maintenance Worker II           | 14.00          | -                                    | 14.00            | 1.00                      | 15.00                 | -                                    | 15.00            | -                         | 15.00                 |
| Maintenance Worker Lead         | 4.00           | -                                    | 4.00             | -                         | 4.00                  | -                                    | 4.00             | -                         | 4.00                  |
| Public Works Supervisor         | 2.00           | -                                    | 2.00             | -                         | 2.00                  | -                                    | 2.00             | -                         | 2.00                  |
| Utility Maintenance<br>Mechanic | 2.00           | -                                    | 2.00             | -                         | 2.00                  | -                                    | 2.00             | -                         | 2.00                  |
| <b>Total</b>                    | <b>28.00</b>   | <b>-</b>                             | <b>28.00</b>     | <b>1.00</b>               | <b>29.00</b>          | <b>-</b>                             | <b>29.00</b>     | <b>-</b>                  | <b>29.00</b>          |

## Airport Fund

### Airport Operation

|                     |             |          |             |             |             |          |             |          |             |
|---------------------|-------------|----------|-------------|-------------|-------------|----------|-------------|----------|-------------|
| Airport Manager     | 1.00        | -        | 1.00        | -           | 1.00        | -        | 1.00        | -        | 1.00        |
| Program Coordinator | -           | -        | -           | 1.00        | 1.00        | -        | 1.00        | -        | 1.00        |
| <b>Total</b>        | <b>1.00</b> | <b>-</b> | <b>1.00</b> | <b>1.00</b> | <b>2.00</b> | <b>-</b> | <b>2.00</b> | <b>-</b> | <b>2.00</b> |

## Building Inspection Fund

### Building Inspection

|                                        |       |        |       |      |       |   |       |        |       |
|----------------------------------------|-------|--------|-------|------|-------|---|-------|--------|-------|
| Analyst                                | 2.00  | -      | 2.00  | -    | 2.00  | - | 2.00  | -      | 2.00  |
| Assistant Building Official            | 1.00  | -      | 1.00  | -    | 1.00  | - | 1.00  | -      | 1.00  |
| Building Inspector II                  | 1.00  | -      | 1.00  | -    | 1.00  | - | 1.00  | -      | 1.00  |
| Building Inspector III                 | 12.00 | -      | 12.00 | -    | 12.00 | - | 12.00 | 1.00   | 13.00 |
| Building Official                      | 1.00  | -      | 1.00  | -    | 1.00  | - | 1.00  | -      | 1.00  |
| Customer Service<br>Representative     | 1.00  | (1.00) | -     | 1.00 | 1.00  | - | 1.00  | (1.00) | -     |
| Development Review<br>Division Manager | 1.00  | -      | 1.00  | -    | 1.00  | - | 1.00  | -      | 1.00  |
| IT Technical Specialist                | 1.00  | -      | 1.00  | -    | 1.00  | - | 1.00  | -      | 1.00  |
| Lead Building Inspector                | 1.00  | -      | 1.00  | -    | 1.00  | - | 1.00  | -      | 1.00  |

|                          | 2018<br>Budget | 2019<br>Baseline<br>Adj from<br>2018 | 2019<br>Baseline | 2019<br>Rec<br>Budget Adj | 2019<br>Rec<br>Budget | 2020<br>Baseline<br>Adj from<br>2019 | 2020<br>Baseline | 2020<br>Rec<br>Budget Adj | 2020<br>Rec<br>Budget |
|--------------------------|----------------|--------------------------------------|------------------|---------------------------|-----------------------|--------------------------------------|------------------|---------------------------|-----------------------|
| Lead Permits Specialist  | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Management Analyst       | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Permit Center Supervisor | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Permits Specialist II    | 8.00           | -                                    | 8.00             | -                         | 8.00                  | -                                    | 8.00             | -                         | 8.00                  |
| Plans Examiner           | 3.00           | -                                    | 3.00             | -                         | 3.00                  | -                                    | 3.00             | -                         | 3.00                  |
| Plans Examiner I         | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Plans Examiner III       | 2.00           | -                                    | 2.00             | -                         | 2.00                  | -                                    | 2.00             | 1.00                      | 3.00                  |
| <b>Total</b>             | <b>38.00</b>   | <b>(1.00)</b>                        | <b>37.00</b>     | <b>1.00</b>               | <b>38.00</b>          | <b>-</b>                             | <b>38.00</b>     | <b>1.00</b>               | <b>39.00</b>          |

## Solid Waste Fund

### Solid Waste Program

|                        |             |          |             |             |             |          |             |          |             |
|------------------------|-------------|----------|-------------|-------------|-------------|----------|-------------|----------|-------------|
| Analyst B              | -           | -        | -           | 1.00        | 1.00        | -        | 1.00        | -        | 1.00        |
| Solid Waste Analyst    | 1.00        | -        | 1.00        | -           | 1.00        | -        | 1.00        | -        | 1.00        |
| Solid Waste Manager    | 1.00        | -        | 1.00        | -           | 1.00        | -        | 1.00        | -        | 1.00        |
| Solid Waste Supervisor | 1.00        | -        | 1.00        | -           | 1.00        | -        | 1.00        | -        | 1.00        |
| Support Specialist II  | 1.00        | -        | 1.00        | -           | 1.00        | -        | 1.00        | -        | 1.00        |
| Support Specialist III | 1.00        | -        | 1.00        | -           | 1.00        | -        | 1.00        | -        | 1.00        |
| <b>Total</b>           | <b>5.00</b> | <b>-</b> | <b>5.00</b> | <b>1.00</b> | <b>6.00</b> | <b>-</b> | <b>6.00</b> | <b>-</b> | <b>6.00</b> |

## Parking Services Fund

### Parking Services

|                                |      |   |      |   |      |   |      |   |      |
|--------------------------------|------|---|------|---|------|---|------|---|------|
| Administrative Assistant       | 1.00 | - | 1.00 | - | 1.00 | - | 1.00 | - | 1.00 |
| Parking Enforcement<br>Officer | 2.00 | - | 2.00 | - | 2.00 | - | 2.00 | - | 2.00 |
| Parking Maintenance<br>Worker  | 1.00 | - | 1.00 | - | 1.00 | - | 1.00 | - | 1.00 |



|                    | 2018<br>Budget | 2019<br>Baseline<br>Adj from<br>2018 | 2019<br>Baseline | 2019<br>Rec<br>Budget Adj | 2019<br>Rec<br>Budget | 2020<br>Baseline<br>Adj from<br>2019 | 2020<br>Baseline | 2020<br>Rec<br>Budget Adj | 2020<br>Rec<br>Budget |
|--------------------|----------------|--------------------------------------|------------------|---------------------------|-----------------------|--------------------------------------|------------------|---------------------------|-----------------------|
| Parking Manager    | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Parking Officer    | 3.50           | (1.50)                               | 2.00             | 2.00                      | 4.00                  | -                                    | 4.00             | -                         | 4.00                  |
| Parking Supervisor | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Support Specialist | 0.50           | -                                    | 0.50             | -                         | 0.50                  | -                                    | 0.50             | -                         | 0.50                  |
| <b>Total</b>       | <b>10.00</b>   | <b>(1.50)</b>                        | <b>8.50</b>      | <b>2.00</b>               | <b>10.50</b>          | <b>-</b>                             | <b>10.50</b>     | <b>-</b>                  | <b>10.50</b>          |

## Tennis Center Fund

### Tennis Center

|                                 |             |          |             |               |          |          |          |          |          |
|---------------------------------|-------------|----------|-------------|---------------|----------|----------|----------|----------|----------|
| Customer Service Representative | 2.00        | -        | 2.00        | (2.00)        | -        | -        | -        | -        | -        |
| Recreation Services Supervisor  | 1.00        | -        | 1.00        | (1.00)        | -        | -        | -        | -        | -        |
| Recreation Specialist           | 0.75        | -        | 0.75        | (0.75)        | -        | -        | -        | -        | -        |
| <b>Total</b>                    | <b>3.75</b> | <b>-</b> | <b>3.75</b> | <b>(3.75)</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> |

## Equipment Services Operations Fund

### Equipment Services Operations

|                                |       |   |       |   |       |        |      |   |      |
|--------------------------------|-------|---|-------|---|-------|--------|------|---|------|
| Analyst                        | 1.00  | - | 1.00  | - | 1.00  | -      | 1.00 | - | 1.00 |
| Emergency Equipment Mechanic   | 3.00  | - | 3.00  | - | 3.00  | -      | 3.00 | - | 3.00 |
| Emergency Equipment Supervisor | 1.00  | - | 1.00  | - | 1.00  | -      | 1.00 | - | 1.00 |
| Equipment Mechanic Supervisor  | 2.00  | - | 2.00  | - | 2.00  | -      | 2.00 | - | 2.00 |
| Equipment Superintendent       | 1.00  | - | 1.00  | - | 1.00  | -      | 1.00 | - | 1.00 |
| Mechanic                       | 10.00 | - | 10.00 | - | 10.00 | (2.00) | 8.00 | - | 8.00 |
| Senior Mechanic                | 2.00  | - | 2.00  | - | 2.00  | -      | 2.00 | - | 2.00 |

|                                 | 2018<br>Budget | 2019<br>Baseline<br>Adj from<br>2018 | 2019<br>Baseline | 2019<br>Rec<br>Budget Adj | 2019<br>Rec<br>Budget | 2020<br>Baseline<br>Adj from<br>2019 | 2020<br>Baseline | 2020<br>Rec<br>Budget Adj | 2020<br>Rec<br>Budget |
|---------------------------------|----------------|--------------------------------------|------------------|---------------------------|-----------------------|--------------------------------------|------------------|---------------------------|-----------------------|
| Senior Vehicle Parts Specialist | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Support Specialist II           | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Vehicle Parts Specialist        | 2.00           | -                                    | 2.00             | -                         | 2.00                  | -                                    | 2.00             | -                         | 2.00                  |
| Vehicle Service Worker I        | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Vehicle Service Worker II       | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| <b>Total</b>                    | <b>26.00</b>   | <b>-</b>                             | <b>26.00</b>     | <b>-</b>                  | <b>26.00</b>          | <b>(2.00)</b>                        | <b>24.00</b>     | <b>-</b>                  | <b>24.00</b>          |

## Grounds and Facilities Services Fund

### Facilities Maintenance

|                                        |          |              |              |             |              |          |              |          |              |
|----------------------------------------|----------|--------------|--------------|-------------|--------------|----------|--------------|----------|--------------|
| Building Repair Specialist             | -        | 3.00         | 3.00         | -           | 3.00         | -        | 3.00         | -        | 3.00         |
| Building Systems Technician            | -        | -            | -            | 1.00        | 1.00         | -        | 1.00         | -        | 1.00         |
| Capital Project manager                | -        | 1.00         | 1.00         | -           | 1.00         | -        | 1.00         | -        | 1.00         |
| Electrician                            | -        | 1.00         | 1.00         | -           | 1.00         | -        | 1.00         | -        | 1.00         |
| Facilities Maintenance Specialist      | -        | 2.00         | 2.00         | (1.00)      | 1.00         | -        | 1.00         | -        | 1.00         |
| Facilities Maintenance Specialist I    | -        | 1.00         | 1.00         | -           | 1.00         | -        | 1.00         | -        | 1.00         |
| HVAC Technician                        | -        | 2.00         | 2.00         | -           | 2.00         | -        | 2.00         | -        | 2.00         |
| Lead Facilities Maintenance Specialist | -        | -            | -            | 1.00        | 1.00         | -        | 1.00         | -        | 1.00         |
| Operations Superintendent              | -        | 1.00         | 1.00         | -           | 1.00         | -        | 1.00         | -        | 1.00         |
| Public Works Supervisor                | -        | 3.00         | 3.00         | -           | 3.00         | -        | 3.00         | -        | 3.00         |
| Real Property Specialist               | -        | 1.00         | 1.00         | -           | 1.00         | -        | 1.00         | -        | 1.00         |
| <b>Total</b>                           | <b>-</b> | <b>15.00</b> | <b>15.00</b> | <b>1.00</b> | <b>16.00</b> | <b>-</b> | <b>16.00</b> | <b>-</b> | <b>16.00</b> |

### Grounds Maintenance

|                                | 2018<br>Budget | 2019<br>Baseline<br>Adj from<br>2018 | 2019<br>Baseline | 2019<br>Rec<br>Budget Adj | 2019<br>Rec<br>Budget | 2020<br>Baseline<br>Adj from<br>2019 | 2020<br>Baseline | 2020<br>Rec<br>Budget Adj | 2020<br>Rec<br>Budget |
|--------------------------------|----------------|--------------------------------------|------------------|---------------------------|-----------------------|--------------------------------------|------------------|---------------------------|-----------------------|
| Grounds Maintenance Specialist | -              | 6.00                                 | 6.00             | -                         | 6.00                  | -                                    | 6.00             | -                         | 6.00                  |
| Maintenance Worker II          | -              | 6.00                                 | 6.00             | -                         | 6.00                  | -                                    | 6.00             | 2.00                      | 8.00                  |
| Maintenance Worker Lead        | -              | 3.00                                 | 3.00             | -                         | 3.00                  | -                                    | 3.00             | -                         | 3.00                  |
| Operations Superintendent      | -              | -                                    | -                | 1.00                      | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Public Works Supervisor        | -              | 2.00                                 | 2.00             | -                         | 2.00                  | -                                    | 2.00             | -                         | 2.00                  |
| <b>Total</b>                   | -              | <b>17.00</b>                         | <b>17.00</b>     | <b>1.00</b>               | <b>18.00</b>          | -                                    | <b>18.00</b>     | <b>2.00</b>               | <b>20.00</b>          |

## Self-Insured Worker's Comp & Liability Fund

### Self Insurance-Risk Management

|                                  |             |   |             |        |             |   |             |   |             |
|----------------------------------|-------------|---|-------------|--------|-------------|---|-------------|---|-------------|
| Analyst                          | 1.00        | - | 1.00        | -      | 1.00        | - | 1.00        | - | 1.00        |
| Loss Control Specialist          | 1.00        | - | 1.00        | (1.00) | -           | - | -           | - | -           |
| Management Analyst               | 1.00        | - | 1.00        | -      | 1.00        | - | 1.00        | - | 1.00        |
| Risk & Safety Manager            | 1.00        | - | 1.00        | -      | 1.00        | - | 1.00        | - | 1.00        |
| Safety Officer                   | -           | - | -           | 1.00   | 1.00        | - | 1.00        | - | 1.00        |
| Worker's Compensation Specialist | 1.00        | - | 1.00        | -      | 1.00        | - | 1.00        | - | 1.00        |
| <b>Total</b>                     | <b>5.00</b> | - | <b>5.00</b> | -      | <b>5.00</b> | - | <b>5.00</b> | - | <b>5.00</b> |

## Internal Administrative Services Fund

### Financial & Management Services

|                                 |      |   |      |   |      |   |      |   |      |
|---------------------------------|------|---|------|---|------|---|------|---|------|
| Accountant                      | 6.00 | - | 6.00 | - | 6.00 | - | 6.00 | - | 6.00 |
| Accounting Manager              | 1.00 | - | 1.00 | - | 1.00 | - | 1.00 | - | 1.00 |
| Analyst                         | 1.00 | - | 1.00 | - | 1.00 | - | 1.00 | - | 1.00 |
| Budget Analyst                  | 3.00 | - | 3.00 | - | 3.00 | - | 3.00 | - | 3.00 |
| Customer Service Representative | 3.00 | - | 3.00 | - | 3.00 | - | 3.00 | - | 3.00 |

|                                               | 2018<br>Budget | 2019<br>Baseline<br>Adj from<br>2018 | 2019<br>Baseline | 2019<br>Rec<br>Budget Adj | 2019<br>Rec<br>Budget | 2020<br>Baseline<br>Adj from<br>2019 | 2020<br>Baseline | 2020<br>Rec<br>Budget Adj | 2020<br>Rec<br>Budget |
|-----------------------------------------------|----------------|--------------------------------------|------------------|---------------------------|-----------------------|--------------------------------------|------------------|---------------------------|-----------------------|
| Deputy Finance Director                       | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Finance Supervisor II                         | 2.00           | -                                    | 2.00             | -                         | 2.00                  | -                                    | 2.00             | -                         | 2.00                  |
| Financial and Management<br>Services Director | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| IT Systems Analyst                            | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Lead Records Specialist                       | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Mail Room Assistant                           | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Payroll Analyst                               | 2.00           | -                                    | 2.00             | -                         | 2.00                  | -                                    | 2.00             | -                         | 2.00                  |
| Payroll System Analyst                        | 1.00           | (1.00)                               | -                | 1.00                      | 1.00                  | -                                    | 1.00             | (1.00)                    | -                     |
| Performance Analyst                           | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Procurement Manager                           | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Procurement Specialist                        | 5.00           | -                                    | 5.00             | 1.00                      | 6.00                  | -                                    | 6.00             | -                         | 6.00                  |
| Public Records Coordinator                    | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Records Manager                               | -              | -                                    | -                | 1.00                      | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Senior Accounting Clerk                       | 10.00          | -                                    | 10.00            | (3.00)                    | 7.00                  | -                                    | 7.00             | -                         | 7.00                  |
| Support Specialist I                          | 1.00           | (1.00)                               | -                | 1.00                      | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Support Specialist III                        | 2.00           | -                                    | 2.00             | -                         | 2.00                  | -                                    | 2.00             | -                         | 2.00                  |
| Treasurer                                     | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| <b>Total</b>                                  | <b>46.00</b>   | <b>(2.00)</b>                        | <b>44.00</b>     | <b>1.00</b>               | <b>45.00</b>          | <b>-</b>                             | <b>45.00</b>     | <b>(1.00)</b>             | <b>44.00</b>          |

## Human Resources

|                                            |      |        |      |   |      |   |      |   |      |
|--------------------------------------------|------|--------|------|---|------|---|------|---|------|
| Analyst                                    | 1.00 | -      | 1.00 | - | 1.00 | - | 1.00 | - | 1.00 |
| Benefits Administrator                     | 1.00 | -      | 1.00 | - | 1.00 | - | 1.00 | - | 1.00 |
| Classification and<br>Compensation Analyst | 1.00 | -      | 1.00 | - | 1.00 | - | 1.00 | - | 1.00 |
| Departmental Aide                          | 2.05 | (0.50) | 1.55 | - | 1.55 | - | 1.55 | - | 1.55 |

|                                         | 2018<br>Budget | 2019<br>Baseline<br>Adj from<br>2018 | 2019<br>Baseline | 2019<br>Rec<br>Budget Adj | 2019<br>Rec<br>Budget | 2020<br>Baseline<br>Adj from<br>2019 | 2020<br>Baseline | 2020<br>Rec<br>Budget Adj | 2020<br>Rec<br>Budget |
|-----------------------------------------|----------------|--------------------------------------|------------------|---------------------------|-----------------------|--------------------------------------|------------------|---------------------------|-----------------------|
| Employee and Labor<br>Relations Analyst | 2.00           | -                                    | 2.00             | -                         | 2.00                  | -                                    | 2.00             | -                         | 2.00                  |
| HR Assistant                            | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| HR Deputy Director                      | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Human Resources Assistant               | 4.00           | -                                    | 4.00             | -                         | 4.00                  | -                                    | 4.00             | -                         | 4.00                  |
| Human Resources Director                | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Support Specialist III                  | 1.00           | (1.00)                               | -                | 1.00                      | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Training and Development<br>Specialist  | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| <b>Total</b>                            | <b>16.05</b>   | <b>(1.50)</b>                        | <b>14.55</b>     | <b>1.00</b>               | <b>15.55</b>          | <b>-</b>                             | <b>15.55</b>     | <b>-</b>                  | <b>15.55</b>          |

### Information Technology

|                                            |      |        |      |      |      |   |      |      |      |
|--------------------------------------------|------|--------|------|------|------|---|------|------|------|
| Computer Support<br>Specialist             | 4.00 | (1.00) | 3.00 | 1.00 | 4.00 | - | 4.00 | -    | 4.00 |
| Developer                                  | 1.00 | -      | 1.00 | -    | 1.00 | - | 1.00 | -    | 1.00 |
| Help Desk Specialist                       | 2.00 | -      | 2.00 | -    | 2.00 | - | 2.00 | -    | 2.00 |
| Information Technology<br>Services Manager | 1.00 | -      | 1.00 | -    | 1.00 | - | 1.00 | -    | 1.00 |
| IT Analyst D                               | 1.00 | -      | 1.00 | -    | 1.00 | - | 1.00 | -    | 1.00 |
| IT Application Services<br>Manager         | 1.00 | -      | 1.00 | -    | 1.00 | - | 1.00 | -    | 1.00 |
| IT Systems Analyst                         | 9.75 | (1.00) | 8.75 | -    | 8.75 | - | 8.75 | -    | 8.75 |
| IT Systems Analyst B                       | 1.00 | (1.00) | -    | -    | -    | - | -    | 1.00 | 1.00 |
| IT Systems Analyst C                       | 3.00 | -      | 3.00 | 4.00 | 7.00 | - | 7.00 | -    | 7.00 |
| IT Systems Analyst D                       | 3.00 | -      | 3.00 | -    | 3.00 | - | 3.00 | -    | 3.00 |
| IT Technical Services<br>Manager           | 1.00 | -      | 1.00 | -    | 1.00 | - | 1.00 | -    | 1.00 |



|                                    | 2018<br>Budget | 2019<br>Baseline<br>Adj from<br>2018 | 2019<br>Baseline | 2019<br>Rec<br>Budget Adj | 2019<br>Rec<br>Budget | 2020<br>Baseline<br>Adj from<br>2019 | 2020<br>Baseline | 2020<br>Rec<br>Budget Adj | 2020<br>Rec<br>Budget |
|------------------------------------|----------------|--------------------------------------|------------------|---------------------------|-----------------------|--------------------------------------|------------------|---------------------------|-----------------------|
| Lead Computer Support Specialist   | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| Senior Computer Support Specialist | 2.00           | -                                    | 2.00             | -                         | 2.00                  | -                                    | 2.00             | -                         | 2.00                  |
| Support Specialist III             | 1.00           | -                                    | 1.00             | -                         | 1.00                  | -                                    | 1.00             | -                         | 1.00                  |
| <b>Total</b>                       | <b>31.75</b>   | <b>(3.00)</b>                        | <b>28.75</b>     | <b>5.00</b>               | <b>33.75</b>          | <b>-</b>                             | <b>33.75</b>     | <b>1.00</b>               | <b>34.75</b>          |

### Legal Service - Civil

|                               |          |              |              |             |              |          |              |          |              |
|-------------------------------|----------|--------------|--------------|-------------|--------------|----------|--------------|----------|--------------|
| Assistant City Attorney       | -        | 7.00         | 7.00         | -           | 7.00         | -        | 7.00         | -        | 7.00         |
| Chief Assistant City Attorney | -        | 1.00         | 1.00         | -           | 1.00         | -        | 1.00         | -        | 1.00         |
| City Attorney                 | -        | 1.00         | 1.00         | -           | 1.00         | -        | 1.00         | -        | 1.00         |
| Legal Assistant               | -        | 2.00         | 2.00         | -           | 2.00         | -        | 2.00         | -        | 2.00         |
| Legal Secretary               | -        | 0.50         | 0.50         | 0.50        | 1.00         | -        | 1.00         | -        | 1.00         |
| Senior Legal Assistant        | -        | 1.00         | 1.00         | -           | 1.00         | -        | 1.00         | -        | 1.00         |
| <b>Total</b>                  | <b>-</b> | <b>12.50</b> | <b>12.50</b> | <b>0.50</b> | <b>13.00</b> | <b>-</b> | <b>13.00</b> | <b>-</b> | <b>13.00</b> |

### City/County Cable TV Fund

#### Cable TV

|                            |             |          |             |          |             |          |             |          |             |
|----------------------------|-------------|----------|-------------|----------|-------------|----------|-------------|----------|-------------|
| Support Specialist II      | 1.00        | -        | 1.00        | -        | 1.00        | -        | 1.00        | -        | 1.00        |
| Video Producer             | 2.00        | -        | 2.00        | -        | 2.00        | -        | 2.00        | -        | 2.00        |
| Video Services Coordinator | 1.00        | -        | 1.00        | -        | 1.00        | -        | 1.00        | -        | 1.00        |
| Video Services Manager     | 1.00        | -        | 1.00        | -        | 1.00        | -        | 1.00        | -        | 1.00        |
| <b>Total</b>               | <b>5.00</b> | <b>-</b> | <b>5.00</b> | <b>-</b> | <b>5.00</b> | <b>-</b> | <b>5.00</b> | <b>-</b> | <b>5.00</b> |

|                  |                 |                |                 |              |                 |               |                 |              |                 |
|------------------|-----------------|----------------|-----------------|--------------|-----------------|---------------|-----------------|--------------|-----------------|
| <b>Total FTE</b> | <b>1,113.15</b> | <b>(10.25)</b> | <b>1,102.90</b> | <b>57.25</b> | <b>1,160.15</b> | <b>(2.00)</b> | <b>1,158.15</b> | <b>22.25</b> | <b>1,180.40</b> |
|------------------|-----------------|----------------|-----------------|--------------|-----------------|---------------|-----------------|--------------|-----------------|

## 2019 Non-Union Exempt Salary Schedule

| Range | Positions                                                                                                                                                                                             | Low     |         | Mid     |         | High    |         |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|---------|---------|---------|---------|---------|
|       |                                                                                                                                                                                                       | Monthly | Annual  | Monthly | Annual  | Monthly | Annual  |
| 23    | City Attorney<br>Fire Chief<br>Police Chief                                                                                                                                                           | 13,587  | 163,044 | 15,629  | 187,542 | 17,670  | 212,040 |
| 22    | Public Works Director                                                                                                                                                                                 | 12,940  | 155,280 | 14,884  | 178,608 | 16,828  | 201,936 |
| 21    | Chief Financial Officer<br>Community and Economic Development Director<br>Human Resources Director<br>Information Technology Director<br>Parks and Recreation Director                                | 12,324  | 147,888 | 14,176  | 170,106 | 16,027  | 192,324 |
| 20    | Assistant Police Chief<br>Deputy Fire Chief                                                                                                                                                           | 11,737  | 140,844 | 13,501  | 162,006 | 15,264  | 183,168 |
| 19    | Chief Assistant City Attorney                                                                                                                                                                         | 11,180  | 134,160 | 12,858  | 154,296 | 14,536  | 174,432 |
| 18    |                                                                                                                                                                                                       | 10,627  | 127,524 | 12,221  | 146,652 | 13,815  | 165,780 |
| 17    | Deputy HR Director<br>Deputy Finance Director<br>Engineering and Construction Services Manager<br>Operations Manager<br>Streets and Transportation Manager                                            | 10,095  | 121,140 | 11,610  | 139,320 | 13,125  | 157,500 |
| 16    | Assistant City Attorney III<br>City Prosecutor<br>Communications Director<br>Fire Marshal<br>IT Application Services Manager<br>IT Technical Services Manager<br>Project & Policy Development Manager | 9,592   | 115,104 | 11,030  | 132,360 | 12,468  | 149,616 |

| Range | Positions                                                                                                                                                                                                                                                                                        | Low     |         | Mid     |         | High    |         |
|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|---------|---------|---------|---------|---------|
|       |                                                                                                                                                                                                                                                                                                  | Monthly | Annual  | Monthly | Annual  | Monthly | Annual  |
| 15    | Development Review Division Manager<br>Economic Development Division Manager<br>Recreation Services Manager                                                                                                                                                                                      | 9,111   | 109,332 | 10,478  | 125,730 | 11,844  | 142,128 |
| 14    | Assistant City Attorney II<br>Treasurer                                                                                                                                                                                                                                                          | 8,656   | 103,872 | 9,955   | 119,454 | 11,253  | 135,036 |
| 13    | Accounting Manager<br>Building Official<br>Engineering Manager<br>Finance and Asset Manager<br>Procurement Manager                                                                                                                                                                               | 8,224   | 98,688  | 9,458   | 113,496 | 10,692  | 128,304 |
| 12    | Emergency Preparedness Manager<br>Risk and Safety Manager<br>Senior Civil Engineer<br>Senior Traffic Engineer                                                                                                                                                                                    | 7,813   | 93,756  | 8,985   | 107,820 | 10,157  | 121,884 |
| 11    | Assistant Building Official<br>City Surveyor<br>Community Dev Manager<br>Environmental Services Manager<br>Equipment Superintendent<br>Facilities Superintendent<br>IT Systems Analyst D<br>Long Range Planning Program Manager<br>Operations Superintendent<br>Utilities Administration Manager | 7,422   | 89,064  | 8,535   | 102,420 | 9,648   | 115,776 |
| 10    | Capital Projects Manager<br>Land Use Program Manager<br>Performance Analyst D<br>Principal Planner                                                                                                                                                                                               | 7,050   | 84,600  | 8,109   | 97,302  | 9,167   | 110,004 |

| Range | Positions                                                                                                                                                                                                                                                                                                                                                                       | Low     |        | Mid     |        | High    |         |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|--------|---------|--------|---------|---------|
|       |                                                                                                                                                                                                                                                                                                                                                                                 | Monthly | Annual | Monthly | Annual | Monthly | Annual  |
| 9     | Benefits Administrator<br>Business Intelligence Analyst<br>Civil Engineer<br>IT Systems Analyst C<br>Parking Manager<br>Recreation Facility Manager<br>Traffic Engineer<br>Video Services Manager<br>Water Resource Engineer                                                                                                                                                    | 6,698   | 80,376 | 7,703   | 92,436 | 8,708   | 104,496 |
| 8     | Auditing Analyst<br>Assistant City Attorney I<br>Environmental Scientist<br>ER/LR Analyst<br>Financial Analyst C<br>IT Systems Analyst B<br>Police Records Manager<br>Property Management Specialist C<br>Senior Planner<br>Training and Development Specialist                                                                                                                 | 6,362   | 76,344 | 7,317   | 87,798 | 8,271   | 99,252  |
| 7     | Airport Manager<br>Associate Civil Engineer<br>Budget Analyst<br>Community Relations Specialist C<br>Emergency Equipment Supervisor<br>EMS Program Administrator<br>Equipment Mechanic Supervisor<br>Finance and Logistics Supervisor<br>Park Developer C<br>Permit Center Supervisor<br>Safety Officer<br>Technical Engineering Supervisor<br>Workers' Compensation Specialist | 6,045   | 72,540 | 6,952   | 83,424 | 7,859   | 94,308  |

| Range | Positions                                                                                                                                                                                                                                                                                                | Low     |        | Mid     |        | High    |        |
|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|--------|---------|--------|---------|--------|
|       |                                                                                                                                                                                                                                                                                                          | Monthly | Annual | Monthly | Annual | Monthly | Annual |
| 6     | Accountant C<br>Classification/Compensation Analyst<br>Finance Supervisor II<br>Financial Analyst B<br>HRIS/Leave Analyst<br>Management Analyst B<br>Recreation Services Supervisor<br>Safety Coordinator<br>Solid Waste Supervisor<br>Special Events Manager<br>Urban Forester<br>Volunteer Coordinator | 5,742   | 68,904 | 6,604   | 79,242 | 7,465   | 89,580 |
| 5     | Associate Planner<br>Parks Developer B<br>Procurement Specialist D<br>Utility Service Supervisor                                                                                                                                                                                                         | 5,456   | 65,472 | 6,274   | 75,288 | 7,092   | 85,104 |
| 4     | Administrative Assistant to the City Manager<br>CDBG Coordinator<br>Evidence Supervisor<br>IT Systems Analyst A<br>Police Records Supervisor<br>Senior Legal Assistant                                                                                                                                   | 5,184   | 62,208 | 5,961   | 71,526 | 6,737   | 80,844 |
| 3     | Loss Control Specialist                                                                                                                                                                                                                                                                                  | 4,924   | 59,088 | 5,662   | 67,944 | 6,400   | 76,800 |
| 2     | Construction Project Coordinator                                                                                                                                                                                                                                                                         | 4,677   | 56,124 | 5,379   | 64,542 | 6,080   | 72,960 |
| 1     | Parking Enforcement Supervisor                                                                                                                                                                                                                                                                           | 4,312   | 51,744 | 4,960   | 59,514 | 5,607   | 67,284 |



## 2019 Nonunion Non-Exempt Schedule

| Range | Positions                                                                                                                                                                                    | Low     |        | Mid     |        | High    |        |
|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|--------|---------|--------|---------|--------|
|       |                                                                                                                                                                                              | Monthly | Annual | Monthly | Annual | Monthly | Annual |
| 13    | Sr Computer Forensics Specialist                                                                                                                                                             | 6,400   | 76,800 | 7,200   | 86,400 | 8,000   | 96,000 |
| 12    |                                                                                                                                                                                              | 6,082   | 72,984 | 6,842   | 82,098 | 7,601   | 91,212 |
| 11    | Lead Computer Support Spec<br>Sr Computer Support Spec                                                                                                                                       | 5,777   | 69,324 | 6,499   | 77,982 | 7,220   | 86,640 |
| 10    | Computer Forensics Specialist<br>Neighborhood Coordinator<br>Procurement Specialist C<br>Solid Waste Analyst B                                                                               | 5,503   | 66,036 | 6,190   | 74,280 | 6,877   | 82,524 |
| 9     | Accountant B<br>Citizen Liason<br>Communications Specialist<br>Computer Support Specialist<br>Educator<br>Help Desk Specialist<br>Web Content Manager                                        | 5,229   | 62,748 | 5,882   | 70,578 | 6,534   | 78,408 |
| 8     | Assistant to the City Council<br>Material Control Coordinator<br>Procurement Specialist B<br>Video Producer                                                                                  | 4,967   | 59,604 | 5,588   | 67,050 | 6,208   | 74,496 |
| 7     | Administrative Assistant<br>Assistant Planner<br>Financial Analyst A<br>Human Resources Assistant<br>Park Developer A<br>Program Coordinator<br>Risk Analyst A<br>Video Services Coordinator | 4,717   | 56,604 | 5,307   | 63,684 | 5,897   | 70,764 |

| Range | Positions                                           | Low     |        | Mid     |        | High    |        |
|-------|-----------------------------------------------------|---------|--------|---------|--------|---------|--------|
|       |                                                     | Monthly | Annual | Monthly | Annual | Monthly | Annual |
| 6     | Accountant A<br>Communications Coordinator          | 4,482   | 53,784 | 5,043   | 60,510 | 5,603   | 67,236 |
| 5     | Procurement Specialist A                            | 4,257   | 51,084 | 4,789   | 57,468 | 5,321   | 63,852 |
| 4     | IT Technical Specialist A<br>Support Specialist III | 4,044   | 48,528 | 4,550   | 54,600 | 5,056   | 60,672 |
| 3     |                                                     | 3,834   | 46,008 | 4,313   | 51,750 | 4,791   | 57,492 |
| 2     | Support Specialist II                               | 3,649   | 43,788 | 4,107   | 49,278 | 4,564   | 54,768 |
| 1     |                                                     | 3,467   | 41,604 | 3,901   | 46,812 | 4,335   | 52,020 |
|       | Departmental Aide                                   | 2,253   | 27,040 | 2,513   | 30,160 | 2,773   | 33,280 |



# Financial Summary Report

# Expense by Fund

|                                                  | 2019 Baseline +<br>Recommended Decision<br>Packages | 2020 Baseline +<br>Recommended Decision<br>Packages | Total 2019-2020<br>Recommended Budget |
|--------------------------------------------------|-----------------------------------------------------|-----------------------------------------------------|---------------------------------------|
| <b>Operating Budget</b>                          |                                                     |                                                     |                                       |
| <b>General, Street, and Fire Funds</b>           |                                                     |                                                     |                                       |
| General Fund                                     | 171,672,450                                         | 162,590,539                                         | 334,262,989                           |
| Street Fund                                      | 16,740,085                                          | 16,199,428                                          | 32,939,513                            |
| Fire Fund                                        | 45,015,604                                          | 46,474,150                                          | 91,489,754                            |
| <b>Total General, Street, and Fire Funds</b>     | <b>233,428,139</b>                                  | <b>225,264,117</b>                                  | <b>458,692,256</b>                    |
| <b>Special Revenue Funds</b>                     |                                                     |                                                     |                                       |
| Street Funding Initiative - Operating Fund       | 8,862,417                                           | 8,631,355                                           | 17,493,772                            |
| Investigative Fund                               | 61,439                                              | 61,439                                              | 122,878                               |
| Drug Enforcement Fund                            | 359,513                                             | 264,055                                             | 623,568                               |
| CED Grants                                       | 2,036,682                                           | 2,043,569                                           | 4,080,251                             |
| Tourism Fund                                     | 1,927,226                                           | 2,027,226                                           | 3,954,452                             |
| Affordable Housing                               | 6,032,867                                           | 6,037,657                                           | 12,070,524                            |
| Parkhill Cemetery Improvement Fund               | 818,114                                             | 869,643                                             | 1,687,757                             |
| Criminal Justice Fund                            | 209,673                                             | 210,892                                             | 420,565                               |
| Transportation Special Revenue Fund              | 1,964,503                                           | 1,956,471                                           | 3,920,974                             |
| REET 1 (2002 Special Revenue Fund)               | 2,177,329                                           | 1,731,892                                           | 3,909,221                             |
| Parks & Recreation Special Revenue Fund          | 20,230                                              | 230                                                 | 20,460                                |
| Downtown Initiatives Fund                        | 130,227                                             | 130,342                                             | 260,569                               |
| VNHR Properties                                  | 750,053                                             | 750,418                                             | 1,500,471                             |
| Senior Messenger Fund                            | 347,503                                             | 348,929                                             | 696,432                               |
| Fire Equipment Fund                              | 4,162,544                                           | 700,230                                             | 4,862,774                             |
| Emergency Ambulance Services Contract Admin Fund | 728,453                                             | 738,759                                             | 1,467,212                             |
| <b>Debt Service Funds</b>                        |                                                     |                                                     |                                       |
| G O Debt Service Fund                            | 9,299,166                                           | 9,027,437                                           | 18,326,603                            |
| L I D Debt Fund                                  | 22,800                                              | 17,100                                              | 39,900                                |

|                                                     | 2019 Baseline +<br>Recommended Decision<br>Packages | 2020 Baseline +<br>Recommended Decision<br>Packages | Total 2019-2020<br>Recommended Budget |
|-----------------------------------------------------|-----------------------------------------------------|-----------------------------------------------------|---------------------------------------|
| <b>Capital Fund</b>                                 |                                                     |                                                     |                                       |
| Fire Acquisition Fund                               | 716,914                                             | 163,465                                             | 880,379                               |
| <b>Enterprise Funds</b>                             |                                                     |                                                     |                                       |
| City Tree Reserve Fund                              | 42,508                                              | 42,525                                              | 85,033                                |
| Surface Water Management Fund                       | 18,287,757                                          | 18,293,083                                          | 36,580,840                            |
| Water Utility Fund                                  | 40,243,168                                          | 40,844,881                                          | 81,088,049                            |
| Systems Development Reserves                        | -                                                   | -                                                   | -                                     |
| SCIP Fund                                           | 900,000                                             | 900,000                                             | 1,800,000                             |
| Utility Customer Assistance                         | 30,000                                              | 30,000                                              | 60,000                                |
| Water Revenue Bond Debt Service Fund                | 78,665                                              | 78,720                                              | 157,385                               |
| Sewer Revenue Bond Debt Service Fund                | 3,854,585                                           | 3,857,280                                           | 7,711,865                             |
| Debt Service Reserves                               | -                                                   | 3,936,000                                           | 3,936,000                             |
| Sewer Utility Fund                                  | 41,671,052                                          | 38,728,193                                          | 80,399,245                            |
| Sewer System Development                            | 4,500,000                                           | 3,000,000                                           | 7,500,000                             |
| Airport Fund                                        | 534,114                                             | 541,224                                             | 1,075,338                             |
| Building Inspection Fund                            | 6,764,612                                           | 6,835,406                                           | 13,600,018                            |
| Solid Waste Fund                                    | 3,223,385                                           | 3,247,945                                           | 6,471,330                             |
| Parking Services Fund                               | 3,442,633                                           | 3,398,237                                           | 6,840,870                             |
| Tennis Center Fund                                  | 1,017,574                                           | 1,034,478                                           | 2,052,052                             |
| <b>Internal Service Funds</b>                       |                                                     |                                                     |                                       |
| Facilities Asset Management and Replacement Reserve | 269                                                 | 269                                                 | 538                                   |
| Equipment Services Operations Fund                  | 7,466,095                                           | 7,123,271                                           | 14,589,366                            |
| Equipment Services Capital Fund                     | 11,649,364                                          | 5,457,280                                           | 17,106,644                            |
| Computer Repair & Replacement                       | 4,705,260                                           | 3,340,027                                           | 8,045,287                             |
| Grounds and Facilities Services Fund                | 10,557,570                                          | 10,323,500                                          | 20,881,070                            |
| Self-Insured Worker's Comp & Liability Fund         | 6,261,746                                           | 6,183,872                                           | 12,445,618                            |
| Internal Administrative Services Fund               | 17,864,199                                          | 18,028,684                                          | 35,892,883                            |
| Benefits Fund                                       | 14,289,533                                          | 14,979,522                                          | 29,269,055                            |
| Self-Insured Health Insurance Fund                  | 9,370,114                                           | 9,981,784                                           | 19,351,898                            |



|                                       | 2019 Baseline +<br>Recommended Decision<br>Packages | 2020 Baseline +<br>Recommended Decision<br>Packages | Total 2019-2020<br>Recommended Budget |
|---------------------------------------|-----------------------------------------------------|-----------------------------------------------------|---------------------------------------|
| <b>Fiduciary Funds</b>                |                                                     |                                                     |                                       |
| SW Washington Regional SWAT Team Fund | 259,445                                             | 259,206                                             | 518,651                               |
| Police Pension Trust Fund             | 1,191,627                                           | 1,191,220                                           | 2,382,847                             |
| Fire Pension Trust Fund               | 1,826,003                                           | 1,826,673                                           | 3,652,676                             |
| Transportation Benefit District       | 1,049,336                                           | 1,047,354                                           | 2,096,690                             |
| City/County Cable TV Fund             | 1,159,732                                           | 1,171,474                                           | 2,331,206                             |
| PEG Capital Support Fund              | 900,000                                             | 900,000                                             | 1,800,000                             |
| PEG Capital Support Fund - Comcast    | -                                                   | -                                                   | -                                     |
| <b>Total All Other Funds</b>          | <b>253,767,999</b>                                  | <b>242,293,217</b>                                  | <b>496,061,216</b>                    |
| <b>Total Operating Expense Budget</b> | <b>487,196,138</b>                                  | <b>467,557,334</b>                                  | <b>954,753,472</b>                    |

## Capital Budget

|                                                 |                   |                   |                    |
|-------------------------------------------------|-------------------|-------------------|--------------------|
| <b>Capital Project Funds</b>                    |                   |                   |                    |
| Transportation Capital Fund                     | 14,827,350        | 2,551,157         | 17,378,507         |
| Street Funding Initiative - Capital Fund        | 2,735,037         | 1,290,021         | 4,025,058          |
| General Fund Capital                            | 871,757           | -                 | 871,757            |
| Fire Acquisition Fund                           | 10,969,657        | 1,075,968         | 12,045,625         |
| Capital Improvement Fund                        | 8,012,770         | 4,300,045         | 12,312,815         |
| VNHR Property Capital                           | 11,023            | 11,023            | 22,046             |
| Parks Construction Fund (Capital Projects only) | 8,028,531         | 653,509           | 8,682,040          |
| Drainage Construction Fund                      | 2,835,954         | 1,852,180         | 4,688,134          |
| Water Construction Fund                         | 22,722,337        | 19,990,605        | 42,712,942         |
| Sewer Construction Fund                         | 22,662,799        | 19,205,367        | 41,868,166         |
| Airport                                         | 2,165,000         | -                 | 2,165,000          |
| <b>Total Capital Project Funds</b>              | <b>95,842,215</b> | <b>50,929,875</b> | <b>146,772,090</b> |

|                                                                         | 2019 Baseline +<br>Recommended Decision<br>Packages | 2020 Baseline +<br>Recommended Decision<br>Packages | Total 2019-2020<br>Recommended Budget |
|-------------------------------------------------------------------------|-----------------------------------------------------|-----------------------------------------------------|---------------------------------------|
| <b>Capital Funding Transfers Supporting COV Capital Projects Budget</b> |                                                     |                                                     |                                       |
| General Fund                                                            | 4,890,706                                           | 6,060,000                                           | 10,950,706                            |
| Street Fund                                                             | 978,480                                             | 275,000                                             | 1,253,480                             |
| Street Funding Initiative Operating                                     | 161,500                                             | 2,000,000                                           | 2,161,500                             |
| Transportation Special Revenue Fund                                     | 734,072                                             | (27,283)                                            | 706,789                               |
| REET 1 (2002 Special Revenue Fund)                                      | 100,000                                             | 100,000                                             | 200,000                               |
| Cascade TIF District                                                    | 205,000                                             | -                                                   | 205,000                               |
| Pacific TIF District                                                    | 385,000                                             | -                                                   | 385,000                               |
| Fire Fund                                                               | 898,108                                             | 640,518                                             | 1,538,626                             |
| TIF - Vancouver                                                         | 95,000                                              | -                                                   | 95,000                                |
| TIF - Evergreen                                                         | 220,000                                             | -                                                   | 220,000                               |
| TIF - East City (South County)                                          | 218,636                                             | -                                                   | 218,636                               |
| TIF - I-205/Mill Plain Overlay                                          | 60,000                                              | 60,000                                              | 120,000                               |
| PIF - Acq & Dev District 2                                              | 590,000                                             | 309,500                                             | 899,500                               |
| PIF - Acq & Dev District 3                                              | 533,368                                             | -                                                   | 533,368                               |
| PIF - Acq & Dev District 4                                              | 3,602,085                                           | -                                                   | 3,602,085                             |
| PIF - Acq & Dev District 5                                              | 1,241,594                                           | -                                                   | 1,241,594                             |
| PIF - Acq & Dev District 7                                              | 93,687                                              | -                                                   | 93,687                                |
| PIF - District C                                                        | 125,545                                             | -                                                   | 125,545                               |
| Transportation Capital Fund                                             | 801,482                                             | 652,252                                             | 1,453,734                             |
| 2011 Bond Capital Fund - Waterfront                                     | 2,037,729                                           | -                                                   | 2,037,729                             |
| Surface Water Management Fund                                           | 500,000                                             | 1,000,000                                           | 1,500,000                             |
| Water Utility Fund                                                      | 10,000,000                                          | 5,000,000                                           | 15,000,000                            |
| Systems Development Reserves                                            | 3,500,000                                           | 3,000,000                                           | 6,500,000                             |
| Sewer Utility Fund                                                      | 17,150,000                                          | 17,445,000                                          | 34,595,000                            |
| Facilities Asset Mgmt and Replacement Reserve Fund                      | 7,855,314                                           | 2,975,339                                           | 10,830,653                            |
| Transportation Benefit District                                         | 1,351,536                                           | 800,000                                             | 2,151,536                             |
| <b>Total Transfers for Capital</b>                                      | <b>58,328,842</b>                                   | <b>40,290,326</b>                                   | <b>98,619,168</b>                     |
| <b>Total Capital Expense Budget</b>                                     | <b>154,171,057</b>                                  | <b>91,220,201</b>                                   | <b>245,391,258</b>                    |
| <b>Total Operating and Capital Expense Budget</b>                       | <b>641,367,195</b>                                  | <b>558,777,535</b>                                  | <b>1,200,144,730</b>                  |

## City of Vancouver 2019-20 Biennium Budget

### Summary of Expenditure by Department

|                                                       | 2017<br>Actuals | 2018<br>Budget    | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|-------------------------------------------------------|-----------------|-------------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| <b>Affordable Housing</b>                             |                 |                   |                  |                             |                               |                  |                             |                               |
| Affordable Housing Project                            | 282,932         | 11,661,156        | 6,018,579        | 6,033,130                   | 6,032,867                     | 6,023,281        | 6,037,927                   | 6,037,657                     |
| <b>Total</b>                                          | <b>282,932</b>  | <b>11,661,156</b> | <b>6,018,579</b> | <b>6,033,130</b>            | <b>6,032,867</b>              | <b>6,023,281</b> | <b>6,037,927</b>            | <b>6,037,657</b>              |
| <b>Airport General Obligation Debt</b>                |                 |                   |                  |                             |                               |                  |                             |                               |
| 2005A LTGO Bond                                       | 68,753          | 69,065            | -                | -                           | -                             | -                | -                           | -                             |
| <b>Total</b>                                          | <b>68,753</b>   | <b>69,065</b>     | <b>-</b>         | <b>-</b>                    | <b>-</b>                      | <b>-</b>         | <b>-</b>                    | <b>-</b>                      |
| <b>Airport Operation</b>                              |                 |                   |                  |                             |                               |                  |                             |                               |
| Administration - Airpark                              | 1,903           | 5,068             | 5,068            | 5,375                       | 5,375                         | 5,068            | 5,161                       | 5,161                         |
| Airpark Development                                   | 827,120         | 1,279,983         | 518,153          | 528,941                     | 528,739                       | 522,767          | 536,272                     | 536,063                       |
| <b>Total</b>                                          | <b>829,023</b>  | <b>1,285,051</b>  | <b>523,221</b>   | <b>534,316</b>              | <b>534,114</b>                | <b>527,835</b>   | <b>541,433</b>              | <b>541,224</b>                |
| <b>Building Inspection</b>                            |                 |                   |                  |                             |                               |                  |                             |                               |
| Administration & General - CED                        | 1,915,064       | 2,235,530         | 1,922,757        | 2,467,918                   | 2,452,279                     | 1,933,359        | 2,271,975                   | 2,271,319                     |
| Administration & General -<br>Inspections/Plan Review | 304,241         | 313,813           | 400,004          | 415,042                     | 414,351                       | 401,784          | 417,086                     | 416,395                       |
| Administration & General<br>Permit Center             | 103,943         | 115,146           | 112,080          | 275,430                     | 219,109                       | 112,971          | 142,475                     | 130,726                       |
| Building Plans Examination                            | 660,950         | 779,338           | 858,460          | 1,016,983                   | 979,407                       | 879,745          | 1,153,539                   | 1,115,936                     |
| Code Compliance                                       | 500             | -                 | -                | -                           | -                             | -                | -                           | -                             |
| Inspections                                           | 1,563,417       | 1,984,056         | 1,855,079        | 1,991,998                   | 1,971,175                     | 1,907,067        | 2,180,305                   | 2,159,430                     |
| Permits - Intake CED                                  | 645,740         | 715,038           | 639,294          | 735,354                     | 728,291                       | 650,954          | 748,687                     | 741,600                       |

|                                    | 2017<br>Actuals  | 2018<br>Budget   | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|------------------------------------|------------------|------------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| <b>Total</b>                       | <b>5,193,855</b> | <b>6,142,921</b> | <b>5,787,674</b> | <b>6,902,725</b>            | <b>6,764,612</b>              | <b>5,885,880</b> | <b>6,914,067</b>            | <b>6,835,406</b>              |
| <b>Cable TV</b>                    |                  |                  |                  |                             |                               |                  |                             |                               |
| Administration Media Seives        | (1)              | -                | -                | -                           | -                             | -                | -                           | -                             |
| City Cable Programming - MS        | 393,805          | 564,517          | 347,475          | 462,209                     | 461,783                       | 351,165          | 466,467                     | 466,037                       |
| City/County Cable Office - MS      | 306,048          | 296,969          | 273,349          | 291,092                     | 290,885                       | 274,441          | 291,672                     | 291,465                       |
| County Cable Program - MS          | 441,882          | 509,143          | 310,161          | 407,455                     | 407,064                       | 313,851          | 414,366                     | 413,972                       |
| PEG Capital Support - MS           | 17,071           | 17,071           | 17,071           | -                           | -                             | 17,071           | -                           | -                             |
| <b>Total</b>                       | <b>1,158,805</b> | <b>1,387,700</b> | <b>948,056</b>   | <b>1,160,756</b>            | <b>1,159,732</b>              | <b>956,528</b>   | <b>1,172,505</b>            | <b>1,171,474</b>              |
| <b>Cascade TIF District</b>        |                  |                  |                  |                             |                               |                  |                             |                               |
| Transfers - Transportation         | -                | 205,000          | -                | -                           | -                             | -                | -                           | -                             |
| <b>Total</b>                       | <b>-</b>         | <b>205,000</b>   | <b>-</b>         | <b>-</b>                    | <b>-</b>                      | <b>-</b>         | <b>-</b>                    | <b>-</b>                      |
| <b>CDBG</b>                        |                  |                  |                  |                             |                               |                  |                             |                               |
| Admin Community Services           | 88,120           | 119,949          | 119,949          | 62,490                      | 62,490                        | 119,949          | 61,847                      | 61,847                        |
| Comm Dev Blk Grant - Comm Services | 1,776,422        | 1,889,762        | 431,135          | 1,974,899                   | 1,974,192                     | 438,702          | 1,982,437                   | 1,981,722                     |
| <b>Total</b>                       | <b>1,864,542</b> | <b>2,009,711</b> | <b>551,084</b>   | <b>2,037,389</b>            | <b>2,036,682</b>              | <b>558,651</b>   | <b>2,044,284</b>            | <b>2,043,569</b>              |
| <b>City Council</b>                |                  |                  |                  |                             |                               |                  |                             |                               |
| Council Support - City Council     | 626,492          | 661,652          | 601,940          | 792,694                     | 792,244                       | 618,013          | 773,488                     | 773,022                       |
| <b>Total</b>                       | <b>626,492</b>   | <b>661,652</b>   | <b>601,940</b>   | <b>792,694</b>              | <b>792,244</b>                | <b>618,013</b>   | <b>773,488</b>              | <b>773,022</b>                |
| <b>City Managers Office</b>        |                  |                  |                  |                             |                               |                  |                             |                               |
| City Management - CMO              | 2,314,090        | 2,450,000        | 2,078,114        | 4,105,426                   | 3,603,283                     | 2,103,866        | 3,856,458                   | 3,354,291                     |

|                                           | 2017<br>Actuals  | 2018<br>Budget   | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|-------------------------------------------|------------------|------------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| Communications and Outreach - CMO         | 571,032          | 664,587          | 669,574          | 801,122                     | 800,171                       | 687,021          | 751,122                     | 750,146                       |
| Council Support - CMO                     | 58               | -                | -                | -                           | -                             | -                | -                           | -                             |
| CRC & Transportation Infrastructure - CMO | 794              | -                | -                | -                           | -                             | -                | -                           | -                             |
| Economic Development - CMO                | 36               | -                | -                | -                           | -                             | -                | -                           | -                             |
| Office of Neighborhoods - CMO             | 157,930          | 192,792          | 186,862          | 208,520                     | 203,319                       | 188,080          | 208,621                     | 203,420                       |
| Special Events - CMO                      | 18,456           | 27,116           | 25,300           | 25,300                      | 25,300                        | 25,300           | 25,300                      | 25,300                        |
| <b>Total</b>                              | <b>3,062,396</b> | <b>3,334,495</b> | <b>2,959,850</b> | <b>5,140,368</b>            | <b>4,632,073</b>              | <b>3,004,267</b> | <b>4,841,501</b>            | <b>4,333,157</b>              |

## Community and Economic Development

|                               |                  |                  |                  |                  |                  |                  |                  |                  |
|-------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Admin Long Range Planning     | 1,118,963        | 821,434          | 608,669          | 1,503,120        | 1,088,708        | 617,361          | 1,258,071        | 842,296          |
| Affordable Housing Project    | 1,796            | -                | 20,358           | 20,418           | 20,380           | 21,161           | 21,223           | 21,184           |
| Annexation - CED              | 132,643          | 79,918           | 75,673           | 138,666          | 78,542           | 76,403           | 79,436           | 79,312           |
| Commute Trip Reduction - CED  | 99,403           | 131,402          | 10,458           | 141,389          | 141,389          | 10,458           | 14,521           | 14,521           |
| Comprehensive Planning - CED  | 589,305          | 1,393,364        | 613,020          | 1,880,172        | 1,380,654        | 628,962          | 1,517,791        | 1,143,420        |
| Homeless Services             | -                | 881,494          | -                | 390,001          | 390,001          | -                | 388,462          | 388,462          |
| Planning Commission - CED     | 5,765            | 10,100           | 10,100           | 10,100           | 10,100           | 10,100           | 10,100           | 10,100           |
| Transportation Planning - CED | 555,869          | 1,065,504        | 296,082          | 1,217,256        | 1,216,750        | 301,020          | 932,044          | 931,533          |
| <b>Total</b>                  | <b>2,503,744</b> | <b>4,383,216</b> | <b>1,634,360</b> | <b>5,301,122</b> | <b>4,326,524</b> | <b>1,665,465</b> | <b>4,221,648</b> | <b>3,430,828</b> |

## Construction

|                                       |         |           |           |           |           |           |           |           |
|---------------------------------------|---------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Administration/Support - Construction | 798,538 | 1,116,782 | 1,121,299 | 1,930,854 | 1,867,501 | 1,124,895 | 1,902,233 | 1,890,343 |
| Capital Projects - Construction       | 664     | 12,500    | 17,668    | 17,668    | 17,668    | 17,668    | 17,668    | 17,668    |
| Const Work-For-Others - Const         | 71,940  | 350,354   | 510,416   | 112,836   | 111,832   | 523,220   | 119,078   | 118,049   |
| Development Inspection Transp - Const | 114,972 | 766       | 661       | -         | -         | 661       | -         | -         |



|                                     | 2017<br>Actuals  | 2018<br>Budget   | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|-------------------------------------|------------------|------------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| Development Projects - Construction | 2,494            | 436,187          | 402,229          | 99,559                      | 98,852                        | 410,888          | 101,770                     | 101,045                       |
| Drainage Development Work - Const   | 37,433           | 441              | 383              | -                           | -                             | 383              | -                           | -                             |
| Sewer Development Work - Const      | 100,302          | 351              | 278              | -                           | -                             | 278              | -                           | -                             |
| Survey - Construction               | 12,403           | 540,937          | 551,390          | 52,520                      | 51,548                        | 560,735          | 53,780                      | 52,791                        |
| Water Development Work - Const      | 128,292          | 837              | 765              | -                           | -                             | 765              | -                           | -                             |
| Wtr Engr Services - Const           | 951,146          | 1,072,687        | 1,067,199        | 910,164                     | 908,250                       | 1,092,487        | 928,849                     | 926,890                       |
| Wtr Surv Engr Costs - Const         | 221,955          | 1,697            | -                | -                           | -                             | -                | -                           | -                             |
| <b>Total</b>                        | <b>2,440,139</b> | <b>3,533,539</b> | <b>3,672,288</b> | <b>3,123,601</b>            | <b>3,055,651</b>              | <b>3,731,980</b> | <b>3,123,378</b>            | <b>3,106,786</b>              |

### Criminal Justice

|                                       |                |                |              |                |                |              |                |                |
|---------------------------------------|----------------|----------------|--------------|----------------|----------------|--------------|----------------|----------------|
| Chiefs Office - Police Admin          | 1,985          | 1,928          | 1,928        | 3,056          | 3,056          | 1,928        | 3,056          | 3,056          |
| Civil Disturbance Team                | -              | 4,000          | -            | -              | -              | -            | -              | -              |
| Non-Routine Purchases - Police        | 628,833        | 255,898        | -            | 110,209        | 110,209        | -            | 111,428        | 111,428        |
| Patrol West Admin - Police            | -              | 15,816         | -            | -              | -              | -            | -              | -              |
| Support Services - Logistics - Police | -              | -              | -            | 96,408         | 96,408         | -            | 96,408         | 96,408         |
| Support Services - Training - Police  | -              | 12,329         | -            | -              | -              | -            | -              | -              |
| <b>Total</b>                          | <b>630,818</b> | <b>289,971</b> | <b>1,928</b> | <b>209,673</b> | <b>209,673</b> | <b>1,928</b> | <b>210,892</b> | <b>210,892</b> |

### Debt Service Reserves

|                                               |          |          |          |          |          |                  |                  |                  |
|-----------------------------------------------|----------|----------|----------|----------|----------|------------------|------------------|------------------|
| Revenue Bonds Debt Payment - W/S/D Accounting | -        | -        | -        | -        | -        | 3,936,000        | 3,936,000        | 3,936,000        |
| <b>Total</b>                                  | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>3,936,000</b> | <b>3,936,000</b> | <b>3,936,000</b> |

### Development Review Services

|                                        | 2017<br>Actuals  | 2018<br>Budget   | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|----------------------------------------|------------------|------------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| Admin. Land Use Review Planning        | 10,486           | -                | -                | -                           | -                             | -                | -                           | -                             |
| Administration & General - CED         | 1,258,107        | 1,505,047        | 1,323,608        | 1,971,085                   | 1,955,602                     | 1,330,195        | 1,772,871                   | 1,772,377                     |
| Administration & General Permit Center | 53,205           | 111,864          | 49,446           | 80,194                      | 74,405                        | 49,774           | 72,955                      | 66,738                        |
| Building Plans Examination             | 3                | -                | -                | -                           | -                             | -                | -                           | -                             |
| Code Compliance                        | 545,362          | 608,758          | 586,843          | 740,592                     | 735,539                       | 598,677          | 748,986                     | 743,919                       |
| Land Use Review Planning - CED         | 955,832          | 1,208,869        | 1,205,313        | 1,286,987                   | 1,285,057                     | 1,227,259        | 1,307,412                   | 1,305,459                     |
| Nuisance Abatement                     | 2,156            | 20,000           | 20,000           | 20,000                      | 20,000                        | 20,000           | 20,000                      | 20,000                        |
| Permits - Intake Utilities CED         | 313,376          | 378,633          | 317,861          | 403,980                     | 403,491                       | 320,182          | 406,426                     | 405,933                       |
| <b>Total</b>                           | <b>3,138,527</b> | <b>3,833,171</b> | <b>3,503,071</b> | <b>4,502,838</b>            | <b>4,474,094</b>              | <b>3,546,087</b> | <b>4,328,650</b>            | <b>4,314,426</b>              |

## Downtown Initiatives

|                                       |                |                |                |                |                |                |                |                |
|---------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Administration - Economic Development | 150,030        | 110,002        | 118,890        | 130,227        | 130,227        | 119,129        | 130,342        | 130,342        |
| <b>Total</b>                          | <b>150,030</b> | <b>110,002</b> | <b>118,890</b> | <b>130,227</b> | <b>130,227</b> | <b>119,129</b> | <b>130,342</b> | <b>130,342</b> |

## Drug Enforcement

|                                          |         |         |        |         |         |        |         |         |
|------------------------------------------|---------|---------|--------|---------|---------|--------|---------|---------|
| Chiefs Office - Police Admin             | 3,642   | 3,536   | 3,536  | 100,400 | 100,400 | 3,536  | 3,723   | 3,723   |
| Computer Forensics - Police              | -       | -       | -      | 10,800  | 10,800  | -      | 10,800  | 10,800  |
| Drug Investigations                      | 119,118 | 201,567 | 72,385 | 128,156 | 128,104 | 72,385 | 128,123 | 128,104 |
| East Precinct Early Swing Shift          | 466     | -       | -      | -       | -       | -      | -       | -       |
| Evidence - Police                        | 2,489   | -       | -      | -       | -       | -      | -       | -       |
| Neighborhood Response Team East - Police | 364     | -       | -      | -       | -       | -      | -       | -       |
| Non-Routine Purchases - Police           | 109,761 | 100,172 | -      | 110,209 | 110,209 | -      | 111,428 | 111,428 |
| Patrol District 2 - Police               | 2,628   | -       | -      | -       | -       | -      | -       | -       |
| Patrol District 3 - Police               | 1,966   | -       | -      | -       | -       | -      | -       | -       |
| Patrol District 4 - Police               | 1,003   | -       | -      | -       | -       | -      | -       | -       |

|                                            | 2017<br>Actuals | 2018<br>Budget | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|--------------------------------------------|-----------------|----------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| Patrol West Admin - Police                 | 1,253           | -              | -                | -                           | -                             | -                | -                           | -                             |
| Police Service Technician<br>West - Police | 359             | -              | -                | -                           | -                             | -                | -                           | -                             |
| Support Services - Training -<br>Police    | 9,269           | 52,060         | 10,000           | 10,000                      | 10,000                        | 10,000           | 10,000                      | 10,000                        |
| SWAT - Police                              | 17              | -              | -                | -                           | -                             | -                | -                           | -                             |
| <b>Total</b>                               | <b>252,335</b>  | <b>357,335</b> | <b>85,921</b>    | <b>359,565</b>              | <b>359,513</b>                | <b>85,921</b>    | <b>264,074</b>              | <b>264,055</b>                |

### Equipment Repair & Replacement

|                                          |           |           |       |           |           |       |           |           |
|------------------------------------------|-----------|-----------|-------|-----------|-----------|-------|-----------|-----------|
| Admin Equipment Services -<br>Capital    | 2,779,569 | 2,847,998 | 5,185 | 7,625,212 | 7,625,212 | 5,185 | 4,448,173 | 4,448,173 |
| Admin Grounds Maintenance                | -         | -         | -     | 215,342   | 215,342   | -     | 271,000   | 271,000   |
| Admin Recreation                         | -         | -         | -     | 112,000   | 112,000   | -     | -         | -         |
| Admin Street                             | -         | -         | -     | 292,000   | 292,000   | -     | -         | -         |
| Admin Supplies/Misc                      | -         | -         | -     | 66,000    | 66,000    | -     | 28,083    | 28,083    |
| Administration - Drainage                | -         | -         | -     | 470,153   | 470,153   | -     | 15,779    | 15,779    |
| Administration - Waste Water             | -         | -         | -     | 30,000    | 30,000    | -     | -         | -         |
| Administration Solid Waste               | -         | -         | -     | -         | -         | -     | 12,451    | 12,451    |
| Administration/Maintenance<br>Management | -         | -         | -     | 184,000   | 99,000    | -     | -         | -         |
| Administration/Support -<br>Construction | -         | -         | -     | 75,894    | 75,894    | -     | 55,639    | 55,639    |
| Collection -Drainage                     | -         | -         | -     | 27,869    | 27,869    | -     | -         | -         |
| Distribution Administration              | -         | -         | -     | 318,334   | 318,334   | -     | 110,206   | 110,206   |
| Domestic Violence - Legal<br>Services    | -         | -         | -     | 28,000    | 28,000    | -     | -         | -         |
| General Landscape                        | -         | -         | -     | 71,182    | 71,182    | -     | -         | -         |
| General Maintenance Services             | -         | -         | -     | 57,775    | 57,775    | -     | -         | -         |
| General Mowing                           | -         | -         | -     | 6,603     | 6,603     | -     | 50,758    | 50,758    |
| General Park Equipment                   | -         | -         | -     | -         | -         | -     | 17,288    | 17,288    |

|                                                   | 2017<br>Actuals  | 2018<br>Budget   | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|---------------------------------------------------|------------------|------------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| GM Landscape                                      | -                | -                | -                | 148,952                     | 148,952                       | -                | -                           | -                             |
| Grounds Sports Field<br>Maintenance               | -                | -                | -                | -                           | -                             | -                | 7,670                       | 7,670                         |
| GSL Admin Supplies & Misc                         | -                | -                | -                | 28,000                      | 28,000                        | -                | -                           | -                             |
| Inspections                                       | -                | -                | -                | -                           | -                             | -                | 30,000                      | 30,000                        |
| Inspectors                                        | -                | -                | -                | 15,552                      | 15,552                        | -                | -                           | -                             |
| Maintenance of Collection<br>System - Waste Water | -                | -                | -                | 274,004                     | 274,004                       | -                | 108,769                     | 108,769                       |
| Operations Equipment Repair<br>Services           | -                | 4,531,913        | -                | 468                         | 468                           | -                | 6,703                       | 6,703                         |
| Patching and Paving - S&TM                        | -                | -                | -                | 329,806                     | 329,806                       | -                | 10,337                      | 10,337                        |
| Plant Communities                                 | -                | -                | -                | 17,424                      | 17,424                        | -                | 11,895                      | 11,895                        |
| Sidewalk Repair City Property<br>& Curbs - S&TM   | -                | -                | -                | 100,520                     | 25,520                        | -                | 5,821                       | 5,821                         |
| Signs and Striping Admin                          | -                | -                | -                | 46,456                      | 46,456                        | -                | -                           | -                             |
| Snow and Ice Control - S&TM                       | -                | -                | -                | 79,805                      | 79,805                        | -                | 8,869                       | 8,869                         |
| Special Operations - Police                       | -                | -                | -                | 38,000                      | 38,000                        | -                | -                           | -                             |
| Street Pavement Management                        | -                | -                | -                | 8,524                       | 8,524                         | -                | -                           | -                             |
| Support Services - Logistics -<br>Police          | -                | -                | -                | 838,014                     | 838,014                       | -                | 211,781                     | 211,781                       |
| Surface Water Management<br>Engineering           | -                | -                | -                | -                           | -                             | -                | 7,651                       | 7,651                         |
| Urban Forestry                                    | -                | -                | -                | -                           | -                             | -                | 10,867                      | 10,867                        |
| Vegetation Management                             | -                | -                | -                | -                           | -                             | -                | 11,631                      | 11,631                        |
| Volunteer/Partnership Serv-City                   | -                | -                | -                | 46,000                      | 46,000                        | -                | -                           | -                             |
| Water Pumping Administration                      | -                | -                | -                | 18,247                      | 18,247                        | -                | -                           | -                             |
| Water Quality Administration                      | -                | -                | -                | 40,000                      | 40,000                        | -                | -                           | -                             |
| Water Quality Improvement                         | -                | -                | -                | -                           | -                             | -                | 16,392                      | 16,392                        |
| Water Treatment Administration                    | -                | -                | -                | 140,000                     | 140,000                       | -                | -                           | -                             |
| <b>Total</b>                                      | <b>2,779,569</b> | <b>7,379,911</b> | <b>5,185</b>     | <b>11,750,136</b>           | <b>11,590,136</b>             | <b>5,185</b>     | <b>5,457,763</b>            | <b>5,457,763</b>              |

|                                       | 2017<br>Actuals  | 2018<br>Budget   | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|---------------------------------------|------------------|------------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| <b>Equipment Services Operations</b>  |                  |                  |                  |                             |                               |                  |                             |                               |
| Admin Equipment Services - Capital    | 25,475           | 22,382           | 22,382           | 62,587                      | 62,587                        | 22,382           | 56,379                      | 56,379                        |
| Fire Equipment Repair Services        | 1,132,806        | 1,611,577        | 1,460,781        | 1,433,846                   | 1,432,843                     | 1,469,837        | 1,440,830                   | 1,439,823                     |
| Operations Equipment Repair Services  | 5,644,728        | 5,829,873        | 5,391,863        | 5,983,999                   | 5,970,197                     | 5,244,698        | 5,839,735                   | 5,626,586                     |
| <b>Total</b>                          | <b>6,803,009</b> | <b>7,463,832</b> | <b>6,875,026</b> | <b>7,480,432</b>            | <b>7,465,627</b>              | <b>6,736,917</b> | <b>7,336,944</b>            | <b>7,122,788</b>              |
| <b>Facilities Maintenance</b>         |                  |                  |                  |                             |                               |                  |                             |                               |
| Administration/Maintenance Management | 1,453,408        | 3,088,351        | 3,934,142        | 5,409,525                   | 5,091,122                     | 3,989,078        | 4,835,952                   | 4,602,955                     |
| Card Key System                       | 1,212            | -                | -                | -                           | -                             | -                | -                           | -                             |
| Carpentry                             | 268              | -                | -                | -                           | -                             | -                | -                           | -                             |
| Electrical/Lighting                   | 654              | -                | -                | -                           | -                             | -                | -                           | -                             |
| Event Support                         | -                | 205              | -                | -                           | -                             | -                | -                           | -                             |
| FM ADA Facility Improvements          | 980              | -                | -                | -                           | -                             | -                | -                           | -                             |
| FM Appliances                         | 50,137           | 10,000           | -                | -                           | -                             | -                | -                           | -                             |
| FM Card Key System                    | 9,092            | 2,500            | -                | -                           | -                             | -                | -                           | -                             |
| FM Carpentry                          | 55,314           | 16,000           | -                | -                           | -                             | -                | -                           | -                             |
| FM Data Wiring-Low Voltage            | 1,161            | 500              | -                | -                           | -                             | -                | -                           | -                             |
| FM Door/Gates/Keys/Locks              | 111,911          | 11,100           | -                | 55                          | 15                            | -                | 30                          | 15                            |
| FM Electrical/Lighting-High Voltage   | 183,780          | 62,708           | -                | -                           | -                             | -                | -                           | -                             |
| FM Elevator                           | 39,067           | 3,700            | -                | -                           | -                             | -                | -                           | -                             |
| FM Environmental Services             | 66,851           | 2,500            | -                | 3,500                       | 3,500                         | -                | 3,500                       | 3,500                         |
| FM Event Support/Flags, Banners       | 6,016            | 500              | -                | -                           | -                             | -                | -                           | -                             |
| FM Fire & Security Alarms Systems     | 90,676           | 9,500            | -                | 19                          | -                             | -                | 7                           | -                             |



|                                      | 2017<br>Actuals  | 2018<br>Budget   | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|--------------------------------------|------------------|------------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| FM Fire Suppression/Sprinkler System | 83,121           | 1,000            | -                | -                           | -                             | -                | -                           | -                             |
| FM Floors & Carpet                   | 25,549           | 3,300            | -                | -                           | -                             | -                | -                           | -                             |
| FM Furnishings                       | 41,865           | 12,000           | -                | -                           | -                             | -                | -                           | -                             |
| FM Generators/Compressors            | 11,955           | 63,350           | 17,990           | 6,642                       | 6,642                         | 17,990           | 6,522                       | 6,522                         |
| FM HVAC System                       | 305,709          | 50,500           | -                | 18                          | -                             | -                | 7                           | -                             |
| FM Janitorial                        | 335,250          | 322,537          | -                | -                           | -                             | -                | -                           | -                             |
| FM Landscaping                       | 60,766           | -                | -                | -                           | -                             | -                | -                           | -                             |
| FM Painting                          | 20,310           | 10,500           | -                | -                           | -                             | -                | -                           | -                             |
| FM Plumbing/Pumps                    | 116,398          | 38,200           | -                | -                           | -                             | -                | -                           | -                             |
| FM Radon System                      | 1,390            | -                | -                | -                           | -                             | -                | -                           | -                             |
| FM Remodel/Tenant Improvements       | 16,233           | 1,000            | -                | -                           | -                             | -                | -                           | -                             |
| FM Roof/Gutters                      | 32,740           | 3,400            | -                | -                           | -                             | -                | -                           | -                             |
| FM Signs                             | 1,785            | -                | -                | -                           | -                             | -                | -                           | -                             |
| FM Vandalism                         | 3,155            | 1,512            | -                | -                           | -                             | -                | -                           | -                             |
| FM Video Surveillance System         | 104,924          | -                | -                | -                           | -                             | -                | -                           | -                             |
| FM Water Features System             | 10,653           | 1,000            | -                | -                           | -                             | -                | -                           | -                             |
| FM Windows                           | 8,732            | 1,000            | -                | -                           | -                             | -                | -                           | -                             |
| General Maintenance Services         | 91,393           | 97,340           | 75,580           | 184,453                     | 184,453                       | 75,580           | 124,914                     | 124,914                       |
| GIS Facilities                       | 3,657            | 13,000           | -                | 38,044                      | 1,485                         | -                | 37,929                      | 1,485                         |
| Janitorial                           | -                | 3,075            | -                | -                           | -                             | -                | -                           | -                             |
| Plumbing                             | 124              | -                | -                | -                           | -                             | -                | -                           | -                             |
| Remodel/Tenant Improvement Planning  | -                | 500              | -                | -                           | -                             | -                | -                           | -                             |
| Staff Safety/Training Meeting        | 144              | 6,000            | -                | -                           | -                             | -                | -                           | -                             |
| Utilities                            | 222,639          | 219,826          | -                | -                           | -                             | -                | -                           | -                             |
| <b>Total</b>                         | <b>3,569,019</b> | <b>4,056,604</b> | <b>4,027,712</b> | <b>5,642,256</b>            | <b>5,287,217</b>              | <b>4,082,648</b> | <b>5,008,861</b>            | <b>4,739,391</b>              |

|                                       | 2017<br>Actuals  | 2018<br>Budget   | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|---------------------------------------|------------------|------------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| <b>Facilities Replacement</b>         |                  |                  |                  |                             |                               |                  |                             |                               |
| Administration/Maintenance Management | 153,695          | 125,195          | -                | -                           | -                             | -                | -                           | -                             |
| Capital                               | 4,494,176        | 3,721,479        | 269              | 269                         | 269                           | 269              | 269                         | 269                           |
| <b>Total</b>                          | <b>4,647,871</b> | <b>3,846,674</b> | <b>269</b>       | <b>269</b>                  | <b>269</b>                    | <b>269</b>       | <b>269</b>                  | <b>269</b>                    |

### Facilities, Property and Risk Services

|                                    |                |               |          |          |          |          |          |          |
|------------------------------------|----------------|---------------|----------|----------|----------|----------|----------|----------|
| Central Records - Administration   | 1              | 24,887        | -        | -        | -        | -        | -        | -        |
| Facility Services - Administration | 2,472          | 51,447        | -        | -        | -        | -        | -        | -        |
| Mailroom - General Services        | (1)            | -             | -        | -        | -        | -        | -        | -        |
| Printshop - General Services       | 260            | -             | -        | -        | -        | -        | -        | -        |
| Property Services - Administration | 179,879        | 13,907        | -        | -        | -        | -        | -        | -        |
| Property/Liability - Risk          | 76             | -             | -        | -        | -        | -        | -        | -        |
| Risk Services - Administration     | 3,183          | -             | -        | -        | -        | -        | -        | -        |
| Workers Compensation - Risk        | 87,135         | -             | -        | -        | -        | -        | -        | -        |
| <b>Total</b>                       | <b>273,005</b> | <b>90,241</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> |

### Financial & Management Services

|                                   |         |         |         |         |         |         |         |         |
|-----------------------------------|---------|---------|---------|---------|---------|---------|---------|---------|
| Accounting & Analysis - Finance   | 781,628 | 805,554 | 832,618 | 885,604 | 884,350 | 843,726 | 890,752 | 889,487 |
| Accounts Payable - Finance        | 295,714 | 330,326 | 262,363 | 289,136 | 288,676 | 264,459 | 288,741 | 288,277 |
| Accounts Receivable - Finance     | 412,980 | 683,469 | 688,076 | 723,175 | 449,331 | 692,467 | 725,328 | 447,212 |
| Administration - Finance          | 377,241 | 643,069 | 395,007 | 655,507 | 615,114 | 400,875 | 615,569 | 615,176 |
| Budget & Analysis - Finance       | 665,934 | 701,592 | 741,760 | 780,453 | 779,222 | 755,330 | 790,394 | 789,147 |
| Central Records - Finance         | 383,514 | 422,512 | 220,690 | 426,024 | 425,732 | 223,306 | 430,563 | 430,265 |
| City Clerk - Finance              | 45,792  | 46,443  | 39,718  | 42,265  | 42,196  | 39,721  | 42,300  | 42,231  |
| Customer Service - Finance        | 351,589 | 339,316 | 312,412 | 355,547 | 355,040 | 316,510 | 358,515 | 358,001 |
| Internal Audit Services - Finance | 5,770   | 136,402 | 139,711 | 147,121 | 146,883 | 142,859 | 150,125 | 149,883 |

|                                              | <b>2017<br/>Actuals</b> | <b>2018<br/>Budget</b> | <b>2019<br/>Baseline</b> | <b>2019<br/>Submitted<br/>Budget</b> | <b>2019<br/>Recommended<br/>Budget</b> | <b>2020<br/>Baseline</b> | <b>2020<br/>Submitted<br/>Budget</b> | <b>2020<br/>Recommended<br/>Budget</b> |
|----------------------------------------------|-------------------------|------------------------|--------------------------|--------------------------------------|----------------------------------------|--------------------------|--------------------------------------|----------------------------------------|
| Mailroom Services - Finance                  | 171,804                 | 189,168                | 181,263                  | 187,474                              | 187,365                                | 181,270                  | 187,138                              | 187,029                                |
| Payroll - Finance                            | 272,490                 | 358,933                | 293,560                  | 436,858                              | 436,357                                | 297,093                  | 316,083                              | 315,577                                |
| Performance & Business<br>Planning - Finance | 147,120                 | 147,320                | 153,081                  | 161,786                              | 161,517                                | 154,299                  | 161,815                              | 161,546                                |
| Procurement Services - Finance               | 765,552                 | 801,893                | 842,332                  | 1,008,720                            | 1,007,329                              | 858,311                  | 1,020,243                            | 1,018,834                              |
| Treasury Management - Finance                | 583,843                 | 564,232                | 585,111                  | 710,931                              | 670,236                                | 593,591                  | 629,770                              | 629,065                                |
| <b>Total</b>                                 | <b>5,260,971</b>        | <b>6,170,229</b>       | <b>5,687,702</b>         | <b>6,810,601</b>                     | <b>6,449,348</b>                       | <b>5,763,817</b>         | <b>6,607,336</b>                     | <b>6,321,730</b>                       |

### Fire Acquisition Fund

|                   |          |          |          |                |                |          |                |                |
|-------------------|----------|----------|----------|----------------|----------------|----------|----------------|----------------|
| Facilities - Fire | -        | -        | -        | 716,914        | 716,914        | -        | 163,465        | 163,465        |
| <b>Total</b>      | <b>-</b> | <b>-</b> | <b>-</b> | <b>716,914</b> | <b>716,914</b> | <b>-</b> | <b>163,465</b> | <b>163,465</b> |

### Fire Emergency Ambulance Contract Admin

|                                       |                |                |                |                |                |                |                |                |
|---------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Emergency Ambulance Contract<br>Admin | 511,312        | 592,505        | 428,556        | 552,065        | 552,065        | 428,556        | 555,416        | 555,416        |
| EMS Administration                    | 20,907         | 180,485        | 11,897         | 176,388        | 176,388        | 11,897         | 183,343        | 183,343        |
| <b>Total</b>                          | <b>532,219</b> | <b>772,990</b> | <b>440,453</b> | <b>728,453</b> | <b>728,453</b> | <b>440,453</b> | <b>738,759</b> | <b>738,759</b> |

### Fire Equipment Replacement

|                                            |                  |                  |          |                  |                  |          |                |                |
|--------------------------------------------|------------------|------------------|----------|------------------|------------------|----------|----------------|----------------|
| Code Enforcement - FMO                     | -                | -                | -        | 114,800          | 114,800          | -        | -              | -              |
| Fire Equipment Services - Fire<br>Fund 152 | 1,025,060        | 1,918,454        | -        | 4,047,744        | 4,047,744        | -        | 700,230        | 700,230        |
| Marine - Fire                              | 250,647          | 111,000          | -        | -                | -                | -        | -              | -              |
| <b>Total</b>                               | <b>1,275,707</b> | <b>2,029,454</b> | <b>-</b> | <b>4,162,544</b> | <b>4,162,544</b> | <b>-</b> | <b>700,230</b> | <b>700,230</b> |

### Fire Fund

|                      |         |         |         |         |         |         |         |         |
|----------------------|---------|---------|---------|---------|---------|---------|---------|---------|
| Administration FMO   | 642,561 | 398,385 | 407,890 | 735,543 | 735,078 | 409,115 | 591,919 | 591,454 |
| Chiefs Office - Fire | 649,687 | 758,634 | 816,459 | 829,018 | 827,873 | 821,332 | 823,774 | 822,629 |

|                                         | <b>2017<br/>Actuals</b> | <b>2018<br/>Budget</b> | <b>2019<br/>Baseline</b> | <b>2019<br/>Submitted<br/>Budget</b> | <b>2019<br/>Recommended<br/>Budget</b> | <b>2020<br/>Baseline</b> | <b>2020<br/>Submitted<br/>Budget</b> | <b>2020<br/>Recommended<br/>Budget</b> |
|-----------------------------------------|-------------------------|------------------------|--------------------------|--------------------------------------|----------------------------------------|--------------------------|--------------------------------------|----------------------------------------|
| Code Enforcement - FMO                  | 826,958                 | 924,337                | 893,280                  | 1,476,544                            | 1,475,087                              | 908,823                  | 1,364,470                            | 1,362,980                              |
| Emergency Ambulance Contract Admin      | 121,055                 | 227,534                | 124,709                  | 125,049                              | 124,835                                | 128,051                  | 128,398                              | 128,179                                |
| EMS Administration                      | 668,765                 | 758,772                | 597,456                  | 653,304                              | 652,654                                | 607,395                  | 660,034                              | 659,384                                |
| Facilities - Fire                       | 747,837                 | 686,001                | 329,225                  | 912,325                              | 912,325                                | 329,225                  | 900,771                              | 900,771                                |
| Fire Administration                     | -                       | -                      | 320,280                  | 320,280                              | 320,280                                | 320,280                  | 320,280                              | 320,280                                |
| Fire Equipment Services - Fire Fund 152 | 934,339                 | 936,907                | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| Haz Mat - Fire                          | 92,176                  | 249,246                | 4,150                    | 117,219                              | 116,986                                | 4,150                    | 93,752                               | 93,666                                 |
| Investigations - FMO                    | 95,999                  | 182,045                | 75,920                   | 108,712                              | 108,534                                | 76,409                   | 110,399                              | 110,220                                |
| ITM Reporting - FMO                     | 22,747                  | 46,339                 | 120,927                  | 122,416                              | 122,173                                | 121,922                  | 123,447                              | 123,202                                |
| Logistics - Fire                        | 562,823                 | 392,929                | 383,336                  | 383,336                              | 383,336                                | 383,336                  | 383,336                              | 383,336                                |
| Marine - Fire                           | 92,156                  | 145,575                | 27,621                   | 148,932                              | 148,594                                | 27,621                   | 135,809                              | 135,684                                |
| New Development - FMO                   | 382,113                 | 529,414                | 481,396                  | 535,199                              | 534,395                                | 487,765                  | 542,321                              | 541,504                                |
| Operations Administration               | 730,626                 | 497,327                | 613,251                  | 618,665                              | 617,764                                | 614,482                  | 620,071                              | 619,170                                |
| Operations Grants                       | 58,823                  | -                      | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| Public Education - FMO                  | 128,254                 | 67,842                 | 45,028                   | 53,020                               | 52,934                                 | 45,515                   | 53,727                               | 53,639                                 |
| Recruitment                             | 239,594                 | 208,096                | 90,100                   | 168,052                              | 168,052                                | 90,100                   | 170,391                              | 170,391                                |
| Spec Ops - Target Hazards               | 301,167                 | 155,372                | 46,600                   | 135,300                              | 135,300                                | 46,600                   | 135,300                              | 135,300                                |
| Special Ops - Fire                      | 927                     | 400                    | 400                      | 400                                  | 400                                    | 400                      | 400                                  | 400                                    |
| Support Services - Fire                 | 4,155,153               | 4,467,001              | 3,442,003                | 4,830,685                            | 4,829,862                              | 3,450,232                | 4,785,439                            | 4,784,609                              |
| Suppression - Fire                      | 28,834,433              | 29,797,421             | 27,328,885               | 30,928,082                           | 30,792,176                             | 27,946,223               | 32,494,901                           | 32,441,780                             |
| Tech Rescue - Fire                      | 132,020                 | 157,848                | 5,801                    | 80,847                               | 80,558                                 | 5,801                    | 82,845                               | 82,738                                 |
| Training - EMS                          | 146,063                 | 196,531                | 166,834                  | 183,628                              | 183,286                                | 176,174                  | 193,468                              | 193,118                                |
| Training - Fire                         | 554,269                 | 507,438                | 508,528                  | 809,849                              | 703,329                                | 530,102                  | 810,183                              | 809,058                                |
| Training - FMO                          | -                       | 37,605                 | 37,301                   | 37,667                               | 37,667                                 | 37,301                   | 37,678                               | 37,678                                 |
| Training Administration                 | 329,843                 | 247,188                | 189,743                  | 209,824                              | 209,461                                | 196,697                  | 217,362                              | 216,999                                |
| Transfers - Fire                        | 591,389                 | -                      | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| Undefined                               | -                       | -                      | -                        | 740,565                              | 740,565                                | -                        | 753,881                              | 753,881                                |

|                   | 2017<br>Actuals   | 2018<br>Budget    | 2019<br>Baseline  | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline  | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|-------------------|-------------------|-------------------|-------------------|-----------------------------|-------------------------------|-------------------|-----------------------------|-------------------------------|
| Volunteer Program | -                 | 2,100             | 2,100             | 2,100                       | 2,100                         | 2,100             | 2,100                       | 2,100                         |
| <b>Total</b>      | <b>42,041,777</b> | <b>42,578,287</b> | <b>37,059,223</b> | <b>45,266,561</b>           | <b>45,015,604</b>             | <b>37,767,151</b> | <b>46,536,456</b>           | <b>46,474,150</b>             |

## Fire Pension

|                             |                  |                  |                  |                  |                  |                  |                  |                  |
|-----------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Admin Human Resources       | 893              | 3,290            | 3,290            | 3,283            | 3,283            | 3,290            | 3,283            | 3,283            |
| Pension Administration - HR | 15,336           | 16,606           | 16,801           | 16,872           | 16,830           | 17,470           | 17,543           | 17,500           |
| Pension Payments - HR       | 1,334,565        | 1,791,077        | 1,811,077        | 1,805,890        | 1,805,890        | 1,811,077        | 1,805,890        | 1,805,890        |
| <b>Total</b>                | <b>1,350,794</b> | <b>1,810,973</b> | <b>1,831,168</b> | <b>1,826,045</b> | <b>1,826,003</b> | <b>1,831,837</b> | <b>1,826,716</b> | <b>1,826,673</b> |

## General Government

|                                          |            |            |            |            |            |            |            |            |
|------------------------------------------|------------|------------|------------|------------|------------|------------|------------|------------|
| Air Pollution Control Auth Dues (SWAPCA) | 55,832     | 74,605     | 93,142     | 93,142     | 93,142     | 95,936     | 95,936     | 95,936     |
| Alcoholism Support                       | 46,401     | 40,000     | 68,000     | 68,000     | 68,000     | 68,000     | 68,000     | 68,000     |
| Animal Control                           | 320,561    | 255,000    | 240,000    | 389,221    | 389,221    | 350,200    | 504,405    | 504,405    |
| Assoc of WA Cities (Dues)                | 75,879     | 80,818     | 86,288     | 86,288     | 86,288     | 90,000     | 90,000     | 90,000     |
| Cemetery Support                         | -          | -          | -          | 715,862    | 715,862    | -          | 737,338    | 737,338    |
| Child Advocacy Intervention              | 420,360    | 382,085    | 390,000    | 390,000    | 390,000    | 400,000    | 400,000    | 400,000    |
| City Cable Programming                   | 511,524    | 549,150    | 515,000    | 515,000    | 515,000    | 515,000    | 515,000    | 515,000    |
| County Corrections Costs                 | 1,353,003  | 1,138,483  | 1,480,000  | 1,480,000  | 1,480,000  | 1,550,000  | 1,550,000  | 1,550,000  |
| County District Court Costs              | 1,063,855  | 1,202,000  | 1,550,000  | 1,550,000  | 1,550,000  | 1,600,000  | 1,600,000  | 1,600,000  |
| County Jail Costs                        | 3,147,139  | 4,716,373  | 4,400,000  | 4,400,000  | 4,400,000  | 4,600,000  | 4,600,000  | 4,600,000  |
| Election Support                         | 327,394    | 200,000    | 450,000    | 450,000    | 450,000    | 350,000    | 350,000    | 350,000    |
| Emergency Mgmt (CRESA)                   | 162,474    | 161,106    | 217,475    | 217,475    | 217,475    | 222,635    | 222,635    | 222,635    |
| Fire District #6                         | 23,255     | 22,000     | -          | -          | -          | -          | -          | -          |
| Fire Pension Support                     | 1,800,000  | 1,800,000  | 2,791,527  | 2,791,527  | 2,791,527  | 2,791,527  | 2,791,527  | 2,791,527  |
| Fire Support                             | 29,055,829 | 30,251,468 | 36,980,786 | 37,130,787 | 37,130,787 | 30,251,468 | 30,251,469 | 30,251,469 |
| General Govt Support                     | 5,842,706  | 13,847,306 | 3,291,735  | 7,769,012  | 7,709,012  | 3,291,735  | 5,566,411  | 5,506,411  |



|                                          | 2017<br>Actuals   | 2018<br>Budget    | 2019<br>Baseline  | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline  | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|------------------------------------------|-------------------|-------------------|-------------------|-----------------------------|-------------------------------|-------------------|-----------------------------|-------------------------------|
| General Obligation Debt Payment          | 4,646,361         | 5,495,950         | 3,300,307         | 3,300,307                   | 3,300,307                     | 2,967,294         | 2,967,294                   | 2,967,294                     |
| GF - Grand Blvd Real Estate              | 25,000            | 4,350,306         | -                 | -                           | -                             | -                 | -                           | -                             |
| GF - Ops Center Real Estate              | 2,818,449         | 2,606,352         | 285,600           | 476,331                     | 476,331                       | 285,600           | 473,926                     | 473,926                       |
| GF - Tower Mall Real Estate              | 5,698,231         | 789,453           | -                 | 460,381                     | 460,381                       | -                 | 223,563                     | 223,563                       |
| Humane Society                           | 299,220           | 290,000           | 317,000           | 317,000                     | 317,000                       | 326,510           | 326,510                     | 326,510                       |
| LRF support of Debt Service (2011 Bonds) | 220,000           | 220,000           | 220,000           | 220,000                     | 220,000                       | 220,000           | 220,000                     | 220,000                       |
| Miscellaneous                            | 2,105,961         | 530,145           | 806,938           | 2,352,817                   | 2,352,817                     | 806,938           | 2,316,789                   | 2,316,789                     |
| Opportunity Reserve                      | 85,824            | 173,579           | 200,210           | 242,860                     | 242,860                       | 200,210           | 200,000                     | 200,000                       |
| Police Pension Support                   | 1,100,004         | 1,100,000         | 2,083,738         | 2,083,738                   | 2,083,738                     | 2,083,738         | 2,083,738                   | 2,083,738                     |
| Public Defender                          | 1,272,574         | 1,457,586         | 1,400,000         | 1,400,000                   | 1,400,000                     | 1,400,000         | 1,400,000                   | 1,400,000                     |
| Regional Transp Council                  | 45,623            | 45,700            | 48,000            | 48,000                      | 48,000                        | 48,000            | 48,000                      | 48,000                        |
| Street Support                           | 13,710,997        | 14,053,055        | 14,053,055        | 13,803,055                  | 13,803,055                    | 14,053,055        | 14,603,055                  | 14,603,055                    |
| Undefined                                | -                 | -                 | -                 | 500,000                     | 500,000                       | -                 | 1,000,000                   | 1,000,000                     |
| <b>Total</b>                             | <b>76,234,456</b> | <b>85,832,520</b> | <b>75,268,801</b> | <b>83,250,803</b>           | <b>83,190,803</b>             | <b>68,567,846</b> | <b>75,205,596</b>           | <b>75,145,596</b>             |

### General Obligation Debt

|                                  |           |           |           |           |           |           |           |           |
|----------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 2002 LTGO Refunding              | 1,654,088 | 2,510,338 | -         | 500,000   | 500,000   | -         | 1,000,000 | 1,000,000 |
| 2005A LTGO Bond                  | 1,839,122 | 1,840,486 | -         | -         | -         | -         | -         | -         |
| 2008 LTGO Bond                   | 629,200   | -         | -         | -         | -         | -         | -         | -         |
| 2009 LTGO Bond                   | 639,150   | 640,400   | -         | -         | -         | -         | -         | -         |
| 2010 LTGO Bond                   | 740,332   | 743,532   | 744,582   | 744,582   | 744,582   | 739,957   | 739,957   | 739,957   |
| 2011 LTGO Bond                   | 704,438   | 706,838   | 703,638   | 703,638   | 703,638   | 706,638   | 706,638   | 706,638   |
| 2012 LTGO Refunding Bond (1/12)  | 1,187,857 | 1,206,707 | 1,299,357 | 1,299,357 | 1,299,357 | 1,318,557 | 1,318,557 | 1,318,557 |
| 2012 LTGO Refunding Bond (12/12) | 46,025    | 46,025    | 1,536,025 | 1,536,025 | 1,536,025 | 712,400   | 712,400   | 712,400   |
| 2015B LTGO & Refunding Bond      | 2,200,669 | 2,829,069 | 2,855,469 | 2,855,469 | 2,855,469 | 2,877,869 | 2,877,869 | 2,877,869 |

|                          | 2017<br>Actuals  | 2018<br>Budget    | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|--------------------------|------------------|-------------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| 2016 LTGO Refunding Bond | 289,050          | 293,450           | 932,750          | 932,750                     | 932,750                       | 932,500          | 932,500                     | 932,500                       |
| <b>Total</b>             | <b>9,929,931</b> | <b>10,816,845</b> | <b>8,071,821</b> | <b>8,571,821</b>            | <b>8,571,821</b>              | <b>7,287,921</b> | <b>8,287,921</b>            | <b>8,287,921</b>              |

## Grounds Maintenance

|                                    |           |           |           |           |           |           |           |           |
|------------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Admin Grounds Maintenance          | 1,156,983 | 3,389,641 | 3,327,082 | 4,044,242 | 4,032,845 | 3,358,840 | 4,505,455 | 4,496,761 |
| Cleaning Shelters & Restrooms - GM | 3,278     | 4,100     | -         | -         | -         | -         | -         | -         |
| General Cemetery                   | 81,418    | 35,797    | 245,625   | 217,163   | 216,812   | 248,062   | 219,503   | 219,152   |
| General Chemical                   | -         | 81,164    | 6,164     | 2,699     | 2,699     | 6,164     | 2,617     | 2,617     |
| General Irrigation                 | -         | 8,618     | 8,618     | 3,155     | 3,155     | 8,618     | 3,059     | 3,059     |
| General Landscape                  | 9         | 54,689    | 54,689    | 90,414    | 90,414    | 54,689    | 18,647    | 18,647    |
| General Mowing                     | -         | 95,970    | 95,970    | 39,655    | 39,655    | 95,970    | 82,805    | 82,805    |
| General Park Equipment             | -         | 4,089     | 4,089     | 3,155     | 3,155     | 4,089     | 20,347    | 20,347    |
| General Park Sanitation            | -         | 1,485     | 1,485     | 1,799     | 1,799     | 1,485     | 1,744     | 1,744     |
| GIS Grounds                        | 5,121     | 25,000    | -         | 36,559    | -         | -         | 36,444    | -         |
| GM Art                             | 382       | -         | -         | -         | -         | -         | -         | -         |
| GM Ballfields                      | 67,579    | 9,456     | 9,456     | 19,705    | 19,563    | 9,456     | 20,125    | 20,072    |
| GM Chemical Application            | 336,379   | 66,552    | 21,552    | 57,689    | 57,689    | 21,552    | 57,147    | 57,147    |
| GM Fences/Gates                    | 38,739    | 6,954     | 731       | -         | -         | 731       | -         | -         |
| GM Fountain                        | 26,059    | -         | -         | -         | -         | -         | -         | -         |
| GM Irrigation                      | 373,323   | 22,990    | 4,320     | 43,007    | 42,991    | 4,320     | 42,732    | 42,726    |
| GM Landscape                       | 540,542   | 215,540   | 74,458    | 317,643   | 317,592   | 74,458    | 170,884   | 170,865   |
| GM Litter/Trash Collection         | 104,698   | 68,474    | -         | 222       | 60        | -         | 120       | 60        |
| GM Marker/Graves                   | 24,615    | 12,839    | -         | 21,833    | 21,817    | -         | 21,492    | 21,486    |
| GM Mowing                          | 537,858   | 222,787   | 205,669   | 364,414   | 364,398   | 205,669   | 373,944   | 373,938   |
| GM Park Furniture/Signs/Accessory  | 32,375    | 6,223     | -         | -         | -         | -         | -         | -         |
| GM Parking Lots                    | 163,011   | 389       | 389       | 3,197     | 3,197     | 389       | 3,143     | 3,143     |

|                                              | 2017<br>Actuals  | 2018<br>Budget   | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|----------------------------------------------|------------------|------------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| GM Paths/Sidewalks                           | 115,275          | 31,718           | 602              | 12,000                      | 12,000                        | 602              | 12,000                      | 12,000                        |
| GM Play Equipment                            | 77,195           | 70,587           | 1,525            | -                           | -                             | 1,525            | -                           | -                             |
| GM Restrooms                                 | 130,687          | 6,735            | -                | 9,754                       | 9,604                         | -                | 9,567                       | 9,512                         |
| GM Shelters                                  | 6,975            | -                | -                | -                           | -                             | -                | -                           | -                             |
| GM Trees & Shrubs                            | 288,468          | 102,387          | 1,638            | 30,121                      | 30,121                        | 1,638            | 29,596                      | 29,596                        |
| Grounds Sports Field<br>Maintenance          | 12               | 7,258            | 7,258            | 1,011                       | 1,011                         | 7,258            | 8,651                       | 8,651                         |
| GSL Admin Supplies & Misc                    | 1,355            | 4,898            | 3,274            | 13,274                      | 13,274                        | 3,456            | 3,456                       | 3,456                         |
| Litter, Trash Parks - GM                     | 13,549           | -                | -                | -                           | -                             | -                | -                           | -                             |
| Marker Setting & Repair -<br>Cemetery - GM   | 51,950           | -                | -                | -                           | -                             | -                | -                           | -                             |
| Other Services - Cemetery -<br>GM            | 1,791            | 100              | -                | -                           | -                             | -                | -                           | -                             |
| Parks Repair & Maint<br>Irrigation - GM      | 11,194           | -                | -                | -                           | -                             | -                | -                           | -                             |
| Signs, Gates, Fence, Railing<br>Repairs - GM | 147              | 409              | 409              | -                           | -                             | 409              | -                           | -                             |
| Utilities                                    | 234,218          | 1,088            | -                | -                           | -                             | -                | -                           | -                             |
| Vandalism                                    | 2,409            | -                | -                | -                           | -                             | -                | -                           | -                             |
| <b>Total</b>                                 | <b>4,427,594</b> | <b>4,557,937</b> | <b>4,075,003</b> | <b>5,332,711</b>            | <b>5,283,851</b>              | <b>4,109,380</b> | <b>5,643,478</b>            | <b>5,597,784</b>              |

## Human Resources

|                                       |         |         |         |         |         |         |         |         |
|---------------------------------------|---------|---------|---------|---------|---------|---------|---------|---------|
| Admin Human Resources                 | 525,535 | 786,042 | 733,678 | 828,350 | 827,422 | 752,299 | 843,746 | 842,807 |
| Benefits Administration - HR          | 334,782 | 351,108 | 354,797 | 378,244 | 377,583 | 361,846 | 384,543 | 383,874 |
| Classification & Compensation -<br>HR | 108,135 | 116,096 | 123,716 | 132,451 | 132,244 | 128,405 | 136,206 | 135,992 |
| Employee Relations - HR               | 282,834 | 368,950 | 237,272 | 388,202 | 387,861 | 241,707 | 395,342 | 394,995 |
| HR Training - HR                      | 129,714 | 158,253 | 143,343 | 352,134 | 251,892 | 144,561 | 252,407 | 252,165 |
| Labor Relations - HR                  | 87,058  | 92,997  | 80,581  | 236,356 | 236,210 | 82,397  | 237,193 | 237,044 |
| Pension Administration - HR           | 9,589   | 9,676   | -       | 2,507   | 2,507   | -       | 2,539   | 2,539   |

|                  | 2017<br>Actuals  | 2018<br>Budget   | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|------------------|------------------|------------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| Recruitment - HR | 283,730          | 311,004          | 322,218          | 344,455                     | 343,981                       | 333,824          | 356,369                     | 355,878                       |
| <b>Total</b>     | <b>1,761,377</b> | <b>2,194,126</b> | <b>1,995,605</b> | <b>2,662,699</b>            | <b>2,559,700</b>              | <b>2,045,039</b> | <b>2,608,345</b>            | <b>2,605,294</b>              |

## Information Technology

|                             |                  |                  |                  |                  |                  |                  |                  |                  |
|-----------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Admin - IT                  | 1,699,669        | 1,687,673        | 1,618,127        | 1,760,980        | 1,739,638        | 1,632,314        | 1,766,945        | 1,745,584        |
| Applications - IT           | 1,351,962        | 1,676,341        | 1,547,613        | 1,736,526        | 1,598,897        | 1,564,252        | 1,884,276        | 1,744,685        |
| Computer ER&R - IT          | 12,169           | 10,376           | 7,178            | 4,200            | 4,200            | 7,178            | 4,200            | 4,200            |
| Data Center - IT            | 19,638           | 64,600           | 64,600           | 64,600           | 64,600           | 64,600           | 64,600           | 64,600           |
| Database Admin Support - IT | 273,726          | 283,357          | 316,471          | 332,872          | 327,306          | 318,908          | 335,447          | 329,881          |
| Desktop Support - IT        | 650,116          | 736,063          | 658,486          | 806,468          | 805,425          | 667,854          | 816,208          | 815,158          |
| HelpDesk Support - IT       | 155,762          | 251,301          | 264,678          | 278,181          | 277,807          | 271,693          | 284,097          | 283,713          |
| Network - IT                | 433,435          | 765,582          | 468,732          | 483,314          | 482,465          | 476,935          | 490,979          | 490,120          |
| Phone Support - IT          | 173,350          | 113,257          | 115,255          | 120,811          | 120,619          | 116,473          | 122,098          | 121,906          |
| Programming Support - IT    | 468,067          | 548,158          | 416,664          | 714,015          | 710,791          | 428,174          | 728,635          | 725,395          |
| Systems Admin Support - IT  | 517,454          | 467,008          | 476,454          | 661,711          | 510,524          | 480,110          | 666,720          | 513,361          |
| Telephone ER&R - IT         | 165              | -                | -                | -                | -                | -                | -                | -                |
| <b>Total</b>                | <b>5,755,513</b> | <b>6,603,716</b> | <b>5,954,258</b> | <b>6,963,678</b> | <b>6,642,272</b> | <b>6,028,491</b> | <b>7,164,205</b> | <b>6,838,603</b> |

## Investigative

|                                       |               |               |               |               |               |               |               |               |
|---------------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Canine - Police                       | 3,322         | 41,832        | 30,214        | 30,214        | 30,214        | 30,214        | 30,214        | 30,214        |
| Chiefs Office - Police Admin          | 1,963         | 2,106         | 2,106         | 949           | 949           | 2,106         | 949           | 949           |
| Computer Forensics - Police           | 25,000        | 34,165        | -             | 25,000        | 25,000        | -             | 25,000        | 25,000        |
| DOJ Equitable Share Program           | 28,617        | -             | -             | -             | -             | -             | -             | -             |
| Investigations - Police               | 14,400        | 18,528        | 5,276         | 5,276         | 5,276         | 5,276         | 5,276         | 5,276         |
| Support Services - Logistics - Police | 88            | -             | -             | -             | -             | -             | -             | -             |
| <b>Total</b>                          | <b>73,390</b> | <b>96,631</b> | <b>37,596</b> | <b>61,439</b> | <b>61,439</b> | <b>37,596</b> | <b>61,439</b> | <b>61,439</b> |

|                                                       | 2017<br>Actuals  | 2018<br>Budget   | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|-------------------------------------------------------|------------------|------------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| <b>Legal Service - Civil</b>                          |                  |                  |                  |                             |                               |                  |                             |                               |
| Civil Proceedings - Legal Services                    | -                | -                | 2,003,707        | 2,216,198                   | 2,212,879                     | 2,056,682        | 2,266,421                   | 2,263,057                     |
| <b>Total</b>                                          | <b>-</b>         | <b>-</b>         | <b>2,003,707</b> | <b>2,216,198</b>            | <b>2,212,879</b>              | <b>2,056,682</b> | <b>2,266,421</b>            | <b>2,263,057</b>              |
| <b>Legal Service - Criminal and Domestic Violence</b> |                  |                  |                  |                             |                               |                  |                             |                               |
| Administration Legal Services                         | 947,917          | 1,101,393        | 1,025,320        | 733,496                     | 733,496                       | 1,025,320        | 733,425                     | 733,425                       |
| Civil Proceedings - Legal Services                    | 1,773,592        | 2,014,610        | -                | 4,500                       | 4,500                         | -                | 4,500                       | 4,500                         |
| Criminal Prosecution - Legal Services                 | 1,243,722        | 1,608,131        | 1,417,099        | 1,742,230                   | 1,739,947                     | 1,451,138        | 1,604,178                   | 1,601,854                     |
| Domestic Violence - Legal Services                    | 952,919          | 926,742          | 1,083,857        | 1,139,606                   | 1,138,245                     | 1,115,875        | 1,141,742                   | 1,140,343                     |
| Workers Compensation - Risk Mgmt                      | 65               | -                | -                | -                           | -                             | -                | -                           | -                             |
| <b>Total</b>                                          | <b>4,918,215</b> | <b>5,650,876</b> | <b>3,526,276</b> | <b>3,619,832</b>            | <b>3,616,188</b>              | <b>3,592,333</b> | <b>3,483,845</b>            | <b>3,480,122</b>              |
| <b>Operations Center</b>                              |                  |                  |                  |                             |                               |                  |                             |                               |
| Administration - Op Center                            | 665,782          | 753,145          | 824,150          | 1,147,553                   | 984,056                       | 826,007          | 1,119,775                   | 954,716                       |
| Dispatch - Op Center                                  | 480              | 168,911          | -                | -                           | -                             | -                | -                           | -                             |
| Hansen                                                | 261,299          | 199,462          | 199,462          | 226,699                     | 226,699                       | 199,462          | 228,291                     | 228,291                       |
| Safety Program - Op Center                            | 123,830          | 122,309          | 160,180          | 163,947                     | 163,742                       | 164,834          | 167,482                     | 167,270                       |
| Utility Locating                                      | 433,402          | 580,402          | 772,253          | 691,203                     | 690,199                       | 801,427          | 719,973                     | 718,921                       |
| <b>Total</b>                                          | <b>1,484,793</b> | <b>1,824,229</b> | <b>1,956,045</b> | <b>2,229,402</b>            | <b>2,064,696</b>              | <b>1,991,730</b> | <b>2,235,521</b>            | <b>2,069,198</b>              |
| <b>Other Debt</b>                                     |                  |                  |                  |                             |                               |                  |                             |                               |
| LID 545 Assessment Bond                               | 39,925           | 49,000           | 22,800           | 22,800                      | 22,800                        | 17,100           | 17,100                      | 17,100                        |



|                                        | 2017<br>Actuals  | 2018<br>Budget   | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|----------------------------------------|------------------|------------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| <b>Total</b>                           | <b>39,925</b>    | <b>49,000</b>    | <b>22,800</b>    | <b>22,800</b>               | <b>22,800</b>                 | <b>17,100</b>    | <b>17,100</b>               | <b>17,100</b>                 |
| <b>Pacific TIF District</b>            |                  |                  |                  |                             |                               |                  |                             |                               |
| Transfers - Transportation             | -                | 385,000          | -                | -                           | -                             | -                | -                           | -                             |
| <b>Total</b>                           | <b>-</b>         | <b>385,000</b>   | <b>-</b>         | <b>-</b>                    | <b>-</b>                      | <b>-</b>         | <b>-</b>                    | <b>-</b>                      |
| <b>Parkhill Cemetery</b>               |                  |                  |                  |                             |                               |                  |                             |                               |
| General Cemetery                       | 3,419            | 3,562            | 2,606            | 818,114                     | 818,114                       | 2,606            | 869,643                     | 869,643                       |
| Other Services - Cemetery -<br>GM      | 259              | -                | -                | -                           | -                             | -                | -                           | -                             |
| <b>Total</b>                           | <b>3,678</b>     | <b>3,562</b>     | <b>2,606</b>     | <b>818,114</b>              | <b>818,114</b>                | <b>2,606</b>     | <b>869,643</b>              | <b>869,643</b>                |
| <b>Parking General Obligation Debt</b> |                  |                  |                  |                             |                               |                  |                             |                               |
| 2002 LTGO Refunding                    | 902,676          | 899,889          | -                | -                           | -                             | -                | -                           | -                             |
| 2012 LTGO Refunding Bond<br>(12/12)    | 219,568          | 218,836          | 1,118,035        | 1,118,035                   | 1,118,035                     | 1,116,214        | 1,116,214                   | 1,116,214                     |
| <b>Total</b>                           | <b>1,122,244</b> | <b>1,118,725</b> | <b>1,118,035</b> | <b>1,118,035</b>            | <b>1,118,035</b>              | <b>1,116,214</b> | <b>1,116,214</b>            | <b>1,116,214</b>              |
| <b>Parking Services</b>                |                  |                  |                  |                             |                               |                  |                             |                               |
| Administrative Support - Parking       | 1,116,952        | 1,022,730        | 1,090,597        | 1,300,305                   | 1,299,589                     | 1,102,654        | 1,259,552                   | 1,258,820                     |
| Off-Street Collection - Parking        | 190              | 8,504            | 1,300            | 1,300                       | 1,300                         | 1,300            | 21,300                      | 21,300                        |
| Off-Street Enforcement -<br>Parking    | 10,994           | 19,383           | 6,455            | 6,749                       | 6,749                         | 6,455            | 6,625                       | 6,625                         |
| Off-Street Maintenance -<br>Parking    | 34,040           | 40,738           | 26,538           | 26,538                      | 26,538                        | 26,538           | 26,538                      | 26,538                        |
| Off-Street Operations - Parking        | 205,645          | 237,022          | 60,522           | 61,413                      | 61,413                        | 60,522           | 61,683                      | 61,683                        |
| On-Street Collection - Parking         | 432,984          | 1,028,196        | 107,806          | 217,777                     | 217,777                       | 107,806          | 161,975                     | 161,975                       |
| On-Street Enforcement - Parking        | 585,853          | 575,798          | 389,465          | 595,214                     | 582,303                       | 391,459          | 594,615                     | 585,029                       |

|                                    | 2017<br>Actuals  | 2018<br>Budget   | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|------------------------------------|------------------|------------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| On-Street Maintenance -<br>Parking | 79,107           | 54,990           | 14,000           | 17,402                      | 17,402                        | 14,000           | 17,560                      | 17,560                        |
| On-Street Operations - Parking     | 147,821          | 71,142           | 105,626          | 132,811                     | 132,689                       | 107,668          | 135,085                     | 134,959                       |
| Planning - Parking                 | -                | 10,534           | 534              | 534                         | 534                           | 534              | 534                         | 534                           |
| Undefined                          | -                | -                | -                | 6,000                       | 6,000                         | -                | 7,000                       | 7,000                         |
| <b>Total</b>                       | <b>2,613,586</b> | <b>3,069,037</b> | <b>1,802,843</b> | <b>2,366,043</b>            | <b>2,352,294</b>              | <b>1,818,936</b> | <b>2,292,467</b>            | <b>2,282,023</b>              |

### Parks & Recreation - Parks & Trails

|                                                      |               |               |            |               |               |            |            |            |
|------------------------------------------------------|---------------|---------------|------------|---------------|---------------|------------|------------|------------|
| Admin Recreation                                     | 22,107        | 30,000        | -          | 20,000        | 20,000        | -          | -          | -          |
| Administration - Parks, Trails,<br>Natural Resources | 220           | 208           | 208        | 230           | 230           | 208        | 230        | 230        |
| <b>Total</b>                                         | <b>22,327</b> | <b>30,208</b> | <b>208</b> | <b>20,230</b> | <b>20,230</b> | <b>208</b> | <b>230</b> | <b>230</b> |

### Parks Impact Fees - Acquisition

|                 |                  |                  |          |          |          |          |          |          |
|-----------------|------------------|------------------|----------|----------|----------|----------|----------|----------|
| Park Facilities | 1,425,976        | 8,745,199        | -        | -        | -        | -        | -        | -        |
| <b>Total</b>    | <b>1,425,976</b> | <b>8,745,199</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> |

### Parks Impact Fees - Acquisition/Development

|                 |          |                |          |          |          |          |          |          |
|-----------------|----------|----------------|----------|----------|----------|----------|----------|----------|
| Park Facilities | -        | 350,000        | -        | -        | -        | -        | -        | -        |
| <b>Total</b>    | <b>-</b> | <b>350,000</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> |

### Parks, Trails and Natural Resources

|                                                      |         |         |         |           |           |         |           |           |
|------------------------------------------------------|---------|---------|---------|-----------|-----------|---------|-----------|-----------|
| Acquisition - City Parks                             | -       | 100     | -       | -         | -         | -       | -         | -         |
| Administration - Parks, Trails,<br>Natural Resources | 542,250 | 597,520 | 543,443 | 4,327,326 | 4,322,294 | 552,267 | 4,587,294 | 4,521,041 |
| Community Events - City                              | 498,762 | 540,232 | 481,403 | 569,064   | 566,091   | 488,682 | 526,764   | 523,731   |
| Park Facilities                                      | 201,053 | 200,000 | -       | -         | -         | -       | -         | -         |

|                                 | 2017<br>Actuals  | 2018<br>Budget   | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|---------------------------------|------------------|------------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| Parks GIS                       | -                | -                | -                | 36,559                      | -                             | -                | 36,444                      | -                             |
| Planning - City Parks           | 558,853          | 605,334          | 563,390          | 597,749                     | 594,379                       | 571,272          | 502,217                     | 498,784                       |
| Volunteer/Partnership Serv-City | 139,619          | 155,445          | 164,769          | 321,790                     | 321,475                       | 169,701          | 285,288                     | 284,964                       |
| <b>Total</b>                    | <b>1,940,537</b> | <b>2,098,631</b> | <b>1,753,005</b> | <b>5,852,488</b>            | <b>5,804,239</b>              | <b>1,781,922</b> | <b>5,938,007</b>            | <b>5,828,520</b>              |

### Pavement Management & Street Design

|                            |                  |                  |                  |                  |                  |                  |                  |                  |
|----------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Admin Transportation       | 23,386           | 127,699          | 127,699          | 23,741           | 23,741           | 127,699          | 21,387           | 21,387           |
| Design - Transportation    | 645              | -                | -                | -                | -                | -                | -                | -                |
| GIS Transportation         | 24,535           | 81,525           | 43,275           | 147,841          | 97,841           | 43,275           | 147,668          | 97,668           |
| Street Design - Transp     | 492,099          | 874,036          | 948,747          | 649,321          | 648,058          | 959,942          | 656,438          | 655,159          |
| Street Pavement Management | 7,162,834        | 1,829,152        | 1,297,366        | 2,139,967        | 2,137,767        | 1,306,985        | 2,141,798        | 2,139,971        |
| Transfers - Transportation | 995,420          | 1,170,218        | -                | -                | -                | -                | -                | -                |
| <b>Total</b>               | <b>8,698,919</b> | <b>4,082,630</b> | <b>2,417,087</b> | <b>2,960,870</b> | <b>2,907,407</b> | <b>2,437,901</b> | <b>2,967,291</b> | <b>2,914,185</b> |

### PEG Fund

|                          |                |                  |                |                |                |                |                |                |
|--------------------------|----------------|------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| PEG Capital Support - MS | 645,582        | 1,090,488        | 628,000        | 900,000        | 900,000        | 628,000        | 900,000        | 900,000        |
| <b>Total</b>             | <b>645,582</b> | <b>1,090,488</b> | <b>628,000</b> | <b>900,000</b> | <b>900,000</b> | <b>628,000</b> | <b>900,000</b> | <b>900,000</b> |

### Police Department

|                              |           |           |           |           |           |           |           |           |
|------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Alarm Coordination - Police  | 76,773    | 98,291    | 99,098    | 99,330    | 99,184    | 99,105    | 99,337    | 99,191    |
| Arson Investigators - Police | 7,049     | 9,025     | 1,085     | 8,352     | 8,352     | 1,085     | 8,346     | 8,346     |
| Asst Chief Operations        | 10        | -         | -         | -         | -         | -         | -         | -         |
| Canine - Police              | 414,462   | 518,258   | 502,824   | 594,324   | 593,290   | 519,745   | 611,289   | 610,227   |
| Chiefs Office - Police Admin | 5,623,064 | 8,584,453 | 6,375,975 | 8,794,305 | 8,790,292 | 6,426,760 | 7,860,185 | 7,856,135 |
| Civil Disturbance Team       | 14,520    | 38,423    | 21,758    | 31,828    | 31,828    | 21,758    | 31,764    | 31,764    |
| CJC - Police                 | 508,973   | 486,122   | 508,820   | 552,532   | 551,519   | 526,089   | 569,846   | 568,805   |
| Communications - Police      | 1,448     | 147,938   | 147,938   | 147,938   | 147,938   | 147,938   | 147,938   | 147,938   |

|                                          | <b>2017<br/>Actuals</b> | <b>2018<br/>Budget</b> | <b>2019<br/>Baseline</b> | <b>2019<br/>Submitted<br/>Budget</b> | <b>2019<br/>Recommended<br/>Budget</b> | <b>2020<br/>Baseline</b> | <b>2020<br/>Submitted<br/>Budget</b> | <b>2020<br/>Recommended<br/>Budget</b> |
|------------------------------------------|-------------------------|------------------------|--------------------------|--------------------------------------|----------------------------------------|--------------------------|--------------------------------------|----------------------------------------|
| Computer Forensics - Police              | 815,282                 | 897,042                | 1,083,855                | 1,204,929                            | 1,202,973                              | 1,120,358                | 1,240,025                            | 1,238,008                              |
| Critical Incident Team                   | 3,990                   | 12,481                 | 8,025                    | 12,478                               | 12,478                                 | 8,025                    | 12,478                               | 12,478                                 |
| Domestic Violence - Police               | 555,128                 | 489,708                | 513,916                  | 550,583                              | 549,464                                | 531,185                  | 567,870                              | 566,722                                |
| Drug Investigations                      | 13,492                  | 116,269                | 123,000                  | 244,583                              | 244,356                                | 127,167                  | 248,760                              | 248,527                                |
| East Precinct Early Swing Shift          | 1,671,359               | 1,247,328              | 1,212,906                | 1,529,040                            | 1,526,311                              | 1,259,335                | 1,575,594                            | 1,572,786                              |
| Evidence - Police                        | 364,447                 | 412,628                | 428,699                  | 424,755                              | 424,053                                | 428,727                  | 424,783                              | 424,081                                |
| Finance/Planning - Police                | 302,121                 | 1,136,824              | 670,123                  | 663,916                              | 663,293                                | 680,551                  | 673,328                              | 672,690                                |
| Gang Task Force                          | 326,417                 | 413,106                | 390,041                  | 575,907                              | 575,095                                | 407,326                  | 593,234                              | 592,390                                |
| Grant/Other Funding - Police             | 509,044                 | 600,080                | -                        | 250,253                              | 249,448                                | -                        | 596                                  | 298                                    |
| Honor Guard - Police                     | 13,951                  | 6,251                  | 24                       | 5,813                                | 5,813                                  | 24                       | 5,813                                | 5,813                                  |
| Hostage Negotiation Team                 | 4,081                   | -                      | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| Investigations - Police                  | 1,199,071               | 2,196,258              | 1,896,573                | 1,961,547                            | 1,958,024                              | 1,971,491                | 2,036,644                            | 2,033,008                              |
| Metropolitan Explosive Disposal Unit     | 4,235                   | 5,823                  | 2,838                    | 42,278                               | 42,278                                 | 2,838                    | 7,190                                | 7,190                                  |
| Misc Equipment - Police                  | 19,223                  | 25,017                 | 20,000                   | 20,000                               | 20,000                                 | 20,000                   | 20,000                               | 20,000                                 |
| Neighborhood Response Team East - Police | 374,645                 | 648,883                | 625,945                  | 694,717                              | 693,562                                | 650,903                  | 719,384                              | 718,186                                |
| Neighborhood Response Team West - Police | 631,223                 | 654,821                | 649,333                  | 706,664                              | 705,449                                | 670,770                  | 727,569                              | 726,319                                |
| Neighborhood Support - Police            | (100)                   | -                      | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| Patrol District 1 - Police               | 3,845,157               | 4,656,494              | 4,508,020                | 5,349,279                            | 5,340,384                              | 4,719,118                | 6,064,138                            | 6,054,869                              |
| Patrol District 2 - Police               | 4,127,341               | 3,583,404              | 3,396,047                | 3,945,328                            | 3,938,380                              | 3,536,602                | 4,085,219                            | 4,078,035                              |
| Patrol District 3 - Police               | 4,077,008               | 3,253,755              | 3,173,148                | 3,852,704                            | 3,845,966                              | 3,297,561                | 4,267,051                            | 4,260,106                              |
| Patrol District 4 - Police               | 3,841,738               | 3,003,791              | 2,922,949                | 3,408,223                            | 3,402,128                              | 3,034,814                | 3,520,391                            | 3,514,105                              |
| Patrol East Admin - Police               | 163,394                 | 312,144                | 316,607                  | 354,964                              | 354,453                                | 322,506                  | 319,441                              | 318,930                                |
| Patrol West Admin - Police               | 314,391                 | 497,454                | 521,667                  | 589,554                              | 588,663                                | 537,119                  | 548,900                              | 547,991                                |
| Personnel - Police                       | 7,332                   | 17,578                 | 6,000                    | 6,000                                | 6,000                                  | 6,000                    | 6,000                                | 6,000                                  |
| Police Service Technician East - Police  | 300,229                 | 349,829                | 327,991                  | 338,555                              | 338,001                                | 332,248                  | 342,827                              | 342,264                                |

|                                            | <b>2017<br/>Actuals</b> | <b>2018<br/>Budget</b> | <b>2019<br/>Baseline</b> | <b>2019<br/>Submitted<br/>Budget</b> | <b>2019<br/>Recommended<br/>Budget</b> | <b>2020<br/>Baseline</b> | <b>2020<br/>Submitted<br/>Budget</b> | <b>2020<br/>Recommended<br/>Budget</b> |
|--------------------------------------------|-------------------------|------------------------|--------------------------|--------------------------------------|----------------------------------------|--------------------------|--------------------------------------|----------------------------------------|
| Police Service Technician<br>West - Police | 321,108                 | 798,427                | 987,107                  | 963,232                              | 961,678                                | 1,007,631                | 982,968                              | 981,371                                |
| Professional Services Unit -<br>Police     | 9,173                   | 310,713                | 310,267                  | 292,001                              | 291,454                                | 325,301                  | 307,081                              | 306,505                                |
| Records Unit - Police                      | 1,817,401               | 1,688,773              | 1,631,785                | 1,797,150                            | 1,794,423                              | 1,680,105                | 1,844,091                            | 1,841,274                              |
| School Resource Officer East -<br>Police   | 356,006                 | 450,752                | 467,975                  | 485,546                              | 484,657                                | 488,165                  | 505,793                              | 504,868                                |
| School Resource Officer West -<br>Police   | 143,523                 | 238,154                | 252,350                  | 262,290                              | 261,805                                | 260,937                  | 270,899                              | 270,400                                |
| Seized/Undercover Vehicles                 | 15,454                  | 3,296                  | 3,296                    | 8,547                                | 8,547                                  | 3,296                    | 8,287                                | 8,287                                  |
| Special Events - Police                    | 124,704                 | -                      | -                        | 122                                  | 33                                     | -                        | 66                                   | 33                                     |
| Special Operations - Police                | 198,328                 | 349,905                | 328,951                  | 382,637                              | 381,959                                | 339,186                  | 392,551                              | 391,865                                |
| Support Services - Logistics -<br>Police   | 7,407,676               | 7,435,489              | 6,257,085                | 8,227,394                            | 8,222,719                              | 6,262,907                | 7,933,385                            | 7,928,705                              |
| Support Services - Personnel -<br>Police   | 300,402                 | 325,861                | 301,507                  | 400,123                              | 399,491                                | 310,442                  | 409,083                              | 408,435                                |
| Support Services - Training -<br>Police    | 1,186,354               | 1,382,313              | 1,245,669                | 1,486,393                            | 1,484,643                              | 1,275,323                | 1,497,235                            | 1,495,433                              |
| SWAT - Police                              | 600,958                 | 511,087                | 322,393                  | 1,081,072                            | 1,080,468                              | 327,161                  | 1,085,639                            | 1,085,027                              |
| Tactical Emergency Medical Svcs            | -                       | -                      | -                        | 10,995                               | 10,995                                 | -                        | -                                    | -                                      |
| Tactical Operations - Police               | -                       | -                      | -                        | 17                                   | -                                      | -                        | 6                                    | -                                      |
| Traffic - Police                           | 451,927                 | 1,397,239              | 1,130,826                | 1,545,688                            | 1,543,730                              | 1,172,858                | 1,583,427                            | 1,581,395                              |
| Training - Tactical EMS Only<br>Police     | 607                     | -                      | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| Volunteer Coordinator                      | 74,418                  | 132,614                | 131,613                  | 133,369                              | 133,214                                | 135,398                  | 137,163                              | 137,003                                |
| West Precinct Early Swing Shift            | 1,720,023               | 1,088,014              | 1,097,674                | 1,400,892                            | 1,398,381                              | 1,139,683                | 1,443,014                            | 1,440,432                              |
| <b>Total</b>                               | <b>44,858,560</b>       | <b>50,532,115</b>      | <b>44,923,703</b>        | <b>55,438,147</b>                    | <b>55,367,172</b>                      | <b>46,135,541</b>        | <b>55,736,628</b>                    | <b>55,664,235</b>                      |

## Police Pension

|                             |        |        |        |        |        |        |        |        |
|-----------------------------|--------|--------|--------|--------|--------|--------|--------|--------|
| Admin Human Resources       | -      | 974    | 1,074  | 1,074  | 1,074  | 1,074  | 1,074  | 1,074  |
| Pension Administration - HR | 14,484 | 15,683 | 15,844 | 17,158 | 17,118 | 16,476 | 16,752 | 16,711 |

|                       | 2017<br>Actuals | 2018<br>Budget   | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|-----------------------|-----------------|------------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| Pension Payments - HR | 936,370         | 1,074,783        | 1,174,683        | 1,173,435                   | 1,173,435                     | 1,174,683        | 1,173,435                   | 1,173,435                     |
| <b>Total</b>          | <b>950,854</b>  | <b>1,091,440</b> | <b>1,191,601</b> | <b>1,191,667</b>            | <b>1,191,627</b>              | <b>1,192,233</b> | <b>1,191,261</b>            | <b>1,191,220</b>              |

### Print Shop/Mail Room

|                             |            |          |          |          |          |          |          |          |
|-----------------------------|------------|----------|----------|----------|----------|----------|----------|----------|
| Mailroom - General Services | (3)        | -        | -        | -        | -        | -        | -        | -        |
| <b>Total</b>                | <b>(3)</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> |

### Public Works Administration

|                                      |                   |                   |                   |                   |                   |                   |                   |                   |
|--------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Administration Public Works          | 1,506,129         | 1,800,045         | 1,566,348         | 1,778,053         | 1,776,617         | 1,574,089         | 1,781,020         | 1,779,580         |
| Operating Costs Public Works         | 21,800,186        | 24,360,521        | 24,360,521        | 27,151,766        | 27,151,766        | 24,360,521        | 28,474,887        | 28,474,887        |
| Transportation Planning Public Works | 22,683            | 1,377             | 681               | 681               | 681               | 681               | 681               | 681               |
| <b>Total</b>                         | <b>23,328,998</b> | <b>26,161,943</b> | <b>25,927,550</b> | <b>28,930,500</b> | <b>28,929,064</b> | <b>25,935,291</b> | <b>30,256,588</b> | <b>30,255,148</b> |

### Public Works Trust Fund Loan

|                       |                |                |                |                |                |                |                |                |
|-----------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| LED Street Light Bond | -              | -              | -              | 304,733        | 304,733        | -              | 316,716        | 316,716        |
| PWTF 2006             | 122,295        | 121,713        | 121,130        | 121,130        | 121,130        | 120,548        | 120,548        | 120,548        |
| Section 108 Loan      | 301,454        | 299,408        | 301,482        | 301,482        | 301,482        | 302,252        | 302,252        | 302,252        |
| <b>Total</b>          | <b>423,749</b> | <b>421,121</b> | <b>422,612</b> | <b>727,345</b> | <b>727,345</b> | <b>422,800</b> | <b>739,516</b> | <b>739,516</b> |

### Real Estate

|                |               |          |          |          |          |          |          |          |
|----------------|---------------|----------|----------|----------|----------|----------|----------|----------|
| GF Real Estate | 26,150        | -        | -        | -        | -        | -        | -        | -        |
| <b>Total</b>   | <b>26,150</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> |

### Recreation Services

|                              |           |           |           |           |           |           |           |           |
|------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Admin Recreation             | 2,365,614 | 2,183,586 | 2,256,547 | 2,936,291 | 2,886,393 | 2,265,279 | 3,058,947 | 3,008,987 |
| Administration - Firstenberg | 1,145,031 | 1,371,139 | 1,276,723 | 1,299,951 | 1,286,928 | 1,287,713 | 1,307,568 | 1,294,291 |



|                                          | 2017<br>Actuals  | 2018<br>Budget   | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|------------------------------------------|------------------|------------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| Administration - Marshall                | 1,087,252        | 1,243,685        | 1,104,511        | 1,201,397                   | 1,189,796                     | 1,111,103        | 1,178,100                   | 1,166,279                     |
| Aquatics - FCC                           | 663,796          | 701,349          | 706,939          | 765,724                     | 753,582                       | 714,970          | 773,290                     | 760,917                       |
| Aquatics - Marshall                      | 310,316          | 483,104          | 405,173          | 503,003                     | 491,029                       | 399,312          | 496,613                     | 484,407                       |
| FCC Adult, Seniors, and Special Programs | 26,837           | 31,410           | 11,485           | 12,094                      | 11,921                        | 11,664           | 12,284                      | 12,107                        |
| FCC Youth, Teen and Sports               | 571,361          | 647,907          | 580,406          | 614,711                     | 612,986                       | 578,678          | 609,877                     | 608,120                       |
| Fitness - Marshall                       | 245,824          | 299,025          | 270,697          | 288,149                     | 287,792                       | 288,936          | 307,926                     | 307,561                       |
| Fitness FCC                              | 315,770          | 383,987          | 447,363          | 467,894                     | 466,376                       | 472,630          | 491,280                     | 489,732                       |
| Inclusion Services                       | 296,722          | 331,954          | 302,766          | 326,598                     | 325,271                       | 303,970          | 326,817                     | 325,468                       |
| MCC Adult, Seniors, and Special Programs | 504,158          | 481,613          | 483,309          | 506,743                     | 504,186                       | 478,105          | 499,903                     | 497,298                       |
| MCC Youth, Teens, and Sports             | 467,296          | 576,562          | 619,159          | 640,522                     | 639,355                       | 632,022          | 652,988                     | 651,791                       |
| Special Events - Recreation Services     | (1)              | -                | -                | -                           | -                             | -                | -                           | -                             |
| <b>Total</b>                             | <b>7,999,976</b> | <b>8,735,321</b> | <b>8,465,078</b> | <b>9,563,077</b>            | <b>9,455,615</b>              | <b>8,544,382</b> | <b>9,715,593</b>            | <b>9,606,958</b>              |

## REET I General Governmental

|                             |                |                  |                |                |                |          |          |          |
|-----------------------------|----------------|------------------|----------------|----------------|----------------|----------|----------|----------|
| General Govt Support        | 138,251        | 486,838          | 483,638        | 483,638        | 483,638        | -        | -        | -        |
| GF - Grand Blvd Real Estate | -              | 1,500,000        | -              | -              | -              | -        | -        | -        |
| <b>Total</b>                | <b>138,251</b> | <b>1,986,838</b> | <b>483,638</b> | <b>483,638</b> | <b>483,638</b> | <b>-</b> | <b>-</b> | <b>-</b> |

## REET I Parks

|                 |                  |                  |                  |                  |                  |                  |                  |                  |
|-----------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Park Facilities | 2,757,926        | 1,789,748        | 1,693,609        | 1,693,691        | 1,693,691        | 1,731,810        | 1,731,892        | 1,731,892        |
| <b>Total</b>    | <b>2,757,926</b> | <b>1,789,748</b> | <b>1,693,609</b> | <b>1,693,691</b> | <b>1,693,691</b> | <b>1,731,810</b> | <b>1,731,892</b> | <b>1,731,892</b> |

## REET I Transportation

|                            |                |          |          |          |          |          |          |          |
|----------------------------|----------------|----------|----------|----------|----------|----------|----------|----------|
| Transfers - Transportation | 346,188        | -        | -        | -        | -        | -        | -        | -        |
| <b>Total</b>               | <b>346,188</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> |

|                                       | 2017<br>Actuals   | 2018<br>Budget    | 2019<br>Baseline  | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline  | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|---------------------------------------|-------------------|-------------------|-------------------|-----------------------------|-------------------------------|-------------------|-----------------------------|-------------------------------|
| <b>SCIP</b>                           |                   |                   |                   |                             |                               |                   |                             |                               |
| Administration - W/S/D<br>Accounting  | -                 | 900,000           | -                 | 900,000                     | 900,000                       | -                 | 900,000                     | 900,000                       |
| <b>Total</b>                          | <b>-</b>          | <b>900,000</b>    | <b>-</b>          | <b>900,000</b>              | <b>900,000</b>                | <b>-</b>          | <b>900,000</b>              | <b>900,000</b>                |
| <b>Self Insurance Benefits</b>        |                   |                   |                   |                             |                               |                   |                             |                               |
| Admin Human Resources                 | 212,223           | 288,802           | 270,802           | 298,987                     | 298,987                       | 270,802           | 298,987                     | 298,987                       |
| Insurance Premiums - HR               | 10,467,920        | 11,665,048        | 13,990,546        | 13,990,546                  | 13,990,546                    | 14,680,535        | 14,680,535                  | 14,680,535                    |
| <b>Total</b>                          | <b>10,680,143</b> | <b>11,953,850</b> | <b>14,261,348</b> | <b>14,289,533</b>           | <b>14,289,533</b>             | <b>14,951,337</b> | <b>14,979,522</b>           | <b>14,979,522</b>             |
| <b>Self Insurance-Risk Management</b> |                   |                   |                   |                             |                               |                   |                             |                               |
| Property Services -<br>Administration | 1,019             | 109,778           | 128,662           | 145,267                     | 145,048                       | 129,880           | 145,497                     | 145,278                       |
| Property/Liability - Risk             | 2,267,960         | 1,582,838         | 1,582,838         | 1,582,838                   | 1,582,838                     | 1,582,838         | 1,582,838                   | 1,582,838                     |
| Risk Services - Administration        | 531,381           | 2,265,357         | 768,988           | 3,223,483                   | 3,222,606                     | 777,063           | 3,145,386                   | 3,144,502                     |
| Safety Loss Control - Risk            | -                 | 6,817             | -                 | -                           | -                             | -                 | -                           | -                             |
| Unemployment - Risk                   | 43,465            | 154,000           | 154,000           | 154,000                     | 154,000                       | 154,000           | 154,000                     | 154,000                       |
| Workers Compensation - Risk           | 2,606,260         | 1,157,254         | 1,157,254         | 1,157,254                   | 1,157,254                     | 1,157,254         | 1,157,254                   | 1,157,254                     |
| <b>Total</b>                          | <b>5,450,085</b>  | <b>5,276,044</b>  | <b>3,791,742</b>  | <b>6,262,842</b>            | <b>6,261,746</b>              | <b>3,801,035</b>  | <b>6,184,975</b>            | <b>6,183,872</b>              |
| <b>Self-Insured Health Insurance</b>  |                   |                   |                   |                             |                               |                   |                             |                               |
| Admin Human Resources                 | 94,080            | 91,357            | 91,357            | 134,316                     | 134,316                       | 91,357            | 134,317                     | 134,317                       |
| Insurance Premiums - HR               | 7,114,622         | 7,014,570         | 9,235,798         | 9,235,798                   | 9,235,798                     | 9,847,467         | 9,847,467                   | 9,847,467                     |
| <b>Total</b>                          | <b>7,208,702</b>  | <b>7,105,927</b>  | <b>9,327,155</b>  | <b>9,370,114</b>            | <b>9,370,114</b>              | <b>9,938,824</b>  | <b>9,981,784</b>            | <b>9,981,784</b>              |
| <b>Senior Messenger</b>               |                   |                   |                   |                             |                               |                   |                             |                               |
| Administration Media Sevicees         | 20,556            | 20,086            | 20,086            | 7,343                       | 7,343                         | 20,086            | 7,343                       | 7,343                         |

|                                    | <b>2017<br/>Actuals</b> | <b>2018<br/>Budget</b> | <b>2019<br/>Baseline</b> | <b>2019<br/>Submitted<br/>Budget</b> | <b>2019<br/>Recommended<br/>Budget</b> | <b>2020<br/>Baseline</b> | <b>2020<br/>Submitted<br/>Budget</b> | <b>2020<br/>Recommended<br/>Budget</b> |
|------------------------------------|-------------------------|------------------------|--------------------------|--------------------------------------|----------------------------------------|--------------------------|--------------------------------------|----------------------------------------|
| Senior Newsletter - Media Services | 241,912                 | 337,064                | 337,703                  | 340,256                              | 340,160                                | 339,089                  | 341,684                              | 341,586                                |
| <b>Total</b>                       | <b>262,468</b>          | <b>357,150</b>         | <b>357,789</b>           | <b>347,599</b>                       | <b>347,503</b>                         | <b>359,175</b>           | <b>349,027</b>                       | <b>348,929</b>                         |

### Sewer Accounting

|                                               |                   |                   |                  |                  |                  |              |              |              |
|-----------------------------------------------|-------------------|-------------------|------------------|------------------|------------------|--------------|--------------|--------------|
| Administration - W/S/D Accounting             | 13,489,672        | 6,000,322         | 322              | 277              | 277              | 322          | 277          | 277          |
| Revenue Bonds Debt Payment - W/S/D Accounting | 7,566,135         | 7,550,705         | 3,855,485        | 3,855,485        | 3,855,485        | 900          | 900          | 900          |
| <b>Total</b>                                  | <b>21,055,807</b> | <b>13,551,027</b> | <b>3,855,807</b> | <b>3,855,762</b> | <b>3,855,762</b> | <b>1,222</b> | <b>1,177</b> | <b>1,177</b> |

### Sewer Engineering

|                                        |                   |                   |                   |                   |                   |                   |                   |                   |
|----------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Connection Incentive Program - Utility | 234,873           | 395,556           | 305,804           | 306,995           | 306,487           | 314,279           | 314,458           | 313,933           |
| GIS Engineering                        | 153,305           | 147,590           | 145,645           | 152,659           | 152,659           | 145,652           | 150,236           | 150,236           |
| Sewer Engineering                      | 1,110,683         | 1,537,245         | 1,283,186         | 1,589,864         | 1,588,608         | 1,298,924         | 1,613,908         | 1,612,629         |
| Surface Water Management Engineering   | 261               | 260               | 260               | -                 | -                 | 260               | -                 | -                 |
| Wastewater - Treatment Facilities      | 10,976,146        | 14,567,403        | 10,524,430        | 10,652,727        | 10,652,727        | 10,963,479        | 11,089,689        | 11,089,689        |
| Wastewater Engineering                 | 1,083,217         | 2,511,512         | 1,283,958         | 1,528,449         | 1,527,670         | 1,297,142         | 1,549,476         | 1,548,673         |
| Water Engineering                      | 37                | -                 | -                 | -                 | -                 | -                 | -                 | -                 |
| <b>Total</b>                           | <b>13,558,522</b> | <b>19,159,566</b> | <b>13,543,283</b> | <b>14,230,694</b> | <b>14,228,151</b> | <b>14,019,736</b> | <b>14,717,767</b> | <b>14,715,160</b> |

### Sewer Maintenance

|                                                   |         |         |         |         |         |         |         |         |
|---------------------------------------------------|---------|---------|---------|---------|---------|---------|---------|---------|
| Waste Water Pumping                               | 62,735  | 136,968 | 407,378 | 446,590 | 446,590 | 407,378 | 444,884 | 444,884 |
| Administration                                    | 26,868  | 26,867  | 26,867  | -       | -       | 26,867  | -       | -       |
| Administration - Drainage                         | 219     | -       | -       | 22,410  | 22,410  | -       | 22,589  | 22,589  |
| Administration - Waste Water Collection -Drainage | 705,502 | 770,136 | 655,334 | 982,052 | 971,302 | 655,334 | 947,658 | 940,158 |
|                                                   | 3,961   | -       | -       | -       | -       | -       | -       | -       |

|                                                          | <b>2017<br/>Actuals</b> | <b>2018<br/>Budget</b> | <b>2019<br/>Baseline</b> | <b>2019<br/>Submitted<br/>Budget</b> | <b>2019<br/>Recommended<br/>Budget</b> | <b>2020<br/>Baseline</b> | <b>2020<br/>Submitted<br/>Budget</b> | <b>2020<br/>Recommended<br/>Budget</b> |
|----------------------------------------------------------|-------------------------|------------------------|--------------------------|--------------------------------------|----------------------------------------|--------------------------|--------------------------------------|----------------------------------------|
| Drainage Pipe Maintenance -<br>Collection                | 10,492                  | 10,492                 | 10,492                   | -                                    | -                                      | 10,492                   | -                                    | -                                      |
| Drywells                                                 | -                       | 538                    | 538                      | 500                                  | 500                                    | 538                      | 500                                  | 500                                    |
| Flushing Sewer Maintenance -<br>Waste Water - Collection | 2,631                   | -                      | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| Maint of Flow<br>Monitor/Grease - Collection             | 56,370                  | 185,245                | 200,756                  | 201,295                              | 200,958                                | 206,330                  | 206,880                              | 206,536                                |
| Maintenance of Collection<br>System - Waste Water        | 864,155                 | 1,554,721              | 2,578,646                | 2,957,880                            | 2,955,132                              | 2,638,738                | 2,931,218                            | 2,928,389                              |
| Maintenance of General Plant                             | 763,215                 | 747,061                | 747,061                  | 1,006,680                            | 1,006,680                              | 747,061                  | 1,006,680                            | 1,006,680                              |
| Maintenance of Laterals -<br>Waste Water - Collection    | 887,520                 | 887,524                | 706,817                  | 608,260                              | 608,260                                | 706,817                  | 608,259                              | 608,259                                |
| Maintenance of Pumps -<br>Pumping                        | 91,666                  | 17,507                 | 3,695                    | 3,500                                | 3,500                                  | 3,695                    | 3,500                                | 3,500                                  |
| Maintenance of Services -<br>Distribution                | 3,574                   | -                      | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| SE A/R/V                                                 | 443                     | -                      | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| SE Clean C V                                             | 35,178                  | -                      | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| SE Clean Jet                                             | 368,091                 | 1,538                  | 1,538                    | 1,747                                | 1,567                                  | 1,538                    | 1,634                                | 1,567                                  |
| SE Construction                                          | 11,174                  | 2,169                  | 2,169                    | 1,000                                | 1,000                                  | 2,169                    | 1,000                                | 1,000                                  |
| SE Dye/Smoke Test                                        | 7,145                   | -                      | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| SE Equipment                                             | 54,071                  | -                      | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| SE Greese<br>Trap/Interceptor/OWS                        | 130,743                 | -                      | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| SE H2S Treatment                                         | 27,126                  | -                      | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| SE Inspect Fleet                                         | 37,487                  | -                      | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| SE Inspect Locate                                        | 90,502                  | 294                    | 294                      | -                                    | -                                      | 294                      | -                                    | -                                      |
| SE Laptop                                                | 14,959                  | -                      | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| SE Lateral                                               | 8,934                   | 3,057                  | 3,057                    | -                                    | -                                      | 3,057                    | -                                    | -                                      |
| SE Lift Station                                          | 240,160                 | 26,695                 | 1,070                    | 5,018                                | 5,000                                  | 1,070                    | 5,007                                | 5,000                                  |
| SE Main TV Locate Lateral                                | 2,291                   | -                      | -                        | -                                    | -                                      | -                        | -                                    | -                                      |

|                                           | <b>2017<br/>Actuals</b> | <b>2018<br/>Budget</b> | <b>2019<br/>Baseline</b> | <b>2019<br/>Submitted<br/>Budget</b> | <b>2019<br/>Recommended<br/>Budget</b> | <b>2020<br/>Baseline</b> | <b>2020<br/>Submitted<br/>Budget</b> | <b>2020<br/>Recommended<br/>Budget</b> |
|-------------------------------------------|-------------------------|------------------------|--------------------------|--------------------------------------|----------------------------------------|--------------------------|--------------------------------------|----------------------------------------|
| SE Manhole                                | 57,685                  | 849                    | 849                      | 3,000                                | 3,000                                  | 849                      | 3,000                                | 3,000                                  |
| SE New Construction Viewed                | 62                      | -                      | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| SE Odor Complaint                         | 5,232                   | -                      | -                        | 1,500                                | 1,500                                  | -                        | 1,500                                | 1,500                                  |
| SE Odor Control                           | 84,902                  | -                      | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| SE Reads                                  | 87,086                  | -                      | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| SE Remote                                 | 61,680                  | 1,094                  | 1,094                    | 3,000                                | 3,000                                  | 1,094                    | 3,000                                | 3,000                                  |
| SE Repair Trenchless                      | 14                      | -                      | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| SE Rodent Control                         | 1,862                   | -                      | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| SE Root Foam                              | 36,796                  | -                      | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| SE Safety Hazard                          | 4,416                   | -                      | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| SE Sewer Main                             | 26,548                  | 5,987                  | 5,987                    | 6,000                                | 6,000                                  | 5,987                    | 6,000                                | 6,000                                  |
| SE Sewer Problem                          | 24,383                  | -                      | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| SE Spill                                  | 1,314                   | -                      | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| SE SSO Private                            | 374                     | -                      | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| SE Telemetry                              | 874                     | -                      | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| SE Test H2S                               | 6,002                   | -                      | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| SE Test RP's                              | 2,673                   | -                      | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| SE TV Basin                               | 212,732                 | -                      | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| SE TV Engineering                         | 29,758                  | -                      | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| SE TV Large Pipe                          | 75,505                  | -                      | -                        | 259                                  | 70                                     | -                        | 140                                  | 70                                     |
| SE TV PM                                  | 1,381                   | -                      | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| SE TV Root Foam                           | 17,733                  | -                      | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| SE TV Troubleshoot                        | 64,130                  | -                      | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| SE Walk Thru/Education                    | 9,519                   | -                      | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| SE Wet Well                               | 53,773                  | -                      | -                        | 90                                   | 24                                     | -                        | 48                                   | 24                                     |
| TV - Existing Sewer Lines -<br>Collection | 93,310                  | 93,622                 | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| Warehouse                                 | 44,885                  | 46,555                 | 51,467                   | 51,613                               | 51,521                                 | 53,178                   | 53,328                               | 53,233                                 |

|                                       | <b>2017<br/>Actuals</b> | <b>2018<br/>Budget</b> | <b>2019<br/>Baseline</b> | <b>2019<br/>Submitted<br/>Budget</b> | <b>2019<br/>Recommended<br/>Budget</b> | <b>2020<br/>Baseline</b> | <b>2020<br/>Submitted<br/>Budget</b> | <b>2020<br/>Recommended<br/>Budget</b> |
|---------------------------------------|-------------------------|------------------------|--------------------------|--------------------------------------|----------------------------------------|--------------------------|--------------------------------------|----------------------------------------|
| Waste Water Collection Administration | 648,622                 | 1,131,638              | 51,707                   | 115,633                              | 115,633                                | 51,707                   | 113,586                              | 113,586                                |
| Waste Water Pumping Administration    | 272,181                 | 848,404                | 754,203                  | 760,021                              | 758,711                                | 775,147                  | 777,889                              | 776,553                                |
| Water Treatment Administration        | -                       | -                      | -                        | 42,426                               | -                                      | -                        | 25,604                               | -                                      |
| WP Waste Pump                         | 110                     | -                      | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| <b>Total</b>                          | <b>6,432,754</b>        | <b>6,498,961</b>       | <b>6,211,019</b>         | <b>7,220,474</b>                     | <b>7,162,358</b>                       | <b>6,299,340</b>         | <b>7,163,904</b>                     | <b>7,126,028</b>                       |

### Sewer System Development

|                                   |                  |                  |          |                  |                  |          |                  |                  |
|-----------------------------------|------------------|------------------|----------|------------------|------------------|----------|------------------|------------------|
| Administration - W/S/D Accounting | 6,269,670        | 2,800,000        | -        | 4,500,000        | 4,500,000        | -        | 3,000,000        | 3,000,000        |
| <b>Total</b>                      | <b>6,269,670</b> | <b>2,800,000</b> | <b>-</b> | <b>4,500,000</b> | <b>4,500,000</b> | <b>-</b> | <b>3,000,000</b> | <b>3,000,000</b> |

### Sewer Utility Admin

|                          |                  |                  |                |                  |                  |                |                  |                  |
|--------------------------|------------------|------------------|----------------|------------------|------------------|----------------|------------------|------------------|
| Administration Utilities | 1,627,238        | 1,690,848        | 145,781        | 1,801,376        | 1,801,376        | 145,781        | 1,811,840        | 1,811,840        |
| <b>Total</b>             | <b>1,627,238</b> | <b>1,690,848</b> | <b>145,781</b> | <b>1,801,376</b> | <b>1,801,376</b> | <b>145,781</b> | <b>1,811,840</b> | <b>1,811,840</b> |

### Solid Waste Program

|                                         |         |           |         |           |           |         |           |           |
|-----------------------------------------|---------|-----------|---------|-----------|-----------|---------|-----------|-----------|
| Administration Solid Waste              | 819,014 | 1,367,710 | 787,152 | 1,166,647 | 1,165,950 | 793,170 | 1,191,033 | 1,190,330 |
| Clean-up Code Enforcement               | 34,137  | 10,250    | 10,250  | 10,250    | 10,250    | 10,250  | 10,250    | 10,250    |
| Clean-up Community - Solid Waste        | 93,902  | 84,631    | 84,631  | 86,610    | 86,584    | 84,631  | 86,594    | 86,584    |
| Clean-up Fall Leaves - Solid Waste      | 169,107 | 91,373    | 91,373  | 180,000   | 180,000   | 91,373  | 180,000   | 180,000   |
| Clean-up Saturday - Solid Waste         | 160,396 | 83,853    | 118,853 | 219,550   | 219,550   | 118,853 | 219,550   | 219,550   |
| Clean-up Special Projects - Solid Waste | -       | 21,086    | 21,086  | 21,086    | 21,086    | 21,086  | 21,086    | 21,086    |
| Clean-up Spring - Solid Waste           | 60,731  | 47,502    | 47,502  | 62,486    | 62,486    | 47,502  | 62,486    | 62,486    |
| Contracted Services - Solid Waste       | 81,387  | 120,176   | 120,176 | 120,176   | 120,176   | 120,176 | 120,176   | 120,176   |



|                                          | <b>2017<br/>Actuals</b> | <b>2018<br/>Budget</b> | <b>2019<br/>Baseline</b> | <b>2019<br/>Submitted<br/>Budget</b> | <b>2019<br/>Recommended<br/>Budget</b> | <b>2020<br/>Baseline</b> | <b>2020<br/>Submitted<br/>Budget</b> | <b>2020<br/>Recommended<br/>Budget</b> |
|------------------------------------------|-------------------------|------------------------|--------------------------|--------------------------------------|----------------------------------------|--------------------------|--------------------------------------|----------------------------------------|
| Recycling Curbside - Solid Waste         | 513,100                 | 436,481                | 436,481                  | 513,099                              | 513,099                                | 436,481                  | 513,099                              | 513,099                                |
| Recycling In-House - Solid Waste         | 421                     | 1,200                  | 1,200                    | 1,200                                | 1,200                                  | 1,200                    | 1,200                                | 1,200                                  |
| Recycling Multi-Family - Solid Waste     | 86,768                  | 76,613                 | 76,613                   | 86,767                               | 86,767                                 | 76,613                   | 86,767                               | 86,767                                 |
| Recycling-Commercial - Solid Waste       | 393,770                 | 370,029                | 360,029                  | 424,570                              | 424,570                                | 360,029                  | 424,570                              | 424,570                                |
| Support for Vancouver Watersheds Council | 150,000                 | 105,430                | 105,430                  | 150,000                              | 150,000                                | 105,430                  | 150,180                              | 150,180                                |
| Transfers - Solid Waste                  | 220,694                 | 181,667                | -                        | 181,667                              | 181,667                                | -                        | 181,667                              | 181,667                                |
| <b>Total</b>                             | <b>2,783,427</b>        | <b>2,998,001</b>       | <b>2,260,776</b>         | <b>3,224,108</b>                     | <b>3,223,385</b>                       | <b>2,266,794</b>         | <b>3,248,658</b>                     | <b>3,247,945</b>                       |

### Street Funding Initiative Operating - Grounds Maintenance

|                            |                |                |                |                |                |                |                |                |
|----------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Admin Grounds Maintenance  | 241,713        | 770,309        | 764,597        | 889,795        | 887,322        | 783,302        | 862,696        | 860,716        |
| GM Chemical Application    | 18,374         | -              | -              | 8,757          | 8,757          | -              | 8,697          | 8,697          |
| GM Fences/Gates            | 31             | -              | -              | -              | -              | -              | -              | -              |
| GM Fountain                | 89             | -              | -              | -              | -              | -              | -              | -              |
| GM Irrigation              | 26,514         | -              | -              | 16,647         | 16,647         | -              | 16,481         | 16,481         |
| GM Landscape               | 66,319         | -              | -              | 18,239         | 18,239         | -              | 18,083         | 18,083         |
| GM Litter/Trash Collection | 26,019         | -              | -              | -              | -              | -              | -              | -              |
| GM Paths/Sidewalks         | 502            | -              | -              | -              | -              | -              | -              | -              |
| GM Trees & Shrubs          | 16,741         | -              | -              | -              | -              | -              | -              | -              |
| Parks Repair & Maint       | 2,456          | -              | -              | -              | -              | -              | -              | -              |
| Irrigation - GM            |                |                |                |                |                |                |                |                |
| Utilities                  | 6,297          | -              | -              | -              | -              | -              | -              | -              |
| <b>Total</b>               | <b>405,055</b> | <b>770,309</b> | <b>764,597</b> | <b>933,438</b> | <b>930,965</b> | <b>783,302</b> | <b>905,957</b> | <b>903,977</b> |

|                                                          | 2017<br>Actuals | 2018<br>Budget | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|----------------------------------------------------------|-----------------|----------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| <b>Street Funding Initiative Operating - Maintenance</b> |                 |                |                  |                             |                               |                  |                             |                               |
| Administration                                           | 1,850           | 17,423         | 17,423           | 2,159                       | 2,159                         | 17,423           | 1,945                       | 1,945                         |
| Administration - Drainage                                | 18,454          | 174,720        | 146,363          | 159,633                     | 159,075                       | 150,969          | 165,939                     | 165,504                       |
| Street Sweeping Arterial                                 | 49,244          | -              | -                | -                           | -                             | -                | -                           | -                             |
| SW Facility                                              | 25              | -              | -                | -                           | -                             | -                | -                           | -                             |
| SW Street Sweeping                                       | 80,871          | 32,000         | 21,000           | 102,711                     | 102,711                       | 21,000           | 101,412                     | 101,412                       |
| <b>Total</b>                                             | <b>150,444</b>  | <b>224,143</b> | <b>184,786</b>   | <b>264,503</b>              | <b>263,945</b>                | <b>189,392</b>   | <b>269,296</b>              | <b>268,861</b>                |

**Street Funding Initiative Operating - Pavement Management**

|                            |                  |                  |                  |                  |                  |                  |                  |                  |
|----------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Admin Transportation       | 21,675           | 21,622           | 21,622           | 67,446           | 67,446           | 21,622           | 67,446           | 67,446           |
| GIS Transportation         | -                | -                | -                | 104,566          | 54,566           | -                | 104,393          | 54,393           |
| Street Design - Transp     | -                | 141,651          | 159,519          | 96,661           | 96,378           | 165,487          | 186,648          | 186,355          |
| Street Pavement Management | 3,216,726        | 9,490,775        | 6,968,471        | 7,085,164        | 7,084,718        | 6,668,485        | 6,786,941        | 6,786,495        |
| Transfers - Transportation | 21,309           | 8,634            | -                | -                | -                | -                | -                | -                |
| <b>Total</b>               | <b>3,259,710</b> | <b>9,662,682</b> | <b>7,149,612</b> | <b>7,353,837</b> | <b>7,303,108</b> | <b>6,855,594</b> | <b>7,145,428</b> | <b>7,094,689</b> |

**Street Funding Initiative Operating - Street Maintenance**

|                                              |               |                |                |                |                |                |                |                |
|----------------------------------------------|---------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Patching and Paving - S&TM                   | -             | -              | -              | 11,105         | 11,105         | -              | 11,105         | 11,105         |
| Sidewalk Repair City Property & Curbs - S&TM | 51,077        | 448,925        | 247,857        | 303,788        | 303,608        | 250,825        | 305,205        | 305,019        |
| <b>Total</b>                                 | <b>51,077</b> | <b>448,925</b> | <b>247,857</b> | <b>314,893</b> | <b>314,713</b> | <b>250,825</b> | <b>316,310</b> | <b>316,124</b> |

**Street Funding Initiative Operating - Transportation Development Review**

|                                                  | 2017<br>Actuals | 2018<br>Budget | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|--------------------------------------------------|-----------------|----------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| Transportation DRS &<br>Concurrency Public Works | -               | -              | -                | 49,686                      | 49,686                        | -                | 47,704                      | 47,704                        |
| <b>Total</b>                                     | -               | -              | -                | <b>49,686</b>               | <b>49,686</b>                 | -                | <b>47,704</b>               | <b>47,704</b>                 |

## Street Maintenance

|                                                 |           |           |           |           |           |           |           |           |
|-------------------------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Admin Street                                    | 2,816,750 | 3,763,420 | 3,952,908 | 5,073,081 | 5,058,919 | 4,000,742 | 4,906,238 | 4,895,529 |
| Alley & Road Shoulder Maint                     | 111,550   | 92,891    | 92,891    | 127,635   | 127,635   | 92,891    | 137,871   | 137,871   |
| Brush Cutting Operation - S&TM                  | 29,965    | 21,335    | 21,335    | 39,317    | 39,317    | 21,335    | 38,583    | 38,583    |
| Debris/Litter                                   | 69,261    | 458       | 458       | 33        | 33        | 458       | 35        | 35        |
| Litter/Trash - S&TM                             | 41,637    | 105,796   | 796       | 277,120   | 277,088   | 796       | 277,104   | 277,092   |
| Patching and Paving - S&TM                      | 733,744   | 1,084,917 | 641,585   | 1,135,070 | 1,134,840 | 649,898   | 817,639   | 817,397   |
| Shoulders                                       | 9,620     | -         | -         | -         | -         | -         | -         | -         |
| Sidewalk Repair City Property<br>& Curbs - S&TM | 283,656   | 72,732    | 72,732    | 1,260,451 | 720,726   | 72,732    | 1,177,770 | 705,072   |
| Signs and Striping - S&TM                       | 11,787    | 11,769    | 11,769    | 16,309    | 16,309    | 11,769    | 16,573    | 16,573    |
| Signs and Striping Admin                        | 829,823   | 1,116,614 | 1,051,079 | 1,213,447 | 1,212,519 | 1,073,510 | 1,190,973 | 1,190,013 |
| Snow and Ice Control - S&TM                     | 96,112    | 59,876    | 59,876    | 193,141   | 193,141   | 59,876    | 120,284   | 120,284   |
| Snow/Ice                                        | 254,757   | 198,644   | 902       | 130       | 35        | 902       | 70        | 35        |
| Spill/Accident                                  | 4,814     | -         | -         | 52        | 14        | -         | 28        | 14        |
| SS Guide Sign                                   | 15,115    | 5,000     | 5,000     | 5,000     | 5,000     | 5,000     | 5,000     | 5,000     |
| SS Inspect Sign                                 | 325       | -         | -         | -         | -         | -         | -         | -         |
| SS Install Crosswalk Paint                      | 24,484    | -         | -         | -         | -         | -         | -         | -         |
| SS Install Crosswalk Thermal                    | 164       | -         | -         | -         | -         | -         | -         | -         |
| SS Install Other Striping Paint<br>Thermal      | 1,011     | -         | -         | -         | -         | -         | -         | -         |
| SS Install Parking Line/Tee Paint               | 4,428     | -         | -         | -         | -         | -         | -         | -         |
| SS Install Parking Line/Tee<br>Thermal          | 426       | -         | -         | -         | -         | -         | -         | -         |
| SS Install Raised Pavement<br>Market            | 1,286     | 13,000    | 13,000    | 13,000    | 13,000    | 13,000    | 13,000    | 13,000    |

|                                         | <b>2017<br/>Actuals</b> | <b>2018<br/>Budget</b> | <b>2019<br/>Baseline</b> | <b>2019<br/>Submitted<br/>Budget</b> | <b>2019<br/>Recommended<br/>Budget</b> | <b>2020<br/>Baseline</b> | <b>2020<br/>Submitted<br/>Budget</b> | <b>2020<br/>Recommended<br/>Budget</b> |
|-----------------------------------------|-------------------------|------------------------|--------------------------|--------------------------------------|----------------------------------------|--------------------------|--------------------------------------|----------------------------------------|
| SS Install Stop Line Paint              | 10,154                  | -                      | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| SS Install Stop Line Thermal            | 3,498                   | -                      | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| SS Install Striping Paint               | 269,917                 | 145,000                | 145,000                  | 145,000                              | 145,000                                | 145,000                  | 145,000                              | 145,000                                |
| SS Install Striping Thermal             | 370                     | -                      | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| SS Install Traffic/Bike/Bump/RR Thermal | 1,550                   | -                      | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| SS Other Sign                           | 3,760                   | -                      | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| SS Parking Sign                         | 13,810                  | 2,150                  | 2,150                    | 2,150                                | 2,150                                  | 2,150                    | 2,150                                | 2,150                                  |
| SS Regulatory Sign                      | 22,246                  | 7,500                  | 7,500                    | 32,516                               | 32,500                                 | 7,500                    | 32,506                               | 32,500                                 |
| SS School Sign                          | 446                     | -                      | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| SS Tree/Brush Trimming                  | 2,299                   | -                      | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| SS Warning Sign                         | 9,044                   | 3,750                  | 3,750                    | 3,750                                | 3,750                                  | 3,750                    | 3,750                                | 3,750                                  |
| ST ADA                                  | 4,153                   | -                      | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| ST Alley Maintenance                    | 4,605                   | -                      | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| ST Alley Maintenance/Grading            | 3,934                   | -                      | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| ST Crack Sealing                        | 42,900                  | 23,116                 | 23,116                   | 43,457                               | 43,457                                 | 23,116                   | 42,135                               | 42,135                                 |
| ST Curb                                 | 4,517                   | 750                    | 750                      | 750                                  | 750                                    | 750                      | 750                                  | 750                                    |
| ST General Maintenance                  | 124,810                 | 10,631                 | 10,631                   | 10,248                               | 10,248                                 | 10,631                   | 10,248                               | 10,248                                 |
| ST Graffiti                             | 62,001                  | -                      | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| ST Guardrail/Barricade                  | 77,922                  | 3,945                  | 3,945                    | 3,945                                | 3,945                                  | 3,945                    | 3,945                                | 3,945                                  |
| ST Guardrails                           | 3,555                   | -                      | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| ST Install for Others                   | 410                     | -                      | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| ST Miling                               | 103,477                 | 33,143                 | 33,143                   | 113,289                              | 113,289                                | 33,143                   | 111,374                              | 111,374                                |
| ST Pave Alley                           | 2,659                   | 2,500                  | 2,500                    | 2,500                                | 2,500                                  | 2,500                    | 2,500                                | 2,500                                  |
| ST Pave Skin Patch                      | 8,620                   | -                      | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| ST Pave Traffic Signal Cut              | 43,437                  | 445                    | 445                      | 160                                  | 43                                     | 445                      | 86                                   | 43                                     |
| ST Pothole Maintenance                  | 11,452                  | -                      | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| ST Pothole Patching                     | 106,114                 | 11,198                 | 11,198                   | 10,500                               | 10,500                                 | 11,198                   | 10,500                               | 10,500                                 |

|                                     | 2017<br>Actuals  | 2018<br>Budget   | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|-------------------------------------|------------------|------------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| ST Retro Reflectometer              | 75               | -                | -                | -                           | -                             | -                | -                           | -                             |
| ST Saw Cut and Remove               | -                | 1,552            | 1,552            | 1,200                       | 1,200                         | 1,552            | 1,200                       | 1,200                         |
| ST Shoulder<br>Maintenance/Grading  | 8,169            | -                | -                | -                           | -                             | -                | -                           | -                             |
| ST Sidewalk/ADA/Curb                | 3,441            | 1,963            | 1,963            | 1,963                       | 1,963                         | 1,963            | 1,963                       | 1,963                         |
| ST Sidewalks                        | 2,154            | -                | -                | -                           | -                             | -                | -                           | -                             |
| ST Signs Program                    | 25,136           | 502              | 502              | 53                          | 14                            | 502              | 28                          | 14                            |
| ST Snow and Ice Control             | 21,861           | -                | -                | -                           | -                             | -                | -                           | -                             |
| ST Special Events                   | 13,233           | -                | -                | -                           | -                             | -                | -                           | -                             |
| ST Street Repair/Pave for<br>Others | 374              | 2,250            | 2,250            | 2,250                       | 2,250                         | 2,250            | 2,250                       | 2,250                         |
| ST Street Spraying                  | 306              | -                | -                | -                           | -                             | -                | -                           | -                             |
| ST Striping Program                 | 2,442            | -                | -                | -                           | -                             | -                | -                           | -                             |
| ST Traffic Control                  | 12,597           | -                | -                | -                           | -                             | -                | -                           | -                             |
| ST Trimming                         | 40,152           | 8,779            | 8,779            | 8,779                       | 8,779                         | 8,779            | 8,779                       | 8,779                         |
| Sweeping/Street Cleaning -<br>S&TM  | 7,104            | 14,824           | 14,824           | 28,402                      | 28,402                        | 14,824           | 28,159                      | 28,159                        |
| Traffic Control - S&TM              | 1,734            | 3,242            | 3,242            | 4,475                       | 4,475                         | 3,242            | 4,338                       | 4,338                         |
| Trees/Brush/Sight Dist              | -                | 400              | 400              | -                           | -                             | 400              | -                           | -                             |
| <b>Total</b>                        | <b>6,421,153</b> | <b>6,824,092</b> | <b>6,201,971</b> | <b>9,769,173</b>            | <b>9,213,791</b>              | <b>6,280,549</b> | <b>9,112,829</b>            | <b>8,628,096</b>              |

### Surface Water Mgmt Accounting

|                                      |                  |                |            |            |            |            |            |            |
|--------------------------------------|------------------|----------------|------------|------------|------------|------------|------------|------------|
| Administration - W/S/D<br>Accounting | 1,828,318        | 600,192        | 192        | 202        | 202        | 192        | 202        | 202        |
| <b>Total</b>                         | <b>1,828,318</b> | <b>600,192</b> | <b>192</b> | <b>202</b> | <b>202</b> | <b>192</b> | <b>202</b> | <b>202</b> |

### Surface Water Mgmt Debt

|                      |        |   |   |   |   |   |   |   |
|----------------------|--------|---|---|---|---|---|---|---|
| Dept of Ecology Loan | 88,347 | - | - | - | - | - | - | - |
|----------------------|--------|---|---|---|---|---|---|---|

|                                                         | 2017<br>Actuals  | 2018<br>Budget   | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|---------------------------------------------------------|------------------|------------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| <b>Total</b>                                            | <b>88,347</b>    | -                | -                | -                           | -                             | -                | -                           | -                             |
| <b>Surface Water Mgmt Engineering</b>                   |                  |                  |                  |                             |                               |                  |                             |                               |
| GIS Engineering                                         | 216,990          | 137,375          | 127,592          | 129,925                     | 129,760                       | 130,349          | 130,621                     | 130,450                       |
| Surface Water Management<br>Engineering                 | 2,087,303        | 2,402,083        | 2,358,177        | 2,575,134                   | 2,572,668                     | 2,378,635        | 2,689,778                   | 2,687,284                     |
| Wastewater Engineering                                  | 27               | -                | -                | -                           | -                             | -                | -                           | -                             |
| <b>Total</b>                                            | <b>2,304,320</b> | <b>2,539,458</b> | <b>2,485,769</b> | <b>2,705,059</b>            | <b>2,702,428</b>              | <b>2,508,984</b> | <b>2,820,399</b>            | <b>2,817,734</b>              |
| <b>Surface Water Mgmt Greenways/Sensitive<br/>Lands</b> |                  |                  |                  |                             |                               |                  |                             |                               |
| Admin Grounds Maintenance                               | 113,295          | 110,518          | 109,018          | 213,534                     | 213,534                       | 109,018          | 211,179                     | 211,179                       |
| Admin Supplies/Misc                                     | 247,865          | 229,594          | 132,200          | 86,950                      | 86,950                        | 132,200          | 48,949                      | 48,949                        |
| General Irrigation                                      | 3,578            | -                | -                | -                           | -                             | -                | -                           | -                             |
| GSL Admin Supplies & Misc                               | 324,073          | 1,151,347        | 1,520,471        | 1,654,134                   | 1,647,173                     | 1,561,390        | 1,683,231                   | 1,677,773                     |
| GSL Animal Nuisance Control                             | 16,303           | 18,939           | -                | -                           | -                             | -                | -                           | -                             |
| GSL Erosion Control                                     | 44,015           | 2,500            | -                | 4,799                       | 4,799                         | -                | 4,790                       | 4,790                         |
| GSL Hand Watering                                       | 3,913            | -                | -                | -                           | -                             | -                | -                           | -                             |
| GSL IPM Control                                         | 197,538          | 15,338           | 4,838            | 61,845                      | 61,845                        | 4,838            | 68,206                      | 68,206                        |
| GSL Irrigation                                          | 102,499          | 4,383            | 1,533            | -                           | -                             | 1,533            | -                           | -                             |
| GSL Leaf Removal                                        | 13,226           | -                | -                | 34,934                      | 34,934                        | -                | 34,529                      | 34,529                        |
| GSL Litter/Trash Collection                             | 126,032          | 156,754          | -                | -                           | -                             | -                | -                           | -                             |
| GSL Monitoring                                          | 15,487           | 12,508           | 595              | 595                         | 595                           | 595              | 595                         | 595                           |
| GSL Mowing                                              | 29,231           | 1,904            | 1,404            | 11,966                      | 11,966                        | 1,404            | 11,653                      | 11,653                        |
| GSL Restoration/Natural<br>Landscape                    | 410,823          | 24,682           | 7,506            | 82,914                      | 82,889                        | 7,506            | 98,145                      | 98,136                        |
| GSL Restroom                                            | 1,620            | -                | -                | -                           | -                             | -                | -                           | -                             |
| GSL Vegetation Propagation                              | 28,945           | 12,500           | -                | -                           | -                             | -                | -                           | -                             |



|                                                 | 2017<br>Actuals  | 2018<br>Budget   | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|-------------------------------------------------|------------------|------------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| Irrigation/Plumbing                             | 7,848            | -                | -                | -                           | -                             | -                | -                           | -                             |
| License Renewal/Certification<br>and Permitting | 2,296            | -                | -                | -                           | -                             | -                | -                           | -                             |
| Litter/Trash Collection                         | -                | 1,000            | -                | -                           | -                             | -                | -                           | -                             |
| Plant Communities                               | 17               | 68,297           | 25,776           | 25,842                      | 25,842                        | 25,776           | 31,944                      | 31,944                        |
| Shrub Planting and Removal                      | -                | 4,000            | -                | -                           | -                             | -                | -                           | -                             |
| Tree Planting and Removal                       | -                | 3,500            | -                | -                           | -                             | -                | -                           | -                             |
| Utilities                                       | 997              | -                | -                | -                           | -                             | -                | -                           | -                             |
| Vegetation Management                           | 9                | 56,304           | 38,712           | 4,536                       | 4,536                         | 38,712           | 4,536                       | 4,536                         |
| Water Quality Improvement                       | 6                | 51,325           | 25,478           | 5,051                       | 5,051                         | 25,478           | 21,290                      | 21,290                        |
| <b>Total</b>                                    | <b>1,689,616</b> | <b>1,925,393</b> | <b>1,867,531</b> | <b>2,187,100</b>            | <b>2,180,114</b>              | <b>1,908,450</b> | <b>2,219,047</b>            | <b>2,213,580</b>              |

### Surface Water Mgmt Maintenance

|                                           |           |           |           |           |           |           |           |           |
|-------------------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Administration                            | 46,381    | 46,382    | 46,382    | -         | -         | 46,382    | -         | -         |
| Administration - Drainage                 | 1,432,464 | 3,772,074 | 3,906,366 | 4,425,040 | 4,408,791 | 4,003,035 | 4,076,315 | 4,063,699 |
| Administration - Waste Water              | 205       | -         | -         | -         | -         | -         | -         | -         |
| Administration - Water                    | 21        | -         | -         | -         | -         | -         | -         | -         |
| Catch Basin Inspect                       | 10,916    | -         | -         | -         | -         | -         | -         | -         |
| Catch Basin Maintenance                   | 147       | -         | -         | -         | -         | -         | -         | -         |
| Collection -Drainage                      | 59,198    | 269,051   | 228,895   | 94,794    | 94,794    | 228,895   | 65,204    | 65,204    |
| Culvert Repair                            | -         | 498       | 498       | -         | -         | 498       | -         | -         |
| Ditch Inspect                             | 55        | -         | -         | -         | -         | -         | -         | -         |
| Drainage Collection<br>Administration     | 90,829    | 28,540    | 17,201    | 26,280    | 26,280    | 17,201    | 26,811    | 26,811    |
| Drainage Pipe Maintenance -<br>Collection | 291,746   | 279,517   | 279,517   | 265,813   | 265,813   | 279,517   | 265,813   | 265,813   |
| Drainage Treatment<br>Administration      | 27,954    | 500       | -         | -         | -         | -         | -         | -         |
| Drywell Inspect                           | 116       | -         | -         | -         | -         | -         | -         | -         |

|                                                   | <b>2017<br/>Actuals</b> | <b>2018<br/>Budget</b> | <b>2019<br/>Baseline</b> | <b>2019<br/>Submitted<br/>Budget</b> | <b>2019<br/>Recommended<br/>Budget</b> | <b>2020<br/>Baseline</b> | <b>2020<br/>Submitted<br/>Budget</b> | <b>2020<br/>Recommended<br/>Budget</b> |
|---------------------------------------------------|-------------------------|------------------------|--------------------------|--------------------------------------|----------------------------------------|--------------------------|--------------------------------------|----------------------------------------|
| Facility Inspect                                  | 71                      | -                      | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| Maintenance of Collection<br>System - Waste Water | -                       | 6,250                  | 6,250                    | -                                    | -                                      | 6,250                    | -                                    | -                                      |
| Maintenance of Meters -<br>Distribution           | 155                     | -                      | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| Storm Water Pump Stations                         | 622                     | 600                    | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| Storm Water Sweeping                              | 3,436                   | 336,752                | 336,752                  | 240,754                              | 240,754                                | 336,752                  | 233,432                              | 233,432                                |
| Stormline Collection                              | 4,778                   | -                      | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| Stormline Mapping/Locate                          | 35,515                  | -                      | -                        | 9,678                                | 9,678                                  | -                        | 9,540                                | 9,540                                  |
| Street Sweeping Arterial                          | 184,256                 | -                      | -                        | 60,062                               | 60,017                                 | -                        | 60,034                               | 60,017                                 |
| Street Sweeping Downtown                          | 44,021                  | -                      | -                        | 11,000                               | 11,000                                 | -                        | 11,000                               | 11,000                                 |
| Street Sweeping Neighborhood                      | 201,631                 | 6,267                  | 6,267                    | 14,267                               | 14,267                                 | 6,267                    | 14,267                               | 14,267                                 |
| SW Catch Basin                                    | 424,551                 | 51,559                 | 4,092                    | 118,315                              | 118,299                                | 4,092                    | 116,629                              | 116,623                                |
| SW Channel and Stream                             | 11,461                  | 200                    | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| SW Culvert                                        | 17,692                  | 5,784                  | 1,034                    | 1,000                                | 1,000                                  | 1,034                    | 1,000                                | 1,000                                  |
| SW Ditch                                          | 45,383                  | 2,079                  | 1,729                    | -                                    | -                                      | 1,729                    | -                                    | -                                      |
| SW Drywell                                        | 274,321                 | 49,501                 | 5,196                    | 192,711                              | 192,711                                | 5,196                    | 190,114                              | 190,114                                |
| SW Facility                                       | 310,226                 | 52,231                 | 2,914                    | 119,562                              | 119,510                                | 2,914                    | 117,733                              | 117,714                                |
| SW Facility Sediment Structure                    | 7,403                   | 4,500                  | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| SW Liftstation                                    | 18,979                  | 3,298                  | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| SW Manhole                                        | 25,583                  | 24,872                 | 2,217                    | 1,000                                | 1,000                                  | 2,217                    | 1,000                                | 1,000                                  |
| SW Outfall                                        | 11,243                  | -                      | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| SW Stormline                                      | 208,297                 | 41,661                 | 9,161                    | 123,027                              | 123,027                                | 9,161                    | 122,079                              | 122,079                                |
| SW Street Sweeping                                | 593,823                 | 93,162                 | -                        | 526,895                              | 526,895                                | -                        | 516,056                              | 516,056                                |
| SW Trash Rack                                     | 13,451                  | -                      | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| SW Treatment Structure                            | 77,406                  | 18,355                 | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| SW TV Inspect                                     | 113,373                 | 50,564                 | -                        | 45,168                               | 45,168                                 | -                        | 44,791                               | 44,791                                 |
| Treatment - Storm Water                           | 7,678                   | 42,893                 | 364                      | 4                                    | 4                                      | 364                      | 4                                    | 4                                      |
| TV Drainage Pipe                                  | 9,221                   | 1,000                  | -                        | -                                    | -                                      | -                        | -                                    | -                                      |

|                             | 2017<br>Actuals  | 2018<br>Budget   | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|-----------------------------|------------------|------------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| WA Water Main               | 2,015            | -                | -                | 1,000                       | 1,000                         | -                | 1,000                       | 1,000                         |
| WA Water Meter              | -                | 407              | 407              | -                           | -                             | 407              | -                           | -                             |
| Warehouse                   | 33,631           | 32,425           | 9,105            | 9,120                       | 9,105                         | 9,383            | 9,398                       | 9,383                         |
| Water Chemicals - Treatment | 3,875            | -                | -                | -                           | -                             | -                | -                           | -                             |
| <b>Total</b>                | <b>4,644,129</b> | <b>5,220,922</b> | <b>4,864,347</b> | <b>6,285,490</b>            | <b>6,269,113</b>              | <b>4,961,294</b> | <b>5,882,220</b>            | <b>5,869,547</b>              |

### Surface Water Mgmt Public Works Administration

|                              |                  |                  |                  |                  |                  |                  |                  |                  |
|------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Administration Public Works  | 49,218           | 69,976           | 49,995           | 105,079          | 105,079          | 49,995           | 105,079          | 105,079          |
| Operating Costs Public Works | 3,655,828        | 4,327,263        | 4,327,263        | 4,799,197        | 4,799,197        | 4,327,263        | 4,953,673        | 4,953,673        |
| <b>Total</b>                 | <b>3,705,046</b> | <b>4,397,239</b> | <b>4,377,258</b> | <b>4,904,276</b> | <b>4,904,276</b> | <b>4,377,258</b> | <b>5,058,752</b> | <b>5,058,752</b> |

### Surface Water Mgmt Utility Administration

|                          |                  |                  |               |                  |                  |               |                  |                  |
|--------------------------|------------------|------------------|---------------|------------------|------------------|---------------|------------------|------------------|
| Administration Utilities | 1,240,588        | 1,320,457        | 30,194        | 1,473,499        | 1,473,499        | 30,194        | 1,482,656        | 1,482,656        |
| <b>Total</b>             | <b>1,240,588</b> | <b>1,320,457</b> | <b>30,194</b> | <b>1,473,499</b> | <b>1,473,499</b> | <b>30,194</b> | <b>1,482,656</b> | <b>1,482,656</b> |

### SWAT Team

|                                       |                |                |                |                |                |                |                |                |
|---------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Hostage Negotiation Team              | 12,664         | 11,890         | -              | -              | -              | -              | -              | -              |
| Support Services - Logistics - Police | 937            | -              | -              | -              | -              | -              | -              | -              |
| SWAT - Police                         | 212,169        | 351,779        | 240,732        | 259,445        | 259,445        | 240,732        | 259,206        | 259,206        |
| Tactical Emergency Medical Svcs       | 7,421          | 13,020         | -              | -              | -              | -              | -              | -              |
| <b>Total</b>                          | <b>233,191</b> | <b>376,689</b> | <b>240,732</b> | <b>259,445</b> | <b>259,445</b> | <b>240,732</b> | <b>259,206</b> | <b>259,206</b> |

### Systems Development Reserves

|                                   |           |           |   |   |   |   |   |   |
|-----------------------------------|-----------|-----------|---|---|---|---|---|---|
| Administration - W/S/D Accounting | 6,750,000 | 3,750,000 | - | - | - | - | - | - |
|-----------------------------------|-----------|-----------|---|---|---|---|---|---|

|                                            | 2017<br>Actuals  | 2018<br>Budget   | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|--------------------------------------------|------------------|------------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| <b>Total</b>                               | <b>6,750,000</b> | <b>3,750,000</b> | -                | -                           | -                             | -                | -                           | -                             |
| <b>Technology Repair &amp; Replacement</b> |                  |                  |                  |                             |                               |                  |                             |                               |
| Admin - IT                                 | 337              | -                | -                | 33,177                      | 33,177                        | -                | 33,612                      | 33,612                        |
| Applications - IT                          | 583              | -                | -                | -                           | -                             | -                | -                           | -                             |
| Computer ER&R - IT                         | 2,608,438        | 5,806,478        | 669,014          | 4,512,083                   | 4,462,083                     | 669,014          | 3,349,415                   | 3,214,415                     |
| Data Center - IT                           | 10,200           | 35,000           | -                | -                           | -                             | -                | -                           | -                             |
| Network - IT                               | 367,045          | -                | -                | -                           | -                             | -                | -                           | -                             |
| Telephone ER&R - IT                        | 89,655           | 12,000           | 12,000           | 242,000                     | 242,000                       | 12,000           | 92,000                      | 92,000                        |
| <b>Total</b>                               | <b>3,076,258</b> | <b>5,853,478</b> | <b>681,014</b>   | <b>4,787,260</b>            | <b>4,737,260</b>              | <b>681,014</b>   | <b>3,475,027</b>            | <b>3,340,027</b>              |
| <b>Tennis Center</b>                       |                  |                  |                  |                             |                               |                  |                             |                               |
| Administration - Tennis Center             | 671,695          | 2,011,760        | 291,988          | 1,017,574                   | 1,017,574                     | 294,454          | 1,034,478                   | 1,034,478                     |
| Adult Instruction - Tennis Center          | 81,170           | -                | -                | -                           | -                             | -                | -                           | -                             |
| Front Desk - Tennis Center                 | 62,366           | -                | -                | -                           | -                             | -                | -                           | -                             |
| Jr Instruction - Tennis Center             | 124,010          | 27,110           | 60,804           | -                           | -                             | 60,806           | -                           | -                             |
| Private Lessons - Tennis Center            | 118,224          | -                | -                | -                           | -                             | -                | -                           | -                             |
| Program Assistance - Tennis Center         | 62,888           | -                | -                | -                           | -                             | -                | -                           | -                             |
| Tennis Programs                            | 21,449           | 71,947           | 46,787           | -                           | -                             | 47,707           | -                           | -                             |
| <b>Total</b>                               | <b>1,141,802</b> | <b>2,110,817</b> | <b>399,579</b>   | <b>1,017,574</b>            | <b>1,017,574</b>              | <b>402,967</b>   | <b>1,034,478</b>            | <b>1,034,478</b>              |
| <b>Tourism</b>                             |                  |                  |                  |                             |                               |                  |                             |                               |
| Admin - Tourism                            | 41,319           | 40,702           | 40,702           | 27,226                      | 27,226                        | 40,702           | 27,226                      | 27,226                        |
| DRA Support - Tourism                      | 1,219,165        | 889,638          | 1,400,000        | 1,400,000                   | 1,400,000                     | 1,500,000        | 1,500,000                   | 1,500,000                     |
| Lodging Tax Grant Program - Tourism        | 699,133          | 977,356          | 500,000          | 500,000                     | 500,000                       | 500,000          | 500,000                     | 500,000                       |

|                                             | 2017<br>Actuals  | 2018<br>Budget   | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|---------------------------------------------|------------------|------------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| <b>Total</b>                                | <b>1,959,617</b> | <b>1,907,696</b> | <b>1,940,702</b> | <b>1,927,226</b>            | <b>1,927,226</b>              | <b>2,040,702</b> | <b>2,027,226</b>            | <b>2,027,226</b>              |
| <b>Traffic Engineering &amp; Operations</b> |                  |                  |                  |                             |                               |                  |                             |                               |
| LM Fixture                                  | 6,861            | 506              | 506              | 506                         | 506                           | 506              | 506                         | 506                           |
| LM Maintenance - ReLamp                     | 77,229           | 253              | 253              | -                           | -                             | 253              | -                           | -                             |
| LM Pole                                     | 33,711           | 2,798            | 2,798            | 5,156                       | 5,042                         | 2,798            | 5,084                       | 5,042                         |
| LM Tree Trimming                            | 1,706            | 3,535            | 3,535            | 1,750                       | 1,750                         | 3,535            | 1,750                       | 1,750                         |
| Signals                                     | 1,494,941        | 1,429,881        | 1,505,482        | 1,505,463                   | 1,504,409                     | 1,520,964        | 1,516,658                   | 1,515,585                     |
| SM Bicycle Detection                        | 125              | -                | -                | -                           | -                             | -                | -                           | -                             |
| SM Cabinet                                  | 67,634           | -                | -                | 137                         | 37                            | -                | 74                          | 37                            |
| SM Conflict Monitor                         | 20,199           | -                | -                | -                           | -                             | -                | -                           | -                             |
| SM Controller                               | 412              | -                | -                | -                           | -                             | -                | -                           | -                             |
| SM EVP                                      | 618              | -                | -                | -                           | -                             | -                | -                           | -                             |
| SM Flashing Crosswalk                       | 473              | 290              | 290              | -                           | -                             | 290              | -                           | -                             |
| SM Landscape - Tree Trimming                | 585              | 500              | 500              | 500                         | 500                           | 500              | 500                         | 500                           |
| SM Loop Detector                            | 15,355           | -                | -                | 15                          | -                             | -                | 5                           | -                             |
| SM Overhead Sign                            | 474              | -                | -                | -                           | -                             | -                | -                           | -                             |
| SM Ped Damage                               | 2,631            | -                | -                | -                           | -                             | -                | -                           | -                             |
| SM Pedestrian Signal                        | 5,037            | -                | -                | -                           | -                             | -                | -                           | -                             |
| SM Safety Light                             | 529              | -                | -                | -                           | -                             | -                | -                           | -                             |
| SM School Flasher                           | 1,282            | -                | -                | -                           | -                             | -                | -                           | -                             |
| SM Signal Damage                            | 6,274            | -                | -                | -                           | -                             | -                | -                           | -                             |
| SM Signal Head                              | 13,572           | 5,000            | 5,000            | 5,000                       | 5,000                         | 5,000            | 5,000                       | 5,000                         |
| Street Lights                               | 1,657,799        | 1,978,104        | 1,726,442        | 1,584,257                   | 1,583,892                     | 1,732,095        | 1,601,121                   | 1,600,749                     |
| Traffic Engineering                         | 1,031,538        | 1,024,730        | 1,056,333        | 1,159,161                   | 1,155,022                     | 1,065,166        | 1,163,479                   | 1,160,240                     |
| <b>Total</b>                                | <b>4,438,985</b> | <b>4,445,597</b> | <b>4,301,139</b> | <b>4,261,945</b>            | <b>4,256,158</b>              | <b>4,331,107</b> | <b>4,294,177</b>            | <b>4,289,409</b>              |

|                                                  | 2017<br>Actuals  | 2018<br>Budget   | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|--------------------------------------------------|------------------|------------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| <b>Transportation Benefit District</b>           |                  |                  |                  |                             |                               |                  |                             |                               |
| Transfers - Transportation                       | 1,731,165        | 2,855,539        | -                | 1,049,336                   | 1,049,336                     | -                | 1,047,354                   | 1,047,354                     |
| <b>Total</b>                                     | <b>1,731,165</b> | <b>2,855,539</b> | <b>-</b>         | <b>1,049,336</b>            | <b>1,049,336</b>              | <b>-</b>         | <b>1,047,354</b>            | <b>1,047,354</b>              |
| <b>Transportation Development Review</b>         |                  |                  |                  |                             |                               |                  |                             |                               |
| Administration Public Works                      | 26,522           | 27,108           | 27,108           | 23,818                      | 23,388                        | 27,108           | 23,260                      | 22,960                        |
| Transportation DRS &<br>Concurrency Public Works | 251,907          | 296,513          | 278,488          | 338,561                     | 336,135                       | 284,170          | 344,008                     | 341,572                       |
| Transportation Planning Public<br>Works          | 25,763           | 4,058            | 3,206            | 3,206                       | 3,206                         | 3,206            | 3,206                       | 3,206                         |
| <b>Total</b>                                     | <b>304,192</b>   | <b>327,679</b>   | <b>308,802</b>   | <b>365,585</b>              | <b>362,729</b>                | <b>314,484</b>   | <b>370,474</b>              | <b>367,738</b>                |
| <b>Transportation Impact Fees</b>                |                  |                  |                  |                             |                               |                  |                             |                               |
| Admin Transportation                             | -                | 91,001           | -                | -                           | -                             | -                | -                           | -                             |
| Transfers - Transportation                       | 678,261          | 2,363,494        | -                | -                           | -                             | -                | -                           | -                             |
| <b>Total</b>                                     | <b>678,261</b>   | <b>2,454,495</b> | <b>-</b>         | <b>-</b>                    | <b>-</b>                      | <b>-</b>         | <b>-</b>                    | <b>-</b>                      |
| <b>Transportation Sales Tax</b>                  |                  |                  |                  |                             |                               |                  |                             |                               |
| Admin Transportation                             | 150,478          | 146,123          | 146,123          | 146,123                     | 146,123                       | 146,123          | 146,123                     | 146,123                       |
| Transfers - Transportation                       | 2,225,677        | 3,230,361        | 1,818,380        | 1,818,380                   | 1,818,380                     | 1,810,348        | 1,810,348                   | 1,810,348                     |
| <b>Total</b>                                     | <b>2,376,155</b> | <b>3,376,484</b> | <b>1,964,503</b> | <b>1,964,503</b>            | <b>1,964,503</b>              | <b>1,956,471</b> | <b>1,956,471</b>            | <b>1,956,471</b>              |
| <b>Urban Forestry</b>                            |                  |                  |                  |                             |                               |                  |                             |                               |
| Admin Community Services                         | 16,937           | 16,940           | 16,940           | -                           | -                             | 16,940           | -                           | -                             |
| Urban Forestry                                   | 641,616          | 702,907          | 703,349          | 759,829                     | 758,125                       | 711,356          | 852,322                     | 850,612                       |
| <b>Total</b>                                     | <b>658,553</b>   | <b>719,847</b>   | <b>720,289</b>   | <b>759,829</b>              | <b>758,125</b>                | <b>728,296</b>   | <b>852,322</b>              | <b>850,612</b>                |



|                                    | 2017<br>Actuals  | 2018<br>Budget   | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|------------------------------------|------------------|------------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| <b>Urban Forestry - Drainage</b>   |                  |                  |                  |                             |                               |                  |                             |                               |
| Urban Forestry                     | 35,717           | 45,679           | 23,116           | 42,508                      | 42,508                        | 23,116           | 42,525                      | 42,525                        |
| <b>Total</b>                       | <b>35,717</b>    | <b>45,679</b>    | <b>23,116</b>    | <b>42,508</b>               | <b>42,508</b>                 | <b>23,116</b>    | <b>42,525</b>               | <b>42,525</b>                 |
| <b>Utility Administration</b>      |                  |                  |                  |                             |                               |                  |                             |                               |
| Accounting                         | 296,983          | 443,364          | 419,861          | 423,477                     | 422,775                       | 419,896          | 421,434                     | 420,732                       |
| Administration Utilities           | 1,462,998        | 1,785,994        | 1,453,642        | 1,518,658                   | 1,474,549                     | 1,454,860        | 1,520,066                   | 1,478,676                     |
| Billing                            | 113,298          | -                | -                | -                           | -                             | -                | -                           | -                             |
| Collections                        | 52,800           | 85,725           | 80,136           | 80,330                      | 80,208                        | 82,159           | 82,360                      | 82,234                        |
| Customer Service                   | 756,181          | 806,078          | 947,994          | 951,621                     | 950,133                       | 968,126          | 970,776                     | 969,249                       |
| Inspectors                         | 784,681          | 1,002,117        | 815,519          | 848,761                     | 847,584                       | 822,725          | 837,121                     | 835,931                       |
| Meter Reading                      | 242,260          | 391,177          | 391,177          | 391,177                     | 391,177                       | 391,177          | 391,177                     | 391,177                       |
| Printing and Mailing of Billings   | 460,275          | 450,378          | 502,854          | 503,030                     | 502,909                       | 504,896          | 505,076                     | 504,951                       |
| Remittance Processing              | 11,632           | 90,420           | 90,420           | 90,000                      | 90,000                        | 90,420           | 90,000                      | 90,000                        |
| Technology                         | 274,038          | 262,310          | 213,356          | 213,663                     | 213,470                       | 214,574          | 214,881                     | 214,688                       |
| <b>Total</b>                       | <b>4,455,146</b> | <b>5,317,563</b> | <b>4,914,959</b> | <b>5,020,717</b>            | <b>4,972,805</b>              | <b>4,948,833</b> | <b>5,032,891</b>            | <b>4,987,638</b>              |
| <b>Utility Customer Assistance</b> |                  |                  |                  |                             |                               |                  |                             |                               |
| Collections                        | 16,882           | 30,000           | 30,000           | 30,000                      | 30,000                        | 30,000           | 30,000                      | 30,000                        |
| <b>Total</b>                       | <b>16,882</b>    | <b>30,000</b>    | <b>30,000</b>    | <b>30,000</b>               | <b>30,000</b>                 | <b>30,000</b>    | <b>30,000</b>               | <b>30,000</b>                 |
| <b>VNHR Properties</b>             |                  |                  |                  |                             |                               |                  |                             |                               |
| Construction                       | 377,419          | 378,019          | 378,219          | 378,219                     | 378,219                       | 378,019          | 378,019                     | 378,019                       |
| General Expense                    | 186,270          | 267,777          | 167,277          | 297,274                     | 297,274                       | 167,277          | 298,274                     | 298,274                       |
| Pearson Air Museum                 | 1,205            | 1,411            | 1,152            | 67,591                      | 67,591                        | 1,152            | 67,156                      | 67,156                        |
| VNHR Operations                    | 9,288            | 9,175            | 9,175            | 6,969                       | 6,969                         | 9,175            | 6,969                       | 6,969                         |

|                                               | 2017<br>Actuals   | 2018<br>Budget    | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|-----------------------------------------------|-------------------|-------------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| <b>Total</b>                                  | <b>574,182</b>    | <b>656,382</b>    | <b>555,823</b>   | <b>750,053</b>              | <b>750,053</b>                | <b>555,623</b>   | <b>750,418</b>              | <b>750,418</b>                |
| <b>Water Accounting</b>                       |                   |                   |                  |                             |                               |                  |                             |                               |
| Administration - W/S/D Accounting             | 10,099,578        | 10,001,192        | 1,192            | 420                         | 420                           | 1,192            | 420                         | 420                           |
| Revenue Bonds Debt Payment - W/S/D Accounting | 104,058           | 103,984           | 78,740           | 78,740                      | 78,740                        | 75               | 75                          | 75                            |
| <b>Total</b>                                  | <b>10,203,636</b> | <b>10,105,176</b> | <b>79,932</b>    | <b>79,160</b>               | <b>79,160</b>                 | <b>1,267</b>     | <b>495</b>                  | <b>495</b>                    |
| <b>Water Engineering</b>                      |                   |                   |                  |                             |                               |                  |                             |                               |
| GIS Engineering                               | 502,862           | 547,795           | 511,466          | 516,431                     | 516,431                       | 516,344          | 516,814                     | 516,814                       |
| Surface Water Management Engineering          | 1,268             | 60                | 60               | -                           | -                             | 60               | -                           | -                             |
| Water Administration                          | 17,198            | 17,201            | 17,201           | 19,921                      | 19,921                        | 17,201           | 20,134                      | 20,134                        |
| Water Engineering                             | 1,293,568         | 1,584,114         | 1,604,070        | 1,821,776                   | 1,820,137                     | 1,619,959        | 1,850,020                   | 1,848,358                     |
| <b>Total</b>                                  | <b>1,814,896</b>  | <b>2,149,170</b>  | <b>2,132,797</b> | <b>2,358,128</b>            | <b>2,356,489</b>              | <b>2,153,564</b> | <b>2,386,968</b>            | <b>2,385,306</b>              |
| <b>Water Maintenance</b>                      |                   |                   |                  |                             |                               |                  |                             |                               |
| Administration                                | 48,195            | 45,690            | 45,690           | -                           | -                             | 45,690           | -                           | -                             |
| Administration - Drainage                     | -                 | -                 | -                | 16,500                      | 16,500                        | -                | -                           | -                             |
| Administration - Water                        | 825,028           | 1,309,334         | 1,161,558        | 1,826,605                   | 1,808,947                     | 1,164,745        | 1,818,183                   | 1,805,723                     |
| Cross Connection                              | 222,435           | 180,258           | 101,752          | 101,699                     | 101,538                       | 104,515          | 104,467                     | 104,303                       |
| Customer Service                              | 4,665             | 2,750             | 2,750            | 2,750                       | 2,750                         | 2,750            | 2,750                       | 2,750                         |
| Distribution Administration                   | 1,266,925         | 2,542,409         | 2,723,861        | 3,302,976                   | 3,299,684                     | 2,802,244        | 3,151,578                   | 3,148,178                     |
| Distribution Customer Service                 | 333,741           | 5,286             | 5,286            | 10,286                      | 10,286                        | 5,286            | 10,286                      | 10,286                        |
| Flushing                                      | 10,497            | 500               | 500              | 500                         | 500                           | 500              | 500                         | 500                           |
| General Plant Administration                  | 304,186           | 775,690           | 627,459          | 537,680                     | 537,336                       | 633,192          | 543,075                     | 542,724                       |
| Grounds Maintenance                           | 42,443            | 3,962             | 3,962            | 3,000                       | 3,000                         | 3,962            | 3,000                       | 3,000                         |

|                                                            | <b>2017<br/>Actuals</b> | <b>2018<br/>Budget</b> | <b>2019<br/>Baseline</b> | <b>2019<br/>Submitted<br/>Budget</b> | <b>2019<br/>Recommended<br/>Budget</b> | <b>2020<br/>Baseline</b> | <b>2020<br/>Submitted<br/>Budget</b> | <b>2020<br/>Recommended<br/>Budget</b> |
|------------------------------------------------------------|-------------------------|------------------------|--------------------------|--------------------------------------|----------------------------------------|--------------------------|--------------------------------------|----------------------------------------|
| Main Replacement - Distribution                            | 5,043                   | -                      | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| Maintain Booster Pump                                      | 23,663                  | -                      | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| Maintenance of Buildings                                   | 132,106                 | 5,600                  | 5,600                    | 438,733                              | 438,733                                | 5,600                    | 441,496                              | 441,496                                |
| Maintenance of Chlorine<br>Equipment - Treatment           | 126,710                 | 125,425                | 125,425                  | 125,425                              | 125,425                                | 125,425                  | 125,425                              | 125,425                                |
| Maintenance of General Plant                               | 700,358                 | 550,664                | 482,682                  | 487,413                              | 487,413                                | 482,682                  | 487,413                              | 487,413                                |
| Maintenance of Generators -<br>Pumping                     | 18,981                  | 875                    | 875                      | 875                                  | 875                                    | 875                      | 875                                  | 875                                    |
| Maintenance of Hydrants -<br>Distribution                  | 32,323                  | 64,527                 | 64,527                   | 64,500                               | 64,500                                 | 64,527                   | 64,500                               | 64,500                                 |
| Maintenance of Laterals -<br>Waste Water - Collection      | 1,425                   | -                      | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| Maintenance of Mains -<br>Distribution                     | 85,861                  | 126,294                | 118,963                  | 118,440                              | 118,325                                | 123,221                  | 122,708                              | 122,587                                |
| Maintenance of Meters -<br>Distribution                    | 52,410                  | 78,200                 | 78,200                   | 79,200                               | 79,200                                 | 78,200                   | 79,200                               | 79,200                                 |
| Maintenance of Reservoirs -<br>Pumping                     | 11,987                  | 1,000                  | 1,000                    | 1,000                                | 1,000                                  | 1,000                    | 1,000                                | 1,000                                  |
| Maintenance of Services -<br>Distribution                  | 37,469                  | 120,343                | 24,925                   | 24,925                               | 24,925                                 | 24,925                   | 24,925                               | 24,925                                 |
| Maintenance of Telemetry -<br>Pumping                      | 22,199                  | 9,400                  | 9,400                    | 9,400                                | 9,400                                  | 9,400                    | 9,400                                | 9,400                                  |
| Maintenance of Water Pumps -<br>Pumping                    | 491,430                 | 7,250                  | 7,250                    | 7,250                                | 7,250                                  | 7,250                    | 7,250                                | 7,250                                  |
| Maintenance of Water<br>Treatment Equipment -<br>Treatment | 7,460                   | 2,000                  | 2,000                    | 2,000                                | 2,000                                  | 2,000                    | 2,000                                | 2,000                                  |
| Sampling and Testing                                       | (137,089)               | 100,000                | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| SW Catch Basin                                             | 2,358                   | -                      | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| Valves                                                     | 50                      | -                      | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| WA Fire Hydrant                                            | 115,409                 | 554                    | 554                      | 554                                  | 554                                    | 554                      | 554                                  | 554                                    |
| WA Valve                                                   | 117,507                 | 23,842                 | 23,842                   | 26,842                               | 26,842                                 | 23,842                   | 26,842                               | 26,842                                 |
| WA Water Main                                              | 176,941                 | 43,091                 | 43,091                   | 62,086                               | 62,023                                 | 43,091                   | 62,046                               | 62,023                                 |

|                                       | 2017<br>Actuals  | 2018<br>Budget   | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|---------------------------------------|------------------|------------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| WA Water Meter                        | 988,986          | 441,347          | 441,347          | 448,576                     | 447,900                       | 441,347          | 448,150                     | 447,900                       |
| WA Water Service                      | 225,297          | 87,197           | 87,197           | 92,268                      | 92,216                        | 87,197           | 92,235                      | 92,216                        |
| Warehouse                             | 499,317          | 495,592          | 438,242          | 466,616                     | 466,264                       | 444,992          | 471,851                     | 471,490                       |
| Waste Water Pumping<br>Administration | 110              | -                | -                | -                           | -                             | -                | -                           | -                             |
| Water Chemicals - Treatment           | 119,021          | 105,500          | 105,500          | 105,500                     | 105,500                       | 105,500          | 105,500                     | 105,500                       |
| Water Pumping Administration          | 130,232          | 1,619,062        | 1,530,033        | 1,571,512                   | 1,571,327                     | 1,536,132        | 1,566,146                   | 1,565,951                     |
| Water Quality Administration          | 194,034          | 226,335          | 398,576          | 566,657                     | 566,169                       | 409,261          | 537,374                     | 536,872                       |
| Water Treatment Administration        | 778,446          | 820,082          | 963,358          | 1,513,677                   | 1,342,306                     | 990,335          | 1,333,180                   | 1,229,064                     |
| WP Building                           | 104,798          | -                | -                | 15                          | -                             | -                | 6                           | -                             |
| WP Caustic                            | 341              | -                | -                | -                           | -                             | -                | -                           | -                             |
| WP Chlorine Equipment                 | 34,167           | -                | -                | -                           | -                             | -                | -                           | -                             |
| WP Clay Valve                         | 8,741            | 423              | 423              | -                           | -                             | 423              | -                           | -                             |
| WP Electrical                         | 1,519,663        | 750              | 750              | 750                         | 750                           | 750              | 750                         | 750                           |
| WP Flow Meter                         | 1,431            | 10,000           | 10,000           | 10,000                      | 10,000                        | 10,000           | 10,000                      | 10,000                        |
| WP Fluoride Equipment                 | 16,007           | -                | -                | -                           | -                             | -                | -                           | -                             |
| WP Hypochloride                       | 10,486           | -                | -                | 19                          | -                             | -                | 7                           | -                             |
| WP KMNO4                              | 1,267            | -                | -                | -                           | -                             | -                | -                           | -                             |
| WP Laboratory                         | 8,327            | -                | -                | -                           | -                             | -                | -                           | -                             |
| WP Piping                             | 19,045           | 5,100            | 5,100            | 5,100                       | 5,100                         | 5,100            | 5,100                       | 5,100                         |
| WP Pressure Transducers               | 15,156           | -                | -                | -                           | -                             | -                | -                           | -                             |
| WP Pump Motor                         | 7,948            | 17,572           | 17,572           | 17,125                      | 17,125                        | 17,572           | 17,125                      | 17,125                        |
| WP Telemetry                          | 142,522          | 6,831            | 6,831            | 17,258                      | 17,188                        | 6,831            | 17,167                      | 17,141                        |
| WP Waste Pump                         | 732              | 1,200            | 1,200            | 1,200                       | 1,200                         | 1,200            | 1,200                       | 1,200                         |
| WP Well Pump                          | 18,184           | 10,200           | 10,200           | 10,200                      | 10,200                        | 10,200           | 10,200                      | 10,200                        |
| <b>Total</b>                          | <b>9,926,974</b> | <b>9,972,135</b> | <b>9,677,481</b> | <b>12,077,112</b>           | <b>11,882,251</b>             | <b>9,822,316</b> | <b>11,705,464</b>           | <b>11,583,463</b>             |

## Water Resource Education Center

|                                   | <b>2017<br/>Actuals</b> | <b>2018<br/>Budget</b> | <b>2019<br/>Baseline</b> | <b>2019<br/>Submitted<br/>Budget</b> | <b>2019<br/>Recommended<br/>Budget</b> | <b>2020<br/>Baseline</b> | <b>2020<br/>Submitted<br/>Budget</b> | <b>2020<br/>Recommended<br/>Budget</b> |
|-----------------------------------|-------------------------|------------------------|--------------------------|--------------------------------------|----------------------------------------|--------------------------|--------------------------------------|----------------------------------------|
| Admin Community Services          | 12,990                  | 12,988                 | 12,988                   | 25,898                               | 25,898                                 | 12,988                   | 23,330                               | 23,330                                 |
| Urban Forestry                    | 402                     | -                      | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| WREC Community Relations          | 9,008                   | 16,841                 | -                        | -                                    | -                                      | -                        | -                                    | -                                      |
| WREC Educational Programs         | 168,666                 | 182,788                | 45,000                   | 45,478                               | 45,348                                 | 45,000                   | 45,396                               | 45,348                                 |
| WREC Facility Admin<br>Management | 1,078,384               | 1,040,694              | 1,152,259                | 1,476,238                            | 1,455,211                              | 1,159,383                | 1,483,189                            | 1,462,157                              |
| <b>Total</b>                      | <b>1,269,450</b>        | <b>1,253,311</b>       | <b>1,210,247</b>         | <b>1,547,614</b>                     | <b>1,526,457</b>                       | <b>1,217,371</b>         | <b>1,551,915</b>                     | <b>1,530,835</b>                       |

### **Water Revenue Bond Debt**

|                        |                |                |               |               |               |               |               |               |
|------------------------|----------------|----------------|---------------|---------------|---------------|---------------|---------------|---------------|
| 2004 Revenue Refunding | 54,588         | 54,743         | 78,665        | 78,665        | 78,665        | 78,720        | 78,720        | 78,720        |
| 2005 Revenue Refunding | 49,229         | 49,166         | -             | -             | -             | -             | -             | -             |
| <b>Total</b>           | <b>103,817</b> | <b>103,909</b> | <b>78,665</b> | <b>78,665</b> | <b>78,665</b> | <b>78,720</b> | <b>78,720</b> | <b>78,720</b> |

### **Water/Sewer Revenue Bonds Debt**

|                        |                  |                  |                  |                  |                  |                  |                  |                  |
|------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| 2004 Revenue Refunding | 2,674,788        | 2,682,383        | 3,854,585        | 3,854,585        | 3,854,585        | 3,857,280        | 3,857,280        | 3,857,280        |
| 2005 Revenue Refunding | 4,873,659        | 4,867,422        | -                | -                | -                | -                | -                | -                |
| <b>Total</b>           | <b>7,548,447</b> | <b>7,549,805</b> | <b>3,854,585</b> | <b>3,854,585</b> | <b>3,854,585</b> | <b>3,857,280</b> | <b>3,857,280</b> | <b>3,857,280</b> |

## Summary of Revenue by Fund and Source

|                                     | 2017 Actual        | 2018 Forecast      | 2019 Baseline      | 2019 Submitted Forecast | 2019 Recommended Forecast | 2020 Baseline      | 2020 Submitted Forecast | 2020 Recommended Forecast |
|-------------------------------------|--------------------|--------------------|--------------------|-------------------------|---------------------------|--------------------|-------------------------|---------------------------|
| <b>General Fund</b>                 |                    |                    |                    |                         |                           |                    |                         |                           |
| Tax Revenue                         |                    |                    |                    |                         |                           |                    |                         |                           |
| Property Tax                        | 45,928,317         | 48,737,924         | 49,669,389         | 49,669,389              | 49,669,389                | 50,413,080         | 50,413,080              | 50,413,080                |
| Sales Tax                           | 39,762,340         | 39,220,947         | 41,480,843         | 44,480,843              | 44,480,843                | 42,330,843         | 45,330,843              | 45,330,843                |
| Electrical Tax                      | 8,339,813          | 8,558,165          | 8,814,799          | 8,814,799               | 8,814,799                 | 8,929,392          | 8,929,392               | 8,929,392                 |
| Natural Gas Tax                     | 2,553,516          | 2,941,179          | 3,381,191          | 3,381,191               | 3,381,191                 | 3,515,250          | 3,515,250               | 3,515,250                 |
| Telephone Tax                       | 4,016,574          | 3,834,355          | 3,670,892          | 3,670,892               | 3,670,892                 | 3,509,373          | 3,509,373               | 3,509,373                 |
| Cable Franchise Fee                 | 2,066,790          | 1,910,713          | 2,185,000          | 2,185,000               | 2,185,000                 | 3,000,000          | 3,000,000               | 3,000,000                 |
| Water/Sewer/Storm Water Tax         | 22,606,798         | 25,482,418         | 26,598,771         | 28,959,963              | 28,959,963                | 28,429,073         | 30,437,560              | 30,437,560                |
| Solid Waste Utility Tax             | 5,290,672          | 5,776,054          | 5,768,000          | 6,546,597               | 6,546,597                 | 5,941,040          | 6,546,597               | 6,546,597                 |
| Gambling and Leasehold Taxes        | 671,739            | 657,823            | 765,076            | 765,076                 | 765,076                   | 780,377            | 780,377                 | 780,377                   |
| Charges for Services                |                    |                    |                    |                         |                           |                    |                         |                           |
| Planning Permits                    | 790,370            | 876,285            | 840,000            | 840,000                 | 840,000                   | 840,000            | 840,000                 | 840,000                   |
| Recreation Program Fees             | 3,932,803          | 4,229,884          | 4,440,000          | 4,410,000               | 4,410,000                 | 4,691,800          | 4,661,800               | 4,661,800                 |
| Interfund Service Charges           | 4,942,822          | 5,265,860          | 3,900,000          | 1,498,286               | 1,498,286                 | 4,100,000          | 1,535,319               | 1,535,319                 |
| Other Charges & Services            | 979,182            | 1,511,817          | 1,035,000          | 1,035,000               | 1,035,000                 | 1,060,000          | 1,060,000               | 1,060,000                 |
| Other Revenue                       |                    |                    |                    |                         |                           |                    |                         |                           |
| Business Licenses                   | 1,842,916          | 2,088,835          | 2,194,612          | 2,194,612               | 2,194,612                 | 2,220,904          | 2,220,904               | 2,220,904                 |
| Grants and Entitlements             | 778,686            | 1,397,873          | -                  | 720,804                 | 720,804                   | -                  | 400,000                 | 400,000                   |
| State Shared Revenues               | 3,821,244          | 3,675,196          | 3,800,000          | 3,800,000               | 3,800,000                 | 3,800,000          | 3,800,000               | 3,800,000                 |
| Parks Contract with Clark County    | 125,695            | 75,000             | 80,000             | 80,000                  | 80,000                    | 80,000             | 80,000                  | 80,000                    |
| District Court                      | 1,404,083          | 1,814,367          | 1,545,500          | 1,545,500               | 1,545,500                 | 1,620,000          | 1,620,000               | 1,620,000                 |
| Lease Revenue (short and long-term) | 3,248,630          | 2,271,312          | 1,251,000          | 3,189,695               | 3,189,695                 | 858,000            | 2,826,056               | 2,826,056                 |
| Miscellaneous                       | 1,799,528          | 1,442,759          | 1,740,000          | 1,740,000               | 1,740,000                 | 1,795,000          | 1,803,887               | 1,803,887                 |
| Operating Transfers                 | 1,014,055          | 4,037,007          | -                  | 1,047,854               | 1,047,854                 | -                  | 783,615                 | 783,615                   |
| <b>Total</b>                        | <b>155,916,573</b> | <b>165,805,773</b> | <b>163,160,073</b> | <b>170,575,501</b>      | <b>170,575,501</b>        | <b>167,914,132</b> | <b>174,094,053</b>      | <b>174,094,053</b>        |



|                                                  | 2017 Actual       | 2018 Forecast     | 2019 Baseline     | 2019 Submitted<br>Forecast | 2019<br>Recommended<br>Forecast | 2020 Baseline     | 2020 Submitted<br>Forecast | 2020<br>Recommended<br>Forecast |
|--------------------------------------------------|-------------------|-------------------|-------------------|----------------------------|---------------------------------|-------------------|----------------------------|---------------------------------|
| <i>Special Revenue Funds</i>                     |                   |                   |                   |                            |                                 |                   |                            |                                 |
| <b>Street Fund</b>                               |                   |                   |                   |                            |                                 |                   |                            |                                 |
| Real Estate Excise Tax                           | 4,214,532         | -                 | -                 | -                          | -                               | -                 | -                          | -                               |
| Motor Vehicle Fuel Tax                           | 3,675,935         | 3,735,316         | 3,750,000         | 3,750,000                  | 3,750,000                       | 3,800,000         | 3,800,000                  | 3,800,000                       |
| Permits and Misc.                                | 1,352,723         | 1,147,026         | 1,142,000         | 1,542,511                  | 1,542,511                       | 1,167,500         | 1,590,039                  | 1,590,039                       |
| Operating Transfers                              | 11,129,153        | 8,716,019         | 8,607,926         | 8,705,754                  | 8,705,754                       | 8,607,926         | 8,704,763                  | 8,704,763                       |
| <b>Total</b>                                     | <b>4,730,176</b>  | <b>10,818,243</b> | <b>9,860,129</b>  | <b>10,667,611</b>          | <b>10,667,611</b>               | <b>10,168,129</b> | <b>11,775,538</b>          | <b>11,775,538</b>               |
| <b>Operating Street Initiative Fund</b>          | <b>4,730,176</b>  | <b>10,818,243</b> | <b>9,860,129</b>  | <b>10,667,611</b>          | <b>10,667,611</b>               | <b>10,168,129</b> | <b>11,775,538</b>          | <b>11,775,538</b>               |
| <b>Operating Fire Fund</b>                       |                   |                   |                   |                            |                                 |                   |                            |                                 |
| Service Charges - Fire District #5               | 9,574,179         | 8,800,220         | 9,332,166         | 9,516,620                  | 9,516,620                       | 9,476,000         | 11,435,737                 | 11,435,737                      |
| Grant Revenue                                    | 356,691           | 310,435           | 45,000            | 56,000                     | 56,000                          | 45,000            | 56,000                     | 56,000                          |
| Permits/Other Fees and Misc.                     | 1,863,817         | 1,926,312         | 1,560,000         | 2,046,916                  | 2,046,916                       | 1,580,000         | 2,089,956                  | 2,089,956                       |
| Operating Transfers                              | 29,287,685        | 30,663,280        | 36,980,786        | 37,497,045                 | 37,497,045                      | 30,251,468        | 30,791,489                 | 30,791,489                      |
| <b>Total</b>                                     | <b>41,082,372</b> | <b>41,700,247</b> | <b>47,917,952</b> | <b>49,116,581</b>          | <b>49,116,581</b>               | <b>41,352,468</b> | <b>44,373,182</b>          | <b>44,373,182</b>               |
| <b>Fire Equipment Fund</b>                       | <b>1,167,229</b>  | <b>1,128,042</b>  | <b>56,000</b>     | <b>1,732,531</b>           | <b>1,732,531</b>                | <b>56,000</b>     | <b>949,983</b>             | <b>949,983</b>                  |
| <b>AMR Compliance Fund</b>                       | <b>748,782</b>    | <b>681,000</b>    | <b>730,000</b>    | <b>730,000</b>             | <b>730,000</b>                  | <b>740,000</b>    | <b>740,000</b>             | <b>740,000</b>                  |
| <b>Drug Enforcement</b>                          | <b>220,997</b>    | <b>124,900</b>    | <b>255,000</b>    | <b>255,000</b>             | <b>255,000</b>                  | <b>255,000</b>    | <b>255,000</b>             | <b>255,000</b>                  |
| <b>Community Development Block Grant</b>         | <b>1,869,000</b>  | <b>2,009,297</b>  | <b>-</b>          | <b>2,189,088</b>           | <b>2,129,088</b>                | <b>-</b>          | <b>2,196,655</b>           | <b>2,136,655</b>                |
| <b>Tourism</b>                                   | <b>2,475,153</b>  | <b>1,790,521</b>  | <b>2,850,000</b>  | <b>2,850,000</b>           | <b>2,850,000</b>                | <b>3,050,000</b>  | <b>3,050,000</b>           | <b>3,050,000</b>                |
| <b>Affordable Housing</b>                        | <b>5,968,009</b>  | <b>6,000,000</b>  | <b>6,040,000</b>  | <b>6,040,000</b>           | <b>6,040,000</b>                | <b>6,050,000</b>  | <b>6,050,000</b>           | <b>6,050,000</b>                |
| <b>Criminal Justice/LLEBG</b>                    | <b>266,868</b>    | <b>245,764</b>    | <b>260,000</b>    | <b>260,000</b>             | <b>260,000</b>                  | <b>260,000</b>    | <b>260,000</b>             | <b>260,000</b>                  |
| <b>Transportation Special Fund</b>               | <b>2,627,394</b>  | <b>2,610,000</b>  | <b>2,735,000</b>  | <b>2,735,000</b>           | <b>2,735,000</b>                | <b>2,740,000</b>  | <b>2,740,000</b>           | <b>2,740,000</b>                |
| <b>Real Estate Excise Tax</b>                    | <b>3,630,897</b>  | <b>3,413,189</b>  | <b>3,035,000</b>  | <b>3,035,000</b>           | <b>3,035,000</b>                | <b>3,035,000</b>  | <b>3,035,000</b>           | <b>3,035,000</b>                |
| <b>Parks and Recreation Special Revenue Fund</b> | <b>32,002</b>     | <b>15,200</b>     | <b>20,000</b>     | <b>20,000</b>              | <b>20,000</b>                   | <b>20,000</b>     | <b>-</b>                   | <b>-</b>                        |
| <b>Downtown Initiatives</b>                      | <b>185,634</b>    | <b>179,248</b>    | <b>185,000</b>    | <b>185,000</b>             | <b>185,000</b>                  | <b>185,000</b>    | <b>185,000</b>             | <b>185,000</b>                  |
| <b>VNHR Properties</b>                           | <b>772,002</b>    | <b>573,713</b>    | <b>580,000</b>    | <b>580,000</b>             | <b>580,000</b>                  | <b>580,000</b>    | <b>580,000</b>             | <b>580,000</b>                  |
| <b>Senior Messenger</b>                          | <b>249,617</b>    | <b>287,000</b>    | <b>291,000</b>    | <b>291,000</b>             | <b>291,000</b>                  | <b>291,000</b>    | <b>291,000</b>             | <b>291,000</b>                  |
| <b>TIF Funds</b>                                 | <b>2,536,451</b>  | <b>1,507,796</b>  | <b>1,890,000</b>  | <b>1,890,000</b>           | <b>1,890,000</b>                | <b>1,895,000</b>  | <b>1,895,000</b>           | <b>1,895,000</b>                |
| <b>PIF Funds</b>                                 | <b>2,574,323</b>  | <b>1,246,000</b>  | <b>795,000</b>    | <b>795,000</b>             | <b>795,000</b>                  | <b>806,000</b>    | <b>806,000</b>             | <b>806,000</b>                  |
| <b>Parkhill Cemetary Fund</b>                    | <b>20,656</b>     | <b>17,500</b>     | <b>20,000</b>     | <b>735,862</b>             | <b>735,862</b>                  | <b>20,000</b>     | <b>757,338</b>             | <b>757,338</b>                  |

|                                                   | 2017 Actual       | 2018 Forecast     | 2019 Baseline    | 2019 Submitted<br>Forecast | 2019<br>Recommended<br>Forecast | 2020 Baseline    | 2020 Submitted<br>Forecast | 2020<br>Recommended<br>Forecast |
|---------------------------------------------------|-------------------|-------------------|------------------|----------------------------|---------------------------------|------------------|----------------------------|---------------------------------|
| <i>Debt Service Funds</i>                         |                   |                   |                  |                            |                                 |                  |                            |                                 |
| <b>General Obligation Debt Service Fund</b>       | <b>10,353,679</b> | <b>11,237,965</b> | <b>8,494,434</b> | <b>9,299,167</b>           | <b>9,299,167</b>                | <b>7,710,722</b> | <b>9,027,438</b>           | <b>9,027,438</b>                |
| <b>LID Fund</b>                                   | <b>34,921</b>     | <b>27,000</b>     | <b>-</b>         | <b>-</b>                   | <b>-</b>                        | <b>-</b>         | <b>-</b>                   | <b>-</b>                        |
| <i>Capital Funds</i>                              |                   |                   |                  |                            |                                 |                  |                            |                                 |
| <b>2011 Bond Capital Fund - Waterfront</b>        | <b>36,175</b>     | <b>-</b>          | <b>30,000</b>    | <b>30,000</b>              | <b>30,000</b>                   | <b>30,000</b>    | <b>30,000</b>              | <b>30,000</b>                   |
| <b>Transportation Capital Fund</b>                | <b>15,212,225</b> | <b>19,252,938</b> | <b>40,000</b>    | <b>13,518,393</b>          | <b>13,518,393</b>               | <b>40,000</b>    | <b>2,800,000</b>           | <b>2,800,000</b>                |
| <b>Capital Street Initiative Fund</b>             | <b>1,285,791</b>  | <b>2,128,722</b>  | <b>130,000</b>   | <b>2,530,016</b>           | <b>2,530,016</b>                | <b>130,000</b>   | <b>1,305,000</b>           | <b>1,305,000</b>                |
| <b>Capital Improvement Fund</b>                   | <b>4,822,154</b>  | <b>4,292,414</b>  | <b>-</b>         | <b>7,773,474</b>           | <b>7,723,474</b>                | <b>-</b>         | <b>4,341,200</b>           | <b>4,291,200</b>                |
| <b>Fire Acquisition Fund</b>                      | <b>3,191,217</b>  | <b>2,816,847</b>  | <b>-</b>         | <b>1,199,108</b>           | <b>1,199,108</b>                | <b>-</b>         | <b>1,524,518</b>           | <b>1,484,518</b>                |
| <b>VNHR Property Capital</b>                      | <b>1,561,415</b>  | <b>-</b>          | <b>-</b>         | <b>-</b>                   | <b>-</b>                        | <b>-</b>         | <b>-</b>                   | <b>-</b>                        |
| <b>Parks Construction Fund (Capital Projects)</b> | <b>7,448,938</b>  | <b>16,568,183</b> | <b>-</b>         | <b>7,704,779</b>           | <b>7,704,779</b>                | <b>-</b>         | <b>1,269,500</b>           | <b>609,500</b>                  |
| <b>City Tree Reserve Fund</b>                     | <b>81,877</b>     | <b>30,000</b>     | <b>86,250</b>    | <b>86,250</b>              | <b>86,250</b>                   | <b>86,250</b>    | <b>86,250</b>              | <b>86,250</b>                   |
| <b>Drainage Construction Fund</b>                 | <b>6,423,167</b>  | <b>3,275,295</b>  | <b>-</b>         | <b>1,159,000</b>           | <b>1,159,000</b>                | <b>-</b>         | <b>2,002,500</b>           | <b>2,002,500</b>                |
| <b>Water/Sewer Capital Reserves</b>               | <b>26,743</b>     | <b>14,000</b>     | <b>30,000</b>    | <b>30,000</b>              | <b>30,000</b>                   | <b>30,000</b>    | <b>30,000</b>              | <b>30,000</b>                   |
| <b>Systems Development Reserves</b>               | <b>3,361,742</b>  | <b>3,265,000</b>  | <b>3,215,000</b> | <b>3,215,000</b>           | <b>3,215,000</b>                | <b>3,316,000</b> | <b>3,316,000</b>           | <b>3,316,000</b>                |
| <b>Water Construction Fund</b>                    | <b>20,221,079</b> | <b>14,686,249</b> | <b>700,000</b>   | <b>14,800,000</b>          | <b>14,800,000</b>               | <b>520,000</b>   | <b>9,120,000</b>           | <b>9,120,000</b>                |
| <b>SCIP Fund</b>                                  | <b>-20,422</b>    | <b>685,000</b>    | <b>680,000</b>   | <b>680,000</b>             | <b>680,000</b>                  | <b>680,000</b>   | <b>680,000</b>             | <b>680,000</b>                  |
| <b>Water Revenue Bond Debt Service Fund</b>       | <b>104,213</b>    | <b>103,909</b>    | <b>78,665</b>    | <b>78,665</b>              | <b>78,665</b>                   | <b>78,720</b>    | <b>78,720</b>              | <b>78,720</b>                   |
| <b>Sewer Revenue Bond Debt Service Fund</b>       | <b>7,577,490</b>  | <b>7,559,805</b>  | <b>3,854,585</b> | <b>3,854,585</b>           | <b>3,854,585</b>                | <b>3,857,280</b> | <b>3,857,280</b>           | <b>3,857,280</b>                |
| <b>Debt Service Reserves</b>                      | <b>2,005,839</b>  | <b>8,200</b>      | <b>20,000</b>    | <b>20,000</b>              | <b>20,000</b>                   | <b>20,000</b>    | <b>20,000</b>              | <b>20,000</b>                   |
| <b>Sewer System Development</b>                   | <b>3,341,912</b>  | <b>3,210,000</b>  | <b>3,400,000</b> | <b>3,400,000</b>           | <b>3,400,000</b>                | <b>3,500,000</b> | <b>3,500,000</b>           | <b>3,500,000</b>                |
| <b>Sewer Construction Fund</b>                    | <b>13,111,280</b> | <b>5,800,000</b>  | <b>50,000</b>    | <b>17,200,000</b>          | <b>17,200,000</b>               | <b>50,000</b>    | <b>17,495,000</b>          | <b>17,495,000</b>               |

|                                      | 2017 Actual       | 2018 Forecast     | 2019 Baseline     | 2019 Submitted<br>Forecast | 2019<br>Recommended<br>Forecast | 2020 Baseline     | 2020 Submitted<br>Forecast | 2020<br>Recommended<br>Forecast |
|--------------------------------------|-------------------|-------------------|-------------------|----------------------------|---------------------------------|-------------------|----------------------------|---------------------------------|
| <i>Enterprise Funds</i>              |                   |                   |                   |                            |                                 |                   |                            |                                 |
| <b>Storm Water</b>                   |                   |                   |                   |                            |                                 |                   |                            |                                 |
| Storm Drainage Fees                  | 14,734,702        | 17,462,624        | 18,709,256        | 18,709,256                 | 18,709,256                      | 19,457,626        | 19,457,626                 | 19,457,626                      |
| Miscellaneous                        | 329,773           | 244,079           | 324,000           | 324,000                    | 324,000                         | 459,000           | 459,000                    | 459,000                         |
| <b>Total</b>                         | <b>15,064,475</b> | <b>17,706,703</b> | <b>19,033,256</b> | <b>19,033,256</b>          | <b>19,033,256</b>               | <b>19,916,626</b> | <b>19,916,626</b>          | <b>19,916,626</b>               |
| <b>Water</b>                         |                   |                   |                   |                            |                                 |                   |                            |                                 |
| Residential Water Sales              | 27,259,903        | 31,665,198        | 30,208,314        | 30,208,314                 | 30,208,314                      | 31,416,647        | 31,416,647                 | 31,416,647                      |
| Commercial Water Sales               | 5,459,869         | 5,797,160         | 6,492,821         | 6,492,821                  | 6,492,821                       | 6,752,533         | 6,752,533                  | 6,752,533                       |
| Governmental Water Sales             | 1,223,409         | 1,108,251         | 1,241,243         | 1,241,243                  | 1,241,243                       | 1,290,893         | 1,290,893                  | 1,290,893                       |
| Private Capital Contributions        | 2,459,157         | 240,000           | 335,000           | 335,000                    | 335,000                         | 335,000           | 335,000                    | 335,000                         |
| Interfund Transfers                  | 2,733,467         | 3,055,330         | -                 | 3,095,410                  | 3,095,410                       | -                 | 3,115,031                  | 3,115,031                       |
| Indirect Cost Plan Revenue           | 1,891,971         | 2,064,677         | 1,711,353         | 2,261,465                  | 2,261,465                       | 1,779,806         | 2,348,531                  | 2,348,531                       |
| Miscellaneous                        | 2,076,948         | 1,918,071         | 1,598,000         | 2,220,876                  | 2,175,876                       | 1,575,000         | 2,197,876                  | 2,152,876                       |
| <b>Total</b>                         | <b>43,104,724</b> | <b>45,848,687</b> | <b>41,586,731</b> | <b>45,855,129</b>          | <b>45,810,129</b>               | <b>43,149,879</b> | <b>47,456,511</b>          | <b>47,411,511</b>               |
| <b>Sewer</b>                         |                   |                   |                   |                            |                                 |                   |                            |                                 |
| Residential Sewer Charges            | 29,234,946        | 33,015,551        | 35,392,090        | 35,392,090                 | 35,392,090                      | 36,807,774        | 36,807,774                 | 36,807,774                      |
| Commercial, Industrial Sewer Charges | 12,871,262        | 12,498,759        | 13,998,611        | 13,998,611                 | 13,998,611                      | 14,558,556        | 14,558,556                 | 14,558,556                      |
| Governmental Sewer Charges           | 1,990,633         | 1,299,395         | 1,455,325         | 1,455,325                  | 1,455,325                       | 1,513,537         | 1,513,537                  | 1,513,537                       |
| Private Capital Contributions        | 404,667           | 150,000           | 150,000           | 150,000                    | 150,000                         | 150,000           | 150,000                    | 150,000                         |
| Interfund Transfers                  | 6,260,709         | 3,300,000         | -                 | 4,800,000                  | 4,800,000                       | -                 | 3,300,000                  | 3,300,000                       |
| Miscellaneous                        | 1,018,070         | 1,228,354         | 432,400           | 434,060                    | 434,060                         | 446,736           | 448,396                    | 448,396                         |
| <b>Total</b>                         | <b>51,780,287</b> | <b>51,492,059</b> | <b>51,428,426</b> | <b>56,230,086</b>          | <b>56,230,086</b>               | <b>53,476,603</b> | <b>56,778,263</b>          | <b>56,778,263</b>               |
| <b>Building Inspections</b>          |                   |                   |                   |                            |                                 |                   |                            |                                 |
| Permits                              | 3,719,144         | 4,303,600         | 5,504,625         | 5,504,625                  | 5,504,625                       | 5,704,626         | 6,704,626                  | 6,704,626                       |
| Interfund Services                   | 313,798           | 417,620           | 420,000           | 399,065                    | 399,065                         | 430,000           | 411,037                    | 411,037                         |
| Miscellaneous                        | 190,140           | 163,773           | 70,000            | 288,019                    | 288,019                         | 70,000            | 292,646                    | 292,646                         |
| <b>Total</b>                         | <b>4,223,082</b>  | <b>4,884,993</b>  | <b>5,994,625</b>  | <b>6,191,709</b>           | <b>6,191,709</b>                | <b>6,204,626</b>  | <b>7,408,309</b>           | <b>7,408,309</b>                |
| <b>Solid Waste</b>                   |                   |                   |                   |                            |                                 |                   |                            |                                 |
| Solid Waste Utility Tax              | 1,204,396         | 1,270,132         | 1,422,548         | 1,422,548                  | 1,422,548                       | 1,479,450         | 1,479,450                  | 1,479,450                       |
| Service Charges - Recycling          | 764,942           | 635,581           | 790,000           | 790,000                    | 790,000                         | 790,000           | 790,000                    | 790,000                         |
| Miscellaneous                        | 146,740           | 43,226            | 55,000            | 55,000                     | 55,000                          | 55,000            | 55,000                     | 55,000                          |
| <b>Total</b>                         | <b>2,116,078</b>  | <b>1,948,939</b>  | <b>2,267,548</b>  | <b>2,267,548</b>           | <b>2,267,548</b>                | <b>2,324,450</b>  | <b>2,324,450</b>           | <b>2,324,450</b>                |

|                                                        | 2017 Actual       | 2018 Forecast     | 2019 Baseline     | 2019 Submitted<br>Forecast | 2019<br>Recommended<br>Forecast | 2020 Baseline     | 2020 Submitted<br>Forecast | 2020<br>Recommended<br>Forecast |
|--------------------------------------------------------|-------------------|-------------------|-------------------|----------------------------|---------------------------------|-------------------|----------------------------|---------------------------------|
| <i>Enterprise Funds</i>                                |                   |                   |                   |                            |                                 |                   |                            |                                 |
| <b>Parking</b>                                         |                   |                   |                   |                            |                                 |                   |                            |                                 |
| Parking Fines                                          | 574,955           | 532,000           | 700,000           | 700,000                    | 700,000                         | 700,000           | 700,000                    | 700,000                         |
| Parking Meters and Lots                                | 2,593,775         | 3,662,309         | 2,992,908         | 2,992,908                  | 2,992,908                       | 3,242,908         | 3,242,908                  | 3,242,908                       |
| Miscellaneous                                          | 118,636           | 35,300            | 61,600            | 61,600                     | 61,600                          | 61,600            | 81,600                     | 81,600                          |
| Operating Transfers                                    | 500,000           | -                 | -                 | -                          | -                               | -                 | -                          | -                               |
| <b>Total</b>                                           | <b>3,212,411</b>  | <b>3,697,609</b>  | <b>3,054,508</b>  | <b>3,054,508</b>           | <b>3,054,508</b>                | <b>3,304,508</b>  | <b>3,324,508</b>           | <b>3,324,508</b>                |
| <b>Tennis Center</b>                                   |                   |                   |                   |                            |                                 |                   |                            |                                 |
| Membership Fees                                        | 731,435           | 822,000           | -                 | 1,005,082                  | 1,005,082                       | -                 | 1,024,064                  | 1,024,064                       |
| Instruction and Miscellaneous                          | 15,356            | 24,000            | -                 | -                          | -                               | -                 | -                          | -                               |
| Operating Transfers                                    | 323,009           | 1,217,009         | 35,000            | 35,000                     | 35,000                          | 35,000            | 35,000                     | 35,000                          |
| <b>Total</b>                                           | <b>1,069,800</b>  | <b>2,063,009</b>  | <b>35,000</b>     | <b>1,040,082</b>           | <b>1,040,082</b>                | <b>35,000</b>     | <b>1,059,064</b>           | <b>1,059,064</b>                |
| <b>Pearson Airfield</b>                                | <b>861,509</b>    | <b>1,438,722</b>  | <b>709,500</b>    | <b>2,675,500</b>           | <b>2,675,500</b>                | <b>729,500</b>    | <b>729,500</b>             | <b>729,500</b>                  |
| <b>Utility Customer Assistance</b>                     | <b>16,917</b>     | <b>13,000</b>     | <b>15,000</b>     | <b>15,000</b>              | <b>15,000</b>                   | <b>15,000</b>     | <b>15,000</b>              | <b>15,000</b>                   |
| <i>Internal Service Funds</i>                          |                   |                   |                   |                            |                                 |                   |                            |                                 |
| <b>Facilities Asset Mgmt &amp; Replacement Reserve</b> | <b>4,624,826</b>  | <b>3,784,805</b>  | <b>2,265,000</b>  | <b>7,765,000</b>           | <b>7,765,000</b>                | <b>2,265,000</b>  | <b>5,965,000</b>           | <b>5,965,000</b>                |
| <b>Equipment Services Operations Fund</b>              | <b>6,647,308</b>  | <b>6,859,886</b>  | <b>6,765,000</b>  | <b>7,312,787</b>           | <b>7,302,035</b>                | <b>6,965,000</b>  | <b>7,186,557</b>           | <b>7,175,805</b>                |
| <b>Equipment Services Capital Fund</b>                 | <b>3,217,818</b>  | <b>3,325,862</b>  | <b>2,503,503</b>  | <b>8,271,959</b>           | <b>8,093,534</b>                | <b>2,502,641</b>  | <b>5,930,209</b>           | <b>5,911,784</b>                |
| <b>Computer Repair &amp; Replacement</b>               | <b>2,877,794</b>  | <b>3,015,230</b>  | <b>3,000,000</b>  | <b>4,561,524</b>           | <b>4,551,904</b>                | <b>3,000,000</b>  | <b>3,914,832</b>           | <b>3,904,212</b>                |
| <b>Grounds and Facilities Internal Services Fund</b>   | <b>-</b>          | <b>-</b>          | <b>55,000</b>     | <b>13,611,455</b>          | <b>13,399,323</b>               | <b>55,000</b>     | <b>10,451,521</b>          | <b>10,323,502</b>               |
| <b>Self-Insured Worker's Comp and Liability Fund</b>   | <b>6,154,901</b>  | <b>6,023,717</b>  | <b>6,200,000</b>  | <b>6,531,693</b>           | <b>6,531,693</b>                | <b>6,200,000</b>  | <b>6,531,693</b>           | <b>6,531,693</b>                |
| <b>Internal Administrative Services Fund</b>           | <b>15,925,892</b> | <b>16,365,068</b> | <b>15,180,000</b> | <b>17,778,062</b>          | <b>17,778,062</b>               | <b>15,180,000</b> | <b>17,734,742</b>          | <b>17,734,742</b>               |
| <b>Benefits Fund</b>                                   | <b>10,426,950</b> | <b>10,442,056</b> | <b>14,166,854</b> | <b>14,166,854</b>          | <b>14,166,854</b>               | <b>14,860,370</b> | <b>14,860,370</b>          | <b>14,860,370</b>               |
| <b>Self-Insured Health Insurance Fund</b>              | <b>7,424,651</b>  | <b>7,210,634</b>  | <b>9,332,000</b>  | <b>9,332,000</b>           | <b>9,332,000</b>                | <b>9,946,000</b>  | <b>9,946,000</b>           | <b>9,946,000</b>                |
| <i>Agency Funds</i>                                    |                   |                   |                   |                            |                                 |                   |                            |                                 |
| <b>SW Washington Regional SWAT Team Fund</b>           | <b>253,314</b>    | <b>311,065</b>    | <b>215,000</b>    | <b>324,905</b>             | <b>324,905</b>                  | <b>215,000</b>    | <b>324,905</b>             | <b>324,905</b>                  |
| <b>Police Pension Trust Fund</b>                       | <b>1,108,574</b>  | <b>1,100,000</b>  | <b>2,083,738</b>  | <b>2,083,738</b>           | <b>2,083,738</b>                | <b>2,083,738</b>  | <b>2,083,738</b>           | <b>2,083,738</b>                |
| <b>Fire Pension Trust Fund</b>                         | <b>2,071,764</b>  | <b>2,038,228</b>  | <b>3,076,527</b>  | <b>3,076,527</b>           | <b>3,076,527</b>                | <b>3,076,527</b>  | <b>3,076,527</b>           | <b>3,076,527</b>                |
| <b>Transportation Benefit District Fund</b>            | <b>2,435,071</b>  | <b>3,600,000</b>  | <b>4,815,000</b>  | <b>4,815,000</b>           | <b>4,815,000</b>                | <b>4,815,000</b>  | <b>4,815,000</b>           | <b>4,815,000</b>                |
| <b>Cable TV Fund</b>                                   | <b>1,258,867</b>  | <b>1,280,243</b>  | <b>950,000</b>    | <b>1,062,000</b>           | <b>1,062,000</b>                | <b>950,000</b>    | <b>1,065,000</b>           | <b>1,065,000</b>                |
| <b>PEG Capital Support Fund</b>                        | <b>735,874</b>    | <b>788,064</b>    | <b>635,000</b>    | <b>635,000</b>             | <b>635,000</b>                  | <b>665,000</b>    | <b>665,000</b>             | <b>665,000</b>                  |

# City of Vancouver 2019-20 Recommended Biennium Budget

## Fund Balance Report

|                                                     |                                               |         |            |              | 2018           | 2018           | 2018           | 2018                     | 2019-2020          | 2019-2020          | 2019-2020                |
|-----------------------------------------------------|-----------------------------------------------|---------|------------|--------------|----------------|----------------|----------------|--------------------------|--------------------|--------------------|--------------------------|
|                                                     |                                               | Balance | Cash       | Fund Balance | Ending Balance | Revenue Budget | Expense Budget | Estimated Ending Balance | Projected Revenues | Projected Expenses | Estimated Ending Balance |
| 001                                                 | General Fund                                  | Fund    | 46,485,867 | 61,768,389   | 61,768,389     | 165,063,623    | 170,385,348    | 56,446,663               | 344,669,554        | 346,085,452        | 55,030,765               |
| <b>Special Revenue Funds</b>                        |                                               |         |            |              |                |                |                |                          |                    |                    |                          |
| 102                                                 | Street Fund                                   | Fund    | 10,822,324 | 11,028,197   | 11,028,197     | 13,598,361     | 15,069,351     | 9,557,206                | 28,093,067         | 34,192,993         | 3,457,280                |
| 103                                                 | Street Funding Initiative - Operating Fund    | Fund    | 1,866,011  | 1,660,662    | 1,660,662      | 10,818,243     | 11,028,259     | 1,450,646                | 22,443,149         | 19,655,272         | 4,238,523                |
| 151                                                 | Fire Fund                                     | Fund    | 4,924,029  | 3,633,499    | 3,633,499      | 41,700,247     | 42,320,696     | 3,013,050                | 93,489,763         | 93,028,380         | 3,474,433                |
| 152                                                 | Fire Equipment Fund                           | Fund    | 10,121,288 | 10,054,316   | 10,054,316     | 1,128,042      | 1,018,394      | 10,163,964               | 2,682,514          | 4,862,774          | 7,983,704                |
| 153                                                 | Emergency Ambulance Services Contract Admin F | Fund    | 783,403    | 645,891      | 645,891        | 681,000        | 772,990        | 553,901                  | 1,470,000          | 1,467,212          | 556,689                  |
| 104                                                 | Investigative Fund                            | Fund    | 199,722    | 189,232      | 189,232        | 21,400         | 96,631         | 114,001                  | 50,000             | 122,878            | 41,123                   |
| 107                                                 | Drug Enforcement Fund                         | Fund    | 951,195    | 913,087      | 913,087        | 103,500        | 357,335        | 659,252                  | 460,000            | 623,568            | 495,684                  |
| 108                                                 | CDBG Entitlement Fund                         | Fund    | 75,019     | 63,735       | 63,735         | 2,009,297      | 2,136,190      | (63,158)                 | 4,265,743          | 4,080,251          | 122,334                  |
| 109                                                 | Tourism Fund                                  | Fund    | 4,704,199  | 4,680,854    | 4,680,854      | 1,790,521      | 1,907,696      | 4,563,679                | 5,900,000          | 3,954,452          | 6,509,227                |
| 111                                                 | Affordable Housing Fund                       | Fund    | 5,674,334  | 5,685,151    | 5,685,151      | 6,000,000      | 11,661,156     | 23,995                   | 12,090,000         | 12,070,524         | 43,471                   |
| 116                                                 | Parkhill Cemetery Improvement Fund            | Fund    | 456,061    | 454,206      | 454,206        | 17,500         | 10,463         | 461,243                  | 1,493,200          | 1,687,757          | 266,686                  |
| 128                                                 | Criminal Justice Fund                         | Fund    | 560,398    | 558,589      | 558,589        | 245,764        | 289,971        | 514,382                  | 520,000            | 420,565            | 613,817                  |
| 131                                                 | Transportation Special Revenue                | Fund    | 2,536,649  | 2,620,986    | 2,620,986      | 2,610,000      | 2,615,129      | 2,615,857                | 5,475,000          | 4,627,763          | 3,463,094                |
| 133                                                 | REET 1 (2002 Special Revenue Fund)            | Fund    | 1,199,558  | 1,523,498    | 1,523,498      | 3,413,189      | 3,776,586      | 1,160,101                | 6,070,000          | 4,109,221          | 3,120,880                |
| 134                                                 | Parks & Recreation Special Revenue Fund       | Fund    | 46,001     | 46,391       | 46,391         | 15,200         | 37,208         | 24,383                   | 20,000             | 20,460             | 23,923                   |
| 138                                                 | Downtown Initiatives Fund                     | Fund    | 185,296    | 160,723      | 160,723        | 179,248        | 120,003        | 219,968                  | 370,000            | 260,569            | 329,399                  |
| 139                                                 | VNHR Properties                               | Fund    | 493,918    | 493,271      | 493,271        | 573,713        | 656,382        | 410,602                  | 1,160,000          | 1,500,471          | 70,131                   |
| 148                                                 | Senior Messenger Fund                         | Fund    | 399,539    | 394,365      | 394,365        | 287,000        | 357,151        | 324,214                  | 582,000            | 696,432            | 209,782                  |
| <b>Special Revenue Funds - For Capital Projects</b> |                                               |         |            |              |                |                |                |                          |                    |                    |                          |
| 141                                                 | Columbia TIF District                         | Fund    | 1,619,559  | 1,616,767    | 1,616,767      | 634,651        | -              | 2,251,418                | 1,300,000          | -                  | 3,551,418                |
| 142                                                 | Cascade TIF District                          | Fund    | 630,626    | 630,017      | 630,017        | 93,556         | -              | 723,573                  | 500,000            | 205,000            | 1,018,573                |
| 143                                                 | Pacific TIF District                          | Fund    | 1,282,749  | 1,281,489    | 1,281,489      | 149,589        | -              | 1,431,078                | 1,800,000          | 385,000            | 2,846,078                |
| 160                                                 | TIF - Vancouver                               | Fund    | 453,154    | 451,422      | 451,422        | 203,000        | 100,000        | 554,422                  | 8,000              | 95,000             | 467,422                  |
| 161                                                 | TIF - Orchards                                | Fund    | 810,319    | 804,097      | 804,097        | 22,000         | 180,220        | 645,877                  | 20,000             | -                  | 665,877                  |
| 162                                                 | TIF - Evergreen                               | Fund    | 1,579,683  | 1,705,905    | 1,705,905      | 50,000         | 655,772        | 1,100,133                | 12,000             | 220,000            | 892,133                  |
| 163                                                 | TIF - Hazel Dell                              | Fund    | 1,794      | (0)          | (0)            | -              | -              | (0)                      | -                  | -                  | (0)                      |
| 164                                                 | TIF - East City (South County)                | Fund    | 1,450,988  | 1,456,739    | 1,456,739      | 300,000        | 1,328,503      | 428,236                  | 45,000             | 218,636            | 254,600                  |
| 166                                                 | TIF - I205/Mill Plain Overlay                 | Fund    | 103,270    | 42,986       | 42,986         | 55,000         | 50,000         | 47,986                   | 100,000            | 120,000            | 27,986                   |
| 167                                                 | TIF - South Orchards District                 | Fund    | 238,520    | 237,309      | 237,309        | -              | -              | 237,309                  | -                  | -                  | 237,309                  |
| 171                                                 | PIF - Acq District 1                          | Fund    | 44,296     | 41,400       | 41,400         | 251,000        | -              | 292,400                  | 10,000             | -                  | 302,400                  |
| 172                                                 | PIF - Acq District 2                          | Fund    | 1,108,645  | 1,102,157    | 1,102,157      | 75,000         | 147,466        | 1,029,691                | 35,000             | 899,500            | 165,191                  |
| 173                                                 | PIF - Acq District 3                          | Fund    | 1,343,960  | 1,336,924    | 1,336,924      | 40,000         | 36,629         | 1,340,295                | 40,000             | 533,368            | 846,927                  |
| 174                                                 | PIF - Acq District 4                          | Fund    | 4,008,206  | 3,996,211    | 3,996,211      | 20,000         | 1,015          | 4,015,196                | 80,000             | 3,602,085          | 493,111                  |
| 175                                                 | PIF - Acq District 5                          | Fund    | 3,233,201  | 3,210,124    | 3,210,124      | 260,000        | 2,189,855      | 1,280,269                | 70,000             | 1,241,594          | 108,675                  |
| 177                                                 | PIF - Acq District 7                          | Fund    | 823,995    | 1,093,002    | 1,093,002      | 200,000        | -              | 1,293,002                | 19,000             | 93,687             | 1,218,315                |
| 191                                                 | Impact Fees - School Districts                | Fund    | 985,831    | (1,925)      | (1,925)        | -              | -              | (1,925)                  | -                  | -                  | (1,925)                  |
| 192                                                 | PIF - District 6 Exemptions                   | Fund    | 18,734     | 18,668       | 18,668         | -              | -              | 18,668                   | -                  | -                  | 18,668                   |
| 193                                                 | PIF - District 7 Exemptions                   | Fund    | 489        | 1,182        | 1,182          | -              | -              | 1,182                    | -                  | -                  | 1,182                    |

# City of Vancouver 2019-20 Recommended Biennium Budget

## Fund Balance Report

|                                                |                                                 |         |            | 2018           | 2018           | 2018           | 2018                     | 2019-2020          | 2019-2020          | 2019-2020                |
|------------------------------------------------|-------------------------------------------------|---------|------------|----------------|----------------|----------------|--------------------------|--------------------|--------------------|--------------------------|
|                                                |                                                 |         |            | Ending Balance | Revenue Budget | Expense Budget | Estimated Ending Balance | Projected Revenues | Projected Expenses | Estimated Ending Balance |
| Fund                                           | Fund Name                                       | Balance | Cash       | Fund Balance   |                |                |                          |                    |                    |                          |
| 194                                            | PIF - District A                                | Fund    | 74,104     | 74,079         | 74,079         | -              | -                        | 74,079             | 135,000            | -                        |
| 195                                            | PIF - District B                                | Fund    | 638,957    | 638,742        | 638,742        | -              | -                        | 638,742            | 306,000            | -                        |
| 196                                            | PIF - District C                                | Fund    | 435,562    | 435,416        | 435,416        | 400,000        | 350,000                  | 485,416            | 906,000            | 125,545                  |
| <b>Debt Service Funds</b>                      |                                                 |         |            |                |                |                |                          |                    |                    |                          |
| 210                                            | G O Debt Service Fund                           | Fund    | -          | -              | -              | 11,237,966     | 11,237,966               | -                  | 18,326,605.00      | 18,326,603.00            |
| 250                                            | L I D Debt Fund                                 | Fund    | 17,828     | 30,680         | 30,680         | 58,220         | 49,000                   | 39,900             | -                  | 39,900                   |
| 251                                            | L I D Guaranty Fund                             | Fund    | 33,165     | 33,581         | 33,581         | -              | -                        | 33,581             | -                  | -                        |
| <b>Capital Project Funds</b>                   |                                                 |         |            |                |                |                |                          |                    |                    |                          |
| 324                                            | 2011 Bond Capital Fund - Waterfront             | Fund    | 3,693,393  | 3,663,626      | 3,663,626      | -              | 1,685,897                | 1,977,729          | 60,000             | 2,037,729                |
| 330                                            | Transportation Capital Fund                     | Fund    | 3,170,760  | 5,372,844      | 5,372,844      | 10,384,545     | 11,657,826               | 4,099,563          | 16,318,393         | 18,832,241               |
| 331                                            | Street Funding Initiative Capital Fund          | Fund    | 1,923,639  | 1,571,231      | 1,571,231      | 1,038,706      | 1,748,684                | 861,253            | 3,835,016          | 4,025,058                |
| 335                                            | Fire Acquisition Fund                           | Fund    | 2,061,835  | 876,205        | 876,205        | 10,915,257     | 1,121,400                | 10,670,062         | 2,683,626          | 12,926,004               |
| 336                                            | Capital Improvement Fund                        | Fund    | 3,752,116  | 2,926,592      | 2,926,592      | 3,220,002      | 3,162,038                | 2,984,556          | 12,014,674         | 12,312,815               |
| 337                                            | VNHR Property Capital                           | Fund    | 615,682    | 265,498        | 265,498        | -              | 221,893                  | 43,606             | -                  | 22,046                   |
| 343                                            | Parks Construction Fund (Capital Projects only) | Cash    | 9,344,252  | 7,195,768      | 9,344,252      | 10,325,949     | 14,846,508               | 4,823,693          | 8,314,279          | 8,682,040                |
| <b>Enterprise Funds</b>                        |                                                 |         |            |                |                |                |                          |                    |                    |                          |
| 444                                            | Surface Water Management Fund                   | Cash    | 562,849    | 1,822,974      | 562,849        | 17,706,703     | 16,279,504               | 1,990,048          | 38,949,882         | 38,080,840               |
| 445                                            | Water Utility Fund                              | Cash    | 13,745,665 | 97,337,086     | 13,745,665     | 45,848,687     | 47,255,849               | 12,338,503         | 93,221,640         | 96,088,049               |
| 447                                            | Systems Development Reserves                    | Cash    | 667,084    | 1,709,432      | 667,084        | 3,265,000      | 3,750,000                | 182,084            | 6,531,000          | 6,500,000                |
| 453                                            | Utility Customer Assistance                     | Cash    | 66,084     | 65,878         | 66,084         | 13,000         | 30,000                   | 49,084             | 30,000             | 60,000                   |
| 459                                            | Water Revenue Bond Debt Service Fund            | Cash    | 16,674     | (226,045)      | 16,674         | 103,909        | 103,909                  | 16,674             | 157,385            | 157,385                  |
| 460                                            | Sewer Revenue Bond Debt Service Fund            | Cash    | 1,226,133  | (13,071,580)   | 1,226,133      | 7,559,805      | 7,549,805                | 1,236,133          | 7,711,865          | 7,711,865                |
| 468                                            | Debt Service Reserves                           | Cash    | 3,943,206  | 3,885,440      | 3,943,206      | 8,200          | -                        | 3,951,406          | 40,000             | 3,936,000                |
| 475                                            | Sewer Utility Fund                              | Cash    | 2,665,236  | 142,654,960    | 2,665,236      | 51,492,059     | 50,794,099               | 3,363,195          | 113,008,349        | 114,994,245              |
| 481                                            | Airpark Fund                                    | Cash    | 338,029    | 4,505,686      | 338,029        | 1,438,723      | 1,354,115                | 422,637            | 3,405,000          | 3,240,338                |
| 483                                            | Building Inspection Fund                        | Cash    | 6,027,115  | 6,421,724      | 6,027,115      | 6,384,993      | 6,142,922                | 6,269,186          | 13,600,018         | 13,600,018               |
| 490                                            | Solid Waste Fund                                | Cash    | 4,551,585  | 4,413,121      | 4,551,585      | 1,948,939      | 2,997,998                | 3,502,526          | 4,591,998          | 6,471,330                |
| 491                                            | Parking Services Fund                           | Cash    | 2,709,797  | 6,398,180      | 2,709,797      | 4,229,609      | 4,187,765                | 2,751,642          | 7,779,016          | 6,840,870                |
| 497                                            | Tennis Center Fund                              | Cash    | 118,541    | 290,248        | 118,541        | 2,063,009      | 2,110,821                | 70,729             | 2,099,146          | 2,052,052                |
| <b>Enterprise Funds - For Capital Projects</b> |                                                 |         |            |                |                |                |                          |                    |                    |                          |
| 442                                            | City Tree Fund                                  | Cash    | 686,253    | 668,819        | 686,253        | 30,000         | 45,679                   | 670,574            | 172,500            | 85,033                   |
| 443                                            | Drainage Construction Fund                      | Cash    | 1,671,131  | 25,400,248     | 1,671,131      | 3,145,739      | 2,150,469                | 2,666,401          | 3,161,500          | 4,688,134                |
| 446                                            | Water/Sewer Capital Reserves                    | Cash    | 3,194,305  | 2,544,178      | 3,194,305      | 14,000         | -                        | 3,208,305          | 60,000             | -                        |
| 448                                            | Water Construction Fund                         | Cash    | 49,239,057 | 125,130,355    | 49,239,057     | 14,686,249     | 25,939,108               | 37,986,198         | 23,920,000         | 42,712,942               |
| 449                                            | SCIP Fund                                       | Cash    | 1,681,269  | 5,087,558      | 1,681,269      | 685,000        | 900,000                  | 1,466,269          | 1,360,000          | 1,800,000                |
| 476                                            | Sewer Contingency Capital Replacement           | Cash    | 7,943      | 16,194         | 7,943          | -              | -                        | 7,943              | -                  | -                        |
| 477                                            | Sewer System Development                        | Cash    | 343,604    | 400,680        | 343,604        | 3,210,000      | 2,800,000                | 753,604            | 6,900,000          | 7,500,000                |
| 478                                            | Sewer Construction Fund                         | Cash    | 11,811,726 | 30,685,763     | 11,811,726     | 5,800,000      | 10,434,647               | 7,177,079          | 34,695,000         | 41,868,166               |



# City of Vancouver 2019-20 Recommended Biennium Budget

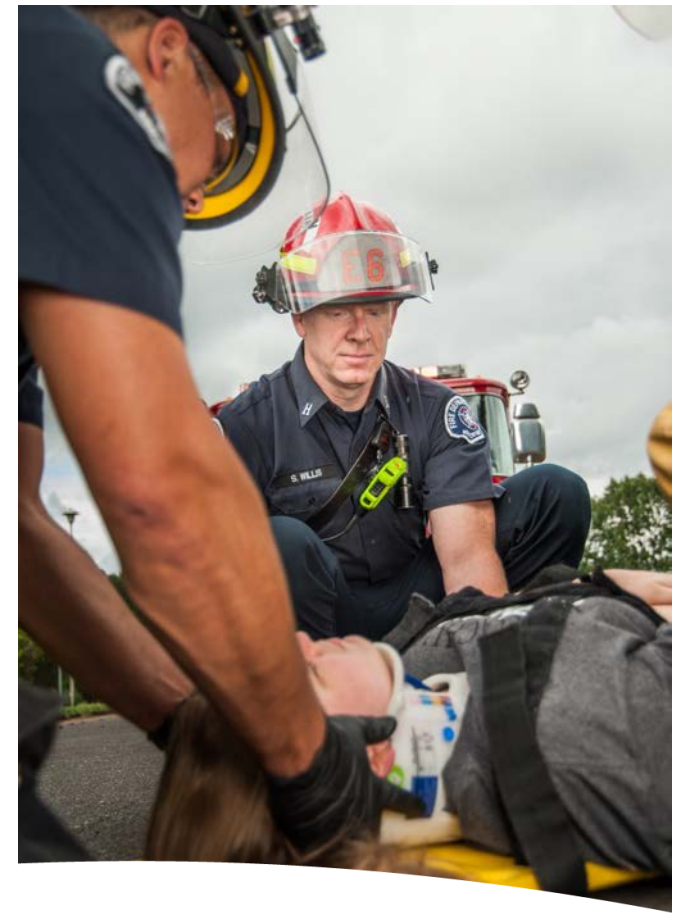
## Fund Balance Report

|                               |                                       |         |            | 2018         | 2018        | 2018       | 2018       | 2019-2020  | 2019-2020  | 2019-2020  |
|-------------------------------|---------------------------------------|---------|------------|--------------|-------------|------------|------------|------------|------------|------------|
|                               |                                       |         |            | Ending       | Revenue     | Expense    | Estimated  | Projected  | Projected  | Estimated  |
| Fund                          | Fund Name                             | Balance | Cash       | Fund Balance | Balance     | Budget     | Budget     | Revenues   | Expenses   | Ending     |
|                               |                                       |         |            |              |             |            |            |            |            |            |
| <b>Internal Service Funds</b> |                                       |         |            |              |             |            |            |            |            |            |
| 501                           | Facilities Replacement Fund           | Fund    | 5,455,708  | 5,469,997    | 5,469,997   | 3,784,805  | 2,943,561  | 6,311,241  | 13,730,000 | 10,831,191 |
| 504                           | Equipment Services Operations Fund    | Fund    | 1,050,871  | 473,271      | 473,271     | 6,859,886  | 7,203,833  | 129,323    | 14,477,840 | 14,589,366 |
| 505                           | Equipment Services Capital Fund       | Cash    | 18,362,901 | 26,204,052   | 18,362,901  | 2,407,093  | 1,555,727  | 19,214,267 | 14,005,318 | 17,106,644 |
| 506                           | Computer Repair & Replacement         | Cash    | 9,998,623  | 12,693,775   | 9,998,623   | 3,015,230  | 5,853,478  | 7,160,375  | 8,456,116  | 8,045,287  |
| 508                           | Grounds and Facilities Services Fund  | Fund    | -          | -            | -           | -          | -          | -          | 23,722,825 | 20,881,070 |
| 509                           | Self Insurance Fund                   | Fund    | 5,411,036  | (1,498,088)  | (1,498,088) | 6,023,717  | 5,276,044  | (750,415)  | 13,063,386 | 12,445,618 |
| 510                           | Internal Administrative Services Fund | Fund    | 9,144,094  | 3,283,391    | 3,283,391   | 16,365,068 | 15,058,310 | 4,590,149  | 35,512,804 | 35,892,883 |
| 511                           | Self Insurance Benefits Fund          | Fund    | 1,554,091  | 2,009,708    | 2,009,708   | 10,442,056 | 11,953,850 | 497,914    | 29,027,224 | 29,269,055 |
| 512                           | Self Insured Health Insurance Fund    | Fund    | 4,970,302  | 5,237,452    | 5,237,452   | 7,210,634  | 7,105,927  | 5,342,159  | 19,278,000 | 19,351,898 |
| <b>Agency Funds</b>           |                                       |         |            |              |             |            |            |            |            |            |
| 611                           | SW Washington Regional SWAT Team Fund | Fund    | 199,198    | 142,364      | 142,364     | 311,065    | 376,689    | 76,740     | 649,810    | 518,651    |
| 617                           | Police Pension Trust Fund             | Fund    | 2,314,178  | 2,333,513    | 2,333,513   | 1,100,000  | 1,091,440  | 2,342,073  | 4,167,476  | 2,382,847  |
| 618                           | Fire Pension Trust Fund               | Fund    | 9,276,023  | 9,753,670    | 9,753,670   | 2,038,228  | 1,810,973  | 9,980,925  | 6,153,054  | 3,652,676  |
| 634                           | Transportation Benefit District       | Fund    | 1,592,717  | 1,762,859    | 1,762,859   | 3,600,000  | 2,304,003  | 3,058,856  | 9,630,000  | 4,248,226  |
| 655                           | City/County Cable TV Fund             | Fund    | 433,475    | 413,118      | 413,118     | 1,280,243  | 1,314,702  | 378,659    | 2,127,000  | 2,331,206  |
| 656                           | PEG Capital Support Fund              | Fund    | 970,239    | 1,302,920    | 1,302,920   | 788,064    | 1,090,488  | 1,000,496  | 1,300,000  | 1,800,000  |



# Department Operating Budget Reports





# Public Safety

# Fire Services

The Vancouver Fire Department provides services to 269,663 people in the combined City of Vancouver and Clark County Fire District 5 service area, which is comprised of 90.9 square miles. It serves a population equating to the second largest city in Washington State. The Vancouver Fire Department is a full service fire department, providing: fire suppression, prevention, emergency medical services, hazardous materials, trench and confined space rescue, swift water and marine rescue, and high angle rescue. These services are provided from ten fire stations strategically located throughout the service area.

The mission of Vancouver Fire Department is to provide highly trained professionals, well-equipped to respond effectively to the education, prevention, and emergency response needs of our community.

## Department Program Information

The following section describes the various programs, divisions, or functions that make up the Fire Services Department.

### Fire Support Services

Administrative, recruitment and logistical services in support of Fire and EMS services are recorded here. Functions of the Fire Chief's office, facilities and citywide allocated costs are also found here.

### Fire Suppression

Fire Suppression provided timely fire suppression services 24/7/365. Contracted dispatch services and fleet maintenance costs are also recorded here.



### **Fire Special Operations**

Costs associated with hazardous materials response, technical rescue response, and marine fire and rescue response and training for each of those specialties are recorded here.

### **Emergency Medical Services**

Emergency Medical Services provides basic and advanced life support services. Medical equipment and consumable medical supplies used are recorded here.

### **Emergency Ambulance Contract Administration**

Beginning January 2015, the City of Vancouver administers its own contracted ambulance services. Revenues and expenditures related ambulance services and contract administration are recorded here.

### **Fire Training**

Fire Training delivers quality instruction to all employees of the fire department in all relevant service areas, including fire, rescue and emergency medical services. It also provides oversight of apprenticeship training program.

### **Fire Marshal's Office Administration**

The Fire Marshal's Office provides comprehensive prevention services including fire code compliance inspections, plan review and acceptance inspections of new construction, fire and explosion investigations, public fire prevention and life safety education programs. The Fire Marshall's Office maintains and reduces the already low level of monetary fire losses through comprehensive code enforcement and fire origin and cause investigations and provides quality public fire and life safety education programs.

### **Fire and Life Safety Enforcement**

Fire and Life Safety Enforcement provides comprehensive prevention services including fire code compliance inspections and ITM reporting.

### **New Development**

The New Development unit provides comprehensive plan review and acceptance inspections of new construction. Permit and engineering revenues, as well as costs associated with maintaining these programs are recorded here.

## Summary of Expenditure by Major Object Category

|                                                | 2017<br>Actuals   | 2018<br>Budget    | 2019<br>Baseline  | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline  | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|------------------------------------------------|-------------------|-------------------|-------------------|-----------------------------|-------------------------------|-------------------|-----------------------------|-------------------------------|
| <b>Fire Department</b>                         |                   |                   |                   |                             |                               |                   |                             |                               |
| Salaries & Benefits                            | 32,434,735        | 33,788,417        | 30,952,278        | 35,119,749                  | 34,959,092                    | 31,658,006        | 37,497,633                  | 37,435,327                    |
| Materials Services                             | 2,784,294         | 2,131,506         | 1,584,608         | 2,864,736                   | 2,774,436                     | 1,584,608         | 1,983,490                   | 1,983,490                     |
| Intergovernmental Charge                       | 2,486,978         | 2,352,759         | 874,367           | 1,818,432                   | 1,818,432                     | 876,567           | 1,719,148                   | 1,719,148                     |
| Capital Outlay - Total                         | 288,172           | 132,913           | -                 | 147,845                     | 147,845                       | -                 | 58,400                      | 58,400                        |
| Interfund - Totals                             | 4,047,598         | 4,172,692         | 3,647,970         | 5,315,799                   | 5,315,799                     | 3,647,970         | 5,277,785                   | 5,277,785                     |
| <b>Total</b>                                   | <b>42,041,777</b> | <b>42,578,287</b> | <b>37,059,223</b> | <b>45,266,561</b>           | <b>45,015,604</b>             | <b>37,767,151</b> | <b>46,536,456</b>           | <b>46,474,150</b>             |
| <b>FTE Total</b>                               | 211.00            | 211.00            | 211.00            | 216.00                      | 216.00                        | 216.00            | 229.00                      | 229.00                        |
| <b>Fire Emergency Ambulance Contract Admin</b> |                   |                   |                   |                             |                               |                   |                             |                               |
| Materials Services                             | 161,671           | 197,100           | 197,100           | 197,276                     | 197,276                       | 197,100           | 197,285                     | 197,285                       |
| Intergovernmental Charge                       | 357,827           | 563,537           | 231,000           | 520,198                     | 520,198                       | 231,000           | 530,495                     | 530,495                       |
| Interfund - Totals                             | 12,721            | 12,353            | 12,353            | 10,979                      | 10,979                        | 12,353            | 10,979                      | 10,979                        |
| <b>Total</b>                                   | <b>532,219</b>    | <b>772,990</b>    | <b>440,453</b>    | <b>728,453</b>              | <b>728,453</b>                | <b>440,453</b>    | <b>738,759</b>              | <b>738,759</b>                |



# Police Services

The Vancouver Police Department is a professional, progressive, and innovative law enforcement agency. We take pride in our role as an integral part of the community. We strive to be a full service organization that incorporates diverse values and beliefs to be fair, equitable, and responsible for providing quality law enforcement services to the public. Our employees are leaders in problem solving and crime prevention in the community, the agency and throughout the law enforcement profession. We partner with the community to preserve life, protect property and enhance livability through equitable law enforcement and effective use of resources.

Vancouver Police accomplishes its vision and mission through its organizational values, which are:

- Ethics - Doing the right thing, maintaining self-discipline, credibility and moral behavior;
- Respect - Treating all people with compassion, respect and fairness, and honoring diversity of thought, experiences and opinions;
- Honesty - Upholding the principles of honesty and transparency;
- Communication - Communicating with openness, active listening, fostering an environment of inclusion, trust and empowerment;
- Collaboration - Actively seeking collaboration with each other and the community to achieve mutually desired outcomes.

## Department Program Information

The following section describes the various programs, divisions, or functions that make up the Police Services Department.

### Chief's Office

The Office of the Chief provides leadership and direction for essential police department operations and services, ensuring safe and efficient police protection, responsiveness to community needs, fair and equitable law enforcement, and effective use of public resources to enhance community safety, citizen engagement, and quality of life.



The Chief's Office cultivates and leads highly trained professionals who are well-equipped to respond effectively to the emergency needs of our community, support high quality operational performance and responsiveness to community expectations, foster an environment of transparency and openness with all of the citizens and leaders of Vancouver, make strategic decisions that enhance the safety of our community today and into the future.

### **Finance and Planning**

The Finance and Planning Unit manages the police budget and resources to support daily police operations, provides timely and accurate financial data and analysis to guide operational planning, and applies sound fiscal practices to ensure audit success. Other specific duties include budget preparation and preparing and updating reports, billing approval and expenditure analysis, payroll processing and overtime reports, grant processes, contract administration and audit compliance. Staff also manage projects and provide research and analysis for the Office of the Chief. This unit consists of 3 employees managing an annual department budget.. This unit also provides fiscal management of the Regional SWAT team.

### **Personnel**

The Personnel Unit coordinates police department human resource and personnel needs, including collective bargaining, civil service promotional exams, and policy development. The Personnel Unit supports the Chief's Office by retaining quality employees. Utilizing services of a Human Resource Analyst assigned to our department, this department currently serves a large staff including commissioned officers and civilians from various bargaining units.

### **Support Services**

The Backgrounds Unit provides objective, timely, and thorough pre-employment screening and background investigation processes for police employee and volunteer applicants. The Backgrounds Unit promotes operational efficiency and save money by filling vacancies in a timely manner with quality candidates. This unit operates with 1 Sergeant and 3 officers. In 2017, the Backgrounds Unit hired 18 officers and 20 civilian employees. Based on expected attrition rates due in part to an aging police force, as well as our increased staffing plan for the year 2020, we anticipate hiring approximately 20-25 officers along with 12-15 civilians each year.



## **Professional Standards Unit**

The Professional Standards Unit monitors potential risk areas and investigates reports of employee misconduct. Findings are used to assess training needs and guide policy development. The Unit fosters an environment of professionalism, accountability, and trust between police and the public by ensuring department compliance with policy standards.

In 2017, this unit of 1 Lieutenant, 1 Sergeant, 1 Corporal and 1 part-time civilian employee responded to 142 public disclosure requests consisting of over 46,400 new pages of documentation and over 1,060 production hours between PSU and the City's Records Division personnel. The unit also investigated a total of 278 separate incidents, which included: 35 service inquiries, 6 firearms discharges, and 89 allegations of misconduct or supervisory intervention, reviewed 4 applications of K-9 use of force, 15 vehicle pursuits, 18 vehicle collisions, and 100 commendations.

## **Alarm Coordination**

The Alarms Unit ensures compliance with the City's Alarm Ordinance that requires citizens to obtain alarm permits and imposes penalties for excessive false alarms. Staff registers alarm permits, process user changes, renewals, and track false alarms for billing. The Unit promotes effective use of resources by reducing police responses to false alarms and applying user fees to support program costs. In 2017, this unit of 1 civilian employee, coupled with numerous volunteer hours, processed 1,824 false alarms with a false alarm rate of 96%.

## **Special Events**

The Special Events Unit ensures community safety and maintains public order at special events.

## **Training Support Services**

The Training Unit is responsible for planning scheduling and documenting mandatory and specialized police training to improve operational efficiency, cost-effectiveness, safety and services to the community, and reducing liability. Staff also coordinates new officer field training, legal updates, defensive tactics, required certifications and mandatory in-service training. This unit enhances community safety and reduces risk by providing a professional and well-trained police workforce with the skills to perform their jobs safely and effectively by coordinating training that complies with State, Federal, and industry best practices and standards.

By the end of 2017, the Training Unit consisted of 1 Sergeant, 3 Officers, and 1.5 civilian staff. The unit was responsible for coordinating and conducting 313 classes with over 27,689 student hours of training. The Training Unit also hosted 15 courses on a variety of topics. The Training



Unit completed 399 firearms qualifications, 211 Taser recertifications and 207 CPR certifications/recertifications. Additionally, 385 firearms were serviced or repaired. As we continue to hire, the Training Unit presented 1 PST academy, 1 FTO academy and 2 Sergeant Mentoring classes. This year also saw the enactment of a “Drive-up” scenario-based training program, the implementation of the less lethal program and a new carotid restraint program. In addition to the training of Vancouver Police Personnel, the Training Unit also trained City Operations personnel on Personal Protection.

### **Police Records Division**

The Records Division performs a variety of specialized services to support the Police Department, the City, partner criminal justice agencies and the community. These services include responsibilities for proper management of each stage of the information lifecycle of all agency records to include: entries, verifications and timely removal of warrants and protections orders, processing police reports and citations, responding to public and law enforcement records requests, fingerprinting and processing applications for Pistol Transfers.

By the end of 2017, the Records Division consisted of 1 Manager, 2 Supervisors, 3 Leads, and 11 Specialists. In total, the Records Division processed 5,234 public records requests; 1,016 criminal history inquiries; processed 7,506 warrants, 725 protection orders, 29,136 police reports and citations. Additionally, scanned 111,002 supporting documents and released 2,116 reports to other agencies. Records Division started receiving Pistol Transfer Applications in June of 2017, and by the end of the year received and completed 1,895 applications.

### **Arson Investigators**

The Arson Investigations Unit is a team of collateral duty officers who are specially trained and equipped to respond to suspicious fires, investigate and preserve evidence, apprehend suspects, and support prosecution for arson cases in partnership with the Fire Marshal and Prosecutors. They reduce and prevent crime by investigating arson cases, apprehending criminals and providing support for prosecution. The arson unit consists of 4 investigators working collaboratively with other departments and agencies on suspicious fire cases. The unit worked with the Fire Marshal’s office to investigate 27 incidents resulting in arrests for either Arson or Reckless Burning in 7 of those cases.

### **Investigations**

The Investigations Division is comprised of seven investigative units investigating felony-level crimes in a cost-effective, efficient and timely manner to protect victims, hold offenders accountable, and prevent further crime. Solvability factors are used to screen, prioritize and assign cases to manage workload. This unit reduces and prevents crime by investigating the city's most serious felony-level violent crimes, apprehending suspects and providing support for prosecution.



### **Major Crime Unit**

This unit consists of 1 Sergeant, 1 Corporal and 5 Detectives with a primary focus on violent crime including robbery, rape, assault, homicide and officer-involved-shootings. The Detectives also investigate suicides and suspicious deaths. In 2017, they reviewed 837 cases and assigned 470 cases for investigation. Additionally, the unit investigated 5 officer-involved-shootings and/or deaths and conducted 57 death investigations.

### **Special Investigations Unit**

The Special Investigations Unit (SIU) was established in January 2018 and consists of 1 Sergeant, 1 Detective and 3 Crime Analysts. SIU provides investigative support involving cases of organized crime, domestic and international terrorism, Homegrown Violent Extremists (HVE), threats to commit acts of mass violence, and special investigative projects. Additionally, SIU conducts threat assessments for major events, dignitary visits, and investigates threats to public officials or other high-profile individuals. SIU also monitors global events that may have a nexus to public safety in Vancouver, Washington. SIU is tasked with the gathering and maintaining information that is criminal predicate driven and used to support ongoing investigations, and to help identify suspect(s) involved in criminal activities.

The Crime Analysts assigned to the unit provide intelligence to both administration and line level officers. They utilize a set of systematic analytical processes directed at providing timely and pertinent information relative to crime patterns and trends. This process assists the operational and administrative personnel in planning the deployment of resources for the prevention and suppression of criminal activities, aiding the investigative process, and increasing apprehensions and the clearance of cases. SIU supports a number of department functions, including Administrative Services, Crime Prevention, Investigations, Patrol, Special Operations, and Tactical units

### **Police Service Technicians Investigations**

The Investigations Police Service Technicians (PSTs) are specially trained civilian staffs who provide support to detectives within the Investigations Division. These positions are to be staffed in 2019.

### **Children's Justice Center**

The Children's Justice Center (CJC) is a regional taskforce designed to stop felony-level child abuse, minimizing trauma for child victims and preventing further justice system involvement for citizens of the city of Vancouver. Specially trained detectives investigate felony-level abuse reports, support prosecution, and connect families with social services to aid recovery. This multidisciplinary team comes from across agencies



and jurisdictions to address crimes against children in a comprehensive manner. The Vancouver Police Department has assigned 1 Sergeant and 3 Detectives to this team. Combined with Prosecuting Attorneys and others, this team was assigned 290 cases in 2017.

### **Drug Investigations**

The Drug Task Force (DTF) is a regional police taskforce that investigates and apprehends high-level drug dealers to reduce illegal drug use and related crimes in our community. The Vancouver Police Department currently has assigned 1 detective to this multiregional task force. In 2017, the task force was assigned 215 cases which resulted in 82 arrests and 80 search warrants. Additionally, they seized 64 weapons, \$389,738 in cash, 38 pounds of methamphetamine, 20 pounds of heroin, 44 pounds of marijuana, 6 pounds of cocaine, and seized 24 vehicles.

### **Computer Forensics**

The Digital Evidence Cybercrime Unit (DECU) investigates crimes involving computer technology, digital evidence, and the internet. Nearly all crimes now contain some digital evidence that could be used to support an investigation, and some crimes are committed exclusively by computer. Specialized forensic protocols must be precisely followed in retrieving electronic evidence, or it may be inadmissible or destroyed. As a Department of Justice Internet Crimes Against Children Task Force affiliate, this unit investigates cases involving child exploitation, child pornography, child abuse, and child molestation. This unit also investigates missing person cases and manages the tracking of registered sex offenders in the community.

The Digital Evidence Cybercrime Unit is comprised of 3 detectives, 1 special agent, 3 forensic examiners and 1 sergeant. The unit provides support to all of the Vancouver Police Department's investigative units and patrol through its digital capabilities. Additionally, the unit conducts its own investigations into child sex trafficking, kidnapping, missing persons, prostitution, child pornography, child abuse and other crimes where computer and digital devices were part of the criminal activity. In 2017, the unit was assigned 272 cases for investigation and conducted 1,464 sex offender contacts.

### **Domestic Violence**

The Domestic Violence Unit participates in a regional domestic violence center that centralizes police, probation, prosecution, advocacy, and social services to keep victims and their families safe from further harm while enforcing offender accountability for domestic violence, stalking, and sexual assault crimes. Police rely on threat assessment tools to identify and prioritize high-risk cases for investigation and follow-up, support prosecution, and reduce future violence by holding offenders accountable. The goals of the Domestic Violence Unit is to reduce and





prevent family violence through a zero tolerance policy for domestic violence offenses and violation of protection orders, while supporting victims and connecting them with the resources they need to lead safe and healthy lives.

The Domestic Violence Unit is comprised of 3 Vancouver Police Detectives 1 Sergeant and 2 Department of Corrections Officers who work within the Domestic Violence Prosecution Center which also houses Prosecutors, Advocates, and additional legal staff. In 2017, 3,759 domestic violence cases investigated by the Vancouver Police Department were referred to the Domestic Violence Prosecution Center. Of those referred, 431 were assigned to Detectives in the unit. In addition the unit conducted bi-weekly warrants sweeps and joint ventures with DOC Officers resulting in 282 arrests.

### **Gang Task Force**

The Gang Task Force is a regional taskforce that provides targeted enforcement in high-crime areas and suppresses gang crime and violence. Police investigate gang-related cases, address neighborhood livability in chronic problem areas, and work with neighboring jurisdictions to resolve a problem instead of just displacing it.

The Safe Streets Task Force (SSTF) is comprised of 1 Vancouver Police Sergeant, 1 Vancouver Police Detective, 2 Department of Corrections Supervision Officers and 1 FBI Agent. This multi-agency investigative team is hosted by the FBI. The unit focuses on investigations related to adult, criminal gang activities. In 2017, the SSTF conducted 108 investigations, resulting in 251 arrests, 56 firearms recovered and \$170,532 in US currency seized.

### **Assistant Chief and Assistant Chief Administration**

The Assistant Chief provides leadership and accountability for the Police Department Operations Bureau functions and personnel. This division has been combined with the Office of the Chief.

### **Evidence**

The Evidence Unit enhances criminal investigations and prosecution by providing secure storage and documenting the chain of custody during the intake, storage, and release of every item in the evidence system. The Evidence Unit enhances community safety and operational effectiveness by providing a secure evidence system capable of supporting criminal investigations and prosecution in compliance with local, State, and Federal law.



One lead technician and 3 civilian technicians comprise this unit, and in 2017, they entered 13,346 items into the evidence facility which currently holds approximately 55,000 items of evidence. They disposed of or released 7,771 items, donated 127 bikes to charity, shipped 2,125 items to labs for processing and uploaded 104,258 digital images.

### **Special Weapons and Tactics**

The Special Weapons and Tactics (SWAT) team is a regional team that responds to high-risk crisis events with specialized equipment and tactics to improve operational efficiency and mission success while minimizing risk of harm to citizens and public safety responders. Vancouver Police has 10 participating members. There is 1 Sergeant assigned full-time to Tactical Services Division and the other 9 Officers respond as collateral duty assignment. The SWAT team ensures community safety and minimizes risk of violence in high-risk crisis situations through a specialized response team that is properly trained and equipped in a range of response strategies.

In 2017, this team participated in 63 missions, 22 high-risk apprehensions, served 9 high-risk search warrants, responded to 15 barricaded subject incidents, conducted 22 high-risk apprehensions, 1 hostage rescue call and 16 special situation deployments. 18 of their missions had a nexus to drugs.

### **Crisis Negotiator Team**

The Crisis Negotiator Team (CNT) is a regional team of officers specially trained and equipped in communication tactics to safely de-escalate high-risk events through dialogue. Officers respond as a collateral duty with the regional Special Weapons and Tactics team. Vancouver Police has 5 participating members. In 2017, this team participated in 48 missions, 35 of those missions were in support of SWAT. The missions included pre-planned search warrants, high-risk warrants, barricaded subjects, hostage situations, mental health and people in crisis.

### **Tactical Emergency Medical Services**

The Tactical Emergency Medical Services (TEMS) team is a regional team of officers specially trained and equipped with medical supplies and equipment to treat people, sick or injured, inside warm zone operations. Officers respond as a collateral duty with the regional Special Weapons and Tactics team. Vancouver Police has 3 participating members. The TEMS team Ensure community safety and reduce risk of harm by providing emergency medical care for injuries sustained in high-risk scenes until it is safe for fire and ambulance staff to reach the patient. In 2017, this team participated in 34 missions, 31 of which were in support of SWAT, 2 in support of DTF and 1 in support of Mobile Field Force.



### **Honor Guard**

The Honor Guard represents the City and Police Department at ceremonial and community events, like City functions including the Mayor's State of the City speech or parades, and law enforcement officer funerals and memorial services. The Honor Guard enhances accessibility to the public and supports positive interaction and partnerships with the community.

### **Police Patrol**

Police patrol officers protect life and property by responding to 911 calls for help. Officers also enhance community livability through problem solving and proactive enforcement as time is available.

### **Bike Unit**

Bike Unit consists of 4 police officers working in teams of two. The Bike Unit officers are assigned to the Patrol Operations Division and provide support to patrol by enhancing patrol efforts in the community. Bike officers are responsible for patrol issues, problem solving, protecting life and property through enforcement of laws and ordinances, responding to patrol calls for service, preventing, detecting and investigating crimes, issuing civil infractions and decreasing crime and increasing livability. This unit is primarily assigned in the downtown corridor.

### **Canine**

Canine teams support community safety and enhance police services, saving valuable staff time in critical emergency situations by quickly locating people or evidence with their enhanced senses, including missing persons, lost children, endangered adults, or dangerous suspects fleeing from police. Police Canine teams are also specially trained to track and locate evidence or detect illegal drugs. Canines are highly trained and have special abilities, and often protect officers from harm.

The unit consists of 4 canine teams dually certified for patrol and narcotics detection. In 2017, the unit had 436 total deployments, 316 suspect searches with 58 suspect captures, 5 captures involved a bite. Additionally, there were 107 narcotic searches with 76 narcotic finds. 13 evidence searches with 9 evidentiary finds. The unit had 30 canine callouts.

### **Volunteer Coordinator**

A Volunteer Coordinator recruits, screens, and schedules training for potential volunteers before they are assigned to other police divisions for job-specific training and supervision. The Volunteer Coordinator increase community safety and quality of life, while cost-effectively enhancing



services to the public by engaging citizens in everyday police operations. In 2017, citizens donated over 10,576 hours of time and talent to VPD and the community. There were a total of 138 NOW volunteers and 30 support team volunteers.

### **Neighborhood Response Team (West and East Precincts)**

The Neighborhood Response Team (NRT) conducts precinct-level investigations and supports Patrol by providing a project-oriented focus to reduce crime and improve community safety and quality of life. In 2017, the NRT West team had 328 cases cleared by arrest, and wrote 978 reports. They also authored 64 search warrants for drugs, guns, and stolen property, and worked 12 problem house cases addressing livability issues. West NRT assisted patrol with 155 cases and referred an additional 55 cases for prosecution. In 2017, the NRT East team had 166 arrests, wrote 499 reports, and wrote 38 search warrants. The team seized over \$12,405 in cash, 2 vehicles, and 17 firearms, as well as various illegal substances.

### **Police Service Technicians (West and East Precincts)**

Police Service Technicians (PSTs) are specially trained civilian staff who provide support for patrol operations and assist citizens with non-emergencies by phone and in-person from the precinct, reducing response time for citizens and freeing officers for problem solving activities and emergency response.

### **Field Police Service Technicians**

Field Police Service Technicians (PSTs) work in the patrol environment and are specially trained civilian staff who provide support for patrol operations and assist citizens with non-emergencies by phone and in-person, reducing response time for citizens and freeing officers for problem solving activities and emergency response.

### **Police Service Technicians - Crime Prevention**

Police Service Technicians (PSTs) assigned to Crime Prevention are responsible for coordinating crime prevention and safety programs with neighborhood and business associations and citizens within the city limits of Vancouver. Examples of the programs they pro-actively manage include: Crime Prevention Education, Crime Prevention through Environmental Design (CEPTD), assessments for neighbors/businesses, Neighborhood Watch, Business Watch, Apartment Manager Outreach, Bicycle Rodeos, Child Car Seat Clinics, and Traffic Safety Programs, personal safety for children and adults, and water safety. These positions are anticipated to be filled by early 2019.



### **School Resource Officers (Vancouver and Evergreen School Districts)**

School Resource Officers (SROs) are assigned to local high schools through a partnership with the school district to reduce crime in and around local schools by providing a consistent presence for emergency response and proactive patrols, and creating positive working relationships with students and staff.

There are currently 2 officers assigned full-time to the Vancouver School District. While the officers are typically assigned to Ft. Vancouver High School and Hudson's Bay High School, the officers will assist at the elementary and middle schools as needed. There are 3 officers assigned to the Evergreen School District. While the officers are typically assigned to Union High School, Mountain View High School and Evergreen High School, the officers will assist at the elementary and middle schools as needed.

### **Traffic**

The Traffic Unit enhances the safety of citizens traveling in Vancouver by applying evidence-based best practices to prevent high-risk behaviors and situations. Officers investigate and report collisions as State law requires. This Unit consists of 1 Sergeant, 5 Officers (Cars) and 1 commercial vehicle enforcement employee. This unit also conducts major traffic collision investigation and collision reconstruction and works closely with Patrol and other units to provide these investigative and technical skills. In 2017, this unit was called out to 17 major traffic investigations (6 of which involved a fatality), conducted 2,242 traffic stops and issued 1344 citations.

### **Logistics Support Services**

The Logistics Unit ensures police are properly equipped, maximizing operational efficiency and use of public resources for increasing efficiencies and future sustainability. Staff purchase equipment and supplies and coordinate fleet and facility issues with other departments, ensuring that procurement, billing, and disposition processes comply with local, state, and federal requirements and audit. Police must be properly equipped to respond effectively to the needs of our community.

This unit currently consists of 3 civilian employees. The Material Control Coordinator assists in the management of a fleet of over 150 vehicles and serves as the department's technology procurement contact. The 2 Procurement Specialists order, receive, inventory, and distribute all of the supplies and equipment needed by the department. In 2017, the Logistics division receipted 1,355 types of items in stock and issued 3,099 transactions. There are currently 24,217 individual stock items with a value of over \$326,671. The division also added 809 new assets in 2017 bringing the total tracked assets to 8,307 with an estimated value of \$6,600,000.



## **Police Communications**

Police Communications with citizens and other first responders are an essential part of policing. To ensure regional interoperability and cost-effectiveness, we contract with Clark Regional Emergency Services Agency (CRESA) for 911 call-taking, police radio system dispatch, access, support, and computer aided dispatch. CRESA coordinates police, fire, and medical services for all public agencies in the region to provide cost-effective and consistent system that broadcasts emergency communications in real-time with no delay.

## **Special Operations**

The Tactical Services and Special Operations Division manage the Traffic Unit, Canine, and SWAT team components. This division also coordinates department planning and participation in regional emergency preparedness, disaster response, and large-scale public safety incidents. This unit currently consists of a Sergeant and Lieutenant working under the Investigations Commander to oversee and provide support to SWAT, Canine, and Traffic.

## **Metropolitan Explosive Disposal Unit**

The Metropolitan Explosive Device Unit (MEDU) is a Portland-based regional team responsible for responding 24/7 to explosive, chemical, biological, radiological, or nuclear incidents in the area. This team of police officers is highly trained and specially equipped to safely recognize, handle and dispose of suspicious materials and devices. Vancouver Police has 1 participating member who responds as a collateral duty assignment. In 2017, the unit had 418 missions, with the participating VPD member responding to 78 of those missions. 88 total missions were in Clark County jurisdiction. 20 of the missions within Clark County were in support of SWAT.

## **Critical Incident Team**

The Critical Incident Team (CIT) is a collateral duty for police officers who are specially trained to respond to emergency calls involving people with mental health conditions, medication problems, or stressful life events who may present a threat to themselves, their families, public safety responders or other citizens. We partner with the mental health community to provide intensive training that teaches officers to establish trust and de-escalate a crisis situation.

## **Grant/Other Funding**

Secure federal, state, and local grants to enhance public safety and police services for the community with minimal cost to the General Fund. In 2017, the department managed over \$600,080 in federal, state and local grants.



## Summary of Expenditure by Major Object Category

|                          | 2017<br>Actuals | 2018<br>Budget | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|--------------------------|-----------------|----------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| <b>Criminal Justice</b>  |                 |                |                  |                             |                               |                  |                             |                               |
| Materials Services       | 77,310          | 144,288        | -                | -                           | -                             | -                | -                           | -                             |
| Intergovernmental Charge | 551,523         | 127,939        | -                | 206,617                     | 206,617                       | -                | 207,836                     | 207,836                       |
| Capital Outlay - Total   | -               | 15,816         | -                | -                           | -                             | -                | -                           | -                             |
| Interfund - Totals       | 1,985           | 1,928          | 1,928            | 3,056                       | 3,056                         | 1,928            | 3,056                       | 3,056                         |
| <b>Total</b>             | <b>630,818</b>  | <b>289,971</b> | <b>1,928</b>     | <b>209,673</b>              | <b>209,673</b>                | <b>1,928</b>     | <b>210,892</b>              | <b>210,892</b>                |
| <b>Drug Enforcement</b>  |                 |                |                  |                             |                               |                  |                             |                               |
| Salaries & Benefits      | 19,912          | 55,700         | -                | 55,771                      | 55,719                        | -                | 55,738                      | 55,719                        |
| Materials Services       | 119,020         | 187,227        | 80,885           | 91,685                      | 91,685                        | 80,885           | 91,685                      | 91,685                        |
| Intergovernmental Charge | 91,308          | 101,672        | 1,500            | 208,386                     | 208,386                       | 1,500            | 112,928                     | 112,928                       |
| Interfund - Totals       | 22,095          | 12,736         | 3,536            | 3,723                       | 3,723                         | 3,536            | 3,723                       | 3,723                         |
| <b>Total</b>             | <b>252,335</b>  | <b>357,335</b> | <b>85,921</b>    | <b>359,565</b>              | <b>359,513</b>                | <b>85,921</b>    | <b>264,074</b>              | <b>264,055</b>                |
| <b>Investigative</b>     |                 |                |                  |                             |                               |                  |                             |                               |
| Materials Services       | 33,777          | 58,273         | 35,490           | 35,490                      | 35,490                        | 35,490           | 35,490                      | 35,490                        |
| Intergovernmental Charge | 37,650          | 25,200         | 200              | 200                         | 200                           | 200              | 200                         | 200                           |
| Capital Outlay - Total   | -               | 11,252         | -                | 25,000                      | 25,000                        | -                | 25,000                      | 25,000                        |
| Interfund - Totals       | 1,963           | 1,906          | 1,906            | 749                         | 749                           | 1,906            | 749                         | 749                           |
| <b>Total</b>             | <b>73,390</b>   | <b>96,631</b>  | <b>37,596</b>    | <b>61,439</b>               | <b>61,439</b>                 | <b>37,596</b>    | <b>61,439</b>               | <b>61,439</b>                 |

|                          | 2017<br>Actuals   | 2018<br>Budget    | 2019<br>Baseline  | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline  | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|--------------------------|-------------------|-------------------|-------------------|-----------------------------|-------------------------------|-------------------|-----------------------------|-------------------------------|
| <b>Police Department</b> |                   |                   |                   |                             |                               |                   |                             |                               |
| Salaries & Benefits      | 32,170,572        | 36,104,286        | 32,788,335        | 39,681,243                  | 39,614,468                    | 34,000,173        | 41,579,526                  | 41,511,333                    |
| Materials Services       | 2,371,715         | 3,453,424         | 1,870,559         | 3,614,585                   | 3,610,385                     | 1,870,559         | 2,256,679                   | 2,252,479                     |
| Intergovernmental Charge | 2,662,028         | 2,851,742         | 2,805,139         | 3,527,805                   | 3,527,805                     | 2,805,139         | 3,227,812                   | 3,227,812                     |
| Capital Outlay - Total   | 973,837           | 662,994           | -                 | 30,000                      | 30,000                        | -                 | -                           | -                             |
| Interfund - Totals       | 6,680,408         | 7,459,669         | 7,459,670         | 8,584,514                   | 8,584,514                     | 7,459,670         | 8,672,611                   | 8,672,611                     |
| <b>Total</b>             | <b>44,858,560</b> | <b>50,532,115</b> | <b>44,923,703</b> | <b>55,438,147</b>           | <b>55,367,172</b>             | <b>46,135,541</b> | <b>55,736,628</b>           | <b>55,664,235</b>             |
| <b>FTE Total</b>         | 260.00            | 278.00            | 278.00            | 290.00                      | 290.00                        | 290.00            | 296.00                      | 296.00                        |
| <b>SWAT Team</b>         |                   |                   |                   |                             |                               |                   |                             |                               |
| Materials Services       | 210,427           | 334,024           | 198,067           | 209,754                     | 209,754                       | 198,067           | 209,754                     | 209,754                       |
| Interfund - Totals       | 22,764            | 42,665            | 42,665            | 49,691                      | 49,691                        | 42,665            | 49,452                      | 49,452                        |
| <b>Total</b>             | <b>233,191</b>    | <b>376,689</b>    | <b>240,732</b>    | <b>259,445</b>              | <b>259,445</b>                | <b>240,732</b>    | <b>259,206</b>              | <b>259,206</b>                |

# Legal Services

The Vancouver City Attorney's Office provides four major functions:

- 1) Civil and Criminal Advisory: provide relevant, timely legal advice to city staff, City Council and various boards and commissions to ensure that legally sound decisions are made in the development and implementation of city policies;
- 2) Civil and Criminal Legislative and Document Preparation: prepare properly drafted, legally defensible ordinances, resolutions and related documents needed to carry out city policies and provide appropriate legal advice and recommendations to the City Council to assist in their role as the legislative body. Prepare and provide legal review of contracts, agreements and other related documents needed to conduct city business;
- 3) Civil Litigation: initiate or defend lawsuits and be successful in any litigation which cannot otherwise be avoided so that the City's policy objectives are achieved and the City's liability exposure is minimized;
- 4) Criminal Prosecution/Diversion: prosecute crimes of violence, theft, livability and other crimes that occur in the City so that justice is served, crime is reduced and the residents' sense of safety within the community is increased. The criminal division includes a criminal diversion program that diverts a number of offenders out of the traditional criminal justice system and allows them to enter agreements resulting in dismissed or lesser charges in exchange for compliance with specified conditions.

## Department Program Information

The following section describes the various programs, divisions, or functions that make up the Legal Services Department in the Public Safety function.



## **Criminal Prosecution**

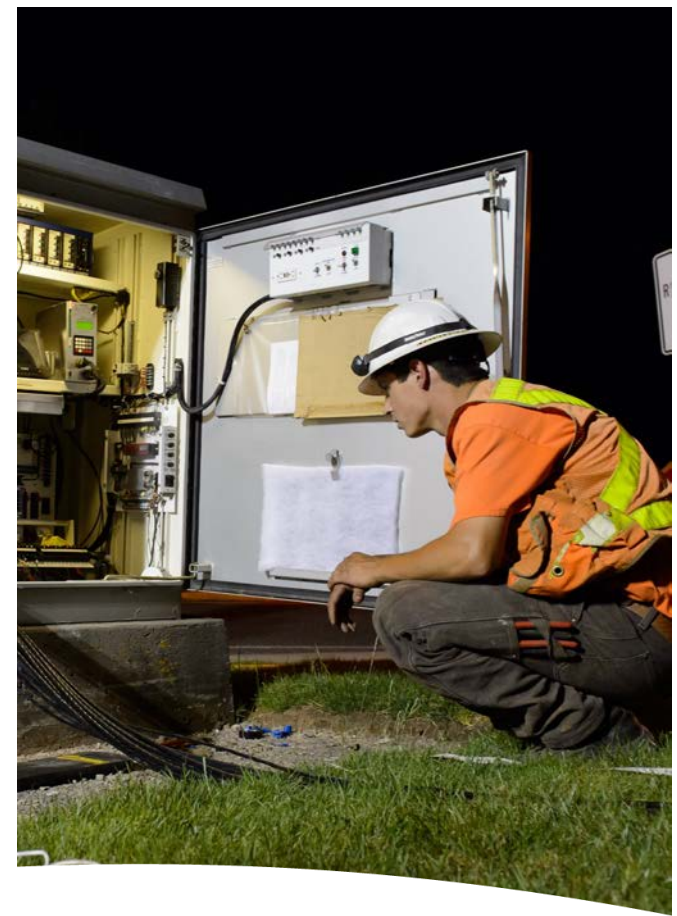
Prosecute all misdemeanor and gross misdemeanor criminal cases occurring in the City of Vancouver in each aspect of the criminal justice system. This includes reviewing police reports for charging decisions, engaging in applicable plea negotiations, collecting and presenting relevant evidence to the court and representing the City at pretrial hearings, jury and bench trials. Post-conviction, the City prosecutor advocates for the City at criminal sentencing, seeks restitution for crime victims, and represents the City in any criminal appeals. The City prosecutor provides up-to-date legal advice and training to police officers through new officer orientation, notification on changes in the law and training on pertinent subjects. The prosecution unit researches and responds to numerous law enforcement inquiries as posed by Vancouver City police officers. The City prosecutor monitors state criminal justice legislation and state and federal caselaw of interest to the City. The unit drafts ordinances in conformity with specific legal issues as needed. The City prosecutor staffs specialty courts including Veteran's Court, Substance Abuse Court and Mental Health Court by individual prosecutor assignment. The City Prosecutor also houses the Diversion unit for qualifying domestic violence offenders as well as for qualifying DWLS offenders. The Diversion unit provides an alternative to traditional district court case processing.

## **Domestic Violence**

Prosecute all misdemeanor cases involving domestic violence arising in the City of Vancouver and unincorporated Clark County, as well as all felonies that occur anywhere in Clark County. Provide ongoing training to law enforcement personnel and other professionals involved in the field of domestic violence. This usually requires additional evenings or weekend work because of trial and hearing schedules for the prosecutors. Increase domestic violence victim safety and confidence in the criminal justice system and increase offender accountability by sharing city and county resources.

## Summary of Expenditure by Major Object Category

|                                                       | 2017<br>Actuals  | 2018<br>Budget   | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|-------------------------------------------------------|------------------|------------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| <b>Legal Service - Criminal and Domestic Violence</b> |                  |                  |                  |                             |                               |                  |                             |                               |
| Salaries & Benefits                                   | 3,665,361        | 4,157,655        | 2,374,314        | 2,446,085                   | 2,442,441                     | 2,440,371        | 2,512,267                   | 2,508,544                     |
| Materials Services                                    | 260,785          | 460,853          | 287,953          | 485,974                     | 485,974                       | 287,953          | 317,435                     | 317,435                       |
| Intergovernmental Charge                              | -                | -                | -                | 28,000                      | 28,000                        | -                | -                           | -                             |
| Interfund - Totals                                    | 992,069          | 1,032,368        | 864,009          | 659,773                     | 659,773                       | 864,009          | 654,143                     | 654,143                       |
| <b>Total</b>                                          | <b>4,918,215</b> | <b>5,650,876</b> | <b>3,526,276</b> | <b>3,619,832</b>            | <b>3,616,188</b>              | <b>3,592,333</b> | <b>3,483,845</b>            | <b>3,480,122</b>              |
| <b>FTE Total</b>                                      | 31.75            | 31.75            | 19.25            | 19.25                       | 19.25                         | 19.25            | 19.25                       | 19.25                         |



# Public Works



# Public Works Administration

Public Works Administration sets department goals and objectives, oversees department projects, provides administrative and technical support to four Public Works divisions including City Engineering, Construction Services, Operations and Maintenance, and Solid Waste. Public Works Administration provides leadership and general policy making decisions, giving direction to all divisions within Public Works to effectively develop and maintain public infrastructure assets utilizing asset management best practices that promotes safety, health and livability at the lowest possible life cycle cost in support of the City vision.

## Department Program Information

The following section describes the various programs, divisions, or functions that make up the Public Works department.

### Public Works Administration

Public Works Administration provides leadership and general policy making decisions, giving direction to all divisions within Public Works to effectively develop and maintain public infrastructure assets utilizing asset management best practices that promotes safety, health and livability at the lowest possible life cycle cost in support of the City vision.

### Public Works Transportation Planning

Public Works Transportation Planning works with CED Transportation Planning to effectively plan for the development and maintenance of transportation assets. To ensure that planning for transportation related assets are developed and maintained in accordance with asset management best practices which promote safety, health and livability at the lowest possible life cycle cost in support of the City's vision, operating principles and policies.

## Summary of Expenditure by Major Object Category

|                                    | 2017<br>Actuals   | 2018<br>Budget    | 2019<br>Baseline  | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline  | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|------------------------------------|-------------------|-------------------|-------------------|-----------------------------|-------------------------------|-------------------|-----------------------------|-------------------------------|
| <b>Public Works Administration</b> |                   |                   |                   |                             |                               |                   |                             |                               |
| Salaries & Benefits                | 852,115           | 986,356           | 846,785           | 871,932                     | 870,496                       | 854,526           | 879,679                     | 878,239                       |
| Materials Services                 | 97,003            | 209,115           | 149,115           | 309,033                     | 309,033                       | 149,115           | 306,074                     | 306,074                       |
| Intergovernmental Charge           | 21,808,420        | 24,370,521        | 24,360,521        | 27,151,766                  | 27,151,766                    | 24,360,521        | 28,474,887                  | 28,474,887                    |
| Capital Outlay - Total             | 748               | -                 | -                 | -                           | -                             | -                 | -                           | -                             |
| Total Principal & Interest         | -                 | 1,500             | -                 | -                           | -                             | -                 | -                           | -                             |
| Interfund - Totals                 | 570,712           | 594,451           | 571,129           | 597,769                     | 597,769                       | 571,129           | 595,948                     | 595,948                       |
| <b>Total</b>                       | <b>23,328,998</b> | <b>26,161,943</b> | <b>25,927,550</b> | <b>28,930,500</b>           | <b>28,929,064</b>             | <b>25,935,291</b> | <b>30,256,588</b>           | <b>30,255,148</b>             |
| <b>FTE Total</b>                   | 7.00              | 7.00              | 7.00              | 7.00                        | 7.00                          | 7.00              | 7.00                        | 7.00                          |

## Sewer Accounting

|                          |                   |                   |                  |                  |                  |              |              |              |
|--------------------------|-------------------|-------------------|------------------|------------------|------------------|--------------|--------------|--------------|
| Salaries & Benefits      | 36,210            | -                 | -                | -                | -                | -            | -            | -            |
| Materials Services       | 1,159             | 900               | 900              | 900              | 900              | 900          | 900          | 900          |
| Intergovernmental Charge | 21,018,116        | 13,549,805        | 3,854,585        | 3,854,585        | 3,854,585        | -            | -            | -            |
| Interfund - Totals       | 322               | 322               | 322              | 277              | 277              | 322          | 277          | 277          |
| <b>Total</b>             | <b>21,055,807</b> | <b>13,551,027</b> | <b>3,855,807</b> | <b>3,855,762</b> | <b>3,855,762</b> | <b>1,222</b> | <b>1,177</b> | <b>1,177</b> |

|                                      | 2017<br>Actuals  | 2018<br>Budget | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|--------------------------------------|------------------|----------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| <b>Surface Water Mgmt Accounting</b> |                  |                |                  |                             |                               |                  |                             |                               |
| Salaries & Benefits                  | 28,126           | -              | -                | -                           | -                             | -                | -                           | -                             |
| Intergovernmental Charge             | 1,800,000        | 600,000        | -                | -                           | -                             | -                | -                           | -                             |
| Interfund - Totals                   | 192              | 192            | 192              | 202                         | 202                           | 192              | 202                         | 202                           |
| <b>Total</b>                         | <b>1,828,318</b> | <b>600,192</b> | <b>192</b>       | <b>202</b>                  | <b>202</b>                    | <b>192</b>       | <b>202</b>                  | <b>202</b>                    |

### Surface Water Mgmt Public Works Administration

|                          |                  |                  |                  |                  |                  |                  |                  |                  |
|--------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Materials Services       | 152              | 20,981           | 1,000            | 51,000           | 51,000           | 1,000            | 51,000           | 51,000           |
| Intergovernmental Charge | 3,655,828        | 4,327,263        | 4,327,263        | 4,799,197        | 4,799,197        | 4,327,263        | 4,953,673        | 4,953,673        |
| Interfund - Totals       | 49,066           | 48,995           | 48,995           | 54,079           | 54,079           | 48,995           | 54,079           | 54,079           |
| <b>Total</b>             | <b>3,705,046</b> | <b>4,397,239</b> | <b>4,377,258</b> | <b>4,904,276</b> | <b>4,904,276</b> | <b>4,377,258</b> | <b>5,058,752</b> | <b>5,058,752</b> |

### Water Accounting

|                          |                   |                   |               |               |               |              |            |            |
|--------------------------|-------------------|-------------------|---------------|---------------|---------------|--------------|------------|------------|
| Salaries & Benefits      | 58,526            | -                 | -             | -             | -             | -            | -          | -          |
| Materials Services       | 18                | 75                | 75            | 75            | 75            | 75           | 75         | 75         |
| Intergovernmental Charge | 10,143,900        | 10,103,909        | 78,665        | 78,665        | 78,665        | -            | -          | -          |
| Interfund - Totals       | 1,192             | 1,192             | 1,192         | 420           | 420           | 1,192        | 420        | 420        |
| <b>Total</b>             | <b>10,203,636</b> | <b>10,105,176</b> | <b>79,932</b> | <b>79,160</b> | <b>79,160</b> | <b>1,267</b> | <b>495</b> | <b>495</b> |

# Construction Services

Construction Services protects the City's contractual legal rights pursuant to capital construction contracts and development agreements. The quality assurance services delivered through timely and thorough inspections are critical to the provision of high quality public facilities. Construction Services provides contract management and quality assurance inspection during the contracting and construction of all Public Works water, sewer, storm sewer, roadway, traffic signal, and illumination projects within the City limits and the water/sewer service area. Construction Services also provide quality assurance and project management for private development projects which construct facilities that are to be turned over to the City for ownership and perpetual maintenance when completed.

The Construction Services budget also includes funding for the City Surveyor's office. Survey Engineering ties the past to the present and the future by tracing the history of legal property boundary locations and ensuring a high level of accuracy and quality control in the location measurements that make Public Works construction projects possible.

The goal of construction services is to provide quality infrastructure improvements utilizing knowledge and good judgment in a cost effective, verifiable, responsive manner focused on quality of end-products and customer service.

## Summary of Expenditure by Major Object Category

|                          | 2017<br>Actuals  | 2018<br>Budget   | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|--------------------------|------------------|------------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| <b>Construction</b>      |                  |                  |                  |                             |                               |                  |                             |                               |
| Salaries & Benefits      | 1,403,145        | 2,453,258        | 2,592,007        | 1,656,966                   | 1,652,186                     | 2,651,699        | 1,722,033                   | 1,717,141                     |
| Materials Services       | 253,331          | 300,495          | 300,495          | 343,775                     | 335,605                       | 300,495          | 329,668                     | 323,968                       |
| Intergovernmental Charge | -                | -                | -                | 75,894                      | 75,894                        | -                | 55,639                      | 55,639                        |
| Capital Outlay - Total   | -                | -                | -                | 120,000                     | 65,000                        | -                | 71,000                      | 65,000                        |
| Interfund - Totals       | 783,663          | 779,786          | 779,786          | 926,966                     | 926,966                       | 779,786          | 945,038                     | 945,038                       |
| <b>Total</b>             | <b>2,440,139</b> | <b>3,533,539</b> | <b>3,672,288</b> | <b>3,123,601</b>            | <b>3,055,651</b>              | <b>3,731,980</b> | <b>3,123,378</b>            | <b>3,106,786</b>              |
| <b>FTE Total</b>         | 23.00            | 23.00            | 23.00            | 28.00                       | 28.00                         | 28.00            | 29.00                       | 29.00                         |

# Equipment Services

Equipment Services provides a high quality, cost-effective fleet of vehicles for use by all city departments including the Fire and Police Departments. Working with a Customer First attitude, equipment services employees aim to be recognized as the best provider of services that benefit user departments and respond quickly to customers concerns.

Equipment services is be the core organization to provide mission-ready vehicles and major equipment (including Police and Fire Departments) to the City. It manages, plans, and coordinates the purchase, maintenance, repair, and replacement of all City vehicles and equipment, including management of fueling sites. Equipment services insures that all vehicles are maintained in a professional and environmentally conscious manner, and looks for ways to make the City's fleet and operation more sustainable. The department continues to look for ways to reduce the impact on the environment and remain cost competitive through a combination of efficient operations and contracted support.

Equipment services will accomplish this through:

- Innovative thinking
- Embracing technology
- Using planned scientific maintenance techniques
- Responding to customers' changing needs
- Valuing equipment services staff for their ideas and diversity
- Provide quality and cost effective customer service





## Department Program Information

The following section describes the various programs, divisions, or functions that make up the Equipment Services department.

### Equipment Services Administration

Equipment Services Administration manages the purchase and replacement of vehicles so that the City avoids the high maintenance cost resulting from not targeting the replacement properly. Equipment Services Administration continues to research creative ways to replace the City's fleet that target refurbishment, gliding and or target component replacement rather than the entire vehicle.

### Operations Equipment Repair Services

Operations Equipment Repair Services provides planned maintenance, repair and fabrication to user departments within the City for all of their fleet and small equipment needs.

### Fire Equipment Repair Services

Fire Equipment Repair Services provide routine preventive maintenance and repairs to emergency apparatus, staff vehicles, and rescue equipment for the City of Vancouver Fire Department.

## Summary of Expenditure by Major Object Category

|                                           | 2017<br>Actuals  | 2018<br>Budget   | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|-------------------------------------------|------------------|------------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| <b>Equipment Repair &amp; Replacement</b> |                  |                  |                  |                             |                               |                  |                             |                               |
| Capital Outlay - Total                    | 2,775,613        | 7,374,726        | -                | 11,733,858                  | 11,573,858                    | -                | 5,441,499                   | 5,441,499                     |
| Interfund - Totals                        | 3,956            | 5,185            | 5,185            | 16,278                      | 16,278                        | 5,185            | 16,264                      | 16,264                        |
| <b>Total</b>                              | <b>2,779,569</b> | <b>7,379,911</b> | <b>5,185</b>     | <b>11,750,136</b>           | <b>11,590,136</b>             | <b>5,185</b>     | <b>5,457,763</b>            | <b>5,457,763</b>              |
| <b>Equipment Services Operations</b>      |                  |                  |                  |                             |                               |                  |                             |                               |
| Salaries & Benefits                       | 2,378,941        | 2,647,816        | 2,654,239        | 2,880,559                   | 2,876,064                     | 2,517,003        | 2,943,609                   | 2,738,853                     |
| Materials Services                        | 3,299,244        | 3,562,147        | 3,316,762        | 3,524,794                   | 3,514,484                     | 3,316,762        | 3,334,611                   | 3,325,211                     |
| Intergovernmental Charge                  | 15,340           | 16,000           | 16,000           | 106,000                     | 106,000                       | 16,000           | 84,220                      | 84,220                        |
| Capital Outlay - Total                    | 341,785          | 317,094          | -                | -                           | -                             | -                | -                           | -                             |
| Total Principal & Interest                | -                | 120,898          | 88,148           | 126,915                     | 126,915                       | 87,275           | 125,848                     | 125,848                       |
| Interfund - Totals                        | 767,699          | 799,877          | 799,877          | 842,164                     | 842,164                       | 799,877          | 848,656                     | 848,656                       |
| <b>Total</b>                              | <b>6,803,009</b> | <b>7,463,832</b> | <b>6,875,026</b> | <b>7,480,432</b>            | <b>7,465,627</b>              | <b>6,736,917</b> | <b>7,336,944</b>            | <b>7,122,788</b>              |
| <b>FTE Total</b>                          | <b>26.00</b>     | <b>26.00</b>     | <b>26.00</b>     | <b>26.00</b>                | <b>26.00</b>                  | <b>24.00</b>     | <b>26.00</b>                | <b>24.00</b>                  |
| <b>Fire Equipment Replacement</b>         |                  |                  |                  |                             |                               |                  |                             |                               |
| Capital Outlay - Total                    | 1,275,707        | 2,029,454        | -                | 4,162,544                   | 4,162,544                     | -                | 700,230                     | 700,230                       |
| <b>Total</b>                              | <b>1,275,707</b> | <b>2,029,454</b> | <b>-</b>         | <b>4,162,544</b>            | <b>4,162,544</b>              | <b>-</b>         | <b>700,230</b>              | <b>700,230</b>                |

## City of Vancouver 2019-20 Recommended Budget

### Listing of Replacement and New Asset Purchases

| Fund-Dept Name                                 | Vehicle Number | Vehicle Desc                          | 2019 Vehicle Cost | 2020 Vehicle Cost |
|------------------------------------------------|----------------|---------------------------------------|-------------------|-------------------|
| Legal Service - Criminal and Domestic Violence | 1062           | Ford Escape                           | \$ 28,000         |                   |
|                                                |                |                                       | <b>\$ 28,000</b>  |                   |
| Parks, Trails and Natural Resources            | 2019           | crew cab truck with towing capacity   | \$ 46,000         |                   |
|                                                |                |                                       | <b>\$ 46,000</b>  |                   |
| Recreation Services                            | 1418           | 7 Passenger Van                       | \$ 34,000         |                   |
|                                                | 2092           | VAN < 8500 GVW                        |                   | \$ 34,000         |
|                                                | 3132           | VAN WINDOW HANDICAP 8501 - 10,000 GVW | \$ 78,000         |                   |
|                                                | NEW            | Van (ADA)                             | \$ 78,000         |                   |
|                                                |                |                                       | <b>\$ 190,000</b> | <b>\$ 34,000</b>  |
| Police Department                              | 1181           | POLICE DETECTIVE < 8500 GVW           | \$ 47,000         |                   |
|                                                | 1187           | POLICE ADMIN < 8500 GVW               | \$ 20,500         |                   |
|                                                | 1190           | POLICE ADMIN < 8500 GVW               |                   | \$ 35,000         |
|                                                | 1214           | POLICE DETECTIVE < 8500 GVW           | \$ 47,000         |                   |
|                                                | 1217           | POLICE ADMIN < 8500 GVW               |                   | \$ 35,000         |
|                                                | 1221           | POLICE SPECIALTY                      | \$ 47,000         |                   |
|                                                | 1224           | POLICE MARKED PATROL < 8500 GVW       | \$ 20,500         |                   |
|                                                | 1235           | POLICE DETECTIVE < 8500 GVW           | \$ 47,000         |                   |
|                                                | 1248           | POLICE SPECIALTY                      | \$ -              | \$ 47,000         |
|                                                | 1251           | POLICE ADMIN < 8500 GVW               |                   | \$ 35,000         |
|                                                | 1252           | POLICE DETECTIVE < 8500 GVW           | \$ 47,000         |                   |
|                                                | 1254           | POLICE DETECTIVE < 8500 GVW           | \$ 47,000         |                   |
|                                                | 1255           | POLICE DETECTIVE < 8500 GVW           | \$ 47,000         |                   |
|                                                | 1256           | POLICE SPECIALTY                      | \$ 47,000         |                   |
|                                                | 1258           | POLICE MARKED SPECIALTY < 8500 GVW    | \$ 20,500         |                   |
|                                                | 1262           | POLICE MARKED SPECIALTY < 8500 GVW    | \$ 62,000         |                   |
|                                                | 1267           | POLICE DETECTIVE < 8500 GVW           |                   | \$ 47,000         |

| Fund-Dept Name    | Vehicle Number | Vehicle Desc                                                | 2019 Vehicle Cost | 2020 Vehicle Cost |
|-------------------|----------------|-------------------------------------------------------------|-------------------|-------------------|
| Police Department | 1272           | POLICE UNMARKED PATROL                                      | \$ 60,000         |                   |
|                   | 1274           | POLICE DETECTIVE < 8500 GVW                                 | \$ 47,000         |                   |
|                   | 1281           | POLICE DETECTIVE < 8500 GVW                                 | \$ 47,000         |                   |
|                   | 1282           | POLICE ADMIN < 8500 GVW                                     |                   | \$ 35,000         |
|                   | 1293           | POLICE MARKED PATROL < 8500 GVW                             | \$ 20,500         |                   |
|                   | 1294           | POLICE MARKED PATROL < 8500 GVW                             | \$ 20,500         |                   |
|                   | 1296           | POLICE MARKED PATROL < 8500 GVW                             | \$ 62,000         |                   |
|                   | 1297           | POLICE SPECIALTY                                            | \$ 20,500         |                   |
|                   | 1299           | POLICE SPECIALTY                                            | \$ 62,000         |                   |
|                   | 1302           | POLICE SPECIALTY                                            | \$ 62,000         |                   |
|                   | 1303           | POLICE SPECIALTY                                            | \$ -              | \$ 62,000         |
|                   | 1307           | POLICE MARKED PATROL < 8500 GVW                             | \$ 20,500         |                   |
|                   | 1309           | POLICE MARKED PATROL < 8500 GVW                             | \$ 20,500         |                   |
|                   | 1314           | POLICE MARKED PATROL < 8500 GVW                             | \$ 20,500         |                   |
|                   | 1315           | POLICE MARKED PATROL < 8500 GVW                             | \$ 20,500         |                   |
|                   | 1318           | POLICE MARKED PATROL < 8500 GVW                             | \$ 20,500         |                   |
|                   | 1319           | POLICE MARKED PATROL < 8500 GVW                             | \$ 20,500         |                   |
|                   | 1320           | POLICE MARKED PATROL < 8500 GVW                             | \$ 20,500         |                   |
|                   | 1323           | POLICE MARKED PATROL < 8500 GVW                             | \$ 20,500         |                   |
|                   | 1324           | POLICE MARKED PATROL < 8500 GVW                             | \$ 20,500         |                   |
|                   | 2080           | PICKUP COMPACT < 8500 GVW                                   |                   | \$ 37,500         |
|                   | 2081           | PICKUP COMPACT < 8500 GVW                                   | \$ 36,000         |                   |
|                   | 2108           | SPORT UTILITY 3/4 TON 6 PASS. < 8500 GVW                    | \$ -              | \$ 88,000         |
|                   | 2143           | VAN < 8500 GVW                                              |                   | \$ 37,500         |
|                   | 2146           | VAN < 8500 GVW                                              |                   | \$ 37,500         |
|                   | 3065           | Van- 1 ton-Ambulance/Command Center                         | \$ -              | \$ -              |
|                   | 3100           | VAN 8501 - 10,000 GVW                                       | \$ -              | \$ 155,000        |
|                   | NEW            | Detective Car                                               | \$ 64,000         |                   |
|                   | NEW            | Ford Interceptor patrol ready with SWAT storage box in rear | \$ 186,000        |                   |
|                   | NEW            | Marked Car - Neighborhood Police                            |                   | \$ 140,000        |
|                   | NEW            | Marked Patrol Car                                           | \$ 180,000        | \$ 60,000         |

| <b>Fund-Dept Name</b>                          | <b>Vehicle Number</b> | <b>Vehicle Desc</b>                      | <b>2019 Vehicle Cost</b> | <b>2020 Vehicle Cost</b> |
|------------------------------------------------|-----------------------|------------------------------------------|--------------------------|--------------------------|
| <b>Police Department</b>                       | NEW                   | Marked Patrol Specialty Car              | \$ 120,000               |                          |
|                                                | NEW                   | Mini-Van                                 | \$ 160,614               |                          |
|                                                | NEW                   | Police Service Technician Van            | \$ 28,000                |                          |
|                                                | NEW                   | PUV                                      | \$ 66,900                |                          |
|                                                | NEW                   | UnMarked Non-Pursuit                     | \$ 20,500                |                          |
|                                                | NEW                   | van                                      | \$ 38,000                |                          |
|                                                | 1311                  | Police PUV                               | \$ 60,000                |                          |
|                                                |                       |                                          | <b>\$ 2,045,514</b>      | <b>\$ 851,500</b>        |
| <b>Pavement Management &amp; Street Design</b> | 2093                  | PICKUP COMPACT < 8500 GVW                | \$ 38,000                |                          |
|                                                |                       |                                          | <b>\$ 38,000</b>         |                          |
| <b>Street Maintenance</b>                      | 0335                  | TRUCK STREET FLUSHER > 33,000 GVW        | \$ 204,032               |                          |
|                                                | 0515                  | TRAILER <6000 GVW                        | \$ 6,000                 |                          |
|                                                | 0532                  | TRAILER <6000 GVW                        | \$ 5,000                 |                          |
|                                                | 0705                  | ATTACHMENT SNOW REMOVAL MATERIAL SPREADE | \$ 26,000                |                          |
|                                                | 0744                  | ATTACHMENT SNOW REMOVAL MATERIAL SPREADE | \$ 35,000                |                          |
|                                                | 0745                  | ATTACHMENT SNOW REMOVAL PLOW             | \$ 30,000                |                          |
|                                                | 0749                  | ATTACHMENT SNOW REMOVAL PLOW             | \$ 12,000                |                          |
|                                                | 0750                  | VEHICLE MOUNTED STELLAR BEDS             | \$ 15,000                |                          |
|                                                | 0751                  | VEHICLE MOUNTED STELLAR BEDS             | \$ 18,000                |                          |
|                                                | 0754                  | VEHICLE MOUNTED STELLAR BEDS             | \$ 12,000                |                          |
|                                                | 0761                  | VEHICLE MOUNTED STELLAR BEDS             | \$ 12,000                |                          |
|                                                | 2118                  | PICKUP 8501 - 10,000                     | \$ 4,000                 |                          |
|                                                | 3020                  | TRUCK FLAT BED 10,001 - 14,000 GVW       | \$ 83,462                |                          |
|                                                | 3025                  | TRUCK FLAT BED 19,501- 26,000 GVW        | \$ 26,000                |                          |
|                                                | 3053                  | TRUCK OTHER > 33,000 GVW                 | \$ 190,000               |                          |
|                                                | 3054                  | PICKUP 1 TON 8501 - 10,000 GVW           |                          | \$ 60,000                |
|                                                | 3068                  | TRUCK STELLAR > 33,000 GVW               | \$ 108,193               |                          |
|                                                | 3076                  | 2004 Freightliner Utilimaster van        | \$ 145,000               |                          |
|                                                | 3078                  | 2004 Freightliner Utilimaster van        | \$ 145,000               |                          |
|                                                | 3092                  | WORKHORSE Van FT 1261                    | \$ 145,000               |                          |
|                                                | 3093                  | TRUCK STELLAR > 33,000 GVW               | \$ 106,549               |                          |
|                                                | 3094                  | TRUCK DUMP BED > 33,000 GVW              | \$ 225,000               |                          |
|                                                | 3106                  | TRUCK FLAT BED 10,001 - 14,000 GVW       | \$ 80,000                |                          |
|                                                | 3127                  | PICKUP 1 TON 8501 - 10,000 GVW           |                          | \$ 80,000                |
|                                                | 3135                  | Ford Flatbed Truck                       | \$ 14,000                |                          |

| <b>Fund-Dept Name</b>                                            | <b>Vehicle Number</b> | <b>Vehicle Desc</b>                                                                              | <b>2019<br/>Vehicle Cost</b> | <b>2020<br/>Vehicle Cost</b> |
|------------------------------------------------------------------|-----------------------|--------------------------------------------------------------------------------------------------|------------------------------|------------------------------|
| <b>Street Maintenance</b>                                        | 4029                  | OFF ROAD ROLLER VIBRATORY                                                                        | \$ 40,000                    |                              |
|                                                                  | 4036                  | OFF ROAD WHEELED GRADER                                                                          |                              | \$ 220,000                   |
|                                                                  | 5004                  | TRAILER >10,001 GVW                                                                              | \$ 12,000                    |                              |
|                                                                  | 5022                  | TRAILER SEMI FLAT BED                                                                            | \$ 85,000                    |                              |
|                                                                  | 5025                  | TRAILER >10,001 GVW                                                                              |                              | \$ 60,000                    |
|                                                                  | 7037                  | OFF ROAD MOUNTED PAVER                                                                           | \$ 35,000                    |                              |
|                                                                  | 7038                  | VEHICLE MOUNTED STELLAR BEDS                                                                     | \$ 12,000                    |                              |
|                                                                  | 7039                  | VEHICLE MOUNTED STELLAR BEDS                                                                     | \$ 15,000                    |                              |
|                                                                  | 7048                  | ATTACHMENT SNOW REMOVAL PLOW                                                                     | \$ 20,000                    |                              |
|                                                                  | 7061                  | VEHICLE MOUNTED STELLAR BEDS                                                                     | \$ 12,000                    |                              |
|                                                                  | 7066                  | VEHICLE MOUNTED STELLAR BEDS                                                                     | \$ 15,000                    |                              |
|                                                                  | 707                   | ATTACHMENT SNOW REMOVAL PLOW                                                                     |                              | \$ 20,000                    |
|                                                                  | 7073                  | ATTACHMENT DEICER EQUIPMENT                                                                      | \$ 18,000                    |                              |
|                                                                  | 7079                  | ATTACHMENT SNOW REMOVAL PLOW                                                                     | \$ 20,000                    |                              |
|                                                                  | 708                   | ATTACHMENT SNOW REMOVAL PLOW                                                                     | \$ 20,000                    | \$ 20,000                    |
|                                                                  | 7084                  | ATTACHMENT DEICER EQUIPMENT                                                                      | \$ 40,000                    |                              |
|                                                                  | 709                   | ATTACHMENT SNOW REMOVAL PLOW                                                                     | \$ 20,000                    |                              |
|                                                                  | 713                   | OTHER EQUIPMENT                                                                                  | \$ 35,000                    |                              |
|                                                                  | 714                   | OTHER EQUIPMENT                                                                                  | \$ 35,000                    |                              |
|                                                                  | 734                   | OFF ROAD CURB MACHINE                                                                            | \$ 35,000                    |                              |
|                                                                  | 736                   | ATTACHMENT OTHER                                                                                 | \$ 15,000                    |                              |
|                                                                  | NEW                   | 2-T pickup truck                                                                                 | \$ 51,801                    |                              |
|                                                                  | NEW                   | Stellar Truck Chassis                                                                            | \$ 51,000                    |                              |
|                                                                  | NEW                   | Stellar Truck Chassis, Decicing unit and Snow plow                                               | \$ 125,169                   |                              |
|                                                                  | NEW                   | Snow plow and deicing unit on trucks purchased to service the new Van Mall North Annexation area | \$ 45,000                    |                              |
|                                                                  |                       |                                                                                                  | <b>\$ 2,404,206</b>          | <b>\$ 460,000</b>            |
| <b>Public Works Administration</b>                               | 1231                  | AUTOMOBILE SEDAN < 8500 GVW                                                                      |                              | \$ 30,000                    |
|                                                                  |                       |                                                                                                  |                              | <b>\$ 30,000</b>             |
| <b>Traffic Engineering &amp; Operations</b>                      | 3134                  | Bucket Truck                                                                                     | \$ 215,037                   |                              |
|                                                                  |                       |                                                                                                  | <b>\$ 215,037</b>            |                              |
| <b>Street Funding Initiative Operating - Grounds Maintenance</b> | NEW                   | Stellar Truck                                                                                    | \$ 51,300                    |                              |
|                                                                  |                       |                                                                                                  | <b>\$ 51,300</b>             |                              |
| <b>Fire Fund</b>                                                 | APP 22                | 2002 GMC SONOMA EXT CAB                                                                          | \$ 85,000                    |                              |

| <b>Fund-Dept Name</b>                               | <b>Vehicle Number</b> | <b>Vehicle Desc</b>                                     | <b>2019 Vehicle Cost</b> | <b>2020 Vehicle Cost</b> |
|-----------------------------------------------------|-----------------------|---------------------------------------------------------|--------------------------|--------------------------|
| <b>Fire Fund</b>                                    | APP-11                | Trailer                                                 |                          | \$ 15,230                |
|                                                     | App-23                | Colorado- replace w/Escape                              | \$ 30,000                |                          |
|                                                     | App-27                | F150 4WD- Crew Cab w/ canopy & lighting                 | \$ 60,000                |                          |
|                                                     | App-37                | Explorer- Response 3 vehicle                            | \$ 60,000                |                          |
|                                                     | App-45                | F550 4x4                                                | \$ 51,000                |                          |
|                                                     | App-52                | Arrow XT                                                | \$ 685,000               |                          |
|                                                     | App-59                | Arrow XT                                                |                          | \$ 685,000               |
|                                                     | App-69                | Util Tlr                                                | \$ 15,230                |                          |
|                                                     | App-76                | 100' Ladder                                             | \$ 844,600               |                          |
|                                                     | App-79                | Arrow X-T                                               | \$ 1,500,000             |                          |
|                                                     | NEW                   | Fire Engine                                             | \$ 716,914               |                          |
|                                                     | NEW                   | Ford Escape 2WD White non-code 3 capable minimal set up | \$ 114,800               |                          |
|                                                     |                       |                                                         | <b>\$ 4,162,544</b>      | <b>\$ 700,230</b>        |
| <b>Urban Forestry</b>                               | 2165                  | PICKUP 3/4 TON < 8500 GVW                               |                          | \$ 42,000                |
|                                                     |                       |                                                         |                          | <b>\$ 42,000</b>         |
| <b>Surface Water Mgmt Greenways/Sensitive Lands</b> | 0722                  | VEHICLE MOUNTED STELLAR BEDS                            | \$ 10,000                |                          |
|                                                     | 0774                  | VEHICLE MOUNTED STELLAR BEDS                            | \$ 10,000                |                          |
|                                                     | 2120                  | PICKUP 1/2 TON < 8500 GVW                               |                          | \$ 43,000                |
|                                                     | 2121                  | PICKUP 1/2 TON < 8500 GVW                               |                          | \$ 43,000                |
|                                                     | 2123                  | PICKUP 8501 - 10,000                                    |                          | \$ 53,000                |
|                                                     | 2124                  | PICKUP 8501 - 10,000                                    |                          | \$ 53,000                |
|                                                     | 2125                  | PICKUP 8501 - 10,000                                    |                          | \$ 53,000                |
|                                                     | 2133                  | PICKUP COMPACT < 8500 GVW                               | \$ 43,000                |                          |
|                                                     | 3034                  | TRUCK STELLAR > 33,000 GVW                              | \$ 206,000               |                          |
|                                                     | 3129                  | TRUCK 16,001 - 19,500 GVW                               |                          | \$ 100,000               |
|                                                     | 4033                  | OFF ROAD MOWER RIDING < 15 HP                           |                          | \$ 40,000                |
|                                                     | NEW                   | Sprinter Van                                            | \$ 18,000                |                          |
|                                                     |                       |                                                         | <b>\$ 287,000</b>        | <b>\$ 385,000</b>        |
| <b>Surface Water Mgmt Maintenance</b>               | 0752                  | VEHICLE MOUNTED STELLAR BEDS                            | \$ 12,000                |                          |
|                                                     | 0753                  | VEHICLE MOUNTED STELLAR BEDS                            | \$ 12,000                |                          |
|                                                     | 0755                  | VEHICLE MOUNTED STELLAR BEDS                            | \$ 12,000                |                          |
|                                                     | 2030                  | PICKUP 8501 - 10,000                                    | \$ 50,000                |                          |
|                                                     | 2111                  | PICKUP 8501 - 10,000                                    | \$ 57,000                |                          |
|                                                     | 2144                  | PICKUP 8501 - 10,000                                    | \$ 57,000                |                          |



| <b>Fund-Dept Name</b>                  | <b>Vehicle Number</b> | <b>Vehicle Desc</b>                                                                        | <b>2019 Vehicle Cost</b> | <b>2020 Vehicle Cost</b> |
|----------------------------------------|-----------------------|--------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| <b>Surface Water Mgmt Maintenance</b>  | 3024                  | TRUCK SEWER CLEANER > 33,000 GVW                                                           | \$ 220,000               |                          |
|                                        |                       | Stellar Truck (3 yd dump truck was 3 way dump bed, only works as traditional dump bed now) | \$ 74,000                |                          |
|                                        | 3039                  |                                                                                            |                          |                          |
|                                        | 3081                  | VAN >14,001                                                                                | \$ 262,000               |                          |
|                                        | 3083                  | PICKUP 1 TON UTILITY BODY 8501 - 10,000                                                    | \$ 97,000                |                          |
|                                        | 3116                  | TRUCK OTHER 26,001 - 33,000 GVW                                                            |                          | \$ 135,000               |
|                                        | 3122                  | TRUCK VACUUM LOADER > 33,000 GVW                                                           | \$ 475,000               |                          |
|                                        | 3124                  | TRUCK DUMP BED > 33,000 GVW                                                                |                          | \$ 225,000               |
|                                        | 4066                  | OFF ROAD MOWER RIDING                                                                      | \$ 55,000                |                          |
|                                        | 5016                  | TRLR TILT BED 6001 - 10,000 GVW                                                            | \$ 13,000                |                          |
|                                        | 5042                  | READER/ARROW/LIGHT TRAILER                                                                 | \$ 18,000                |                          |
|                                        | 780                   | VEHICLE MOUNTED STELLAR BEDS                                                               | \$ 12,000                |                          |
|                                        | 781                   | VEHICLE MOUNTED STELLAR BEDS                                                               | \$ 12,000                |                          |
|                                        | 786                   | VEHICLE MOUNTED STELLAR BEDS                                                               | \$ 15,000                |                          |
|                                        | NEW                   | Vactor                                                                                     | \$ 360,000               |                          |
|                                        |                       |                                                                                            | <b>\$ 1,813,000</b>      | <b>\$ 360,000</b>        |
| <b>Surface Water Mgmt Engineering</b>  | 1278                  | AUTOMOBILE SEDAN < 8500 GVW                                                                |                          | \$ 30,000                |
|                                        | 2114                  | PICKUP COMPACT < 8500 GVW                                                                  |                          | \$ 38,000                |
|                                        |                       |                                                                                            |                          | <b>\$ 68,000</b>         |
| <b>Water Resource Education Center</b> | 2141                  | VAN < 8500 GVW                                                                             |                          | \$ 35,000                |
|                                        |                       |                                                                                            |                          | <b>\$ 35,000</b>         |
| <b>Utility Administration</b>          | 2033                  | PICKUP COMPACT < 8500 GVW                                                                  | \$ 6,000                 |                          |
|                                        | 2138 & 215            | Transit Vans                                                                               | \$ 20,846                |                          |
|                                        |                       |                                                                                            | <b>\$ 26,846</b>         |                          |
| <b>Water Maintenance</b>               | 0518                  | TRAILER DUMP BODY < 6000 GVW                                                               | \$ 12,000                |                          |
|                                        | 0529                  | TRAILER >10,001 GVW                                                                        | \$ 12,000                |                          |
|                                        | 0721                  | VEHICLE MOUNTED STELLAR BEDS                                                               | \$ 10,000                |                          |
|                                        | 2018                  | PICKUP 1/2 TON < 8500 GVW                                                                  | \$ 40,000                |                          |
|                                        | 2086                  | PICKUP 1 TON UTILITY BODY 8501 - 10,000                                                    | \$ 55,000                |                          |
|                                        | 2140                  | PICKUP 3/4 TON < 8500 GVW                                                                  | \$ 65,000                |                          |
|                                        | 3007                  | TRUCK FLATBED 14,001 - 16,000 GVW                                                          | \$ 40,000                |                          |
|                                        | 3011                  | TRUCK DUMP BED > 33,000 GVW                                                                | \$ 215,000               |                          |
|                                        | 3015                  | VAN 8501 - 10,000 GVW                                                                      | \$ 60,000                |                          |
|                                        | 3057                  | TRUCK DUMP BED > 33,000 GVW                                                                | \$ 225,000               |                          |
|                                        | 3086                  | PICKUP 8501 - 10,000                                                                       | \$ 110,000               |                          |

| <b>Fund-Dept Name</b>    | <b>Vehicle Number</b> | <b>Vehicle Desc</b>                                       | <b>2019<br/>Vehicle Cost</b> | <b>2020<br/>Vehicle Cost</b> |
|--------------------------|-----------------------|-----------------------------------------------------------|------------------------------|------------------------------|
| <b>Water Maintenance</b> | 3089                  | PICKUP 8501 - 10,000                                      | \$ 55,000                    |                              |
|                          | 3101                  | PICKUP 1 TON UTILITY BODY 8501 - 10,000                   | \$ 85,000                    |                              |
|                          | 3103                  | VAN 8501 - 10,000 GVW                                     |                              | \$ 70,000                    |
|                          | 3104                  | VAN 8501 - 10,000 GVW                                     |                              | \$ 70,000                    |
|                          | 3107                  | TRUCK VACUUM LOADER > 33,000 GVW                          |                              | \$ 475,000                   |
|                          | 3131                  | VAN 10,001-14,000 GVW                                     | \$ 145,000                   |                              |
|                          | 4037                  | OFF ROAD WHEELED LOADER/BACKHOE                           |                              | \$ 175,000                   |
|                          | 5003                  | TRAILER >10,001 GVW                                       | \$ 22,000                    |                              |
|                          | 5019                  | TRAILER VAN BODY < 10,000 GVW                             |                              | \$ 27,500                    |
|                          | 5033                  | READER/ARROW/LIGHT TRAILER                                | \$ 18,000                    |                              |
|                          | 5057                  | READER/ARROW/LIGHT TRAILER                                |                              | \$ 18,000                    |
|                          | 5059                  | AIR COMPRESSOR TRAILER MOUNTED 50 - 150                   |                              | \$ 25,000                    |
|                          | 5064                  | TRAILER 6001 - 10,000 GVW                                 | \$ 15,550                    |                              |
|                          | 787                   | ATTACHMENT SNOW REMOVAL PLOW                              | \$ 20,000                    |                              |
|                          | NEW                   | 1 Ton Flatbed Truck                                       | \$ 54,000                    |                              |
|                          | NEW                   | standard vehicle/van (similar to Russ) - SCADA VAN        | \$ 85,000                    |                              |
|                          | NEW                   | One standard vehicle (similar to Jim Lewis) - 1/2 T Truck | \$ 40,000                    |                              |
|                          |                       |                                                           | <b>\$ 1,383,550</b>          | <b>\$ 860,500</b>            |
| <b>Construction</b>      | 1233                  | AUTOMOBILE SEDAN < 8500 GVW                               | \$ 30,000                    |                              |
|                          | 2089                  | VAN CARGO STANDARD 8501 - 10,000 GVW                      |                              | \$ 45,000                    |
|                          | 2097                  | PICKUP COMPACT < 8500 GVW                                 | \$ 38,000                    |                              |
|                          | 2122                  | SPORT UTILITY 3/4 TON 6 PASS. < 8500 GVW                  |                              | \$ 50,000                    |
|                          | NEW                   | Ford F-150 type – 2WD – extended cab – with canopy        | \$ 32,500                    | \$ 32,500                    |
|                          |                       |                                                           | <b>\$ 100,500</b>            | <b>\$ 127,500</b>            |
| <b>Sewer Maintenance</b> | 0788                  | ATTACHMENT SNOW REMOVAL PLOW                              | \$ 7,000                     |                              |
|                          | 2109                  | PICKUP 8501 - 10,000                                      |                              | \$ 45,000                    |
|                          | 2110                  | PICKUP 8501 - 10,000                                      |                              | \$ 53,000                    |
|                          | 2112                  | PICKUP 8501 - 10,000                                      | \$ 53,000                    |                              |
|                          | 3016                  | VAN 8501 - 10,000 GVW                                     | \$ 60,000                    |                              |
|                          | 3070                  | TRUCK VACUUM LOADER > 33,000 GVW                          |                              | \$ 475,000                   |
|                          | 3072                  | 2004 F450 Utility body truck                              | \$ 90,000                    |                              |
|                          | 3087                  | PICKUP 8501 - 10,000                                      | \$ 55,000                    |                              |

| <b>Fund-Dept Name</b>                      | <b>Vehicle Number</b> | <b>Vehicle Desc</b>                     | <b>2019 Vehicle Cost</b> | <b>2020 Vehicle Cost</b> |
|--------------------------------------------|-----------------------|-----------------------------------------|--------------------------|--------------------------|
| <b>Sewer Maintenance</b>                   | 3088                  | PICKUP 8501 - 10,000                    |                          | \$ 53,000                |
|                                            | 3090                  | PICKUP 1 TON UTILITY BODY 8501 - 10,000 | \$ 80,000                |                          |
|                                            | 3091                  | PICKUP 1 TON UTILITY BODY 8501 - 10,000 | \$ 80,000                |                          |
|                                            | 3108                  | TRUCK VACUUM LOADER > 33,000 GVW        |                          | \$ 475,000               |
|                                            | 3109                  | VAN 16,001 - 19,500 GVW                 |                          | \$ 275,000               |
|                                            | 3125 & 3126           | Jetter Cleaner Trucks                   | \$ 609,999               |                          |
|                                            | 3128                  | TRUCK 14,001 - 16,000 GVW               | \$ 62,000                |                          |
|                                            | 4046                  | OFF ROAD TRACKED                        |                          | \$ 60,000                |
|                                            | 5040                  | READER/ARROW/LIGHT TRAILER              | \$ 18,000                |                          |
|                                            | 5041                  | READER/ARROW/LIGHT TRAILER              | \$ 18,000                |                          |
|                                            | 7020                  | PUMP SKID MOUNTED                       | \$ 35,000                |                          |
|                                            | NEW                   | Ford Escape                             | \$ 30,000                |                          |
|                                            | NEW                   | Meter Exchange Van                      | \$ 85,000                |                          |
|                                            |                       |                                         | <b>\$ 1,282,999</b>      | <b>\$ 1,436,000</b>      |
| <b>Sewer Engineering</b>                   | NEW                   | Ford Escape                             | \$ 28,500                |                          |
|                                            |                       |                                         | <b>\$ 28,500</b>         |                          |
| <b>Building Inspection</b>                 | NEW                   | Ford Escape                             |                          | \$ 30,000                |
|                                            |                       |                                         |                          | <b>\$ 30,000</b>         |
| <b>Solid Waste Program</b>                 | 2137                  | PICKUP COMPACT < 8500 GVW               |                          | \$ 38,000                |
|                                            | 7047                  | VEHICLE MOUNTED STELLAR BEDS            |                          | \$ 12,000                |
|                                            |                       |                                         |                          | <b>\$ 50,000</b>         |
| <b>Parking Services</b>                    | 2145                  | VAN < 8500 GVW                          | \$ 51,668                |                          |
|                                            |                       |                                         | <b>\$ 51,668</b>         |                          |
| <b>Equipment Services Operations</b>       | 1147                  | Ford Fusion Hybrid                      | \$ 31,000                |                          |
|                                            | 1211                  | AUTOMOBILE SEDAN < 8500 GVW             |                          | \$ 30,000                |
|                                            | 1306                  | Ford Escape                             | \$ 28,000                |                          |
|                                            | 2082                  | Ford Transit Connect 6-Passenger Van    | \$ -                     | \$ 34,000                |
|                                            | 3002                  | PICKUP SUPERDUTY 10,001 - 14,000        | \$ 51,616                |                          |
|                                            | 3008                  | TRUCK 14,001 - 16,000 GVW               | \$ 95,000                |                          |
|                                            | NEW                   | Ford Escape                             |                          | \$ 28,000                |
|                                            | NEW                   | Ford Fusion Hybrid                      | \$ 31,000                | \$ -                     |
|                                            |                       |                                         | <b>\$ 236,616</b>        | <b>\$ 92,000</b>         |
| <b>Technology Repair &amp; Replacement</b> | 2017                  | Small Cargo Van                         | \$ 32,000                |                          |
|                                            |                       |                                         | <b>\$ 32,000</b>         |                          |
| <b>Grounds Maintenance</b>                 | 0440                  | OFF ROAD TRACTOR                        | \$ 34,000                |                          |

| Fund-Dept Name      | Vehicle Number | Vehicle Desc                         | 2019 Vehicle Cost | 2020 Vehicle Cost |
|---------------------|----------------|--------------------------------------|-------------------|-------------------|
| Grounds Maintenance | 0472           | OFF ROAD WHEELED LOADER/BACKHOE      | \$ 120,000        |                   |
|                     | 0521           | OTHER EQUIPMENT                      | \$ 30,000         |                   |
|                     | 0723           | VEHICLE MOUNTED STELLAR BEDS         | \$ 10,000         |                   |
|                     | 0724           | VEHICLE MOUNTED STELLAR BEDS         | \$ 10,000         |                   |
|                     | 0726           | VEHICLE MOUNTED STELLAR BEDS         | \$ 9,700          |                   |
|                     | 0727           | VEHICLE MOUNTED STELLAR BEDS         | \$ 12,000         |                   |
|                     | 2116           | PICKUP 8501 - 10,000                 |                   | \$ 56,000         |
|                     | 2117           | PICKUP 8501 - 10,000                 | \$ 50,000         |                   |
|                     | 2119           | PICKUP 8501 - 10,000                 |                   | \$ 48,000         |
|                     | 2139           | PICKUP 3/4 TON < 8500 GVW            |                   | \$ 70,000         |
|                     | 3066           | TRUCK STELLAR > 33,000 GVW           | \$ 87,632         |                   |
|                     | 3075           | TRUCK STELLAR > 33,000 GVW           | \$ 88,142         |                   |
|                     | 3102           | PICKUP 1 TON 8501 - 10,000 GVW       |                   | \$ 60,000         |
|                     | 3105           | TRUCK DUMP BED 16,001- 19,500 GVW    | \$ 80,000         |                   |
|                     | 4016           | LIGHT VEHICLE ALL TERRAIN < 8500 GVW | \$ 13,000         |                   |
|                     | 4035           | OFF ROAD TRACTOR                     | \$ 18,000         |                   |
|                     | 4055           | OFF ROAD MOWER RIDING                | \$ 130,000        |                   |
|                     | 4061           | OFF ROAD MOWER RIDING < 15 HP        |                   | \$ 40,000         |
|                     | 5017           | TRLR TILT BED 6001 - 10,000 GVW      | \$ 20,000         |                   |
|                     | 7034           | ATTACHMENT GROUNDS MOWER             |                   | \$ 8,000          |
|                     | 7056           | VEHICLE MOUNTED STELLAR BEDS         |                   | \$ 12,000         |
|                     | 7090           | ATTACHMENT OTHER                     |                   | \$ 15,000         |
|                     | 746            | VEHICLE MOUNTED STELLAR BEDS         | \$ 10,000         |                   |
|                     | 747            | VEHICLE MOUNTED STELLAR BEDS         | \$ 12,000         |                   |
|                     | 764            | VEHICLE MOUNTED STELLAR BEDS         | \$ 12,000         |                   |
|                     | 766            | VEHICLE MOUNTED STELLAR BEDS         | \$ 15,000         |                   |
|                     | 767            | VEHICLE MOUNTED STELLAR BEDS         | \$ 12,000         |                   |
|                     | 778            | VEHICLE MOUNTED STELLAR BEDS         | \$ 12,000         |                   |
|                     | 784            | VEHICLE MOUNTED STELLAR BEDS         | \$ 12,000         |                   |
|                     | 785            | VEHICLE MOUNTED STELLAR BEDS         | \$ 12,000         |                   |
|                     | NEW            | 1T Flatbed Truck (Spray)             | \$ 87,000         |                   |
|                     | NEW            | Enclosed Maintenance Trailers        | \$ 21,500         |                   |
|                     | NEW            | Stellar Truck                        | \$ 36,842         |                   |
|                     | NEW            | 2 3/4 ton trucks class 2512, , , ,   |                   | \$ 110,000        |
|                     | NEW            | 10' mower class 9612                 |                   | \$ 75,000         |

| <b>Fund-Dept Name</b>         | <b>Vehicle Number</b> | <b>Vehicle Desc</b>                                               | <b>2019<br/>Vehicle Cost</b> | <b>2020<br/>Vehicle Cost</b> |
|-------------------------------|-----------------------|-------------------------------------------------------------------|------------------------------|------------------------------|
| <b>Grounds Maintenance</b>    | NEW                   | trailer class 0722                                                |                              | \$ 26,000                    |
|                               | NEW                   | leaf sweeper class 9413                                           |                              | \$ 60,000                    |
|                               |                       |                                                                   | <b>\$ 954,816</b>            | <b>\$ 580,000</b>            |
| <b>Facilities Maintenance</b> | 2076                  | PICKUP 1/2 TON < 8500 GVW                                         | \$ 40,000                    |                              |
|                               | 2105                  | VAN WINDOW 8501 - 10,000 GVW                                      | \$ 56,000                    |                              |
|                               | 2129                  | VAN WINDOW 8501 - 10,000 GVW                                      | \$ 56,000                    |                              |
|                               | 3055                  | WORKHORSE P31042                                                  | \$ 58,000                    |                              |
|                               | 3056                  | VAN 8501 - 10,000 GVW                                             | \$ 58,000                    |                              |
|                               | 3099                  | VAN 8501 - 10,000 GVW                                             | \$ 80,000                    |                              |
|                               |                       | standard van with higher shelving costs for interior and the dual |                              |                              |
|                               | NEW                   | wheel model                                                       | \$ 70,000                    |                              |
|                               | NEW                   | Electrician Van                                                   | \$ 85,000                    |                              |
|                               |                       |                                                                   | <b>\$ 503,000</b>            |                              |
|                               |                       |                                                                   | <b>\$ 15,881,097</b>         | <b>\$ 6,141,730</b>          |

# Facilities Maintenance

Facilities Maintenance provides for scheduled maintenance, repair and capital renovation of all City buildings to ensure that these facilities remain functional assets. Facilities Maintenance provides a proactive preventive maintenance program that ensures employees and the public have a safe, clean and secure facility to conduct business. This includes responding to internal customer requests for maintenance, inspecting facilities, and scheduling repairs for the protection of occupants and the assets. Facilities Maintenance also provides administrative support, leadership, strategic and tactical planning for the present and future maintenance needs of City-owned facilities, provides for the tenant improvements in addition to improvements for internal customers at City-owned facilities, and provides for staff safety trainings to increase education on potential hazards when working on City-owned facilities.

In addition, Facilities Maintenance provides support and maintenance for many of the City's unique features and structures such as the Glockenspiel Bell Tower, Salmon Run Stream, Forestry Fountain, Water Resource Education Center Fountain and other various park structures and provides maintenance services and garbage collection in support of City events.

## Summary of Expenditure by Major Object Category

|                               | 2017<br>Actuals  | 2018<br>Budget   | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|-------------------------------|------------------|------------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| <b>Facilities Maintenance</b> |                  |                  |                  |                             |                               |                  |                             |                               |
| Salaries & Benefits           | 1,448,146        | 1,716,682        | 1,765,410        | 2,290,446                   | 2,060,840                     | 1,820,346        | 2,354,845                   | 2,118,858                     |
| Materials Services            | 1,612,297        | 1,799,084        | 1,773,887        | 2,365,799                   | 2,342,628                     | 1,773,887        | 1,917,890                   | 1,901,669                     |
| Intergovernmental Charge      | -                | -                | -                | 241,775                     | 156,775                       | -                | -                           | -                             |
| Capital Outlay - Total        | 47,203           | 45,760           | -                | -                           | -                             | -                | -                           | -                             |
| Interfund - Totals            | 461,373          | 495,078          | 488,415          | 744,236                     | 726,974                       | 488,415          | 736,126                     | 718,864                       |
| <b>Total</b>                  | <b>3,569,019</b> | <b>4,056,604</b> | <b>4,027,712</b> | <b>5,642,256</b>            | <b>5,287,217</b>              | <b>4,082,648</b> | <b>5,008,861</b>            | <b>4,739,391</b>              |
| <b>FTE Total</b>              | 14.00            | 15.00            | 15.00            | 18.00                       | 16.00                         | 16.00            | 16.00                       | 16.00                         |



# Grounds Maintenance

The Grounds Maintenance department maintains 1,314 acres of parks and open space for public enjoyment and sports activities. This includes mowing, irrigation, weed control, turf repair, litter control, restroom sanitation for 14 restrooms, boat dock and boat ramp maintenance, tree pruning, shrub maintenance, leaf removal, playground maintenance and play equipment maintenance.

The department also maintains medians and right of ways throughout the City that require various levels of landscape maintenance and support. Examples are Mill Plain Extension, 192nd Ave, McGillivray, Fourth Plain and Fruit Valley Road. The Grounds Maintenance crew also provides support for other activities and customers including City League Softball, Major Special Events, Festivals and Concerts at Esther Short and the Amphitheater. Chipper Day's program, special request from Council and the City Managers Office (CMO) and activities sponsored by the Parks Department and Office of Neighborhoods are other services provided. Other customers include Fire Stations, Water and Sewer Stations. The Grounds Maintenance department operates and manages the three City owned cemeteries. Activities include grounds maintenance, selling plots and niches, assisting with funerals and helping customers locate plots of friends and family.

The mission of Grounds Maintenance is to provide superior vegetation management for the City of Vancouver. Grounds Maintenance applies natural and technological solutions to restore the water, land and vegetation to be a sustainable, healthy, rich habitat that allows the community to enjoy nature from an extensive, well maintained trail system and interpretive educational vistas. This is done by being professional, providing high quality service, offering excellent value for the investment, maintaining functional, inviting, safe landscapes, and promoting efficient community partnerships.

## Summary of Expenditure by Major Object Category

|                            | 2017<br>Actuals  | 2018<br>Budget   | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|----------------------------|------------------|------------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| <b>Grounds Maintenance</b> |                  |                  |                  |                             |                               |                  |                             |                               |
| Salaries & Benefits        | 1,890,681        | 1,895,981        | 1,782,420        | 1,989,087                   | 1,954,911                     | 1,816,797        | 2,195,011                   | 2,160,271                     |
| Materials Services         | 1,372,135        | 1,138,701        | 1,165,580        | 1,629,008                   | 1,614,857                     | 1,165,580        | 1,728,357                   | 1,717,936                     |
| Intergovernmental Charge   | 1,138            | 1,100            | 1,000            | 401,779                     | 401,779                       | 1,000            | 347,716                     | 347,716                       |
| Capital Outlay - Total     | 48,066           | 396,152          | -                | -                           | -                             | -                | -                           | -                             |
| Interfund - Totals         | 1,115,574        | 1,126,003        | 1,126,003        | 1,312,837                   | 1,312,304                     | 1,126,003        | 1,372,394                   | 1,371,861                     |
| <b>Total</b>               | <b>4,427,594</b> | <b>4,557,937</b> | <b>4,075,003</b> | <b>5,332,711</b>            | <b>5,283,851</b>              | <b>4,109,380</b> | <b>5,643,478</b>            | <b>5,597,784</b>              |
| <b>FTE Total</b>           | 17.00            | 17.00            | 17.00            | 19.00                       | 18.00                         | 18.00            | 20.00                       | 20.00                         |
| <b>Parkhill Cemetery</b>   |                  |                  |                  |                             |                               |                  |                             |                               |
| Salaries & Benefits        | 957              | 956              | -                | 6                           | 6                             | -                | 6                           | 6                             |
| Intergovernmental Charge   | 259              | 164              | 164              | 164                         | 164                           | 164              | 164                         | 164                           |
| Interfund - Totals         | 2,462            | 2,442            | 2,442            | 817,944                     | 817,944                       | 2,442            | 869,473                     | 869,473                       |
| <b>Total</b>               | <b>3,678</b>     | <b>3,562</b>     | <b>2,606</b>     | <b>818,114</b>              | <b>818,114</b>                | <b>2,606</b>     | <b>869,643</b>              | <b>869,643</b>                |

|                                                                      | 2017<br>Actuals | 2018<br>Budget | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|----------------------------------------------------------------------|-----------------|----------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| <b>Street Funding Initiative Operating -<br/>Grounds Maintenance</b> |                 |                |                  |                             |                               |                  |                             |                               |
| Salaries & Benefits                                                  | 123,359         | 394,601        | 486,774          | 487,970                     | 487,217                       | 505,479          | 506,717                     | 505,937                       |
| Materials Services                                                   | 131,487         | 128,900        | 82,315           | 159,035                     | 157,315                       | 82,315           | 158,515                     | 157,315                       |
| Intergovernmental Charge                                             | -               | -              | -                | 51,300                      | 51,300                        | -                | -                           | -                             |
| Capital Outlay - Total                                               | -               | 51,300         | -                | -                           | -                             | -                | -                           | -                             |
| Interfund - Totals                                                   | 150,209         | 195,508        | 195,508          | 235,133                     | 235,133                       | 195,508          | 240,725                     | 240,725                       |
| <b>Total</b>                                                         | <b>405,055</b>  | <b>770,309</b> | <b>764,597</b>   | <b>933,438</b>              | <b>930,965</b>                | <b>783,302</b>   | <b>905,957</b>              | <b>903,977</b>                |
| <b>FTE Total</b>                                                     | 5.00            | 6.00           | 6.00             | 6.00                        | 6.00                          | 6.00             | 6.00                        | 6.00                          |

### Surface Water Mgmt Greenways/Sensitive Lands

|                          |                  |                  |                  |                  |                  |                  |                  |                  |
|--------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Salaries & Benefits      | 989,480          | 1,012,128        | 1,107,269        | 1,136,261        | 1,134,435        | 1,148,188        | 1,178,647        | 1,176,780        |
| Materials Services       | 303,465          | 370,464          | 390,465          | 471,301          | 466,141          | 390,465          | 468,860          | 465,260          |
| Intergovernmental Charge | -                | -                | -                | 101,424          | 101,424          | -                | 68,001           | 68,001           |
| Capital Outlay - Total   | -                | 173,004          | -                | -                | -                | -                | -                | -                |
| Interfund - Totals       | 396,671          | 369,797          | 369,797          | 478,114          | 478,114          | 369,797          | 503,539          | 503,539          |
| <b>Total</b>             | <b>1,689,616</b> | <b>1,925,393</b> | <b>1,867,531</b> | <b>2,187,100</b> | <b>2,180,114</b> | <b>1,908,450</b> | <b>2,219,047</b> | <b>2,213,580</b> |
| <b>FTE Total</b>         | 11.00            | 11.00            | 11.00            | 11.00            | 11.00            | 11.00            | 11.00            | 11.00            |

# Operations Center

The Operations Center is a consolidated maintenance division which was formed in the late 1970s to combine all maintenance and operations functions of the City into a single organization which could utilize all resources in emergencies and facilitate sharing personnel and equipment on a daily basis. This provides the most efficient service to the citizens of Vancouver. The goal of the Operations Division is to provide basic urban services (water, sewer, drainage, streets and grounds maintenance) to the citizens and to support our internal customers.

## Department Program Information

The following section describes the various programs, divisions, or functions that make up the Operations Center.

### Safety Program

Most of the work performed by this program is mandatory and regulated by the Washington Industrial Safety and Health Administration (WISHA). This involves working in compliance with Labor and Industries at a local as well as state level. Services include determining the training required, annual inspections of work areas, assist management in complying with the WISHA laws.

### Dispatch

Dispatch responds to maintenance and emergency calls efficiently, and provide field worker assistance and assist customers in resolving their issues or concerns, and get them to the correct department when needed.

### Hansen

Provide effective and efficient data processing for incoming calls, tracking of time, and other administrative support using the Hansen system. Hansen is a Utility Billing and Asset Management system that provides tracking and maintaining assets, utility billing, pavement management, and cashiering functions.

## Summary of Expenditure by Major Object Category

|                          | 2017<br>Actuals  | 2018<br>Budget   | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|--------------------------|------------------|------------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| <b>Operations Center</b> |                  |                  |                  |                             |                               |                  |                             |                               |
| Salaries & Benefits      | 838,517          | 1,104,055        | 1,302,669        | 1,464,099                   | 1,307,129                     | 1,338,354        | 1,503,743                   | 1,342,846                     |
| Materials Services       | 254,563          | 336,553          | 333,553          | 383,278                     | 376,368                       | 333,553          | 358,805                     | 354,205                       |
| Intergovernmental Charge | 44,333           | 74,798           | 11,000           | 11,000                      | 11,000                        | 11,000           | 11,000                      | 11,000                        |
| Capital Outlay - Total   | 138,679          | -                | -                | -                           | -                             | -                | -                           | -                             |
| Interfund - Totals       | 208,701          | 308,823          | 308,823          | 371,025                     | 370,199                       | 308,823          | 361,973                     | 361,147                       |
| <b>Total</b>             | <b>1,484,793</b> | <b>1,824,229</b> | <b>1,956,045</b> | <b>2,229,402</b>            | <b>2,064,696</b>              | <b>1,991,730</b> | <b>2,235,521</b>            | <b>2,069,198</b>              |
| <b>FTE Total</b>         | 9.00             | 9.00             | 9.00             | 10.00                       | 9.00                          | 9.00             | 9.00                        | 9.00                          |

# Solid Waste

Vancouver's Solid Waste program is located within the Public Works Environmental Resources Division and operates out of offices in the Marine Park Engineering Building (4500 SE Columbia Way). The Solid Waste program's goal is to protect community health and safety and conserve resources through planning for and managing the delivery of high quality, economical and efficient garbage and recycling collection services within the City of Vancouver. A long-term comprehensive contract with a private operator as well as cooperative efforts between the City and regional partners, including the Clark County Public Health Department, other cities, and the private operator(s) are primary strategies for accomplishing the noted goal. The Solid Waste team (a Solid Waste Supervisor, a Solid Waste Analyst, two Support Specialists, an AmeriCorps volunteer, and a half-time Manager) coordinates a wide variety of activities and programs to support and improve the performance of the community's waste handling systems. Support is also provided to a variety of community cleanup efforts, development projects and in expanding community outreach focused on sustainable practices.

## Department Program Information

The following section describes the various programs, divisions, or functions that make up the Solid Waste program in the Vancouver Public Works Department.

### Solid Waste Administration

The Solid Waste Services program plans for and manages the delivery of garbage and recycling collection services within the City of Vancouver through a long-term comprehensive contract with a private operator and through cooperative efforts between City and County partners. The group manages activities and programs to improve the efficiency, quality, and environmental performance of the community's waste handling systems. Support is provided to a variety of community cleanup efforts as well as for outreach efforts of local non-profit partners through on-going directed grants (including to the Watershed Alliance and Columbia Springs).



## Comprehensive Collection Services

The Solid Waste program plans for and manages the delivery of garbage and recycling collection services within the City of Vancouver through a contract with a private operator (Waste Connections of Washington). In addition to solid waste or garbage collection provided for community residents, businesses and industrial customers, through City Council approved rates, the private operator also supports the community through offering a variety of convenient diversion services coordinated with regional partners. These include:

- Curbside recycling (for single family households as well as duplexes, triplexes and quadraplexes),
- Multi-family recycling (for complexes with five or more units),
- Yard debris collection (as a subscription option with 60% participation) – plans are underway to add food scraps/organics material to this service in 2019/2020,
- Commercial recycling (including organics/food scraps for some customers), and
- City workplace recycling.

## Community Clean-up Services

Maintaining safe, healthy, attractive and environmentally responsible neighborhoods are intended outcomes of certain of the City's Strategic Plan goals and Solid Waste is able to support these objectives through a variety of community clean-up services opportunities provided by the Solid Waste Fund. These include:

- Neighborhood Saturday Clean-ups and chipper events – Waste Connections is key partner,
- Spring yard debris and tire coupon program and year-round appliance recycling,
- Support for Code Compliance related cleanups and projects,
- Recycling 101 Neighborhood trainings and support for the annual Recycled Arts Festival,
- Support for alley maintenance that facilitates collection vehicle access,
- Fall leaf coupon program, including coordination with Clark County Public Works, and
- Other special material recycling, hazardous material diversion, or cleanup projects, including those that engage the community, volunteers or partners in addressing litter or other efforts to protect our natural environment.



## Summary of Expenditure by Major Object Category

|                            | 2017<br>Actuals  | 2018<br>Budget   | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|----------------------------|------------------|------------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| <b>Solid Waste Program</b> |                  |                  |                  |                             |                               |                  |                             |                               |
| Salaries & Benefits        | 373,669          | 398,171          | 397,613          | 510,683                     | 509,960                       | 403,631          | 519,616                     | 518,903                       |
| Materials Services         | 1,889,408        | 2,137,729        | 1,582,729        | 2,200,657                   | 2,200,657                     | 1,582,729        | 2,198,956                   | 2,198,956                     |
| Intergovernmental Charge   | 232,037          | 181,667          | -                | 181,667                     | 181,667                       | -                | 194,118                     | 194,118                       |
| Interfund - Totals         | 288,313          | 280,434          | 280,434          | 331,101                     | 331,101                       | 280,434          | 335,968                     | 335,968                       |
| <b>Total</b>               | <b>2,783,427</b> | <b>2,998,001</b> | <b>2,260,776</b> | <b>3,224,108</b>            | <b>3,223,385</b>              | <b>2,266,794</b> | <b>3,248,658</b>            | <b>3,247,945</b>              |
| <b>FTE Total</b>           | 5.00             | 5.00             | 5.00             | 6.00                        | 6.00                          | 6.00             | 6.00                        | 6.00                          |

# Streets & Transportation Services

## Department Program Information

The following section describes the various programs, divisions, or functions that make up the Transportation Services Department.

### Transportation Services

Provide transportation services programs including pavement management, transportation design, sidewalk management, streets/signs/stripping, traffic engineering & operations and development review.

### Street Administration

Provide budget administration, business plan development, personnel management, preventative maintenance and program development and planning for the Street Maintenance division.

### Street Pavement Management

Street Pavement Management maintains the City's street assets and manages the condition of the asset as best as possible with the available resources. Street Pavement Management also develops design standards for new pavement construction and restoration of City streets.

Additionally, Street Pavement Management:

- evaluates existing conditions of the City street system,
- coordinates street repair, rehabilitation, and trench restoration with other City departments,
- projects needs and determine priorities,
- design and construct pavement resurfacing projects, and
- manages the street cut permit process for franchise utilities.



## **Street Design**

Street Design is tasked with implementing the six-year Transportation Improvement Program, including implementing objectives defined by the City Council, the City Manager, and the Transportation System Plan. Street Design uses a forward-looking model and take a leadership role in prioritizing projects and meeting transportation and mobility needs, provide efficient and appropriate transportation solutions to maximize impact of available funding, and respects and reflect the regional, state, federal, and international transportation network needs and priorities and integrate them with the City's strategic objectives.

## **Street Maintenance**

Street Maintenance coordinates and manages maintenance needs for all paved and graveled streets, alleys and road shoulders including traffic signs, and markings. They ensure Vancouver is known for a well maintained and efficient transportation system, perform work that will be consistent, professional and of the highest quality.

## **Traffic Engineering**

Services provided include: Design, procure and contracts for integration of traffic signal system, street lights, intelligent transportation systems (ITS) and systems engineering and development in accordance to federal and state requirements; define which traffic control devices shall be used and activities required to keep the street system operating in a safe and efficient manner; implement system operational and safety improvements; conduct routine evaluations of signal timing plans to reflect changes in traffic volumes and travel demands.

## **Signals**

Upgrade and maintain the City's traffic signal systems. Due to the Public Works department restructuring and reorganization, the program was moved from Street Maintenance to the newly formed Traffic Engineering and Operations division.

## **Street Lights**

Upgrade and maintain the City's street lights systems. Due to the Public Works department restructuring and reorganization, the program was moved from Street Maintenance to the newly formed Traffic Engineering and Operations division.



## **Transportation Development Review**

Transportation Development Review Services (TDRS) administers the City's transportation development regulations (Vancouver Municipal Code Title 11) in association with the development review process while promoting and facilitating new development opportunities within the City of Vancouver.

## Summary of Expenditure by Major Object Category

|                                                                  | 2017<br>Actuals  | 2018<br>Budget   | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|------------------------------------------------------------------|------------------|------------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| <b>Pavement Management &amp; Street Design</b>                   |                  |                  |                  |                             |                               |                  |                             |                               |
| Salaries & Benefits                                              | 1,046,650        | 1,513,960        | 1,197,918        | 1,491,151                   | 1,488,978                     | 1,218,732        | 1,508,751                   | 1,506,545                     |
| Materials Services                                               | 987,139          | 724,097          | 592,814          | 1,016,285                   | 964,995                       | 592,814          | 1,011,496                   | 960,596                       |
| Intergovernmental Charge                                         | 1,009,349        | 1,183,218        | -                | 47,054                      | 47,054                        | -                | 38,530                      | 38,530                        |
| Capital Outlay - Total                                           | 5,152,795        | 35,000           | -                | -                           | -                             | -                | -                           | -                             |
| Interfund - Totals                                               | 502,986          | 626,355          | 626,355          | 406,380                     | 406,380                       | 626,355          | 408,514                     | 408,514                       |
| <b>Total</b>                                                     | <b>8,698,919</b> | <b>4,082,630</b> | <b>2,417,087</b> | <b>2,960,870</b>            | <b>2,907,407</b>              | <b>2,437,901</b> | <b>2,967,291</b>            | <b>2,914,185</b>              |
| <b>FTE Total</b>                                                 | 8.00             | 9.00             | 9.00             | 10.00                       | 10.00                         | 10.00            | 10.00                       | 10.00                         |
| <b>Street Funding Initiative Operating - Pavement Management</b> |                  |                  |                  |                             |                               |                  |                             |                               |
| Salaries & Benefits                                              | 307,836          | 359,100          | 384,049          | 422,933                     | 422,204                       | 390,031          | 506,608                     | 505,869                       |
| Materials Services                                               | 233,256          | 4,585            | 3,000            | 60,683                      | 10,683                        | 3,000            | 65,650                      | 15,650                        |
| Intergovernmental Charge                                         | 21,309           | 8,634            | -                | -                           | -                             | -                | -                           | -                             |
| Capital Outlay - Total                                           | 2,622,953        | 9,252,862        | 6,725,062        | 6,725,062                   | 6,725,062                     | 6,425,062        | 6,425,062                   | 6,425,062                     |
| Interfund - Totals                                               | 74,356           | 37,501           | 37,501           | 145,159                     | 145,159                       | 37,501           | 148,108                     | 148,108                       |
| <b>Total</b>                                                     | <b>3,259,710</b> | <b>9,662,682</b> | <b>7,149,612</b> | <b>7,353,837</b>            | <b>7,303,108</b>              | <b>6,855,594</b> | <b>7,145,428</b>            | <b>7,094,689</b>              |
| <b>FTE Total</b>                                                 | 2.00             | 3.00             | 3.00             | 3.00                        | 3.00                          | 3.00             | 4.00                        | 4.00                          |

|                                                                 | 2017<br>Actuals | 2018<br>Budget | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|-----------------------------------------------------------------|-----------------|----------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| <b>Street Funding Initiative Operating - Street Maintenance</b> |                 |                |                  |                             |                               |                  |                             |                               |
| Salaries & Benefits                                             | 9,696           | 103,564        | 101,421          | 156,756                     | 156,576                       | 104,389          | 161,223                     | 161,037                       |
| Materials Services                                              | 10,682          | 336,362        | 137,437          | 140,718                     | 140,718                       | 137,437          | 137,987                     | 137,987                       |
| Capital Outlay - Total                                          | 29,421          | -              | -                | -                           | -                             | -                | -                           | -                             |
| Interfund - Totals                                              | 1,278           | 8,999          | 8,999            | 17,419                      | 17,419                        | 8,999            | 17,100                      | 17,100                        |
| <b>Total</b>                                                    | <b>51,077</b>   | <b>448,925</b> | <b>247,857</b>   | <b>314,893</b>              | <b>314,713</b>                | <b>250,825</b>   | <b>316,310</b>              | <b>316,124</b>                |
| <b>FTE Total</b>                                                | 1.00            | 1.00           | 1.00             | 2.00                        | 2.00                          | 2.00             | 2.00                        | 2.00                          |

**Street Funding Initiative Operating -  
Transportation Development Review**

|                     |          |          |          |               |               |          |               |               |
|---------------------|----------|----------|----------|---------------|---------------|----------|---------------|---------------|
| Salaries & Benefits | -        | -        | -        | 45,705        | 45,705        | -        | 46,454        | 46,454        |
| Materials Services  | -        | -        | -        | 3,281         | 3,281         | -        | 550           | 550           |
| Interfund - Totals  | -        | -        | -        | 700           | 700           | -        | 700           | 700           |
| <b>Total</b>        | <b>-</b> | <b>-</b> | <b>-</b> | <b>49,686</b> | <b>49,686</b> | <b>-</b> | <b>47,704</b> | <b>47,704</b> |
| <b>FTE Total</b>    | -        | -        | -        | -             | -             | -        | -             | -             |

|                                             | 2017<br>Actuals  | 2018<br>Budget   | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|---------------------------------------------|------------------|------------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| <b>Street Maintenance</b>                   |                  |                  |                  |                             |                               |                  |                             |                               |
| Salaries & Benefits                         | 1,719,593        | 1,994,641        | 2,251,225        | 2,618,793                   | 2,331,571                     | 2,329,803        | 2,706,781                   | 2,411,698                     |
| Materials Services                          | 2,386,775        | 2,365,947        | 1,949,257        | 3,377,357                   | 3,258,297                     | 1,949,257        | 3,423,974                   | 3,308,424                     |
| Intergovernmental Charge                    | 318              | 1,000            | 1,000            | 849,587                     | 774,587                       | 1,000            | 26,027                      | 26,027                        |
| Capital Outlay - Total                      | 255,001          | 475,615          | -                | -                           | -                             | -                | -                           | -                             |
| Interfund - Totals                          | 2,059,466        | 1,986,889        | 2,000,489        | 2,923,436                   | 2,849,336                     | 2,000,489        | 2,956,047                   | 2,881,947                     |
| <b>Total</b>                                | <b>6,421,153</b> | <b>6,824,092</b> | <b>6,201,971</b> | <b>9,769,173</b>            | <b>9,213,791</b>              | <b>6,280,549</b> | <b>9,112,829</b>            | <b>8,628,096</b>              |
| <b>FTE Total</b>                            | 20.00            | 22.00            | 22.00            | 25.00                       | 22.00                         | 22.00            | 22.00                       | 22.00                         |
| <b>Traffic Engineering &amp; Operations</b> |                  |                  |                  |                             |                               |                  |                             |                               |
| Salaries & Benefits                         | 1,417,836        | 1,281,923        | 1,413,627        | 1,531,763                   | 1,528,986                     | 1,443,595        | 1,561,643                   | 1,558,975                     |
| Materials Services                          | 2,412,790        | 1,961,767        | 2,285,992        | 1,879,359                   | 1,876,349                     | 2,285,992        | 1,875,595                   | 1,873,495                     |
| Intergovernmental Charge                    | -                | 533,000          | -                | 304,733                     | 304,733                       | -                | 316,716                     | 316,716                       |
| Capital Outlay - Total                      | -                | 67,387           | -                | -                           | -                             | -                | -                           | -                             |
| Interfund - Totals                          | 608,359          | 601,520          | 601,520          | 546,090                     | 546,090                       | 601,520          | 540,223                     | 540,223                       |
| <b>Total</b>                                | <b>4,438,985</b> | <b>4,445,597</b> | <b>4,301,139</b> | <b>4,261,945</b>            | <b>4,256,158</b>              | <b>4,331,107</b> | <b>4,294,177</b>            | <b>4,289,409</b>              |
| <b>FTE Total</b>                            | 11.00            | 11.00            | 11.00            | 11.00                       | 11.00                         | 11.00            | 11.00                       | 11.00                         |



|                                          | 2017<br>Actuals | 2018<br>Budget | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|------------------------------------------|-----------------|----------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| <b>Transportation Development Review</b> |                 |                |                  |                             |                               |                  |                             |                               |
| Salaries & Benefits                      | 261,102         | 269,512        | 265,635          | 312,090                     | 311,618                       | 271,317          | 318,537                     | 318,055                       |
| Materials Services                       | 8,551           | 24,546         | 9,546            | 15,211                      | 12,827                        | 9,546            | 12,350                      | 10,096                        |
| Interfund - Totals                       | 34,539          | 33,621         | 33,621           | 38,284                      | 38,284                        | 33,621           | 39,587                      | 39,587                        |
| <b>Total</b>                             | <b>304,192</b>  | <b>327,679</b> | <b>308,802</b>   | <b>365,585</b>              | <b>362,729</b>                | <b>314,484</b>   | <b>370,474</b>              | <b>367,738</b>                |
| <b>FTE Total</b>                         | 2.00            | 2.00           | 2.00             | 3.00                        | 3.00                          | 3.00             | 3.00                        | 3.00                          |

# Urban Forestry

Vancouver's Urban Forestry program is located within the Public Works Environmental Resources division and operates out of offices on the third floor of City Hall (415 W. 6th St.). Program staff (the Urban Forester, 3 Urban Forestry Specialists and 1 AmeriCorps volunteer) provide three major functions: planning, education and management all to support the investments in and maintenance of the City's urban forest.

## Department Program Information

### Urban Forestry

The Urban Forestry Program is supported through the Storm Water Management fund to assist in meeting federal NPDES permit requirements and wide range of other important benefits and provides three major services to the community: planning, education and management related to maintenance and growth of the urban tree canopy.

- The planning component includes reviewing site development applications for conformance to existing tree ordinances, working with various partners on strategies to grow the citywide tree canopy, and assessing, inventorying and monitoring the health of the City's urban forest resources.
- The education component includes promoting benefits of trees, educating the public about trees and how to properly care for them, coordinating the Tree Stewards program to train community volunteers to become neighborhood tree stewards, administering the Heritage Tree and Witness Tree programs, hosting community events, and collaborating with neighborhood associations and citizens to assist in the stewardship of our urban forest.
- The management component of the program includes coordinating with City departments and agencies regarding policy and program development, enforcing and upholding policies and regulations and providing quality customer service to residents and businesses.



The citizen Urban Forestry Commission, appointed by City Council, provides an opportunity for community members to take active implementation and advisory roles in all three of these service areas. The direction of the Urban Forestry program is set in the adopted Urban Forestry Management Plan (2007). The Urban Forestry program strives to maximize the many benefits trees provide, including clean air and water, while minimizing conflicts to assure a healthy, green Vancouver for future generations.

### **Tree Fund**

This fund is maintained as required by VMC 20.770.040 and grows each year through developer contributions (when tree density requirements can't be met on site), civil penalties, donations, and other sources. Urban Forestry budgets regular expenditures from the fund for ongoing programs such as the TreeFund program for planting on private property, support for neighborhood plantings, or other projects authorized by the city code while sustaining the capacity of the fund to support future needs and projects related to the City's tree program.

## Summary of Expenditure by Major Object Category

|                                  | 2017<br>Actuals | 2018<br>Budget | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|----------------------------------|-----------------|----------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| <b>Urban Forestry</b>            |                 |                |                  |                             |                               |                  |                             |                               |
| Salaries & Benefits              | 331,120         | 394,271        | 423,600          | 434,708                     | 433,004                       | 431,607          | 442,725                     | 441,015                       |
| Materials Services               | 236,839         | 226,108        | 233,531          | 245,281                     | 245,281                       | 233,531          | 315,281                     | 315,281                       |
| Intergovernmental Charge         | -               | -              | -                | -                           | -                             | -                | 10,867                      | 10,867                        |
| Capital Outlay - Total           | -               | 9,000          | -                | -                           | -                             | -                | -                           | -                             |
| Interfund - Totals               | 90,594          | 90,468         | 63,158           | 79,840                      | 79,840                        | 63,158           | 83,449                      | 83,449                        |
| <b>Total</b>                     | <b>658,553</b>  | <b>719,847</b> | <b>720,289</b>   | <b>759,829</b>              | <b>758,125</b>                | <b>728,296</b>   | <b>852,322</b>              | <b>850,612</b>                |
| <b>FTE Total</b>                 | 4.00            | 4.00           | 4.00             | 4.00                        | 4.00                          | 4.00             | 4.00                        | 4.00                          |
| <b>Urban Forestry - Drainage</b> |                 |                |                  |                             |                               |                  |                             |                               |
| Salaries & Benefits              | 72              | 77             | -                | 80                          | 80                            | -                | 80                          | 80                            |
| Materials Services               | 24,195          | 28,500         | 6,014            | 27,500                      | 27,500                        | 6,014            | 27,500                      | 27,500                        |
| Interfund - Totals               | 11,450          | 17,102         | 17,102           | 14,928                      | 14,928                        | 17,102           | 14,945                      | 14,945                        |
| <b>Total</b>                     | <b>35,717</b>   | <b>45,679</b>  | <b>23,116</b>    | <b>42,508</b>               | <b>42,508</b>                 | <b>23,116</b>    | <b>42,525</b>               | <b>42,525</b>                 |

# Utility Administration

Utility Administration is a component of Public Works. It is responsible for the utility customer, meter reading, billing, collection, connection, administration and accounting services for the City's water, waste water and storm water services. These activities involve reading water meters, billing utility accounts, receiving customer payments, resolving customer concerns and questions, connecting and disconnecting services, collecting outstanding balances on active and closed accounts, working with collection agencies on outstanding balances, performing various levels of customer and administrative services, and working with other City departments. The intention is to provide the best possible utility service to the City's approximately 66 thousand customers.

## Department Program Information

The following section describes the various programs, divisions, or functions that make up the Utility Administration Department.

### Inspections

The inspections unit responds to customer requests for connecting services, performs utility service inspections, works to resolve customer problems and collects unpaid utility bills at service addresses.

### Meter Reading

Meter Reading provides timely, efficient, economical and accurate meter reading and related support services while maintaining a high level of customer service.

### Technology

The Technology unit ensures that the City's software program that supports Utilities and Asset Management is working as it was intended and to its fullest capabilities.

## Summary of Expenditure by Major Object Category

|                                                      | 2017<br>Actuals  | 2018<br>Budget   | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|------------------------------------------------------|------------------|------------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| <b>Sewer Utility Admin</b>                           |                  |                  |                  |                             |                               |                  |                             |                               |
| Materials Services                                   | 127,854          | 130,000          | 130,000          | 150,000                     | 150,000                       | 130,000          | 150,000                     | 150,000                       |
| Intergovernmental Charge                             | 1,484,043        | 1,545,067        | -                | 1,649,269                   | 1,649,269                     | -                | 1,659,733                   | 1,659,733                     |
| Interfund - Totals                                   | 15,341           | 15,781           | 15,781           | 2,107                       | 2,107                         | 15,781           | 2,107                       | 2,107                         |
| <b>Total</b>                                         | <b>1,627,238</b> | <b>1,690,848</b> | <b>145,781</b>   | <b>1,801,376</b>            | <b>1,801,376</b>              | <b>145,781</b>   | <b>1,811,840</b>            | <b>1,811,840</b>              |
| <br><b>Surface Water Mgmt Utility Administration</b> |                  |                  |                  |                             |                               |                  |                             |                               |
| Materials Services                                   | 26,177           | 30,000           | 30,000           | 30,000                      | 30,000                        | 30,000           | 30,000                      | 30,000                        |
| Intergovernmental Charge                             | 1,214,217        | 1,290,263        | -                | 1,443,110                   | 1,443,110                     | -                | 1,452,267                   | 1,452,267                     |
| Interfund - Totals                                   | 194              | 194              | 194              | 389                         | 389                           | 194              | 389                         | 389                           |
| <b>Total</b>                                         | <b>1,240,588</b> | <b>1,320,457</b> | <b>30,194</b>    | <b>1,473,499</b>            | <b>1,473,499</b>              | <b>30,194</b>    | <b>1,482,656</b>            | <b>1,482,656</b>              |

|                               | 2017<br>Actuals  | 2018<br>Budget   | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|-------------------------------|------------------|------------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| <b>Utility Administration</b> |                  |                  |                  |                             |                               |                  |                             |                               |
| Salaries & Benefits           | 2,187,714        | 2,427,882        | 2,411,827        | 2,568,181                   | 2,527,272                     | 2,445,701        | 2,601,722                   | 2,561,182                     |
| Materials Services            | 1,117,132        | 1,752,073        | 1,420,733        | 1,496,511                   | 1,489,921                     | 1,420,733        | 1,491,423                   | 1,487,123                     |
| Intergovernmental Charge      | 86,955           | 63,798           | 43,200           | 58,752                      | 58,752                        | 43,200           | 43,200                      | 43,200                        |
| Capital Outlay - Total        | -                | 19,852           | -                | -                           | -                             | -                | -                           | -                             |
| Interfund - Totals            | 1,063,345        | 1,053,958        | 1,039,199        | 897,273                     | 896,860                       | 1,039,199        | 896,546                     | 896,133                       |
| <b>Total</b>                  | <b>4,455,146</b> | <b>5,317,563</b> | <b>4,914,959</b> | <b>5,020,717</b>            | <b>4,972,805</b>              | <b>4,948,833</b> | <b>5,032,891</b>            | <b>4,987,638</b>              |
| <b>FTE Total</b>              | 28.50            | 29.50            | 28.50            | 29.00                       | 28.50                         | 28.50            | 28.50                       | 28.50                         |

### Utility Customer Assistance

|                    |               |               |               |               |               |               |               |               |
|--------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Interfund - Totals | 16,882        | 30,000        | 30,000        | 30,000        | 30,000        | 30,000        | 30,000        | 30,000        |
| <b>Total</b>       | <b>16,882</b> | <b>30,000</b> | <b>30,000</b> | <b>30,000</b> | <b>30,000</b> | <b>30,000</b> | <b>30,000</b> | <b>30,000</b> |



# Water, Sewer, and Surface Water Engineering

## Department Program Information

The following section describes the various programs, divisions, or functions that make up the Water, Sewer, and Surface Water Engineering.

### Water Engineering

Water Engineering provides safe, clean, reliable drinking water to all current and future residents within the water service boundary through high level technical management, comprehensive planning and sound engineering design for water production, treatment, storage and distribution facilities.

Water Engineering provides customer service by conveying technical data and reviewing plans for development and other system improvements. Water Engineering also monitors and analyzes system demands (i.e., actual use patterns, location) and forecasts and analyzes future demands (i.e., growth rate, new industry, new areas added). The department reviews, analyzes, and comply with all regulatory requirements (THMS, Radon, Arsenic, Disinfecting Contact Time, Lead and Copper Rule, Products of Disinfection).

Water Engineering provide technical expertise in the support of the Water Operations Distribution and Production departments while preserving existing water rights and ensure correct appropriations. The department performs computer modeling to analyze systems for reliable water supply, and develops and updates substandard main replacement program (inadequate/unreliable pipes, roadway coordination projects, redevelopment areas, and sewer connection incentive program projects). The department prepares and maintains capital improvement program for water projects in order to meet present and future water demands, follows technology trends to maintain and improve Water System Design and Construction Standards, and designs, contracts, and manages construction of water improvement projects.



### **Wastewater Treatment Facilities**

Wastewater Treatment Facilities provides reliable and cost effective service for wastewater treatment by ensuring that the wastewater treatment facilities comply with water quality protection requirements, air quality requirements, disposal requests, customer needs, and community values.

### **Wastewater Engineering**

Wastewater Engineering provides technical management, comprehensive planning, and sound engineering direction to operate and maintain wastewater treatment facilities and provides reliable and cost effective service for wastewater treatment.

### **Surface Water Management Engineering**

Surface Water Management provides leadership, regulatory compliance, technical management, comprehensive planning, and engineering design for flood control, effective drainage, surface water and ground water protection, fish passage, habitat, recreation opportunities, and community aesthetics

Surface Water Management's objectives are to: protect people, property and environment from flood damage; protect ground water, surface water, aquatic life, and land resources; provide implementation of programs for compliance with environmental regulations; provide consistent and effective regulatory oversight; promote practices which result in water quality that meets or exceeds regulatory and community standards; protect and enhance riparian and habitat areas; provide timely, accurate, and helpful information to the public; provide excellent customer service in development review; provide reliable and cost effective service; provide recreation opportunities, community aesthetics, and good neighbor facilities.

### **Sewer Connection Incentive Program**

The Sewer Connection Incentive Program (SCIP) follows the comprehensive land use policies to ensure sanitary sewer service is available to all developed properties and moves toward the elimination of all septic systems within the City's sanitary sewer service area. The SCIP program is a pro-active approach to providing an affordable and efficient sanitary sewer system to the entire service area while protecting our water resources and public health.



### **Sewer Engineering**

Sewer Engineering provide leadership, technical management, comprehensive planning, and engineering design to provide sanitary sewer collection and wastewater treatment in a cost competitive manner. Sewer Engineering aims to satisfy community needs and environmental compliance with excellent sanitary sewer conveyance and wastewater treatment management services and provide reliable service at a competitive cost from good neighbor facilities, which set an example of leadership in environmental stewardship.

## **Public Works Geographic Information System**

The Public Works GIS program provides Geographic Information System (GIS) support across all disciplines and departments within the Public Works Division and provide solutions, tools and data visualization that help increase productivity, improve efficiency and provide managers and decision makers with tools and data to help make better informed decisions.

### **GIS Engineering**

GIS Engineering maps water meters, hydrants, pipes, pumps, water stations, reservoirs, towers and treatment plants.

### **GIS Transportation**

GIS Transportation maps streets, sidewalks, signals, street lights, signs and curb ramps.

### **GIS Grounds**

GIS Grounds maps medians, right-a-ways, parks, playground equipment, picnic tables and trails and other park appurtenances.

### **GIS Facilities**

GIS Facilities maps city buildings, parking lots and other city owned assets.

## Summary of Expenditure by Major Object Category

|                          | 2017<br>Actuals   | 2018<br>Budget    | 2019<br>Baseline  | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline  | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|--------------------------|-------------------|-------------------|-------------------|-----------------------------|-------------------------------|-------------------|-----------------------------|-------------------------------|
| <b>SCIP</b>              |                   |                   |                   |                             |                               |                   |                             |                               |
| Intergovernmental Charge | -                 | 900,000           | -                 | 900,000                     | 900,000                       | -                 | 900,000                     | 900,000                       |
| <b>Total</b>             | -                 | <b>900,000</b>    | -                 | <b>900,000</b>              | <b>900,000</b>                | -                 | <b>900,000</b>              | <b>900,000</b>                |
|                          |                   |                   |                   |                             |                               |                   |                             |                               |
| <b>Sewer Engineering</b> |                   |                   |                   |                             |                               |                   |                             |                               |
| Salaries & Benefits      | 1,283,716         | 1,455,132         | 1,514,124         | 1,921,094                   | 1,918,551                     | 1,551,528         | 1,968,307                   | 1,965,700                     |
| Materials Services       | 11,421,692        | 16,761,052        | 11,101,543        | 11,249,260                  | 11,249,260                    | 11,540,592        | 11,708,321                  | 11,708,321                    |
| Intergovernmental Charge | 15,477            | 24,500            | 9,500             | 34,500                      | 34,500                        | 9,500             | 9,500                       | 9,500                         |
| Capital Outlay - Total   | -                 | -                 | -                 | 82,430                      | 82,430                        | -                 | 80,000                      | 80,000                        |
| Interfund - Totals       | 837,637           | 918,882           | 918,116           | 943,410                     | 943,410                       | 918,116           | 951,639                     | 951,639                       |
| <b>Total</b>             | <b>13,558,522</b> | <b>19,159,566</b> | <b>13,543,283</b> | <b>14,230,694</b>           | <b>14,228,151</b>             | <b>14,019,736</b> | <b>14,717,767</b>           | <b>14,715,160</b>             |
|                          |                   |                   |                   |                             |                               |                   |                             |                               |
| <b>FTE Total</b>         | 12.00             | 12.00             | 12.00             | 15.00                       | 15.00                         | 15.00             | 15.00                       | 15.00                         |

|                                       | 2017<br>Actuals  | 2018<br>Budget   | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|---------------------------------------|------------------|------------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| <b>Surface Water Mgmt Engineering</b> |                  |                  |                  |                             |                               |                  |                             |                               |
| Salaries & Benefits                   | 1,337,940        | 1,452,578        | 1,492,782        | 1,691,055                   | 1,688,424                     | 1,515,997        | 1,784,157                   | 1,781,492                     |
| Materials Services                    | 392,735          | 527,703          | 440,310          | 471,667                     | 471,667                       | 440,310          | 483,500                     | 483,500                       |
| Intergovernmental Charge              | 6,707            | 6,500            | -                | -                           | -                             | -                | 7,651                       | 7,651                         |
| Capital Outlay - Total                | 28,167           | -                | -                | 2,070                       | 2,070                         | -                | -                           | -                             |
| Interfund - Totals                    | 538,771          | 552,677          | 552,677          | 540,267                     | 540,267                       | 552,677          | 545,091                     | 545,091                       |
| <b>Total</b>                          | <b>2,304,320</b> | <b>2,539,458</b> | <b>2,485,769</b> | <b>2,705,059</b>            | <b>2,702,428</b>              | <b>2,508,984</b> | <b>2,820,399</b>            | <b>2,817,734</b>              |
| <b>FTE Total</b>                      | 12.00            | 12.00            | 12.00            | 14.00                       | 14.00                         | 14.00            | 14.00                       | 14.00                         |
| <b>Water Engineering</b>              |                  |                  |                  |                             |                               |                  |                             |                               |
| Salaries & Benefits                   | 960,697          | 1,295,628        | 1,370,891        | 1,425,116                   | 1,423,477                     | 1,391,658        | 1,447,839                   | 1,446,177                     |
| Materials Services                    | 342,450          | 262,535          | 185,899          | 232,167                     | 232,167                       | 185,899          | 258,998                     | 258,998                       |
| Intergovernmental Charge              | 15,477           | 15,000           | -                | 63,530                      | 63,530                        | -                | 38,530                      | 38,530                        |
| Capital Outlay - Total                | -                | -                | -                | 4,500                       | 4,500                         | -                | -                           | -                             |
| Interfund - Totals                    | 496,272          | 576,007          | 576,007          | 632,815                     | 632,815                       | 576,007          | 641,601                     | 641,601                       |
| <b>Total</b>                          | <b>1,814,896</b> | <b>2,149,170</b> | <b>2,132,797</b> | <b>2,358,128</b>            | <b>2,356,489</b>              | <b>2,153,564</b> | <b>2,386,968</b>            | <b>2,385,306</b>              |
| <b>FTE Total</b>                      | 9.00             | 9.00             | 10.00            | 12.00                       | 12.00                         | 12.00            | 12.00                       | 12.00                         |

# Water, Sewer, and Surface Water Maintenance

## Department Program Information

The following section describes the various programs, divisions, or functions that make up the Water, Sewer, Surface Water Maintenance department.

### Water Treatment and General Plant Maintenance

General Plant Maintenance maintains and repairs water station buildings and grounds. General Plant Maintenance also pumps water from wells, reservoirs, and water towers; remove the contaminant tetrachloroethylene, and iron and manganese for aesthetics; increase water pH to reduce corrosion; and adds chlorine for disinfection and fluoride to reduce dental disease.

### Water Pumping and Waste Water Pumping and Sewer Maintenance

Water Pumping pump water in quantities sufficient to meet the demands of our customers. Waste Water Pumping maintains and operates the City's wastewater collection system at a high level to minimize sewer overflows or back-ups.

### Drainage Collection

Drainage Collection repairs and maintains the Stormwater Collection System, including: cleaning and inspecting storm water catch basins, mains, manholes and drywells, providing street sweeping that focuses on water quality for our storm water collection system, inspecting and maintaining storm water pump stations.

### Water Quality Administration

Water Quality Administration takes weekly bacteriological samples throughout the water system; responds to customer inquiries regarding water quality and pressure issues; maintains the backflow inspection program and cross connection control program; and provide water main flushing to insure water quality.

## Summary of Expenditure by Major Object Category

|                                                          | 2017<br>Actuals  | 2018<br>Budget   | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|----------------------------------------------------------|------------------|------------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| <b>Sewer Maintenance</b>                                 |                  |                  |                  |                             |                               |                  |                             |                               |
| Salaries & Benefits                                      | 2,773,953        | 2,822,542        | 2,678,886        | 3,083,782                   | 3,078,842                     | 2,767,207        | 3,175,098                   | 3,170,326                     |
| Materials Services                                       | 932,484          | 897,778          | 897,779          | 938,304                     | 927,554                       | 897,779          | 930,491                     | 922,991                       |
| Intergovernmental Charge                                 | -                | -                | -                | 346,430                     | 304,004                       | -                | 134,373                     | 108,769                       |
| Capital Outlay - Total                                   | 43,687           | 144,287          | -                | -                           | -                             | -                | -                           | -                             |
| Interfund - Totals                                       | 2,682,630        | 2,634,354        | 2,634,354        | 2,851,958                   | 2,851,958                     | 2,634,354        | 2,923,942                   | 2,923,942                     |
| <b>Total</b>                                             | <b>6,432,754</b> | <b>6,498,961</b> | <b>6,211,019</b> | <b>7,220,474</b>            | <b>7,162,358</b>              | <b>6,299,340</b> | <b>7,163,904</b>            | <b>7,126,028</b>              |
| <b>FTE Total</b>                                         | <b>28.00</b>     | <b>28.00</b>     | <b>28.00</b>     | <b>29.00</b>                | <b>29.00</b>                  | <b>29.00</b>     | <b>29.00</b>                | <b>29.00</b>                  |
| <b>Street Funding Initiative Operating - Maintenance</b> |                  |                  |                  |                             |                               |                  |                             |                               |
| Salaries & Benefits                                      | 63,769           | 112,948          | 83,591           | 123,537                     | 123,409                       | 88,197           | 130,344                     | 130,209                       |
| Materials Services                                       | 25,154           | 37,015           | 27,015           | 37,445                      | 37,015                        | 27,015           | 37,315                      | 37,015                        |
| Interfund - Totals                                       | 61,521           | 74,180           | 74,180           | 103,521                     | 103,521                       | 74,180           | 101,637                     | 101,637                       |
| <b>Total</b>                                             | <b>150,444</b>   | <b>224,143</b>   | <b>184,786</b>   | <b>264,503</b>              | <b>263,945</b>                | <b>189,392</b>   | <b>269,296</b>              | <b>268,861</b>                |
| <b>FTE Total</b>                                         | <b>1.00</b>      | <b>1.00</b>      | <b>1.00</b>      | <b>1.50</b>                 | <b>1.50</b>                   | <b>1.50</b>      | <b>1.50</b>                 | <b>1.50</b>                   |



|                                       | 2017<br>Actuals  | 2018<br>Budget   | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|---------------------------------------|------------------|------------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| <b>Surface Water Mgmt Maintenance</b> |                  |                  |                  |                             |                               |                  |                             |                               |
| Salaries & Benefits                   | 1,956,935        | 2,279,066        | 2,355,491        | 2,457,993                   | 2,454,086                     | 2,452,438        | 2,554,303                   | 2,550,330                     |
| Materials Services                    | 669,846          | 541,372          | 496,872          | 529,443                     | 516,973                       | 496,872          | 523,913                     | 515,213                       |
| Intergovernmental Charge              | -                | -                | -                | 481,522                     | 481,522                       | -                | 15,779                      | 15,779                        |
| Capital Outlay - Total                | 1                | 388,500          | -                | -                           | -                             | -                | -                           | -                             |
| Interfund - Totals                    | 2,017,347        | 2,011,984        | 2,011,984        | 2,816,532                   | 2,816,532                     | 2,011,984        | 2,788,225                   | 2,788,225                     |
| <b>Total</b>                          | <b>4,644,129</b> | <b>5,220,922</b> | <b>4,864,347</b> | <b>6,285,490</b>            | <b>6,269,113</b>              | <b>4,961,294</b> | <b>5,882,220</b>            | <b>5,869,547</b>              |
| <b>FTE Total</b>                      | 26.00            | 26.00            | 26.00            | 25.50                       | 25.50                         | 25.50            | 25.50                       | 25.50                         |

### Water Maintenance

|                          |                  |                  |                  |                   |                   |                  |                   |                   |
|--------------------------|------------------|------------------|------------------|-------------------|-------------------|------------------|-------------------|-------------------|
| Salaries & Benefits      | 3,965,900        | 3,986,012        | 4,143,584        | 4,991,306         | 4,983,351         | 4,288,419        | 5,143,748         | 5,136,162         |
| Materials Services       | 4,038,542        | 4,088,364        | 3,961,119        | 4,088,159         | 4,070,959         | 3,961,119        | 4,014,633         | 4,002,633         |
| Intergovernmental Charge | 2                | 9,700            | 9,700            | 712,487           | 542,781           | 9,700            | 222,321           | 119,906           |
| Capital Outlay - Total   | 52,239           | 86,114           | -                | -                 | -                 | -                | -                 | -                 |
| Interfund - Totals       | 1,870,291        | 1,801,945        | 1,563,078        | 2,285,160         | 2,285,160         | 1,563,078        | 2,324,762         | 2,324,762         |
| <b>Total</b>             | <b>9,926,974</b> | <b>9,972,135</b> | <b>9,677,481</b> | <b>12,077,112</b> | <b>11,882,251</b> | <b>9,822,316</b> | <b>11,705,464</b> | <b>11,583,463</b> |
| <b>FTE Total</b>         | 47.50            | 47.00            | 47.50            | 50.50             | 50.50             | 50.50            | 50.50             | 50.50             |

# Water Resources Education Center

Vancouver's Water Resources Education Center is located within the Public Works Environmental Resources Division and operates in a 22 year old facility (4600 SE Columbia Way). The Water Center's mission is to teach people of all ages how to care for and make wise decisions about water, one of our greatest life-giving resources. The City's Water Fund provides the majority of revenues for Water Center operations allowing most outreach and environmental education programs to be offered to the community free of charge. Efforts focused on meeting environmental outcomes contribute to meeting annual permit requirements and are detailed in the Center's annual report. The team engaged in undertaking the mission and operating the facility include a Facility Coordinator, two Water Educators, Student Interns (varied number throughout the year), an AmeriCorps volunteer(s), a Support Specialist, a Facilities Assistant, a half-time Outreach Coordinator, and a half-time Manager.

## Department Program Information

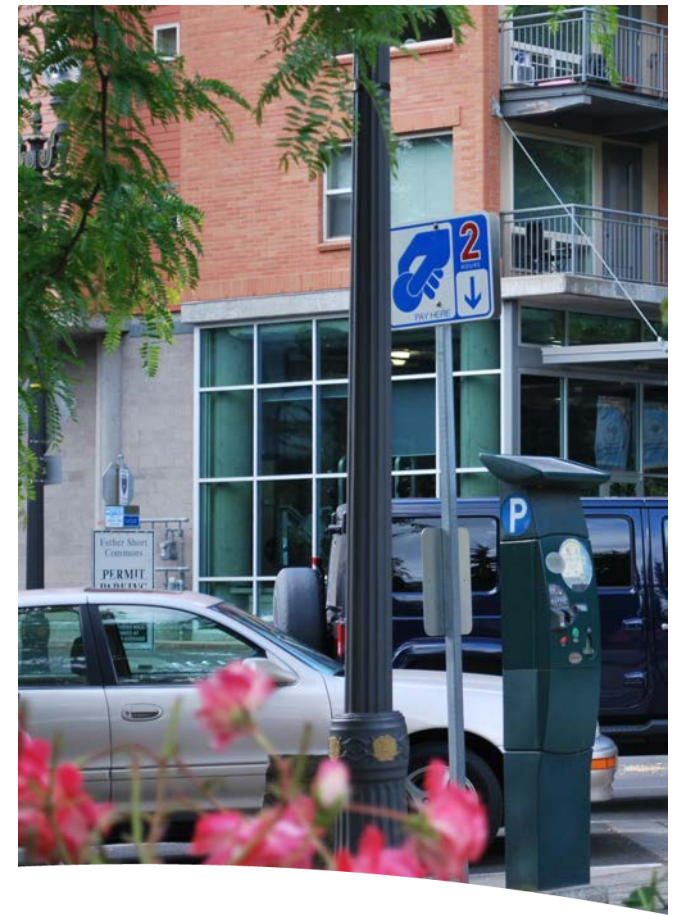
### **WREC Facility Administration and Management**

The Water Resources Education Center is owned by Vancouver's Department of Public Works and operated as a program of the Environmental Resources Division. The Center provides education and outreach programs that fulfill the City's strategic commitment to ensure a 'Healthy, Livable and Sustainable Vancouver'. We serve schools and the general public through on-site and some off-site education activities and encourage the entire community to get involved in the stewardship of our vital water resources and other environmental assets, both within and beyond our local watersheds, by taking individual responsibility and through having fun while learning.

We work closely with a variety of internal and external partners and provide a rich environment for learning through interactive exhibits and interpretation of the natural environment, classroom visits, coordination of the county-wide student watershed monitoring network, special events, hands-on activities and caring for 50 acres of Columbia River wetlands through service learning efforts. We are open free to the public, from 9 AM through 5 PM, Monday through Friday, and from noon to 5 PM on Saturday (except holidays). Our facility offers the Bruce E. Hagensen Community Room as a resource which is available for workshops as well as for group and community use (fees apply). The Water Center is part of the Vancouver National Historic Reserve and has provided a community gathering space and tourism destination since our opening in 1996.

## Summary of Expenditure by Major Object Category

|                                        | 2017<br>Actuals  | 2018<br>Budget   | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|----------------------------------------|------------------|------------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| <b>Water Resource Education Center</b> |                  |                  |                  |                             |                               |                  |                             |                               |
| Salaries & Benefits                    | 623,020          | 635,305          | 649,279          | 788,384                     | 787,227                       | 656,403          | 798,101                     | 797,021                       |
| Materials Services                     | 353,203          | 370,565          | 370,565          | 469,937                     | 449,937                       | 370,565          | 465,820                     | 445,820                       |
| Intergovernmental Charge               | (60)             | -                | -                | -                           | -                             | -                | -                           | -                             |
| Capital Outlay - Total                 | 24,791           | -                | -                | -                           | -                             | -                | -                           | -                             |
| Interfund - Totals                     | 268,496          | 247,441          | 190,403          | 289,293                     | 289,293                       | 190,403          | 287,994                     | 287,994                       |
| <b>Total</b>                           | <b>1,269,450</b> | <b>1,253,311</b> | <b>1,210,247</b> | <b>1,547,614</b>            | <b>1,526,457</b>              | <b>1,217,371</b> | <b>1,551,915</b>            | <b>1,530,835</b>              |
| <b>FTE Total</b>                       | 6.00             | 6.00             | 6.00             | 7.00                        | 7.00                          | 7.00             | 7.00                        | 7.00                          |



# Community and Economic Development

# Economic Development and Planning

The City's role in economic development is to provide the environment for development to occur, by ensuring that Vancouver continues to be a great place to live, work and locate or grow a business. To accomplish this goal, Economic Development and Planning staff work together to plan for the physical and economic development of the City, implement plans, and develop programs that support businesses and the community. We focus efforts and resources in specific geographic areas in order to make opportunities for growth more attractive to the private sector, and to ensure that development occurs equitably across the City. These functions include Economic Development, Long Range Planning, Transportation Planning, Annexation, and Housing and Community Planning.

## Department Program Information

The following section describes the various programs, divisions, or functions that make up Economic Development and Planning.

### Administration

Provides leadership, program development and implementation, budget, administrative support, customer service, and community-wide communication. Staff supports formal Boards and Commissions as well as stakeholder groups, including:

- Planning Commission, a seven person commission that acts in an advisory role to staff and the Vancouver City Council on planning issues.
- City Center Redevelopment Authority, a seven person board that provides an independent legal entity to undertake, assist with and facilitate redevelopment of downtown.
- Bike and Pedestrian Stakeholder Group: a group of bike and pedestrian advocates that advises staff on multimodal planning and projects, and the City's Complete Streets Program.

- 
- Downtown Stakeholder Group: a group of downtown business and community interests that advises and works with staff to address downtown issues, opportunities and challenges.
  - Innovation Partnership Zone (IPZ) management team: a group of tech businesses, economic development organizations and higher education representatives that work with staff to increase the market for applied digital technology.

### **Economic Development**

Economic Development leads programs and projects that improve the economy. Staff members manage programs that incentivize business and property development, such as Opportunity Zone incentives, Business Improvement District formation, Multi Family Tax Exemption Incentives, and Pre Lease site visits for relocating businesses. Economic development joins with regional leaders to implement programs that recruit new businesses, help start local businesses and provide opportunities for business expansion with a focus on business sectors of computer and electronics, clean tech, software, metals and machinery and life sciences. Economic Development coordinates with regional initiatives of the state-designated Columbia River Economic Development Council and the federally-designated Greater Portland Economic Development District, Inc.

### **Long Range Planning**

Long Range Planning is responsible for comprehensive planning to guide the growth and development of the City, and for establishing tools and programs to implement plans. This includes subarea and district planning and implementation, management of the City's Annual Review Program and updates to the Comprehensive Plan and zoning code, and management of critical areas policy and the Shoreline Master Program. Long Range Planning coordinates with regional partners on land use policy, and ensures compliance with the Washington State Growth Management Act and the State Environmental Policy Act.

### **Transportation Planning**

Transportation Planning is responsible for the management and implementation of transportation projects, programs, and plans including: the City's Transportation Grant Program, Traffic Calming Program, Safety, Accessibility and Mobility Program, Complete Streets Program, Transportation System Plan, and Transportation Demand Management Program (includes the Commute Trip Reduction Program guided by RCW 70.94.521). Transportation Planning coordinates with key regional partners on plans and projects, such as the I-5 bridge replacement, SR-500 Safety Project, Mill Plain Bus Rapid Transit, and the Regional Transportation Plan. In coordination with Long Range Planning,



Transportation Planning leads coordination with regional partners to enhance the regional, bi-state transportation system, including agencies in both Washington and Oregon.

### **Annexation Planning**

Annexation is the process by which new areas are brought into the City, and is guided by Washington's Growth Management Act. The City creates long-term plans to guide annexation and the efficient provision of urban services to areas within its Urban Growth Area (UGA). This includes coordination with Clark County and special district service providers to develop interlocal agreements on the transition of responsibility for services, costs and revenues. Annexation also reviews utility covenants to ensure that they meet the requirements of state law.

### **Housing and Community Planning**

The City, along with community stakeholders, is working to address the rise in homelessness in Vancouver. This includes the City's recent purchase of a building located at 2018 Grand Boulevard for use as the Vancouver Navigation Center. The Navigation Center will house the Share Day Center and other services to help people who are homeless meet their basic needs and reduce barriers to housing. The City is responsible for building maintenance.

### **Downtown Initiatives**

This is a Special Revenue Fund used to track the spending of downtown located initiatives.



## Summary of Expenditure by Major Object Category

|                                           | 2017<br>Actuals  | 2018<br>Budget   | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|-------------------------------------------|------------------|------------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| <b>Community and Economic Development</b> |                  |                  |                  |                             |                               |                  |                             |                               |
| Salaries & Benefits                       | 1,007,779        | 1,312,649        | 1,326,428        | 1,938,001                   | 1,643,255                     | 1,357,533        | 1,762,248                   | 1,477,780                     |
| Materials Services                        | 883,804          | 2,833,492        | 128,976          | 2,500,738                   | 1,822,538                     | 128,976          | 1,852,190                   | 1,347,490                     |
| Intergovernmental Charge                  | 343,407          | -                | -                | 350,000                     | 350,000                       | -                | 100,000                     | 100,000                       |
| Interfund - Totals                        | 268,754          | 237,075          | 178,956          | 512,383                     | 510,731                       | 178,956          | 507,210                     | 505,558                       |
| <b>Total</b>                              | <b>2,503,744</b> | <b>4,383,216</b> | <b>1,634,360</b> | <b>5,301,122</b>            | <b>4,326,524</b>              | <b>1,665,465</b> | <b>4,221,648</b>            | <b>3,430,828</b>              |
| <b>FTE Total</b>                          | <b>9.00</b>      | <b>9.75</b>      | <b>8.00</b>      | <b>12.75</b>                | <b>10.75</b>                  | <b>10.75</b>     | <b>9.00</b>                 | <b>9.00</b>                   |
| <b>Downtown Initiatives</b>               |                  |                  |                  |                             |                               |                  |                             |                               |
| Salaries & Benefits                       | 192              | 197              | -                | 192                         | 192                           | -                | 192                         | 192                           |
| Materials Services                        | 95,190           | 96,943           | 102,192          | 102,192                     | 102,192                       | 102,431          | 102,431                     | 102,431                       |
| Intergovernmental Charge                  | 39,516           | 1,000            | 1,533            | 1,533                       | 1,533                         | 1,533            | 1,533                       | 1,533                         |
| Interfund - Totals                        | 15,132           | 11,862           | 15,165           | 26,310                      | 26,310                        | 15,165           | 26,186                      | 26,186                        |
| <b>Total</b>                              | <b>150,030</b>   | <b>110,002</b>   | <b>118,890</b>   | <b>130,227</b>              | <b>130,227</b>                | <b>119,129</b>   | <b>130,342</b>              | <b>130,342</b>                |

# Development Review Services

The mission of the Development Review Division is to foster the development of our community by ensuring orderly and safe growth within the City all while providing exceptional customer service. We do this by acting as the City's primary point of contact for zoning and building construction questions, plan review, permitting, inspections and code compliance. The Division is comprised of Building Plan Review and Inspections, Land Use Planning, Code Compliance and Permitting.

## Department Program Information

The following section describes the various programs, divisions, or functions that make up Development Review Services.

### Administration

Provide administrative management, support, and leadership to department staff. Provide technology systems management and support for all development related and administrative software programs utilized within the department. Provide permit and inspection activity and performance reporting. Provide staff support for Hearings Examiner, Planning Commission, Historic Preservation Commission, and City Council regarding land use issues and requests.

### Permitting

Process permit applications, routing of plans to reviewers, fee collection, and establishing permit tracking of applications. Assist and support other City Department plan review groups in processing permit applications and project tracking

Respond to public or other inquiries relative to engineering utility services, public infrastructure and development review policies and procedures. Administer city engineering standards and regulations into the development review process applications and process intake of associated engineering fees and system development charges. Coordinate and maintain all engineering and utility service related public



information materials, applications, and maps. Administer other community development review activities assigned to the engineering counter program.

### **Land Use**

Implement the community's planning and environmental goals through objective, consistent, and fair application of city development standards and procedures to all development applications to ensure consistency with the community's vision as articulated in the City's Comprehensive Plan. Provide technical oversight and support for City's Land Use and Development Code, the State Environmental Policy Act, Shoreline Master Plan, and other related programs. Respond to planning information requests and review development proposals for compliance with various land use and zoning standards

### **Building**

Review plans and specifications for proposed construction to verify that plans reasonably indicate compliance to the adopted codes and regulations and to ensure all buildings are built safe, sustainable and accessible.

Inspect all buildings during construction to verify that the construction details are in conformance with the approved plans and adopted codes. Maintain accurate and complete records of all inspection and plan review activity including daily inspection reporting and coordination with other regulatory internal and external agencies.

### **Code Compliance**

Maintain the safety, health, welfare and livability of neighborhoods by ensuring compliance with the Vancouver Municipal Codes, including the Minimum Property Maintenance Code, the Building Code and Zoning Ordinances. The Code Compliance Team's goal is to gain voluntary compliance through education and assistance.

## Summary of Expenditure by Major Object Category

|                                    | 2017<br>Actuals  | 2018<br>Budget   | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|------------------------------------|------------------|------------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| <b>Building Inspection</b>         |                  |                  |                  |                             |                               |                  |                             |                               |
| Salaries & Benefits                | 3,324,272        | 3,801,475        | 3,833,093        | 4,108,136                   | 3,991,949                     | 3,921,299        | 4,324,356                   | 4,222,621                     |
| Materials Services                 | 424,013          | 661,816          | 476,856          | 692,854                     | 671,754                       | 486,856          | 646,816                     | 670,716                       |
| Intergovernmental Charge           | 22,469           | 24,129           | -                | -                           | -                             | -                | 30,000                      | 30,000                        |
| Capital Outlay - Total             | 33,592           | 54,000           | -                | -                           | -                             | -                | -                           | -                             |
| Interfund - Totals                 | 1,389,509        | 1,601,501        | 1,477,725        | 2,101,735                   | 2,100,909                     | 1,477,725        | 1,912,895                   | 1,912,069                     |
| <b>Total</b>                       | <b>5,193,855</b> | <b>6,142,921</b> | <b>5,787,674</b> | <b>6,902,725</b>            | <b>6,764,612</b>              | <b>5,885,880</b> | <b>6,914,067</b>            | <b>6,835,406</b>              |
| <b>FTE Total</b>                   | <b>38.00</b>     | <b>38.00</b>     | <b>37.00</b>     | <b>39.00</b>                | <b>38.00</b>                  | <b>38.00</b>     | <b>39.00</b>                | <b>39.00</b>                  |
| <b>Development Review Services</b> |                  |                  |                  |                             |                               |                  |                             |                               |
| Salaries & Benefits                | 1,930,424        | 2,209,186        | 2,205,319        | 2,419,870                   | 2,362,626                     | 2,248,335        | 2,451,937                   | 2,409,213                     |
| Materials Services                 | 241,437          | 520,892          | 352,267          | 488,745                     | 517,245                       | 352,267          | 477,002                     | 505,502                       |
| Intergovernmental Charge           | 48,798           | 51,700           | 26,700           | 26,700                      | 26,700                        | 26,700           | 26,700                      | 26,700                        |
| Capital Outlay - Total             | -                | 400              | -                | -                           | -                             | -                | -                           | -                             |
| Interfund - Totals                 | 917,868          | 1,050,993        | 918,785          | 1,567,523                   | 1,567,523                     | 918,785          | 1,373,011                   | 1,373,011                     |
| <b>Total</b>                       | <b>3,138,527</b> | <b>3,833,171</b> | <b>3,503,071</b> | <b>4,502,838</b>            | <b>4,474,094</b>              | <b>3,546,087</b> | <b>4,328,650</b>            | <b>4,314,426</b>              |
| <b>FTE Total</b>                   | <b>19.00</b>     | <b>19.50</b>     | <b>19.50</b>     | <b>21.50</b>                | <b>21.50</b>                  | <b>21.50</b>     | <b>21.50</b>                | <b>21.50</b>                  |

# Community Development Block Grants Entitlement Fund

## Department Program Information

The following section describes the various programs, divisions, or functions that make up the Community Development Block Grants Entitlement Fund.

### Community Development Block Grant and HOME Investment Partnerships Program

The City receives an annual entitlement of Community Development Block Grant (CDBG) and HOME Investment Partnerships Program funds from the U.S. Department of Housing and Urban Development. These resources support projects and programs that benefit low- and moderate-income people by increasing housing and economic opportunity, revitalizing neighborhoods, and addressing public service and infrastructure needs. In recent years, the City has received approximately \$2 million in CDBG and HOME per year. The majority of funds are provided to community partners for eligible projects through an annual application process.

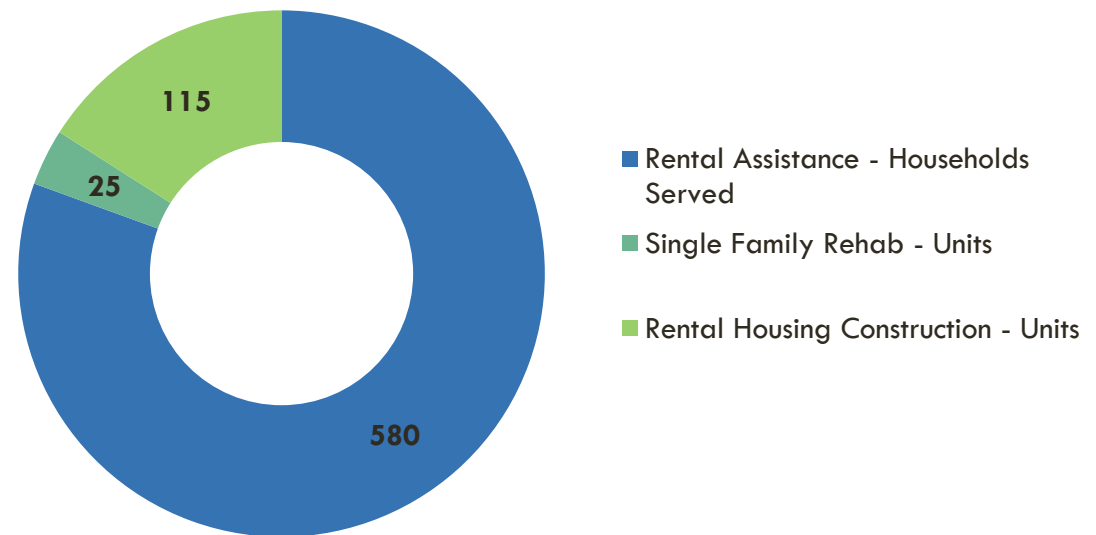
## Summary of Expenditure by Major Object Category

|                            | 2017<br>Actuals  | 2018<br>Budget   | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|----------------------------|------------------|------------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| <b>CDBG</b>                |                  |                  |                  |                             |                               |                  |                             |                               |
| Salaries & Benefits        | 320,091          | 338,098          | 404,700          | 409,324                     | 408,617                       | 412,267          | 416,904                     | 416,189                       |
| Materials Services         | 1,422,261        | 916,500          | 17,600           | 1,537,600                   | 1,537,600                     | 17,600           | 1,537,600                   | 1,537,600                     |
| Intergovernmental Charge   | -                | 600,000          | -                | -                           | -                             | -                | -                           | -                             |
| Total Principal & Interest | 1                | 100              | -                | -                           | -                             | -                | -                           | -                             |
| Interfund - Totals         | 122,189          | 155,013          | 128,784          | 90,465                      | 90,465                        | 128,784          | 89,780                      | 89,780                        |
| <b>Total</b>               | <b>1,864,542</b> | <b>2,009,711</b> | <b>551,084</b>   | <b>2,037,389</b>            | <b>2,036,682</b>              | <b>558,651</b>   | <b>2,044,284</b>            | <b>2,043,569</b>              |
| <b>FTE Total</b>           | <b>3.60</b>      | <b>3.60</b>      | <b>3.60</b>      | <b>3.60</b>                 | <b>3.60</b>                   | <b>3.60</b>      | <b>3.60</b>                 | <b>3.60</b>                   |

# Affordable Housing Fund

The City uses its Affordable Housing Fund, CDBG and HOME resources to increase the supply of affordable housing, preserve existing units, and provide rental assistance. With 2019-2020 program year funds, staff anticipates supporting **720** units or households with City funding (see chart that follows). Funds for housing construction are leveraged with other sources to maximize impact.

**2019-2020 Affordable Housing Estimates**





## Summary of Expenditure by Major Object Category

|                           | 2017<br>Actuals | 2018<br>Budget    | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|---------------------------|-----------------|-------------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| <b>Affordable Housing</b> |                 |                   |                  |                             |                               |                  |                             |                               |
| Salaries & Benefits       | 39,625          | 141,094           | 142,417          | 153,282                     | 153,019                       | 147,119          | 157,995                     | 157,725                       |
| Materials Services        | 243,307         | 10,897,084        | 5,855,584        | 5,855,584                   | 5,855,584                     | 5,855,584        | 5,855,584                   | 5,855,584                     |
| Intergovernmental Charge  | -               | 600,000           | -                | -                           | -                             | -                | -                           | -                             |
| Interfund - Totals        | -               | 22,978            | 20,578           | 24,264                      | 24,264                        | 20,578           | 24,348                      | 24,348                        |
| <b>Total</b>              | <b>282,932</b>  | <b>11,661,156</b> | <b>6,018,579</b> | <b>6,033,130</b>            | <b>6,032,867</b>              | <b>6,023,281</b> | <b>6,037,927</b>            | <b>6,037,657</b>              |
| <b>FTE Total</b>          | 1.00            | 1.00              | 1.00             | 1.00                        | 1.00                          | 1.00             | 1.00                        | 1.00                          |

# Parking Program

The mission of the Parking Program is to provide competent professionals who work with the community to develop and operate an effective and fiscally responsible parking system that meets our City's current and projected parking needs. In a busy downtown environment with a high demand for parking (and a limited supply), managing the spaces to support the needs of business patrons, employees, and residents is crucial to ensuring the vitality of our City. This is why we exist. The program operates as an enterprise fund which means its expenses are covered by the revenue generated from the parking operation.

The core parking divisions are Administration, Planning, Operations, Maintenance, and Enforcement for the on-street and off-street parking systems. The focus is primarily Vancouver's downtown area for both on-street and the off-street parking garages and surface lots owned or leased by the City.

## Department Program Information

The following section describes the various functions within the Parking Program.

### Administration

Parking Administration provides customer service to the general public, public agencies, and others; and, provides leadership and administrative support to Parking Services programs.

### Planning

Parking Planning works with the community to review, develop, and implement Parking Management Plans for the various parking districts in the City. Coordinates with the Trip Reduction Program and alternative transportation programs, and develops regulations and ordinances.



### **Off-Street Operations**

Off-Street Parking Operations operates two Park 'n Go™ garages and a number of municipal parking surface lots within the off-street parking system to provide parking supply to meet priority customer parking demand.

### **Off-Street Maintenance**

Off-Street Parking Maintenance provides building and equipment maintenance for all parking facilities and equipment. It creates, implements, and maintains secure and routine revenue collection routes, and schedules and maintains all collection equipment, inventory and supplies.

### **Off-Street Enforcement**

Off-Street Parking Enforcement enforces parking regulations in our lots and garages, and provides information to customers.

### **On-Street Operations**

On-street Parking Operations manages the on-street parking system to provide appropriate parking supply to meet public parking demand, manage on-street regulatory projects, provide effective permitting services, and manage the meter hood program for construction and events.

### **On-Street Maintenance**

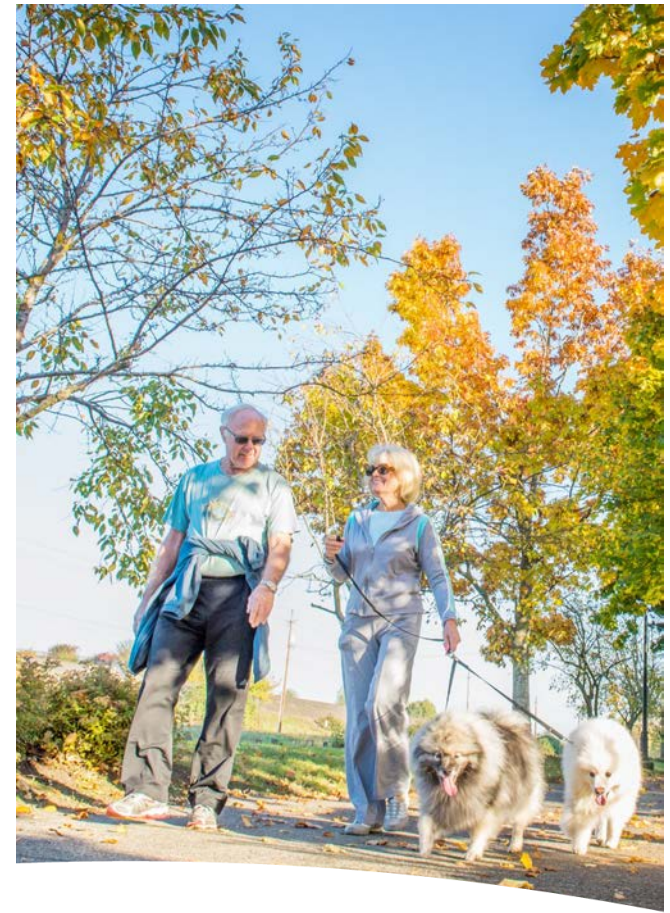
On-street Parking Maintenance maintains regulatory/control devices such as signs, striping, parking meters, and pay stations; responds to customer complaints about parking meters and pay stations; coordinates the installation of new parking meters and pay stations; maintains a supply of maintenance parts; and maintains updated asset inventory control tools. It creates, implements, and maintains secure and routine revenue collection routes and schedules and maintains all collection equipment inventory and supplies.

### **On-Street Enforcement**

On-Street Parking Enforcement enforces parking regulations on the street and provides information to customers.

## Summary of Expenditure by Major Object Category

|                                        | 2017<br>Actuals  | 2018<br>Budget   | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|----------------------------------------|------------------|------------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| <b>Parking General Obligation Debt</b> |                  |                  |                  |                             |                               |                  |                             |                               |
| Total Principal & Interest             | 1,122,244        | 1,118,725        | 1,118,035        | 1,118,035                   | 1,118,035                     | 1,116,214        | 1,116,214                   | 1,116,214                     |
| <b>Total</b>                           | <b>1,122,244</b> | <b>1,118,725</b> | <b>1,118,035</b> | <b>1,118,035</b>            | <b>1,118,035</b>              | <b>1,116,214</b> | <b>1,116,214</b>            | <b>1,116,214</b>              |
| <br><b>Parking Services</b>            |                  |                  |                  |                             |                               |                  |                             |                               |
| Salaries & Benefits                    | 835,181          | 934,799          | 817,675          | 1,007,346                   | 1,004,097                     | 833,768          | 1,025,626                   | 1,022,357                     |
| Materials Services                     | 669,625          | 737,058          | 406,704          | 584,633                     | 574,133                       | 406,704          | 529,611                     | 522,436                       |
| Intergovernmental Charge               | 35,683           | 22,878           | 20,878           | 86,774                      | 86,774                        | 20,878           | 60,078                      | 60,078                        |
| Capital Outlay - Total                 | 408,999          | 748,400          | -                | 27,696                      | 27,696                        | -                | 20,000                      | 20,000                        |
| Interfund - Totals                     | 664,098          | 625,902          | 557,586          | 659,594                     | 659,594                       | 557,586          | 657,152                     | 657,152                       |
| <b>Total</b>                           | <b>2,613,586</b> | <b>3,069,037</b> | <b>1,802,843</b> | <b>2,366,043</b>            | <b>2,352,294</b>              | <b>1,818,936</b> | <b>2,292,467</b>            | <b>2,282,023</b>              |
| <br><b>FTE Total</b>                   | <br>9.50         | <br>10.00        | <br>8.50         | <br>10.50                   | <br>10.50                     | <br>10.50        | <br>10.50                   | <br>10.50                     |



# Parks and Recreation

# Parks, Trails, and Natural Resources

The Parks, Trails, and Natural Resources program provides the department's administrative services, as well as planning, grant development, park and trail acquisitions, staff support of capital development/repairs, and property management for the Vancouver Parks system. This also includes facilitation of programs, services, events, permitting and security for the Parks system. In addition, the department is responsible for providing community events that allow citizens to enjoy programming held in parks and encourage tourism. These events also offer opportunities for the community to be involved in their parks and centers through volunteerism and community service.

## Department Program Information

The following section describes the various programs, divisions, or functions that make up the Parks, Trails, and Natural Resources programs.

### Administration

The Administration program provides general management, staff support, customer service, and effective community-wide communication for the Vancouver Parks and Recreation Department. Staff also supports the Parks and Recreation Advisory Commission, a ten person commission who act in an advisory manner to staff, the Vancouver City Council, and advocates to decision makers and the public on parks and recreation issues.

### Parks Assets, Planning and Operations

The Parks Assets, Planning, and Operations program provides planning, grant development, and parks operations of the Vancouver Parks system. Park Operations staff also collects parking fees at the Marine Boat Launch and at Wintler Community Park.





## **Special Events**

The Special Events Program coordinates planning and production of all City sponsored special events including concerts, movie nights, groundbreakings, press events and special programs like the Urban Youth Program. Special Events manages the rentals and event scheduling for several parks, including Esther Short Park and Waterfront Park, setting rental fees, processing reservations, securing financial sponsorships and promoting facilities to event producers. Staff review and issue permits for special events, those with over 100 attendees that occur within city limits and/or events that impact right of way, facilities, or services. In a year, attendance for all special events exceeds 325,000 and over 100 events are permitted by the Special Events team per year.

## **Volunteer Management**

The Volunteer Management program promotes the benefits of Parks and Recreation programs and focuses on garnering public and private support for services through management of various volunteer and partnership activities and programs. These volunteer activities are coordinated city-wide. Ongoing or one time opportunities with the City are available for individuals, families, groups, businesses and people of all ages and abilities. In particular, the program supports community volunteer activities such as VolunTOUR, Adopt-A-Park, SMART (Speed Monitor Awareness Radar Trailer), Vancouver's Ivy Near Elimination (V.I.N.E) Squad, FireCorps, Neighbors On Watch (NOW), as well as volunteer opportunities at Firstenburg and Marshall Community Centers, Water Resources Education Center, Urban Forestry, and as Ambassadors at City Events, to name a few. Thousands of volunteers throughout the City spend over 54,000 hours annually to help foster a healthy and vibrant community.



## Summary of Expenditure by Major Object Category

|                                            | 2017<br>Actuals  | 2018<br>Budget   | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|--------------------------------------------|------------------|------------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| <b>Parks, Trails and Natural Resources</b> |                  |                  |                  |                             |                               |                  |                             |                               |
| Salaries & Benefits                        | 957,308          | 1,007,829        | 1,169,883        | 1,367,551                   | 1,324,956                     | 1,198,800        | 1,470,832                   | 1,370,299                     |
| Materials Services                         | 354,142          | 480,346          | 282,495          | 480,524                     | 475,403                       | 282,495          | 318,828                     | 311,407                       |
| Intergovernmental Charge                   | 200,733          | 200,640          | 640              | 46,640                      | 46,640                        | 640              | 640                         | 640                           |
| Capital Outlay - Total                     | 34,912           | 5,000            | -                | -                           | -                             | -                | -                           | -                             |
| Interfund - Totals                         | 393,442          | 404,816          | 299,987          | 3,957,773                   | 3,957,240                     | 299,987          | 4,147,707                   | 4,146,174                     |
| <b>Total</b>                               | <b>1,940,537</b> | <b>2,098,631</b> | <b>1,753,005</b> | <b>5,852,488</b>            | <b>5,804,239</b>              | <b>1,781,922</b> | <b>5,938,007</b>            | <b>5,828,520</b>              |
| <b>FTE Total</b>                           | 11.50            | 11.50            | 11.50            | 13.50                       | 13.50                         | 13.50            | 14.00                       | 13.50                         |

# Recreation Services

The Recreation Department is based on the City's commitment to provide quality recreational services for all segments of the community. That commitment encompasses broad-based programs including: sports, enrichment classes, social activities, fitness, and swimming. Specialized programs are targeted for youth, teens, adults, seniors, and individuals needing accommodations.

## Department Program Information

The following section describes the various programs, divisions, or functions that make up Recreation Services in the Vancouver Parks and Recreation Department.

### Recreation Administration

Recreation Administration captures overall support to recreation programming across community centers and/or multiple programs. Such support includes managing software licenses to ActiveNet and E-Pact (recreation management systems), the catalog production process and advertising/marketing/social media efforts for programs and facility rentals. In addition, the department's fleet used at both centers, across youth, teen, and senior programming, is located in this cost center.

### Inclusion Services

Inclusion Services provide accommodations for participants who need support to fully participate in recreational services and activities.



## Youth, Teen, and Sports

The Youth, Teen, and Sports program provides a variety of classes, dances, sports, and special events for youth and teens in a safe and supervised setting at both Firstenburg and Marshall Community Centers and within our city parks and sports fields. Classes include arts and crafts, music, dance, theater, day camps, and sports camps. Hundreds of people volunteer in our youth sport leagues as a way to get involved in our community. We offer free teen services after school during the school year as well as Teen Late Night every Friday during the school year. We serve an average of 275 teens each Friday after our community centers close to the public. In addition, this program provides sports programming for adults: in drop-in sports at both community centers and sports leagues for men and women including basketball, kickball, softball, and volleyball.

## Fitness

The Fitness program provides quality, affordable, safe and effective fitness activities to meet the needs of all ability levels and ages at both Firstenburg and Marshall Community Centers. Programming includes group exercise classes, personal training, massage, and childcare services. We partner with a variety of insurance programs to provide financial support for memberships to individuals aged 65 or older. We also offer over 30 classes per week tailored to a variety of cardio, flexibility, strength, balance, interval and functional exercise programs. Our Youth Opportunity Pass partnership with both school districts has allowed us to serve over 1,500 teens in our community by allowing access to the fitness center programs.

## Aquatics

The Aquatics program provides swim time for different interest groups, such as lap swim, senior swim, family swim, public swim, water exercise classes, and private swim rentals at both Firstenburg and Marshall Community Centers. Additionally, swim lessons for all ages and abilities are offered year round. The Aquatics team is also responsible for water quality monitoring of our outdoor water features located at Esther Short Park and the new Waterfront Park.



### **Adult, Seniors, and Special Programs**

The Adult and Seniors Program provides classes and excursions for adults and seniors all throughout Clark County and beyond. Over 30 clubs per week are offered at the Trapadero II at Firstenburg Community Center and at Luepke Senior Center adjacent to Marshall Community Center so that hundreds can gather to socialize and sharpen their mindset skills. In addition, we partner with Meals on Wheels People, as a site for enjoying a hot, nutritious meal. The Special Programs team also coordinates the annual Summer Playgrounds and Play Time in the Parks program which serves over 1,500 children in the community. We offer fun, structured and positive activities for children ages 6-11 at convenient neighborhood sites throughout the summer. Our staff partners with SHARE as a USDA summer lunch site, to be able to provide free nutritious meals. These programs are provided at no cost in part to generous sponsors and donations.

### **Community Center Administration**

The Administration program at both Firstenburg and Marshall Community Centers provide an expedient registration process and a professional, customer-focused approach to assisting the public with questions or requests. The customer service team sells membership passes and daily drop-in passes to the public. In addition, they assist with registrations to classes throughout the year. Our administrative staff provides scholarships that take special care to process as well as partnering with various insurance agencies that support a large percentage of our memberships. We recently partnered with Evergreen Public Schools and Vancouver Public Schools to offer Youth Opportunity Passes which includes free memberships to local middle and high school students. The front desk teams have already processed over 1,500 of these passes for the 2017-2018 school year. In addition, the facilities team offers room rental services for all spaces including weddings, receptions, anniversaries, quinceañeras, baby showers, birthday parties, and all-night graduation parties for high schools.

### **Tennis Center**

The Vancouver Tennis Center is a public facility with a wide range of programs and events for all ages and ability levels. It is managed by the United States Tennis Association (USTA) Pacific Northwest in a partnership with the City of Vancouver. The City is responsible for a portion of annual maintenance, while USTA-PNW provides high quality, affordable instruction and competitive programs for adults and kids of all skill levels. With renovations to the roof and indoor tennis courts made in 2018, and the transition to new management in the fall, VTC will remain a community asset for years to come.

## Summary of Expenditure by Major Object Category

|                            | 2017<br>Actuals  | 2018<br>Budget   | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|----------------------------|------------------|------------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| <b>Recreation Services</b> |                  |                  |                  |                             |                               |                  |                             |                               |
| Salaries & Benefits        | 4,461,446        | 4,880,842        | 4,887,571        | 5,459,685                   | 5,352,223                     | 4,965,695        | 5,744,960                   | 5,636,325                     |
| Materials Services         | 1,505,259        | 1,739,490        | 1,746,756        | 1,755,883                   | 1,755,883                     | 1,747,936        | 1,709,072                   | 1,709,072                     |
| Intergovernmental Charge   | 373,882          | 259,562          | 39,562           | 73,562                      | 73,562                        | 39,562           | 39,562                      | 39,562                        |
| Capital Outlay - Total     | -                | 175,000          | -                | -                           | -                             | -                | -                           | -                             |
| Interfund - Totals         | 1,659,389        | 1,680,427        | 1,791,189        | 2,273,947                   | 2,273,947                     | 1,791,189        | 2,221,999                   | 2,221,999                     |
| <b>Total</b>               | <b>7,999,976</b> | <b>8,735,321</b> | <b>8,465,078</b> | <b>9,563,077</b>            | <b>9,455,615</b>              | <b>8,544,382</b> | <b>9,715,593</b>            | <b>9,606,958</b>              |
| <b>FTE Total</b>           | 27.00            | 27.00            | 27.00            | 27.75                       | 27.75                         | 27.75            | 27.75                       | 27.75                         |
| <b>Tennis Center</b>       |                  |                  |                  |                             |                               |                  |                             |                               |
| Salaries & Benefits        | 795,128          | 870,619          | 399,579          | -                           | -                             | 402,967          | -                           | -                             |
| Materials Services         | 108,898          | 144,032          | -                | 1,007,574                   | 1,007,574                     | -                | 1,024,478                   | 1,024,478                     |
| Intergovernmental Charge   | 12,601           | 11,889           | -                | -                           | -                             | -                | -                           | -                             |
| Capital Outlay - Total     | -                | 860,000          | -                | -                           | -                             | -                | -                           | -                             |
| Interfund - Totals         | 225,175          | 224,277          | -                | 10,000                      | 10,000                        | -                | 10,000                      | 10,000                        |
| <b>Total</b>               | <b>1,141,802</b> | <b>2,110,817</b> | <b>399,579</b>   | <b>1,017,574</b>            | <b>1,017,574</b>              | <b>402,967</b>   | <b>1,034,478</b>            | <b>1,034,478</b>              |
| <b>FTE Total</b>           | 3.75             | 3.75             | 3.75             | -                           | -                             | -                | -                           | -                             |



# Legislative and General Government

# City Council

The Mayor and City Council members are elected by the citizens of Vancouver to provide leadership and establish the policies of the City, which are then carried out by the City Manager and staff. Formal decisions by the Council are made in regular Council meetings. Informational meetings or workshops are held weekly and as needed on particular subjects. The City Council represents the citizens of Vancouver and promote effective and efficient government. It also determine policy direction of the City to meet the needs of the community.

## Department Program Information

The following section describes the various programs, divisions, or functions that make up the City Council.

### City Council Support

City Council establishes policies and direction that are implemented by the city employees, led by the City Manager. The Council budget supports education and training for Councilmembers, participation in regional and national professional conferences and staff support for the work of the Council.



## Summary of Expenditure by Major Object Category

|                     | 2017<br>Actuals | 2018<br>Budget | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|---------------------|-----------------|----------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| <b>City Council</b> |                 |                |                  |                             |                               |                  |                             |                               |
| Salaries & Benefits | 252,810         | 322,557        | 369,261          | 369,975                     | 369,525                       | 385,334          | 386,073                     | 385,607                       |
| Materials Services  | 179,032         | 132,288        | 122,288          | 157,288                     | 157,288                       | 122,288          | 122,288                     | 122,288                       |
| Interfund - Totals  | 194,650         | 206,807        | 110,391          | 265,431                     | 265,431                       | 110,391          | 265,127                     | 265,127                       |
| <b>Total</b>        | <b>626,492</b>  | <b>661,652</b> | <b>601,940</b>   | <b>792,694</b>              | <b>792,244</b>                | <b>618,013</b>   | <b>773,488</b>              | <b>773,022</b>                |
| <b>FTE Total</b>    | 7.00            | 7.00           | 7.00             | 7.00                        | 7.00                          | 7.00             | 7.00                        | 7.00                          |

# City Manager's Office

## Department Program Information

The following section describes the various programs, divisions, or functions that make up the City Manager's Office.

### City Management

The City Manager's Office oversees the day-to-day operations of City government. The City Manager and staff support the policy work of the City Council, provide direction to City departments, and manage citywide communications. Other functions of the office include policy development, government relations, ombudsman services, and the Office of Neighborhoods.

### Communications and Outreach

The Communications Program provides oversight for the broad array of City communications delivery methods, and provides technical assistance and expertise to the other City departments. The department assists the City Manager, City Council, and City employees in providing strategic, meaningful, communications with the City's citizens.

### Office of Neighborhoods

Neighborhood and business associations provide important connections between the City and the community, and have an active role in citizen engagement. Through these associations the City can build our citizens' confidence and understanding by effectively communicating what we do, why we do it and how it benefits them; as well as listening to their priorities and concerns. Through neighborhood and business associations the City can grow more opportunities for citizens to get involved in making this a better community. The City can also help support neighborhood association efforts to be inclusive of all members, building bridges that unite our residents citywide. And, we can demonstrate our commitment to the community through an organizational focus that facilitates open, two-way communication as well as creative problem-solving.

### Emergency Management

The City is revitalizing our Emergency Management Program following federal guidelines issued by the Department of Homeland Security (DHS)



and the Federal Emergency Management Agency (FEMA). Washington State statute (RCW 38.52.070) directs the City to establish an emergency management organization and to develop and maintain a comprehensive emergency management plan. Vancouver Municipal Code (VMC 2.012) designates the City Manager as the executive head of the city government for emergency management, and lists the duties and responsibilities of the position.

The City Manager recently re-established and filled the position of Emergency Manager. The Emergency Manager is responsible for establishing, coordinating, and maintaining a comprehensive City Emergency Management Program. An all-hazard threat identification and risk analysis guides the development of specific readiness initiatives and contingency plans and procedures that enhance the city's capability to prepare for, respond to, and recover from major emergencies and natural disasters. A "Whole Community" approach encourages participation by community partners in the public and private sectors as well as our key stakeholders.

### **Cultural Services**

The Cultural Services program oversees the culture, art, and heritage programs, including: managing the City's portion of the Vancouver National Historic Reserve, staffing the Historic Preservation Commission, and oversight of other City-owned historic buildings, such as the Clark County Historic Museum. The Program also includes managing and implementing the City's Culture, Arts & Heritage Plan, including managing the City's public art Collection.

### **Indigent Defense Services**

The City is legally required to provide public defenders for qualified clients who have been charged with crime within the city limits. Indigent Defense Services oversees contracts with private attorneys who provide these services and also contracts with Clark County to provide services at specialty courts, including the mental health court.

### **VNHR**

The City, as a partner in the Historic Reserve, is actively engaged in a variety of projects including redevelopment of buildings on Officer's Row, marketing projects, special events and educational programs. The Vancouver National Historic Reserve was established by Congress in 1996 in recognition of its national historic and cultural significance. Management of the 366-acre site is a partnership between the National Park Service, City of Vancouver, Vancouver National Historic Reserve Trust, and the State of Washington for the preservation, interpretation and protection of the Reserve.



## Media Services

### Media Services

The City/County Cable Television Office was established in 1982 by an interlocal agreement between the City of Vancouver and Clark County to provide staff support for negotiating, monitoring, and regulating the City and County cable television franchise agreements with Comcast and other franchisees in unincorporated Clark County, as well as assume the lead in strategic telecommunications planning, including e-government initiatives. Media Services ensures that the citizens of Vancouver and Clark County receive the quality of service as required in the cable television franchise agreement(s) and provide strategic telecommunications planning to the City and County.

### The Messenger Newspaper

The Messenger fund was originally established with a grant to publish a monthly newsletter for senior citizens (defined as age 50 years and older), which has evolved into a newspaper in the top four of media circulation in Clark County. The Messenger contains local/community articles and features, information about senior programs and services and serves as another way for the City to communicate with citizens. The Messenger is self-supporting through the sale of advertising and reader donations. The Communications Division oversees the editorial content and publication of the newspaper through contracted editorial service and advertising sales.

### City/County Cable Office

The City/County Cable Television Office, operates Clark/Vancouver Television, CVTV 23 and 21, the government access channels on the Comcast cable system for SW Washington. Utilizing the City Programming funds, CVTV provides video coverage of City and local meetings, hearings and events, at the request of city staff and local officials. CVTV produces informational programming, including YouTube and Facebook videos, regarding City services, issues and events, as well as internal training session for City staff. CVTV staff play programming over cable channels 23, 323HD, 21 and 998 (employee training only). Cable channels 21 and 23 are streamed live over the Internet and the majority of CVTV programming is converted to web files so Internet users can access programming on-demand through the CVTV website

### PEG Capital Support

Under the terms of the City's cable franchise agreement with Comcast, \$1.00 per month per residential cable subscriber is collected and can be used for grants to support capital equipment purchases by the designated Public, Education and Government (PEG) access providers. PEG Capital Support performs the coordination of PEG Grant cycles and fund distribution to designated access providers.

## Summary of Expenditure by Major Object Category

|                             | 2017<br>Actuals  | 2018<br>Budget   | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|-----------------------------|------------------|------------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| <b>Cable TV</b>             |                  |                  |                  |                             |                               |                  |                             |                               |
| Salaries & Benefits         | 623,136          | 616,919          | 591,174          | 619,287                     | 618,263                       | 599,646          | 633,770                     | 632,739                       |
| Materials Services          | 203,672          | 534,059          | 185,645          | 323,391                     | 323,391                       | 185,645          | 322,352                     | 322,352                       |
| Intergovernmental Charge    | 781              | 1,000            | -                | -                           | -                             | -                | -                           | -                             |
| Capital Outlay - Total      | 100,895          | 8,000            | -                | -                           | -                             | -                | -                           | -                             |
| Interfund - Totals          | 230,321          | 227,722          | 171,237          | 218,078                     | 218,078                       | 171,237          | 216,383                     | 216,383                       |
| <b>Total</b>                | <b>1,158,805</b> | <b>1,387,700</b> | <b>948,056</b>   | <b>1,160,756</b>            | <b>1,159,732</b>              | <b>956,528</b>   | <b>1,172,505</b>            | <b>1,171,474</b>              |
| <b>FTE Total</b>            | 5.00             | 5.00             | 5.00             | 5.00                        | 5.00                          | 5.00             | 5.00                        | 5.00                          |
| <b>City Managers Office</b> |                  |                  |                  |                             |                               |                  |                             |                               |
| Salaries & Benefits         | 2,005,870        | 1,916,461        | 2,105,553        | 2,385,505                   | 2,382,210                     | 2,149,970        | 2,436,909                   | 2,433,565                     |
| Materials Services          | 656,871          | 967,950          | 575,743          | 2,196,250                   | 1,691,250                     | 575,743          | 1,849,331                   | 1,344,331                     |
| Intergovernmental Charge    | -                | 20               | 20               | 20                          | 20                            | 20               | 20                          | 20                            |
| Capital Outlay - Total      | -                | 35,000           | -                | -                           | -                             | -                | -                           | -                             |
| Interfund - Totals          | 399,655          | 415,064          | 278,534          | 558,593                     | 558,593                       | 278,534          | 555,241                     | 555,241                       |
| <b>Total</b>                | <b>3,062,396</b> | <b>3,334,495</b> | <b>2,959,850</b> | <b>5,140,368</b>            | <b>4,632,073</b>              | <b>3,004,267</b> | <b>4,841,501</b>            | <b>4,333,157</b>              |
| <b>FTE Total</b>            | 14.00            | 15.00            | 15.00            | 17.00                       | 17.00                         | 17.00            | 17.00                       | 17.00                         |

|                          | 2017<br>Actuals  | 2018<br>Budget   | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|--------------------------|------------------|------------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| <b>PEG Fund</b>          |                  |                  |                  |                             |                               |                  |                             |                               |
| Materials Services       | 64,680           | -                | -                | -                           | -                             | -                | -                           | -                             |
| Intergovernmental Charge | 580,902          | 1,090,488        | 628,000          | 900,000                     | 900,000                       | 628,000          | 900,000                     | 900,000                       |
| <b>Total</b>             | <b>645,582</b>   | <b>1,090,488</b> | <b>628,000</b>   | <b>900,000</b>              | <b>900,000</b>                | <b>628,000</b>   | <b>900,000</b>              | <b>900,000</b>                |
| <b>Senior Messenger</b>  |                  |                  |                  |                             |                               |                  |                             |                               |
| Salaries & Benefits      | 45,088           | 48,953           | 49,592           | 50,366                      | 50,270                        | 50,978           | 51,756                      | 51,658                        |
| Materials Services       | 192,073          | 282,454          | 282,454          | 282,454                     | 282,454                       | 282,454          | 282,454                     | 282,454                       |
| Intergovernmental Charge | 3,252            | 4,000            | 4,000            | 4,000                       | 4,000                         | 4,000            | 4,000                       | 4,000                         |
| Interfund - Totals       | 22,055           | 21,743           | 21,743           | 10,779                      | 10,779                        | 21,743           | 10,817                      | 10,817                        |
| <b>Total</b>             | <b>262,468</b>   | <b>357,150</b>   | <b>357,789</b>   | <b>347,599</b>              | <b>347,503</b>                | <b>359,175</b>   | <b>349,027</b>              | <b>348,929</b>                |
| <b>Tourism</b>           |                  |                  |                  |                             |                               |                  |                             |                               |
| Materials Services       | 604,432          | 591,522          | 500,000          | 500,000                     | 500,000                       | 500,000          | 500,000                     | 500,000                       |
| Intergovernmental Charge | 1,313,866        | 1,275,472        | 1,400,000        | 1,400,000                   | 1,400,000                     | 1,500,000        | 1,500,000                   | 1,500,000                     |
| Interfund - Totals       | 41,319           | 40,702           | 40,702           | 27,226                      | 27,226                        | 40,702           | 27,226                      | 27,226                        |
| <b>Total</b>             | <b>1,959,617</b> | <b>1,907,696</b> | <b>1,940,702</b> | <b>1,927,226</b>            | <b>1,927,226</b>              | <b>2,040,702</b> | <b>2,027,226</b>            | <b>2,027,226</b>              |
| <b>VNHR Properties</b>   |                  |                  |                  |                             |                               |                  |                             |                               |
| Salaries & Benefits      | -                | -                | -                | 1,143                       | 1,143                         | -                | 1,143                       | 1,143                         |
| Materials Services       | 95,173           | 176,576          | 76,077           | 232,077                     | 232,077                       | 76,077           | 233,077                     | 233,077                       |
| Intergovernmental Charge | 377,419          | 378,019          | 378,219          | 378,219                     | 378,219                       | 378,019          | 378,019                     | 378,019                       |
| Interfund - Totals       | 101,590          | 101,787          | 101,527          | 138,614                     | 138,614                       | 101,527          | 138,179                     | 138,179                       |
| <b>Total</b>             | <b>574,182</b>   | <b>656,382</b>   | <b>555,823</b>   | <b>750,053</b>              | <b>750,053</b>                | <b>555,623</b>   | <b>750,418</b>              | <b>750,418</b>                |

# Pearson Field Airport

This program provides for the administration and management of Pearson Field Airport pursuant to safety standards provided by the Federal Aviation Administration and Washington State Department of Transportation, Aviation Division.

## Department Program Information

The following section describes the various programs, divisions, or functions that make up the Pearson Field Airport.

### Airport Administration

This program provides for the administration and management of Pearson Field pursuant to safety standards provided by the Federal Aviation Administration and Washington State Department of Transportation, Aviation Division. The airfield provides general aviation users with hangar space in T-hangars or tie downs and with an all-weather lighted runway. A fixed-base operator (FBO) located at Pearson Field provides aviation maintenance, fuel, flight instruction, aircraft rental and sales. The FBO business leases two buildings on the property, and the City receives revenue for the leases as well as a fuel flow fee.

### Airport Development

The Pearson Field Business Plan, adopted in 2013, provides guidance for airport development. Plans for the 2019-2020 biennium includes runway improvements, replacement of a large door in one of the commercial hangars, and installing a new fueling station with above ground tanks. There will be an annual comparison of hangar rates and adjustments may be made to remain competitive with other airports.



## Summary of Expenditure by Major Object Category

|                                        | 2017<br>Actuals | 2018<br>Budget   | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|----------------------------------------|-----------------|------------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| <b>Airport General Obligation Debt</b> |                 |                  |                  |                             |                               |                  |                             |                               |
| Total Principal & Interest             | 68,753          | 69,065           | -                | -                           | -                             | -                | -                           | -                             |
| <b>Total</b>                           | <b>68,753</b>   | <b>69,065</b>    | <b>-</b>         | <b>-</b>                    | <b>-</b>                      | <b>-</b>         | <b>-</b>                    | <b>-</b>                      |
| <br><b>Airport Operation</b>           |                 |                  |                  |                             |                               |                  |                             |                               |
| Salaries & Benefits                    | 112,709         | 106,642          | 122,004          | 124,563                     | 124,361                       | 126,618          | 129,188                     | 128,979                       |
| Materials Services                     | 372,110         | 326,026          | 285,873          | 289,781                     | 289,781                       | 285,873          | 290,505                     | 290,505                       |
| Intergovernmental Charge               | -               | -                | 11,500           | 11,500                      | 11,500                        | 11,500           | 11,500                      | 11,500                        |
| Capital Outlay - Total                 | 225,612         | 738,000          | -                | -                           | -                             | -                | -                           | -                             |
| Interfund - Totals                     | 118,592         | 114,383          | 103,844          | 108,472                     | 108,472                       | 103,844          | 110,240                     | 110,240                       |
| <b>Total</b>                           | <b>829,023</b>  | <b>1,285,051</b> | <b>523,221</b>   | <b>534,316</b>              | <b>534,114</b>                | <b>527,835</b>   | <b>541,433</b>              | <b>541,224</b>                |
| <br><b>FTE Total</b>                   | <b>1.00</b>     | <b>1.00</b>      | <b>1.00</b>      | <b>2.00</b>                 | <b>2.00</b>                   | <b>2.00</b>      | <b>2.00</b>                 | <b>2.00</b>                   |

# General Governmental

The Legislative and General Management functional area includes General Management and Tourism.

## Department Program Information

### General Government

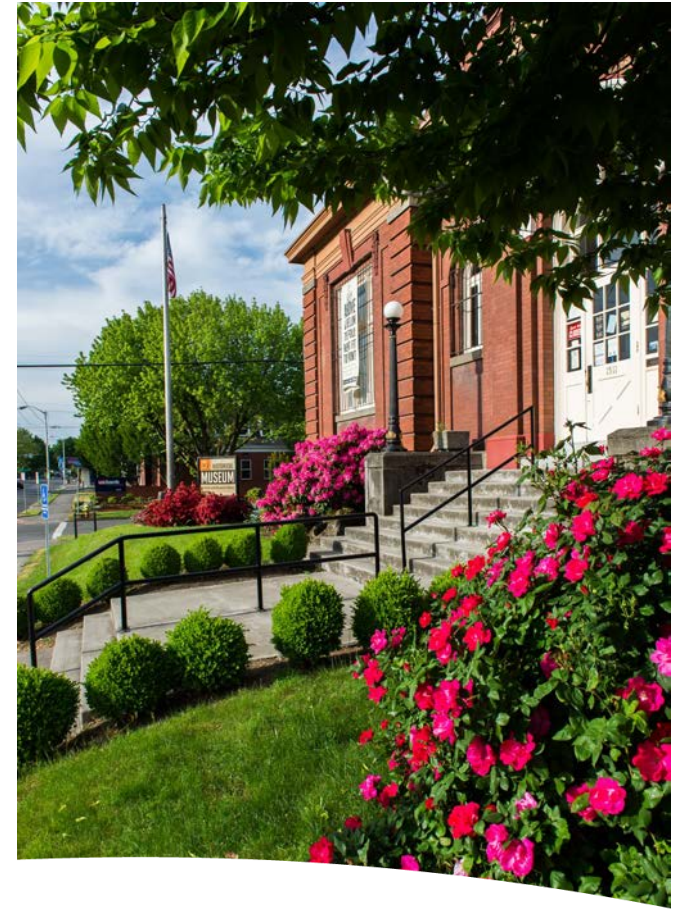
The General Government department includes a variety of contracts with other entities. A variety of public services is efficiently carried out through contractual agreements with other government or non-governmental agencies and businesses. In addition, interfund transfers to support other funds within the City are included in this departmental budget.

### Tourism

Provide financial support Vancouver's primary tourist destinations and for community special events.

## Summary of Expenditure by Major Object Category

|                           | 2017<br>Actuals   | 2018<br>Budget    | 2019<br>Baseline  | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline  | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|---------------------------|-------------------|-------------------|-------------------|-----------------------------|-------------------------------|-------------------|-----------------------------|-------------------------------|
| <b>General Government</b> |                   |                   |                   |                             |                               |                   |                             |                               |
| Salaries & Benefits       | 37,912            | 1,344,223         | 611,280           | 2,184,165                   | 2,184,165                     | 611,280           | 2,964,253                   | 2,964,253                     |
| Materials Services        | 3,265,607         | 5,277,272         | 3,023,205         | 3,442,000                   | 3,442,000                     | 2,939,221         | 3,324,221                   | 3,324,221                     |
| Intergovernmental Charge  | 67,055,828        | 71,286,139        | 70,526,713        | 74,693,551                  | 74,633,551                    | 63,909,742        | 66,411,286                  | 66,351,286                    |
| Capital Outlay - Total    | 5,025,000         | 6,712,306         | -                 | -                           | -                             | -                 | -                           | -                             |
| Interfund - Totals        | 850,109           | 1,212,580         | 1,107,603         | 2,931,087                   | 2,931,087                     | 1,107,603         | 2,505,836                   | 2,505,836                     |
| <b>Total</b>              | <b>76,234,456</b> | <b>85,832,520</b> | <b>75,268,801</b> | <b>83,250,803</b>           | <b>83,190,803</b>             | <b>68,567,846</b> | <b>75,205,596</b>           | <b>75,145,596</b>             |



# Support Services

# Financial Management Services

Financial and Management Services (FMS) provides administrative direction in all aspects of the general financial affairs of the City to ensure conformance with legal and professional standards and fiscal prudence, and provides for the short and long-term financial needs of the City while ensuring its continued financial viability. FMS provides objective analysis and consulting to stakeholders for the optimal allocation of scarce resources in order to achieve the identified goals of the community.

## Department Program Information

The following section describes the various programs, divisions, or functions that make up the Financial Management Services department.

### Finance Administration

Finance Administration provides general direction for the development of policies in a variety of fiscal functions including accounting and financial reporting, budget, payroll, accounts payable, accounts receivable, treasury management, procurement, internal audit, performance analysis, customer service, and Fire and Police Pension funds.

### City Clerk

The City Clerk keeps a record of ordinances of the city and provide copies as authorized. Perform the functions of a member/trustee of the police and firemen's pension boards. Record street and water/sewer easements, street vacations, and vacations and other legal documents as required by State law. Publish legal advertisements.



## **Central Records**

Central Records coordinates all public disclosure requests and serves as a main point of contact for the City through training and support of individual department records coordinators. Central Records maintains both electronic and physical records systems for Council, financial and other City records and provides support to City departments for City-wide records retention requirements.

## **Mailroom Services**

The Mailroom provides mailroom services for all city departments across the City. This includes daily pickup and deliveries to the post office, after mail is picked up or delivered at the various city departments.

## **Budget and Analysis**

Budget and Analysis provide stewardship for the City's biennial operating and capital budget process. Ensure long-term financial stability of City operations by making decisions consistent with Council approved financial policies. Review all items moving forward for Council approval from a budget perspective; Perform ad hoc financial and budget analysis; Prepare six-year revenue and expenditure forecast; Prepare quarterly reports, indicating how the City is performing compared to budget and forecast; Support departments in research of budget issues; Work with departments to identify potential funding strategies and assist departments with implementing strategies.

## **Accounting**

Accounting provides reports of financial activities of the City to internal and external users. This is accomplished through the preparation of the Comprehensive Annual Financial Report, quarterly reports, and the cost allocation plan. Provide consulting services to departments in analyzing and monitoring the financial position and results of their business organization. Assist management with establishing, implementing, and maintaining proper internal controls, policies, and procedures. Maintain the General Ledger, Asset Management, and Project Cost modules of the business management information system. Provide technical expertise for payroll, accounts payable, accounts receivable, and customer service. Assist IT and departments with the integration of peripheral modules with all financial systems. Coordinate annual state audit with the Washington State Auditor's Office citywide. Ensure compliance of grants with contractual provisions and federal, state, or other guidelines. Prepare and submit grant billings on a timely basis and monitor receipt. Prepare the year-end reports for the State Auditors and coordinate audits with project managers. Be a resource for project managers on all phases of grants.

## **Accounts Payable**

Accounts Payable coordinates the payment process for all supplies, services, and capital expenditures of the City.





## **Procurement Services**

Procurement Services provides centralized coordination and administration of citywide procurement functions, including the purchase of goods, materials, equipment, services, professional services, and construction (formal bids and small works projects). In addition, Procurement Services provides contract development, maintenance, and administration; assists with Interlocal Agreements; and coordinates the disposition of surplus items. Procurement Services provides timely procurement education and outreach to city departments and the supplier community.

## **Payroll**

Payroll audits pay documents for compliance with relevant policies, procedures, and legal requirements. Process and remit payments to employees, pensioners, regulatory agencies, and vendors. Provide timely reporting to tax agencies and employees. Maintain a positive relationship with employees, departments, and outside regulatory agencies in relation to payment of wages and taxes. Provide appropriate training and assistance to City timekeepers to ensure accurate entry of payment source documents (timecards).

## **Accounts Receivable**

Accounts Receivable provides high quality customer service to all external and internal customers, which include timely and accurate billing and collection of customer accounts and ensuring compliance with relevant laws, regulations, and accounting principles.

## **Treasury Management**

The Treasury division is responsible for providing direction in all aspects of Treasury Management to maximize the returns on the City's assets and minimize debt interest expense on the City's outstanding debt. Treasury manages all banking services and performs bank/cash reconciliations for all of the city's bank accounts to the General Ledger. Treasury manages the City's investment portfolio to maximize returns while maintaining liquidity and the safety of City assets. Monitor outstanding General Obligation and Revenue bonds, and ensure debt service payments are made in accordance with prescribed bond covenants. Perform the functions of a member/trustee of the police and fire pension funds.

## **Customer Service**

Provides customer service related to receipting of payments, including payments for utilities, business license and surcharge fees, sewer connection incentive program loans, parking permits and violations, along with other payments received by the City. Issue parking permits to external and internal customers. Check out meter hoods and follow up with their return.





### **Internal Audit Services**

Plan and conduct financial audits of various City activities; examine and evaluate the adequacy and effectiveness of the City's internal control systems; examine the reliability and integrity of information; ensure compliance with policies and procedures, laws and regulations; and prepare analysis, appraisals, recommendations, and information concerning activities reviewed.

### **Performance & Business Planning**

Provide guidance and technical advice to departmental leadership as they implement performance management and business-based planning principles and procedures within their organizations. Facilitate the development and implementation of department-level business plans. Implement a program that sustains the business planning process within the City. Develop and track city-level indicators of performance. Assist City employees in measuring the efficiency and effectiveness of their programs. Contract and manage the City's community surveys, internal surveys, and other survey related data collection efforts. Assist City Departments in transitioning to real-time data reporting through the use of business intelligence software so managers are able to make operational business decisions at the time of need.

## Summary of Expenditure by Major Object Category

|                                            | 2017<br>Actuals  | 2018<br>Budget   | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|--------------------------------------------|------------------|------------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| <b>Financial &amp; Management Services</b> |                  |                  |                  |                             |                               |                  |                             |                               |
| Salaries & Benefits                        | 4,123,418        | 4,700,414        | 4,853,056        | 5,397,082                   | 5,125,808                     | 4,929,171        | 5,357,430                   | 5,081,803                     |
| Materials Services                         | 748,957          | 1,085,418        | 675,172          | 847,470                     | 759,969                       | 675,172          | 696,393                     | 688,892                       |
| Intergovernmental Charge                   | 256              | 1,750            | 1,750            | 1,750                       | 1,750                         | 1,750            | 1,750                       | 1,750                         |
| Capital Outlay - Total                     | 39,250           | -                | -                | -                           | -                             | -                | -                           | -                             |
| Interfund - Totals                         | 349,090          | 382,647          | 157,724          | 564,299                     | 561,821                       | 157,724          | 551,763                     | 549,285                       |
| <b>Total</b>                               | <b>5,260,971</b> | <b>6,170,229</b> | <b>5,687,702</b> | <b>6,810,601</b>            | <b>6,449,348</b>              | <b>5,763,817</b> | <b>6,607,336</b>            | <b>6,321,730</b>              |
| <b>FTE Total</b>                           | 43.00            | 46.00            | 44.00            | 48.00                       | 45.00                         | 45.00            | 44.00                       | 44.00                         |

# Risk Services

Risk Services protects the City from loss by minimizing financial risk, safeguarding the physical wellbeing of employees and citizens who come in contact with City operations and preventing disruption of services.

## Department Program Information

The following section describes the various programs, divisions, or functions that make up the Risk Management Department.

### Risk Services

Risk oversees the City's first party claims for property losses and recovery of losses through subrogation and restitution; provides support in the administration of third party liability claims against the City; tracks claims and loss data; assists in the review of insurance and indemnity provisions in contracts. Risk assists City departments in identifying and analyzing potential risks and finding ways to mitigate those risks. Risk procures and manages the City's insurance portfolio ensuring that the City's property and operations are properly protected.

### Safety

Safety develops, manages, implements, and leads comprehensive safety and health programs for City employees; interpret complex state and federal safety laws and policies; interact with management and employees in City departments and act as a technical advisor on safety issues. Direct the administration of safety training to employees and departments. Identify, analyze, and minimize exposure to personnel and property losses; serve as an ambassador for the City to promote safe work procedures.

### Work Comp

The Workers' Comp Specialist administers the City's self-insured workers' compensation program and performs a variety of complex technical work related to monitoring and coordinating workers' compensation claims; create accurate case history documentation; contact and assist injured workers through the workers' compensation process; and serve as liaison with the third party administration. Act as the City's designated point of contact for both employees and management in the processing and managing of work-related injuries, light duty assignments and return to work processes.

## Summary of Expenditure by Major Object Category

|                                       | 2017<br>Actuals  | 2018<br>Budget   | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|---------------------------------------|------------------|------------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| <b>Self Insurance-Risk Management</b> |                  |                  |                  |                             |                               |                  |                             |                               |
| Salaries & Benefits                   | 279,482          | 599,934          | 614,517          | 616,277                     | 615,181                       | 623,810          | 630,560                     | 629,457                       |
| Materials Services                    | 4,778,199        | 4,180,092        | 2,690,092        | 5,089,170                   | 5,089,170                     | 2,690,092        | 4,997,789                   | 4,997,789                     |
| Intergovernmental Charge              | 39,465           | 150,000          | 150,000          | 150,000                     | 150,000                       | 150,000          | 150,000                     | 150,000                       |
| Interfund - Totals                    | 352,939          | 346,018          | 337,133          | 407,395                     | 407,395                       | 337,133          | 406,626                     | 406,626                       |
| <b>Total</b>                          | <b>5,450,085</b> | <b>5,276,044</b> | <b>3,791,742</b> | <b>6,262,842</b>            | <b>6,261,746</b>              | <b>3,801,035</b> | <b>6,184,975</b>            | <b>6,183,872</b>              |
| <b>FTE Total</b>                      | 4.75             | 5.00             | 5.00             | 5.00                        | 5.00                          | 5.00             | 5.00                        | 5.00                          |

# Human Resources

Human Resources serves more than 1,000 regular employees, as well as retirees and hundreds of seasonal/temporary workers. HR is responsible for recruiting and selecting candidates for vacancies; managing employee and labor relations, including developing and maintaining professional and successful relationships with ten labor unions; coordinating citywide employee benefit and compensation programs by working closely with over a dozen vendors to ensure the most cost effective and valuable programs for our employees.

Human Resources provides services and administers programs in a way that is customer-focused and responsive to the organization's need for a diverse, well qualified workforce. As a member of the support services team of departments, Human Resources strives to provide accurate, consistent, credible service and information, and serve as strategic partners for the departments it serves. Top priorities for HR include developing programs, initiatives, and benefit offerings that result in the City being recognized as an Employer of Choice in the region.

## Department Program Information

The following section describes the various programs, divisions, or functions that make up the Human Resources Department.

### Human Resources Administration

Human Resources administrative staff is responsible for developing and administering City initiatives related to employee benefits, compensation, performance, and providing benefit information and administration to approximately 1,000 city employees and coordinating payment of insurance premiums to groups who formed or sought out benefit trusts for provision of healthcare services.

### Training

Human Resources Training delivers thorough in-house training, and provides regular and consistent City policy training that ensure employees understand the City's expectations and are provided the tools to effectively implement its policies. HR training also provides personal



development opportunities to employees through a variety of classes and topics ranging from software training to leadership and supervisor development. Provide coaching and mentoring to employees and support to teams based on specific requests and the need for creative solutions. Recruit, select, train, and coach internal trainers and facilitators so the City has effective, high quality, and consistent training delivery.

Human Resources staff currently provides supervisory and leadership development training throughout the year, provides one on one coaching and assistance to employees, generally related to resume writing and interviewing, training related to diversity awareness and harassment prevention.

### **Recruitment**

Recruitment creatively sources candidates, provides departments with qualified, diverse candidate pools, and assists in fair and timely selection of quality employees. Recruitment works with managers on creative strategies to attract applicants for unique and difficult to fill positions. Create and/or update job descriptions for all City positions. Recruitment also coordinates Civil Service efforts in conjunction between HR staff and the Police and Fire Departments and assist applicants and hiring managers in using the City's online application software.

Human Resources staff is responsible for coordinating hundreds of internal and external recruitments each year, from inception through hire, including civil service (police and fire) positions; coordinating internal talent exchanges; creating and updating job descriptions while continuing to enhance and develop pre-hire practices and comprehensive onboarding procedures for new employees.

### **Labor Relations**

Labor Relations provides internal consulting services to all City departments to assist in ongoing employee and labor relations issues and activities. Labor Relations also performs fact finding and investigations as necessary to address employee or workplace issues, coordinates with Benefits/Leave Analyst when employees with Employee Relations issues are utilizing extensive leave, works closely with union staff and stewards to ensure good communication exists and issues are addressed in a timely fashion. Labor Relations assist in a variety of mandatory training including Diversity Awareness and Harassment Prevention, Reasonable Suspicion, and City policy training.

Human Resources staff is responsible for assisting with labor negotiations, including writing contract language proposals, Memoranda of Understanding, and other correspondence; administering union agreements throughout contract cycles; coordinating grievance responses; and working closely with unions, represented employees and supervisors and managers on a host of organizational issues.



## **Employee Relations**

Employee Relations offers guidance to employees, managers, and supervisors on employee relations matters and advises management and employees on matters concerning disciplinary actions, performance, and productivity as well as facilitating dispute resolution. Employee Relations also oversees and conducts investigations and fact findings to complaints by interviewing involved individuals, gathering related documents, and making recommendations. Employee Relations establishes and maintains relationships with managers to stay abreast of current and future employee relations issues to help prevent potential employee relation issues.

## **Health Benefits**

Health Benefits works with broker to understand premium cost drivers and determine options for addressing projected premium increases; communicates to HR and other staff issues related to insurance premiums; and research or interpret data regarding other benefit plans and associated premiums.

Human Resources staff receives, reconciles, and pays insurance bills for active employees, LEOFF I retirees, and COBRA recipients. Staff also coordinates payment of bills to the various healthcare trusts some City employees are members of.

## **Classification and Compensation**

Classification and Compensation performs a variety of responsible professional, technical and analytical classification and compensation activities in support of the development, implementation and maintenance of the City's classification and compensation systems; and, provides analytical and technical support for union negotiation teams



## Summary of Expenditure by Major Object Category

|                        | 2017<br>Actuals  | 2018<br>Budget   | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|------------------------|------------------|------------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| <b>Fire Pension</b>    |                  |                  |                  |                             |                               |                  |                             |                               |
| Salaries & Benefits    | 1,290,217        | 1,771,689        | 1,791,884        | 1,791,955                   | 1,791,913                     | 1,792,553        | 1,792,626                   | 1,792,583                     |
| Materials Services     | 29,957           | 9,550            | 9,550            | 9,550                       | 9,550                         | 9,550            | 9,550                       | 9,550                         |
| Interfund - Totals     | 30,620           | 29,734           | 29,734           | 24,540                      | 24,540                        | 29,734           | 24,540                      | 24,540                        |
| <b>Total</b>           | <b>1,350,794</b> | <b>1,810,973</b> | <b>1,831,168</b> | <b>1,826,045</b>            | <b>1,826,003</b>              | <b>1,831,837</b> | <b>1,826,716</b>            | <b>1,826,673</b>              |
| <b>Human Resources</b> |                  |                  |                  |                             |                               |                  |                             |                               |
| Salaries & Benefits    | 1,527,764        | 1,787,493        | 1,751,713        | 1,849,582                   | 1,846,583                     | 1,801,147        | 1,901,660                   | 1,898,609                     |
| Materials Services     | 115,586          | 287,512          | 217,512          | 673,949                     | 573,949                       | 217,512          | 569,810                     | 569,810                       |
| Interfund - Totals     | 118,027          | 119,121          | 26,380           | 139,168                     | 139,168                       | 26,380           | 136,875                     | 136,875                       |
| <b>Total</b>           | <b>1,761,377</b> | <b>2,194,126</b> | <b>1,995,605</b> | <b>2,662,699</b>            | <b>2,559,700</b>              | <b>2,045,039</b> | <b>2,608,345</b>            | <b>2,605,294</b>              |
| <b>FTE Total</b>       | 15.55            | 16.05            | 14.55            | 15.55                       | 15.55                         | 15.55            | 15.55                       | 15.55                         |

|                          | 2017<br>Actuals | 2018<br>Budget   | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|--------------------------|-----------------|------------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| <b>Police Pension</b>    |                 |                  |                  |                             |                               |                  |                             |                               |
| Salaries & Benefits      | 916,452         | 1,065,757        | 1,165,918        | 1,165,986                   | 1,165,946                     | 1,166,550        | 1,166,619                   | 1,166,578                     |
| Materials Services       | 15,152          | 6,650            | 6,750            | 7,996                       | 7,996                         | 6,750            | 6,957                       | 6,957                         |
| Intergovernmental Charge | 313             | 300              | 200              | 200                         | 200                           | 200              | 200                         | 200                           |
| Interfund - Totals       | 18,937          | 18,733           | 18,733           | 17,485                      | 17,485                        | 18,733           | 17,485                      | 17,485                        |
| <b>Total</b>             | <b>950,854</b>  | <b>1,091,440</b> | <b>1,191,601</b> | <b>1,191,667</b>            | <b>1,191,627</b>              | <b>1,192,233</b> | <b>1,191,261</b>            | <b>1,191,220</b>              |

### Self Insurance Benefits

|                          |                   |                   |                   |                   |                   |                   |                   |                   |
|--------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Salaries & Benefits      | 15,430            | 18,000            | 18,000            | 38,813            | 38,813            | 18,000            | 38,813            | 38,813            |
| Materials Services       | 10,488,449        | 11,768,048        | 14,072,522        | 14,073,522        | 14,073,522        | 14,762,451        | 14,763,451        | 14,763,451        |
| Intergovernmental Charge | 2,921             | -                 | 3,024             | 3,024             | 3,024             | 3,084             | 3,084             | 3,084             |
| Interfund - Totals       | 173,343           | 167,802           | 167,802           | 174,174           | 174,174           | 167,802           | 174,174           | 174,174           |
| <b>Total</b>             | <b>10,680,143</b> | <b>11,953,850</b> | <b>14,261,348</b> | <b>14,289,533</b> | <b>14,289,533</b> | <b>14,951,337</b> | <b>14,979,522</b> | <b>14,979,522</b> |

### Self-Insured Health Insurance

|                     |                  |                  |                  |                  |                  |                  |                  |                  |
|---------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Salaries & Benefits | -                | -                | -                | 12,372           | 12,372           | -                | 12,372           | 12,372           |
| Materials Services  | 7,114,622        | 7,014,570        | 9,235,798        | 9,235,798        | 9,235,798        | 9,847,467        | 9,847,467        | 9,847,467        |
| Interfund - Totals  | 94,080           | 91,357           | 91,357           | 121,944          | 121,944          | 91,357           | 121,945          | 121,945          |
| <b>Total</b>        | <b>7,208,702</b> | <b>7,105,927</b> | <b>9,327,155</b> | <b>9,370,114</b> | <b>9,370,114</b> | <b>9,938,824</b> | <b>9,981,784</b> | <b>9,981,784</b> |

# Information Technology

The mission of the City's Information Technology (IT) Department is to support our internal customers by providing responsive, efficient, and forward-thinking information technology services aligned with the City's strategic commitments. The IT Department provides its services in accordance with the City's operating principles of: stewardship, fiscal accountability, customer service, integrity, responsibility, cooperation, and leadership.

## Department Program Information

The following section describes the various programs, divisions, or functions that make up the Information Technology department.

### IT Administration

IT Administration provides strategic and overall guidance of citywide Information Technology, manages IT staff and prioritizes workload, and maintains licenses and manages all administrative matters of the IT Department.

### Desktop Support

Desktop Support provides responsive desktop support services and maintain the City's personal computers; maintains and assists city-wide staff with personal computers, laptops, MDCs; and manages and repairs equipment and arranges for replacement if necessary.

### Phone Support

Phone Support develops and implements telecommunications policies for the City, supports telephones and telephone wiring, manages phone and data circuits to City facilities. Phone Support also administers and maintains the City telephone systems, manages long distance access and activity reporting, and coordinates new phone implementations for new City facilities. In addition, Phone Support administers city-wide voicemail system and call accounting system and manages the contract for public pay phones at City facilities or in City right-of-way.



### **System Admin Support**

System Administration Support manages overall infrastructure of Microsoft-based servers and virtual machines; manages email exchange environment, active directory, and maintains all server equipment; maintains server licenses and arranges for replacement of hardware at the end of useful lives, and provides backup of all City systems.

### **Database Administrative Support**

Database Administrative Support manages overall infrastructure of Linux-based servers and Oracle virtual machines, manages Oracle Hardware environment and maintains all server equipment, and provides database support for Oracle, Hansen, and T2.

### **HelpDesk Support**

HelpDesk Support provides responsive support to City Staff regarding requests for technology assistance, tracks all issues and provides City staff with updates on issue resolution, and maintains City helpdesk system.

### **Programming Support**

Programming Support develops and manages application and technical support over several minor city-wide systems as well as parts of Hansen and Oracle OBI Applications. Programming Support creates, develops and maintains small database, processes and applications for users throughout the City.

### **Network**

Network services include data wiring for facilities and network infrastructure administration.

### **Data Center**

Data Center services include facilities for housing City servers. The City maintains servers at City Hall as well as at Clark County.

### **IT GIS**

IT GIS Provides fully-operational enterprise-wide GIS program that is utilized by all departments

## Summary of Expenditure by Major Object Category

|                                            | 2017<br>Actuals  | 2018<br>Budget   | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|--------------------------------------------|------------------|------------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| <b>Information Technology</b>              |                  |                  |                  |                             |                               |                  |                             |                               |
| Salaries & Benefits                        | 3,586,634        | 4,112,082        | 4,098,476        | 4,942,393                   | 4,627,639                     | 4,172,709        | 5,168,518                   | 4,846,768                     |
| Materials Services                         | 1,680,359        | 2,005,426        | 1,624,586        | 1,564,577                   | 1,559,577                     | 1,624,586        | 1,548,922                   | 1,546,722                     |
| Intergovernmental Charge                   | 171,566          | 128,623          | 58,623           | 113,000                     | 113,000                       | 58,623           | 113,000                     | 113,000                       |
| Capital Outlay - Total                     | -                | 33,000           | -                | -                           | -                             | -                | -                           | -                             |
| Interfund - Totals                         | 316,954          | 324,585          | 172,573          | 343,708                     | 342,056                       | 172,573          | 333,765                     | 332,113                       |
| <b>Total</b>                               | <b>5,755,513</b> | <b>6,603,716</b> | <b>5,954,258</b> | <b>6,963,678</b>            | <b>6,642,272</b>              | <b>6,028,491</b> | <b>7,164,205</b>            | <b>6,838,603</b>              |
| <b>FTE Total</b>                           | 31.75            | 31.75            | 28.75            | 35.75                       | 33.75                         | 33.75            | 34.75                       | 34.75                         |
| <b>Technology Repair &amp; Replacement</b> |                  |                  |                  |                             |                               |                  |                             |                               |
| Salaries & Benefits                        | -                | -                | -                | 10,192                      | 10,192                        | -                | 10,192                      | 10,192                        |
| Materials Services                         | 2,664,938        | 5,366,563        | 644,299          | 4,002,344                   | 3,952,344                     | 644,299          | 2,800,779                   | 2,665,779                     |
| Intergovernmental Charge                   | 58,835           | 200              | -                | 32,000                      | 32,000                        | -                | -                           | -                             |
| Capital Outlay - Total                     | 316,763          | 450,000          | -                | 653,000                     | 653,000                       | -                | 574,000                     | 574,000                       |
| Interfund - Totals                         | 35,722           | 36,715           | 36,715           | 89,724                      | 89,724                        | 36,715           | 90,056                      | 90,056                        |
| <b>Total</b>                               | <b>3,076,258</b> | <b>5,853,478</b> | <b>681,014</b>   | <b>4,787,260</b>            | <b>4,737,260</b>              | <b>681,014</b>   | <b>3,475,027</b>            | <b>3,340,027</b>              |

# Legal Services

The Vancouver City Attorney's Office provides four major functions:

- 1) Civil and Criminal Advisory: provide relevant, timely legal advice to city staff, City Council and various boards and commissions to ensure that legally sound decisions are made in the development and implementation of city policies;
- 2) Civil and Criminal Legislative and Document Preparation: prepare properly drafted, legally defensible ordinances, resolutions and related documents needed to carry out city policies and provide appropriate legal advice and recommendations to the City Council to assist in their role as the legislative body. Prepare and provide legal review of contracts, agreements and other related documents needed to conduct city business;
- 3) Civil Litigation: initiate or defend lawsuits and be successful in any litigation which cannot otherwise be avoided so that the City's policy objectives are achieved and the City's liability exposure is minimized;
- 4) Criminal Prosecution/Diversion: prosecute crimes of violence, theft, livability and other crimes that occur in the City so that justice is served, crime is reduced and the residents' sense of safety within the community is increased. The criminal division includes a criminal diversion program that diverts a number of offenders out of the traditional criminal justice system and allows them to enter agreements resulting in dismissed or lesser charges in exchange for compliance with specified conditions.

## Department Program Information

The following section describes the various programs, divisions, or functions that make up the Legal Services Department in the support services function.



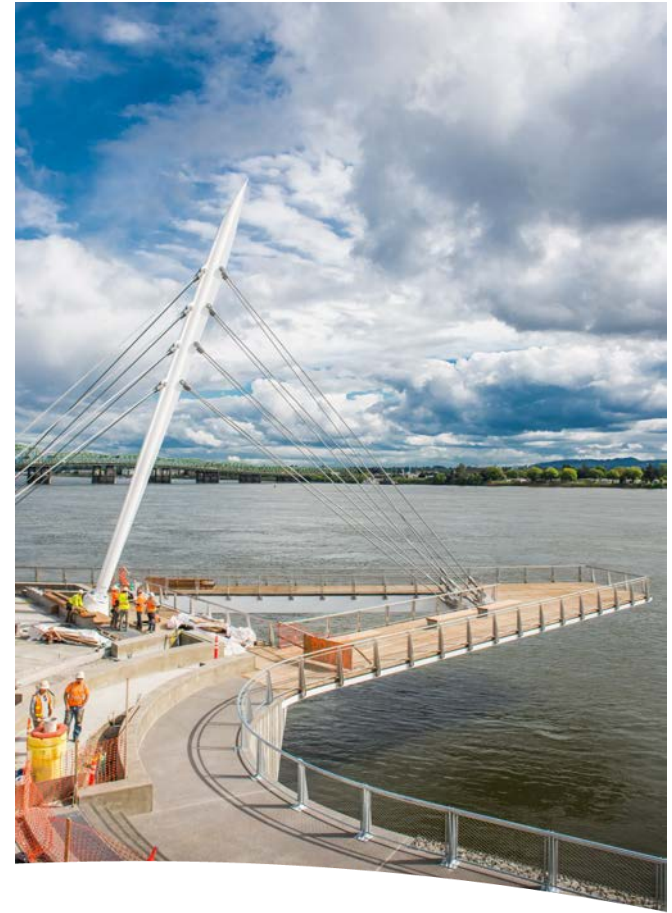
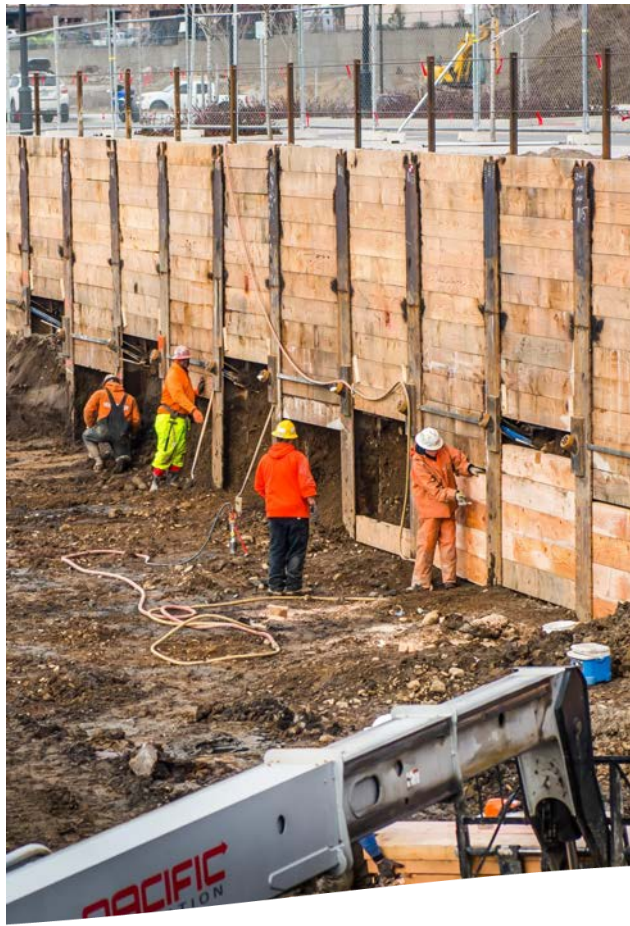
## Civil Proceedings

The Civil Division of the City Attorney's Office provides proactive legal advice to City staff, City Council and Boards and Commissions. Services include oral advice, written opinions, support of the City's internal service departments. This Division prepares or reviews all ordinances, resolutions, agreements, contracts and miscellaneous documents needed to carry out City policies and Council decisions and ensure that such instruments are legally defensible and do not lead to (avoidable) litigation. Duties include timely review and/or preparation of other legal documents required for the transaction of city business. The Civil Division also represents the City in litigation of liability claims and challenges to City actions in state, federal and appellate courts and in administrative proceedings.

## Summary of Expenditure by Major Object Category

|                              | 2017<br>Actuals | 2018<br>Budget | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|------------------------------|-----------------|----------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| <b>Legal Service - Civil</b> |                 |                |                  |                             |                               |                  |                             |                               |
| Salaries & Benefits          | -               | -              | 1,982,807        | 2,028,509                   | 2,025,190                     | 2,035,782        | 2,082,752                   | 2,079,388                     |
| Materials Services           | -               | -              | 20,900           | 72,900                      | 72,900                        | 20,900           | 71,500                      | 71,500                        |
| Interfund - Totals           | -               | -              | -                | 114,789                     | 114,789                       | -                | 112,169                     | 112,169                       |
| <b>Total</b>                 | -               | -              | <b>2,003,707</b> | <b>2,216,198</b>            | <b>2,212,879</b>              | <b>2,056,682</b> | <b>2,266,421</b>            | <b>2,263,057</b>              |
| <b>FTE Total</b>             | -               | -              | 12.50            | 13.00                       | 13.00                         | 13.00            | 13.00                       | 13.00                         |





# Debt

# General Obligation and Revenue Bond Debt

## General Obligation Debt

This summary level program was established to budget for debt service payments for the City of Vancouver's Outstanding General Obligation Bond issues.

The following section describes the purpose/project that each general obligation bond issue supports.

### 2010 Limited Tax General Obligation and Refunding Bond

This bond was issued 12/1/2010 to partially refinance the 2001 LTGO bond, and to finance the purchase of the 415 West 6<sup>th</sup> Street City Hall building. The debt service associated with the 2001 LTGO bond payments was paid off on 12/1/2015. The bond issue has a final maturity of 12/1/2035, and a true interest cost of 4.502%.

### 2011 Limited Tax General Obligation Bonds

This bond was issued 6/22/2011 to finance transportation projects for the Waterfront Access project. The bond issue has a final maturity of 12/1/2035 and a true interest cost of 3.93%.

### 2012A Limited Tax General Obligation Refunding Bonds

This bond was issued 1/12/2012 to partially refund the 2003 LTGO bond issue that was issued to build the Firstenberg Community Center. The bond issue has a final maturity of 12/1/2029 and a true interest cost of 3.26%.

### 2012B & C Limited Tax General Obligation Refunding Bonds

This bond was issued 12/12/2012 to partially refund the 2002 LTGO refunding bond issue that was issued for the VancouverCenter and West Coast Parking garages, and Transportation projects. The bond issue has a final maturity of 12/1/2025 and a true interest cost of 2.361%.



### **2015B Limited Tax General Obligation and Refunding Bonds**

This bond was issued 6/16/2015 to partially refund the 2005A, 2006, and 2008 LTGO bond issue that were issued to construct and equip the East Precinct Police facility, the Marshall Community Center remodel, Transportation projects, the West Police Precinct, Fire Station 10, and the Evidence Building. In addition, new bond proceeds were issued for the West Barracks renovation. The bond issue has a final maturity of 12/1/2034 and a true interest cost of 2.71%.

### **2016 Limited Tax General Obligation Refunding Bonds**

This bond was issued 6/22/2016 to partially refund the 2009 LTGO bond issue that was issued for Transportation projects. The bond issue has a final maturity of 12/1/2028 and a true interest cost of 1.89%.

### **2006 Public Works Trust Fund Loan**

This Public Works Trust Fund Loan was issued 6/30/2006 to fund Transportation projects on NE 138<sup>th</sup> Avenue, and NE 18<sup>th</sup> Street to NE 28<sup>th</sup> Street. The Washington State Department of Commerce Public Works Board provided the loan to the City of Vancouver. The bond issue has a final maturity of 6/1/2026 and has an interest rate of 0.5%.

### **2010 Section 108 HUD Loan**

This bond was issued 7/7/2010 to fund Transportation projects related to the Waterfront Access project. The bond issue has a final maturity of 8/1/2029 and coupon rates range from 0.83% to 3.35%.

### **2014 Local Improvement District 545 Assessment Bond**

This bond was issued 9/23/2014 to fund the costs of street safety improvements at four rail crossings in the City. A local improvement district was formed, and the parcel owners in the district pay annual assessments to support the debt service on this bond issue. The bond issue has a final maturity of 9/1/2034 and the interest rate on the outstanding coupon is 4.5%. This bond issue has an option to call bonds annually.

## **Revenue Bond Debt**

This summary level program was established to budget for debt service payments for the City of Vancouver's outstanding Revenue Bond issue.

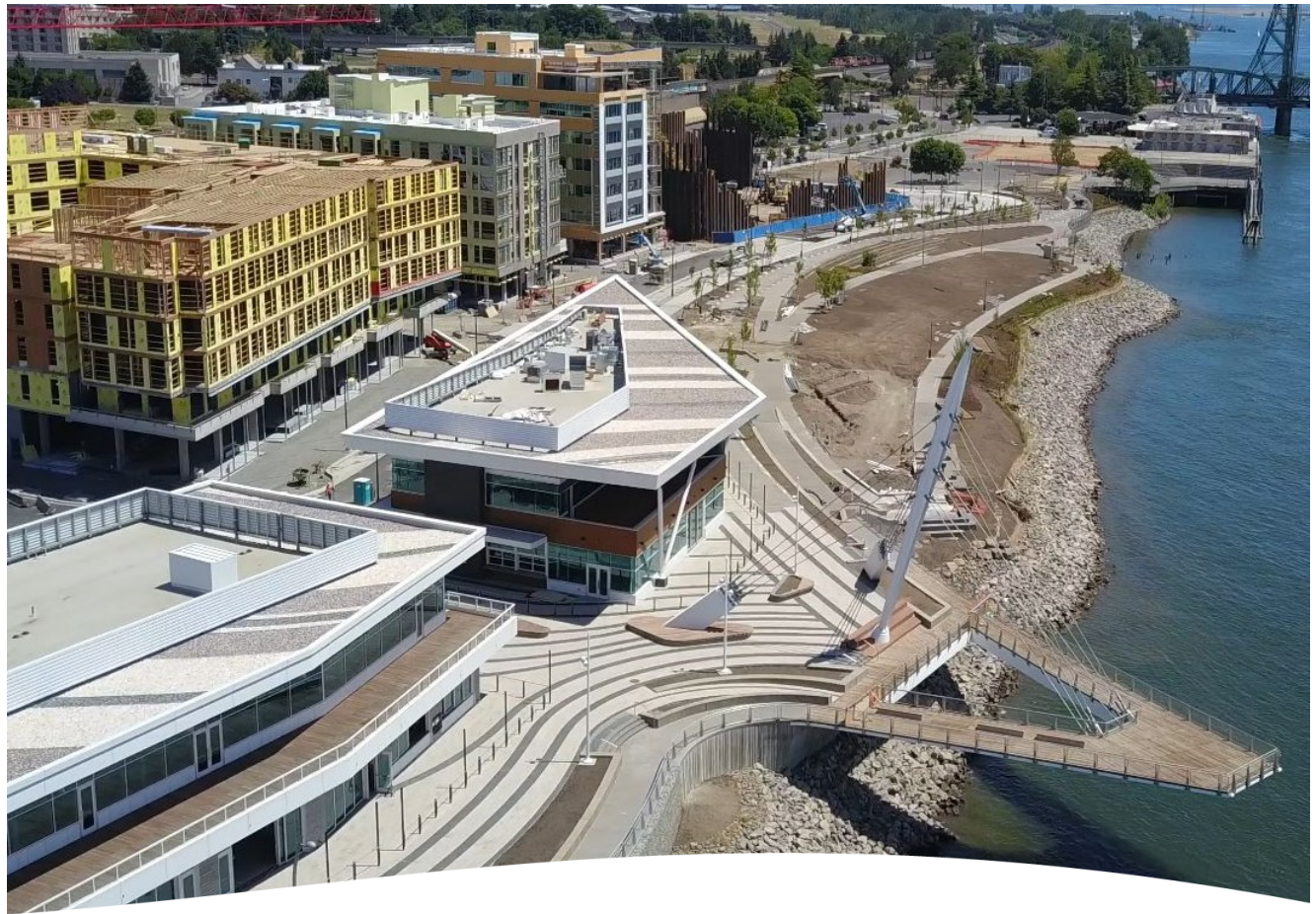
### **2004 Water-Sewer Revenue Refunding Bond**

This bond was issued 2/26/2004 to partially refinance the 1999 water/sewer revenue bond. The 1999 revenue bond was originally issued to fund the Marine Park sewer treatment plant. The bond issue has a final maturity of 6/1/2020 and a true interest cost of 3.998%.

## Summary of Expenditure by Major Object Category

|                                       | 2017<br>Actuals  | 2018<br>Budget    | 2019<br>Baseline | 2019<br>Submitted<br>Budget | 2019<br>Recommended<br>Budget | 2020<br>Baseline | 2020<br>Submitted<br>Budget | 2020<br>Recommended<br>Budget |
|---------------------------------------|------------------|-------------------|------------------|-----------------------------|-------------------------------|------------------|-----------------------------|-------------------------------|
| <b>General Obligation Debt</b>        |                  |                   |                  |                             |                               |                  |                             |                               |
| Total Principal & Interest            | 9,929,931        | 10,816,845        | 8,071,821        | 8,571,821                   | 8,571,821                     | 7,287,921        | 8,287,921                   | 8,287,921                     |
| <b>Total</b>                          | <b>9,929,931</b> | <b>10,816,845</b> | <b>8,071,821</b> | <b>8,571,821</b>            | <b>8,571,821</b>              | <b>7,287,921</b> | <b>8,287,921</b>            | <b>8,287,921</b>              |
| <b>Other Debt</b>                     |                  |                   |                  |                             |                               |                  |                             |                               |
| Total Principal & Interest            | 39,925           | 49,000            | 22,800           | 22,800                      | 22,800                        | 17,100           | 17,100                      | 17,100                        |
| <b>Total</b>                          | <b>39,925</b>    | <b>49,000</b>     | <b>22,800</b>    | <b>22,800</b>               | <b>22,800</b>                 | <b>17,100</b>    | <b>17,100</b>               | <b>17,100</b>                 |
| <b>Public Works Trust Fund Loan</b>   |                  |                   |                  |                             |                               |                  |                             |                               |
| Total Principal & Interest            | 423,749          | 421,121           | 422,612          | 727,345                     | 727,345                       | 422,800          | 739,516                     | 739,516                       |
| <b>Total</b>                          | <b>423,749</b>   | <b>421,121</b>    | <b>422,612</b>   | <b>727,345</b>              | <b>727,345</b>                | <b>422,800</b>   | <b>739,516</b>              | <b>739,516</b>                |
| <b>Water Revenue Bond Debt</b>        |                  |                   |                  |                             |                               |                  |                             |                               |
| Total Principal & Interest            | 103,817          | 103,909           | 78,665           | 78,665                      | 78,665                        | 78,720           | 78,720                      | 78,720                        |
| <b>Total</b>                          | <b>103,817</b>   | <b>103,909</b>    | <b>78,665</b>    | <b>78,665</b>               | <b>78,665</b>                 | <b>78,720</b>    | <b>78,720</b>               | <b>78,720</b>                 |
| <b>Water/Sewer Revenue Bonds Debt</b> |                  |                   |                  |                             |                               |                  |                             |                               |
| Total Principal & Interest            | 7,548,447        | 7,549,805         | 3,854,585        | 3,854,585                   | 3,854,585                     | 3,857,280        | 3,857,280                   | 3,857,280                     |
| <b>Total</b>                          | <b>7,548,447</b> | <b>7,549,805</b>  | <b>3,854,585</b> | <b>3,854,585</b>            | <b>3,854,585</b>              | <b>3,857,280</b> | <b>3,857,280</b>            | <b>3,857,280</b>              |





# Capital Planning

## Five Year Capital Plan by Department

|                                                        | 2019<br>Recommended<br>Budget | 2020<br>Recommended<br>Budget | 2021<br>Projected<br>Budget | 2022<br>Projected<br>Budget | 2023<br>Projected<br>Budget |
|--------------------------------------------------------|-------------------------------|-------------------------------|-----------------------------|-----------------------------|-----------------------------|
| <b>General</b>                                         |                               |                               |                             |                             |                             |
| VDA Public Art (funded by Columbia Art Center Reserve) | 871,757                       | -                             | -                           | -                           | -                           |
| Pearson Field - Pavement Rehab Construction Project    | 1,815,000                     | -                             | -                           | -                           | -                           |
| Pearson Field - Capital Design Project                 | 350,000                       | -                             | -                           | -                           | -                           |
| Pearson Field - Airport Improvements                   | -                             | -                             | 750,000                     | 1,150,000                   | 300,000                     |
| Future Fire Station 11                                 | 10,179,099                    | -                             | -                           | -                           | -                           |
| Fire Capital Contingency                               | 26,500                        | 26,500                        | 26,500                      | 26,500                      | 26,500                      |
| City Hall Parking Lot Annex (former Petlock land)      | 279,750                       | -                             | -                           | -                           | -                           |
| Tower Mall Demolition                                  | -                             | 2,160,000                     | -                           | -                           | -                           |
| Fire/Security Upgrades                                 | 169,230                       | 110,000                       | -                           | 50,000                      | 30,000                      |
| Facilities Contingency                                 | 151,200                       | 151,200                       | 151,200                     | 151,200                     | 151,200                     |
| GGov - City Hall                                       | 580,000                       | 50,000                        | 130,000                     | 155,000                     | 25,000                      |
| GGov - Historic Museum                                 | 185,000                       | 10,000                        | 60,000                      | -                           | -                           |
| Webber Machine Building                                | 50,000                        | -                             | -                           | -                           | -                           |
| Esther Short Park                                      | 60,000                        | -                             | -                           | -                           | -                           |
| Firstenburg Community Center                           | 1,115,000                     | 670,000                       | -                           | 100,000                     | -                           |
| Haagen Park                                            | -                             | -                             | 15,000                      | -                           | -                           |
| Luepke Senior Center                                   | 235,000                       | 75,000                        | 20,000                      | -                           | -                           |
| Marine Park                                            | 105,000                       | 15,000                        | -                           | 5,000                       | -                           |
| Marshall Community Center Generator Installation       | 632,113                       | 100,000                       | -                           | -                           | -                           |
| Marshall Park                                          | -                             | -                             | -                           | 60,000                      | -                           |
| Wintler Park                                           | -                             | -                             | 20,000                      | -                           | -                           |
| Fire Station 1                                         | 120,000                       | -                             | -                           | -                           | -                           |
| Fire Station 2                                         | 3,000                         | -                             | -                           | -                           | -                           |
| Fire Station 3                                         | 60,000                        | -                             | 45,000                      | -                           | -                           |
| Fire Station 4                                         | 98,340                        | 150,000                       | -                           | -                           | -                           |
| Fire Station 5                                         | 271,000                       | 234,000                       | 1,410,000                   | -                           | -                           |
| Fire Station 6                                         | -                             | -                             | 80,000                      | -                           | -                           |
| Fire Station 7                                         | -                             | 170,000                       | -                           | -                           | -                           |
| Fire Station 8                                         | 206,250                       | -                             | 315,000                     | -                           | -                           |
| Fire Station 9                                         | -                             | 335,000                       | 80,000                      | -                           | -                           |
| Fire Station 10                                        | -                             | 135,000                       | -                           | -                           | -                           |

|                                                             | 2019<br>Recommended<br>Budget | 2020<br>Recommended<br>Budget | 2021<br>Projected<br>Budget | 2022<br>Projected<br>Budget | 2023<br>Projected<br>Budget |
|-------------------------------------------------------------|-------------------------------|-------------------------------|-----------------------------|-----------------------------|-----------------------------|
| <b>General</b>                                              |                               |                               |                             |                             |                             |
| VPD East Precinct                                           | 555,000                       | 460,000                       | 20,000                      | 280,000                     | -                           |
| VPD Evidence                                                | 275,000                       | -                             | 90,000                      | -                           | -                           |
| VPD Headquarters                                            | 270,000                       | -                             | -                           | -                           | -                           |
| VPD West Precinct                                           | 680,000                       | 510,000                       | 560,000                     | -                           | -                           |
| Operations Center Redevelopment                             | 2,661,632                     | -                             | -                           | -                           | -                           |
| <b>Total General</b>                                        | <b>22,004,871</b>             | <b>5,361,700</b>              | <b>3,772,700</b>            | <b>1,977,700</b>            | <b>532,700</b>              |
| <b>Parks</b>                                                |                               |                               |                             |                             |                             |
| City Park Capital Repair                                    | 12,588                        | -                             | -                           | -                           | -                           |
| Sportsfield Improvements                                    | 117,411                       | -                             | -                           | -                           | -                           |
| First Place Park Playground                                 | 460,196                       | -                             | -                           | -                           | -                           |
| North Image NH Park Expansion                               | 2,194,897                     | -                             | -                           | -                           | -                           |
| Parks Operations & Maintenance                              | 300,000                       | 300,000                       | -                           | -                           | -                           |
| Marshall Park Inclusive Nature Play for All                 | 37,500                        | -                             | -                           | -                           | -                           |
| Edgewood Park ADA Improvements - 2018 Grant Award           | 100,000                       | -                             | -                           | -                           | -                           |
| Memory/Mill Plain Park ADA Improvements - 2018 Grant Award  | 15,000                        | -                             | -                           | -                           | -                           |
| General Anderson Park ADA Improvements - 2018 Grant Award   | 175,000                       | -                             | -                           | -                           | -                           |
| Burnt Bridge Creek Park ADA Improvements - 2018 Grant Award | 85,000                        | -                             | -                           | -                           | -                           |
| Hearthwood Park ADA Improvements - 2018 Grant Award         | 80,000                        | -                             | -                           | -                           | -                           |
| Heritage Park ADA Improvements - 2018 Grant Award           | 18,000                        | -                             | -                           | -                           | -                           |
| Esther Short Park ADA Improvements - 2018 Grant Award       | 30,000                        | -                             | -                           | -                           | -                           |
| Acquisition - District 2                                    | -                             | 309,500                       | -                           | -                           | -                           |
| Acquisition - District 3                                    | 73,172                        | -                             | -                           | -                           | -                           |
| Acquisition - District 4                                    | 2,703,100                     | -                             | -                           | -                           | -                           |
| Shaffer COM Expansion                                       | 93,687                        | -                             | -                           | -                           | -                           |
| Clear Meadows Park                                          | 298,971                       | -                             | -                           | -                           | -                           |
| Summers Walk Park                                           | 300,000                       | -                             | -                           | -                           | -                           |
| Dubois Park                                                 | 590,000                       | -                             | -                           | -                           | -                           |
| N4-2 Park                                                   | 300,000                       | -                             | -                           | -                           | -                           |
| <b>Total Parks</b>                                          | <b>7,984,522</b>              | <b>609,500</b>                | <b>-</b>                    | <b>-</b>                    | <b>-</b>                    |
| <b>Transportation/Streets</b>                               |                               |                               |                             |                             |                             |
| Mill Plain Blvd - 104th to NE Chkalov Dr.                   | 3,000,000                     | -                             | -                           | -                           | -                           |
| SE 20th ST at 176th AVE & 183rd AVE                         | 19,840                        | -                             | -                           | -                           | -                           |

|                                                           | 2019<br>Recommended<br>Budget | 2020<br>Recommended<br>Budget | 2021<br>Projected<br>Budget | 2022<br>Projected<br>Budget | 2023<br>Projected<br>Budget |
|-----------------------------------------------------------|-------------------------------|-------------------------------|-----------------------------|-----------------------------|-----------------------------|
| <b>Transportation/Streets</b>                             |                               |                               |                             |                             |                             |
| SE Hearthwood & SE 1st St                                 | 287,576                       | -                             | -                           | -                           | -                           |
| Vancouver Waterfront Access Project                       | 350,000                       | 350,000                       | -                           | -                           | -                           |
| SE 20th Street Median                                     | 24,000                        | -                             | -                           | -                           | -                           |
| 137th Ave Corridor - 49th to Fourth Plain                 | 1,854,096                     | 2,000,000                     | -                           | -                           | -                           |
| NE St Johns Rd & 68th Av                                  | 17,630                        | -                             | -                           | -                           | -                           |
| Mill Plain Blvd Arrival on Green Improvement Project      | 97,600                        | -                             | -                           | -                           | -                           |
| Norris and 4th Plain Signal Improvement                   | 333,238                       | -                             | -                           | -                           | -                           |
| LED Street Light Retrofit                                 | 4,815,500                     | -                             | -                           | -                           | -                           |
| Evergreen Highway Trail Phase II                          | 48,160                        | -                             | -                           | -                           | -                           |
| Evergreen Trail - Chelsea to Image                        | 140,000                       | -                             | -                           | -                           | -                           |
| Fort Vancouver/McLoughlin Sidewalk Infill and Hawk Signal | 25,000                        | -                             | -                           | -                           | -                           |
| SE 1st St - 164th to 192nd                                | 425,000                       | -                             | -                           | -                           | -                           |
| NE 18th St - NE Four Seasons Ln to NE 136th Ave           | 20,000                        | -                             | -                           | -                           | -                           |
| NE 18th St - 97th Ave to 107th Ave                        | 3,168,240                     | -                             | -                           | -                           | -                           |
| <b>Total Transportation/Streets</b>                       | <b>14,625,880</b>             | <b>2,350,000</b>              | <b>-</b>                    | <b>-</b>                    | <b>-</b>                    |
| <b>Street Funding Initiative</b>                          |                               |                               |                             |                             |                             |
| 32nd Avenue Extension Feasibility Study                   | 120,000                       | -                             | -                           | -                           | -                           |
| Traffic Signal and Lighting Sustainability                | 718,480                       | 415,000                       | -                           | -                           | -                           |
| Multimodal Safety and Accessibility Program               | 951,536                       | 500,000                       | -                           | -                           | -                           |
| NE 112th Ave Sidewalk - Chkalov St to 9th St              | 150,000                       | -                             | -                           | -                           | -                           |
| Columbia Street Retrofit - NW 45th St to Columbia Way     | 100,000                       | -                             | -                           | -                           | -                           |
| NTSA REET Administration - Fund 331                       | 20,000                        | -                             | -                           | -                           | -                           |
| 2018 Neighborhood Traffic Management Program              | 200,000                       | -                             | -                           | -                           | -                           |
| Non-Programmed Safety (fund 331)                          | 100,000                       | 100,000                       | -                           | -                           | -                           |
| NW Neighborhood Connectivity (NW 43rd Street to NW 53rd   | 100,000                       | -                             | -                           | -                           | -                           |
| 2019 Neighborhood Traffic Management Program              | 270,000                       | -                             | -                           | -                           | -                           |
| 2020 Neighborhood Traffic Management Program              | -                             | 270,000                       | -                           | -                           | -                           |
| <b>Total Street Funding Initiative</b>                    | <b>2,730,016</b>              | <b>1,285,000</b>              | <b>-</b>                    | <b>-</b>                    | <b>-</b>                    |
| <b>Wastewater</b>                                         |                               |                               |                             |                             |                             |
| <b>SCIP</b>                                               |                               |                               |                             |                             |                             |
| Demand Response - SCIP                                    | 250,000                       | 250,000                       | 250,000                     | 250,000                     | 250,000                     |
| Evergreen Airpark North (30 homes)                        | 30,000                        | -                             | -                           | -                           | -                           |



|                                                   | 2019<br>Recommended<br>Budget | 2020<br>Recommended<br>Budget | 2021<br>Projected<br>Budget | 2022<br>Projected<br>Budget | 2023<br>Projected<br>Budget |
|---------------------------------------------------|-------------------------------|-------------------------------|-----------------------------|-----------------------------|-----------------------------|
| <b>Wastewater</b>                                 |                               |                               |                             |                             |                             |
| <b>SCIP</b>                                       |                               |                               |                             |                             |                             |
| Premier Acres (70 homes)                          | 2,142                         | -                             | -                           | -                           | -                           |
| Standby Power                                     | -                             | -                             | 100,000                     | 100,000                     | 100,000                     |
| Evergreen Estates                                 | 700,000                       | -                             | -                           | -                           | -                           |
| Evergreen Highlands                               | 150,000                       | -                             | -                           | -                           | -                           |
| Fruit Lawn                                        | 400,000                       | -                             | -                           | -                           | -                           |
| Central Vancouver - South SCIP (186 homes)        | 550,000                       | -                             | -                           | -                           | -                           |
| West Vancouver                                    | 3,086,360                     | -                             | -                           | -                           | -                           |
| East Vancouver - North(392 Parcels)               | -                             | 3,000,000                     | 1,000,000                   | -                           | -                           |
| East Vancouver - Central (516 Parcels)            | -                             | -                             | 2,000,000                   | 3,000,000                   | -                           |
| Evergreen Hwy - Ellsworth to 112th Ave (8 Homes)  | 4,988                         | -                             | -                           | -                           | -                           |
| <b>Total SCIP</b>                                 | <b>5,173,490</b>              | <b>3,250,000</b>              | <b>3,350,000</b>            | <b>3,350,000</b>            | <b>350,000</b>              |
| <b>Collection &amp; Treatment</b>                 |                               |                               |                             |                             |                             |
| West 16th Pump Station (Pump Replacement)         |                               |                               | 200,000                     |                             |                             |
| West 16th St Force Main Reline                    |                               |                               | 150,000                     |                             |                             |
| Andresen Diversion Gate Valve                     | -                             | 100,000                       | -                           | -                           | -                           |
| Main Street, 5th to 15th                          | -                             | -                             | 520,000                     | -                           | -                           |
| IR - Interceptor Rehabilitation                   | 1,300,000                     | 1,000,000                     | 1,000,000                   | 1,000,000                   | 1,000,000                   |
| Pinebrook Force Main Reroute                      | -                             | -                             | -                           | 265,000                     | -                           |
| Manhole/Wye Rehabilitation                        | 121,846                       | 100,000                       | 100,000                     | 100,000                     | -                           |
| Basin A-20-1 & Force Main Relocation(59th Street) | 160,000                       | -                             | -                           | -                           | -                           |
| NE 137th Avenue, 49th to Fourth Plain             | 250,000                       | -                             | -                           | -                           | -                           |
| Capital Preservation - Collection System          | 1,000,000                     | 1,500,000                     | 3,000,000                   | 3,000,000                   | 3,000,000                   |
| 63rd St Pump Station re-build/relocate            | 1,300,000                     | -                             | -                           | -                           | -                           |
| Basin B-4 Pump Station Removal                    | -                             | -                             | 200,000                     | -                           | -                           |
| SE 1st St, 164th to 192nd Ave Design              | 60,000                        | -                             | -                           | -                           | -                           |
| NE 137th Ave - 49th to Fourth Plain               | -                             | 430,000                       | -                           | -                           | -                           |
| Mill Plain - SE 102nd Ave to Chaklov              | 60,000                        | -                             | -                           | -                           | -                           |
| GMA Pump Station Improvements                     | -                             | -                             | 1,600,000                   | -                           | -                           |
| Sludge Force Main Extensions                      | -                             | -                             | 2,060,000                   | -                           | -                           |
| Section 30 Arterial Expansion                     | -                             | -                             | 500,000                     | -                           | -                           |
| WS Wet Process Improvements                       | -                             | -                             | -                           | 420,000                     | -                           |
| Secondary Clarifier Tank Coating 1 & 2            | -                             | -                             | 300,000                     | -                           | -                           |
| Secondary Clarifier Center Well Upgrade 3,4,5     | -                             | -                             | 125,000                     | -                           | -                           |

|                                              | 2019<br>Recommended<br>Budget | 2020<br>Recommended<br>Budget | 2021<br>Projected<br>Budget | 2022<br>Projected<br>Budget | 2023<br>Projected<br>Budget |
|----------------------------------------------|-------------------------------|-------------------------------|-----------------------------|-----------------------------|-----------------------------|
| <b>Wastewater</b>                            |                               |                               |                             |                             |                             |
| <b>Collection &amp; Treatment</b>            |                               |                               |                             |                             |                             |
| Lagoon Aeration Upgrade                      | -                             | 1,500,000                     | 500,000                     | -                           | -                           |
| FBF Heat Exchanger Equipment Replacement     | 700,000                       | -                             | -                           | -                           | -                           |
| WS/MP Chemical Tanks Replacements            | -                             | -                             | 500,000                     | -                           | -                           |
| Main Industrial Pup Station Upgrade          | -                             | -                             | -                           | 500,000                     | -                           |
| Lagoon Blower Upgrade                        | -                             | 300,000                       | -                           | -                           | -                           |
| UV Design Consultant (B&C) & 2025 UV Upgrade | -                             | -                             | -                           | 500,000                     | -                           |
| Burnt Bridge Creek Pump Station Upgrade      | -                             | 400,000                       | -                           | -                           | -                           |
| Aeration Membrane Upgrade                    | -                             | 35,000                        | 35,000                      | -                           | -                           |
| Capital Preservation and Compliance (2)      | 400,000                       | 500,000                       | 1,400,000                   | 1,365,000                   | 2,000,000                   |
| CP&C 4 Multi Coating Projects                | -                             | 35,000                        | -                           | 35,000                      | -                           |
| Tank Coating Projects                        | -                             | -                             | -                           | 250,000                     | 250,000                     |
| Laboratory Respirometry Equipment            | -                             | -                             | -                           | 67,303                      | -                           |
| Process Controls Electronics                 | 5,417,976                     | 4,000,000                     | 4,000,000                   | 4,000,000                   | 3,000,000                   |
| NE Drexel                                    | 200,000                       | -                             | -                           | -                           | -                           |
| NE 152nd Ave At NE 43rd St Sewer Realignment | 150,000                       | -                             | -                           | -                           | -                           |
| Southside Interceptor Rehab Ph 1             | 2,600,000                     | -                             | -                           | -                           | -                           |
| Wastewater Collection SCADA                  | 150,000                       | 150,000                       | 150,000                     | 150,000                     | 150,000                     |
| Lagoon Upgrade Engineering Design            | 286,920                       | -                             | -                           | -                           | -                           |
| Wesside Electrical Upgrade Design            | 1,500,000                     | 2,000,000                     | 2,000,000                   | 2,000,000                   | 2,000,000                   |
| SE 164th Ave Rehab                           | 800,000                       | -                             | -                           | -                           | -                           |
| G2-1 Trunk Interceptor Rehab                 | 130,000                       | -                             | -                           | -                           | -                           |
| Southside Interceptor Rehab Ph 2             | -                             | 2,800,000                     | -                           | -                           | -                           |
| Southside Interceptor Rehab Ph 3             | -                             | 200,000                       | 3,300,000                   | -                           | -                           |
| Marine Park Blower                           | -                             | 400,000                       | -                           | -                           | -                           |
| Westside Blower                              | 400,000                       | -                             | -                           | -                           | -                           |
| Southside Interceptor Rehab Ph 4             | -                             | -                             | 200,000                     | 2,400,000                   | -                           |
| Southside Interceptor Rehab Ph 5             | -                             | -                             | -                           | 250,000                     | 3,000,000                   |
| E - Interceptor Rehab Ph 1                   | -                             | -                             | 200,000                     | 3,800,000                   | -                           |
| E - Interceptor Rehab Ph 2                   | -                             | -                             | -                           | 200,000                     | 3,800,000                   |
| Burnt Bridge Creek Interceptor - Ph 1        | -                             | -                             | -                           | -                           | 200,000                     |
| Burnt Bridge Creek Interceptor - Ph 2        | -                             | -                             | -                           | -                           | 150,000                     |
| Burnt Bridge Creek Interceptor - Ph 3        | -                             | -                             | -                           | -                           | 50,000                      |
| Burnt Bridge Creek Interceptor - Ph 4        | -                             | -                             | -                           | -                           | 50,000                      |

|                                                               | 2019<br>Recommended<br>Budget | 2020<br>Recommended<br>Budget | 2021<br>Projected<br>Budget | 2022<br>Projected<br>Budget | 2023<br>Projected<br>Budget |
|---------------------------------------------------------------|-------------------------------|-------------------------------|-----------------------------|-----------------------------|-----------------------------|
| <b>Wastewater</b>                                             |                               |                               |                             |                             |                             |
| <b>Collection &amp; Treatment</b>                             |                               |                               |                             |                             |                             |
| WS Schwing Pump Replacement                                   | -                             | -                             | -                           | -                           | 600,000                     |
| WS Replace Odor Control Scubber                               | -                             | -                             | -                           | -                           | 500,000                     |
| WS Grit Rmoval Replacement                                    | -                             | -                             | -                           | -                           | 500,000                     |
| MP UV Upgrade                                                 | -                             | -                             | -                           | 1,200,000                   | -                           |
| WS GBT/Polymer Refurbish                                      | -                             | -                             | -                           | 400,000                     | -                           |
| <b>Total Collection &amp; Treatment</b>                       | <b>16,986,742</b>             | <b>15,450,000</b>             | <b>22,040,000</b>           | <b>21,902,303</b>           | <b>20,250,000</b>           |
| <b>Total Wastewater</b>                                       | <b>22,160,232</b>             | <b>18,700,000</b>             | <b>25,390,000</b>           | <b>25,252,303</b>           | <b>20,600,000</b>           |
| <b>Surfacewater</b>                                           |                               |                               |                             |                             |                             |
| WDOT Fee Projects 2005-2006 ongoing                           | 234,000                       | 234,000                       | 234,000                     | 234,000                     | 234,000                     |
| Stormwater Retrofits-Demand Response                          | 160,000                       | 50,000                        | 50,000                      | 50,000                      | 50,000                      |
| NE 162nd Ave. WQ Treatments                                   | 50,000                        | -                             | -                           | -                           | -                           |
| Design Grant - Burton Channel Retrofits                       | 189,000                       | -                             | -                           | -                           | -                           |
| RC - Peterson Channel Greenway Restoration                    | -                             | -                             | -                           | -                           | 100,000                     |
| 15th Ave East Greenway Restoration                            | -                             | -                             | -                           | -                           | 100,000                     |
| Central Fourth Plain                                          | 70,000                        | -                             | -                           | -                           | -                           |
| RC - Fourth Plain SR500-131st Ave                             | -                             | -                             | -                           | -                           | 750,000                     |
| RC - UIC Retrofit Ph 1 - Water Quality Treatment              | -                             | -                             | -                           | -                           | 100,000                     |
| Fruit Valley Rd (Design)                                      | 30,000                        | -                             | -                           | -                           | -                           |
| SS - Mill Plain & 16th Ave                                    | -                             | -                             | -                           | -                           | 250,000                     |
| SS - Mill Plain at Hearthwood & Olympia                       | -                             | -                             | -                           | -                           | 200,000                     |
| SS - 164th Ave Median Swale Retrofit                          | -                             | -                             | -                           | -                           | 35,000                      |
| CP - COORDINATION PROJECTS (CP)                               | -                             | -                             | -                           | -                           | 50,000                      |
| PA - Property Acquistions-flood Plain, Habitat, Wetlands (PA) | -                             | -                             | -                           | -                           | 200,000                     |
| PA - 51st St Sump Basin (2.5 Ac =\$170,000)                   | -                             | -                             | -                           | -                           | 170,000                     |
| PA - 15th Ave Wetlands (11 AC=\$405,000)                      | -                             | -                             | -                           | -                           | 405,000                     |
| Primrose Court DS#105                                         | 23,000                        | -                             | -                           | -                           | -                           |
| SS - Tiffany Meadows (SE 169th & 17th St)                     | -                             | -                             | -                           | -                           | 31,000                      |
| Creeside Meadows III (NE 124th Ct & 47th St)                  | -                             | -                             | -                           | -                           | 27,000                      |
| SS - Substandard Systems (SS)                                 | -                             | -                             | -                           | -                           | 200,000                     |
| Lower Grand Area Green Street (Future Grant List)             | 400,000                       | 700,000                       | -                           | -                           | -                           |
| Columbia Slope Culvert - Mill Creek                           | 544,309                       | -                             | -                           | -                           | -                           |
| Columbia Slope Culvert - Chelsea                              | 145,000                       | -                             | -                           | -                           | -                           |

|                                                                    | 2019<br>Recommended<br>Budget | 2020<br>Recommended<br>Budget | 2021<br>Projected<br>Budget | 2022<br>Projected<br>Budget | 2023<br>Projected<br>Budget |
|--------------------------------------------------------------------|-------------------------------|-------------------------------|-----------------------------|-----------------------------|-----------------------------|
| <b>Surfacewater</b>                                                |                               |                               |                             |                             |                             |
| SS - Fisher's Creek Culvert                                        | -                             | -                             | -                           | -                           | 35,000                      |
| SE 17th Street Outfall                                             | 15,000                        | -                             | 125,000                     | -                           | -                           |
| WP - WATERSHED PLANNING (WP)                                       | -                             | -                             | -                           | -                           | 100,000                     |
| Stormwater Retrofits-Demand Response (Drainage Problems)           | 505,192                       | -                             | -                           | -                           | -                           |
| NE Ross Street LID Retrofit                                        | -                             | 40,000                        | 725,000                     | -                           | -                           |
| Expanded Private Stormwater Facility Inspection Program Grant      | 131,000                       | -                             | -                           | -                           | -                           |
| NPDES TMDL Watershed Health & Water Quality Monitoring             | 168,000                       | 150,000                       | -                           | -                           | -                           |
| NE Fourth Plain(123rd-131st South) Water Quality Retrofits - Grant | 41,000                        | 230,000                       | 430,000                     | -                           | -                           |
| East Orchards Fourth Plain Water Quality Retrofits - Grant         | 43,000                        | 230,000                       | 530,000                     | -                           | -                           |
| Blandford Drive Subbasins LID Retrofits - Grant                    | -                             | 45,000                        | 2,100,000                   | -                           | -                           |
| Re-evaluation and Assessment                                       | -                             | 120,000                       | -                           | -                           | -                           |
| 2018 Stormwater Capacity Grant                                     | 34,273                        | -                             | -                           | -                           | -                           |
| <b>Total Surfacewater</b>                                          | <b>2,782,774</b>              | <b>1,799,000</b>              | <b>4,194,000</b>            | <b>284,000</b>              | <b>3,037,000</b>            |
| <b>Water</b>                                                       |                               |                               |                             |                             |                             |
| PRV Flowmeters/Scada System Connections                            | 114,652                       | -                             | -                           | -                           | -                           |
| Port Water System Upgrade                                          | -                             | 300,000                       | -                           | -                           | -                           |
| Water Rights Utilization Study WS 6,8,15                           | 60,000                        | -                             | -                           | -                           | -                           |
| Water Works Park 3.0 MG Reservoir and Seismic Upgrade              | 7,000,000                     | 11,980,000                    | 4,500,000                   | 1,000,000                   | -                           |
| Water Pump house Roofing Replacement                               | 200,000                       | -                             | -                           | -                           | -                           |
| Operations Center Redevelopment                                    | 6,229,080                     | 6,229,080                     | -                           | -                           | -                           |
| Sodium Hypo Gen System Ellsworth                                   | 650,000                       | 100,000                       | -                           | -                           | -                           |
| Sodium Hypo Gen System WS 9                                        | 800,000                       | 500,000                       | -                           | -                           | -                           |
| Water Tower 5,6,7 Seismic Improvements                             | 55,000                        | -                             | -                           | -                           | -                           |
| WS 5 Reservoir, Pump, E-Power                                      | 30,000                        | 1,000,000                     | 5,000,000                   | 13,000,000                  | 6,570,000                   |
| Sodium Hypo Gen System WS 15                                       | -                             | 400,000                       | -                           | -                           | -                           |
| WS 7 Hypo Gen System                                               | -                             | -                             | 450,000                     | -                           | -                           |
| WS 8 Hypo Gen System                                               | -                             | -                             | 450,000                     | -                           | -                           |
| Water Station 1: Replace Wells 3, 4, and 5                         | -                             | -                             | -                           | 4,000,000                   | -                           |
| Water Station 3 Reservoir/Tower/Booster Replace                    | -                             | -                             | -                           | 500,000                     | 2,500,000                   |
| Water Station 4 Well 4 Building Replacement                        | -                             | 400,000                       | -                           | -                           | -                           |
| WS 5 Tower Internal Coating                                        | -                             | 500,000                       | -                           | -                           | -                           |
| WS 7 Tower Internal Coating                                        | -                             | -                             | 600,000                     | -                           | -                           |
| WS 6 Tower Internal/External Coating                               | 1,000,000                     | -                             | -                           | -                           | -                           |

|                                                           | 2019<br>Recommended<br>Budget | 2020<br>Recommended<br>Budget | 2021<br>Projected<br>Budget | 2022<br>Projected<br>Budget | 2023<br>Projected<br>Budget |
|-----------------------------------------------------------|-------------------------------|-------------------------------|-----------------------------|-----------------------------|-----------------------------|
| <b>Water</b>                                              |                               |                               |                             |                             |                             |
| Water Demand Response                                     | 300,000                       | 300,000                       | 300,000                     | 300,000                     | 300,000                     |
| Water Main NE 49th St - NE 15th Ave to NE 40th Ave        | 730,000                       | -                             | -                           | -                           | -                           |
| WS 5 to WS 9 Transmission Main                            | 2,500,000                     | 1,000,000                     | -                           | -                           | -                           |
| WS 5 Tank Altitude Valve                                  | -                             | 120,000                       | -                           | -                           | -                           |
| 99th St Extension, 94th Ave to 104th Ave County           | -                             | 20,000                        | 600,000                     | -                           | -                           |
| Leak Abatement                                            | 600,000                       | 600,000                       | 1,000,000                   | 500,000                     | 1,000,000                   |
| SCIP Coordination Projects                                | 100,000                       | 100,000                       | 100,000                     | 100,000                     | 100,000                     |
| Rezone Study for Vancouver Low and Vancouver High         | 50,000                        | -                             | -                           | -                           | -                           |
| O & M Program Electronic Manual                           | 200,000                       | 100,000                       | -                           | -                           | -                           |
| 17th St to Mccloughlin Blvd., F St. to I-5(D-3)           | -                             | -                             | 150,000                     | -                           | -                           |
| 41st St and 43rd St. Lincoln Ave. To Daniels St           | 740,000                       | -                             | -                           | -                           | -                           |
| 4th Plain Blvd., 36th Ave to Lincoln Ave.(T-3)            | 550,000                       | 1,800,000                     | -                           | -                           | -                           |
| Daniels St. to Main St., 19th St to 4th Plain Blvd. (T-6) | -                             | -                             | -                           | 740,000                     | -                           |
| E St., 16th St. to 22nd St. (T-7)                         | -                             | -                             | -                           | 380,000                     | -                           |
| 4th Plain Blvd. and 25th St., Lincoln Ave. to Grant St.   | -                             | -                             | -                           | 390,000                     | -                           |
| Haagen Park, North of 9th St. (T-37)                      | -                             | -                             | -                           | 210,000                     | -                           |
| Water Station 5 Reservoir Drain                           | 40,000                        | -                             | -                           | -                           | -                           |
| WS 14 Well MCC Replacement                                | 110,000                       | -                             | -                           | -                           | -                           |
| Ellsworth Valve Replacement                               | 110,000                       | -                             | -                           | -                           | -                           |
| SCADA Firewall/Security/Data Concent/PLC So               | 506,000                       | 210,000                       | 255,000                     | -                           | -                           |
| SCADA Software                                            | -                             | 53,000                        | 23,000                      | -                           | -                           |
| Water Main NE 49th St-NE 15th Ave to St Johns             | -                             | 100,000                       | 805,000                     | -                           | -                           |
| SE 1st St - Transportation Coordination                   | -                             | 360,000                       | -                           | -                           | -                           |
| SCADA PLC/HMI Upgrade                                     | -                             | -                             | -                           | 62,000                      | 139,000                     |
| 18th St - 97th Ave to 107th Ave Water Main                | -                             | -                             | -                           | -                           | 150,000                     |
| 25th St., Grant St to Franklin St.(T-5)                   | -                             | -                             | -                           | -                           | 70,000                      |
| WS 5 to Evergreen Trans Main Balndford(T-51)              | -                             | -                             | -                           | -                           | 932,000                     |
| Mill Plain Blvd. - 124th Ave to 131st Ave.(T-46)          | -                             | -                             | -                           | -                           | 825,000                     |
| Water Station 3 Master Plan                               | -                             | -                             | -                           | 130,000                     | -                           |
| VL Rezone South of WS 1                                   | -                             | -                             | -                           | 310,000                     | -                           |
| 52nd St - Daniels to Columbia (D-06)                      | -                             | -                             | 45,000                      | -                           | -                           |
| Sodium Hypo Gen System WS 4                               | -                             | -                             | -                           | -                           | 1,200,000                   |
| Treatment Regulations Compliance                          | -                             | -                             | -                           | -                           | 1,000,000                   |
| <b>Total Water</b>                                        | <b>22,674,732</b>             | <b>26,172,080</b>             | <b>14,278,000</b>           | <b>21,622,000</b>           | <b>14,786,000</b>           |

## Capital Expenses by Project and Revenue by Source

|                                                                             | 2019<br>Recommended<br>Budget | 2020<br>Recommended<br>Budget |
|-----------------------------------------------------------------------------|-------------------------------|-------------------------------|
| <b>General Fund</b>                                                         |                               |                               |
| <b>Projects</b>                                                             |                               |                               |
| VDA Public Art (funded by Columbia Art Center Reserve)                      | 871,757                       | -                             |
| <b>Total Project Expenses</b>                                               | <b>871,757</b>                | <b>-</b>                      |
| <b>Funding Sources</b>                                                      |                               |                               |
| Columbia Art Center Reserve Cash Balance                                    | 871,757                       | -                             |
| <b>Total Revenue</b>                                                        | <b>871,757</b>                | <b>-</b>                      |
| <b>Airport Fund</b>                                                         |                               |                               |
| <b>Projects</b>                                                             |                               |                               |
| Pearson Field - Pavement Rehab Construction Project                         | 1,815,000                     | -                             |
| Pearson Field - Capital Design Project                                      | 350,000                       | -                             |
| <b>Total Project Expenses</b>                                               | <b>2,165,000</b>              | <b>-</b>                      |
| <b>Funding Sources</b>                                                      |                               |                               |
| Dept Transportation - Federal Highway Administration - Federal Direct Grant | 1,948,500                     | -                             |
| WA St, Dept of Transportation                                               | 17,500                        | -                             |
| Cash Balance                                                                | 199,000                       | -                             |
| <b>Total Revenue</b>                                                        | <b>2,165,000</b>              | <b>-</b>                      |
| <b>Fire Fund</b>                                                            |                               |                               |
| <b>Projects</b>                                                             |                               |                               |
| Future Fire Station 11                                                      | 10,179,099                    | -                             |
| Fire Capital Contingency                                                    | 26,500                        | 26,500                        |
| Fire/Security Upgrades                                                      | 169,230                       | 110,000                       |
| Fire Station 1                                                              | 120,000                       | -                             |
| Fire Station 2                                                              | 3,000                         | -                             |
| Fire Station 3                                                              | 60,000                        | -                             |
| Fire Station 4                                                              | 98,340                        | 150,000                       |
| Fire Station 5                                                              | 271,000                       | 234,000                       |

|                                                   | 2019<br>Recommended<br>Budget | 2020<br>Recommended<br>Budget |
|---------------------------------------------------|-------------------------------|-------------------------------|
| <b>Fire Fund</b>                                  |                               |                               |
| <b>Projects</b>                                   |                               |                               |
| Fire Station 7                                    | -                             | 170,000                       |
| Fire Station 8                                    | 206,250                       | -                             |
| Fire Station 9                                    | -                             | 335,000                       |
| Fire Station 10                                   | -                             | 135,000                       |
| <b>Total Project Expenses</b>                     | <b>11,133,419</b>             | <b>1,160,500</b>              |
| <b>Funding Sources</b>                            |                               |                               |
| Interfund Transfer from Fund 151                  | 898,108                       | 640,518                       |
| Interfund Transfer from Fund 501                  | 301,000                       | 844,000                       |
| Fire Fund Cash                                    | 9,934,311                     | -                             |
| <b>Total Revenue</b>                              | <b>11,133,419</b>             | <b>1,484,518</b>              |
| <b>Capital Improvement Fund</b>                   |                               |                               |
| <b>Projects</b>                                   |                               |                               |
| City Hall Parking Lot Annex (former Petlock land) | 279,750                       | -                             |
| Tower Mall Demolition                             | -                             | 2,160,000                     |
| Facilities Contingency                            | 151,200                       | 151,200                       |
| GGov - City Hall                                  | 580,000                       | 50,000                        |
| GGov - Historic Museum                            | 185,000                       | 10,000                        |
| Webber Machine Building                           | 50,000                        | -                             |
| Esther Short Park                                 | 60,000                        | -                             |
| Firstenburg Community Center                      | 1,115,000                     | 670,000                       |
| Luepke Senior Center                              | 235,000                       | 75,000                        |
| Marine Park                                       | 105,000                       | 15,000                        |
| Marshall Community Center Generator Installation  | 632,113                       | 100,000                       |
| VPD East Precinct                                 | 555,000                       | 460,000                       |
| VPD Evidence                                      | 275,000                       | -                             |
| VPD Headquarters                                  | 270,000                       | -                             |
| VPD West Precinct                                 | 680,000                       | 510,000                       |
| Operations Center Redevelopment                   | 2,661,632                     | -                             |
| <b>Total Project Expenses</b>                     | <b>7,834,695</b>              | <b>4,201,200</b>              |



|                                                             | 2019<br>Recommended<br>Budget | 2020<br>Recommended<br>Budget |
|-------------------------------------------------------------|-------------------------------|-------------------------------|
| <b>Capital Improvement Fund</b>                             |                               |                               |
| <b>Funding Sources</b>                                      |                               |                               |
| Interfund Transfer from Fund 001                            | 155,133                       | 2,160,000                     |
| Interfund Transfer from Fund 501                            | 7,554,175                     | 2,131,200                     |
| Space & Facilities Rentals (Short-Term)                     | 14,166                        | -                             |
| Capital Improvement Fund Cash                               | 111,221                       | -                             |
| <b>Total Revenue</b>                                        | <b>7,834,695</b>              | <b>4,291,200</b>              |
| <b>Parks Construction Fund</b>                              |                               |                               |
| <b>Projects</b>                                             |                               |                               |
| City Park Capital Repair                                    | 12,588                        | -                             |
| Sportsfield Improvements                                    | 117,411                       | -                             |
| First Place Park Playground                                 | 460,196                       | -                             |
| North Image NH Park Expansion                               | 2,194,897                     | -                             |
| Parks Operations & Maintenance                              | 300,000                       | 300,000                       |
| Marshall Park Inclusive Nature Play for All                 | 37,500                        | -                             |
| Edgewood Park ADA Improvements - 2018 Grant Award           | 100,000                       | -                             |
| Memory/Mill Plain Park ADA Improvements - 2018 Grant Award  | 15,000                        | -                             |
| General Anderson Park ADA Improvements - 2018 Grant Award   | 175,000                       | -                             |
| Burnt Bridge Creek Park ADA Improvements - 2018 Grant Award | 85,000                        | -                             |
| Hearthwood Park ADA Improvements - 2018 Grant Award         | 80,000                        | -                             |
| Heritage Park ADA Improvements - 2018 Grant Award           | 18,000                        | -                             |
| Esther Short Park ADA Improvements - 2018 Grant Award       | 30,000                        | -                             |
| Acquisition - District 2                                    | -                             | 309,500                       |
| Acquisition - District 3                                    | 73,172                        | -                             |
| Acquisition - District 4                                    | 2,703,100                     | -                             |
| Shaffer COM Expansion                                       | 93,687                        | -                             |
| Clear Meadows Park                                          | 298,971                       | -                             |
| Summers Walk Park                                           | 300,000                       | -                             |
| Dubois Park                                                 | 590,000                       | -                             |
| N4-2 Park                                                   | 300,000                       | -                             |
| <b>Total Project Expenses</b>                               | <b>7,984,522</b>              | <b>609,500</b>                |

|  | 2019        | 2020        |
|--|-------------|-------------|
|  | Recommended | Recommended |
|  | Budget      | Budget      |

## Parks Construction Fund

### Funding Sources

|                                                          |                  |                |
|----------------------------------------------------------|------------------|----------------|
| Interfund Transfer from Fund 001                         | 903,000          | 200,000        |
| Interfund Transfer from Fund 133                         | 100,000          | 100,000        |
| Interfund Transfer from Fund 172                         | 590,000          | 309,500        |
| Interfund Transfer from Fund 173                         | 533,368          | -              |
| Interfund Transfer from Fund 174                         | 3,602,085        | -              |
| Interfund Transfer from Fund 175                         | 1,241,594        | -              |
| Interfund Transfer from Fund 177                         | 93,687           | -              |
| Interfund Transfer from Fund 196                         | 125,545          | -              |
| Contributions & Donations                                | 15,500           | -              |
| WA St, Recreation and Conservation Office (Formerly IAC) | 500,000          | -              |
| Parks Construction Fund Cash                             | 279,743          | -              |
| <b>Total Revenue</b>                                     | <b>7,984,522</b> | <b>609,500</b> |

## Transportation Capital Fund

### Projects

|                                                           |           |           |
|-----------------------------------------------------------|-----------|-----------|
| Mill Plain Blvd - 104th to NE Chkalov Dr.                 | 3,000,000 | -         |
| SE 20th ST at 176th AVE & 183rd AVE                       | 19,840    | -         |
| SE Hearthwood & SE 1st St                                 | 287,576   | -         |
| Vancouver Waterfront Access Project                       | 350,000   | 350,000   |
| SE 20th Street Median                                     | 24,000    | -         |
| 137th Ave Corridor - 49th to Fourth Plain                 | 1,854,096 | 2,000,000 |
| NE St Johns Rd & 68th Av                                  | 17,630    | -         |
| Mill Plain Blvd Arrival on Green Improvement Project      | 97,600    | -         |
| Norris and 4th Plain Signal Improvement                   | 333,238   | -         |
| LED Street Light Retrofit                                 | 4,815,500 | -         |
| Evergreen Highway Trail Phase II                          | 48,160    | -         |
| Evergreen Trail - Chelsea to Image                        | 140,000   | -         |
| Fort Vancouver/McLoughlin Sidewalk Infill and Hawk Signal | 25,000    | -         |
| SE 1st St - 164th to 192nd                                | 425,000   | -         |
| NE 18th St - NE Four Seasons Ln to NE 136th Ave           | 20,000    | -         |

|                                                                               | 2019<br>Recommended<br>Budget | 2020<br>Recommended<br>Budget |
|-------------------------------------------------------------------------------|-------------------------------|-------------------------------|
| <b>Transportation Capital Fund</b>                                            |                               |                               |
| <b>Projects</b>                                                               |                               |                               |
| NE 18th St - 97th Ave to 107th Ave                                            | 3,168,240                     | -                             |
| <b>Total Project Expenses</b>                                                 | <b>14,625,880</b>             | <b>2,350,000</b>              |
| <b>Funding Sources</b>                                                        |                               |                               |
| Interfund Transfer from Fund 001                                              | 32,573                        | -                             |
| Interfund Transfer from Fund 102                                              | 400,000                       | -                             |
| Interfund Transfer from Fund 103                                              | -                             | 2,000,000                     |
| Interfund Transfer from Fund 131                                              | 761,355                       | -                             |
| Interfund Transfer from Fund 142                                              | 205,000                       | -                             |
| Interfund Transfer from Fund 143                                              | 385,000                       | -                             |
| Interfund Transfer from Fund 162                                              | 220,000                       | -                             |
| Interfund Transfer from Fund 164                                              | 218,636                       | -                             |
| Interfund Transfer from Fund 166                                              | 60,000                        | 60,000                        |
| Interfund Transfer from Fund 324                                              | 2,037,729                     | -                             |
| Dept Transportation - Federal Highway Administration - Federal Indirect Grant | 3,492,600                     | -                             |
| Planning & Development Contributions (Private Sources)                        | 350,000                       | 350,000                       |
| Intergovernmental Loan Proceeds                                               | 4,815,500                     | -                             |
| Proceeds from Sales of Capital Assets (Land, Buildings and other Non-Taxable) | 500,000                       | 350,000                       |
| Transportation Capital Fund Cash                                              | 1,147,487                     | -                             |
| <b>Total Revenue</b>                                                          | <b>14,625,880</b>             | <b>2,760,000</b>              |
| <b>Street Funding Initiative</b>                                              |                               |                               |
| <b>Projects</b>                                                               |                               |                               |
| 32nd Avenue Extension Feasibility Study                                       | 120,000                       | -                             |
| Traffic Signal and Lighting Sustainability                                    | 718,480                       | 415,000                       |
| Multimodal Safety and Accessibility Program                                   | 951,536                       | 500,000                       |
| NE 112th Ave Sidewalk - Chkalov St to 9th St                                  | 150,000                       | -                             |
| Columbia Street Retrofit - NW 45th St to Columbia Way                         | 100,000                       | -                             |
| NTSA REET Administration - Fund 331                                           | 20,000                        | -                             |
| 2018 Neighborhood Traffic Management Program                                  | 200,000                       | -                             |
| Non-Programmed Safety (fund 331)                                              | 100,000                       | 100,000                       |

|                                                                                   | 2019<br>Recommended<br>Budget | 2020<br>Recommended<br>Budget |
|-----------------------------------------------------------------------------------|-------------------------------|-------------------------------|
| <b>Street Funding Initiative</b>                                                  |                               |                               |
| <b>Projects</b>                                                                   |                               |                               |
| NW Neighborhood Connectivity (NW 43rd Street to NW 53rd Street_Lincoln Sidewalks) | 100,000                       | -                             |
| 2019 Neighborhood Traffic Management Program                                      | 270,000                       | -                             |
| 2020 Neighborhood Traffic Management Program                                      | -                             | 270,000                       |
| <b>Total Project Expenses</b>                                                     | <b>2,730,016</b>              | <b>1,285,000</b>              |
| <b>Funding Sources</b>                                                            |                               |                               |
| Interfund Transfer from Fund 102                                                  | 578,480                       | 275,000                       |
| Interfund Transfer from Fund 103                                                  | 161,500                       | -                             |
| Interfund Transfer from Fund 131                                                  | 100,000                       | 100,000                       |
| Interfund Transfer from Fund 160                                                  | 95,000                        | -                             |
| Interfund Transfer from Fund 634                                                  | 1,351,536                     | 800,000                       |
| Dept Transportation - Federal Highway Administration - Federal Indirect Grant     | 73,500                        | -                             |
| WA St, Transportation Improvement Board                                           | 15,000                        | -                             |
| Developer Participation                                                           | 25,000                        | -                             |
| Transportation Capital Fund Cash                                                  | 330,000                       | 110,000                       |
| <b>Total Revenue</b>                                                              | <b>2,730,016</b>              | <b>1,285,000</b>              |
| <b>Wastewater/Sewer Construction Fund</b>                                         |                               |                               |
| <b>Projects</b>                                                                   |                               |                               |
| Demand Response - SCIP                                                            | 250,000                       | 250,000                       |
| Evergreen Airpark North (30 homes)                                                | 30,000                        | -                             |
| Premier Acress (70 homes)                                                         | 2,142                         | -                             |
| Evergreen Estates                                                                 | 700,000                       | -                             |
| Evergreen Highlands                                                               | 150,000                       | -                             |
| Fruit Lawn                                                                        | 400,000                       | -                             |
| Central Vancouver - South SCIP (186 homes)                                        | 550,000                       | -                             |
| West Vancouver                                                                    | 3,086,360                     | -                             |
| East Vancouver - North(392 Parcels)                                               | -                             | 3,000,000                     |
| Evergreen Hwy - Ellsworth to 112th Ave (8 Homes)                                  | 4,988                         | -                             |
| Andresen Diversion Gate Valve                                                     | -                             | 100,000                       |
| Main Street, 5th to 15th                                                          | -                             | -                             |

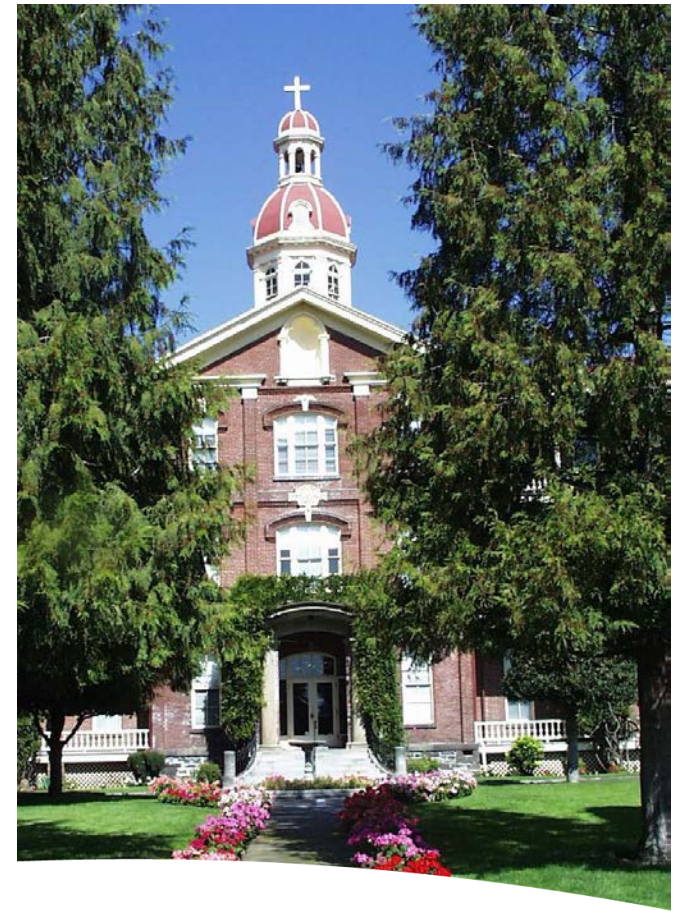
|                                                   | 2019<br>Recommended<br>Budget | 2020<br>Recommended<br>Budget |
|---------------------------------------------------|-------------------------------|-------------------------------|
| <b>Wastewater/Sewer Construction Fund</b>         |                               |                               |
| <b>Projects</b>                                   |                               |                               |
| IR - Interceptor Rehabilitation                   | 1,300,000                     | 1,000,000                     |
| Manhole/Wye Rehabilitation                        | 121,846                       | 100,000                       |
| Basin A-20-1 & Force Main Relocation(59th Street) | 160,000                       | -                             |
| NE 137th Avenue, 49th to Fourth Plain             | 250,000                       | -                             |
| Capital Preservation - Collection System          | 1,000,000                     | 1,500,000                     |
| 63rd St Pump Station re-build/relocate            | 1,300,000                     | -                             |
| SE 1st St, 164th to 192nd Ave Design              | 60,000                        | -                             |
| NE 137th Ave - 49th to Fourth Plain               | -                             | 430,000                       |
| Mill Plain - SE 102nd Ave to Chaklov              | 60,000                        | -                             |
| Lagoon Aeration Upgrade                           | -                             | 1,500,000                     |
| FBF Heat Exchanger Equipment Replacement          | 700,000                       | -                             |
| Lagoon Blower Upgrade                             | -                             | 300,000                       |
| Burnt Bridge Creek Pump Station Upgrade           | -                             | 400,000                       |
| Aeration Membrane Upgrade                         | -                             | 35,000                        |
| Capital Preservation and Compliance (2)           | 400,000                       | 500,000                       |
| CP&C 4 Multi Coating Projects                     | -                             | 35,000                        |
| Process Controls Electronics                      | 5,417,976                     | 4,000,000                     |
| NE Drexel                                         | 200,000                       | -                             |
| NE 152nd Ave At NE 43rd St Sewer Realignment      | 150,000                       | -                             |
| Southside Interceptor Rehab PH 1                  | 2,600,000                     | -                             |
| Wastewater Collection SCADA                       | 150,000                       | 150,000                       |
| Lagoon Upgrade Engineering Design                 | 286,920                       | -                             |
| Wesside Electrical Upgrade Design                 | 1,500,000                     | 2,000,000                     |
| SE 164th Ave Rehab                                | 800,000                       | -                             |
| G2-1 Trunk Interceptor Rehab                      | 130,000                       | -                             |
| Southside Interceptor Rehab Ph 2                  | -                             | 2,800,000                     |
| Southside Interceptor Rehab Ph 3                  | -                             | 200,000                       |
| Marine Park Blower                                | -                             | 400,000                       |
| Westide Blower                                    | 400,000                       | -                             |
| <b>Total Project Expenses</b>                     | <b>22,160,232</b>             | <b>18,700,000</b>             |

|                                                                    | 2019<br>Recommended<br>Budget | 2020<br>Recommended<br>Budget |
|--------------------------------------------------------------------|-------------------------------|-------------------------------|
| <b>Wastewater/Sewer Construction Fund</b>                          |                               |                               |
| <b>Funding Sources</b>                                             |                               |                               |
| Interfund Transfer from Fund 475                                   | 17,150,000                    | 17,445,000                    |
| Sewer Construction Fund Cash                                       | 5,010,232                     | 1,255,000                     |
| <b>Total Revenue</b>                                               | <b>22,160,232</b>             | <b>18,700,000</b>             |
| <b>Surfacewater/Drainage Construction Fund</b>                     |                               |                               |
| <b>Projects</b>                                                    |                               |                               |
| WDOT Fee Projects 2005-2006 ongoing                                | 234,000                       | 234,000                       |
| Stormwater Retrofits-Demand Response                               | 160,000                       | 50,000                        |
| NE 162nd Ave. WQ Treatments                                        | 50,000                        | -                             |
| Design Grant - Burton Channel Retrofits                            | 189,000                       | -                             |
| Central Fourth Plain                                               | 70,000                        | -                             |
| Fruit Valley Rd (Design)                                           | 30,000                        | -                             |
| Primrose Court DS#105                                              | 23,000                        | -                             |
| Lower Grand Area Green Street (Future Grant List)                  | 400,000                       | 700,000                       |
| Columbia Slope Culvert - Mill Creek                                | 544,309                       | -                             |
| Columbia Slope Culvert - Chelsea                                   | 145,000                       | -                             |
| SE 17th Street Outfall                                             | 15,000                        | -                             |
| Stormwater Retrofits-Demand Response (Drainage Problems)           | 505,192                       | -                             |
| NE Ross Street LID Retrofit                                        | -                             | 40,000                        |
| Expanded Private Stormwater Facility Inspection Program Grant      | 131,000                       | -                             |
| NPDES TMDL Watershed Health & Water Quality Monitoring             | 168,000                       | 150,000                       |
| NE Fourth Plain(123rd-131st South) Water Quality Retrofits - Grant | 41,000                        | 230,000                       |
| East Orchards Fourth Plain Water Quality Retrofits - Grant         | 43,000                        | 230,000                       |
| Blandford Drive Subbasins LID Retrofits - Grant                    | -                             | 45,000                        |
| Re-evaluation and Assessment                                       | -                             | 120,000                       |
| 2018 Stormwater Capacity Grant                                     | 34,273                        | -                             |
| <b>Total Project Expenses</b>                                      | <b>2,782,774</b>              | <b>1,799,000</b>              |

|                                                       | 2019<br>Recommended<br>Budget | 2020<br>Recommended<br>Budget |
|-------------------------------------------------------|-------------------------------|-------------------------------|
| <b>Surfacewater/Drainage Construction Fund</b>        |                               |                               |
| <b>Funding Sources</b>                                |                               |                               |
| Interfund Transfer from Fund 444                      | 500,000                       | 1,000,000                     |
| WA St, Dept of Ecology                                | 659,000                       | 1,002,500                     |
| Sewer Construction Fund Cash                          | 1,623,774                     | -                             |
| <b>Total Revenue</b>                                  | <b>2,782,774</b>              | <b>2,002,500</b>              |
| <b>Water Construction Fund</b>                        |                               |                               |
| <b>Projects</b>                                       |                               |                               |
| PRV Flowmeters/Scada System Connections               | 114,652                       | -                             |
| Port Water System Upgrade                             | -                             | 300,000                       |
| Water Rights Utilization Study WS 6,8,15              | 60,000                        | -                             |
| Water Works Park 3.0 MG Reservoir and Seismic Upgrade | 7,000,000                     | 11,980,000                    |
| Water Pump house Roofing Replacement                  | 200,000                       | -                             |
| Operations Center Redevelopment                       | 6,229,080                     | 6,229,080                     |
| Sodium Hypo Gen System Ellsworth                      | 650,000                       | 100,000                       |
| Sodium Hypo Gen System WS 9                           | 800,000                       | 500,000                       |
| Water Tower 5,6,7 Seismic Improvements                | 55,000                        | -                             |
| WS 5 Reservoir, Pump, E-Power                         | 30,000                        | 1,000,000                     |
| Sodium Hypo Gen System WS 15                          | -                             | 400,000                       |
| Water Station 4 Well 4 Building Replacement           | -                             | 400,000                       |
| WS 5 Tower Internal Coating                           | -                             | 500,000                       |
| WS 6 Tower Internal/External Coating                  | 1,000,000                     | -                             |
| Water Demand Response                                 | 300,000                       | 300,000                       |
| Water Main NE 49th St - NE 15th Ave to NE 40th Ave    | 730,000                       | -                             |
| WS 5 to WS 9 Transmission Main                        | 2,500,000                     | 1,000,000                     |
| WS 5 Tank Altitude Valve                              | -                             | 120,000                       |
| 99th St Extension, 94th Ave to 104th Ave County       | -                             | 20,000                        |
| Leak Abatement                                        | 600,000                       | 600,000                       |
| SCIP Coordination Projects                            | 100,000                       | 100,000                       |
| Rezone Study for Vancouver Low and Vancouver High     | 50,000                        | -                             |
| O & M Program Electronic Manual                       | 200,000                       | 100,000                       |

|                                                 | 2019<br>Recommended<br>Budget | 2020<br>Recommended<br>Budget |
|-------------------------------------------------|-------------------------------|-------------------------------|
| <b>Water Construction Fund</b>                  |                               |                               |
| <b>Projects</b>                                 |                               |                               |
| 41st St and 43rd St. Lincoln Ave. To Daniels St | 740,000                       | -                             |
| 4th Plain Blvd., 36th Ave to Lincoln Ave.(T-3)  | 550,000                       | 1,800,000                     |
| Water Station 5 Reservoir Drain                 | 40,000                        | -                             |
| WS 14 Well MCC Replacement                      | 110,000                       | -                             |
| Ellsworth Valve Replacement                     | 110,000                       | -                             |
| SCADA Firewall/Security/Data Concent/PLC So     | 506,000                       | 210,000                       |
| SCADA Software                                  | -                             | 53,000                        |
| Water Main NE 49th St-NE 15th Ave to St Johns   | -                             | 100,000                       |
| SE 1st St - Transportation Coordination         | -                             | 360,000                       |
| <b>Total Project Expenses</b>                   | <b>22,674,732</b>             | <b>26,172,080</b>             |
| <b>Funding Sources</b>                          |                               |                               |
| Interfund Transfer from Fund 445                | 10,000,000                    | 5,000,000                     |
| Interfund Transfer from Fund 447                | 3,500,000                     | 3,000,000                     |
| Interfund Transfer from Fund 449                | 600,000                       | 600,000                       |
| Sewer Construction Fund Cash                    | 8,574,732                     | 17,572,080                    |
| <b>Total Revenue</b>                            | <b>22,674,732</b>             | <b>26,172,080</b>             |





# Appendix

# City Financial Policies

In addition to following all laws related to budgeting as outlined by RCW 35, the City has internal Financial Management Policies that are adopted by the City Council and reviewed every two years during the budget development process. The Financial Management Policies are a compendium of all city policies that shape the budget. The policies ensure that the City maintains a healthy financial foundation into the future. The goal of these policies is to promote:

- An extended financial planning horizon to increase awareness of future potential challenges and opportunities.
- Setting aside reserves for contingencies, replacement of capital equipment, and other similar needs.
- Maintaining the effective buying power of fees and charges and modifying cost recovery targets when appropriate to do so.
- Accountability for meeting standards for financial management and efficiency in providing services.
- Management of the city's physical assets to provide sustainable service levels into the future.
- Planning for the capital needs of the community and managing them for future use by citizens.
- Maintaining appropriate levels of debt while ensuring quality bond ratings.
- Investing public funds to provide maximum security with appropriate returns and timely liquidity.
- Communication to residents and customers on how the community goals are being addressed.

The policy statements are grouped by major category in alignment with the policy goals and are presented in the following order:

- Long Range Financial Planning and Resource Utilization
- Reserves
- Capital Planning and Asset Management
- Financial Asset and Liability Management

## Long-Range Financial Planning and Resource Utilization

It is very important to the City to incorporate a long-term perspective and to monitor the performance of the programs competing to receive funding. Management will ensure compliance with the legally adopted budget. Purchases and expenditures will comply with legal requirements and policies and procedures as set forth by the City.

1. A **long-term forecast** of revenues and expenditures will be developed for all operating funds for the six-year period following the end of the current biennial budget.
2. The financial **impact** from budget decisions made during the development of the biennial budget will be reviewed in the context of the **six-year** forecast.
3. The operating budget will be based on the principle that **current operating expenditures**, including debt service, will be **funded with current revenues**. The budget will not use one-time (non-recurring) sources to fund on-going (recurring) uses, postpone expenditures, or use internal borrowing to fund operations. The budget will incorporate the best available estimates of revenues and expenditures.
4. **Performance management** will be utilized in the budget prioritization process to ensure alignment with city goals and strategic commitments. Performance data will be used to support budgetary decisions. Measures will be developed to reflect the City's efficiency and effectiveness. Status of key performance measures will be reported to council.
5. **Service levels will be defined and measured** in a manner that is based on results (e.g. units of service delivered, service quality & customer satisfaction) rather than resources allocated to provide the service.
6. The City will endeavor to maintain a **diversified general revenue base** to diminish the effects of short-term fluctuations in any given revenue. The goal is to have a combination of revenues that grow in response to a good economy and those that remain stable during times of economic downturn. Examples of the former include sales taxes, utility taxes, and building permit fees. Examples of the latter include property taxes, court fine revenues, and the gambling tax.
7. **Revenue estimates** will be developed using reasonably conservative, but realistic assumptions. Deviation of actual revenues from forecast shall not be greater than 2.5 percent. Revenues will be monitored and reported quarterly, including trends and year-end estimates.

8. **User fees and utility rates** in all funds will be based on balancing the full cost of providing the service, the competitive market, public benefit, community affordability and other appropriate policy considerations. Beginning on January 1, 2019, fees and rates will be adjusted annually at least by the CPI- W for the Seattle-Bellevue-Tacoma using the index for the 12 month period ending in June of the prior year to reflect increases in the costs of providing services. Fees and rates will be reviewed every three to five years and further adjusted if necessary.
9. On a regular basis, the City will conduct **cost of service studies** to identify the full cost of providing services funded with fees. The calculation of full cost will include all reasonable and justifiable direct and indirect cost components.
10. Specific council policies related to **cost recovery targets** by specific program are listed below.
- Building Fee Cost Recovery Target: 100%
  - Land Use Fee Cost Recovery Target (2010): 60%
  - Development Review Fees in Transportation Target: 60%
  - Recreation Fees Cost Recovery Target (2011): 72%

(The above target rates represent percentage of the full cost of providing the services, including city administrative costs, including Department administrative costs, cost of maintenance and operation of facilities that the services are provided from and maintenance and replacement of the equipment used. )

11. **Full cost recovery** will be targeted in the enterprise fund operations:
- City Utility Operations (water, sewer, storm water, solid waste)
  - Pearson Airport (currently is fully recovering its operating costs)
  - Parking Fund ((as of 2018 no longer anticipated to receive a General Fund subsidy)
  - Tennis Center (the Center is operated by USTA, since September of 2018, but the General Fund will continue supporting indirect costs and up to \$10,000 per year in mainenance costs of the building)
12. **Overhead costs** will be appropriately shared by all operating funds as determined by the City's indirect cost allocation plan. The amount charged by the City for services provided under interlocal, or similar agreements, will include a factor to cover the city's overhead costs.



13. **Grants** that support city objectives and are consistent with high priority needs will be aggressively sought. Grants requiring a local match or a continuing city obligation to fund programs will be carefully considered prior to applying for the grant to ensure that ongoing resources will be available to meet the obligation. The City shall attempt to recover all allowable costs, direct and indirect, associated with the administration and implementation of the program funded through grants.
14. **Expenditures will be controlled** by an annual appropriated budget at the department/fund level. The City Council shall establish appropriations through the budget process. The City Council does not require a re-appropriation of carry-forward funds in the second year of the biennium. New or increases in appropriations require council approval.
15. If a deficit is projected during the course of a fiscal year, the city will take steps to reduce expenditures, increase revenues, or, if the deficit is caused by an emergency, consider using one of the existing General Fund reserves. The City Manager may institute a variety of measures to ensure spending remains below reduced revenues.
16. The City's **classification and compensation plan** will be maintained in a manner consistent with the labor market by reviewing classification specifications and benchmarks, so that changes in the classification structure may coincide with the budget cycle. The City will compare employee compensation using a total compensation approach that includes the value of benefits. The City will target compensating employees at the market mean level, within its ability to pay. A schedule of pay ranges of non-represented staff will be attached to the budget for Council review adoption.
17. **Full-time positions** are controlled by full-time employee (FTE) at a city-wide level. Vacant positions may be borrowed between funds for a time-limited term. Positions may be overfilled with permission by the City Manager or designee for a limited time period in situations where maintaining minimum staffing, reducing personnel related costs, transferring knowledge, and providing a seamless transition between new, terminating, and retiring employees necessitates the overfill. Overfills will be managed within the fund/department budget appropriations.
18. Actual expenditures will be closely and frequently monitored. The comparison of budget to actual expenditures shall be reported to council on a quarterly basis.

## Reserves

Reserves are an important indicator of the city's financial position and its ability to withstand adverse events. Maintaining reserves is a prudent management practice.

19. An **emergency General Fund reserve** will be maintained equal to 7% of actual external revenues in the preceding fiscal year in the General, Street, and Fire Funds. The emergency reserve is for unexpected, large-scale events where damage in excess of \$1 million is incurred and immediate, remedial action must be taken to protect the health and safety of residents (e.g. major flood, earthquake, etc.). In the event that these "emergency reserve" funds are used, the City shall restore the reserve to the full 7% level within a reasonable amount of time as necessitated by the scale of emergency. A clear plan will be developed to refill the reserve and the first significant deposit will occur the following fiscal year after the event.

20. The City will maintain additional **"working capital"** reserves, sufficient to fund, on average, 60-90 days of operations in each operating city fund. This reserve will address cash flow requirements and allow the City to operate without funding its operations through short-term borrowing.

21. The City will maintain a **"revenue stabilization"** reserve with a goal of reaching 2.5% of the current year's budget in the General Fund. This reserve may be used to provide funding to temporarily offset unanticipated fluctuations in on-going revenues or unanticipated events, such as unexpected external mandates, reductions in state-shared revenues, etc. The reserve funds will provide time for the City to restructure its operations in a deliberate manner to ensure continuance of critical city activities. If the reserve is spent down, it shall be restored within the following two years. This reserve could be utilized if there is an identified 3-6 month trend of reduced revenues.

22. An additional **"designated liability funding"** reserve will be created when the City accepts funding leading to future liabilities. The reserve will be equal to the stated liability in the future. If a federal or state grant requires local resources to fund the initiative after the grant expiration, the cost of funding the initiative is considered to be a liability that will be funded from the "designated liability funding" reserve.

23. The City will set aside a reserve to fund no less than fifty percent of the liability associated with accrued compensated absences in all city operating funds. Council may take action to designate reserves for a specific purpose. An example is council's designation of reserves representing proceeds from the sale of the Columbia Arts Center.

24. Funds in excess of the reserves will be considered **unassigned General Fund balance** and could be used to fund high-priority council-designated one-time purposes. This includes, but is not limited to funding accumulated currently unfunded deferred liabilities.
25. **Equipment replacement reserves** will be maintained in the equipment services capital fund sufficient to replace covered vehicles and heavy equipment at the end of their useful lives with like equipment. Equipment rates will include a factor to accrue the estimated replacement cost over the life of the equipment. Reserve balances and rates will be reviewed bi-annually for sufficiency.
26. **Technology equipment replacement reserves** will be maintained in the technology equipment replacement fund sufficient to repair covered equipment and major software systems for replacement at the end of its useful life.
27. A **liability self-insurance reserve** will be maintained to cover potential liability for tort claims. The unrestricted fund balance subtracts from available cash all the known claims against the City and those claims that might have occurred, but not yet reported. The fund balance will be based on the most recent actuarial study of the self-insurance fund. The actuarial study of the fund is to be performed no less frequently than once every two years.
28. A **benefits self-insurance reserve** will be maintained to cover two months' of costs associated with benefit insurance premiums. Additional reserve might be set, as needed, to smooth out annual health insurance cost increases over time. Self-insured health insurance reserves will be maintained at a level consistent with State of Washington requirements for self-insured benefit plans.
29. **Fire pension** benefit obligations will be addressed by annual contributions to the fire pension fund in accordance with recommendations in the most recent actuarial study, as required by R.C.W. 41.16.050. (Note: This is a "closed" plan with no new participants.) The current number of members who are retired and receiving pension payments from the city is 33 with no additional members on active duty. City obligations arise only for those firefighters hired prior to March 1, 1970. The State of Washington has assumed all obligations for those hired on or after that date.

In addition to the pension payments, the City is also responsible for life-time medical benefits for the 59 retired members. The City contribution includes the projected annual pension payments for the retired members eligible for retirement benefits and projected annual medical benefit payments for those retired members eligible for medical and long-term coverage.

30. **Police pension** benefit obligation will be funded on a pay-as-you-go basis by making contributions to the police pension fund in an amount sufficient to meet police pension benefit obligations. (Note: this is a “closed” plan with no new participants). The current number of members who are retired and receiving pension payments from the city is 14, with no additional members on active duty. City obligations arise only for those police officers hired prior to March 1, 1970. The State of Washington has assumed all obligations for those hired on or after that date.) In addition to the pension payments, the city is also responsible for the member’s life-time medical benefits of 40 retired members and none on active duty.
31. A **facilities asset management and replacement reserve** shall be established in a separate fund to provide for major maintenance and building replacement of the major city facilities at the end of their useful life. This policy currently applies to facilities of the first and second tiers as defined using contemporary asset management practices.

## Capital Planning and Asset Management

Asset management is a systematic process whereby the assets of the city (i.e. water system, sewer system, transportation system, property, buildings, etc.) are operated, maintained, replaced and upgraded cost-effectively. It includes operations and maintenance costs, as well as capital investments which can take the form of new construction, rehabilitation, or replacement.

32. Asset management best practice involves managing the performance, risk and expenditures on infrastructure assets in an optimal and sustainable manner throughout their lifecycle covering planning, design, construction, operation, maintenance, and disposal. The City shall integrate the principles and best practices of asset management such as those embodied in the *International Infrastructure Management Manual* in the management of its assets.
33. **Asset inventory** will be maintained with maintenance, repair and deferred maintenance costs identified and updated on an annual basis.
34. **Maintenance** of city assets shall be addressed on a current need, rather than deferred into the future.
35. In 2015, Council adopted a new **Street Funding Program** in response to formal recommendations from a citizen-led effort. Revenues from this program were established to supplement without supplanting street funding resources identified in the 2015-2016 Adopted Biennial Budget. Annual reporting to Council and the residents of outcomes achieved through the Street Funding Initiatives Program has been initiated in



2017 and shall continue into the future. The City will maintain funding of the **Pavement Management Program** at no less than that in the 2015-2016 Biennial Adopted Budget level increased by an appropriate inflationary factor, if necessary. To ensure accountability and transparency, the increase in program level funded by the new Street Funding Program revenue sources will be fully costed, budgeted for and spent from special funds created to track direct operating, capital and administrative expenses. Annual reporting of the outcomes will be published for the residents and the City Council prior to the end of the first quarter of each year for the prior year beginning for fiscal year 2016.

36. The City will redirect to the new Street Funding Program expiring debt service budget from pre-2015 debt issues for transportation projects, beginning with debt expiring in 2016.

37. A **six-year city-wide Capital Improvement Program** shall be developed annually and shall provide a prioritized list of reasonably funded projects and those in process of securing funding. Capital improvement plans for utility assets shall be updated no less frequently than every two years. The comprehensive plan will identify longer-term capital needs by program area.

38. Funding for capital projects, including major facilities maintenance projects, will be allocated in a manner that balances community needs with city priorities, the potential for attracting matching funds, and the ability to reduce or limit expenses in future years.

39. The City's objective is to incorporate a **"pay-as-you-go"** approach (using available cash and current resources) in the Capital Improvement Program. Proceeds from the sale of city capital assets no longer utilized in operations will be deposited consistent with the initial ownership of the asset and invested in the highest priority city capital projects.

40. The capital budget will be adopted at the same time the City operating budget is adopted. The capital budget will only include fully funded projects. The capital budget will only contain projects identified in the Capital Improvement Program.

41. A **capital repair appropriation** will be maintained for unanticipated major repairs of general operating facilities and for emergency replacement of general fund equipment. Additions to the capital repair contingency reserve will be made based on council directions.

42. **Impacts on net annual operating and maintenance costs** will be identified as part of the funding considerations for new capital projects such as buildings, parks and street enhancements. This includes identifying potential reductions in maintenance costs if improvements are funded. The necessary funds to operate the capital facility will be identified at the time the capital budget is adopted.

43. In order to provide long-term sustainable utility services, the city will structure utility rates so that system reinvestment including major repair, rehabilitation and replacement of utility assets can be fully funded on an ongoing basis in accordance with the city's "pay as you go" policy. This will be achieved through a plan of smaller incremental rate increases to maintain affordability. As identified by the utility capital improvement plan, rates will also include an investment component for capacity improvements and system expansion.

44. A **system development reserve** will be maintained to fund growth related capital costs. All systems development charge revenue will be contributed to the fund.

## Financial Asset and Liability Management

### Investment Policies

45. The City will invest public funds in a manner which will provide maximum security of principal with the highest investment return, while meeting the daily cash flow demands of the City. Detailed policies are found in Exhibit A – Investment Policies.

46. The City will conform to all state and local statutes governing the investment of public funds.

47. All investment security transactions will be conducted on a delivery-versus-payment (DVP) basis.

48. The City will only deposit money with financial institutions qualified by the Washington Public Deposit Protection Commission and in accordance with the provisions of RCW 39.58.

49. The City will issue Request for Proposals (RFPs) for banking services, safekeeping, trust services, and other contracts related to financial services.

### Debt Management Policies

50. The City will attempt to pay for capital projects on a "pay-as-you-go" basis. However, if debt is required, the City will follow debt policies as detailed in Exhibit B – Debt Management Policy.

51. The City will issue debt in conformance with the requirements of its statutory general obligation debt limits. The non-voted debt limit is a sub-part of that limit.

- 
52. The City will reserve 10% of its non-voted debt capacity as a contingency against unforeseen emergencies requiring the issuance of debt.
  53. The City shall not exceed 85% of the non-voted legal debt limit, excluding the 10% reserved for emergency purposes.
  54. The City's annual debt service payments will not exceed 10% of the total General Fund annual expenditure appropriation.
  55. Any Capital projects financed through the issuance of bonds shall be financed for a period not to exceed the expected useful life of the project.
  56. The City will adhere to all post-debt-issuance compliance policies as described in Exhibit B – Debt Management Policy.

# Acronyms

|       |                                                 |      |                                                  |
|-------|-------------------------------------------------|------|--------------------------------------------------|
| ADA   | Americans with Disabilities Act                 | EEO  | Equal Employment Opportunity                     |
| ALS   | Advanced Life Support                           | EMS  | Emergency Medical Response                       |
| AWC   | Association of Washington Cities                | ESA  | Endangered Species Act                           |
| AWWA  | American Water Works Association                | ESD  | Educational Services District                    |
| CAIC  | Child Abuse Intervention Center                 | FEMA | Federal Emergency Management Agency              |
| CDBG  | Community Development Block Grant               | FLSA | Fair Labor Standards Act                         |
| CED   | Community & Economic Development                | FMLA | Family and Medical Leave Act                     |
| CERT  | Citizen Emergency Response Team                 | FMO  | Fire Marshal's Office                            |
| CEU   | Continuing Education Unit                       | FMS  | Financial Management Services                    |
| CLG   | Consolidated Local Government                   | FTE  | Full Time Equivalent                             |
| CMOM  | Capacity Management Operations and Maintenance  | GIS  | Geographical Information System                  |
| COBRA | Consolidated Omnibus Budget Reconciliation Act  | GTF  | Gang Task Force                                  |
| COPPS | Community Oriented Policing and Problem Solving | HOME | Home Investment Partnerships Program             |
| COV   | City of Vancouver                               | HR   | Human Resources                                  |
| CREDC | Columbia River Economic Development Council     | HRIS | Human Resource Information System                |
| CRESA | Clark Regional Emergency Services Agency        | HUD  | Housing and Urban Development                    |
| CRT   | Community Resource Team                         | HVAC | Heating Ventilation Air Conditioning             |
| CVTV  | Clark/Vancouver Television                      | ICMA | International City/County Management Association |
| CWLT  | City Wide Leadership Team                       | IPD  | Implicit Price Deflator                          |
| DBA   | Database Administrator                          | IPM  | Integrated Pest Management                       |
| DUI   | Driving Under the Influence                     | IT   | Information Technology                           |
| DV    | Domestic Violence                               | ITS  | Intelligent Transportation Systems               |



|       |                                                            |            |                                                        |
|-------|------------------------------------------------------------|------------|--------------------------------------------------------|
| K-9   | Canine program in Police                                   | SDC        | System Development Charge                              |
| LEOFF | Law Enforcement Officers & Fire Fighters retirement system | SMS        | System Management Server                               |
| LLEBG | Local Law Enforcement Block Grant                          | SWAPCA     | Southwest Air Pollution Control Act                    |
| LOS   | Level Of Service                                           | SWAT       | Special Weapons And Tactics                            |
| LTGO  | Limited Term General Obligation debt and refunding bonds   | TIF        | Transportation Impact Fee                              |
| LT    | Limited Term                                               | TDRS       | Transportation Development Review Services             |
| MDC   | Mobile Data Terminals                                      | UGA        | Urban Growth Area                                      |
| MGMT  | Management                                                 | USAR       | Urban Search and Rescue                                |
| NAP   | Neighborhood Action Plan                                   | USDA       | United States Department of Agriculture                |
| NPDES | National Pollutant Discharge Elimination System            | USTA - PNW | United States Tennis Association Pacific Northwest     |
| NTF   | Narcotics Task Force                                       | VADA       | Vancouver Area Development Authority                   |
| NTMP  | Neighborhood Traffic Management Planning                   | VMC        | Vancouver Municipal Code                               |
| PEG   | Public Education and Government access                     | VNHR       | Vancouver National Historic Reserve                    |
| PERS  | Public Employees Retirement System                         | VTC        | Vancouver Tennis Center                                |
| PIF   | Parks Impact Fee                                           | VPS        | Vancouver Public Schools                               |
| PMSA  | Primary Metropolitan Statistical Area                      | VOIP       | Voice Over Internet Protocol                           |
| RCW   | Revised Code of Washington                                 | VFD        | Vancouver Fire Department                              |
| REET  | Real Estate Excise Tax                                     | VPD        | Vancouver Police Department                            |
| RSVP  | Retired & Senior Volunteer Program                         | VSD        | Vancouver School District                              |
| RTC   | Regional Transportation Council                            | WAC        | Washington Administrative Code                         |
| SCIP  | Sewer Connection Incentive Program                         | WISHA      | Washington Industrial Safety and Health Administration |
| SCADA | System Control And Data Acquisition                        | WREC       | Water Resources Education Center                       |

# Glossary of Terms

**2017 Actuals** – actual expense, revenue or FTEs occurring in 2017

**2018 Budget** – budgeted expense, revenue or FTEs in 2018

**2019/2020 Baseline** - developed by the Budget Office using the 2018 budget including 2018 Supplemental 1 data, and removing one-time, capital, limited-term programs, and carryforward appropriations.

**2019/2020 Submitted Budget** – baseline budget plus decision packages in recommended and not recommended status

**2019/20 Recommended Budget** – baseline budget plus decision packages in recommended status

**2019/20 Baseline Adj from 2018/2019** – baseline adjustments made as shown in the personnel section indicating changes made to the baseline.

**2019/20 Rec Budget Adj** – decision package adjustments made as shown in the personnel section indicating changes made through recommended decision packages.

**Accrual** - A method of accounting that recognizes the financial impact of an expense or revenue when they occur, regardless of the timing of related cash flows.

**ActiveNet** – Recreation Management System



**ADA (Americans with Disabilities Act)** - A federal act which addresses the problem of discrimination against individuals with disabilities in critical areas such as employment, housing, public accommodations, education, transportation, communication, recreation and access to public services.

**Adopted Budget** - The budget that City Council approved by ordinance.

**Annexation** - A process whereby a city becomes responsible for providing services to a new geographic area contiguous with its existing city limits.

**Appropriation** - An authorization granted by City Council to make expenditures and to incur obligations for specific purposes up to a set dollar amount. The City's current biennial budget includes appropriations for 2019 and 2020.

**Assessed Valuation** - A valuation set upon real estate or other property by a government as a basis for levying taxes. For general property taxes, the County Assessor establishes this value.

**Baseline** - The cost of providing the same level of services in the upcoming fiscal year as the department provided in the current year. To develop the baseline, calculations are made to the current year budget to remove one-time expenditures and apply inflationary factors where appropriate. This becomes the starting point for developing the budget for the upcoming biennium. Also referred to as the Base Budget.

**Bond** - A written promise to pay a sum of money on a specific date at a specified interest rate. Common types of bonds issued by the city include General Obligation and Revenue bonds.

**Budget** - The financial, operating, and management plan for the city that establishes annual appropriations in accordance with Washington State law and allows for the provision of services.

**Budget Calendar** - Schedule of major events in the budget process.

**Budget Phases** - Steps within the development of the budget. These steps include Baseline, Decision Packages, Requested Budget and Adopted Budget. These four steps are defined separately in the Glossary.



**Cash Basis** - A method of accounting that recognizes the financial impact of an expense or revenue when the cash is expended or received. This was the basis used to develop the revenue and expenditure budget. Assumes that revenues and expenditures will be collected and spent during the biennium and that there will either be sufficient revenues to cover expenditures or that there are sufficient cash reserves in the fund to cover one-time expenditures.

**Capital Facilities Budget** - This budget includes capital projects that are expected to begin in the upcoming biennium and accounts for all future costs associated with completing each project. This budget reserves the funding associated with the entire project, although there may be expenditures that will not occur until future years.

**Capital Outlay** - These purchases are items necessary for city operations which cost more than \$10,000 and have a useful life of three or more years (examples include vehicles, street resurfacing, and routine replacements of water pipes).

**Capital Projects** - Major capital improvements, which are beyond the routine operation of the City, are budgeted under separate Capital Project Funds. These projects, which often require more than one year for completion, include items such as expansion of treatment plants and reconstruction of intersections.

**Capital Project Funds** - Fund type used to account for financial resources that must be used for the acquisition or construction of major capital projects or facilities.

**Concurrency** - A Growth Management Act requirement that public infrastructure improvements necessitated by public or private development are in place at the same time as (concurrent with) the development.

**COPPS (Community Oriented Policing and Problem Solving)** - Federal program of the Department of Justice intended to put more police officers on the street.

**Councilmanic (Non-voted) Bond** - A General Obligation Bond issued without voter approval to finance the general capital needs of the City. The amount of debt that can be issued without voter approval is limited by state statute to 1.5% of the City's assessed value.





**CRT (Community Resource Team)** - In April 2016, the Mayor directed the formation of a CRT consisting of 20 members, including three City Council members, representing a diverse range of backgrounds to work with the City Manager to review City trends, resources, service levels, and demands in order to recommend resource needs.

**Debt Service** - The amount of principal and interest payments due over a given period, usually one year, for short and long-term borrowing entered into by the City.

**Debt Service Funds** - Governmental fund type used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

**Decision Package** - A request for funding that varies from the Baseline budget amount. This includes requests for expansion or reduction of existing programs and the establishment of new programs of FTEs.

**Department** - A major cost center within a Fund, which separates management responsibility and accountability for an operation or related operation within a functional area.

**Discretionary Programs** - A designation used to categorize city programs based on the service being provided. Programs classified as Discretionary include those programs that provide non-essential services to residents and businesses such as recreation programs, economic development, honor guard, etc.

**Economic Resources Measurement Focus** - Measurement focus where the aim of a set of financial statements is to report all inflows, outflows, and balances affecting or reflecting an entity's net assets. The economic resources measurement focus is used for proprietary and trust funds, as well as for government-wide financial reporting. It also is used by business enterprises and nonprofit organizations in the private sector.

**Enterprise Funds** - A fund type that accounts for operations that are financed and operated similarly to private business, where the intent is that the expenditures of the fund will be supported by charging fees to external users for goods or services. Examples of funds in this category include the Water, Sewer, and Drainage Utilities, Airpark, Building Inspection, and Tennis Center.

**E-Pact** – Recreation Management Systems



**Essential Programs** - A designation used to categorize city programs based on the service being provided. Programs classified as Essential include those programs that meet a critical public need related to health and safety such as Police patrol, fire suppression and traffic engineering.

**Expenditure** - An outflow of funds to pay for salaries, benefits, supplies, services or any other obligation of the city.

**Fiduciary Fund** - A fund type used to account for resources that the City does not have the authority to spend on its own because the City is holding the assets of these funds in a trustee capacity or as an agent for another organizational unit. Also known as Trust and Agency Funds.

**Financial Resources Measurement Focus** - Measurement focus where the aim of a set of financial statements is to report the near term (current) inflows, outflows, and balances of expendable financial resources. The current financial resources measurement focus is unique to accounting and financial reporting for state and local governments and is used solely for reporting the financial position and results of operations of governmental funds.

**Franchise Fee** - A monetary payment from private contractors for the exclusive right to provide services to citizens in a specific area at regulated prices. Typical services are solid waste collection and cable television.

**FTE (Full Time Equivalent)** - Full time employees are defined as working 40 hours per week. Full time equivalents combine employees working less than 40 hours per week to create a count that is equal to one employee working 40 hours per week. For example, two people each working half time, or 20 hours per week, are counted as one FTE.

**Full Accrual Accounting** - An accounting method where expenditures and revenues are recorded when incurred, rather than when the cash is spent or received.

**Fund** - A fiscal and accounting entity of the City with a self-balancing set of accounts that are segregated to record a specific set of activities.

**Fund Balance** - The excess of assets over liabilities as measured at year-end for a specified fund.



**General Fund** - A governmental fund type that typically serves as the chief operating fund of a government. The general fund is used to account for all activities not otherwise required to be accounted for in other fund types. The activities in this fund include police services, general public works, parks and recreation, legal services, general administration, and other general activities.

**General Obligation Bonds** - Voter or Councilmanic approved bonds backed by the full faith and credit and taxing authority of the City, which are used to fund general capital needs.

**GIS (Geographical Information System)** - A method of mapping locations based on longitude and latitude.

**Goal** - A long-range statement of broad direction and purpose of intent, based on the needs as identified.

**Grant** - A contribution awarded from another government or outside organization to support a particular function, activity, or project within the City.

**Growth Management Act** - State requirements related to development and its impact on public infrastructure.

**Infor (previously Hansen)** – City’s Utility Billing and Asset Management system.

**Impact Fee** - Fees charged to developers to cover, in whole or in part, the anticipated cost of improvements that will be necessary as a result of the development. These fees finance expanded infrastructure needs such as roads and parks, which are deemed necessary to maintain service to a particular area at the expanded development level.

**Indirect Cost** - The costs assigned to funds in return for General Fund support services, such as accounting. These charges are a way of distributing these support costs to the benefiting City departments.

**Infrastructure** - Long-lived capital assets that are stationary in nature and can be preserved for a significantly greater number of years than most capital assets. Examples of these include roads, bridges, drainage systems, and water and sewer systems.

**Interfund Charges** - A payment from one City fund to another as reimbursement for services provided.



**Intergovernmental Charges** - A payment between government agencies as a reimbursement for services provided.

**Internal Service Funds** - A fund type used to report any activity that provides goods or services to other funds, departments or agencies of the primary government, on a cost-reimbursement basis. Funds in this category include Internal Services Fund (Citywide Admin Type) Equipment Services, Grounds and Facilities Services, Technology Repair & Replacement, and the Self-Insurance Fund.

**Mandatory Programs** - A designation used to categorize city programs based on the service being provided. Programs classified as Mandatory include those programs or services required by Federal, State or local laws. Examples include building/plan review, court and jail costs, debt service and City Council.

**Measurement Focus** - A reporting methodology that identifies which transactions and events should be recorded in regards to the inflow and outflow of resources that affect an entity.

**Mission** - A statement of an organization's or program's overall purpose.

**Modified Accrual Accounting** - An accounting method where revenues are recognized in the accounting period in which they become available and measurable and expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable.

**NAP (Neighborhood Action Plan)** - A plan designed to identify issues of concern amongst residents of a neighborhood and devise strategies for addressing the concerns in order to protect and enhance the livability within the neighborhood and fulfill the community vision.

**Non-Cash Expenditure** - A type of expenditure that does not impact cash. These non-cash expenditures include depreciation, amortization and bad debt. The city budgets for non-cash expenditures in enterprise funds, the general fund and internal service funds where appropriate.

**OFM (Office of Financial Management)** - The department of the State that is responsible for budget planning, policy development, and fiscal administration for the executive branch of State government.

**Oracle** – City's current Financial & HR System

**Organization** - A broad function or a group of related activities within a Department. Also referred to as a Program or shortened to Org.



**Park 'n Go™** – Parking reservation software.

**Performance Measure** - An indicator that measures workload, productivity, or the degree of accomplishment of a certain objective.

**Permanent Funds** - A fund type that accounts for a donation or contribution set aside for a specific purpose. In these funds, the original principal must stay intact and only the interest earnings can be used to support expenditures. The City does not currently have any funds that fall into this fund type.

**Program** - A broad function or a group of related activities within a Department. Also referred to as an Organization or Org.

**Property Tax Levy** - The total amount of property taxes to be raised by the City in a given year as approved by the City Council. The regular levy excludes property taxes that are dedicated to debt service costs of voter approved bonds.

**Property Tax Millage** - The property tax rate per thousand dollars of assessed value. The millage multiplied by the City's total assessed value (expressed in \$1,000's) equals the property tax levy.

**Proprietary Fund** - A fund that focuses on the determination of operating income, changes in net assets (or cost recovery), financial position and cash flows. There are two types of Proprietary funds, Enterprise and Internal Service funds.

**RCW (Revised Code of Washington)** - The most recent edition, in a consolidated and codified form, of all the laws of the State of a general and permanent nature.

**Recommended Budget** – City Manager's Recommended budget presented to council for Adoption. This budget includes baseline and only recommended decision packages.

**Reserves** - Resources set aside for unanticipated, emergency expenses and downturns in the economy, which provide for the stability of ongoing services.

**Revenue** - Funds received as income by a governmental unit. It includes items such as taxes, fines, fees for services, interest earnings, and grants.



**Revenue Bond** - A bond issued for either a project or enterprise financing where the bond is secured by the revenues generated by the facility being financed. Typical examples are water and sewer utility project financing.

**SDC (System Development Charges)** - A fee charged on new development to finance required water and sewer infrastructure.

**Special Revenue Funds** - A fund type used to account for the proceeds of revenue sources that are legally restricted to be spent for specified purposes. Funds in this category include Street, Street Funding Initiative, Fire, and Tourism.

**Strategic Commitments** - A section of the City's Strategic Plan that addresses the six most important things the City needs to accomplish to move forward in support of the community and organizational visions. These commitments were developed by the City in response to the needs identified by the citizens of Vancouver.

**Strategic Plan** - A plan that outlines the broad vision of the community and organization, expresses fundamental values, and identifies the most important commitments that will move the community and the organization in the direction of the vision.

**Support** - A designation used to categorize city programs based on the service being provided. Programs classified as Support provide administrative, logistical, technical or other support to City departments.

**Support for Mandatory or Essential Programs** - A designation used to categorize city programs based on the service being provided. Programs classified as Support for Mandatory or Essential programs provide administrative, logistical, technical or other support to a mandatory or essential department.

**SWAT (Special Weapons And Tactics)** - The SWAT Team is an Agency fund that was established by the City in 2002 to account for the expenses related to providing specialized Police services within the City of Vancouver and the surrounding areas. The surrounding cities and counties contribute to this fund to help cover the costs of the service.

**T2** – City's permit & parking management software.

**Transportation Improvement Board** - This is an independent agency that manages the gas tax revenue grant program for Washington State.



**Transportation Improvement Plan** - A plan required by the Growth Management Act that identifies the City's transportation priorities over a six year timeframe. This plan is updated annually with input from a citizen committee.

**Trust and Agency Funds** - A fund type used to account for resources that the City does not have the authority to spend on its own because they are holding the assets in a trustee capacity or as an agent for another organizational unit. The Police and Fire Pension funds are examples of Trust Funds. The City/County Cable TV fund is an example of an Agency Fund. Also known as Fiduciary Funds.

**Urban Growth Area** - The areas established pursuant to the Growth Management Act that allow for the efficient provision of urban levels of governmental services and where urban growth will be encouraged.

**Urban Growth Boundary** - The line designating the extent of the Urban Growth Area. Cities cannot annex land outside of the Urban Growth Boundary.

**WAC (Washington Administrative Code)** - Laws adopted by State agencies to implement State legislation.

**Workday** – a cloud-based software vendor that specializes in human capital management and financial management applications.





# Decision Package Detail Report



## Submitted Decision Packages by Type

### 001-00 General Government

#### CW00110 East Precinct Rent from Construction Services

Recommended

Public Works Construction Services occupy space in the East Precinct building which is owned by the General Fund. This is an incremental adjustment to the baseline budget for the proportionate share of rent per agreement made in 2005.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Revenue | On Going | \$342,021      | \$352,281      | 0.00          | 0.00          |

#### CW00112 Operations/Brookside/English Pit Rent

Recommended

Incremental adjustment to baseline for department rental budget for the Operations Center, Brookside and English Pit locations.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Revenue | On Going | \$218,956      | \$218,956      | 0.00          | 0.00          |

#### CW00116 City Hall Rent and O&M

Recommended

Allocates the rent and O&M for City Hall.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Revenue | On Going | \$1,365,018    | \$1,382,919    | 0.00          | 0.00          |

#### EQ00102 504-78 Replace and Add Vehicles to City Hall Motor Pool

Recommended

This package requests funding to replace three existing non-replacement motor pool vehicles and add two motor vehicles at City Hall to be supported through allocation to departments at City Hall.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                    |         |          |     |         |      |      |
|--------------------|---------|----------|-----|---------|------|------|
| 001 - General Fund | Revenue | On Going | \$0 | \$1,200 | 0.00 | 0.00 |
|--------------------|---------|----------|-----|---------|------|------|

### GG00101 Sales Tax Revenue Increase Supporting New Operations Center

Recommended

Increased sales tax revenue will be used to support the new operations center construction costs and potential debt service.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Revenue | On Going | \$3,000,000    | \$3,000,000    | 0.00          | 0.00          |

### GG00103 Riverwest LIFT Project

Recommended

This package allocates funds for the City to contract for architectural and engineering design services as soon as private development begins in Library Square in order to receive the maximum amount of WA State LIFT Program funding possible.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$500,000      | \$1,000,000    | 0.00          | 0.00          |

### PW00132 490 Solid Waste Utility Tax Increase to General Fund

Recommended

Waste Connections is increasing their rates in 2019, including 2.2% utility tax and CPI/fuel/tip fee increase, resulting in an incremental increase to the General Fund's 27.1% utility tax baseline revenue from Solid Waste.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Revenue | On Going | \$778,597      | \$605,557      | 0.00          | 0.00          |

### PW00356 Utility Tax Increases of 2.2% in 2019 and 1.8% in 2020

Recommended

To reflect an increased utility tax in 2019 of 2.2% and 2020 of 1.8%.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                    |         |          |             |             |      |      |
|--------------------|---------|----------|-------------|-------------|------|------|
| 001 - General Fund | Revenue | On Going | \$2,361,192 | \$2,008,487 | 0.00 | 0.00 |
|--------------------|---------|----------|-------------|-------------|------|------|

### PW00358 490-86 Solid Waste MOU Transfer to Operations

Recommended

Solid Waste and the Operations Center maintain a Memorandum of Understanding for services provided by Operations crews that benefit the mission and goals of the Solid Waste division.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Revenue | On Going | \$89,351       | \$89,351       | 0.00          | 0.00          |

## 001-11 City Council

### CM00103 COV Charter Review

Recommended

The City's Charter requires a review by a 15-member committee of citizens every five years. The committee then makes recommendations to the City Council of possible charter changes. This budget will cover the expenses of the committee process.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$35,000       | \$0            | 0.00          | 0.00          |

### CW00104 Paid Family & Medical Leave Act - Employer 37% Portion

Recommended

In 2019, Paid Family and Medical Leave will require 37% of 0.4% of total compensation to be supported by the employer. This decision package reflects that amounts needed in 2019-20 for the premium to remit quarterly.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$264          | \$273          | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$49,162       | \$49,162       | 0.00          | 0.00          |

### CW00109 Paid Family & Medical Leave Act - Employee 63% Portion Supported by City of Vancouver

Not Recommended

In 2019 Paid Family and Medical Leave will require 63% of 0.4% of total compensation to be supported by the Employee. The intent of this decision package is for City of Vancouver to support that expense instead of the employee.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$450          | \$466          | 0.00          | 0.00          |

### CW00116 City Hall Rent and O&M

Recommended

Allocates the rent and O&M for City Hall.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$96,622       | \$97,889       | 0.00          | 0.00          |

### EQ00102 504-78 Replace and Add Vehicles to City Hall Motor Pool

Recommended

This package requests funding to replace three existing non-replacement motor pool vehicles and add two motor vehicles at City Hall to be supported through allocation to departments at City Hall.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## City of Vancouver 2019-20 Biennium Budget

### Submitted Decision Packages by Type

|                    |         |          |       |       |      |      |
|--------------------|---------|----------|-------|-------|------|------|
| 001 - General Fund | Expense | One Time | \$519 | \$357 | 0.00 | 0.00 |
| 001 - General Fund | Expense | On Going | \$115 | \$204 | 0.00 | 0.00 |

#### IT00139 506 Allocations

Recommended

Allocates 506 Baseline and DPs not paid for out of the fund balance.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$8,622        | \$7,124        | 0.00          | 0.00          |

#### 001-12 City Managers Office

##### CD00117 Urban Camping Impact Reduction Program - LT Coordinator, Legal Secretary, and Code Compliance Officer

Recommended

This DP creates a LT FTE program administrator position, a LT FTE code compliance officer, a LT 0.5 FTE legal secretary, and adds professional services for outreach and mental health services.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$355,264      | \$356,604      | 1.00          | 0.00          |

#### CM00100 Interpretive Services

Not Recommended

In order to welcome the inclusion of all neighborhoods in our increasingly diverse community, it is important for neighborhood associations to be able to provide language interpretation for general membership meetings when it is requested.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$5,000        | \$5,000        | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CM00101 NUSA Conference

Recommended

The conference provides an opportunity for people from across the nation to discuss the pressing issues in our communities. The amount requested will cover basic expenses for staff and provide a scholarship for one neighborhood leader to attend.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$4,200        | \$4,200        | 0.00          | 0.00          |

### CM00102 COV Website Design Refresh

Recommended

The City's website will be seven years old in 2020; five years is the average lifetime of local government websites redesigns. The website is the City's primary communications tool and should be regularly redesigned in order to represent our services.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$65,000       | \$0            | 0.00          | 0.00          |

### CM00104 Independence Day

Recommended

The ban on the sale and use of personal fireworks within the city limits and the decision to make the Independence Day fireworks show free has eliminated a significant portion of the event budget.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$90,000       | \$90,000       | 0.00          | 0.00          |

### CM00106 CFM - Federal and Oregon Governmental Affairs

Recommended

The City contracts with CFM Strategic Communications for federal government affairs consulting, and Oregon state government affairs monitoring.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$35,000       | \$35,000       | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CM00107 Vancouver Strong

Recommended

The City, working through an Executive Sponsors Council, is developing a comprehensive, long-range funding strategy for a package of capital programs and city services. The effort, dubbed "Vancouver Strong" is expected to continue into 2019.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$250,000      | \$0            | 0.00          | 0.00          |

### CM00108 Cultural Services - 2 YR Limited Term 1.0 FTE

Recommended

The City will be creating a two-year, limited Cultural Services manager position. This package will provide funding to support a Cultural Commission, Grant Program and maintenance for city-owned public art.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$397,774      | \$397,774      | 1.00          | 0.00          |

### CM00118 Aspen Room Audio-Visual Equipment Upgrade

Recommended

Upgrade of major electronic components of the system, including digital switchers, sound system, and touch panel operational control will need to be replaced.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$24,500       | \$0            | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CM00119 Emergency Management

Recommended

Emergency Management provides critical emergency planning and preparedness services citywide. The 2019 and 2020 request reflects continue buildout of the program and annual operating costs to improve community resiliency.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$27,515       | \$27,515       | 0.00          | 0.00          |
| 001 - General Fund | Expense | One Time | \$123,655      | \$131,155      | 0.00          | 0.00          |

### CM00124 Space Study

Not Recommended

A space study underway for City Hall which will be completed this fall. In addition, we will be commencing space studies for five other city facilities later this year with completion in early 2019.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$500,000      | \$500,000      | 0.00          | 0.00          |

### CM00125 Community Relations Van On-Going Costs

Recommended

The DP appropriates the on-going costs for the Community Relations van purchased in 2018.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$8,627        | \$8,627        | 0.00          | 0.00          |

### CW00101 Equipment Services Labor & Repair Charge True-Up - Citywide

Recommended

Equipment Services (504) provides vehicle parts and labor and charges based on usage to departments monthly through interfund transaction. This decision package increases baseline to support the increased rates and service to the Citywide fleet.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|



## Submitted Decision Packages by Type

|                    |         |          |           |           |      |      |
|--------------------|---------|----------|-----------|-----------|------|------|
| 001 - General Fund | Expense | On Going | (\$3,000) | (\$3,000) | 0.00 | 0.00 |
|--------------------|---------|----------|-----------|-----------|------|------|

### CW00104 Paid Family & Medical Leave Act - Employer 37% Portion

Recommended

In 2019, Paid Family and Medical Leave will require 37% of 0.4% of total compensation to be supported by the employer. This decision package reflects that amounts needed in 2019-20 for the premium to remit quarterly.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$1,971        | \$2,001        | 0.00          | 0.00          |

### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$110,005      | \$110,005      | 0.00          | 0.00          |

### CW00109 Paid Family & Medical Leave Act - Employee 63% Portion Supported by City of Vancouver

Not Recommended

In 2019 Paid Family and Medical Leave will require 63% of 0.4% of total compensation to be supported by the Employee. The intent of this decision package is for City of Vancouver to support that expense instead of the employee.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$3,295        | \$3,344        | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CW00116 City Hall Rent and O&M

Recommended

Allocates the rent and O&M for City Hall.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$141,135      | \$142,987      | 0.00          | 0.00          |

### EQ00102 504-78 Replace and Add Vehicles to City Hall Motor Pool

Recommended

This package requests funding to replace three existing non-replacement motor pool vehicles and add two motor vehicles at City Hall to be supported through allocation to departments at City Hall.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$6,909        | \$4,759        | 0.00          | 0.00          |
| 001 - General Fund | Expense | On Going | \$1,535        | \$2,722        | 0.00          | 0.00          |

### EQ00109 2019-20 Equipment Operating Fund True-Up

Recommended

Increase budget for departments for potential rate increases in 2019-20 to support the Equipment Services Operating Fund

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$1,000        | \$826          | 0.00          | 0.00          |

### FS00105 eDocs Software Licenses

Recommended

Purchase eDocs licenses for various city employees across the City. Continue to enhance the functionality and usage of eDocs to allow City employees to easily search and find records by increasing profile fields and libraries.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                    |         |          |          |         |      |      |
|--------------------|---------|----------|----------|---------|------|------|
| 001 - General Fund | Expense | On Going | \$11,214 | \$1,863 | 0.00 | 0.00 |
|--------------------|---------|----------|----------|---------|------|------|

### IT00139 506 Allocations

Recommended

Allocates 506 Baseline and DPs not paid for out of the fund balance.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$11,040       | \$6,973        | 0.00          | 0.00          |

### RS00103 Risk Model Allocation - City Wide

Recommended

This DP trues-up the baseline property and liability charges, and appropriates the worker's compensation charges.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$8,879        | \$8,879        | 0.00          | 0.00          |

## 001-13 General Government

### CD00131 CDBG and HOME Overhead Costs

Not Recommended

This DP provides General Fund support for CDBG and HOME administrative costs that are in excess of the capped \$300k provided by federal entitlement funds through HUD each year, which have not kept pace with the increased cost to administer the program.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$60,000       | \$60,000       | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CM00105 Celebrate Freedom

Recommended

The City contracts with The Historic Trust to produce a series of events that are part of the Celebrate Freedom Program. The events include the Marshall Youth and Adult Leadership Awards, The Marshall Lecture, Flag Day, and the Veteran's Day Parade.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$80,000       | \$80,000       | 0.00          | 0.00          |

### CM00109 Historic Preservation Commission

Recommended

The City and Clark County have a joint Historic Preservation Commission which was created through an interlocal agreement. This DP increases the budget from \$10,000 annually to \$15,000.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$5,000        | \$5,000        | 0.00          | 0.00          |

### CM00120 Center for Equality and Inclusion Program

Recommended

The CEI recommends a minimum of a three-year process that will result in the development of common language as well as a set of tools and protocols that can be used to advance and sustain equity and inclusion efforts throughout the city.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$290,935      | \$150,000      | 0.00          | 0.00          |

### CM00122 Vancouver Downtown Support

Recommended

VDA works in partnership with the City to support a thriving downtown where people want to live, invest, work and play. Under this agreement VDA provides a variety of services that support a cleaner and safer downtown.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                    |         |          |          |     |      |      |
|--------------------|---------|----------|----------|-----|------|------|
| 001 - General Fund | Expense | One Time | \$42,860 | \$0 | 0.00 | 0.00 |
|--------------------|---------|----------|----------|-----|------|------|

### CW00101 Equipment Services Labor & Repair Charge True-Up - Citywide

Recommended

Equipment Services (504) provides vehicle parts and labor and charges based on usage to departments monthly through interfund transaction. This decision package increases baseline to support the increased rates and service to the Citywide fleet.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | (\$420)        | (\$420)        | 0.00          | 0.00          |

### CW00103 Overhead for Interdepartmental Direct Charging

Recommended

Overhead baseline adjustment to support salaries direct charged to funds borrowing services from another fund. The service is charged directly with overhead applied monthly.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$378          | \$471          | 0.00          | 0.00          |

### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | (\$330,000)    | (\$330,000)    | 0.00          | 0.00          |
| 001 - General Fund | Revenue | On Going | (\$2,500,000)  | (\$2,600,000)  | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CW00107 Grounds and Facilities Overhead Rate - Baseline

Recommended

To provide baseline budget for the support of the internal services of Grounds and Facilities departments.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$1,280,154    | \$1,318,563    | 0.00          | 0.00          |

### CW00108 Grounds and Facilities Overhead Rate - Support 19-20

Recommended

#### Recommended Decision Packages

To provide budget for the support of the internal services of Grounds and Facilities departments for new biennial requests.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$502,445      | \$423,692      | 0.00          | 0.00          |

### CW00113 2019-20 Salary Contingency

Recommended

Add salary contingency to support unforeseen increases in salary/wages in the new biennium.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$1,534,588    | \$2,314,676    | 0.00          | 0.00          |

### FM00107 2018 Carryforward - Ops Center Redevelopment

Recommended

This decision package provides funding in 2019 for the General Fund portion of the Ops Center Redevelopment Project that will not be completed until the next biennium.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$155,133      | \$0            | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### FM00142 Tower Mall Demolition and Clean-Up Items

Recommended

Demolition and clean-up items for vacating the Tower Mall building to prepare for redevelopment.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$0            | \$2,310,000    | 0.00          | 0.00          |

### FR00127 Support of Fire Services

Recommended

Support of Fire Operations from General Fund and Fire District 5.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$1            | \$1            | 0.00          | 0.00          |

### FR00129 Space Study - Fire Marshal's Office

Recommended

A space study underway for City Hall which will be completed this fall. This space study will focus on the Fire Marshal's Office.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$150,000      | \$0            | 0.00          | 0.00          |

### GG00100 General Fund Support of Cemetery Fund for Grounds Maintenance Overhead

Recommended

General fund transfer to Cemetery Fund 116 to support grounds maintenance expenses.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$715,862      | \$737,338      | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### GG00101 Sales Tax Revenue Increase Supporting New Operations Center

Recommended

Increased sales tax revenue will be used to support the new operations center construction costs and potential debt service.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$3,000,000    | \$3,000,000    | 0.00          | 0.00          |

### GG00102 Pre-fund New Internal Service Fund 508

Recommended

Prefund the new internal service Fund 508 with cash from the General Fund to support 50% of accrued absences and 60-90 days of operating expenses.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$2,841,754    | \$0            | 0.00          | 0.00          |

### GG00104 Increase General Fund Support of New Operations Center

Recommended

Set aside additional General Fund support for the new Operations Center construction.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$800,000      | \$700,000      | 0.00          | 0.00          |

### GG00105 Appropriate Columbia Arts Reserve for New Art School & Center

Recommended

Appropriate remaining cash balance from Columbia Arts Reserve to assist in funding a new art school and center in partnership with the Vancouver School District and Library.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$871,757      | \$0            | 0.00          | 0.00          |



## Submitted Decision Packages by Type

### IT00139 506 Allocations

Recommended

Allocates 506 Baseline and DPs not paid for out of the fund balance.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | (\$927)        | (\$927)        | 0.00          | 0.00          |

### PR00104 Animal Code Compliance at City Parks - Contingency Pending Interlocal Agreement Update

Recommended

Reoccurring contracting through Clark County for the services of code compliance at City parks for park users, including those with animals, in the form of 1.0 FTE officer contingent on updated interlocal agreement.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$149,221      | \$154,205      | 0.00          | 0.00          |

### PR00135 North Image NH Park Development (District 5) Carry Forward

Recommended

Carry forward of North Image Park Development including support from PIF District 5, ADA Grant of \$200k from General Fund pre-transferred in 2018 and using cash balance support aligned in 2018 from previous projects funded through Parks O&M.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$200,000      | \$0            | 0.00          | 0.00          |

### PR00137 Edgewood Park ADA Improvements - 2018 Grant Award Carry Forward

Recommended

Carry forward of project budget in PIF District A; there have been some delays. Support from General Fund ADA award pre-transferred in 2018.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                    |         |          |           |     |      |      |
|--------------------|---------|----------|-----------|-----|------|------|
| 001 - General Fund | Expense | One Time | \$100,000 | \$0 | 0.00 | 0.00 |
|--------------------|---------|----------|-----------|-----|------|------|

**PR00138 Memory/Mill Plain Park ADA Improvements - 2018 Grant Award**  
**Carry Forward**

**Recommended**

Carry forward of project budget in PIF District A; there have been some delays. Support from General Fund ADA award pre-transferred in 2018.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$15,000       | \$0            | 0.00          | 0.00          |

**PR00139 General Anderson Park ADA Improvements - 2018 Grant Award**  
**Carry Forward**

**Recommended**

Carry forward of project budget; there have been some delays. Support from General Fund ADA award pre-transferred in 2018.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$175,000      | \$0            | 0.00          | 0.00          |

**PR00141 Burnt Bridge Creek Park ADA Improvements - 2018 Grant Award**  
**Carry Forward**

**Recommended**

Carry forward of project budget in PIF District C; there have been some delays. Support from General Fund ADA award pre-transferred in 2018.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$85,000       | \$0            | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PR00142 Hearthwood Park ADA Improvements - 2018 Grant Award Carry Forward

Recommended

Carry forward of project budget; there have been some delays. Support from General Fund ADA award pre-transferred in 2018.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$80,000       | \$0            | 0.00          | 0.00          |

### PR00143 Heritage Park ADA Improvements - 2018 Grant Award Carry Forward

Recommended

Carry forward of project budget; there have been some delays. Support from General Fund ADA award pre-transferred in 2018.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$18,000       | \$0            | 0.00          | 0.00          |

### PR00144 Esther Short Park ADA Improvements - 2018 Grant Award Carry Forward

Recommended

Carry forward of project budget; there have been some delays. Support from General Fund ADA award pre-transferred in 2018.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$30,000       | \$0            | 0.00          | 0.00          |

### PW00149 508-77 Increased Facilities Maintenance for New Buildings

Recommended

Increased facilities maintenance repair costs for newly acquired buildings Town Plaza, Navigation Center (Grand Blvd) and Zehn properties.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                    |         |          |           |          |      |      |
|--------------------|---------|----------|-----------|----------|------|------|
| 001 - General Fund | Expense | One Time | \$406,200 | \$21,200 | 0.00 | 0.00 |
|--------------------|---------|----------|-----------|----------|------|------|

### PW00355 Transfer of Retired Debt Service in General Fund to Street Initiatives - Incremental Adjustment

Recommended

Transfer from General Fund to Fund 103 Street Funding Initiative for the annual fall off of the debt service to spend on new street initiatives. Incremental adjustment to baseline.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | (\$250,000)    | \$550,000      | 0.00          | 0.00          |

### RS00103 Risk Model Allocation - City Wide

Recommended

This DP trues-up the baseline property and liability charges, and appropriates the worker's compensation charges.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$3,951        | \$3,951        | 0.00          | 0.00          |

### TR00112 330-71 Evergreen Trail - Chelsea to Image

Recommended

Upgrade roadway with 6-10 foot pedestrian pathway on south side, a priority east-west pedestrian and bicycle corridor. Design and ROW funded. No funding for construction.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$32,573       | \$0            | 0.00          | 0.00          |

## 001-17 Legal Service - Criminal and Domestic Violence

## Submitted Decision Packages by Type

### CW00100 Equipment Services Admin Charge True-Up - Citywide

Recommended

Each asset in is charged an annual admin fee to support the administrative costs of managing the fleet. In 2019-20 the admin fee is budgeted at \$252 per asset and will be trued up annually in the budget.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$252          | \$252          | 0.00          | 0.00          |

### CW00101 Equipment Services Labor & Repair Charge True-Up - Citywide

Recommended

Equipment Services (504) provides vehicle parts and labor and charges based on usage to departments monthly through interfund transaction. This decision package increases baseline to support the increased rates and service to the Citywide fleet.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | (\$31)         | (\$31)         | 0.00          | 0.00          |

### CW00104 Paid Family & Medical Leave Act - Employer 37% Portion

Recommended

In 2019, Paid Family and Medical Leave will require 37% of 0.4% of total compensation to be supported by the employer. This decision package reflects that amounts needed in 2019-20 for the premium to remit quarterly.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$2,145        | \$2,191        | 0.00          | 0.00          |

### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | (\$354,715)    | (\$354,715)    | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CW00109 Paid Family & Medical Leave Act - Employee 63% Portion Supported by City of Vancouver

Not Recommended

In 2019 Paid Family and Medical Leave will require 63% of 0.4% of total compensation to be supported by the Employee. The intent of this decision package is for City of Vancouver to support that expense instead of the employee.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$3,644        | \$3,723        | 0.00          | 0.00          |

### CW00116 City Hall Rent and O&M

Recommended

Allocates the rent and O&M for City Hall.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$91,828       | \$93,032       | 0.00          | 0.00          |

### EQ00102 504-78 Replace and Add Vehicles to City Hall Motor Pool

Recommended

This package requests funding to replace three existing non-replacement motor pool vehicles and add two motor vehicles at City Hall to be supported through allocation to departments at City Hall.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$2,771        | \$4,912        | 0.00          | 0.00          |
| 001 - General Fund | Expense | One Time | \$12,467       | \$8,588        | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### EQ00109 2019-20 Equipment Operating Fund True-Up

Recommended

Increase budget for departments for potential rate increases in 2019-20 to support the Equipment Services Operating Fund

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$989          | \$817          | 0.00          | 0.00          |

### FS00105 eDocs Software Licenses

Recommended

Purchase eDocs licenses for various city employees across the City. Continue to enhance the functionality and usage of eDocs to allow City employees to easily search and find records by increasing profile fields and libraries.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$1,246        | \$207          | 0.00          | 0.00          |

### IT00139 506 Allocations

Recommended

Allocates 506 Baseline and DPs not paid for out of the fund balance.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$10,121       | \$5,197        | 0.00          | 0.00          |

### LS00100 Non-Replacement Vehicle Replacement

Recommended

The City Attorney's Office Domestic Violence Unit requires the use of a City vehicle for purposes of delivering subpoenas and contacting witnesses.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$28,000       | \$0            | 0.00          | 0.00          |
| 001 - General Fund | Expense | On Going | \$5,752        | \$5,752        | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### LS00101 Criminal Case Tracking Application

Recommended

In order to continue to prosecute criminal cases and to comply with federal criminal regulations, the City needs to purchase a new criminal case tracking application along with needed equipment.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$0            | \$24,775       | 0.00          | 0.00          |
| 001 - General Fund | Expense | One Time | \$194,775      | \$2,500        | 0.00          | 0.00          |

### LS00102 Fingerprinting

Recommended

The City Attorney office costs for running checks on individuals with access to confidential criminal information for, keeping the City in compliance with federal regulations.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$4,500        | \$4,500        | 0.00          | 0.00          |

### RS00103 Risk Model Allocation - City Wide

Recommended

This DP trues-up the baseline property and liability charges, and appropriates the worker's compensation charges.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$89,812       | \$89,812       | 0.00          | 0.00          |

### 001-21 Development Review Services



## Submitted Decision Packages by Type

### CD00101 Hearings Examiner Services

Recommended

Ongoing services by a professional hearings examiner to conduct land use and code compliance appeal hearings.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$30,000       | \$30,000       | 0.00          | 0.00          |

### CD00102 Land Use Environmental Plan Review

Recommended

Provide for technical review of development applications that involve potential impacts to designated wetland, wildlife habitat, floodplain, archaeological, and geo-hazard areas.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$14,000       | \$14,000       | 0.00          | 0.00          |

### CD00103 Overtime and Payoff Expenses

Not Recommended

Fund estimated overtime and leave payoff expenses for 2019-2020.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$4,220        | \$4,220        | 0.00          | 0.00          |
| 001 - General Fund | Expense | One Time | \$15,000       | \$0            | 0.00          | 0.00          |

### CD00106 Upgrades for CED Permitting Software

Recommended

This decision package establishes baseline professional services to continue support of efforts related to electronic plan review.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$16,500       | \$16,500       | 0.00          | 0.00          |

## Submitted Decision Packages by Type

|                    |         |          |         |     |      |      |
|--------------------|---------|----------|---------|-----|------|------|
| 001 - General Fund | Expense | One Time | \$8,000 | \$0 | 0.00 | 0.00 |
|--------------------|---------|----------|---------|-----|------|------|

### CD00108 Records Specialist

Not Recommended

This position performs a variety of clerical tasks in the processing and maintenance of Permit Center records, including scanning and filing. Ensures quality control of records data, locates and collects records in response to requests.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$5,727        | \$6,155        | 0.00          | 0.00          |

### CD00109 Engineering Tech II

Recommended

This position provides front-line support to Public Works Engineering, including reviewing and issuing water meters, reviewing easements and dedication documents, assisting customers, and reviewing fairly simple engineering plans.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$1,400        | \$0            | 0.00          | 0.00          |
| 001 - General Fund | Revenue | On Going | \$222,000      | \$222,000      | 0.00          | 0.00          |
| 001 - General Fund | Expense | On Going | \$89,911       | \$91,340       | 1.00          | 0.00          |

### CD00117 Urban Camping Impact Reduction Program - LT Coordinator, Legal Secretary, and Code Compliance Officer

Recommended

This DP creates a LT FTE program administrator position, a LT FTE code compliance officer, a LT 0.5 FTE legal secretary, and adds professional services for outreach and mental health services.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$109,164      | \$107,021      | 1.00          | 0.00          |

## Submitted Decision Packages by Type

### CD00127 CED Direct Billing Cost Allocation Plan Baseline True-Up

Recommended

Implement cost allocation plan which direct bills hours of staff time spent on projects outside of their home fund. Hourly rates were revised based on 2017 actual hours and 2017 actual expenses with a 3% inflationary factor for 2020.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Revenue | On Going | (\$165,564)    | (\$228,531)    | 0.00          | 0.00          |
| 001 - General Fund | Expense | On Going | (\$48,797)     | (\$43,024)     | 0.00          | 0.00          |

### CD00139 Amend Allocation for BLD.023 to 100% Building Fund

Recommended

This requests is to allocated position BLD.023 Permit Specialist to 100% Building Fund.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | (\$40,651)     | (\$41,298)     | 0.00          | 0.00          |

### CW00100 Equipment Services Admin Charge True-Up - Citywide

Recommended

Each asset in is charged an annual admin fee to support the administrative costs of managing the fleet. In 2019-20 the admin fee is budgeted at \$252 per asset and will be trued up annually in the budget.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$1,008        | \$1,008        | 0.00          | 0.00          |

### CW00101 Equipment Services Labor & Repair Charge True-Up - Citywide

Recommended

Equipment Services (504) provides vehicle parts and labor and charges based on usage to departments monthly through interfund transaction. This decision package increases baseline to support the increased rates and service to the Citywide fleet.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                    |         |          |        |        |      |      |
|--------------------|---------|----------|--------|--------|------|------|
| 001 - General Fund | Expense | On Going | (\$72) | (\$72) | 0.00 | 0.00 |
|--------------------|---------|----------|--------|--------|------|------|

### CW00104 Paid Family & Medical Leave Act - Employer 37% Portion

Recommended

In 2019, Paid Family and Medical Leave will require 37% of 0.4% of total compensation to be supported by the employer. This decision package reflects that amounts needed in 2019-20 for the premium to remit quarterly.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$2,236        | \$2,268        | 0.00          | 0.00          |

### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$200,849      | \$200,849      | 0.00          | 0.00          |

### CW00107 Grounds and Facilities Overhead Rate - Baseline

Recommended

To provide baseline budget for the support of the internal services of Grounds and Facilities departments.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$9,502        | \$9,788        | 0.00          | 0.00          |

### CW00108 Grounds and Facilities Overhead Rate - Support 19-20 Recommended Decision Packages

Recommended

To provide budget for the support of the internal services of Grounds and Facilities departments for new biennial requests.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## City of Vancouver 2019-20 Biennium Budget

### Submitted Decision Packages by Type

|                    |         |          |         |         |      |      |
|--------------------|---------|----------|---------|---------|------|------|
| 001 - General Fund | Expense | On Going | \$3,783 | \$3,177 | 0.00 | 0.00 |
|--------------------|---------|----------|---------|---------|------|------|

#### **CW00109 Paid Family & Medical Leave Act - Employee 63% Portion Supported by City of Vancouver**

**Not Recommended**

In 2019 Paid Family and Medical Leave will require 63% of 0.4% of total compensation to be supported by the Employee. The intent of this decision package is for City of Vancouver to support that expense instead of the employee.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$3,797        | \$3,849        | 0.00          | 0.00          |

#### **CW00115 WSD Cost Allocation Plan**

**Recommended**

Provide incremental budget for the Water Sewer Drainage Cost Plan based on revised calculation from accounting. Administrative costs are expensed to 445 water fund, then distributed out to respective departments based on services provided.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$18,052       | \$18,052       | 0.00          | 0.00          |

#### **CW00116 City Hall Rent and O&M**

**Recommended**

Allocates the rent and O&M for City Hall.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$102,893      | \$104,719      | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### EQ00102 504-78 Replace and Add Vehicles to City Hall Motor Pool

Recommended

This package requests funding to replace three existing non-replacement motor pool vehicles and add two motor vehicles at City Hall to be supported through allocation to departments at City Hall.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$7,818        | \$5,385        | 0.00          | 0.00          |
| 001 - General Fund | Expense | On Going | \$1,737        | \$3,080        | 0.00          | 0.00          |

### EQ00107 2019-20 Citywide Equipment Reserve Model True-Up

Recommended

True up of appropriation in Equipment ER&R (595200) to support replacement of assets based on asset lifecycle.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$581          | \$581          | 0.00          | 0.00          |

### EQ00109 2019-20 Equipment Operating Fund True-Up

Recommended

Increase budget for departments for potential rate increases in 2019-20 to support the Equipment Services Operating Fund

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$3,715        | \$3,067        | 0.00          | 0.00          |

### FS00106 Increased Banking Service Fees

Recommended

Increase the banking services baseline budget to account for increased on-line payments in CED due to electronic building plan submittals and additional parking pay station installations.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                    |         |          |          |          |      |      |
|--------------------|---------|----------|----------|----------|------|------|
| 001 - General Fund | Expense | On Going | \$35,000 | \$35,000 | 0.00 | 0.00 |
|--------------------|---------|----------|----------|----------|------|------|

### IT00113 Replace CDR Permit Web Portal

Recommended

This DP replaces Dynamic Portal with a system that will provide our citizens with a user-friendly and functional system that is fully integrated with the Hansen CDR system.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$250,000      | \$51,500       | 0.00          | 0.00          |

### IT00117 Convert from Temporary Staffing a Systems Analyst for Permitting (Hansen CDR)

Recommended

Add a Limited-Term Systems Analyst to support Infor's CDR (Building and Land Use permitting) module and the ProjectDox electronic plan review software, and provide support as needed for other Hansen modules. IT was staffing this work via temp staffing.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$64,982       | \$66,652       | 0.00          | 0.00          |

### IT00133 Hansen Licenses - Citywide

Recommended

This DP is for the maintenance and support fees for Hansen applications. This routine maintenance and repair program is critical to ensure the City's Hansen applications are properly supported and maintained.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$44,513       | \$46,739       | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### IT00136 General Networks Document Mgmt. - Citywide

Recommended

This DP funds maintenance and support fees for eDocs document management (Hummingbird). This routine maintenance and repair program is critical to ensure the City's Document Management applications are properly supported and maintained.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$6,615        | \$6,946        | 0.00          | 0.00          |

### IT00139 506 Allocations

Recommended

Allocates 506 Baseline and DPs not paid for out of the fund balance.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$30,223       | \$27,000       | 0.00          | 0.00          |

### RS00103 Risk Model Allocation - City Wide

Recommended

This DP trues-up the baseline property and liability charges, and appropriates the worker's compensation charges.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$8,061        | \$8,061        | 0.00          | 0.00          |

### 001-22 Community and Economic Development



## Submitted Decision Packages by Type

### CD00112 Complete Streets - Two Street Retrofit

Recommended

This decision package funds professional services for planning, analysis, public outreach, and conceptual design for major street retrofit projects, in compliance with the City's Complete Streets Policy.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$300,000      | \$200,000      | 0.00          | 0.00          |

### CD00113 Fourth Plain Forward Community Grants

Recommended

This DP funds Fourth Plain Forward-led projects (matching Community Foundation of SW WA Grants) and pedestrian safety improvements identified by the Fourth Plain Forward Action Plan and the Fourth Plain Pedestrian Safety Project.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$100,000      | \$100,000      | 0.00          | 0.00          |

### CD00114 The Heights District Plan

Recommended

This decision package funds the remaining portion of the professional services contract for the Tower Mall Redevelopment Plan and Heights District Subarea Plan. In addition, it funds the temporary staff support required to execute the planning process.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$480,000      | \$0            | 0.00          | 0.00          |

### CD00115 Extend LTE Active Transportation Planner 1 YR

Recommended

This DP extends a partially grant-funded limited term Active Transportation Planner for an additional year. The position manages and support programs and projects aimed at activating and encouraging the multimodal use of city streets.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## City of Vancouver 2019-20 Biennium Budget

### Submitted Decision Packages by Type

|                    |         |          |           |     |      |       |
|--------------------|---------|----------|-----------|-----|------|-------|
| 001 - General Fund | Revenue | One Time | \$45,000  | \$0 | 0.00 | 0.00  |
| 001 - General Fund | Expense | One Time | \$110,291 | \$0 | 1.00 | -1.00 |

#### CD00118 Regional Economic Development Services GPI

Recommended

This DP funds the City's continued involvement in Greater Portland, Inc., a regional development organization that helps companies expand and move to the metro area. The City has been a member since 2012 and the Mayor is on the board of directors.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$25,000       | \$25,000       | 0.00          | 0.00          |

#### CD00119 Local Economic Development Services CREDC

Recommended

This DP funds the Columbia River Economic Development Council, the City's direct connection for in-bound business recruitment, and state business recruitment and retention incentives, and Clark County's designated Associated Development Organization.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$100,000      | \$100,000      | 0.00          | 0.00          |

#### CD00120 City-Owned Properties Plan

Recommended

This DP funds the professional services needed to master plan the five lots of city-owned properties south of City Hall. This will allow the City to capitalize on the Waterfront and downtown development momentum.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$250,000      | \$0            | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CD00121 IPZ and Entrepreneurial Support

Not Recommended

This decision package funds a pilot IPZ business incubator to support development of a cluster of tech companies at a WSUV downtown location. The pilot design is based on the recommendations from a 2016 CED funded feasibility study.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$180,000      | \$180,000      | 0.00          | 0.00          |

### CD00122 Economic Development Fund Program

Not Recommended

Funding is needed to seed an economic opportunity fund to help finance projects that create and/or retain jobs and improve the tax local tax base, to be leveraged by the existing Downtown Initiatives Fund.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$275,000      | \$275,000      | 0.00          | 0.00          |

### CD00123 Annexation Blueprint Plan

Not Recommended

This DP funds professional services needed to facilitate Clark County engagement in the process to update the City-County Annexation Blueprint, which expired in 2017 and will need to be updated prior to future annexation efforts.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$60,000       | \$0            | 0.00          | 0.00          |

### CD00125 CED Intern Staffing

Not Recommended

This DP funds the continued use of interns as cost effective but vital temporary staffing by the Economic Development Division. Intern implemented projects include the Innovation Partnership Zone (IPZ) and Fourth Plain Forward.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                    |         |          |          |          |      |      |
|--------------------|---------|----------|----------|----------|------|------|
| 001 - General Fund | Expense | On Going | \$36,000 | \$19,000 | 0.00 | 0.00 |
|--------------------|---------|----------|----------|----------|------|------|

### CD00126 Baseline Professional Services for ED Division projects

Not Recommended

The DP restores the baseline professional services for the Economic Development Division to augment their capacity to respond to unexpected project needs quickly and efficiently.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$45,000       | \$45,000       | 0.00          | 0.00          |

### CD00140 New FTE - Senior Planner

Not Recommended

This DP funds a Senior Planner position to provide planning expertise and senior project management for large, complex subarea and district planning processes, with a focus on maintaining existing affordable housing stock within the master planned areas.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$1,400        | \$0            | 0.00          | 0.00          |
| 001 - General Fund | Expense | On Going | \$126,156      | \$129,386      | 1.00          | 0.00          |

### CD00141 Carry Forward Transportation System Plan Update

Recommended

This DP carries forward \$500,000 of the \$580,000 allocated for the Transportation System Plan Update. This update is a required for the City to be eligible to receive multi-million dollar Federal Transportation Grants.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$500,000      | \$0            | 0.00          | 0.00          |
| 001 - General Fund | Revenue | One Time | \$500,000      | \$0            | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CD00142 Transportation System Plan Update

Recommended

This DP requests additional funds for the Transportation System Plan Update, which is currently insufficient for the full update process. This update is a required for the City to be eligible to receive multi-million dollar Federal Transportation Grants.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$0            | \$420,000      | 0.00          | 0.00          |
| 001 - General Fund | Revenue | One Time | \$0            | \$350,000      | 0.00          | 0.00          |

### CD00143 Limited-Term Associate Land Use Planner

Recommended

This limited-term position will assist the sole full-time land use planner on number of high-priority items with discrete timeframes, as well as ongoing work program responsibilities that continue to increase in both volume and complexity.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$826          | \$826          | 0.00          | 0.00          |
| 001 - General Fund | Expense | One Time | \$110,865      | \$112,409      | 1.00          | 0.00          |

### CD00144 Vancouver City Center Vision Plan Update - Phase I

Recommended

This decision package funds professional services for Phase I of the Vancouver City Center Vision Plan update. This update is required for the City to receive additional development incentives in the form of expedited permitting.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$0            | \$250,000      | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CD00145 Reconfigure Office Space for New Staff

Not Recommended

This request is to provide funds for minor office re-configuration to accommodate additional staff in the Permit Center and Economic Development

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$10,000       | \$0            | 0.00          | 0.00          |

### CD00147 Real Estate Project Manager

Not Recommended

This limited term position will provide in-house expertise on complex real estate property developments and insure that three large City-owned properties are sold in accordance with the vision articulated in their respective master plans.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$1,400        | \$0            | 1.00          | 0.00          |
| 001 - General Fund | Expense | On Going | \$137,255      | \$140,004      | 0.00          | 0.00          |

### CD00148 Commercial Corridor Strategy Plan Phase II

Not Recommended

This decision package will fund professional services for Phase II of the Commercial Corridor Strategic Planning process, focusing on increasing the affordable housing stock and developing livable neighborhoods through updated regulations.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$100,000      | \$0            | 0.00          | 0.00          |

### CD00149 Homeless Services at Grand Blvd

Recommended

This request is for Professional Services to support Share in the Day Center, and planning for the use of remaining building and potential capital equipment upgrades.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                    |         |          |           |           |      |      |
|--------------------|---------|----------|-----------|-----------|------|------|
| 001 - General Fund | Expense | On Going | \$242,000 | \$242,000 | 0.00 | 0.00 |
|--------------------|---------|----------|-----------|-----------|------|------|

### CD00153 Mill Plain Bus Rapid Transit Consultant

Recommended

This decision package funds a consultant to represent the City's interest throughout the C-Tran led Bus Rapid Transit planning process over the next two years to ensure that the Mill Plain project uses best practices and addresses existing safety issues.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$30,000       | \$30,000       | 0.00          | 0.00          |

### CD00154 Columbia Connects Regional Economic Study

Recommended

This DP will fund the City's contribution to the Columbia Connects Regional Economic Study, a multi-disciplinary regional planning effort that includes I-5 bridge replacement planning. This DP will ensure the City's interests are adequately represented.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$25,000       | \$0            | 0.00          | 0.00          |

### CDG0101 Commute Trip Reduction Program

Recommended

This DP appropriates funds the City receives biannually for the Commute Trip Reduction Program from the State of WA DOT. The affected employers in the County have entered into an interlocal agreement with the COV as manager for this fund.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$126,654      | \$0            | 0.75          | -0.75         |
| 001 - General Fund | Revenue | One Time | \$126,654      | \$0            | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CW00102 Equipment Services Rental Across Funds True-Up - Citywide

Recommended

This decision package supports interfund charging between departments for use of assets and provides offsetting revenue for lending departments using averages in the last biennium.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$150          | \$150          | 0.00          | 0.00          |

### CW00103 Overhead for Interdepartmental Direct Charging

Recommended

Overhead baseline adjustment to support salaries direct charged to funds borrowing services from another fund. The service is charged directly with overhead applied monthly.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | (\$362)        | (\$362)        | 0.00          | 0.00          |

### CW00104 Paid Family & Medical Leave Act - Employer 37% Portion

Recommended

In 2019, Paid Family and Medical Leave will require 37% of 0.4% of total compensation to be supported by the employer. This decision package reflects that amounts needed in 2019-20 for the premium to remit quarterly.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$1,415        | \$1,440        | 0.00          | 0.00          |

### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$38,719       | \$38,719       | 0.00          | 0.00          |



## Submitted Decision Packages by Type

### CW00107 Grounds and Facilities Overhead Rate - Baseline

Recommended

To provide baseline budget for the support of the internal services of Grounds and Facilities departments.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$45,670       | \$47,041       | 0.00          | 0.00          |

### CW00108 Grounds and Facilities Overhead Rate - Support 19-20 Recommended Decision Packages

Recommended

To provide budget for the support of the internal services of Grounds and Facilities departments for new biennial requests.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$18,181       | \$15,271       | 0.00          | 0.00          |

### CW00109 Paid Family & Medical Leave Act - Employee 63% Portion Supported by City of Vancouver

Not Recommended

In 2019 Paid Family and Medical Leave will require 63% of 0.4% of total compensation to be supported by the Employee. The intent of this decision package is for City of Vancouver to support that expense instead of the employee.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$2,387        | \$2,430        | 0.00          | 0.00          |

### CW00116 City Hall Rent and O&M

Recommended

Allocates the rent and O&M for City Hall.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                    |         |          |          |          |      |      |
|--------------------|---------|----------|----------|----------|------|------|
| 001 - General Fund | Expense | On Going | \$42,295 | \$42,850 | 0.00 | 0.00 |
|--------------------|---------|----------|----------|----------|------|------|

### EQ00102 504-78 Replace and Add Vehicles to City Hall Motor Pool

Recommended

This package requests funding to replace three existing non-replacement motor pool vehicles and add two motor vehicles at City Hall to be supported through allocation to departments at City Hall.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$923          | \$1,637        | 0.00          | 0.00          |
| 001 - General Fund | Expense | One Time | \$4,155        | \$2,862        | 0.00          | 0.00          |

### FS00105 eDocs Software Licenses

Recommended

Purchase eDocs licenses for various city employees across the City. Continue to enhance the functionality and usage of eDocs to allow City employees to easily search and find records by increasing profile fields and libraries.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$2,492        | \$414          | 0.00          | 0.00          |

### IT00139 506 Allocations

Recommended

Allocates 506 Baseline and DPs not paid for out of the fund balance.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$15,189       | \$12,405       | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00149 508-77 Increased Facilities Maintenance for New Buildings

Recommended

Increased facilities maintenance repair costs for newly acquired buildings Town Plaza, Navigation Center (Grand Blvd) and Zehn properties.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$84,000       | \$84,000       | 0.00          | 0.00          |

### RS00103 Risk Model Allocation - City Wide

Recommended

This DP trues-up the baseline property and liability charges, and appropriates the worker's compensation charges.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$38,701       | \$38,701       | 0.00          | 0.00          |

## 001-32 Parks, Trails and Natural Resources

### CW00100 Equipment Services Admin Charge True-Up - Citywide

Recommended

Each asset in is charged an annual admin fee to support the administrative costs of managing the fleet. In 2019-20 the admin fee is budgeted at \$252 per asset and will be trued up annually in the budget.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$756          | \$756          | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CW00101 Equipment Services Labor & Repair Charge True-Up - Citywide

Recommended

Equipment Services (504) provides vehicle parts and labor and charges based on usage to departments monthly through interfund transaction. This decision package increases baseline to support the increased rates and service to the Citywide fleet.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | (\$2,100)      | (\$2,100)      | 0.00          | 0.00          |

### CW00103 Overhead for Interdepartmental Direct Charging

Recommended

Overhead baseline adjustment to support salaries direct charged to funds borrowing services from another fund. The service is charged directly with overhead applied monthly.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | (\$518)        | (\$512)        | 0.00          | 0.00          |

### CW00104 Paid Family & Medical Leave Act - Employer 37% Portion

Recommended

In 2019, Paid Family and Medical Leave will require 37% of 0.4% of total compensation to be supported by the employer. This decision package reflects that amounts needed in 2019-20 for the premium to remit quarterly.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$1,219        | \$1,243        | 0.00          | 0.00          |

### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$32,886       | \$32,886       | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CW00107 Grounds and Facilities Overhead Rate - Baseline

Recommended

To provide baseline budget for the support of the internal services of Grounds and Facilities departments.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$2,883,116    | \$2,969,611    | 0.00          | 0.00          |

### CW00108 Grounds and Facilities Overhead Rate - Support 19-20 Recommended Decision Packages

Recommended

To provide budget for the support of the internal services of Grounds and Facilities departments for new biennial requests.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$421,526      | \$525,689      | 0.00          | 0.00          |

### CW00109 Paid Family & Medical Leave Act - Employee 63% Portion Supported by City of Vancouver

Not Recommended

In 2019 Paid Family and Medical Leave will require 63% of 0.4% of total compensation to be supported by the Employee. The intent of this decision package is for City of Vancouver to support that expense instead of the employee.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$1,998        | \$2,041        | 0.00          | 0.00          |

### CW00116 City Hall Rent and O&M

Recommended

Allocates the rent and O&M for City Hall.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                    |         |          |           |           |      |      |
|--------------------|---------|----------|-----------|-----------|------|------|
| 001 - General Fund | Expense | On Going | \$102,901 | \$104,250 | 0.00 | 0.00 |
|--------------------|---------|----------|-----------|-----------|------|------|

### EQ00102 504-78 Replace and Add Vehicles to City Hall Motor Pool

Recommended

This package requests funding to replace three existing non-replacement motor pool vehicles and add two motor vehicles at City Hall to be supported through allocation to departments at City Hall.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$2,779        | \$1,914        | 0.00          | 0.00          |
| 001 - General Fund | Expense | On Going | \$617          | \$1,095        | 0.00          | 0.00          |

### EQ00107 2019-20 Citywide Equipment Reserve Model True-Up

Recommended

True up of appropriation in Equipment ER&R (595200) to support replacement of assets based on asset lifecycle.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | (\$905)        | (\$905)        | 0.00          | 0.00          |

### EQ00109 2019-20 Equipment Operating Fund True-Up

Recommended

Increase budget for departments for potential rate increases in 2019-20 to support the Equipment Services Operating Fund

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$1,943        | \$1,605        | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### FS00105 eDocs Software Licenses

Recommended

Purchase eDocs licenses for various city employees across the City. Continue to enhance the functionality and usage of eDocs to allow City employees to easily search and find records by increasing profile fields and libraries.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$11,214       | \$1,863        | 0.00          | 0.00          |

### FS00106 Increased Banking Service Fees

Recommended

Increase the banking services baseline budget to account for increased on-line payments in CED due to electronic building plan submittals and additional parking pay station installations.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | (\$2,000)      | (\$2,000)      | 0.00          | 0.00          |

### IT00136 General Networks Document Mgmt. - Citywide

Recommended

This DP funds maintenance and support fees for eDocs document management (Hummingbird). This routine maintenance and repair program is critical to ensure the City's Document Management applications are properly supported and maintained.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$88           | \$93           | 0.00          | 0.00          |

### IT00139 506 Allocations

Recommended

Allocates 506 Baseline and DPs not paid for out of the fund balance.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | (\$9,609)      | (\$11,963)     | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PR00100 Special Events 0.75 FTE change to 1.0 FTE

Recommended

Increase Permits position from 0.75 to 1 FTE for increase in Parks shelter reservations, communication with public on permits, and work coordinating traffic control for events due to construction projects. Position will also be on-call during peak season.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$19,340       | \$19,645       | 0.25          | 0.00          |

### PR00101 Parks Marketing Specialist 1.0 FTE New (2-YR Limited Term) - 75% Funded by Savings in Recreation

Recommended

The position will work on all major department communications to ensure quality and reinforce key messages to grow community awareness and support, including the development of partnerships/sponsorships, and creating a cohesive marketing strategy.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$105,909      | \$108,477      | 1.00          | 0.00          |

### PR00102 Parks Sr. GIS Specialist 0.5 FTE new

Not Recommended

Parks GIS Sr. Specialist to create and update GIS data layers related to the parks system for identifying service area or customer base for park facilities, including community centers. Includes production of GIS based graphics and analysis.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$0            | \$59,475       | 0.00          | 0.50          |
| 001 - General Fund | Expense | One Time | \$0            | \$1,700        | 0.00          | 0.00          |



## Submitted Decision Packages by Type

### PR00103 Professional Services: Security Services for Park Facilities-Ongoing

Recommended

Reoccurring contract of security services at Teen Late with one officer at Firstenburg; security checks at parks; and on-call services when there is a critical incident at a facility.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$8,663        | \$8,663        | 0.00          | 0.00          |

### PR00105 Professional Services - Parks Comprehensive Plan Carry Forward

Recommended

Carrying forward budget of \$100k for preparing the Parks Comprehensive Plan. Other citywide initiatives impacted implementation of this project.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$100,000      | \$0            | 0.00          | 0.00          |

### PR00106 Volunteer Program Assistant 0.75 FTE New (3 YR Limited Term)

Recommended

The position will help plan, advertise, support, report and implement successful volunteer projects throughout the community. The Grounds TCO also called for continued and additional volunteer partnership to improve the overall quality of the parks.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$90,174       | \$91,103       | 0.75          | 0.00          |

## Submitted Decision Packages by Type

### PR00107 Parks Part-time Employees Minimum Wage Impact

Recommended

This decision package implements state legislation increasing minimum wage for employees to \$12 in 2019 and \$13.50 in 2020. Analysis is based on the last 12 months of actuals for the 700+ part-time employees working in parks and recreation programs.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$966          | \$3,902        | 0.00          | 0.00          |

### PR00111 Volunteer Management Vehicle Replacement

Recommended

Replacing a non-replacement vehicle (2019) with a crew cab truck to be used primarily for the Volunteer Management program. This assists in the transition of all department vehicles to a long-term ER&R plan.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$46,000       | \$0            | 0.00          | 0.00          |
| 001 - General Fund | Expense | On Going | \$5,750        | \$5,750        | 0.00          | 0.00          |

### PR00116 Part-time Staff Required Benefits PERS

Recommended

This decision package restores PERS benefits as required by WA State for employees that work over 70 hours over 5 or more months during the year. Assumes 3-year average actuals for 2019 with a 2% inflationary increase added to 2020.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$3,413        | \$3,481        | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PR00118 Personnel Additional Pay Benefits - Overtime/Shift Differential/Callback/Premium Pay

Not Recommended

Restores associated benefits to personnel costs provided through WA labor laws and negotiated by AFSME and OPEIU contracts. Appropriation reflects assumption that 2019 will be reflective of prior 3-year average actuals.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$6,692        | \$6,827        | 0.00          | 0.00          |

### PR00119 Vacation Cash out

Not Recommended

This decision package restores regular employee vacation cash out for regular Park and Recreation employees. This amount is based on a 3 year average.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$3,000        | \$3,000        | 0.00          | 0.00          |

### PR00122 Special Events Programming on the Eastside

Recommended

This decision package restores baseline budget for a concert series and Movies in the Parks program on the eastside of Vancouver during the summer. This was a pilot program in 2017-2018. Sponsorships covers cost of staffing.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$2,270        | \$2,553        | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PR00123 Special Events Programming Expansion - Waterfront Park

Recommended

Adds 500 park attendant hours for Special Events. We anticipate smaller events moving from Esther Short Park to Waterfront Park. It's too early to identify which additional events will be permitted given the size, amenities and businesses in the area.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$0            | \$8,887        | 0.00          | 0.00          |
| 001 - General Fund | Revenue | On Going | \$0            | \$8,887        | 0.00          | 0.00          |

### PR00124 Professional Services - Special Events TCO

Recommended

Carrying forward \$58,000 of budget for the purpose of hiring a consultant to review the City's Special Events fee program. Results of the review may result in changes to permit fees (events with 100+ participants that may impact parking and/or traffic).

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$58,000       | \$0            | 0.00          | 0.00          |

### PR00126 Professional Services - WA Service Corps Individual Placement - Ongoing

Recommended

Reoccurring contract through the Washington Service Corps Individual Placement program for 1.5 and 2 members in 2019 and 2020. Members will recruit and engage local volunteers in becoming park stewards and develop outreach strategies the community.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$14,250       | \$19,000       | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PR00127 Professional Services - Waterfront Park Maintenance and Cleaning

Recommended

With grand opening September 2018, provides professional services for maintenance and cleaning of the Waterfront park, pier, and trail for a period of three years. Includes \$100k annual from developer in support.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$200,000      | \$200,000      | 0.00          | 0.00          |

### PR00128 Part-time Staff Required Benefits Social Security and Medicare

Recommended

This decision package builds back Social Security and Medicare benefits for part-time wages in baseline operating budget for 2019-2020.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$6,471        | \$6,471        | 0.00          | 0.00          |

### PR00154 Parks Operations & Maintenance

Recommended

This decision package supports park operations and maintenance system wide with ongoing dedicated revenue stream of \$300k annually supported by 1/3 REET and 2/3 General Fund.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$200,000      | \$200,000      | 0.00          | 0.00          |

### PR00163 Project Manager Allocation True Up

Recommended

Adjust 1.0 FTE project manager's total compensation down to 20% in General Fund as the assumption the remainder, 80%, would be charged directly to projects in the Capital Fund.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                    |         |          |             |             |      |      |
|--------------------|---------|----------|-------------|-------------|------|------|
| 001 - General Fund | Expense | On Going | (\$105,886) | (\$106,860) | 0.00 | 0.00 |
|--------------------|---------|----------|-------------|-------------|------|------|

### PW00124 Waterfront Park Irrigation and Lighting

Recommended

Increase baseline for water and lighting for the Waterfront park.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$16,000       | \$16,000       | 0.00          | 0.00          |

### PW00207 508-75\_77 Add 2 Year Limited Term FTE GIS Technician - Parks, Grounds & Facilities

Not Recommended

Requesting 1.0 FTE Sr. Engineering Technician for GIS to support Parks/Grounds & Facilities departments with GIS and Asset Management programs for a 2-year limited-term trial basis.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$12,391       | \$12,544       | 0.00          | 0.00          |
| 001 - General Fund | Expense | One Time | \$24,168       | \$23,900       | 0.00          | 0.00          |

### RS00103 Risk Model Allocation - City Wide

Recommended

This DP trues-up the baseline property and liability charges, and appropriates the worker's compensation charges.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$36,001       | \$36,001       | 0.00          | 0.00          |

## 001-35 Recreation Services

## Submitted Decision Packages by Type

### CW00100 Equipment Services Admin Charge True-Up - Citywide

Recommended

Each asset in is charged an annual admin fee to support the administrative costs of managing the fleet. In 2019-20 the admin fee is budgeted at \$252 per asset and will be trued up annually in the budget.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$2,772        | \$2,772        | 0.00          | 0.00          |

### CW00101 Equipment Services Labor & Repair Charge True-Up - Citywide

Recommended

Equipment Services (504) provides vehicle parts and labor and charges based on usage to departments monthly through interfund transaction. This decision package increases baseline to support the increased rates and service to the Citywide fleet.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$3,550        | \$3,550        | 0.00          | 0.00          |

### CW00102 Equipment Services Rental Across Funds True-Up - Citywide

Recommended

This decision package supports interfund charging between departments for use of assets and provides offsetting revenue for lending departments using averages in the last biennium.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$200          | \$200          | 0.00          | 0.00          |

### CW00103 Overhead for Interdepartmental Direct Charging

Recommended

Overhead baseline adjustment to support salaries direct charged to funds borrowing services from another fund. The service is charged directly with overhead applied monthly.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                    |         |          |       |       |      |      |
|--------------------|---------|----------|-------|-------|------|------|
| 001 - General Fund | Expense | On Going | \$424 | \$447 | 0.00 | 0.00 |
|--------------------|---------|----------|-------|-------|------|------|

### CW00104 Paid Family & Medical Leave Act - Employer 37% Portion

Recommended

In 2019, Paid Family and Medical Leave will require 37% of 0.4% of total compensation to be supported by the employer. This decision package reflects that amounts needed in 2019-20 for the premium to remit quarterly.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$5,196        | \$5,255        | 0.00          | 0.00          |

### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | (\$701,204)    | (\$701,204)    | 0.00          | 0.00          |

### CW00107 Grounds and Facilities Overhead Rate - Baseline

Recommended

To provide baseline budget for the support of the internal services of Grounds and Facilities departments.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$736,169      | \$758,255      | 0.00          | 0.00          |

### CW00108 Grounds and Facilities Overhead Rate - Support 19-20 Recommended Decision Packages

Recommended

To provide budget for the support of the internal services of Grounds and Facilities departments for new biennial requests.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|



## City of Vancouver 2019-20 Biennium Budget

### Submitted Decision Packages by Type

|                    |         |          |           |           |      |      |
|--------------------|---------|----------|-----------|-----------|------|------|
| 001 - General Fund | Expense | On Going | \$278,860 | \$237,567 | 0.00 | 0.00 |
|--------------------|---------|----------|-----------|-----------|------|------|

#### **CW00109 Paid Family & Medical Leave Act - Employee 63% Portion Supported by City of Vancouver**

**Not Recommended**

In 2019 Paid Family and Medical Leave will require 63% of 0.4% of total compensation to be supported by the Employee. The intent of this decision package is for City of Vancouver to support that expense instead of the employee.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$7,119        | \$7,224        | 0.00          | 0.00          |

#### **EQ00107 2019-20 Citywide Equipment Reserve Model True-Up**

**Recommended**

True up of appropriation in Equipment ER&R (595200) to support replacement of assets based on asset lifecycle.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | (\$21,560)     | (\$18,024)     | 0.00          | 0.00          |

#### **EQ00109 2019-20 Equipment Operating Fund True-Up**

**Recommended**

Increase budget for departments for potential rate increases in 2019-20 to support the Equipment Services Operating Fund

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$16,662       | \$13,757       | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### FS00105 eDocs Software Licenses

Recommended

Purchase eDocs licenses for various city employees across the City. Continue to enhance the functionality and usage of eDocs to allow City employees to easily search and find records by increasing profile fields and libraries.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$21,182       | \$3,519        | 0.00          | 0.00          |

### IT00139 506 Allocations

Recommended

Allocates 506 Baseline and DPs not paid for out of the fund balance.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$229,208      | \$195,814      | 0.00          | 0.00          |

### PR00101 Parks Marketing Specialist 1.0 FTE New (2-YR Limited Term) - 75% Funded by Savings in Recreation

Recommended

The position will work on all major department communications to ensure quality and reinforce key messages to grow community awareness and support, including the development of partnerships/sponsorships, and creating a cohesive marketing strategy.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | (\$78,385)     | (\$77,610)     | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PR00103 Professional Services: Security Services for Park Facilities-Ongoing

Recommended

Reoccurring contract of security services at Teen Late with one officer at Firstenburg; security checks at parks; and on-call services when there is a critical incident at a facility.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$3,608        | \$3,608        | 0.00          | 0.00          |

### PR00107 Parks Part-time Employees Minimum Wage Impact

Recommended

This decision package implements state legislation increasing minimum wage for employees to \$12 in 2019 and \$13.50 in 2020. Analysis is based on the last 12 months of actuals for the 700+ part-time employees working in parks and recreation programs.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$65,035       | \$265,491      | 0.00          | 0.00          |

### PR00108 Recreation Center Vehicle Replacement for Unfunded Asset to Minivan

Recommended

Replacing a non-replacement vehicles (1101-NR), a Ford Taurus, with a minivan to be used at Firstenburg for staff use and for transport of program supplies. This assists to transition all department vehicles to a long-term ER&R plan.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$34,000       | \$0            | 0.00          | 0.00          |
| 001 - General Fund | Expense | On Going | \$4,250        | \$4,250        | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PR00109 Sick Leave Mandate for Temporary Employees

Not Recommended

Supports state mandated legislation requiring sick leave to most employees, effective 1/1/18. There are 340+ part-time employees that are currently eligible to use accrued time. Estimated using 2018 actuals of time cashed out with 2% annual inflation.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$2,380        | \$2,428        | 0.00          | 0.00          |

### PR00110 Youth Opportunity Pass Staffing for Increased Teen Usage at Centers

Recommended

For the necessary addition of staff to provide a safe place, expanded activities, and a social setting for teens and other patrons at community centers due to increase use of Youth Opportunity Pass by teens and patrons/staff behavior concerns.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$14,934       | \$16,665       | 0.00          | 0.00          |
| 001 - General Fund | Revenue | On Going | (\$30,000)     | (\$30,000)     | 0.00          | 0.00          |

### PR00112 Marshall Open to Public on Sundays

Recommended

For the reopening of the Marshall Center on Sundays from 12–5pm, advocated by Parks & Rec Advisory Committee. The pool, fitness center, and gymnasium will be open for drop-in programs and there would be no or limited registration programming available.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$62,321       | \$64,173       | 0.25          | 0.00          |

## Submitted Decision Packages by Type

### PR00114 Professional Services: Security Services for Center Rental Events Program - Ongoing

Recommended

Reoccurring contracting for security services needed during facility rentals at community centers that include alcohol. The officer observes licensed alcohol servers and ensures that event and facility rules are followed, consulting with City staff.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Revenue | On Going | \$12,700       | \$12,700       | 0.00          | 0.00          |
| 001 - General Fund | Expense | On Going | \$12,700       | \$12,700       | 0.00          | 0.00          |

### PR00115 Recreation Specialist - Aquatics - 0.5 FTE new

Recommended

This position is responsible for Certified Pool Operation duties for the new Waterfront Park water feature, and additional hours of programs and checking water chemistry at the Marshall pool when center reopens Sunday.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$43,297       | \$43,105       | 0.50          | 0.00          |

### PR00116 Part-time Staff Required Benefits PERS

Recommended

This decision package restores PERS benefits as required by WA State for employees that work over 70 hours over 5 or more months during the year. Assumes 3-year average actuals for 2019 with a 2% inflationary increase added to 2020.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$52,842       | \$53,900       | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PR00118 Personnel Additional Pay Benefits - Overtime/Shift Differential/Callback/Premium Pay

Not Recommended

Restores associated benefits to personnel costs provided through WA labor laws and negotiated by AFSME and OPEIU contracts. Appropriation reflects assumption that 2019 will be reflective of prior 3-year average actuals.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$50,963       | \$51,983       | 0.00          | 0.00          |

### PR00119 Vacation Cash out

Not Recommended

This decision package restores regular employee vacation cash out for regular Park and Recreation employees. This amount is based on a 3 year average.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$47,000       | \$47,000       | 0.00          | 0.00          |

### PR00121 Fund 134 Scholarship Baseline Adjustment

Recommended

To support the Everyone Plays Recreation Scholarship Program. Annual donations from individuals and community agencies are made throughout the year to this program for scholarship use by individuals 18 and under and those with developmental disabilities.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Revenue | One Time | \$20,000       | \$0            | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PR00125 Paratransit Vehicle ER&R - Ongoing Costs Only

Recommended

Adds ongoing costs of \$5,000 annually for ER&R in 2019 and 2020 for a paratransit van (replacing 3047N) to be purchase in 2018 through an ADA grant. This assists to transition all department vehicles to a long-term ER&R plan.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$5,000        | \$5,000        | 0.00          | 0.00          |

### PR00128 Part-time Staff Required Benefits Social Security and Medicare

Recommended

This decision package builds back Social Security and Medicare benefits for part-time wages in baseline operating budget for 2019-2020.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$153,319      | \$153,230      | 0.00          | 0.00          |

### PR00129 Marshall West Parking Lot ADA Carry Forward

Recommended

This decision package carries forward budget to create curb cut, ramp, and striping improvement between Marshall Community Center and west parking lot. This improvement is supported by a \$30,000 grant awarded June 2018.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$30,000       | \$0            | 0.00          | 0.00          |

### RS00103 Risk Model Allocation - City Wide

Recommended

This DP trues-up the baseline property and liability charges, and appropriates the worker's compensation charges.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$16,157       | \$16,156       | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### 001-61 Police Department

#### CW00100 Equipment Services Admin Charge True-Up - Citywide

Recommended

Each asset in is charged an annual admin fee to support the administrative costs of managing the fleet. In 2019-20 the admin fee is budgeted at \$252 per asset and will be trued up annually in the budget.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$23,436       | \$23,436       | 0.00          | 0.00          |

#### CW00101 Equipment Services Labor & Repair Charge True-Up - Citywide

Recommended

Equipment Services (504) provides vehicle parts and labor and charges based on usage to departments monthly through interfund transaction. This decision package increases baseline to support the increased rates and service to the Citywide fleet.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$30,661       | \$30,661       | 0.00          | 0.00          |

#### CW00102 Equipment Services Rental Across Funds True-Up - Citywide

Recommended

This decision package supports interfund charging between departments for use of assets and provides offsetting revenue for lending departments using averages in the last biennium.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$567          | \$567          | 0.00          | 0.00          |



## Submitted Decision Packages by Type

### CW00104 Paid Family & Medical Leave Act - Employer 37% Portion

Recommended

In 2019, Paid Family and Medical Leave will require 37% of 0.4% of total compensation to be supported by the employer. This decision package reflects that amounts needed in 2019-20 for the premium to remit quarterly.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$41,342       | \$42,512       | 0.00          | 0.00          |

### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | (\$213,262)    | (\$213,262)    | 0.00          | 0.00          |

### CW00107 Grounds and Facilities Overhead Rate - Baseline

Recommended

To provide baseline budget for the support of the internal services of Grounds and Facilities departments.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$235,079      | \$242,132      | 0.00          | 0.00          |

### CW00108 Grounds and Facilities Overhead Rate - Support 19-20 Recommended Decision Packages

Recommended

To provide budget for the support of the internal services of Grounds and Facilities departments for new biennial requests.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$88,830       | \$75,730       | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CW00109 Paid Family & Medical Leave Act - Employee 63% Portion Supported by City of Vancouver

Not Recommended

In 2019 Paid Family and Medical Leave will require 63% of 0.4% of total compensation to be supported by the Employee. The intent of this decision package is for City of Vancouver to support that expense instead of the employee.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$66,775       | \$68,193       | 0.00          | 0.00          |

### EQ00107 2019-20 Citywide Equipment Reserve Model True-Up

Recommended

True up of appropriation in Equipment ER&R (595200) to support replacement of assets based on asset lifecycle.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$155,998      | \$247,652      | 0.00          | 0.00          |

### EQ00109 2019-20 Equipment Operating Fund True-Up

Recommended

Increase budget for departments for potential rate increases in 2019-20 to support the Equipment Services Operating Fund

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$306,609      | \$262,593      | 0.00          | 0.00          |

### FS00105 eDocs Software Licenses

Recommended

Purchase eDocs licenses for various city employees across the City. Continue to enhance the functionality and usage of eDocs to allow City employees to easily search and find records by increasing profile fields and libraries.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                    |         |          |          |         |      |      |
|--------------------|---------|----------|----------|---------|------|------|
| 001 - General Fund | Expense | On Going | \$13,706 | \$2,277 | 0.00 | 0.00 |
|--------------------|---------|----------|----------|---------|------|------|

### IT00136 General Networks Document Mgmt. - Citywide

Recommended

This DP funds maintenance and support fees for eDocs document management (Hummingbird). This routine maintenance and repair program is critical to ensure the City's Document Management applications are properly supported and maintained.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$2,293        | \$2,408        | 0.00          | 0.00          |

### IT00139 506 Allocations

Recommended

Allocates 506 Baseline and DPs not paid for out of the fund balance.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$22,544       | (\$38,684)     | 0.00          | 0.00          |

### PL00100 Increase Baseline for VPD Uniforms and Protective Clothing

Recommended

This budget provides all standard issue department uniforms, ballistic vests, coats, hats as authorized in the uniform policy. Records Unit established in 2017 requires budget, NOW Volunteers.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$12,800       | \$12,800       | 0.00          | 0.00          |

### PL00101 Replacement Bomb Suit, Metropolitan Explosive Disposal Unit

Recommended

The bomb suit worn by VPD Officer in MEDU unit expires and must be replaced in 2019.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                    |         |          |          |     |      |      |
|--------------------|---------|----------|----------|-----|------|------|
| 001 - General Fund | Expense | One Time | \$35,000 | \$0 | 0.00 | 0.00 |
|--------------------|---------|----------|----------|-----|------|------|

### PL00102 Increase Baseline for VPD Minor Tools and Equipment

Recommended

Additional requested for officer equipment replacement \$15,000, Special Operations Command vehicle \$1,000 upgrade to video and agile mesh camera, Traffic Unit \$5,000 replace PBTs, LIDARs, moving radars and handheld radars. \$35,000 for weapons.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$1,000        | \$1,000        | 0.00          | 0.00          |
| 001 - General Fund | Expense | On Going | \$55,000       | \$55,000       | 0.00          | 0.00          |

### PL00103 Police Canine - Increased Maintenance Costs

Recommended

Budgeting for maintenance of five Canines including vet costs, food, and increased costs in equipment for handlers.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$10,000       | \$10,000       | 0.00          | 0.00          |

### PL00104 Police Automated External Defibrillator (AED) Replacement of Lifepack 12

Recommended

VPD will now be responsible for replacing all parts and outdated AEDs instead of VFD. VFD previously purchased for VPD one Lifepack 12 that will no longer be supported. The request is to purchase 3 Lifepack 1000 AEDs for TEMS group.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$10,995       | \$0            | 0.00          | 0.00          |
| 001 - General Fund | Expense | On Going | \$1,317        | \$1,317        | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PL00105 MCU Investigations DNA Testing, Crime Scene Clean-Up, and Transcription Services

Recommended

Major Crimes Unit (MCU) contract DNA testing open and cold cases, crime scene clean ups, and transcription services that had not been previously in the baseline.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$7,500        | \$7,500        | 0.00          | 0.00          |

### PL00106 Business Cards for Sworn Officers

Not Recommended

Business cards provided for all Officers with name and contact information.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$4,200        | \$4,200        | 0.00          | 0.00          |

### PL00107 Special Operations 3 Patrol Vehicles

Recommended

Provides vehicle to 3 new members of Special Operations per the LEC MOU that requires each agency to provide a vehicle.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$61,956       | \$61,956       | 0.00          | 0.00          |
| 001 - General Fund | Expense | One Time | \$186,000      | \$0            | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PL00108 PST S10 Truck Replacements to Cargo Van for PST's (2080, 2081)

Recommended

The S10 trucks that have been used are no longer made and is not the platform PST positions currently use. Request to upgrade vehicle 2080 and 2081 to Mini Cargo Vans.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$7,007        | \$7,007        | 0.00          | 0.00          |
| 001 - General Fund | Expense | One Time | \$12,000       | \$11,781       | 0.00          | 0.00          |

### PL00109 Interview Rooms Equipment Upgrade

Recommended

Enhance and expand interview rooms from 2 to 6 to provide dependable video recordings. This includes the increase of two servers for each precinct, noise reduction materials for the polygraph room, and to upgrade to current milestone software.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$96,677       | \$0            | 0.00          | 0.00          |
| 001 - General Fund | Expense | On Going | \$6,000        | \$12,000       | 0.00          | 0.00          |
| 001 - General Fund | Revenue | One Time | \$96,677       | \$0            | 0.00          | 0.00          |

### PL00110 Covert Video Technology Surveillance

Recommended

New cameras for street lights due to the converted City street lights to LED technology requires new cameras.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$11,500       | \$11,500       | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PL00111 Phone Unlocking Service

Recommended

This service is used to unlock Apple devices. Apple is upgrading to IOS 12 in September and the service will be necessary going forward.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$15,000       | \$15,000       | 0.00          | 0.00          |

### PL00112 Surveillance Video Software Increase

Recommended

This software allows VPD to interpret the different surveillance video platforms it receives from businesses, public agencies, private residences and represents and increase in subscription cost for this service.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$11,500       | \$11,500       | 0.00          | 0.00          |

### PL00115 Subscription Increase for Black Light Forensic Analysis Tool

Recommended

Blacklight is a forensic suite that allows for the forensic viewing of Apple File System. About 25% of the forensic work VPD performs is on Apple products. This package reflects increases in subscription costs.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$1,500        | \$1,500        | 0.00          | 0.00          |

### PL00116 VPD Facilities Security Enhancement (East, West & Evidence)

Recommended

VPD conducted a review of its facilities and security and identified enhancements in and around police facilities including surveillance camera placement and updates, fencing adjustments and parking lighting.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$147,600      | \$0            | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PL00117 Towing

Recommended

Towing of vehicles for seizure pending search warrants, abandoned vehicles and other police business purposes.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$15,500       | \$15,500       | 0.00          | 0.00          |

### PL00118 Increase Psychological Services for Investigations and DECU

Recommended

Psychological services provided to Investigations and DECU.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$12,500       | \$12,500       | 0.00          | 0.00          |

### PL00119 Parking Mobile Enforcement App for Neighborhood Parking Enforcement

Recommended

VPD is scheduled to start parking enforcement in 2018. The parking app, used by Parking Enforcement, will need to be added as an ongoing expense in 19-20. This also estimates revenue generated by the unit and transferred from Parking Fund to General Fund.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$7,088        | \$7,088        | 0.00          | 0.00          |
| 001 - General Fund | Revenue | On Going | \$25,000       | \$25,000       | 0.00          | 0.00          |

### PL00120 VPD Overtime and Callback Pay with Benefits

Recommended

Department overtime, callback pay and associated benefits estimated using 2018 actuals.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|



## Submitted Decision Packages by Type

|                    |         |          |             |             |      |      |
|--------------------|---------|----------|-------------|-------------|------|------|
| 001 - General Fund | Expense | On Going | \$3,623,388 | \$3,618,078 | 0.00 | 0.00 |
|--------------------|---------|----------|-------------|-------------|------|------|

### PL00121 VPD Shift Differential Pay with Benefits

Recommended

Department shift differential pay and associated benefits estimated using 2018 actuals.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$107,486      | \$107,486      | 0.00          | 0.00          |

### PL00122 New Positions 2019 - 1 Drug Task Force Detective

Recommended

Provide increased investigations to disrupt drug trafficking in Southwest Washington as supported by the 2020 plan adopted by the CRT.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$165,461      | \$165,461      | 1.00          | 0.00          |
| 001 - General Fund | Expense | One Time | \$49,500       | \$0            | 0.00          | 0.00          |

### PL00123 New Positions 2019 - 1 Gang Task Force Detective

Recommended

Enhance partnerships with local schools to address juvenile grant-related crime as supported by the 2020 plan adopted by the CRT.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$49,400       | \$0            | 0.00          | 0.00          |
| 001 - General Fund | Expense | On Going | \$165,511      | \$165,511      | 1.00          | 0.00          |

## Submitted Decision Packages by Type

### PL00124 New Positions 2019 - 4 Patrol Officers

Recommended

Increase community satisfaction with police services by 5% in 2 years. Enhance minimum staffing for overlapping shifts during peak call volume as supported by the 2020 plan adopted by the CRT.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$218,400      | \$0            | 0.00          | 0.00          |
| 001 - General Fund | Expense | On Going | \$534,329      | \$534,329      | 4.00          | 0.00          |

### PL00125 New Positions 2019 - 1 Traffic Officer

Recommended

Increase neighborhood and school zone traffic emphasis patrols by 25% as supported by the 2020 plan adopted by the CRT.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$172,936      | \$166,936      | 1.00          | 0.00          |
| 001 - General Fund | Expense | One Time | \$90,500       | \$100          | 0.00          | 0.00          |

### PL00126 New Positions 2019 - 1 Traffic Sergeant

Recommended

Increase supervision for the Traffic Unit, assist with the reduction of serious crashes in target areas, improve community satisfaction with traffic enforcement as supported by the 2020 plan adopted by the CRT.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$185,529      | \$185,529      | 1.00          | 0.00          |
| 001 - General Fund | Expense | One Time | \$90,500       | \$100          | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PL00127 New Positions 2019 - 2 Police Service Techs for Traffic

Recommended

Free 1.5 traffic officers for enforcement by assisting with reports and research, media event planning and outreach education as supported by the 2020 plan adopted by the CRT.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$64,140       | \$0            | 0.00          | 0.00          |
| 001 - General Fund | Expense | On Going | \$167,619      | \$167,619      | 2.00          | 0.00          |

### PL00128 New Positions 2019 - 1 Records Specialist

Recommended

As VPD initially assumed Police Records responsibilities from CCSO, CCSO held onto some records responsibilities (e.g., concealed pistol license permits) until VPD could assume them. This position is supported from the 2020 plan adopted by the CRT.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$3,400        | \$0            | 0.00          | 0.00          |
| 001 - General Fund | Expense | On Going | \$76,880       | \$76,880       | 1.00          | 0.00          |

### PL00129 New Positions 2020 - 4 Neighborhood Police Officers

Recommended

Improve VPD community satisfaction with relationship building through proactive outreach to address livability issues as supported by the 2020 plan adopted by the CRT.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$0            | \$260,400      | 0.00          | 0.00          |
| 001 - General Fund | Expense | On Going | \$0            | \$676,755      | 0.00          | 4.00          |

## Submitted Decision Packages by Type

### PL00130 New Positions 2020 - 2 Patrol Sergeants

Recommended

Reduce staffing fatigue, increase community satisfaction with police emergency response, relationship building, investigations and solving crime.  
Enhance supervision of patrol units as supported by the 2020 plan adopted by the CRT.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$0            | \$109,600      | 0.00          | 0.00          |
| 001 - General Fund | Expense | On Going | \$0            | \$373,247      | 0.00          | 2.00          |

### PL00131 Drug Investigation Funding from Fund 107

Recommended

In 2015-16 budget package PL0200 supported converting grant funded positions to baseline. In order to support the increased costs, a transfer for the Computer Forensics Specialist will come from Fund 128. Transfer amount is determined by FTE Baseline.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Revenue | On Going | \$110,209      | \$111,428      | 0.00          | 0.00          |

### PL00132 Computer Forensics Specialist Funding from Fund 128

Recommended

In 2015-16 budget package PL0200 supported converting grant funded positions to baseline. Ongoing there will be a supporting transfer from the Drug Fund to General Fund for drug related projects.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Revenue | On Going | \$110,209      | \$111,428      | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PL00133 Nine Vehicles Ongoing Equipment Replacement Funded by 128 Fund

Recommended

Nine vehicles were purchased in 2015-16 Biennium (7 unfunded vehicles, 1 US Marshal Service vehicle, 1 Neighborhood Response Team Vehicle) with funding from 128. This package assigns the ongoing replacement funding in 2019-20 from Fund 128.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Revenue | On Going | \$96,408       | \$96,408       | 0.00          | 0.00          |

### PL00136 SWAT Fund True-Up

Recommended

Increase SWAT baseline to support ongoing operations. This decision package is supported by the rate calculation agreed upon by the LEC through the SWAT MOU.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$12,867       | \$12,867       | 0.00          | 0.00          |
| 001 - General Fund | Revenue | On Going | \$41,850       | \$41,850       | 0.00          | 0.00          |

### PL00137 Funding RMS System (RegJin) Replacement Carryforward

Recommended

Replacement of RMS system delayed until 2019-20. RFP has been issued and selection of vendor pending.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$940,600      | \$0            | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PL00138 Urban Camping Impact Reduction - VPD 1.0 Patrol FTE and Overtime

Recommended

Supporting efforts for urban camping reduction through increase in 1.0 FTE VPD Patrol Officer and overtime for 8 Patrol Officers estimated at 10 hours per week using average overtime rate.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$90,100       | \$0            | 0.00          | 0.00          |
| 001 - General Fund | Expense | On Going | \$431,362      | \$431,362      | 1.00          | 0.00          |

### PL00139 VPD Educational Pay with Benefits

Recommended

This decision package adds back educational pay that was taken out of baseline using an average of 2.5% of regular salaries.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$639,491      | \$661,785      | 0.00          | 0.00          |

### PLG0100 Community Oriented Policing Services (COPS) Hiring Grant

Recommended

Strengthening community policing Grant by hiring sworn officers. This funding source was used in the 2020 plan adopted by the CRT.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Revenue | One Time | \$300,000      | \$400,000      | 0.00          | 0.00          |

### PLG0101 Justice Assistance Grant 2016

Recommended

Police leadership development training. This is a carryforward from 2018.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## City of Vancouver 2019-20 Biennium Budget

### Submitted Decision Packages by Type

|                    |         |          |          |     |      |      |
|--------------------|---------|----------|----------|-----|------|------|
| 001 - General Fund | Revenue | One Time | \$24,584 | \$0 | 0.00 | 0.00 |
| 001 - General Fund | Expense | One Time | \$24,584 | \$0 | 0.00 | 0.00 |

#### PLG0102 IACP Sexual Assault Demonstration Grant

Recommended

Domestic and sexual violence national demonstration initiative that includes travel and training for conferences. This is a carryforward from 2018.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | One Time | \$224,566      | \$0            | 0.00          | 0.00          |
| 001 - General Fund | Revenue | One Time | \$224,566      | \$0            | 0.00          | 0.00          |

#### RS00103 Risk Model Allocation - City Wide

Recommended

This DP trues-up the baseline property and liability charges, and appropriates the worker's compensation charges.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$881,677      | \$881,678      | 0.00          | 0.00          |

#### 001-77 Facilities Maintenance

##### CW00116 City Hall Rent and O&M

Recommended

Allocates the rent and O&M for City Hall.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 001 - General Fund | Expense | On Going | \$13,498       | \$13,675       | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### 102-00 Street Fund

#### CW00103 Overhead for Interdepartmental Direct Charging

Recommended

Overhead baseline adjustment to support salaries direct charged to funds borrowing services from another fund. The service is charged directly with overhead applied monthly.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Revenue | On Going | \$400,511      | \$422,539      | 0.00          | 0.00          |

#### PW00358 490-86 Solid Waste MOU Transfer to Operations

Recommended

Solid Waste and the Operations Center maintain a Memorandum of Understanding for services provided by Operations crews that benefit the mission and goals of the Solid Waste division.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Revenue | On Going | \$73,335       | \$73,335       | 0.00          | 0.00          |

### 102-71 Pavement Management & Street Design

#### CD00109 Engineering Tech II

Recommended

This position provides front-line support to Public Works Engineering, including reviewing and issuing water meters, reviewing easements and dedication documents, assisting customers, and reviewing fairly simple engineering plans.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | \$13,000       | \$13,000       | 0.00          | 0.00          |



## Submitted Decision Packages by Type

### CD00127 CED Direct Billing Cost Allocation Plan Baseline True-Up

Recommended

Implement cost allocation plan which direct bills hours of staff time spent on projects outside of their home fund. Hourly rates were revised based on 2017 actual hours and 2017 actual expenses with a 3% inflationary factor for 2020.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | (\$115,138)    | (\$112,796)    | 0.00          | 0.00          |

### CW00100 Equipment Services Admin Charge True-Up - Citywide

Recommended

Each asset in is charged an annual admin fee to support the administrative costs of managing the fleet. In 2019-20 the admin fee is budgeted at \$252 per asset and will be trued up annually in the budget.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | \$504          | \$504          | 0.00          | 0.00          |

### CW00103 Overhead for Interdepartmental Direct Charging

Recommended

Overhead baseline adjustment to support salaries direct charged to funds borrowing services from another fund. The service is charged directly with overhead applied monthly.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | (\$68,715)     | (\$66,409)     | 0.00          | 0.00          |

### CW00104 Paid Family & Medical Leave Act - Employer 37% Portion

Recommended

In 2019, Paid Family and Medical Leave will require 37% of 0.4% of total compensation to be supported by the employer. This decision package reflects that amounts needed in 2019-20 for the premium to remit quarterly.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                   |         |          |         |         |      |      |
|-------------------|---------|----------|---------|---------|------|------|
| 102 - Street Fund | Expense | On Going | \$1,290 | \$1,310 | 0.00 | 0.00 |
|-------------------|---------|----------|---------|---------|------|------|

### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | \$12,613       | \$12,613       | 0.00          | 0.00          |

### CW00109 Paid Family & Medical Leave Act - Employee 63% Portion Supported by City of Vancouver

Not Recommended

In 2019 Paid Family and Medical Leave will require 63% of 0.4% of total compensation to be supported by the Employee. The intent of this decision package is for City of Vancouver to support that expense instead of the employee.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | \$2,173        | \$2,206        | 0.00          | 0.00          |

### CW00115 WSD Cost Allocation Plan

Recommended

Provide incremental budget for the Water Sewer Drainage Cost Plan based on revised calculation from accounting. Administrative costs are expensed to 445 water fund, then distributed out to respective departments based on services provided.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | (\$57,693)     | (\$57,693)     | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### EQ00107 2019-20 Citywide Equipment Reserve Model True-Up

Recommended

True up of appropriation in Equipment ER&R (595200) to support replacement of assets based on asset lifecycle.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | \$1,297        | \$1,297        | 0.00          | 0.00          |

### EQ00109 2019-20 Equipment Operating Fund True-Up

Recommended

Increase budget for departments for potential rate increases in 2019-20 to support the Equipment Services Operating Fund

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | \$1,731        | \$1,429        | 0.00          | 0.00          |

### FR00123 Fire Marshal's Office - ENG Revenue

Recommended

Revenue from new development is collected from permit fees, but does not automatically get deposited into Fire fund. This entry is the estimated amount due 50% from Water & 50% from Transportation to Fire to support the ENG review of permits.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | \$38,530       | \$38,530       | 0.00          | 0.00          |

### FS00105 eDocs Software Licenses

Recommended

Purchase eDocs licenses for various city employees across the City. Continue to enhance the functionality and usage of eDocs to allow City employees to easily search and find records by increasing profile fields and libraries.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | \$3,738        | \$621          | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### FS00106 Increased Banking Service Fees

Recommended

Increase the banking services baseline budget to account for increased on-line payments in CED due to electronic building plan submittals and additional parking pay station installations.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | \$4,000        | \$4,000        | 0.00          | 0.00          |

### IT00133 Hansen Licenses - Citywide

Recommended

This DP is for the maintenance and support fees for Hansen applications. This routine maintenance and repair program is critical to ensure the City's Hansen applications are properly supported and maintained.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | \$4,260        | \$4,473        | 0.00          | 0.00          |

### IT00139 506 Allocations

Recommended

Allocates 506 Baseline and DPs not paid for out of the fund balance.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | \$4,699        | \$2,488        | 0.00          | 0.00          |

### PW00101 Ongoing Support For Operations GPS/AVL Implementation

Not Recommended

This decision package requests ongoing funding for GPS/AVL capability in select city vehicles at the Operations Center.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | \$900          | \$900          | 0.00          | 0.00          |

## Submitted Decision Packages by Type

|                   |         |          |       |     |      |      |
|-------------------|---------|----------|-------|-----|------|------|
| 102 - Street Fund | Expense | One Time | \$390 | \$0 | 0.00 | 0.00 |
|-------------------|---------|----------|-------|-----|------|------|

### PW00151 102-71 Project Planning Scoping and Estimating Consultant Assistance

Recommended

Transp. Planning in CED has been tasked with determining the feasibility of proposed projects, prioritizing, initial scoping, and cost of pedestrian accessibility and bicycle improvement projects prior to the establishment of the project budget.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | \$60,000       | \$60,000       | 0.00          | 0.00          |

### PW00152 102-71 Bridge Evaluation and Monitoring

Recommended

Bridge conditions and bridge load restrictions are a city-wide issue. State law requires the inspection, evaluation, monitoring, and reporting of bridges periodically as well as after any major event such as an earthquake.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | \$15,000       | \$15,000       | 0.00          | 0.00          |

### PW00208 102/3-71 Add FTE GIS Technician - Transportation FTE

Recommended

Requesting 1.0 FTE Sr. Engineering Technician for GIS to support the Transportation department with GIS and Asset Management programs.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | \$49,783       | \$51,105       | 1.00          | 0.00          |
| 102 - Street Fund | Expense | One Time | \$4,783        | \$3,288        | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00217 102/3-71 Pavement Management Overtime

Recommended

As part of the annual pavement management program, overtime funding is needed to ensure that streets are prepared for preservation treatments in advance of contract work and that there is City construction staff on site during the contract work.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | One Time | \$90,000       | \$90,000       | 0.00          | 0.00          |

### PW00218 102-71 Pavement Management Professional Services for Design and Evaluation

Recommended

This request is to fund professional services for pavement design and evaluation. The Pavement program currently contracts out its pavement condition rating in lieu of using temporary employees to collect and enter field data into a database.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | \$270,000      | \$270,000      | 0.00          | 0.00          |

### PW00219 102-71 Pavement Management Transfer Salaries from Construction Services and Street Maintenance

Recommended

This request is to transfer regular salaries and benefits from both the Street Maintenance and Construction Inspection workgroups to the Pavement Management program where the work will be performed.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | \$434,000      | \$434,000      | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00220 102-71 Pavement Management Sampling and Testing

Recommended

This decision package is to re-justify the baseline budget for sampling and testing for the Pavement Management program.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | \$7,500        | \$7,500        | 0.00          | 0.00          |

### PW00258 102-71 Additional Need for 2019-20 Vehicle Appropriation

Recommended

This decision package requests one-time funding to supplement available reserves for anticipated vehicle and equipment replacements for Pavement Management in 2019-20.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | One Time | \$8,524        | \$0            | 0.00          | 0.00          |

### PW00357 102/3-71 Temporary Help for GIS in Transportation

Not Recommended

To request temporary help funding to support a GIS technician in transportation.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | \$50,000       | \$50,000       | 0.00          | 0.00          |

### PW00389 Baseline Salary Adjustment for Direct Charging to Capital Projects

Recommended

Adjustment to operating baseline budget in salaries to reflect personnel direct charging to capital projects in capital budget.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | (\$287,992)    | (\$292,581)    | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### RS00103 Risk Model Allocation - City Wide

Recommended

This DP trues-up the baseline property and liability charges, and appropriates the worker's compensation charges.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | (\$5,394)      | (\$5,395)      | 0.00          | 0.00          |

### TR00101 330-71 Mill Plain Blvd - 104th to Chkalov Dr.

Recommended

Roadway, traffic signal, access and southbound I-205 onramp modifications to enhance safety and minimize delays. Includes realignment of SE 104th Ave to SE 2nd St, modification of access at SE 105th Ave, closure of NE 107th Ave access to Mill Plain.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | \$400,000      | \$0            | 0.00          | 0.00          |

### TR00119 331-71 Traffic Signal Sustainability Carry Forward

Recommended

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | One Time | \$203,480      | \$0            | 0.00          | 0.00          |

### TR00120 331-71 Traffic Signal Sustainability

Recommended

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | One Time | \$215,000      | \$215,000      | 0.00          | 0.00          |



## Submitted Decision Packages by Type

### TR00126 331-71 Columbia Street Reconstruction Carry Forward

Recommended

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | One Time | \$100,000      | \$0            | 0.00          | 0.00          |

### TR00129 331-71 2019 Neighborhood Traffic Management Program

Recommended

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | One Time | \$60,000       | \$0            | 0.00          | 0.00          |

### TR00130 331-71 2020 Neighborhood Traffic Management Program

Recommended

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | One Time | \$0            | \$60,000       | 0.00          | 0.00          |

### 102-74 Street Maintenance

#### CW00100 Equipment Services Admin Charge True-Up - Citywide

Recommended

Each asset in is charged an annual admin fee to support the administrative costs of managing the fleet. In 2019-20 the admin fee is budgeted at \$252 per asset and will be trued up annually in the budget.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                   |         |          |          |          |      |      |
|-------------------|---------|----------|----------|----------|------|------|
| 102 - Street Fund | Expense | On Going | \$25,800 | \$25,800 | 0.00 | 0.00 |
|-------------------|---------|----------|----------|----------|------|------|

### CW00101 Equipment Services Labor & Repair Charge True-Up - Citywide

Recommended

Equipment Services (504) provides vehicle parts and labor and charges based on usage to departments monthly through interfund transaction. This decision package increases baseline to support the increased rates and service to the Citywide fleet.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | \$72,073       | \$72,073       | 0.00          | 0.00          |

### CW00102 Equipment Services Rental Across Funds True-Up - Citywide

Recommended

This decision package supports interfund charging between departments for use of assets and provides offsetting revenue for lending departments using averages in the last biennium.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | \$93,877       | \$93,877       | 0.00          | 0.00          |

### CW00103 Overhead for Interdepartmental Direct Charging

Recommended

Overhead baseline adjustment to support salaries direct charged to funds borrowing services from another fund. The service is charged directly with overhead applied monthly.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | \$66           | \$72           | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CW00104 Paid Family & Medical Leave Act - Employer 37% Portion

Recommended

In 2019, Paid Family and Medical Leave will require 37% of 0.4% of total compensation to be supported by the employer. This decision package reflects that amounts needed in 2019-20 for the premium to remit quarterly.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | \$2,309        | \$2,369        | 0.00          | 0.00          |

### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | \$29,546       | \$29,546       | 0.00          | 0.00          |

### CW00107 Grounds and Facilities Overhead Rate - Baseline

Recommended

To provide baseline budget for the support of the internal services of Grounds and Facilities departments.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | \$82,099       | \$97,032       | 0.00          | 0.00          |

### CW00108 Grounds and Facilities Overhead Rate - Support 19-20 Recommended Decision Packages

Recommended

To provide budget for the support of the internal services of Grounds and Facilities departments for new biennial requests.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | \$69,520       | \$88,792       | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CW00109 Paid Family & Medical Leave Act - Employee 63% Portion Supported by City of Vancouver

Not Recommended

In 2019 Paid Family and Medical Leave will require 63% of 0.4% of total compensation to be supported by the Employee. The intent of this decision package is for City of Vancouver to support that expense instead of the employee.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | \$4,047        | \$3,935        | 0.00          | 0.00          |

### CW00114 Permeable Surface Rates

Recommended

The Surface Water Management Fund 443 charges a fee for hard surfaces where water cannot naturally run off and absorb into the ground. This is the incremental adjustment to baseline.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | \$274,923      | \$393,699      | 0.00          | 0.00          |

### CW00115 WSD Cost Allocation Plan

Recommended

Provide incremental budget for the Water Sewer Drainage Cost Plan based on revised calculation from accounting. Administrative costs are expensed to 445 water fund, then distributed out to respective departments based on services provided.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | (\$27,671)     | (\$27,671)     | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### EQ00106 505/152 Citywide Vehicle and Equipment Replacements - Carry Forward Only

Recommended

Carryforward of replacement needs for city-wide vehicles and equipment from 2018. Vehicles that are not fully funded will have separate decision packages to support.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | One Time | \$307,165      | \$0            | 0.00          | 0.00          |

### EQ00107 2019-20 Citywide Equipment Reserve Model True-Up

Recommended

True up of appropriation in Equipment ER&R (595200) to support replacement of assets based on asset lifecycle.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | \$138,490      | \$165,566      | 0.00          | 0.00          |

### EQ00109 2019-20 Equipment Operating Fund True-Up

Recommended

Increase budget for departments for potential rate increases in 2019-20 to support the Equipment Services Operating Fund

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | \$137,457      | \$113,493      | 0.00          | 0.00          |

### FS00105 eDocs Software Licenses

Recommended

Purchase eDocs licenses for various city employees across the City. Continue to enhance the functionality and usage of eDocs to allow City employees to easily search and find records by increasing profile fields and libraries.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                   |         |          |         |         |      |      |
|-------------------|---------|----------|---------|---------|------|------|
| 102 - Street Fund | Expense | On Going | \$7,476 | \$1,242 | 0.00 | 0.00 |
|-------------------|---------|----------|---------|---------|------|------|

### IT00133 Hansen Licenses - Citywide

Recommended

This DP is for the maintenance and support fees for Hansen applications. This routine maintenance and repair program is critical to ensure the City's Hansen applications are properly supported and maintained.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | \$6,360        | \$6,676        | 0.00          | 0.00          |

### IT00139 506 Allocations

Recommended

Allocates 506 Baseline and DPs not paid for out of the fund balance.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | \$30,758       | \$26,046       | 0.00          | 0.00          |

### PW00101 Ongoing Support For Operations GPS/AVL Implementation

Not Recommended

This decision package requests ongoing funding for GPS/AVL capability in select city vehicles at the Operations Center.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | \$8,100        | \$8,100        | 0.00          | 0.00          |
| 102 - Street Fund | Expense | One Time | \$3,510        | \$0            | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00219 102-71 Pavement Management Transfer Salaries from Construction Services and Street Maintenance

Recommended

This request is to transfer regular salaries and benefits from both the Street Maintenance and Construction Inspection workgroups to the Pavement Management program where the work will be performed.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | (\$192,000)    | (\$192,000)    | 0.00          | 0.00          |

### PW00222 102-74 Add 3 FTE Streets Maintenance-Sidewalk Maintenance

Not Recommended

The purpose of this position is to provide additional staffing support within the Streets & Transportation Division of Public Works including the Sidewalk Management Program and the Transportation Design Engineering section.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | \$463,725      | \$471,698      | 3.00          | 0.00          |
| 102 - Street Fund | Expense | One Time | \$76,000       | \$1,000        | 0.00          | 0.00          |

### PW00224 102-74 Contracted Encampment Cleanup

Recommended

This package would request funds to pay for contracted cleanup services for the large, weekly cleanups once a week throughout the year as well as additional cleanups as needed or quick, on demand response.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | \$277,000      | \$277,000      | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00225 102-74 Street Maintenance - Overtime

Recommended

This DP re-justifies overtime for streets maintenance, that is used for projects that cannot be completed by staff on regular time due to shortage of staffing: paving and striping projects, and weather events such as snow/ice and wind storms.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | One Time | \$90,000       | \$90,000       | 0.00          | 0.00          |

### PW00226 102-74 Street Maintenance - Plow and Deicer Units for New Trucks

Recommended

This package would fund the one time purchase and on-going ER&R costs for a new snow plow and deicing unit on trucks purchased to service the new Van Mall North Annexation area.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | One Time | \$49,700       | \$4,700        | 0.00          | 0.00          |

### PW00227 102-74 Street Maintenance - Repair and Maintenance - Other

Recommended

This decision package is to re-justify the baseline budget for Repair and Maintenance - Other funds for the Street Maintenance group.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | \$60,000       | \$60,000       | 0.00          | 0.00          |

### PW00228 102-74 Salt for New Storage Structure

Recommended

This package would fund the one time purchase of road salt to fill the new storage structure funded as part of the 2017 Spring Supplemental Budget.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|



## Submitted Decision Packages by Type

|                   |         |          |          |     |      |      |
|-------------------|---------|----------|----------|-----|------|------|
| 102 - Street Fund | Expense | One Time | \$60,000 | \$0 | 0.00 | 0.00 |
|-------------------|---------|----------|----------|-----|------|------|

### PW00229 102-74 Signs and Striping Inventory

Recommended

This package would fund street sign inventory collection to complete the initial inventory of the entire city system.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | \$60,000       | \$60,000       | 0.00          | 0.00          |

### PW00230 102-74 Temporary Help for Street Maintenance

Recommended

This decision package is to add additional funding for temporary help for Streets maintenance. Temporary help is used to supplement street crews to complete annual maintenance activities.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | \$60,000       | \$60,000       | 0.00          | 0.00          |

### PW00232 102-74 Citywide Sidewalk Program - Advanced Repairs

Recommended

The purpose of this decision package is to create advanced funding money to front property owner sidewalk repairs done by either City forces or by contract that would then be repaid by the property owner over time with interest.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | \$500,000      | \$500,000      | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00233 102/3-74 Add FTE Administrative Assistant for Sidewalk Repair Program

Recommended

The purpose of this position is to provide additional staffing support within the Streets & Transportation Division of Public Works including the Sidewalk Management Program and the Transportation Design Engineering section.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | One Time | \$2,731        | \$0            | 0.00          | 0.00          |
| 102 - Street Fund | Expense | On Going | \$56,298       | \$57,787       | 0.00          | 0.00          |

### PW00245 102-74 Add Vehicle Appropriation for Utilimaster Van

Recommended

This decision package requests one-time funding to supplement the 2018 appropriation for two 2004 Freightliner Utility Vans.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | One Time | \$170,000      | \$0            | 0.00          | 0.00          |

### PW00246 102-74 Add Vehicle Appropriation Snow Attachment

Recommended

This decision package requests one-time funding to supplement the 2018 appropriation for a snow removal/material spreader attachment.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | One Time | \$10,000       | \$0            | 0.00          | 0.00          |

### PW00247 102-74 Add Vehicle Appropriation Snow Plow/Deicer

Recommended

This decision package requests one-time funding to supplement the 2018 appropriation for two snow plow and one deicer attachments.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                   |         |          |         |     |      |      |
|-------------------|---------|----------|---------|-----|------|------|
| 102 - Street Fund | Expense | One Time | \$5,000 | \$0 | 0.00 | 0.00 |
|-------------------|---------|----------|---------|-----|------|------|

### PW00253 Add Vehicle Appropriation Stellar Beds

Recommended

This decision package requests one-time funding to supplement the 2018 appropriation for 14 vehicle mounted stellar beds

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | One Time | \$18,000       | \$0            | 0.00          | 0.00          |

### PW00255 102-74 Add Vehicle Appropriation Workhorse Van

Recommended

This decision package requests one-time funding to supplement the 2018 appropriation for a workhorse van.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | One Time | \$85,000       | \$0            | 0.00          | 0.00          |

### PW00259 102-74 Additional Need for 2019-20 Vehicle Appropriation

Recommended

This decision package requests one-time funding to supplement available reserves for anticipated vehicle and equipment replacements for Street Maintenance in 2019-20.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | One Time | \$133,422      | \$25,027       | 0.00          | 0.00          |

### RS00103 Risk Model Allocation - City Wide

Recommended

This DP trues-up the baseline property and liability charges, and appropriates the worker's compensation charges.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                   |         |          |           |           |      |      |
|-------------------|---------|----------|-----------|-----------|------|------|
| 102 - Street Fund | Expense | On Going | \$316,421 | \$316,421 | 0.00 | 0.00 |
|-------------------|---------|----------|-----------|-----------|------|------|

### 102-79 Transportation Development Review

#### CW00100 Equipment Services Admin Charge True-Up - Citywide

Recommended

Each asset in is charged an annual admin fee to support the administrative costs of managing the fleet. In 2019-20 the admin fee is budgeted at \$252 per asset and will be trued up annually in the budget.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | \$252          | \$252          | 0.00          | 0.00          |

#### CW00101 Equipment Services Labor & Repair Charge True-Up - Citywide

Recommended

Equipment Services (504) provides vehicle parts and labor and charges based on usage to departments monthly through interfund transaction. This decision package increases baseline to support the increased rates and service to the Citywide fleet.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | \$500          | \$500          | 0.00          | 0.00          |

#### CW00104 Paid Family & Medical Leave Act - Employer 37% Portion

Recommended

In 2019, Paid Family and Medical Leave will require 37% of 0.4% of total compensation to be supported by the employer. This decision package reflects that amounts needed in 2019-20 for the premium to remit quarterly.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | \$278          | \$284          | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | (\$5,324)      | (\$5,324)      | 0.00          | 0.00          |

### CW00109 Paid Family & Medical Leave Act - Employee 63% Portion Supported by City of Vancouver

Not Recommended

In 2019 Paid Family and Medical Leave will require 63% of 0.4% of total compensation to be supported by the Employee. The intent of this decision package is for City of Vancouver to support that expense instead of the employee.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | \$472          | \$482          | 0.00          | 0.00          |

### CW00111 Marine Park Engineering Rent

Recommended

Solid Waste and Transportation occupy space in the Marine Park Engineering building owned by the Sewer fund. This is an incremental adjustment to the baseline budget for the proportionate share of rent.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | \$6,190        | \$6,190        | 0.00          | 0.00          |

### EQ00107 2019-20 Citywide Equipment Reserve Model True-Up

Recommended

True up of appropriation in Equipment ER&R (595200) to support replacement of assets based on asset lifecycle.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                   |         |          |       |         |      |      |
|-------------------|---------|----------|-------|---------|------|------|
| 102 - Street Fund | Expense | On Going | \$310 | \$2,128 | 0.00 | 0.00 |
|-------------------|---------|----------|-------|---------|------|------|

### EQ00109 2019-20 Equipment Operating Fund True-Up

Recommended

Increase budget for departments for potential rate increases in 2019-20 to support the Equipment Services Operating Fund

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | \$498          | \$411          | 0.00          | 0.00          |

### IT00139 506 Allocations

Recommended

Allocates 506 Baseline and DPs not paid for out of the fund balance.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | \$1,537        | \$1,109        | 0.00          | 0.00          |

### PW00101 Ongoing Support For Operations GPS/AVL Implementation

Not Recommended

This decision package requests ongoing funding for GPS/AVL capability in select city vehicles at the Operations Center.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | One Time | \$130          | \$0            | 0.00          | 0.00          |
| 102 - Street Fund | Expense | On Going | \$300          | \$300          | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00231 102/103-79 Add FTE Transportation Development Review - Engineering Technician II

Recommended

The purpose of this position is to provide additional staffing support in a variety of programs within the Streets & Transportation Division of Public Works including Transportation Development Review Services (TDRS) and Transportation Design Engineering.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Revenue | On Going | \$24,493       | \$23,502       | 0.00          | 0.00          |
| 102 - Street Fund | Expense | On Going | \$46,955       | \$47,704       | 1.00          | 0.00          |
| 102 - Street Fund | Expense | One Time | \$2,731        | \$0            | 0.00          | 0.00          |

### PW00235 102-79 Transportation Concurrency - Professional Services

Not Recommended

The City's Concurrency Ordinance (VMC 11.70) requires an ongoing monitoring of the City's transportation corridors as well as monitoring of critical intersections throughout the City.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | \$1,954        | \$1,954        | 0.00          | 0.00          |

## 102-88 Traffic Engineering & Operations

### CW00100 Equipment Services Admin Charge True-Up - Citywide

Recommended

Each asset in is charged an annual admin fee to support the administrative costs of managing the fleet. In 2019-20 the admin fee is budgeted at \$252 per asset and will be trued up annually in the budget.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | \$2,016        | \$2,016        | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CW00101 Equipment Services Labor & Repair Charge True-Up - Citywide

Recommended

Equipment Services (504) provides vehicle parts and labor and charges based on usage to departments monthly through interfund transaction. This decision package increases baseline to support the increased rates and service to the Citywide fleet.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | (\$2,000)      | (\$2,000)      | 0.00          | 0.00          |

### CW00102 Equipment Services Rental Across Funds True-Up - Citywide

Recommended

This decision package supports interfund charging between departments for use of assets and provides offsetting revenue for lending departments using averages in the last biennium.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | \$1,374        | \$1,374        | 0.00          | 0.00          |

### CW00104 Paid Family & Medical Leave Act - Employer 37% Portion

Recommended

In 2019, Paid Family and Medical Leave will require 37% of 0.4% of total compensation to be supported by the employer. This decision package reflects that amounts needed in 2019-20 for the premium to remit quarterly.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | \$1,619        | \$1,640        | 0.00          | 0.00          |

### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | (\$61,128)     | (\$61,128)     | 0.00          | 0.00          |



## Submitted Decision Packages by Type

### CW00109 Paid Family & Medical Leave Act - Employee 63% Portion Supported by City of Vancouver

Not Recommended

In 2019 Paid Family and Medical Leave will require 63% of 0.4% of total compensation to be supported by the Employee. The intent of this decision package is for City of Vancouver to support that expense instead of the employee.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | \$2,777        | \$2,668        | 0.00          | 0.00          |

### CW00115 WSD Cost Allocation Plan

Recommended

Provide incremental budget for the Water Sewer Drainage Cost Plan based on revised calculation from accounting. Administrative costs are expensed to 445 water fund, then distributed out to respective departments based on services provided.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | (\$22,837)     | (\$22,837)     | 0.00          | 0.00          |

### EQ00107 2019-20 Citywide Equipment Reserve Model True-Up

Recommended

True up of appropriation in Equipment ER&R (595200) to support replacement of assets based on asset lifecycle.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | (\$8,855)      | (\$8,855)      | 0.00          | 0.00          |

### EQ00109 2019-20 Equipment Operating Fund True-Up

Recommended

Increase budget for departments for potential rate increases in 2019-20 to support the Equipment Services Operating Fund

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                   |         |          |          |          |      |      |
|-------------------|---------|----------|----------|----------|------|------|
| 102 - Street Fund | Expense | On Going | \$17,482 | \$14,435 | 0.00 | 0.00 |
|-------------------|---------|----------|----------|----------|------|------|

### FS00105 eDocs Software Licenses

Recommended

Purchase eDocs licenses for various city employees across the City. Continue to enhance the functionality and usage of eDocs to allow City employees to easily search and find records by increasing profile fields and libraries.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | \$3,738        | \$621          | 0.00          | 0.00          |

### IT00133 Hansen Licenses - Citywide

Recommended

This DP is for the maintenance and support fees for Hansen applications. This routine maintenance and repair program is critical to ensure the City's Hansen applications are properly supported and maintained.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | \$5,279        | \$5,542        | 0.00          | 0.00          |

### IT00139 506 Allocations

Recommended

Allocates 506 Baseline and DPs not paid for out of the fund balance.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | \$19,756       | \$16,936       | 0.00          | 0.00          |

### PW00101 Ongoing Support For Operations GPS/AVL Implementation

Not Recommended

This decision package requests ongoing funding for GPS/AVL capability in select city vehicles at the Operations Center.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                   |         |          |         |         |      |      |
|-------------------|---------|----------|---------|---------|------|------|
| 102 - Street Fund | Expense | One Time | \$910   | \$0     | 0.00 | 0.00 |
| 102 - Street Fund | Expense | On Going | \$2,100 | \$2,100 | 0.00 | 0.00 |

### PW00215 102-88 Traffic Engineering and Operations - Overtime and Callback

Recommended

The Traffic Engineering and Operations department incurs overtime for the maintenance of the traffic signals and street lights.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | One Time | \$127,000      | \$127,000      | 0.00          | 0.00          |

### PW00216 102-88 Traffic Engineering and Operations - Professional Services

Recommended

Increase to baseline to be in line with 3 year average in professional services to design improvement projects related to street lighting, traffic signals, signs and travel lane markings.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | \$66,355       | \$66,355       | 0.00          | 0.00          |

### PW00219 102-71 Pavement Management Transfer Salaries from Construction Services and Street Maintenance

Recommended

This request is to transfer regular salaries and benefits from both the Street Maintenance and Construction Inspection workgroups to the Pavement Management program where the work will be performed.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | (\$21,000)     | (\$21,000)     | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00352 102-88 LED Street Light Retrofit Debt Service Transfer and ER&R Savings

Recommended

Converting street lights from HPS to LED fixtures will reduce the city's energy bill by an estimated \$500k per year. Savings in electricity will go toward the debt service incurred on the project. Supply savings will go toward future LED replacements.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | (\$199,482)    | (\$187,499)    | 0.00          | 0.00          |

### PW00353 102-88 Increase Baseline for Repair and Maintenance

Recommended

Increase baseline budget to be in line with 3 year average. Dollars here are used for smaller projects requested by customers like installing accessible pedestrian signals, installation of new street lights requested by customers, etc.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | \$19,200       | \$19,200       | 0.00          | 0.00          |

### RS00103 Risk Model Allocation - City Wide

Recommended

This DP trues-up the baseline property and liability charges, and appropriates the worker's compensation charges.

| Fund Name         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------|---------|----------|----------------|----------------|---------------|---------------|
| 102 - Street Fund | Expense | On Going | \$6,502        | \$6,502        | 0.00          | 0.00          |

### 103-00 Street Funding Initiative Operating

## Submitted Decision Packages by Type

### CW00103 Overhead for Interdepartmental Direct Charging

Recommended

Overhead baseline adjustment to support salaries direct charged to funds borrowing services from another fund. The service is charged directly with overhead applied monthly.

| Fund Name                                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 103 - Street Funding Initiative - Operating Fund | Revenue | On Going | \$16,689       | \$17,607       | 0.00          | 0.00          |

### PW00355 Transfer of Retired Debt Service in General Fund to Street Initiatives - Incremental Adjustment

Recommended

Transfer from General Fund to Fund 103 Street Funding Initiative for the annual fall off of the debt service to spend on new street initiatives. Incremental adjustment to baseline.

| Fund Name                                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 103 - Street Funding Initiative - Operating Fund | Revenue | On Going | (\$250,000)    | \$550,000      | 0.00          | 0.00          |

### PW00358 490-86 Solid Waste MOU Transfer to Operations

Recommended

Solid Waste and the Operations Center maintain a Memorandum of Understanding for services provided by Operations crews that benefit the mission and goals of the Solid Waste division.

| Fund Name                                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 103 - Street Funding Initiative - Operating Fund | Revenue | On Going | \$15,950       | \$15,950       | 0.00          | 0.00          |

### 103-71 Street Funding Initiative Operating - Pavement Management

## Submitted Decision Packages by Type

### CW00100 Equipment Services Admin Charge True-Up - Citywide

Recommended

Each asset in is charged an annual admin fee to support the administrative costs of managing the fleet. In 2019-20 the admin fee is budgeted at \$252 per asset and will be trued up annually in the budget.

| Fund Name                                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 103 - Street Funding Initiative - Operating Fund | Expense | On Going | \$252          | \$252          | 0.00          | 0.00          |

### CW00101 Equipment Services Labor & Repair Charge True-Up - Citywide

Recommended

Equipment Services (504) provides vehicle parts and labor and charges based on usage to departments monthly through interfund transaction. This decision package increases baseline to support the increased rates and service to the Citywide fleet.

| Fund Name                                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 103 - Street Funding Initiative - Operating Fund | Expense | On Going | (\$1,175)      | (\$1,175)      | 0.00          | 0.00          |

### CW00102 Equipment Services Rental Across Funds True-Up - Citywide

Recommended

This decision package supports interfund charging between departments for use of assets and provides offsetting revenue for lending departments using averages in the last biennium.

| Fund Name                                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 103 - Street Funding Initiative - Operating Fund | Expense | On Going | \$3,000        | \$3,000        | 0.00          | 0.00          |

### CW00103 Overhead for Interdepartmental Direct Charging

Recommended

Overhead baseline adjustment to support salaries direct charged to funds borrowing services from another fund. The service is charged directly with overhead applied monthly.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                                                  |         |          |          |          |      |      |
|--------------------------------------------------|---------|----------|----------|----------|------|------|
| 103 - Street Funding Initiative - Operating Fund | Expense | On Going | \$40,133 | \$42,340 | 0.00 | 0.00 |
|--------------------------------------------------|---------|----------|----------|----------|------|------|

### CW00104 Paid Family & Medical Leave Act - Employer 37% Portion

Recommended

In 2019, Paid Family and Medical Leave will require 37% of 0.4% of total compensation to be supported by the employer. This decision package reflects that amounts needed in 2019-20 for the premium to remit quarterly.

| Fund Name                                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 103 - Street Funding Initiative - Operating Fund | Expense | On Going | \$446          | \$452          | 0.00          | 0.00          |

### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name                                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 103 - Street Funding Initiative - Operating Fund | Expense | On Going | \$44,040       | \$44,040       | 0.00          | 0.00          |

### CW00109 Paid Family & Medical Leave Act - Employee 63% Portion Supported by City of Vancouver

Not Recommended

In 2019 Paid Family and Medical Leave will require 63% of 0.4% of total compensation to be supported by the Employee. The intent of this decision package is for City of Vancouver to support that expense instead of the employee.

| Fund Name                                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 103 - Street Funding Initiative - Operating Fund | Expense | On Going | \$729          | \$739          | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CW00115 WSD Cost Allocation Plan

Recommended

Provide incremental budget for the Water Sewer Drainage Cost Plan based on revised calculation from accounting. Administrative costs are expensed to 445 water fund, then distributed out to respective departments based on services provided.

| Fund Name                                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 103 - Street Funding Initiative - Operating Fund | Expense | On Going | (\$5,000)      | (\$5,000)      | 0.00          | 0.00          |

### EQ00107 2019-20 Citywide Equipment Reserve Model True-Up

Recommended

True up of appropriation in Equipment ER&R (595200) to support replacement of assets based on asset lifecycle.

| Fund Name                                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 103 - Street Funding Initiative - Operating Fund | Expense | On Going | \$4,289        | \$4,289        | 0.00          | 0.00          |

### EQ00109 2019-20 Equipment Operating Fund True-Up

Recommended

Increase budget for departments for potential rate increases in 2019-20 to support the Equipment Services Operating Fund

| Fund Name                                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 103 - Street Funding Initiative - Operating Fund | Expense | On Going | \$96           | \$79           | 0.00          | 0.00          |

### IT00139 506 Allocations

Recommended

Allocates 506 Baseline and DPs not paid for out of the fund balance.

| Fund Name                                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 103 - Street Funding Initiative - Operating Fund | Expense | On Going | \$3,998        | \$3,356        | 0.00          | 0.00          |



## Submitted Decision Packages by Type

### PW00208 102/3-71 Add FTE GIS Technician - Transportation FTE

Recommended

Requesting 1.0 FTE Sr. Engineering Technician for GIS to support the Transportation department with GIS and Asset Management programs.

| Fund Name                                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 103 - Street Funding Initiative - Operating Fund | Expense | On Going | \$49,783       | \$51,105       | 0.00          | 0.00          |
| 103 - Street Funding Initiative - Operating Fund | Expense | One Time | \$4,783        | \$3,288        | 0.00          | 0.00          |

### PW00217 102/3-71 Pavement Management Overtime

Recommended

As part of the annual pavement management program, overtime funding is needed to ensure that streets are prepared for preservation treatments in advance of contract work and that there is City construction staff on site during the contract work.

| Fund Name                                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 103 - Street Funding Initiative - Operating Fund | Expense | One Time | \$37,000       | \$37,000       | 0.00          | 0.00          |

### PW00241 103-71 Add 1.0 FTE Civil Engineer - Street Funding Initiative

Recommended

With the increased street funding approved by Council, and the recent adoption of the current six year transportation plan (2019-2024), our increased workload necessitate the need for additional full time Civil Engineer position by year 2020.

| Fund Name                                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 103 - Street Funding Initiative - Operating Fund | Expense | One Time | \$0            | \$5,462        | 0.00          | 0.00          |
| 103 - Street Funding Initiative - Operating Fund | Expense | On Going | \$0            | \$81,202       | 0.00          | 1.00          |

## Submitted Decision Packages by Type

### PW00357 102/3-71 Temporary Help for GIS in Transportation

Not Recommended

To request temporary help funding to support a GIS technician in transportation.

| Fund Name                                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 103 - Street Funding Initiative - Operating Fund | Expense | On Going | \$50,000       | \$50,000       | 0.00          | 0.00          |

### PW00387 634 Transfer to Support Pavement Management Program

Recommended

Per Street Funding Initiative, transfer of cash to support Pavement Management program in Fund 103.

| Fund Name                                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 103 - Street Funding Initiative - Operating Fund | Revenue | On Going | \$1,000,000    | \$1,000,000    | 0.00          | 0.00          |

### PW00389 Baseline Salary Adjustment for Direct Charging to Capital Projects

Recommended

Adjustment to operating baseline budget in salaries to reflect personnel direct charging to capital projects in capital budget.

| Fund Name                                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 103 - Street Funding Initiative - Operating Fund | Expense | On Going | (\$64,640)     | (\$67,087)     | 0.00          | 0.00          |

### RS00103 Risk Model Allocation - City Wide

Recommended

This DP trues-up the baseline property and liability charges, and appropriates the worker's compensation charges.

| Fund Name                                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 103 - Street Funding Initiative - Operating Fund | Expense | On Going | \$36,491       | \$36,492       | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### TR00124 331-71 NE 112th Ave Sidewalk - Chkalov St to 9th St

Recommended

| Fund Name                                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 103 - Street Funding Initiative - Operating Fund | Expense | One Time | \$135,000      | \$0            | 0.00          | 0.00          |

### TR00125 331-71 NW Neighborhood Connectivity (NW 43rd Street to NW 53rd Street -Lincoln) Carry Forward

Recommended

| Fund Name                                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 103 - Street Funding Initiative - Operating Fund | Expense | One Time | \$26,500       | \$0            | 0.00          | 0.00          |

### TR00132 330-71 137th Ave Corridor - 49th to Fourth Plain

Recommended

Urban upgrade of existing, narrow 2-lane rural road. Upgrades to this minor arterial include 1 lane each direction with turn lane or median divider with roundabouts, new NE 59th St intersection, sidewalks, bike facilities, stormwater facilities.

| Fund Name                                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 103 - Street Funding Initiative - Operating Fund | Expense | One Time | \$0            | \$2,000,000    | 0.00          | 0.00          |

### 103-74 Street Funding Initiative Operating - Street Maintenance

## Submitted Decision Packages by Type

### CW00100 Equipment Services Admin Charge True-Up - Citywide

Recommended

Each asset in is charged an annual admin fee to support the administrative costs of managing the fleet. In 2019-20 the admin fee is budgeted at \$252 per asset and will be trued up annually in the budget.

| Fund Name                                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 103 - Street Funding Initiative - Operating Fund | Expense | On Going | \$252          | \$252          | 0.00          | 0.00          |

### CW00101 Equipment Services Labor & Repair Charge True-Up - Citywide

Recommended

Equipment Services (504) provides vehicle parts and labor and charges based on usage to departments monthly through interfund transaction. This decision package increases baseline to support the increased rates and service to the Citywide fleet.

| Fund Name                                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 103 - Street Funding Initiative - Operating Fund | Expense | On Going | \$1,000        | \$1,000        | 0.00          | 0.00          |

### CW00104 Paid Family & Medical Leave Act - Employer 37% Portion

Recommended

In 2019, Paid Family and Medical Leave will require 37% of 0.4% of total compensation to be supported by the employer. This decision package reflects that amounts needed in 2019-20 for the premium to remit quarterly.

| Fund Name                                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 103 - Street Funding Initiative - Operating Fund | Expense | On Going | \$107          | \$111          | 0.00          | 0.00          |

### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name                                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 103 - Street Funding Initiative - Operating Fund | Expense | On Going | (\$2,509)      | (\$2,509)      | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CW00109 Paid Family & Medical Leave Act - Employee 63% Portion Supported by City of Vancouver

Not Recommended

In 2019 Paid Family and Medical Leave will require 63% of 0.4% of total compensation to be supported by the Employee. The intent of this decision package is for City of Vancouver to support that expense instead of the employee.

| Fund Name                                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 103 - Street Funding Initiative - Operating Fund | Expense | On Going | \$180          | \$186          | 0.00          | 0.00          |

### CW00115 WSD Cost Allocation Plan

Recommended

Provide incremental budget for the Water Sewer Drainage Cost Plan based on revised calculation from accounting. Administrative costs are expensed to 445 water fund, then distributed out to respective departments based on services provided.

| Fund Name                                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 103 - Street Funding Initiative - Operating Fund | Expense | On Going | \$7,427        | \$7,427        | 0.00          | 0.00          |

### EQ00107 2019-20 Citywide Equipment Reserve Model True-Up

Recommended

True up of appropriation in Equipment ER&R (595200) to support replacement of assets based on asset lifecycle.

| Fund Name                                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 103 - Street Funding Initiative - Operating Fund | Expense | On Going | \$48           | \$48           | 0.00          | 0.00          |

### EQ00109 2019-20 Equipment Operating Fund True-Up

Recommended

Increase budget for departments for potential rate increases in 2019-20 to support the Equipment Services Operating Fund

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                                                  |         |          |       |       |      |      |
|--------------------------------------------------|---------|----------|-------|-------|------|------|
| 103 - Street Funding Initiative - Operating Fund | Expense | On Going | \$603 | \$498 | 0.00 | 0.00 |
|--------------------------------------------------|---------|----------|-------|-------|------|------|

### IT00139 506 Allocations

Recommended

Allocates 506 Baseline and DPs not paid for out of the fund balance.

| Fund Name                                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 103 - Street Funding Initiative - Operating Fund | Expense | On Going | \$899          | \$685          | 0.00          | 0.00          |

### PW00233 102/3-74 Add FTE Administrative Assistant for Sidewalk Repair Program

Recommended

The purpose of this position is to provide additional staffing support within the Streets & Transportation Division of Public Works including the Sidewalk Management Program and the Transportation Design Engineering section.

| Fund Name                                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 103 - Street Funding Initiative - Operating Fund | Expense | On Going | \$56,298       | \$57,787       | 1.00          | 0.00          |
| 103 - Street Funding Initiative - Operating Fund | Expense | One Time | \$2,731        | \$0            | 0.00          | 0.00          |

### 103-75 Street Funding Initiative Operating - Grounds Maintenance

#### CW00100 Equipment Services Admin Charge True-Up - Citywide

Recommended

Each asset in is charged an annual admin fee to support the administrative costs of managing the fleet. In 2019-20 the admin fee is budgeted at \$252 per asset and will be trued up annually in the budget.

| Fund Name                                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 103 - Street Funding Initiative - Operating Fund | Expense | On Going | \$1,008        | \$1,008        | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CW00101 Equipment Services Labor & Repair Charge True-Up - Citywide

Recommended

Equipment Services (504) provides vehicle parts and labor and charges based on usage to departments monthly through interfund transaction. This decision package increases baseline to support the increased rates and service to the Citywide fleet.

| Fund Name                                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 103 - Street Funding Initiative - Operating Fund | Expense | On Going | \$2,637        | \$2,637        | 0.00          | 0.00          |

### CW00102 Equipment Services Rental Across Funds True-Up - Citywide

Recommended

This decision package supports interfund charging between departments for use of assets and provides offsetting revenue for lending departments using averages in the last biennium.

| Fund Name                                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 103 - Street Funding Initiative - Operating Fund | Expense | On Going | \$10,000       | \$10,000       | 0.00          | 0.00          |

### CW00104 Paid Family & Medical Leave Act - Employer 37% Portion

Recommended

In 2019, Paid Family and Medical Leave will require 37% of 0.4% of total compensation to be supported by the employer. This decision package reflects that amounts needed in 2019-20 for the premium to remit quarterly.

| Fund Name                                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 103 - Street Funding Initiative - Operating Fund | Expense | On Going | \$443          | \$458          | 0.00          | 0.00          |

### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name                                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 103 - Street Funding Initiative - Operating Fund | Expense | On Going | (\$15,874)     | (\$15,874)     | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CW00107 Grounds and Facilities Overhead Rate - Baseline

Recommended

To provide baseline budget for the support of the internal services of Grounds and Facilities departments.

| Fund Name                                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 103 - Street Funding Initiative - Operating Fund | Expense | On Going | (\$13,834)     | (\$10,649)     | 0.00          | 0.00          |

### CW00108 Grounds and Facilities Overhead Rate - Support 19-20 Recommended Decision Packages

Recommended

To provide budget for the support of the internal services of Grounds and Facilities departments for new biennial requests.

| Fund Name                                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 103 - Street Funding Initiative - Operating Fund | Expense | On Going | \$13,882       | \$18,367       | 0.00          | 0.00          |

### CW00109 Paid Family & Medical Leave Act - Employee 63% Portion Supported by City of Vancouver

Not Recommended

In 2019 Paid Family and Medical Leave will require 63% of 0.4% of total compensation to be supported by the Employee. The intent of this decision package is for City of Vancouver to support that expense instead of the employee.

| Fund Name                                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 103 - Street Funding Initiative - Operating Fund | Expense | On Going | \$753          | \$780          | 0.00          | 0.00          |



## Submitted Decision Packages by Type

### CW00115 WSD Cost Allocation Plan

Recommended

Provide incremental budget for the Water Sewer Drainage Cost Plan based on revised calculation from accounting. Administrative costs are expensed to 445 water fund, then distributed out to respective departments based on services provided.

| Fund Name                                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 103 - Street Funding Initiative - Operating Fund | Expense | On Going | \$7,888        | \$7,888        | 0.00          | 0.00          |

### EQ00106 505/152 Citywide Vehicle and Equipment Replacements - Carry Forward Only

Recommended

Carryforward of replacement needs for city-wide vehicles and equipment from 2018. Vehicles that are not fully funded will have separate decision packages to support.

| Fund Name                                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 103 - Street Funding Initiative - Operating Fund | Expense | One Time | \$51,300       | \$0            | 0.00          | 0.00          |

### EQ00107 2019-20 Citywide Equipment Reserve Model True-Up

Recommended

True up of appropriation in Equipment ER&R (595200) to support replacement of assets based on asset lifecycle.

| Fund Name                                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 103 - Street Funding Initiative - Operating Fund | Expense | On Going | \$20,026       | \$20,026       | 0.00          | 0.00          |

### EQ00109 2019-20 Equipment Operating Fund True-Up

Recommended

Increase budget for departments for potential rate increases in 2019-20 to support the Equipment Services Operating Fund

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                                                  |         |          |         |         |      |      |
|--------------------------------------------------|---------|----------|---------|---------|------|------|
| 103 - Street Funding Initiative - Operating Fund | Expense | On Going | \$4,548 | \$3,755 | 0.00 | 0.00 |
|--------------------------------------------------|---------|----------|---------|---------|------|------|

### IT00139 506 Allocations

Recommended

Allocates 506 Baseline and DPs not paid for out of the fund balance.

| Fund Name                                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 103 - Street Funding Initiative - Operating Fund | Expense | On Going | \$9,344        | \$8,059        | 0.00          | 0.00          |

### PW00101 Ongoing Support For Operations GPS/AVL Implementation

Not Recommended

This decision package requests ongoing funding for GPS/AVL capability in select city vehicles at the Operations Center.

| Fund Name                                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 103 - Street Funding Initiative - Operating Fund | Expense | On Going | \$1,200        | \$1,200        | 0.00          | 0.00          |
| 103 - Street Funding Initiative - Operating Fund | Expense | One Time | \$520          | \$0            | 0.00          | 0.00          |

### PW00114 103-75 Restore Professional Service for Median/ROW Tree Care

Recommended

This decision package requests restoration of baseline for professional services to contract for arbor services through Arborscape.

| Fund Name                                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 103 - Street Funding Initiative - Operating Fund | Expense | On Going | \$20,000       | \$20,000       | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00388 103-75 Work Crew Services

Recommended

The grounds crew is dependent upon the use of correction crews to achieve the expected maintenance demands and standards in the medians and right-of-way.

| Fund Name                                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 103 - Street Funding Initiative - Operating Fund | Expense | On Going | \$55,000       | \$55,000       | 0.00          | 0.00          |

### 103-76 Street Funding Initiative Operating - Maintenance

#### CW00100 Equipment Services Admin Charge True-Up - Citywide

Recommended

Each asset in is charged an annual admin fee to support the administrative costs of managing the fleet. In 2019-20 the admin fee is budgeted at \$252 per asset and will be trued up annually in the budget.

| Fund Name                                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 103 - Street Funding Initiative - Operating Fund | Expense | On Going | \$252          | \$252          | 0.00          | 0.00          |

#### CW00101 Equipment Services Labor & Repair Charge True-Up - Citywide

Recommended

Equipment Services (504) provides vehicle parts and labor and charges based on usage to departments monthly through interfund transaction. This decision package increases baseline to support the increased rates and service to the Citywide fleet.

| Fund Name                                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 103 - Street Funding Initiative - Operating Fund | Expense | On Going | \$28,835       | \$28,835       | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CW00104 Paid Family & Medical Leave Act - Employer 37% Portion

Recommended

In 2019, Paid Family and Medical Leave will require 37% of 0.4% of total compensation to be supported by the employer. This decision package reflects that amounts needed in 2019-20 for the premium to remit quarterly.

| Fund Name                                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 103 - Street Funding Initiative - Operating Fund | Expense | On Going | \$75           | \$79           | 0.00          | 0.00          |

### CW00109 Paid Family & Medical Leave Act - Employee 63% Portion Supported by City of Vancouver

Not Recommended

In 2019 Paid Family and Medical Leave will require 63% of 0.4% of total compensation to be supported by the Employee. The intent of this decision package is for City of Vancouver to support that expense instead of the employee.

| Fund Name                                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 103 - Street Funding Initiative - Operating Fund | Expense | On Going | \$128          | \$135          | 0.00          | 0.00          |

### CW00115 WSD Cost Allocation Plan

Recommended

Provide incremental budget for the Water Sewer Drainage Cost Plan based on revised calculation from accounting. Administrative costs are expensed to 445 water fund, then distributed out to respective departments based on services provided.

| Fund Name                                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 103 - Street Funding Initiative - Operating Fund | Expense | On Going | (\$8,143)      | (\$8,143)      | 0.00          | 0.00          |

### EQ00107 2019-20 Citywide Equipment Reserve Model True-Up

Recommended

True up of appropriation in Equipment ER&R (595200) to support replacement of assets based on asset lifecycle.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                                                  |         |          |           |           |      |      |
|--------------------------------------------------|---------|----------|-----------|-----------|------|------|
| 103 - Street Funding Initiative - Operating Fund | Expense | On Going | (\$1,490) | (\$1,490) | 0.00 | 0.00 |
|--------------------------------------------------|---------|----------|-----------|-----------|------|------|

### EQ00109 2019-20 Equipment Operating Fund True-Up

Recommended

Increase budget for departments for potential rate increases in 2019-20 to support the Equipment Services Operating Fund

| Fund Name                                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 103 - Street Funding Initiative - Operating Fund | Expense | On Going | \$9,581        | \$7,911        | 0.00          | 0.00          |

### IT00139 506 Allocations

Recommended

Allocates 506 Baseline and DPs not paid for out of the fund balance.

| Fund Name                                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 103 - Street Funding Initiative - Operating Fund | Expense | On Going | \$306          | \$92           | 0.00          | 0.00          |

### PW00101 Ongoing Support For Operations GPS/AVL Implementation

Not Recommended

This decision package requests ongoing funding for GPS/AVL capability in select city vehicles at the Operations Center.

| Fund Name                                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 103 - Street Funding Initiative - Operating Fund | Expense | On Going | \$300          | \$300          | 0.00          | 0.00          |
| 103 - Street Funding Initiative - Operating Fund | Expense | One Time | \$130          | \$0            | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00107 103-76 Reclassify Baseline FTE by 0.5 for Arterial Sweeping

Recommended

Transfer of baseline budget for 0.5 FTE from 444-76 to 103-76 for arterial sweeping to reflect actual increased level of service by 50% approved by Street Funding Initiative.

| Fund Name                                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 103 - Street Funding Initiative - Operating Fund | Expense | On Going | \$39,743       | \$41,933       | 0.50          | 0.00          |

### PW00118 103-76 Add Repair and Maintenance for Whatley Decant Facility

Recommended

This decision package requests an additional \$10,000 annually for arterial street sweeper processing.

| Fund Name                                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 103 - Street Funding Initiative - Operating Fund | Expense | On Going | \$10,000       | \$10,000       | 0.00          | 0.00          |

### 103-79 Street Funding Initiative Operating - Transportation Development Review

#### PW00231 102/103-79 Add FTE Transportation Development Review - Engineering Technician II

Recommended

The purpose of this position is to provide additional staffing support in a variety of programs within the Streets & Transportation Division of Public Works including Transportation Development Review Services (TDRS) and Transportation Design Engineering.

| Fund Name                                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 103 - Street Funding Initiative - Operating Fund | Expense | One Time | \$2,731        | \$0            | 0.00          | 0.00          |
| 103 - Street Funding Initiative - Operating Fund | Expense | On Going | \$46,955       | \$47,704       | 0.00          | 0.00          |
| 103 - Street Funding Initiative - Operating Fund | Revenue | On Going | \$24,843       | \$23,852       | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### 104-61 Investigative

#### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 104 - Investigative Fund | Expense | On Going | (\$1,157)      | (\$1,157)      | 0.00          | 0.00          |

#### PL00113 Forensic Recovery of Evidence Device (FRED) Workstation

Recommended

Annual replacement of forensic computer systems to maintain reliability, performance and productivity.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 104 - Investigative Fund | Expense | On Going | \$25,000       | \$25,000       | 0.00          | 0.00          |

### 107-61 Drug Enforcement

#### CW00104 Paid Family & Medical Leave Act - Employer 37% Portion

Recommended

In 2019, Paid Family and Medical Leave will require 37% of 0.4% of total compensation to be supported by the employer. This decision package reflects that amounts needed in 2019-20 for the premium to remit quarterly.

| Fund Name                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 107 - Drug Enforcement Fund | Expense | On Going | \$19           | \$19           | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 107 - Drug Enforcement Fund | Expense | On Going | \$187          | \$187          | 0.00          | 0.00          |

### CW00109 Paid Family & Medical Leave Act - Employee 63% Portion Supported by City of Vancouver

Not Recommended

In 2019 Paid Family and Medical Leave will require 63% of 0.4% of total compensation to be supported by the Employee. The intent of this decision package is for City of Vancouver to support that expense instead of the employee.

| Fund Name                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 107 - Drug Enforcement Fund | Expense | On Going | \$52           | \$19           | 0.00          | 0.00          |

### PL00109 Interview Rooms Equipment Upgrade

Recommended

Enhance and expand interview rooms from 2 to 6 to provide dependable video recordings. This includes the increase of two servers for each precinct, noise reduction materials for the polygraph room, and to upgrade to current milestone software.

| Fund Name                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 107 - Drug Enforcement Fund | Expense | One Time | \$96,677       | \$0            | 0.00          | 0.00          |



## Submitted Decision Packages by Type

### PL00114 Replacement of Video Recording Software Technical Surveillance Platform

Recommended

Replacing of View Commander software that has been outpaced by current technology. Request to view, control, record, and enhance video obtained from IP video cameras.

| Fund Name                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 107 - Drug Enforcement Fund | Expense | On Going | \$10,800       | \$10,800       | 0.00          | 0.00          |

### PL00131 Drug Investigation Funding from Fund 107

Recommended

In 2015-16 budget package PL0200 supported converting grant funded positions to baseline. In order to support the increased costs, a transfer for the Computer Forensics Specialist will come from Fund 128. Transfer amount is determined by FTE Baseline.

| Fund Name                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 107 - Drug Enforcement Fund | Expense | On Going | \$110,209      | \$111,428      | 0.00          | 0.00          |

### PL00135 Drug Enforcement Funding Overtime for Detective Position

Recommended

Funding the overtime and callback pay for a Detective position assigned to the Drug Task Force.

| Fund Name                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 107 - Drug Enforcement Fund | Expense | One Time | \$55,700       | \$55,700       | 0.00          | 0.00          |

108-41 CDBG

## Submitted Decision Packages by Type

### CD00131 CDBG and HOME Overhead Costs

Not Recommended

This DP provides General Fund support for CDBG and HOME administrative costs that are in excess of the capped \$300k provided by federal entitlement funds through HUD each year, which have not kept pace with the increased cost to administer the program.

| Fund Name            |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|----------------------|---------|----------|----------------|----------------|---------------|---------------|
| 108 - CED Grant Fund | Revenue | One Time | \$60,000       | \$60,000       | 0.00          | 0.00          |

### CDG0100 HOME Professional Services

Recommended

This DP appropriates the Federal HOME entitlement funds received through HUD mid-year annually. The funds are awarded competitively to community agencies to develop low income housing. The City's contract costs are reimbursed by HUD.

| Fund Name            |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|----------------------|---------|----------|----------------|----------------|---------------|---------------|
| 108 - CED Grant Fund | Expense | One Time | \$600,000      | \$600,000      | 0.00          | 0.00          |
| 108 - CED Grant Fund | Revenue | One Time | \$600,000      | \$600,000      | 0.00          | 0.00          |

### CDG0102 CDBG and HOME Temporary Staffing or Intern

Recommended

This DP funds the additional staff required to administer and track projects funded by \$1.8 million in CDBG and HOME federal entitlement funds through HUD. An intern or temporary agency staff will be used for this purpose.

| Fund Name            |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|----------------------|---------|----------|----------------|----------------|---------------|---------------|
| 108 - CED Grant Fund | Expense | One Time | \$20,000       | \$20,000       | 0.00          | 0.00          |
| 108 - CED Grant Fund | Revenue | One Time | \$20,000       | \$20,000       | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CDG0103 CDBG Professional Services

Recommended

This DP appropriates the Federal CDBG entitlement funds received through HUD mid-year annually. The funds are awarded competitively to community agencies to develop low income housing. The City's contract costs are reimbursed by HUD.

| Fund Name            |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|----------------------|---------|----------|----------------|----------------|---------------|---------------|
| 108 - CED Grant Fund | Revenue | One Time | \$1,509,088    | \$1,516,655    | 0.00          | 0.00          |
| 108 - CED Grant Fund | Expense | One Time | \$900,000      | \$900,000      | 0.00          | 0.00          |

### CW00103 Overhead for Interdepartmental Direct Charging

Recommended

Overhead baseline adjustment to support salaries direct charged to funds borrowing services from another fund. The service is charged directly with overhead applied monthly.

| Fund Name            |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|----------------------|---------|----------|----------------|----------------|---------------|---------------|
| 108 - CED Grant Fund | Expense | On Going | (\$749)        | (\$749)        | 0.00          | 0.00          |

### CW00104 Paid Family & Medical Leave Act - Employer 37% Portion

Recommended

In 2019, Paid Family and Medical Leave will require 37% of 0.4% of total compensation to be supported by the employer. This decision package reflects that amounts needed in 2019-20 for the premium to remit quarterly.

| Fund Name            |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|----------------------|---------|----------|----------------|----------------|---------------|---------------|
| 108 - CED Grant Fund | Expense | On Going | \$418          | \$423          | 0.00          | 0.00          |

### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                      |         |          |            |            |      |      |
|----------------------|---------|----------|------------|------------|------|------|
| 108 - CED Grant Fund | Expense | On Going | (\$62,479) | (\$62,479) | 0.00 | 0.00 |
|----------------------|---------|----------|------------|------------|------|------|

**CW00109 Paid Family & Medical Leave Act - Employee 63% Portion Supported by City of Vancouver**

**Not Recommended**

In 2019 Paid Family and Medical Leave will require 63% of 0.4% of total compensation to be supported by the Employee. The intent of this decision package is for City of Vancouver to support that expense instead of the employee.

| Fund Name            |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|----------------------|---------|----------|----------------|----------------|---------------|---------------|
| 108 - CED Grant Fund | Expense | On Going | \$707          | \$715          | 0.00          | 0.00          |

**CW00116 City Hall Rent and O&M**

**Recommended**

Allocates the rent and O&M for City Hall.

| Fund Name            |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|----------------------|---------|----------|----------------|----------------|---------------|---------------|
| 108 - CED Grant Fund | Expense | On Going | \$20,365       | \$20,632       | 0.00          | 0.00          |

**EQ00102 504-78 Replace and Add Vehicles to City Hall Motor Pool**

**Recommended**

This package requests funding to replace three existing non-replacement motor pool vehicles and add two motor vehicles at City Hall to be supported through allocation to departments at City Hall.

| Fund Name            |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|----------------------|---------|----------|----------------|----------------|---------------|---------------|
| 108 - CED Grant Fund | Expense | One Time | \$2,207        | \$1,520        | 0.00          | 0.00          |
| 108 - CED Grant Fund | Expense | On Going | \$490          | \$869          | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### IT00139 506 Allocations

Recommended

Allocates 506 Baseline and DPs not paid for out of the fund balance.

| Fund Name            |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|----------------------|---------|----------|----------------|----------------|---------------|---------------|
| 108 - CED Grant Fund | Expense | On Going | \$3,696        | \$3,053        | 0.00          | 0.00          |

### RS00103 Risk Model Allocation - City Wide

Recommended

This DP trues-up the baseline property and liability charges, and appropriates the worker's compensation charges.

| Fund Name            |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|----------------------|---------|----------|----------------|----------------|---------------|---------------|
| 108 - CED Grant Fund | Expense | On Going | \$1,650        | \$1,649        | 0.00          | 0.00          |

### 109-14 Tourism

#### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 109 - Tourism Fund | Expense | On Going | (\$13,476)     | (\$13,476)     | 0.00          | 0.00          |

### 111-22 Affordable Housing

## Submitted Decision Packages by Type

### CW00104 Paid Family & Medical Leave Act - Employer 37% Portion

Recommended

In 2019, Paid Family and Medical Leave will require 37% of 0.4% of total compensation to be supported by the employer. This decision package reflects that amounts needed in 2019-20 for the premium to remit quarterly.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 111 - Affordable Housing Fund | Expense | On Going | \$155          | \$159          | 0.00          | 0.00          |

### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 111 - Affordable Housing Fund | Expense | On Going | (\$8,970)      | (\$8,970)      | 0.00          | 0.00          |

### CW00109 Paid Family & Medical Leave Act - Employee 63% Portion Supported by City of Vancouver

Not Recommended

In 2019 Paid Family and Medical Leave will require 63% of 0.4% of total compensation to be supported by the Employee. The intent of this decision package is for City of Vancouver to support that expense instead of the employee.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 111 - Affordable Housing Fund | Expense | On Going | \$263          | \$270          | 0.00          | 0.00          |

### CW00116 City Hall Rent and O&M

Recommended

Allocates the rent and O&M for City Hall.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                               |         |          |         |         |      |      |
|-------------------------------|---------|----------|---------|---------|------|------|
| 111 - Affordable Housing Fund | Expense | On Going | \$6,358 | \$6,441 | 0.00 | 0.00 |
|-------------------------------|---------|----------|---------|---------|------|------|

### IT00139 506 Allocations

Recommended

Allocates 506 Baseline and DPs not paid for out of the fund balance.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 111 - Affordable Housing Fund | Expense | On Going | (\$1,400)      | (\$1,400)      | 0.00          | 0.00          |

### RS00103 Risk Model Allocation - City Wide

Recommended

This DP trues-up the baseline property and liability charges, and appropriates the worker's compensation charges.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 111 - Affordable Housing Fund | Expense | On Going | \$18,145       | \$18,146       | 0.00          | 0.00          |

### 116-00 Parkhill Cemetery

#### GG00100 General Fund Support of Cemetery Fund for Grounds Maintenance Overhead

Recommended

General fund transfer to Cemetery Fund 116 to support grounds maintenance expenses.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 116 - Parkhill Cemetery Improvement Fund | Revenue | On Going | \$715,862      | \$737,338      | 0.00          | 0.00          |

### 116-75 Parkhill Cemetery

## Submitted Decision Packages by Type

### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 116 - Parkhill Cemetery Improvement Fund | Expense | On Going | (\$96)         | (\$96)         | 0.00          | 0.00          |

### CW00107 Grounds and Facilities Overhead Rate - Baseline

Recommended

To provide baseline budget for the support of the internal services of Grounds and Facilities departments.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 116 - Parkhill Cemetery Improvement Fund | Expense | On Going | \$721,648      | \$743,298      | 0.00          | 0.00          |

### CW00108 Grounds and Facilities Overhead Rate - Support 19-20 Recommended Decision Packages

Recommended

To provide budget for the support of the internal services of Grounds and Facilities departments for new biennial requests.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 116 - Parkhill Cemetery Improvement Fund | Expense | On Going | \$95,906       | \$125,786      | 0.00          | 0.00          |

### RS00103 Risk Model Allocation - City Wide

Recommended

This DP trues-up the baseline property and liability charges, and appropriates the worker's compensation charges.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 116 - Parkhill Cemetery Improvement Fund | Expense | On Going | (\$1,950)      | (\$1,951)      | 0.00          | 0.00          |



## Submitted Decision Packages by Type

### 128-61 Criminal Justice

#### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 128 - Criminal Justice Fund | Expense | On Going | \$1,128        | \$1,128        | 0.00          | 0.00          |

#### PL00132 Computer Forensics Specialist Funding from Fund 128

Recommended

In 2015-16 budget package PL0200 supported converting grant funded positions to baseline. Ongoing there will be a supporting transfer from the Drug Fund to General Fund for drug related projects.

| Fund Name                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 128 - Criminal Justice Fund | Expense | On Going | \$110,209      | \$111,428      | 0.00          | 0.00          |

#### PL00133 Nine Vehicles Ongoing Equipment Replacement Funded by 128 Fund

Recommended

Nine vehicles were purchased in 2015-16 Biennium (7 unfunded vehicles, 1 US Marshal Service vehicle, 1 Neighborhood Response Team Vehicle) with funding from 128. This package assigns the ongoing replacement funding in 2019-20 from Fund 128.

| Fund Name                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 128 - Criminal Justice Fund | Expense | On Going | \$96,408       | \$96,408       | 0.00          | 0.00          |

### 131-71 Transportation Sales Tax

## Submitted Decision Packages by Type

### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name                                 |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 131 - Transportation Special Revenue Fund | Expense | On Going | (\$127,283)    | (\$127,283)    | 0.00          | 0.00          |

### TR00106 330-71 137th Ave Corridor - 49th to Fourth Plain

Recommended

Urban upgrade of existing, narrow 2-lane rural road. Upgrades to this minor arterial include 1 lane each direction with turn lane or median divider with roundabouts, new NE 59th St intersection, sidewalks, bike facilities, stormwater facilities.

| Fund Name                                 |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 131 - Transportation Special Revenue Fund | Expense | One Time | \$654,096      | \$0            | 0.00          | 0.00          |

### TR00112 330-71 Evergreen Trail - Chelsea to Image

Recommended

Upgrade roadway with 6-10 foot pedestrian pathway on south side, a priority east-west pedestrian and bicycle corridor. Design and ROW funded. No funding for construction.

| Fund Name                                 |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 131 - Transportation Special Revenue Fund | Expense | One Time | \$107,259      | \$0            | 0.00          | 0.00          |

### TR00131 331-71 Non-Programmed Safety

Recommended

| Fund Name                                 |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 131 - Transportation Special Revenue Fund | Expense | One Time | \$100,000      | \$100,000      | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### 133-32 REET I Parks

#### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 133 - REET 1 (2002 Special Revenue Fund) | Expense | On Going | \$82           | \$82           | 0.00          | 0.00          |

#### PR00154 Parks Operations & Maintenance

Recommended

This decision package supports park operations and maintenance system wide with ongoing dedicated revenue stream of \$300k annually supported by 1/3 REET and 2/3 General Fund.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 133 - REET 1 (2002 Special Revenue Fund) | Expense | One Time | \$100,000      | \$100,000      | 0.00          | 0.00          |

### 134-00 Parks & Recreation - Parks & Trails

#### PR00121 Fund 134 Scholarship Baseline Adjustment

Recommended

To support the Everyone Plays Recreation Scholarship Program. Annual donations from individuals and community agencies are made throughout the year to this program for scholarship use by individuals 18 and under and those with developmental disabilities.

| Fund Name                                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 134 - Parks & Recreation Special Revenue Fund | Revenue | One Time | (\$20,000)     | (\$20,000)     | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### 134-32 Parks & Recreation - Parks & Trails

#### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name                                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 134 - Parks & Recreation Special Revenue Fund | Expense | On Going | \$22           | \$22           | 0.00          | 0.00          |

### 134-35 Parks & Recreation - Parks & Trails

#### PR00121 Fund 134 Scholarship Baseline Adjustment

Recommended

To support the Everyone Plays Recreation Scholarship Program. Annual donations from individuals and community agencies are made throughout the year to this program for scholarship use by individuals 18 and under and those with developmental disabilities.

| Fund Name                                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 134 - Parks & Recreation Special Revenue Fund | Expense | One Time | \$20,000       | \$0            | 0.00          | 0.00          |
| 134 - Parks & Recreation Special Revenue Fund | Revenue | One Time | \$20,000       | \$0            | 0.00          | 0.00          |

### 138-15 Downtown Initiatives

#### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name                       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 138 - Downtown Initiatives Fund | Expense | On Going | (\$529)        | (\$529)        | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CW00107 Grounds and Facilities Overhead Rate - Baseline

Recommended

To provide baseline budget for the support of the internal services of Grounds and Facilities departments.

| Fund Name                       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 138 - Downtown Initiatives Fund | Expense | On Going | \$9,234        | \$9,573        | 0.00          | 0.00          |

### CW00108 Grounds and Facilities Overhead Rate - Support 19-20 Recommended Decision Packages

Recommended

To provide budget for the support of the internal services of Grounds and Facilities departments for new biennial requests.

| Fund Name                       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 138 - Downtown Initiatives Fund | Expense | On Going | \$3,843        | \$3,380        | 0.00          | 0.00          |

### RS00103 Risk Model Allocation - City Wide

Recommended

This DP trues-up the baseline property and liability charges, and appropriates the worker's compensation charges.

| Fund Name                       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 138 - Downtown Initiatives Fund | Expense | On Going | (\$1,211)      | (\$1,211)      | 0.00          | 0.00          |

### 139-16 VNHR Properties

## Submitted Decision Packages by Type

### CM00110 Historic Reserve - Land Bridge Maintenance

Recommended

The City is responsible for the maintenance of the Land Bridge at Fort Vancouver. This budget includes monthly landscape maintenance , through the Historic Trust and two capital projects.

| Fund Name                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 139 - VNHR Properties Fund | Expense | On Going | \$21,000       | \$22,000       | 0.00          | 0.00          |

### CM00112 Historic Reserve - Capital Projects and Professional Services

Recommended

The City has several small capital projects planned at the Historic Reserve. They include replacement of the trail along the south side of Evergreen Blvd, and repair and repaving of the south Howard House parking lot.

| Fund Name                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 139 - VNHR Properties Fund | Expense | One Time | \$135,000      | \$135,000      | 0.00          | 0.00          |

### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 139 - VNHR Properties Fund | Expense | On Going | (\$2,206)      | (\$2,206)      | 0.00          | 0.00          |

### CW00107 Grounds and Facilities Overhead Rate - Baseline

Recommended

To provide baseline budget for the support of the internal services of Grounds and Facilities departments.

| Fund Name                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 139 - VNHR Properties Fund | Expense | On Going | \$49,745       | \$51,241       | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CW00108 Grounds and Facilities Overhead Rate - Support 19-20 Recommended Decision Packages

Recommended

To provide budget for the support of the internal services of Grounds and Facilities departments for new biennial requests.

| Fund Name                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 139 - VNHR Properties Fund | Expense | On Going | \$16,694       | \$14,763       | 0.00          | 0.00          |

### RS00103 Risk Model Allocation - City Wide

Recommended

This DP trues-up the baseline property and liability charges, and appropriates the worker's compensation charges.

| Fund Name                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 139 - VNHR Properties Fund | Expense | On Going | (\$26,003)     | (\$26,003)     | 0.00          | 0.00          |

### 142-71 Cascade TIF District

#### TR00116 330-71 NE 18th St - 97th Ave to 107th Ave

Recommended

Long-planned new principal arterial street and upgrade of existing segments to current arterial standards including travel lanes, turn lane, bike facilities, streetlights, sound walls, sidewalk on one side of street and shared use pathway on other.

| Fund Name                       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 142 - Cascade TIF District Fund | Expense | One Time | \$205,000      | \$0            | 0.00          | 0.00          |

### 143-71 Pacific TIF District

## Submitted Decision Packages by Type

### TR00116 330-71 NE 18th St - 97th Ave to 107th Ave

Recommended

Long-planned new principal arterial street and upgrade of existing segments to current arterial standards including travel lanes, turn lane, bike facilities, streetlights, sound walls, sidewalk on one side of street and shared use pathway on other.

| Fund Name                       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 143 - Pacific TIF District Fund | Expense | One Time | \$385,000      | \$0            | 0.00          | 0.00          |

### 148-93 Senior Messenger

#### CW00104 Paid Family & Medical Leave Act - Employer 37% Portion

Recommended

In 2019, Paid Family and Medical Leave will require 37% of 0.4% of total compensation to be supported by the employer. This decision package reflects that amounts needed in 2019-20 for the premium to remit quarterly.

| Fund Name                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 148 - Senior Messenger Fund | Expense | On Going | \$56           | \$58           | 0.00          | 0.00          |

#### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 148 - Senior Messenger Fund | Expense | On Going | (\$13,813)     | (\$13,813)     | 0.00          | 0.00          |



## Submitted Decision Packages by Type

### CW00109 Paid Family & Medical Leave Act - Employee 63% Portion Supported by City of Vancouver

Not Recommended

In 2019 Paid Family and Medical Leave will require 63% of 0.4% of total compensation to be supported by the Employee. The intent of this decision package is for City of Vancouver to support that expense instead of the employee.

| Fund Name                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 148 - Senior Messenger Fund | Expense | On Going | \$96           | \$98           | 0.00          | 0.00          |

### CW00116 City Hall Rent and O&M

Recommended

Allocates the rent and O&M for City Hall.

| Fund Name                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 148 - Senior Messenger Fund | Expense | On Going | \$2,876        | \$2,914        | 0.00          | 0.00          |

### RS00103 Risk Model Allocation - City Wide

Recommended

This DP trues-up the baseline property and liability charges, and appropriates the worker's compensation charges.

| Fund Name                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 148 - Senior Messenger Fund | Expense | On Going | \$595          | \$595          | 0.00          | 0.00          |

### 151-00 Fire Fund

## Submitted Decision Packages by Type

### EQ00108 2019-20 Fire Equipment Reserve Model True-Up

Recommended

True up of appropriation in Equipment ER&R (595200) to support replacement of assets based on asset lifecycle.

| Fund Name       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------|---------|----------|----------------|----------------|---------------|---------------|
| 151 - Fire Fund | Expense | One Time | \$740,565      | \$753,881      | 0.00          | 0.00          |

### FM00143 Increase Fire and Fire District 5 Support of Facilities Maintenance Capital

Recommended

Based on updated Facilities Maintenance plan, increase the support from Fire District 5 and Fire Fund to fund the fire station repairs.

| Fund Name       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------|---------|----------|----------------|----------------|---------------|---------------|
| 151 - Fire Fund | Revenue | On Going | \$146,038      | \$146,038      | 0.00          | 0.00          |

### FR00127 Support of Fire Services

Recommended

Support of Fire Operations from General Fund and Fire District 5.

| Fund Name       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------|---------|----------|----------------|----------------|---------------|---------------|
| 151 - Fire Fund | Revenue | One Time | \$2            | \$2            | 0.00          | 0.00          |

### FR00129 Space Study - Fire Marshal's Office

Recommended

A space study underway for City Hall which will be completed this fall. This space study will focus on the Fire Marshal's Office.

| Fund Name       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------|---------|----------|----------------|----------------|---------------|---------------|
| 151 - Fire Fund | Revenue | One Time | \$150,000      | \$0            | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### 151-51 Fire Fund

#### CD00127 CED Direct Billing Cost Allocation Plan Baseline True-Up

Recommended

Implement cost allocation plan which direct bills hours of staff time spent on projects outside of their home fund. Hourly rates were revised based on 2017 actual hours and 2017 actual expenses with a 3% inflationary factor for 2020.

| Fund Name       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------|---------|----------|----------------|----------------|---------------|---------------|
| 151 - Fire Fund | Expense | On Going | \$25,092       | \$27,997       | 0.00          | 0.00          |

#### CW00101 Equipment Services Labor & Repair Charge True-Up - Citywide

Recommended

Equipment Services (504) provides vehicle parts and labor and charges based on usage to departments monthly through interfund transaction. This decision package increases baseline to support the increased rates and service to the Citywide fleet.

| Fund Name       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------|---------|----------|----------------|----------------|---------------|---------------|
| 151 - Fire Fund | Expense | On Going | \$223,185      | \$223,185      | 0.00          | 0.00          |

#### CW00104 Paid Family & Medical Leave Act - Employer 37% Portion

Recommended

In 2019, Paid Family and Medical Leave will require 37% of 0.4% of total compensation to be supported by the employer. This decision package reflects that amounts needed in 2019-20 for the premium to remit quarterly.

| Fund Name       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------|---------|----------|----------------|----------------|---------------|---------------|
| 151 - Fire Fund | Expense | On Going | \$37,825       | \$38,475       | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------|---------|----------|----------------|----------------|---------------|---------------|
| 151 - Fire Fund | Expense | On Going | \$405,513      | \$405,513      | 0.00          | 0.00          |

### CW00107 Grounds and Facilities Overhead Rate - Baseline

Recommended

To provide baseline budget for the support of the internal services of Grounds and Facilities departments.

| Fund Name       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------|---------|----------|----------------|----------------|---------------|---------------|
| 151 - Fire Fund | Expense | On Going | \$401,023      | \$413,275      | 0.00          | 0.00          |

### CW00108 Grounds and Facilities Overhead Rate - Support 19-20 Recommended Decision Packages

Recommended

To provide budget for the support of the internal services of Grounds and Facilities departments for new biennial requests.

| Fund Name       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------|---------|----------|----------------|----------------|---------------|---------------|
| 151 - Fire Fund | Expense | On Going | \$156,960      | \$133,154      | 0.00          | 0.00          |

### CW00109 Paid Family & Medical Leave Act - Employee 63% Portion Supported by City of Vancouver

Not Recommended

In 2019 Paid Family and Medical Leave will require 63% of 0.4% of total compensation to be supported by the Employee. The intent of this decision package is for City of Vancouver to support that expense instead of the employee.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                 |         |          |          |          |      |      |
|-----------------|---------|----------|----------|----------|------|------|
| 151 - Fire Fund | Expense | On Going | \$61,742 | \$62,306 | 0.00 | 0.00 |
|-----------------|---------|----------|----------|----------|------|------|

### CW00116 City Hall Rent and O&M

Recommended

Allocates the rent and O&M for City Hall.

| Fund Name       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------|---------|----------|----------------|----------------|---------------|---------------|
| 151 - Fire Fund | Expense | On Going | \$29,731       | \$30,362       | 0.00          | 0.00          |

### EQ00107 2019-20 Citywide Equipment Reserve Model True-Up

Recommended

True up of appropriation in Equipment ER&R (595200) to support replacement of assets based on asset lifecycle.

| Fund Name       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------|---------|----------|----------------|----------------|---------------|---------------|
| 151 - Fire Fund | Expense | On Going | (\$7,363)      | (\$7,363)      | 0.00          | 0.00          |

### EQ00109 2019-20 Equipment Operating Fund True-Up

Recommended

Increase budget for departments for potential rate increases in 2019-20 to support the Equipment Services Operating Fund

| Fund Name       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------|---------|----------|----------------|----------------|---------------|---------------|
| 151 - Fire Fund | Expense | On Going | \$247,712      | \$207,166      | 0.00          | 0.00          |

### FM00109 2018 Carryforward - Fire Station 1 Decommissioning

Recommended

This decision package provides funding in 2019 for Fire Station 1 decommissioning that will not be completed until the next biennium.

| Fund Name       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------|---------|----------|----------------|----------------|---------------|---------------|
| 151 - Fire Fund | Expense | One Time | \$120,000      | \$0            | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### FM00110 2018 Carryforward - Fire Station 2 Decommissioning

Recommended

This decision package provides funding in 2019 for Fire Station 2 decommissioning that will not be completed until the next biennium.

| Fund Name       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------|---------|----------|----------------|----------------|---------------|---------------|
| 151 - Fire Fund | Expense | One Time | \$3,000        | \$0            | 0.00          | 0.00          |

### FM00111 2018 Carryforward - Fire Station 4

Recommended

This decision package provides funding in 2019 for Fire Station 4 that will not be completed until the next biennium.

| Fund Name       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------|---------|----------|----------------|----------------|---------------|---------------|
| 151 - Fire Fund | Expense | One Time | \$98,340       | \$0            | 0.00          | 0.00          |

### FM00112 2018 Carryforward - Fire Station 8

Recommended

This decision package provides funding in 2019 for Fire Station 8 that will not be completed until the next biennium.

| Fund Name       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------|---------|----------|----------------|----------------|---------------|---------------|
| 151 - Fire Fund | Expense | One Time | \$36,250       | \$0            | 0.00          | 0.00          |

### FM00131 Fire/Security Upgrades

Recommended

This decision package requests additional funding for fire panel upgrades and security cameras at multiple locations.

| Fund Name       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------|---------|----------|----------------|----------------|---------------|---------------|
| 151 - Fire Fund | Expense | One Time | \$0            | \$20,000       | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### FM00132 AM - Fire Station 3

Recommended

The Asset Management program within Facilities provides for programmed major maintenance to extend the minimum life of Fire Station 3.

| Fund Name       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------|---------|----------|----------------|----------------|---------------|---------------|
| 151 - Fire Fund | Expense | One Time | \$56,500       | \$0            | 0.00          | 0.00          |

### FM00133 AM - Fire Station 4

Recommended

The Asset Management program within Facilities provides for programmed major maintenance to extend the minimum life of Fire Station 4.

| Fund Name       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------|---------|----------|----------------|----------------|---------------|---------------|
| 151 - Fire Fund | Expense | One Time | \$0            | \$150,000      | 0.00          | 0.00          |

### FM00136 AM - Fire Station 8

Recommended

The Asset Management program within Facilities provides for programmed major maintenance to extend the minimum life of Fire Station 8.

| Fund Name       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------|---------|----------|----------------|----------------|---------------|---------------|
| 151 - Fire Fund | Expense | One Time | \$170,000      | \$0            | 0.00          | 0.00          |

### FM00138 AM - Fire Station 10

Recommended

The Asset Management program within Facilities provides for programmed major maintenance to extend the minimum life of Fire Station 10.

| Fund Name       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------|---------|----------|----------------|----------------|---------------|---------------|
| 151 - Fire Fund | Expense | One Time | \$0            | \$56,500       | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### FM00139 Fire Station 10 Gutter Replacement

Not Recommended

This decision package provides funding to replace the existing residential gutters with a commercial gutter system.

| Fund Name       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------|---------|----------|----------------|----------------|---------------|---------------|
| 151 - Fire Fund | Expense | One Time | \$0            | \$40,000       | 0.00          | 0.00          |

### FM00143 Increase Fire and Fire District 5 Support of Facilities Maintenance Capital

Recommended

Based on updated Facilities Maintenance plan, increase the support from Fire District 5 and Fire Fund to fund the fire station repairs.

| Fund Name       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------|---------|----------|----------------|----------------|---------------|---------------|
| 151 - Fire Fund | Expense | On Going | \$414,018      | \$414,018      | 0.00          | 0.00          |

### FR00100 Four (4) Additional Revenue-Dependent Fire Code Officers

Recommended

Four additional revenue-dependent fire code officers are needed to increase number of annual inspections completed and reduce duration between inspection cycles. They are responsible for 90% of total cost.

| Fund Name       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------|---------|----------|----------------|----------------|---------------|---------------|
| 151 - Fire Fund | Revenue | On Going | \$439,416      | \$456,956      | 0.00          | 0.00          |
| 151 - Fire Fund | Expense | One Time | \$120,400      | \$0            | 0.00          | 0.00          |
| 151 - Fire Fund | Expense | On Going | \$408,460      | \$399,288      | 4.00          | 0.00          |



## Submitted Decision Packages by Type

### FR00101 EMS Supplies

Recommended

VFD has seen a rise in EMS supply spending that will continue in 2019 and 2020 stemming from a MPD recommendation for increased safety standards, increase in call volume and increase in supply costs.

| Fund Name       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------|---------|----------|----------------|----------------|---------------|---------------|
| 151 - Fire Fund | Expense | On Going | \$33,050       | \$33,050       | 0.00          | 0.00          |

### FR00102 EMS Software Maintenance

Recommended

New software changes due to SAO finding to support better tracking of controlled medical substance inventory, funded 50% from Fund 153 and 50% from Fund 151 and also to support the program FirstPass for reporting to the county MPD.

| Fund Name       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------|---------|----------|----------------|----------------|---------------|---------------|
| 151 - Fire Fund | Expense | On Going | \$5,932        | \$5,997        | 0.00          | 0.00          |

### FR00103 EMS Supply Rooms LEAN 5S Project

Recommended

Three of ten supply rooms have been completed during 2017-18. This request is for resources to complete four rooms during 2019 and three rooms during 2020 to create efficiency and reduce overstock.

| Fund Name       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------|---------|----------|----------------|----------------|---------------|---------------|
| 151 - Fire Fund | Expense | One Time | \$10,918       | \$8,227        | 0.00          | 0.00          |

### FR00104 Engine Equipment - Frontline Reserves/Callback

Recommended

The Vancouver Fire Department has a need to purchase fire equipment for two call back engines. The equipment purchased would ensure both engines are fully equipped to respond immediately to emergency incidents.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                 |         |          |           |     |      |      |
|-----------------|---------|----------|-----------|-----|------|------|
| 151 - Fire Fund | Expense | One Time | \$180,000 | \$0 | 0.00 | 0.00 |
|-----------------|---------|----------|-----------|-----|------|------|

### FR00105 Peer Support Team

Recommended

Provide ongoing support to achieve sustainability, maintain team numbers, continuing education, and non-clinical assistance.

| Fund Name       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------|---------|----------|----------------|----------------|---------------|---------------|
| 151 - Fire Fund | Expense | On Going | \$40,833       | \$42,665       | 0.00          | 0.00          |

### FR00106 Fire Protection Engineer, Increased Services

Recommended

Increase in outside services to cover complex project plans review related to downtown development. This will be funded from cash balance accumulated from transfers for ENG billing on new development permits.

| Fund Name       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------|---------|----------|----------------|----------------|---------------|---------------|
| 151 - Fire Fund | Expense | One Time | \$20,000       | \$20,000       | 0.00          | 0.00          |

### FR00107 Fireworks Total-Ban Enforcement

Recommended

Based on cost averaging, last three years, for City personnel and outsourced armed security paired in teams.

| Fund Name       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------|---------|----------|----------------|----------------|---------------|---------------|
| 151 - Fire Fund | Expense | On Going | \$23,750       | \$24,938       | 0.00          | 0.00          |

### FR00108 Outside Legal Counsel - Labor

Recommended

Negotiation year is 2019, therefore increase allocation from \$25,000 to \$32,000, one time.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|           |  |  |                |                |               |               |

## Submitted Decision Packages by Type

|                 |         |          |         |     |      |      |
|-----------------|---------|----------|---------|-----|------|------|
| 151 - Fire Fund | Expense | One Time | \$7,000 | \$0 | 0.00 | 0.00 |
|-----------------|---------|----------|---------|-----|------|------|

### FR00110 New Engine 11 - Fleet Addition

Recommended

Engine 11 will be ordered during 2019 but delivered and set up in early 2020. Cost includes purchase of the asset and all equipment needed to outfit the engine. Fire will place in service following completion of Station 11.

| Fund Name       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------|---------|----------|----------------|----------------|---------------|---------------|
| 151 - Fire Fund | Revenue | One Time | \$0            | \$163,465      | 0.00          | 0.00          |
| 151 - Fire Fund | Revenue | On Going | \$0            | \$11,623       | 0.00          | 0.00          |
| 151 - Fire Fund | Expense | One Time | \$0            | \$163,465      | 0.00          | 0.00          |
| 151 - Fire Fund | Expense | On Going | \$0            | \$50,976       | 0.00          | 0.00          |

### FR00111 Station 11 Staffing Plan

Recommended

The Vancouver Fire Department is requesting funding for thirteen additional positions to staff Fire Station 11, with funding from Fire District 5 per MOU.

| Fund Name       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------|---------|----------|----------------|----------------|---------------|---------------|
| 151 - Fire Fund | Expense | One Time | \$38,415       | \$205,125      | 0.00          | 0.00          |
| 151 - Fire Fund | Revenue | On Going | \$0            | \$1,596,950    | 0.00          | 0.00          |
| 151 - Fire Fund | Expense | On Going | \$0            | \$1,596,950    | 0.00          | 13.00         |
| 151 - Fire Fund | Revenue | One Time | \$38,415       | \$205,125      | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### FR00112 Fire Training Academy - Second in 2019

Not Recommended

Biennial budget assumes resources in baseline to cover only one training academy per year. Fire must plan for 41 potential retirements in the next 22 to 24 months. This package assumes 8 new recruits for planning purposes.

| Fund Name       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------|---------|----------|----------------|----------------|---------------|---------------|
| 151 - Fire Fund | Expense | One Time | \$189,215      | \$0            | 0.00          | 0.00          |

### FR00113 SCBA Replacement - Partial Grant Funded Option

Recommended

Combined with a grant decision package to be requested during fall of 2019, represents the City's additional resource need to complete replacement of SCBA equipment purchased in 2003, end of useful life October 2020.

| Fund Name       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------|---------|----------|----------------|----------------|---------------|---------------|
| 151 - Fire Fund | Expense | One Time | \$680,829      | \$0            | 0.00          | 0.00          |

### FR00114 Blue Card Program - Limited Compliance Option

Recommended

Support of command training communication system that supports WAC 296-305 and NFPA 1561 that requires an establishment of incident management system consistent with NIMS.

| Fund Name       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------|---------|----------|----------------|----------------|---------------|---------------|
| 151 - Fire Fund | Expense | On Going | \$56,141       | \$56,141       | 0.00          | 0.00          |

### FR00115 WA State Joint Apprenticeship and Training Committee Program

Recommended

Program replaces combat volunteer program in agreement with Clark County Fire District 5 and labor groups. Failure to fund results in elimination of the program.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                 |         |          |          |          |      |      |
|-----------------|---------|----------|----------|----------|------|------|
| 151 - Fire Fund | Expense | On Going | \$11,000 | \$11,000 | 0.00 | 0.00 |
| 151 - Fire Fund | Revenue | On Going | \$11,000 | \$11,000 | 0.00 | 0.00 |

### FR00116 Live Fire Training Requirement

Recommended

Sending 6 staff members to Live Fire training annually to provide compliance with WAC 296-305 that mandates members to engage in interior structure firefighting at least every three years.

| Fund Name       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------|---------|----------|----------------|----------------|---------------|---------------|
| 151 - Fire Fund | Expense | On Going | \$24,539       | \$24,539       | 0.00          | 0.00          |

### FR00117 Targeted Solutions - Software Subscription Service

Recommended

Represents the subscription costs for all Fire users for the current learning management system that stores training records and provides training programs.

| Fund Name       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------|---------|----------|----------------|----------------|---------------|---------------|
| 151 - Fire Fund | Expense | On Going | \$21,000       | \$21,000       | 0.00          | 0.00          |

### FR00118 External Training - 'Train the Trainer'

Recommended

Training for Captains and Division Chiefs to keep current on best practices. The information is then relayed to the department to ensure all members are trained. Required for JATC Program and compliance with NFPA 1021.

| Fund Name       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------|---------|----------|----------------|----------------|---------------|---------------|
| 151 - Fire Fund | Expense | On Going | \$28,075       | \$28,075       | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### FR00119 Training Equipment

Recommended

The Vancouver Fire Department is requesting a one-time amount be used to purchase training props. These props are needed to deliver training for both current and new members.

| Fund Name       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------|---------|----------|----------------|----------------|---------------|---------------|
| 151 - Fire Fund | Expense | One Time | \$24,100       | \$0            | 0.00          | 0.00          |

### FR00120 EMS Division Chief Ongoing Support

Recommended

FRS.225 is funded by ambulance contract proceeds per the decision package in 2017-18 under FR0574.

| Fund Name       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------|---------|----------|----------------|----------------|---------------|---------------|
| 151 - Fire Fund | Revenue | On Going | \$164,491      | \$171,446      | 0.00          | 0.00          |

### FR00121 Fire Boat Annual Transfer (151 to 152)

Recommended

An annual transfer needed to support replacement at the end of useful life. The transfer will occur from Fund 151 to Fund 152. Annual transfer value is based on estimated replacement cost, less interest and new revenue estimates, annualized over 20 years.

| Fund Name       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------|---------|----------|----------------|----------------|---------------|---------------|
| 151 - Fire Fund | Expense | On Going | \$88,700       | \$88,700       | 0.00          | 0.00          |

### FR00122 Assistant Fire Marshal 1.0 FTE

Recommended

The Assistant Fire Marshal (AFM) will alleviate span of control for Fire Marshal from 19 direct reports and will be responsible for 10 direct FCO reports. The AFM will be supported by revenues from Fire Code Enforcement and new construction.

| Fund Name       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------|---------|----------|----------------|----------------|---------------|---------------|
| 151 - Fire Fund | Expense | On Going | \$145,422      | \$149,068      | 1.00          | 0.00          |

## Submitted Decision Packages by Type

|                 |         |          |          |          |      |      |
|-----------------|---------|----------|----------|----------|------|------|
| 151 - Fire Fund | Expense | One Time | \$1,400  | \$0      | 0.00 | 0.00 |
| 151 - Fire Fund | Revenue | On Going | \$40,000 | \$45,000 | 0.00 | 0.00 |

### FR00123 Fire Marshal's Office - ENG Revenue

Recommended

Revenue from new development is collected from permit fees, but does not automatically get deposited into Fire fund. This entry is the estimated amount due 50% from Water & 50% from Transportation to Fire to support the ENG review of permits.

| Fund Name       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------|---------|----------|----------------|----------------|---------------|---------------|
| 151 - Fire Fund | Revenue | On Going | \$77,060       | \$77,060       | 0.00          | 0.00          |

### FR00124 Management Analyst Support from 153

Recommended

This decision package represents 1.0 full time equivalent (FTE) Management Analyst full ongoing cost in 151 with the support from 153 determined by an allocation analysis based on current FTEs Salary/Benefits for time devoted to AMR activities.

| Fund Name       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------|---------|----------|----------------|----------------|---------------|---------------|
| 151 - Fire Fund | Revenue | On Going | \$124,707      | \$128,049      | 0.00          | 0.00          |

### FR00125 Overtime

Recommended

To add overtime appropriation estimates for each of the Fire divisions (based on 2017 budgeted amounts).

| Fund Name       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------|---------|----------|----------------|----------------|---------------|---------------|
| 151 - Fire Fund | Expense | On Going | \$2,511,889    | \$2,587,246    | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### FR00126 Increase Special Operations Baseline

Recommended

Special Operations includes Hazardous Materials, Technical Rescue, and Marine divisions. This increases baseline to support operations supported with a 5% increase in Hazmat revenues in 2019 and annual increase per CPI thereafter.

| Fund Name       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------|---------|----------|----------------|----------------|---------------|---------------|
| 151 - Fire Fund | Revenue | One Time | \$7,500        | \$8,000        | 0.00          | 0.00          |
| 151 - Fire Fund | Expense | On Going | \$33,500       | \$33,000       | 0.00          | 0.00          |
| 151 - Fire Fund | Expense | One Time | \$20,000       | \$4,556        | 0.00          | 0.00          |

### FR00128 Hazmat Billing Software upgrade

Recommended

Estimate of upgrade to current software to bill out hazmat fees.

| Fund Name       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------|---------|----------|----------------|----------------|---------------|---------------|
| 151 - Fire Fund | Expense | One Time | \$25,000       | \$0            | 0.00          | 0.00          |

### FR00129 Space Study - Fire Marshal's Office

Recommended

A space study underway for City Hall which will be completed this fall. This space study will focus on the Fire Marshal's Office.

| Fund Name       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------|---------|----------|----------------|----------------|---------------|---------------|
| 151 - Fire Fund | Expense | One Time | \$150,000      | \$0            | 0.00          | 0.00          |



## Submitted Decision Packages by Type

### FS00105 eDocs Software Licenses

Recommended

Purchase eDocs licenses for various city employees across the City. Continue to enhance the functionality and usage of eDocs to allow City employees to easily search and find records by increasing profile fields and libraries.

| Fund Name       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------|---------|----------|----------------|----------------|---------------|---------------|
| 151 - Fire Fund | Expense | On Going | \$8,722        | \$1,449        | 0.00          | 0.00          |

### FS00106 Increased Banking Service Fees

Recommended

Increase the banking services baseline budget to account for increased on-line payments in CED due to electronic building plan submittals and additional parking pay station installations.

| Fund Name       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------|---------|----------|----------------|----------------|---------------|---------------|
| 151 - Fire Fund | Expense | On Going | \$5,000        | \$5,000        | 0.00          | 0.00          |

### IT00139 506 Allocations

Recommended

Allocates 506 Baseline and DPs not paid for out of the fund balance.

| Fund Name       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------|---------|----------|----------------|----------------|---------------|---------------|
| 151 - Fire Fund | Expense | On Going | \$216,849      | \$165,685      | 0.00          | 0.00          |

### RS00103 Risk Model Allocation - City Wide

Recommended

This DP trues-up the baseline property and liability charges, and appropriates the worker's compensation charges.

| Fund Name       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------|---------|----------|----------------|----------------|---------------|---------------|
| 151 - Fire Fund | Expense | On Going | \$755,214      | \$755,214      | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### 152-51 Fire Equipment Replacement

#### EQ00105 505/152 Citywide Vehicle and Equipment Replacements

Recommended

Replacement needs for city-wide vehicles and equipment. Vehicles that are not fully funded will have separate decision packages to support.

| Fund Name                 |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 152 - Fire Equipment Fund | Expense | One Time | \$2,335,000    | \$685,000      | 0.00          | 0.00          |

#### EQ00106 505/152 Citywide Vehicle and Equipment Replacements - Carry Forward Only

Recommended

Carryforward of replacement needs for city-wide vehicles and equipment from 2018. Vehicles that are not fully funded will have separate decision packages to support.

| Fund Name                 |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 152 - Fire Equipment Fund | Expense | One Time | \$995,830      | \$15,230       | 0.00          | 0.00          |

#### EQ00108 2019-20 Fire Equipment Reserve Model True-Up

Recommended

True up of appropriation in Equipment ER&R (595200) to support replacement of assets based on asset lifecycle.

| Fund Name                 |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 152 - Fire Equipment Fund | Revenue | One Time | \$740,565      | \$753,881      | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### FR00100 Four (4) Additional Revenue-Dependent Fire Code Officers

Recommended

Four additional revenue-dependent fire code officers are needed to increase number of annual inspections completed and reduce duration between inspection cycles. They are responsible for 90% of total cost.

| Fund Name                 |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 152 - Fire Equipment Fund | Revenue | One Time | \$114,800      | \$0            | 0.00          | 0.00          |
| 152 - Fire Equipment Fund | Revenue | On Going | \$15,552       | \$15,552       | 0.00          | 0.00          |
| 152 - Fire Equipment Fund | Expense | One Time | \$114,800      | \$0            | 0.00          | 0.00          |

### FR00110 New Engine 11 - Fleet Addition

Recommended

Engine 11 will be ordered during 2019 but delivered and set up in early 2020. Cost includes purchase of the asset and all equipment needed to outfit the engine. Fire will place in service following completion of Station 11.

| Fund Name                 |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 152 - Fire Equipment Fund | Revenue | On Going | \$0            | \$35,850       | 0.00          | 0.00          |
| 152 - Fire Equipment Fund | Revenue | One Time | \$716,914      | \$0            | 0.00          | 0.00          |
| 152 - Fire Equipment Fund | Expense | One Time | \$716,914      | \$0            | 0.00          | 0.00          |

### FR00121 Fire Boat Annual Transfer (151 to 152)

Recommended

An annual transfer needed to support replacement at the end of useful life. The transfer will occur from Fund 151 to Fund 152. Annual transfer value is based on estimated replacement cost, less interest and new revenue estimates, annualized over 20 years.

| Fund Name                 |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 152 - Fire Equipment Fund | Revenue | On Going | \$88,700       | \$88,700       | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### 153-51 Fire Emergency Ambulance Contract Admin

#### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name                                              |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 153 - Emergency Ambulance Services Contract Admin Fund | Expense | On Going | (\$1,374)      | (\$1,374)      | 0.00          | 0.00          |

#### FR00120 EMS Division Chief Ongoing Support

Recommended

FRS.225 is funded by ambulance contract proceeds per the decision package in 2017-18 under FR0574.

| Fund Name                                              |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 153 - Emergency Ambulance Services Contract Admin Fund | Expense | On Going | \$164,491      | \$171,446      | 0.00          | 0.00          |

#### FR00124 Management Analyst Support from 153

Recommended

This decision package represents 1.0 full time equivalent (FTE) Management Analyst full ongoing cost in 151 with the support from 153 determined by an allocation analysis based on current FTEs Salary/Benefits for time devoted to AMR activities.

| Fund Name                                              |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 153 - Emergency Ambulance Services Contract Admin Fund | Expense | On Going | \$124,707      | \$128,049      | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### IT00136 General Networks Document Mgmt. - Citywide

Recommended

This DP funds maintenance and support fees for eDocs document management (Hummingbird). This routine maintenance and repair program is critical to ensure the City's Document Management applications are properly supported and maintained.

| Fund Name                                              |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 153 - Emergency Ambulance Services Contract Admin Fund | Expense | On Going | \$176          | \$185          | 0.00          | 0.00          |

### 160-71 Transportation Impact Fees

#### TR00118 331-71 32nd Ave Extension Feasibility Study Carry Forward

Recommended

| Fund Name                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 160 - TIF - Vancouver Fund | Expense | One Time | \$95,000       | \$0            | 0.00          | 0.00          |

### 162-71 Transportation Impact Fees

#### TR00115 330-71 NE 18th St - NE Four Seasons Ln to NE 1636th Ave

Recommended

Provides multi-modal east/west connection, enhances safety and alleviates traffic congestion on nearby streets. Construction is fully funded. Work expected to be complete in 2018. Long-planned urban upgrade of existing rural-standard 2-lane roadway.

| Fund Name                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 162 - TIF - Evergreen Fund | Expense | One Time | \$20,000       | \$0            | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### TR00132 330-71 137th Ave Corridor - 49th to Fourth Plain

Recommended

Urban upgrade of existing, narrow 2-lane rural road. Upgrades to this minor arterial include 1 lane each direction with turn lane or median divider with roundabouts, new NE 59th St intersection, sidewalks, bike facilities, stormwater facilities.

| Fund Name                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 162 - TIF - Evergreen Fund | Expense | One Time | \$200,000      | \$0            | 0.00          | 0.00          |

### 164-71 Transportation Impact Fees

#### TR00101 330-71 Mill Plain Blvd - 104th to Chkalov Dr.

Recommended

Roadway, traffic signal, access and southbound I-205 onramp modifications to enhance safety and minimize delays. Includes realignment of SE 104th Ave to SE 2nd St, modification of access at SE 105th Ave, closure of NE 107th Ave access to Mill Plain.

| Fund Name                                 |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 164 - TIF - East City (South County) Fund | Expense | On Going | \$193,636      | \$0            | 0.00          | 0.00          |

#### TR00114 330-71 SE 1st - 164th to 192nd

Recommended

Urban arterial upgrade of existing 2-lane rural road to increase safety, mobility, livability, and meet future needs. Roadway cross section varies with 3 and 5-lane segments. Improvements include sidewalks, bike facilities, stormwater, streetlight.

| Fund Name                                 |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 164 - TIF - East City (South County) Fund | Expense | One Time | \$25,000       | \$0            | 0.00          | 0.00          |

### 166-71 Transportation Impact Fees

## Submitted Decision Packages by Type

### TR00100 330-71 I-205 Off Ramp Project

Recommended

Transportation impact fee reimbursement through 2025 for I-205 off-ramp project.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 166 - TIF - I205/Mill Plain Overlay Fund | Expense | One Time | \$60,000       | \$60,000       | 0.00          | 0.00          |

### 172-32 Parks Impact Fees - Acquisition

#### PR00145 Acquisition - District 2 Carry Forward

Recommended

Carry forward of budget appropriation for property acquisition in Park District 2. Research and discussions are ongoing.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 172 - PIF - Acq & Dev District 2 Fund | Expense | One Time | \$0            | \$309,500      | 0.00          | 0.00          |

#### PR00152 Dubois Park (District 2) Carry Forward

Recommended

Carry forward of project budget. Design is anticipated to begin by year end 2019. Construction of trails and playground will occur in summer of 2020.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 172 - PIF - Acq & Dev District 2 Fund | Expense | One Time | \$590,000      | \$0            | 0.00          | 0.00          |

### 173-32 Parks Impact Fees - Acquisition

## Submitted Decision Packages by Type

### PR00134 First Place Park Playground (District 3) Carry Forward

Recommended

With permits submitted for review by year end, carrying forward project budget for construction anticipated the beginning of summer 2019. This includes asphalt pathways, irrigation, and playground.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 173 - PIF - Acq & Dev District 3 Fund | Expense | One Time | \$460,196      | \$0            | 0.00          | 0.00          |

### PR00146 Acquisition - District 3 Carry Forward

Recommended

Carry forward of budget appropriation for property acquisition in Park District 3. Research and discussions are ongoing.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 173 - PIF - Acq & Dev District 3 Fund | Expense | One Time | \$73,172       | \$0            | 0.00          | 0.00          |

### 174-32 Parks Impact Fees - Acquisition

#### PR00147 Acquisition - District 4 Carry Forward

Recommended

Carry forward of budget appropriation for property acquisition in Park District 4. Research and discussions are ongoing.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 174 - PIF - Acq & Dev District 4 Fund | Expense | One Time | \$2,703,100    | \$0            | 0.00          | 0.00          |



## Submitted Decision Packages by Type

### PR00151 Clear Meadows Park (District 4) Carry Forward

Recommended

Carry forward of project budget. Design is anticipated to begin by year end 2018, with construction of playground, picnic tables, and benches occurring in summer of 2019.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 174 - PIF - Acq & Dev District 4 Fund | Expense | One Time | \$298,985      | \$0            | 0.00          | 0.00          |

### PR00153 N4-2 Park (District 4) Carry Forward

Recommended

Carry forward of project budget; there have been some delays. This supports the acquisition of new park property in District 4.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 174 - PIF - Acq & Dev District 4 Fund | Expense | One Time | \$300,000      | \$0            | 0.00          | 0.00          |

### PR00157 Summers Walk Park (District 4) Carry Forward

Recommended

This decision package supports the replacement and expansion of a playground for ADA access. Will also install new ADA compliant benches and picnic tables. The project uses District 4 Park Impact Fees.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 174 - PIF - Acq & Dev District 4 Fund | Expense | One Time | \$300,000      | \$0            | 0.00          | 0.00          |

### PR00160 N4-2 Park Development (District 4)

Not Recommended

Adding appropriation in 2020 for potential development of N4-2 Park, supported by PIF funds, District 4.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 174 - PIF - Acq & Dev District 4 Fund | Expense | One Time | \$0            | \$300,000      | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### 175-32 Parks Impact Fees - Acquisition

#### PR00135 North Image NH Park Development (District 5) Carry Forward

Recommended

Carry forward of North Image Park Development including support from PIF District 5, ADA Grant of \$200k from General Fund pre-transferred in 2018 and using cash balance support aligned in 2018 from previous projects funded through Parks O&M.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 175 - PIF - Acq & Dev District 5 Fund | Expense | One Time | \$1,241,594    | \$0            | 0.00          | 0.00          |

### 177-32 Parks Impact Fees - Acquisition

#### PR00150 Shaffer COM Grant Requirement Improvements (District 7) Carry Forward

Recommended

Park benches will be installed. The City is looking to see if this could be a volunteer opportunity for community group. If a volunteer group is not found, the City will proceed during the summer of 2019.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 177 - PIF - Acq & Dev District 7 Fund | Expense | One Time | \$93,687       | \$0            | 0.00          | 0.00          |

### 195-32 Park Impact Fees - District B

## Submitted Decision Packages by Type

### PR00155 Parks District B N2 Park

Not Recommended

This decision package supports an anticipated acquisition in District B for future park, based on approved comp plan, and filling service gap need for residents in District B.

| Fund Name                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 195 - PIF - District B Fund | Expense | One Time | \$0            | \$360,000      | 0.00          | 0.00          |

### 196-32 Parks Impact Fees - Acquisition/Development

#### PR00162 North Image NH Park Development State Grant Support

Recommended

Adding budget and revenue from park impact fees and potential RCO grant. If RCO grant awarded, construction will begin spring 2020. If grant not awarded, construction can start summer of 2019, without supported components .

| Fund Name                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 196 - PIF - District C Fund | Expense | One Time | \$125,545      | \$0            | 0.00          | 0.00          |

### 210-00 General Obligation Debt

#### GG00103 Riverwest LIFT Project

Recommended

This package allocates funds for the City to contract for architectural and engineering design services as soon as private development begins in Library Square in order to receive the maximum amount of WA State LIFT Program funding possible.

| Fund Name                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 210 - G O Debt Service Fund | Revenue | One Time | \$500,000      | \$1,000,000    | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00352 102-88 LED Street Light Retrofit Debt Service Transfer and ER&R Savings

Recommended

Converting street lights from HPS to LED fixtures will reduce the city's energy bill by an estimated \$500k per year. Savings in electricity will go toward the debt service incurred on the project. Supply savings will go toward future LED replacements.

| Fund Name                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 210 - G O Debt Service Fund | Revenue | On Going | \$304,733      | \$316,716      | 0.00          | 0.00          |

### 210-01 General Obligation Debt

#### GG00103 Riverwest LIFT Project

Recommended

This package allocates funds for the City to contract for architectural and engineering design services as soon as private development begins in Library Square in order to receive the maximum amount of WA State LIFT Program funding possible.

| Fund Name                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 210 - G O Debt Service Fund | Expense | One Time | \$500,000      | \$1,000,000    | 0.00          | 0.00          |

### 210-03 Public Works Trust Fund Loan

#### PW00352 102-88 LED Street Light Retrofit Debt Service Transfer and ER&R Savings

Recommended

Converting street lights from HPS to LED fixtures will reduce the city's energy bill by an estimated \$500k per year. Savings in electricity will go toward the debt service incurred on the project. Supply savings will go toward future LED replacements.

| Fund Name                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 210 - G O Debt Service Fund | Expense | On Going | \$304,733      | \$316,716      | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### 324-71 2011 Bond Capital Fund - Waterfront

#### TR00101 330-71 Mill Plain Blvd - 104th to Chkalov Dr.

Recommended

Roadway, traffic signal, access and southbound I-205 onramp modifications to enhance safety and minimize delays. Includes realignment of SE 104th Ave to SE 2nd St, modification of access at SE 105th Ave, closure of NE 107th Ave access to Mill Plain.

| Fund Name                                 |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 324 - 2011 Bond Capital Fund - Waterfront | Expense | On Going | \$406,364      | \$0            | 0.00          | 0.00          |

#### TR00111 330-71 Evergreen Highway Trail Phase II

Recommended

Upgrade street with 6-10 foot pedestrian pathway on south side of roadway, a priority east/west pedestrian and bike corridor. Design and ROW funded. No funding for construction.

| Fund Name                                 |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 324 - 2011 Bond Capital Fund - Waterfront | Expense | One Time | \$48,125       | \$0            | 0.00          | 0.00          |

#### TR00113 330-71 Fort Vancouver/McCloughlin Sidewalk Infill and Hawk Signal

Recommended

Pedestrian, bike, and aesthetic improvements along multiple streets within and around the Central Park Subarea boundaries.

| Fund Name                                 |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 324 - 2011 Bond Capital Fund - Waterfront | Expense | One Time | \$5,000        | \$0            | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### TR00116 330-71 NE 18th St - 97th Ave to 107th Ave

Recommended

Long-planned new principal arterial street and upgrade of existing segments to current arterial standards including travel lanes, turn lane, bike facilities, streetlights, sound walls, sidewalk on one side of street and shared use pathway on other.

| Fund Name                                 |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 324 - 2011 Bond Capital Fund - Waterfront | Expense | One Time | \$1,578,240    | \$0            | 0.00          | 0.00          |

### 330-00 Transportation Capital Fund

#### CD00141 Carry Forward Transportation System Plan Update

Recommended

This DP carries forward \$500,000 of the \$580,000 allocated for the Transportation System Plan Update. This update is a required for the City to be eligible to receive multi-million dollar Federal Transportation Grants.

| Fund Name                         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 330 - Transportation Capital Fund | Revenue | One Time | \$500,000      | \$0            | 0.00          | 0.00          |

#### CD00142 Transportation System Plan Update

Recommended

This DP requests additional funds for the Transportation System Plan Update, which is currently insufficient for the full update process. This update is a required for the City to be eligible to receive multi-million dollar Federal Transportation Grants.

| Fund Name                         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 330 - Transportation Capital Fund | Revenue | One Time | \$0            | \$350,000      | 0.00          | 0.00          |

### 330-71 Transportation Capital

## Submitted Decision Packages by Type

### CD00141 Carry Forward Transportation System Plan Update

Recommended

This DP carries forward \$500,000 of the \$580,000 allocated for the Transportation System Plan Update. This update is a required for the City to be eligible to receive multi-million dollar Federal Transportation Grants.

| Fund Name                         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 330 - Transportation Capital Fund | Expense | One Time | \$500,000      | \$0            | 0.00          | 0.00          |

### CD00142 Transportation System Plan Update

Recommended

This DP requests additional funds for the Transportation System Plan Update, which is currently insufficient for the full update process. This update is a required for the City to be eligible to receive multi-million dollar Federal Transportation Grants.

| Fund Name                         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 330 - Transportation Capital Fund | Expense | One Time | \$0            | \$350,000      | 0.00          | 0.00          |

### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name                         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 330 - Transportation Capital Fund | Expense | On Going | \$137,639      | \$137,639      | 0.00          | 0.00          |

### TR00100 330-71 I-205 Off Ramp Project

Recommended

Transportation impact fee reimbursement through 2025 for I-205 off-ramp project.

| Fund Name                         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 330 - Transportation Capital Fund | Revenue | One Time | \$60,000       | \$60,000       | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### TR00101 330-71 Mill Plain Blvd - 104th to Chkalov Dr.

Recommended

Roadway, traffic signal, access and southbound I-205 onramp modifications to enhance safety and minimize delays. Includes realignment of SE 104th Ave to SE 2nd St, modification of access at SE 105th Ave, closure of NE 107th Ave access to Mill Plain.

| Fund Name                         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 330 - Transportation Capital Fund | Revenue | On Going | \$3,000,000    | \$0            | 0.00          | 0.00          |
| 330 - Transportation Capital Fund | Expense | On Going | \$3,000,000    | \$0            | 0.00          | 0.00          |

### TR00102 330-71 SE 20th St at 176th Ave and 183rd Ave

Recommended

Modify existing intersection to improve traffic safety, operations and level of service.

| Fund Name                         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 330 - Transportation Capital Fund | Expense | On Going | \$19,840       | \$0            | 0.00          | 0.00          |

### TR00103 330-71 SE Hearthwood and SE 1st St.

Recommended

Modify existing intersection for traffic safety, operations and level of service. Scope of work is undefined.

| Fund Name                         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 330 - Transportation Capital Fund | Expense | On Going | \$287,576      | \$0            | 0.00          | 0.00          |

### TR00104 330-71 Vancouver Waterfront Access Project

Recommended

Debt service payoff for Vancouver Waterfront Access Project.

| Fund Name                         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 330 - Transportation Capital Fund | Expense | On Going | \$350,000      | \$350,000      | 0.00          | 0.00          |



## Submitted Decision Packages by Type

|                                   |         |          |           |           |      |      |
|-----------------------------------|---------|----------|-----------|-----------|------|------|
| 330 - Transportation Capital Fund | Revenue | On Going | \$350,000 | \$350,000 | 0.00 | 0.00 |
|-----------------------------------|---------|----------|-----------|-----------|------|------|

### TR00105 330-71 SE 20th Street Median

Recommended

Modify existing intersection to improve traffic safety, operations and level of service.

| Fund Name                         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 330 - Transportation Capital Fund | Expense | On Going | \$24,000       | \$0            | 0.00          | 0.00          |

### TR00106 330-71 137th Ave Corridor - 49th to Fourth Plain

Recommended

Urban upgrade of existing, narrow 2-lane rural road. Upgrades to this minor arterial include 1 lane each direction with turn lane or median divider with roundabouts, new NE 59th St intersection, sidewalks, bike facilities, stormwater facilities.

| Fund Name                         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 330 - Transportation Capital Fund | Revenue | One Time | \$654,096      | \$0            | 0.00          | 0.00          |
| 330 - Transportation Capital Fund | Expense | One Time | \$654,096      | \$0            | 0.00          | 0.00          |

### TR00107 330-71 NE St Johns Rd and 68th Ave

Recommended

Modify existing intersection to improve traffic safety and level of service.

| Fund Name                         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 330 - Transportation Capital Fund | Expense | One Time | \$17,630       | \$0            | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### TR00108 330-71 Mill Plain Blvd Arrival on Green Improvement

Recommended

Install signal equipment to monitor how well Transit Signal Priority (TSP) is working along Mill Plain and to see how TSP is impacting other users along the corridor.

| Fund Name                         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 330 - Transportation Capital Fund | Revenue | One Time | \$72,600       | \$0            | 0.00          | 0.00          |
| 330 - Transportation Capital Fund | Expense | One Time | \$97,600       | \$0            | 0.00          | 0.00          |

### TR00109 330-71 Norris and 4th Plain Signal Improvement

Recommended

Upgrade existing span wire signal. Upgrade all components to current standards including cabinet, poles, conduit, junction boxes, detection, ADA ramps, mast arms and lights.

| Fund Name                         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 330 - Transportation Capital Fund | Expense | One Time | \$333,238      | \$0            | 0.00          | 0.00          |

### TR00110 330-71 LED Street Light Retrofit

Recommended

Replace existing cobra head style street light bulbs with new very efficient LED bulbs. Paid for using low interest Public Trust Fund Loan.

| Fund Name                         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 330 - Transportation Capital Fund | Revenue | One Time | \$4,815,500    | \$0            | 0.00          | 0.00          |
| 330 - Transportation Capital Fund | Expense | One Time | \$4,815,500    | \$0            | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### TR00111 330-71 Evergreen Highway Trail Phase II

Recommended

Upgrade street with 6-10 foot pedestrian pathway on south side of roadway, a priority east/west pedestrian and bike corridor. Design and ROW funded. No funding for construction.

| Fund Name                         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 330 - Transportation Capital Fund | Revenue | One Time | \$48,125       | \$0            | 0.00          | 0.00          |
| 330 - Transportation Capital Fund | Expense | One Time | \$48,160       | \$0            | 0.00          | 0.00          |

### TR00112 330-71 Evergreen Trail - Chelsea to Image

Recommended

Upgrade roadway with 6-10 foot pedestrian pathway on south side, a priority east-west pedestrian and bicycle corridor. Design and ROW funded. No funding for construction.

| Fund Name                         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 330 - Transportation Capital Fund | Revenue | One Time | \$139,832      | \$0            | 0.00          | 0.00          |
| 330 - Transportation Capital Fund | Expense | One Time | \$140,000      | \$0            | 0.00          | 0.00          |

### TR00113 330-71 Fort Vancouver/McCloughlin Sidewalk Infill and Hawk Signal

Recommended

Pedestrian, bike, and aesthetic improvements along multiple streets within and around the Central Park Subarea boundaries.

| Fund Name                         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 330 - Transportation Capital Fund | Revenue | One Time | \$25,000       | \$0            | 0.00          | 0.00          |
| 330 - Transportation Capital Fund | Expense | One Time | \$25,000       | \$0            | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### TR00114 330-71 SE 1st - 164th to 192nd

Recommended

Urban arterial upgrade of existing 2-lane rural road to increase safety, mobility, livability, and meet future needs. Roadway cross section varies with 3 and 5-lane segments. Improvements include sidewalks, bike facilities, stormwater, streetlight.

| Fund Name                         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 330 - Transportation Capital Fund | Revenue | One Time | \$425,000      | \$0            | 0.00          | 0.00          |
| 330 - Transportation Capital Fund | Expense | One Time | \$425,000      | \$0            | 0.00          | 0.00          |

### TR00115 330-71 NE 18th St - NE Four Seasons Ln to NE 1636th Ave

Recommended

Provides multi-modal east/west connection, enhances safety and alleviates traffic congestion on nearby streets. Construction is fully funded. Work expected to be complete in 2018. Long-planned urban upgrade of existing rural-standard 2-lane roadway.

| Fund Name                         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 330 - Transportation Capital Fund | Expense | One Time | \$20,000       | \$0            | 0.00          | 0.00          |
| 330 - Transportation Capital Fund | Revenue | One Time | \$20,000       | \$0            | 0.00          | 0.00          |

### TR00116 330-71 NE 18th St - 97th Ave to 107th Ave

Recommended

Long-planned new principal arterial street and upgrade of existing segments to current arterial standards including travel lanes, turn lane, bike facilities, streetlights, sound walls, sidewalk on one side of street and shared use pathway on other.

| Fund Name                         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 330 - Transportation Capital Fund | Expense | One Time | \$3,168,240    | \$0            | 0.00          | 0.00          |
| 330 - Transportation Capital Fund | Revenue | One Time | \$2,168,240    | \$0            | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### TR00117 330-71 Transportation System Plan Update

Not Recommended

Comprehensive update to the Transportation System Plan (TSP). Funded by general fund and 192nd Avenue property sale

| Fund Name                         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 330 - Transportation Capital Fund | Expense | One Time | \$400,000      | \$0            | 0.00          | 0.00          |

### TR00132 330-71 137th Ave Corridor - 49th to Fourth Plain

Recommended

Urban upgrade of existing, narrow 2-lane rural road. Upgrades to this minor arterial include 1 lane each direction with turn lane or median divider with roundabouts, new NE 59th St intersection, sidewalks, bike facilities, stormwater facilities.

| Fund Name                         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 330 - Transportation Capital Fund | Expense | One Time | \$1,200,000    | \$2,000,000    | 0.00          | 0.00          |
| 330 - Transportation Capital Fund | Revenue | One Time | \$1,200,000    | \$2,000,000    | 0.00          | 0.00          |

### 331-71 Street Funding Initiative Capital

#### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name                                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 331 - Street Funding Initiative - Capital Fund | Expense | On Going | \$5,021        | \$5,021        | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### TR00118 331-71 32nd Ave Extension Feasibility Study Carry Forward

Recommended

| Fund Name                                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 331 - Street Funding Initiative - Capital Fund | Revenue | One Time | \$120,000      | \$0            | 0.00          | 0.00          |
| 331 - Street Funding Initiative - Capital Fund | Expense | One Time | \$120,000      | \$0            | 0.00          | 0.00          |

### TR00119 331-71 Traffic Signal Sustainability Carry Forward

Recommended

| Fund Name                                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 331 - Street Funding Initiative - Capital Fund | Revenue | One Time | \$303,480      | \$0            | 0.00          | 0.00          |
| 331 - Street Funding Initiative - Capital Fund | Expense | One Time | \$303,480      | \$0            | 0.00          | 0.00          |

### TR00120 331-71 Traffic Signal Sustainability

Recommended

| Fund Name                                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 331 - Street Funding Initiative - Capital Fund | Expense | One Time | \$415,000      | \$415,000      | 0.00          | 0.00          |
| 331 - Street Funding Initiative - Capital Fund | Revenue | One Time | \$415,000      | \$415,000      | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### TR00121 331-71 Multimodal Safety and Accessibility Program Carry Forward

Recommended

| Fund Name                                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 331 - Street Funding Initiative - Capital Fund | Expense | One Time | \$451,536      | \$0            | 0.00          | 0.00          |
| 331 - Street Funding Initiative - Capital Fund | Revenue | One Time | \$451,536      | \$0            | 0.00          | 0.00          |

### TR00122 331-71 Multimodal Safety and Accessibility Program

Recommended

| Fund Name                                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 331 - Street Funding Initiative - Capital Fund | Expense | One Time | \$500,000      | \$500,000      | 0.00          | 0.00          |
| 331 - Street Funding Initiative - Capital Fund | Revenue | One Time | \$500,000      | \$500,000      | 0.00          | 0.00          |

### TR00123 331-71 NE 112th Ave Sidewalk - Chkalov St to 9th St Carry Forward

Recommended

| Fund Name                                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 331 - Street Funding Initiative - Capital Fund | Expense | One Time | \$15,000       | \$0            | 0.00          | 0.00          |
| 331 - Street Funding Initiative - Capital Fund | Revenue | One Time | \$15,000       | \$0            | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### TR00124 331-71 NE 112th Ave Sidewalk - Chkalov St to 9th St

Recommended

| Fund Name                                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 331 - Street Funding Initiative - Capital Fund | Revenue | One Time | \$135,000      | \$0            | 0.00          | 0.00          |
| 331 - Street Funding Initiative - Capital Fund | Expense | One Time | \$135,000      | \$0            | 0.00          | 0.00          |

### TR00125 331-71 NW Neighborhood Connectivity (NW 43rd Street to NW 53rd Street -Lincoln) Carry Forward

Recommended

| Fund Name                                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 331 - Street Funding Initiative - Capital Fund | Revenue | One Time | \$100,000      | \$0            | 0.00          | 0.00          |
| 331 - Street Funding Initiative - Capital Fund | Expense | One Time | \$100,000      | \$0            | 0.00          | 0.00          |

### TR00126 331-71 Columbia Street Reconstruction Carry Forward

Recommended

| Fund Name                                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 331 - Street Funding Initiative - Capital Fund | Expense | One Time | \$100,000      | \$0            | 0.00          | 0.00          |
| 331 - Street Funding Initiative - Capital Fund | Revenue | One Time | \$100,000      | \$0            | 0.00          | 0.00          |



## Submitted Decision Packages by Type

### TR00127 331-71 NTS REET Administration Carry Forward

Recommended

| Fund Name                                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 331 - Street Funding Initiative - Capital Fund | Expense | One Time | \$20,000       | \$0            | 0.00          | 0.00          |

### TR00128 331-71 2018 Neighborhood Traffic Management Program Carry Forward

Recommended

| Fund Name                                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 331 - Street Funding Initiative - Capital Fund | Expense | One Time | \$200,000      | \$0            | 0.00          | 0.00          |

### TR00129 331-71 2019 Neighborhood Traffic Management Program

Recommended

| Fund Name                                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 331 - Street Funding Initiative - Capital Fund | Revenue | One Time | \$160,000      | \$0            | 0.00          | 0.00          |
| 331 - Street Funding Initiative - Capital Fund | Expense | One Time | \$270,000      | \$0            | 0.00          | 0.00          |

### TR00130 331-71 2020 Neighborhood Traffic Management Program

Recommended

| Fund Name                                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 331 - Street Funding Initiative - Capital Fund | Revenue | One Time | \$0            | \$160,000      | 0.00          | 0.00          |

## Submitted Decision Packages by Type

|                                                |         |          |     |           |      |      |
|------------------------------------------------|---------|----------|-----|-----------|------|------|
| 331 - Street Funding Initiative - Capital Fund | Expense | One Time | \$0 | \$270,000 | 0.00 | 0.00 |
|------------------------------------------------|---------|----------|-----|-----------|------|------|

### TR00131 331-71 Non-Programmed Safety

Recommended

| Fund Name                                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 331 - Street Funding Initiative - Capital Fund | Expense | One Time | \$100,000      | \$100,000      | 0.00          | 0.00          |
| 331 - Street Funding Initiative - Capital Fund | Revenue | One Time | \$100,000      | \$100,000      | 0.00          | 0.00          |

### 335-00 Fire Acquisition Fund

#### FM00143 Increase Fire and Fire District 5 Support of Facilities Maintenance Capital

Recommended

Based on updated Facilities Maintenance plan, increase the support from Fire District 5 and Fire Fund to fund the fire station repairs.

| Fund Name                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 335 - Fire Acquisition Fund | Revenue | On Going | \$414,018      | \$414,018      | 0.00          | 0.00          |

### 335-51 Fire Acquisition Fund

#### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 335 - Fire Acquisition Fund | Expense | On Going | \$5,468        | \$5,468        | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### FM00108 2018 Carryforward - Fire Station 11

Recommended

This decision package provides funding in 2019 for Fire Station 11 that will not be completed until the next biennium.

| Fund Name                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 335 - Fire Acquisition Fund | Expense | One Time | \$2,079,099    | \$0            | 0.00          | 0.00          |

### FM00109 2018 Carryforward - Fire Station 1 Decommissioning

Recommended

This decision package provides funding in 2019 for Fire Station 1 decommissioning that will not be completed until the next biennium.

| Fund Name                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 335 - Fire Acquisition Fund | Revenue | One Time | \$120,000      | \$0            | 0.00          | 0.00          |
| 335 - Fire Acquisition Fund | Expense | One Time | \$120,000      | \$0            | 0.00          | 0.00          |

### FM00110 2018 Carryforward - Fire Station 2 Decommissioning

Recommended

This decision package provides funding in 2019 for Fire Station 2 decommissioning that will not be completed until the next biennium.

| Fund Name                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 335 - Fire Acquisition Fund | Expense | One Time | \$3,000        | \$0            | 0.00          | 0.00          |
| 335 - Fire Acquisition Fund | Revenue | One Time | \$3,000        | \$0            | 0.00          | 0.00          |

### FM00111 2018 Carryforward - Fire Station 4

Recommended

This decision package provides funding in 2019 for Fire Station 4 that will not be completed until the next biennium.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                             |         |          |          |     |      |      |
|-----------------------------|---------|----------|----------|-----|------|------|
| 335 - Fire Acquisition Fund | Revenue | One Time | \$98,340 | \$0 | 0.00 | 0.00 |
| 335 - Fire Acquisition Fund | Expense | One Time | \$98,340 | \$0 | 0.00 | 0.00 |

### FM00112 2018 Carryforward - Fire Station 8

Recommended

This decision package provides funding in 2019 for Fire Station 8 that will not be completed until the next biennium.

| Fund Name                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 335 - Fire Acquisition Fund | Revenue | One Time | \$36,250       | \$0            | 0.00          | 0.00          |
| 335 - Fire Acquisition Fund | Expense | One Time | \$36,250       | \$0            | 0.00          | 0.00          |

### FM00131 Fire/Security Upgrades

Recommended

This decision package requests additional funding for fire panel upgrades and security cameras at multiple locations.

| Fund Name                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 335 - Fire Acquisition Fund | Revenue | One Time | \$0            | \$20,000       | 0.00          | 0.00          |
| 335 - Fire Acquisition Fund | Expense | One Time | \$0            | \$20,000       | 0.00          | 0.00          |

### FM00132 AM - Fire Station 3

Recommended

The Asset Management program within Facilities provides for programmed major maintenance to extend the minimum life of Fire Station 3.

| Fund Name                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 335 - Fire Acquisition Fund | Revenue | One Time | \$60,000       | \$0            | 0.00          | 0.00          |
| 335 - Fire Acquisition Fund | Expense | One Time | \$60,000       | \$0            | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### FM00133 AM - Fire Station 4

Recommended

The Asset Management program within Facilities provides for programmed major maintenance to extend the minimum life of Fire Station 4.

| Fund Name                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 335 - Fire Acquisition Fund | Revenue | One Time | \$0            | \$150,000      | 0.00          | 0.00          |
| 335 - Fire Acquisition Fund | Expense | One Time | \$0            | \$150,000      | 0.00          | 0.00          |

### FM00134 AM - Fire Station 5

Recommended

The Asset Management program within Facilities provides for programmed major maintenance to extend the minimum life of Fire Station 5.

| Fund Name                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 335 - Fire Acquisition Fund | Expense | One Time | \$271,000      | \$234,000      | 0.00          | 0.00          |
| 335 - Fire Acquisition Fund | Revenue | One Time | \$271,000      | \$234,000      | 0.00          | 0.00          |

### FM00135 AM - Fire Station 7

Recommended

The Asset Management program within Facilities provides for programmed major maintenance to extend the minimum life of Fire Station 7.

| Fund Name                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 335 - Fire Acquisition Fund | Revenue | One Time | \$0            | \$170,000      | 0.00          | 0.00          |
| 335 - Fire Acquisition Fund | Expense | One Time | \$0            | \$170,000      | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### FM00136 AM - Fire Station 8

Recommended

The Asset Management program within Facilities provides for programmed major maintenance to extend the minimum life of Fire Station 8.

| Fund Name                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 335 - Fire Acquisition Fund | Revenue | One Time | \$170,000      | \$0            | 0.00          | 0.00          |
| 335 - Fire Acquisition Fund | Expense | One Time | \$170,000      | \$0            | 0.00          | 0.00          |

### FM00137 AM - Fire Station 9

Recommended

The Asset Management program within Facilities provides for programmed major maintenance to extend the minimum life of Fire Station 9.

| Fund Name                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 335 - Fire Acquisition Fund | Expense | One Time | \$0            | \$335,000      | 0.00          | 0.00          |
| 335 - Fire Acquisition Fund | Revenue | One Time | \$0            | \$335,000      | 0.00          | 0.00          |

### FM00138 AM - Fire Station 10

Recommended

The Asset Management program within Facilities provides for programmed major maintenance to extend the minimum life of Fire Station 10.

| Fund Name                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 335 - Fire Acquisition Fund | Expense | One Time | \$0            | \$135,000      | 0.00          | 0.00          |
| 335 - Fire Acquisition Fund | Revenue | One Time | \$0            | \$135,000      | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### FM00139 Fire Station 10 Gutter Replacement

Not Recommended

This decision package provides funding to replace the existing residential gutters with a commercial gutter system.

| Fund Name                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 335 - Fire Acquisition Fund | Revenue | One Time | \$0            | \$40,000       | 0.00          | 0.00          |
| 335 - Fire Acquisition Fund | Expense | One Time | \$0            | \$40,000       | 0.00          | 0.00          |

### FM00141 Fire Asset Management Contingency

Recommended

Contingency funding for fire capital projects.

| Fund Name                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 335 - Fire Acquisition Fund | Revenue | One Time | \$26,500       | \$26,500       | 0.00          | 0.00          |
| 335 - Fire Acquisition Fund | Expense | One Time | \$26,500       | \$26,500       | 0.00          | 0.00          |

### FR00109 Station 11 - Construction

Recommended

Cost estimate for construction of new Fire Station 11 with funding supported by Fire District 5 through MOU. Current estimate based on cost of 2015 construction of Fire Stations 1 and 2 with 8% inflation annually.

| Fund Name                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 335 - Fire Acquisition Fund | Expense | One Time | \$8,100,000    | \$0            | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### FR00110 New Engine 11 - Fleet Addition

Recommended

Engine 11 will be ordered during 2019 but delivered and set up in early 2020. Cost includes purchase of the asset and all equipment needed to outfit the engine. Fire will place in service following completion of Station 11.

| Fund Name                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 335 - Fire Acquisition Fund | Expense | One Time | \$716,914      | \$163,465      | 0.00          | 0.00          |

### 336-77 Capital Improvement-Facilities Maintenance

#### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 336 - Capital Improvement Fund | Expense | On Going | \$8,845        | \$8,845        | 0.00          | 0.00          |

#### FM00100 2018 Carryforward - City Hall Parking Lot Annex

Recommended

This decision package provides funding in 2019 for the City Hall Parking Lot Annex that will not be completed until the next biennium.

| Fund Name                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 336 - Capital Improvement Fund | Expense | One Time | \$279,750      | \$0            | 0.00          | 0.00          |

#### FM00101 2018 Carryforward - City Hall 4th Floor Water Leak

Recommended

This decision package provides funding in 2019 to repair a water leak on the 4th Floor that will not be completed until the next biennium.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|



## City of Vancouver 2019-20 Biennium Budget

### Submitted Decision Packages by Type

|                                |         |          |           |     |      |      |
|--------------------------------|---------|----------|-----------|-----|------|------|
| 336 - Capital Improvement Fund | Revenue | One Time | \$150,000 | \$0 | 0.00 | 0.00 |
| 336 - Capital Improvement Fund | Expense | One Time | \$150,000 | \$0 | 0.00 | 0.00 |

#### FM00102 2018 Carryforward - Historic Museum

Recommended

This decision package provides funding in 2019 for repairs at the Clark County Historic Museum that will not be completed until the next biennium.

| Fund Name                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 336 - Capital Improvement Fund | Revenue | One Time | \$110,000      | \$0            | 0.00          | 0.00          |
| 336 - Capital Improvement Fund | Expense | One Time | \$110,000      | \$0            | 0.00          | 0.00          |

#### FM00103 2018 Carryforward - Esther Short Park

Recommended

This decision package provides funding in 2019 for repairs at the Slocum House that will not be completed until the next biennium.

| Fund Name                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 336 - Capital Improvement Fund | Expense | One Time | \$21,000       | \$0            | 0.00          | 0.00          |
| 336 - Capital Improvement Fund | Revenue | One Time | \$21,000       | \$0            | 0.00          | 0.00          |

#### FM00104 2018 Carryforward - Marine Park

Recommended

This decision package provides funding in 2019 for repairs at Marine Park that will not be completed until the next biennium.

| Fund Name                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 336 - Capital Improvement Fund | Revenue | One Time | \$105,000      | \$0            | 0.00          | 0.00          |
| 336 - Capital Improvement Fund | Expense | One Time | \$105,000      | \$0            | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### FM00105 2018 Carryforward - Marshall Community Center

Recommended

This decision package provides funding in 2019 for repairs at the Marshall Community Center that will not be completed until the next biennium.

| Fund Name                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 336 - Capital Improvement Fund | Expense | One Time | \$62,113       | \$0            | 0.00          | 0.00          |
| 336 - Capital Improvement Fund | Revenue | One Time | \$62,113       | \$0            | 0.00          | 0.00          |

### FM00106 2018 Carryforward - VPD West Precinct

Recommended

This decision package provides funding in 2019 for repairs at the VPD West Precinct that will not be completed until the next biennium.

| Fund Name                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 336 - Capital Improvement Fund | Expense | One Time | \$455,000      | \$0            | 0.00          | 0.00          |
| 336 - Capital Improvement Fund | Revenue | One Time | \$455,000      | \$0            | 0.00          | 0.00          |

### FM00107 2018 Carryforward - Ops Center Redevelopment

Recommended

This decision package provides funding in 2019 for the General Fund portion of the Ops Center Redevelopment Project that will not be completed until the next biennium.

| Fund Name                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 336 - Capital Improvement Fund | Revenue | One Time | \$169,299      | \$0            | 0.00          | 0.00          |
| 336 - Capital Improvement Fund | Expense | One Time | \$170,000      | \$0            | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### FM00113 AM Amtrak

Not Recommended

The Asset Management program within Facilities provides for programmed major maintenance to extend the minimum life of the Amtrak Rail Station.

| Fund Name                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 336 - Capital Improvement Fund | Expense | One Time | \$30,000       | \$0            | 0.00          | 0.00          |
| 336 - Capital Improvement Fund | Revenue | One Time | \$30,000       | \$0            | 0.00          | 0.00          |

### FM00114 AM City Hall

Recommended

The Asset Management program within Facilities provides for programmed major maintenance to extend the minimum life of the City Hall building.

| Fund Name                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 336 - Capital Improvement Fund | Expense | One Time | \$430,000      | \$50,000       | 0.00          | 0.00          |
| 336 - Capital Improvement Fund | Revenue | One Time | \$430,000      | \$50,000       | 0.00          | 0.00          |

### FM00115 AM Historic Museum

Recommended

The Asset Management program within Facilities provides for programmed major maintenance to extend the minimum life of the Clark County Historic Museum.

| Fund Name                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 336 - Capital Improvement Fund | Expense | One Time | \$75,000       | \$10,000       | 0.00          | 0.00          |
| 336 - Capital Improvement Fund | Revenue | One Time | \$75,000       | \$10,000       | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### FM00116 AM Webber Machine Building

Recommended

The Asset Management program within Facilities provides for programmed major maintenance to extend the minimum life of the Webber Machine Building.

| Fund Name                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 336 - Capital Improvement Fund | Expense | One Time | \$50,000       | \$0            | 0.00          | 0.00          |
| 336 - Capital Improvement Fund | Revenue | One Time | \$50,000       | \$0            | 0.00          | 0.00          |

### FM00117 AM Firstenburg Community Center

Recommended

The Asset Management program within Facilities provides for programmed major maintenance to extend the minimum life of the Firstenburg Community Center.

| Fund Name                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 336 - Capital Improvement Fund | Revenue | One Time | \$1,085,000    | \$670,000      | 0.00          | 0.00          |
| 336 - Capital Improvement Fund | Expense | One Time | \$1,085,000    | \$670,000      | 0.00          | 0.00          |

### FM00118 AM Luepke Senior Center

Recommended

The Asset Management program within Facilities provides for programmed major maintenance to extend the minimum life of the Luepke Senior Center.

| Fund Name                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 336 - Capital Improvement Fund | Expense | One Time | \$235,000      | \$75,000       | 0.00          | 0.00          |
| 336 - Capital Improvement Fund | Revenue | One Time | \$235,000      | \$75,000       | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### FM00119 AM Marine Park

Recommended

The Asset Management program within Facilities provides for programmed major maintenance to extend the minimum life of Marine Park.

| Fund Name                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 336 - Capital Improvement Fund | Expense | One Time | \$0            | \$15,000       | 0.00          | 0.00          |
| 336 - Capital Improvement Fund | Revenue | One Time | \$0            | \$15,000       | 0.00          | 0.00          |

### FM00120 AM Marshall Community Center

Recommended

The Asset Management program within Facilities provides for programmed major maintenance to extend the minimum life of the Marshall Community Center.

| Fund Name                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 336 - Capital Improvement Fund | Revenue | One Time | \$20,000       | \$100,000      | 0.00          | 0.00          |
| 336 - Capital Improvement Fund | Expense | One Time | \$20,000       | \$100,000      | 0.00          | 0.00          |

### FM00121 AM Marshall Park

Not Recommended

The Asset Management program within Facilities provides for programmed major maintenance to extend the minimum life of Marshall Park facilities.

| Fund Name                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 336 - Capital Improvement Fund | Expense | One Time | \$0            | \$50,000       | 0.00          | 0.00          |
| 336 - Capital Improvement Fund | Revenue | One Time | \$0            | \$50,000       | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### FM00122 AM Wintler Park

Not Recommended

The Asset Management program within Facilities provides for programmed major maintenance to extend the minimum life of Wintler Park facilities.

| Fund Name                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 336 - Capital Improvement Fund | Expense | One Time | \$20,000       | \$0            | 0.00          | 0.00          |
| 336 - Capital Improvement Fund | Revenue | One Time | \$20,000       | \$0            | 0.00          | 0.00          |

### FM00123 AM VPD East Precinct

Recommended

The Asset Management program within Facilities provides for programmed major maintenance to extend the minimum life of the VPD East Precinct.

| Fund Name                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 336 - Capital Improvement Fund | Revenue | One Time | \$555,000      | \$460,000      | 0.00          | 0.00          |
| 336 - Capital Improvement Fund | Expense | One Time | \$555,000      | \$460,000      | 0.00          | 0.00          |

### FM00124 AM VPD Evidence

Recommended

The Asset Management program within Facilities provides for programmed major maintenance to extend the minimum life of the VPD Evidence building.

| Fund Name                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 336 - Capital Improvement Fund | Expense | One Time | \$275,000      | \$0            | 0.00          | 0.00          |
| 336 - Capital Improvement Fund | Revenue | One Time | \$275,000      | \$0            | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### FM00125 AM VPD Headquarters

Recommended

The Asset Management program within Facilities provides for programmed major maintenance to extend the minimum life of the VPD Headquarters building.

| Fund Name                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 336 - Capital Improvement Fund | Expense | One Time | \$270,000      | \$0            | 0.00          | 0.00          |
| 336 - Capital Improvement Fund | Revenue | One Time | \$270,000      | \$0            | 0.00          | 0.00          |

### FM00126 AM VPD West Precinct

Recommended

The Asset Management program within Facilities provides for programmed major maintenance to extend the minimum life of the VPD West Precinct.

| Fund Name                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 336 - Capital Improvement Fund | Expense | One Time | \$0            | \$350,000      | 0.00          | 0.00          |
| 336 - Capital Improvement Fund | Revenue | One Time | \$0            | \$350,000      | 0.00          | 0.00          |

### FM00127 Esther Short Park Improvements

Recommended

The Asset Management program provides for programmed maintenance to extend the minimum life of a building. This package requests additional funding to increase asset life.

| Fund Name                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 336 - Capital Improvement Fund | Expense | One Time | \$39,000       | \$0            | 0.00          | 0.00          |
| 336 - Capital Improvement Fund | Revenue | One Time | \$39,000       | \$0            | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### FM00128 Firstenburg Community Center - Remodel Lobby

Recommended

This decision package requests additional funding to demolish the existing café and remodel the lobby at Firstenburg Community Center.

| Fund Name                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 336 - Capital Improvement Fund | Expense | One Time | \$30,000       | \$0            | 0.00          | 0.00          |
| 336 - Capital Improvement Fund | Revenue | One Time | \$30,000       | \$0            | 0.00          | 0.00          |

### FM00129 Marshall Community Center - Add Generator

Recommended

This decision package requests additional funding to add a generator at the Marshall Community Center.

| Fund Name                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 336 - Capital Improvement Fund | Expense | One Time | \$550,000      | \$0            | 0.00          | 0.00          |
| 336 - Capital Improvement Fund | Revenue | One Time | \$550,000      | \$0            | 0.00          | 0.00          |

### FM00130 VPD West Precinct Improvements

Recommended

This decision package requests additional funding to replace windows with bullet-proof glass and also replace heat pumps and card security systems.

| Fund Name                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 336 - Capital Improvement Fund | Revenue | One Time | \$225,000      | \$160,000      | 0.00          | 0.00          |
| 336 - Capital Improvement Fund | Expense | One Time | \$225,000      | \$160,000      | 0.00          | 0.00          |



## Submitted Decision Packages by Type

### FM00131 Fire/Security Upgrades

Recommended

This decision package requests additional funding for fire panel upgrades and security cameras at multiple locations.

| Fund Name                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 336 - Capital Improvement Fund | Expense | One Time | \$169,230      | \$90,000       | 0.00          | 0.00          |
| 336 - Capital Improvement Fund | Revenue | One Time | \$169,230      | \$90,000       | 0.00          | 0.00          |

### FM00140 Asset Management Contingency

Recommended

Contingency funding for capital projects.

| Fund Name                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 336 - Capital Improvement Fund | Expense | One Time | \$151,200      | \$151,200      | 0.00          | 0.00          |
| 336 - Capital Improvement Fund | Revenue | One Time | \$151,200      | \$151,200      | 0.00          | 0.00          |

### FM00142 Tower Mall Demolition and Clean-Up Items

Recommended

Demolition and clean-up items for vacating the Tower Mall building to prepare for redevelopment.

| Fund Name                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 336 - Capital Improvement Fund | Expense | One Time | \$0            | \$2,160,000    | 0.00          | 0.00          |
| 336 - Capital Improvement Fund | Revenue | One Time | \$0            | \$2,160,000    | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00314 448-83 Operations Center Redevelopment

Recommended

This decision package funds property acquisition and design costs for the Operations Center Redevelopment project.

| Fund Name                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 336 - Capital Improvement Fund | Revenue | One Time | \$2,491,632    | \$0            | 0.00          | 0.00          |
| 336 - Capital Improvement Fund | Expense | One Time | \$2,491,632    | \$0            | 0.00          | 0.00          |

### 337-16 VNHR Property Capital

#### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|----------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 337 - VNHR Property Capital Fund | Expense | On Going | \$11,023       | \$11,023       | 0.00          | 0.00          |

### 343-32 Parks Construction Fund

#### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name                                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 343 - Parks Construction Fund (Capital Projects only) | Expense | On Going | \$44,009       | \$44,009       | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PR00130 City Park Capital Repair Carry Forward

Recommended

Carry forward of project budget. Annually there are unexpected repairs needed at park sites. Support from REET pre-transferred in 2018.

| Fund Name                                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 343 - Parks Construction Fund (Capital Projects only) | Expense | One Time | \$12,588       | \$0            | 0.00          | 0.00          |

### PR00133 Sports field Improvements Carry Forward

Recommended

Carry forward of project budget used for improvements to softball and soccer fields, including turf, lighting, and fencing improvements.

| Fund Name                                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 343 - Parks Construction Fund (Capital Projects only) | Expense | One Time | \$117,411      | \$0            | 0.00          | 0.00          |

### PR00134 First Place Park Playground (District 3) Carry Forward

Recommended

With permits submitted for review by year end, carrying forward project budget for construction anticipated the beginning of summer 2019. This includes asphalt pathways, irrigation, and playground.

| Fund Name                                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 343 - Parks Construction Fund (Capital Projects only) | Expense | One Time | \$460,196      | \$0            | 0.00          | 0.00          |
| 343 - Parks Construction Fund (Capital Projects only) | Revenue | One Time | \$460,196      | \$0            | 0.00          | 0.00          |

### PR00135 North Image NH Park Development (District 5) Carry Forward

Recommended

Carry forward of North Image Park Development including support from PIF District 5, ADA Grant of \$200k from General Fund pre-transferred in 2018 and using cash balance support aligned in 2018 from previous projects funded through Parks O&M.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                                                       |         |          |             |     |      |      |
|-------------------------------------------------------|---------|----------|-------------|-----|------|------|
| 343 - Parks Construction Fund (Capital Projects only) | Revenue | One Time | \$1,441,594 | \$0 | 0.00 | 0.00 |
| 343 - Parks Construction Fund (Capital Projects only) | Expense | One Time | \$1,569,352 | \$0 | 0.00 | 0.00 |

### PR00136 Marshall Park Inclusive Nature Play for All Carry Forward

Recommended

Carry forward of estimated project budget to support master planning at Marshall Park supported by REET pre-transferred in 2018.

| Fund Name                                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 343 - Parks Construction Fund (Capital Projects only) | Expense | One Time | \$22,000       | \$0            | 0.00          | 0.00          |

### PR00137 Edgewood Park ADA Improvements - 2018 Grant Award Carry Forward

Recommended

Carry forward of project budget in PIF District A; there have been some delays. Support from General Fund ADA award pre-transferred in 2018.

| Fund Name                                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 343 - Parks Construction Fund (Capital Projects only) | Expense | One Time | \$100,000      | \$0            | 0.00          | 0.00          |
| 343 - Parks Construction Fund (Capital Projects only) | Revenue | One Time | \$100,000      | \$0            | 0.00          | 0.00          |

### PR00138 Memory/Mill Plain Park ADA Improvements - 2018 Grant Award Carry Forward

Recommended

Carry forward of project budget in PIF District A; there have been some delays. Support from General Fund ADA award pre-transferred in 2018.

| Fund Name                                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 343 - Parks Construction Fund (Capital Projects only) | Expense | One Time | \$15,000       | \$0            | 0.00          | 0.00          |
| 343 - Parks Construction Fund (Capital Projects only) | Revenue | One Time | \$15,000       | \$0            | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PR00139 General Anderson Park ADA Improvements - 2018 Grant Award Carry Forward

Recommended

Carry forward of project budget; there have been some delays. Support from General Fund ADA award pre-transferred in 2018.

| Fund Name                     |                         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|-------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 343 - Parks Construction Fund | (Capital Projects only) | Expense | One Time | \$175,000      | \$0            | 0.00          | 0.00          |
| 343 - Parks Construction Fund | (Capital Projects only) | Revenue | One Time | \$175,000      | \$0            | 0.00          | 0.00          |

### PR00141 Burnt Bridge Creek Park ADA Improvements - 2018 Grant Award Carry Forward

Recommended

Carry forward of project budget in PIF District C; there have been some delays. Support from General Fund ADA award pre-transferred in 2018.

| Fund Name                     |                         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|-------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 343 - Parks Construction Fund | (Capital Projects only) | Revenue | One Time | \$85,000       | \$0            | 0.00          | 0.00          |
| 343 - Parks Construction Fund | (Capital Projects only) | Expense | One Time | \$85,000       | \$0            | 0.00          | 0.00          |

### PR00142 Hearthwood Park ADA Improvements - 2018 Grant Award Carry Forward

Recommended

Carry forward of project budget; there have been some delays. Support from General Fund ADA award pre-transferred in 2018.

| Fund Name                     |                         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|-------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 343 - Parks Construction Fund | (Capital Projects only) | Revenue | One Time | \$80,000       | \$0            | 0.00          | 0.00          |
| 343 - Parks Construction Fund | (Capital Projects only) | Expense | One Time | \$80,000       | \$0            | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PR00143 Heritage Park ADA Improvements - 2018 Grant Award Carry Forward

Recommended

Carry forward of project budget; there have been some delays. Support from General Fund ADA award pre-transferred in 2018.

| Fund Name                     |                         |         |          |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|-------------------------|---------|----------|--|----------------|----------------|---------------|---------------|
| 343 - Parks Construction Fund | (Capital Projects only) | Revenue | One Time |  | \$18,000       | \$0            | 0.00          | 0.00          |
| 343 - Parks Construction Fund | (Capital Projects only) | Expense | One Time |  | \$18,000       | \$0            | 0.00          | 0.00          |

### PR00144 Esther Short Park ADA Improvements - 2018 Grant Award Carry Forward

Recommended

Carry forward of project budget; there have been some delays. Support from General Fund ADA award pre-transferred in 2018.

| Fund Name                     |                         |         |          |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|-------------------------|---------|----------|--|----------------|----------------|---------------|---------------|
| 343 - Parks Construction Fund | (Capital Projects only) | Revenue | One Time |  | \$30,000       | \$0            | 0.00          | 0.00          |
| 343 - Parks Construction Fund | (Capital Projects only) | Expense | One Time |  | \$30,000       | \$0            | 0.00          | 0.00          |

### PR00145 Acquisition - District 2 Carry Forward

Recommended

Carry forward of budget appropriation for property acquisition in Park District 2. Research and discussions are ongoing.

| Fund Name                     |                         |         |          |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|-------------------------|---------|----------|--|----------------|----------------|---------------|---------------|
| 343 - Parks Construction Fund | (Capital Projects only) | Expense | One Time |  | \$0            | \$309,500      | 0.00          | 0.00          |
| 343 - Parks Construction Fund | (Capital Projects only) | Revenue | One Time |  | \$0            | \$309,500      | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PR00146 Acquisition - District 3 Carry Forward

Recommended

Carry forward of budget appropriation for property acquisition in Park District 3. Research and discussions are ongoing.

| Fund Name                                             |         |          |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------------------------|---------|----------|--|--|----------------|----------------|---------------|---------------|
| 343 - Parks Construction Fund (Capital Projects only) | Expense | One Time |  |  | \$73,172       | \$0            | 0.00          | 0.00          |
| 343 - Parks Construction Fund (Capital Projects only) | Revenue | One Time |  |  | \$73,172       | \$0            | 0.00          | 0.00          |

### PR00147 Acquisition - District 4 Carry Forward

Recommended

Carry forward of budget appropriation for property acquisition in Park District 4. Research and discussions are ongoing.

| Fund Name                                             |         |          |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------------------------|---------|----------|--|--|----------------|----------------|---------------|---------------|
| 343 - Parks Construction Fund (Capital Projects only) | Expense | One Time |  |  | \$2,703,100    | \$0            | 0.00          | 0.00          |
| 343 - Parks Construction Fund (Capital Projects only) | Revenue | One Time |  |  | \$2,703,100    | \$0            | 0.00          | 0.00          |

### PR00150 Shaffer COM Grant Requirement Improvements (District 7) Carry Forward

Recommended

Park benches will be installed. The City is looking to see if this could be a volunteer opportunity for community group. If a volunteer group is not found, the City will proceed during the summer of 2019.

| Fund Name                                             |         |          |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------------------------|---------|----------|--|--|----------------|----------------|---------------|---------------|
| 343 - Parks Construction Fund (Capital Projects only) | Revenue | One Time |  |  | \$93,687       | \$0            | 0.00          | 0.00          |
| 343 - Parks Construction Fund (Capital Projects only) | Expense | One Time |  |  | \$93,687       | \$0            | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PR00151 Clear Meadows Park (District 4) Carry Forward

Recommended

Carry forward of project budget. Design is anticipated to begin by year end 2018, with construction of playground, picnic tables, and benches occurring in summer of 2019.

| Fund Name                                             |         |          |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------------------------|---------|----------|--|--|----------------|----------------|---------------|---------------|
| 343 - Parks Construction Fund (Capital Projects only) | Expense | One Time |  |  | \$298,971      | \$0            | 0.00          | 0.00          |
| 343 - Parks Construction Fund (Capital Projects only) | Revenue | One Time |  |  | \$298,985      | \$0            | 0.00          | 0.00          |

### PR00152 Dubois Park (District 2) Carry Forward

Recommended

Carry forward of project budget. Design is anticipated to begin by year end 2019. Construction of trails and playground will occur in summer of 2020.

| Fund Name                                             |         |          |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------------------------|---------|----------|--|--|----------------|----------------|---------------|---------------|
| 343 - Parks Construction Fund (Capital Projects only) | Expense | One Time |  |  | \$590,000      | \$0            | 0.00          | 0.00          |
| 343 - Parks Construction Fund (Capital Projects only) | Revenue | One Time |  |  | \$590,000      | \$0            | 0.00          | 0.00          |

### PR00153 N4-2 Park (District 4) Carry Forward

Recommended

Carry forward of project budget; there have been some delays. This supports the acquisition of new park property in District 4.

| Fund Name                                             |         |          |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------------------------|---------|----------|--|--|----------------|----------------|---------------|---------------|
| 343 - Parks Construction Fund (Capital Projects only) | Revenue | One Time |  |  | \$300,000      | \$0            | 0.00          | 0.00          |
| 343 - Parks Construction Fund (Capital Projects only) | Expense | One Time |  |  | \$300,000      | \$0            | 0.00          | 0.00          |



## Submitted Decision Packages by Type

### PR00154 Parks Operations & Maintenance

Recommended

This decision package supports park operations and maintenance system wide with ongoing dedicated revenue stream of \$300k annually supported by 1/3 REET and 2/3 General Fund.

| Fund Name                                             |         |          |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------------------------|---------|----------|--|--|----------------|----------------|---------------|---------------|
| 343 - Parks Construction Fund (Capital Projects only) | Expense | One Time |  |  | \$300,000      | \$300,000      | 0.00          | 0.00          |
| 343 - Parks Construction Fund (Capital Projects only) | Revenue | One Time |  |  | \$300,000      | \$300,000      | 0.00          | 0.00          |

### PR00155 Parks District B N2 Park

Not Recommended

This decision package supports an anticipated acquisition in District B for future park, based on approved comp plan, and filling service gap need for residents in District B.

| Fund Name                                             |         |          |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------------------------|---------|----------|--|--|----------------|----------------|---------------|---------------|
| 343 - Parks Construction Fund (Capital Projects only) | Revenue | One Time |  |  | \$0            | \$360,000      | 0.00          | 0.00          |
| 343 - Parks Construction Fund (Capital Projects only) | Expense | One Time |  |  | \$0            | \$360,000      | 0.00          | 0.00          |

### PR00156 Marshall Park Inclusive Nature Play for All

Recommended

Increasing project budget appropriation, supported by community donation.

| Fund Name                                             |         |          |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------------------------|---------|----------|--|--|----------------|----------------|---------------|---------------|
| 343 - Parks Construction Fund (Capital Projects only) | Expense | One Time |  |  | \$15,500       | \$0            | 0.00          | 0.00          |
| 343 - Parks Construction Fund (Capital Projects only) | Revenue | One Time |  |  | \$15,500       | \$0            | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PR00157 Summers Walk Park (District 4) Carry Forward

Recommended

This decision package supports the replacement and expansion of a playground for ADA access. Will also install new ADA compliant benches and picnic tables. The project uses District 4 Park Impact Fees.

| Fund Name                     |                         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|-------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 343 - Parks Construction Fund | (Capital Projects only) | Expense | One Time | \$300,000      | \$0            | 0.00          | 0.00          |
| 343 - Parks Construction Fund | (Capital Projects only) | Revenue | One Time | \$300,000      | \$0            | 0.00          | 0.00          |

### PR00160 N4-2 Park Development (District 4)

Not Recommended

Adding appropriation in 2020 for potential development of N4-2 Park, supported by PIF funds, District 4.

| Fund Name                     |                         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|-------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 343 - Parks Construction Fund | (Capital Projects only) | Revenue | One Time | \$0            | \$300,000      | 0.00          | 0.00          |
| 343 - Parks Construction Fund | (Capital Projects only) | Expense | One Time | \$0            | \$300,000      | 0.00          | 0.00          |

### PR00162 North Image NH Park Development State Grant Support

Recommended

Adding budget and revenue from park impact fees and potential RCO grant. If RCO grant awarded, construction will begin spring 2020. If grant not awarded, construction can start summer of 2019, without supported components .

| Fund Name                     |                         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|-------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 343 - Parks Construction Fund | (Capital Projects only) | Expense | One Time | \$625,545      | \$0            | 0.00          | 0.00          |
| 343 - Parks Construction Fund | (Capital Projects only) | Revenue | One Time | \$625,545      | \$0            | 0.00          | 0.00          |

## 442-41 Urban Forestry - Drainage

## Submitted Decision Packages by Type

### CD00127 CED Direct Billing Cost Allocation Plan Baseline True-Up

Recommended

Implement cost allocation plan which direct bills hours of staff time spent on projects outside of their home fund. Hourly rates were revised based on 2017 actual hours and 2017 actual expenses with a 3% inflationary factor for 2020.

| Fund Name                    |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 442 - City Tree Reserve Fund | Expense | On Going | (\$5,635)      | (\$5,618)      | 0.00          | 0.00          |

### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name                    |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 442 - City Tree Reserve Fund | Expense | On Going | \$3,460        | \$3,460        | 0.00          | 0.00          |

### PW00194 442-41 Urban Forestry - City Tree Reserve Fund

Recommended

This decision package is for reoccurring tree canopy expansion, tree pruning, Heritage Tree maintenance, tree management and care, education, and the Tree Fund Program.

| Fund Name                    |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 442 - City Tree Reserve Fund | Expense | On Going | \$17,500       | \$17,500       | 0.00          | 0.00          |

### PW00197 442-41 Urban Forestry - Appeal Hearing Cost for Tree Removal Activity

Recommended

Throughout the year citations are issued for illegal tree removal activity. A number of these cases are appealed to the City's Hearing Examiner.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## City of Vancouver 2019-20 Biennium Budget

### Submitted Decision Packages by Type

|                              |         |          |         |         |      |      |
|------------------------------|---------|----------|---------|---------|------|------|
| 442 - City Tree Reserve Fund | Expense | On Going | \$3,986 | \$3,986 | 0.00 | 0.00 |
|------------------------------|---------|----------|---------|---------|------|------|

#### RS00103 Risk Model Allocation - City Wide

Recommended

This DP trues-up the baseline property and liability charges, and appropriates the worker's compensation charges.

| Fund Name                    |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 442 - City Tree Reserve Fund | Expense | On Going | \$81           | \$81           | 0.00          | 0.00          |

#### 443-83 Surface Water Mgmt Construction

##### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|----------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 443 - Drainage Construction Fund | Expense | On Going | \$53,180       | \$53,180       | 0.00          | 0.00          |

##### PW00341 443-83 WDOT Fee Projects

Recommended

Annual fee project for Washington State Department of Transportation. State code provides imposition of charges with respect to surface water from state highway right of ways.

| Fund Name                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|----------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 443 - Drainage Construction Fund | Expense | One Time | \$234,000      | \$234,000      | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00342 443-83 Stormwater Retrofits - Demand (Major Projects)

Recommended

Surface Water coordination projects with Public Works Operations and other departments.

| Fund Name                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|----------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 443 - Drainage Construction Fund | Expense | One Time | \$50,000       | \$50,000       | 0.00          | 0.00          |

### PW00343 443-83 Design Grant - Burton Channel Retrofits

Recommended

Surface Water Burton Channel retrofit project pending Ecology Grant funding. Funded project will result in designs for LID retrofit drainage improvements.

| Fund Name                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|----------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 443 - Drainage Construction Fund | Revenue | One Time | \$59,444       | \$0            | 0.00          | 0.00          |
| 443 - Drainage Construction Fund | Expense | One Time | \$59,444       | \$0            | 0.00          | 0.00          |

### PW00344 443-83 Lower Grand Area Green Street (Future Grant List)

Recommended

This project (partially funded under an Ecology Grant) to result in Low Impact Development improvements in Lower Grand Industrial Area.

| Fund Name                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|----------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 443 - Drainage Construction Fund | Revenue | One Time | \$300,000      | \$525,000      | 0.00          | 0.00          |
| 443 - Drainage Construction Fund | Expense | One Time | \$100,000      | \$700,000      | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00345 443-83 NE Ross Street LID Retrofit

Recommended

NE Ross St is a city owned roadway that has a traditional storm drainage collection system with a series of inlets connected to an underground storm pipe. This collection system discharges directly to Burnt Bridge Creek which is a 303d listed stream.

| Fund Name                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|----------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 443 - Drainage Construction Fund | Expense | One Time | \$0            | \$40,000       | 0.00          | 0.00          |
| 443 - Drainage Construction Fund | Revenue | One Time | \$0            | \$30,000       | 0.00          | 0.00          |

### PW00346 443-83 Expanded Private Stormwater Facility Inspection Program - Grant

Recommended

This is an Ecology Grant funded project for the city's Stormwater Facility Inspection program. This grant will expand a program to inspect private Stormwater facilities built in Vancouver prior to the Phase 2 permit.

| Fund Name                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|----------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 443 - Drainage Construction Fund | Expense | One Time | \$131,000      | \$0            | 0.00          | 0.00          |
| 443 - Drainage Construction Fund | Revenue | One Time | \$98,250       | \$0            | 0.00          | 0.00          |

### PW00347 443-83 NPDES TMDL Watershed Health and Water Quality Monitoring

Recommended

This watershed planning and monitoring is in Burnt Bridge Creek and tributaries which fulfills a city agreement for a long-term monitoring program, identifies target areas for water quality improvement activities.

| Fund Name                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|----------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 443 - Drainage Construction Fund | Expense | One Time | \$168,000      | \$150,000      | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00348 443-83 NE Fourth Plain (123rd-131st South) Water Quality Retrofits - Grant

Recommended

This is an Ecology Grant funded project to retrofit the storm systems along the south half of NE Fourth Plain from 123rd to 131st Avenue.

| Fund Name                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|----------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 443 - Drainage Construction Fund | Revenue | One Time | \$41,000       | \$230,000      | 0.00          | 0.00          |
| 443 - Drainage Construction Fund | Expense | One Time | \$41,000       | \$230,000      | 0.00          | 0.00          |

### PW00349 443-83 East Orchards Fourth Plain Water Quality Retrofits - Grant

Recommended

This is an Ecology Grant funded project to retrofit the storm systems along the north half of NE Fourth Plain from 124th to 131st Avenue. This project will construct 13 bio-retention facilities along the north half of the street.

| Fund Name                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|----------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 443 - Drainage Construction Fund | Expense | One Time | \$43,000       | \$230,000      | 0.00          | 0.00          |
| 443 - Drainage Construction Fund | Revenue | One Time | \$30,750       | \$172,500      | 0.00          | 0.00          |

### PW00350 443-85 Blandford Drive Sub basins LID Retrofits Grant

Recommended

This is an Ecology Grant funded project to retrofit the storm systems in the streets that contribute stormwater runoff to the Blandford Drive basin.

| Fund Name                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|----------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 443 - Drainage Construction Fund | Revenue | One Time | \$0            | \$45,000       | 0.00          | 0.00          |
| 443 - Drainage Construction Fund | Expense | One Time | \$0            | \$45,000       | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00351 443-85 UIC Re-Evaluation and Assessment

Recommended

The City recently completed a 5-year study of shallow groundwater conditions where stormwater is infiltrated into the ground.

| Fund Name                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|----------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 443 - Drainage Construction Fund | Expense | One Time | \$0            | \$120,000      | 0.00          | 0.00          |

### PW00375 443-83 Stormwater Retrofits-Demand (Major Projects) Carry Forward

Recommended

Carry forward of 2018 remaining funds for coordination projects with Public Works Operations and other departments.

| Fund Name                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|----------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 443 - Drainage Construction Fund | Expense | One Time | \$110,000      | \$0            | 0.00          | 0.00          |

### PW00376 443-83 NE 162nd Ave WQ Treatments Carry Forward

Recommended

Carry forward of 2018 remaining funds for surface water project NE 162nd Ave water quality treatments.

| Fund Name                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|----------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 443 - Drainage Construction Fund | Expense | One Time | \$50,000       | \$0            | 0.00          | 0.00          |

### PW00377 443-83 Design Grant - Burton Channel Retrofit Carry Forward

Recommended

Carry forward of 2018 funds for Burton Channel retrofit project pending Ecology Grant funding. Funded project will result in designs for LID retrofit drainage improvements.

| Fund Name                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|----------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 443 - Drainage Construction Fund | Revenue | One Time | \$129,556      | \$0            | 0.00          | 0.00          |



## Submitted Decision Packages by Type

|                                  |         |          |           |     |      |      |
|----------------------------------|---------|----------|-----------|-----|------|------|
| 443 - Drainage Construction Fund | Expense | One Time | \$129,556 | \$0 | 0.00 | 0.00 |
|----------------------------------|---------|----------|-----------|-----|------|------|

### PW00378 443-83 Fruit Valley Rd Design Carry Forward

Recommended

Carry forward of 2018 funds for Fruit Valley Road design.

| Fund Name                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|----------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 443 - Drainage Construction Fund | Expense | One Time | \$30,000       | \$0            | 0.00          | 0.00          |

### PW00379 443-83 Primrose Court Carry Forward

Recommended

Carry forward of 2018 funds for Primrose Court surface water project.

| Fund Name                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|----------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 443 - Drainage Construction Fund | Expense | One Time | \$23,000       | \$0            | 0.00          | 0.00          |

### PW00380 443-83 Lower Grand Area Green Street (Future Grant List) Carry Forward

Recommended

Carry forward of 2018 funds for project to result in Low Impact Development improvements in Lower Grand Industrial Area. Partially funded by Ecology Grant.

| Fund Name                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|----------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 443 - Drainage Construction Fund | Expense | One Time | \$300,000      | \$0            | 0.00          | 0.00          |

### PW00381 443-83 Columbia Slope Culvert - Mill Creek Carry Forward

Recommended

Carry forward of 2018 funds for project Columbia Slope Culvert - Mill Creek.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|           |  |  |                |                |               |               |

## Submitted Decision Packages by Type

|                                  |         |          |           |     |      |      |
|----------------------------------|---------|----------|-----------|-----|------|------|
| 443 - Drainage Construction Fund | Expense | One Time | \$544,309 | \$0 | 0.00 | 0.00 |
|----------------------------------|---------|----------|-----------|-----|------|------|

### PW00382 443-83 Columbia Slope Culvert - Chelsea Carry Forward

Recommended

Carry forward of 2018 funds for project Columbia Slope Culvert - Chelsea.

| Fund Name                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|----------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 443 - Drainage Construction Fund | Expense | One Time | \$145,000      | \$0            | 0.00          | 0.00          |

### PW00383 443-83 Stormwater Retrofits - Demand Response Carry Forward

Recommended

Carry forward of 2018 funds for project Stormwater retrofits demand response.

| Fund Name                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|----------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 443 - Drainage Construction Fund | Expense | One Time | \$505,192      | \$0            | 0.00          | 0.00          |

### PW00384 443-83 2018 Stormwater Capacity Grant Carry Forward

Recommended

Carry forward of 2018 funds for project Stormwater capacity grant.

| Fund Name                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|----------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 443 - Drainage Construction Fund | Expense | One Time | \$34,273       | \$0            | 0.00          | 0.00          |

### PW00385 443-83 SE 17th Street Outfall Carry Forward

Recommended

Carry forward of 2018 funds for project SE 17th Street Outfall.

| Fund Name                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|----------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 443 - Drainage Construction Fund | Expense | One Time | \$15,000       | \$0            | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00386 443-83 Linda Lane/Central 4th Plain Stormwater Quality Carry Forward

Recommended

Carry forward of 2018 funds for project Linda Lane/Central 4th Plain Stormwater Quality.

| Fund Name                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|----------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 443 - Drainage Construction Fund | Expense | One Time | \$70,000       | \$0            | 0.00          | 0.00          |

### 443-87 Surface Water Mgmt Construction

#### PW00170 444-87 Transfer of Cash From SWM Fund 444 To SWM Construction Fund 443

Recommended

As funds accumulate in the water operating fund, these amounts are transferred to the water construction fund as part of the long term strategy to fund capital projects from cash.

| Fund Name                        |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|----------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 443 - Drainage Construction Fund | Revenue | One Time | \$500,000      | \$1,000,000    | 0.00          | 0.00          |

### 444-41 Urban Forestry

#### CW00100 Equipment Services Admin Charge True-Up - Citywide

Recommended

Each asset in is charged an annual admin fee to support the administrative costs of managing the fleet. In 2019-20 the admin fee is budgeted at \$252 per asset and will be trued up annually in the budget.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | On Going | \$301          | \$301          | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CW00102 Equipment Services Rental Across Funds True-Up - Citywide

Recommended

This decision package supports interfund charging between departments for use of assets and provides offsetting revenue for lending departments using averages in the last biennium.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | On Going | (\$3,012)      | (\$3,012)      | 0.00          | 0.00          |

### CW00104 Paid Family & Medical Leave Act - Employer 37% Portion

Recommended

In 2019, Paid Family and Medical Leave will require 37% of 0.4% of total compensation to be supported by the employer. This decision package reflects that amounts needed in 2019-20 for the premium to remit quarterly.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | On Going | \$415          | \$419          | 0.00          | 0.00          |

### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | On Going | (\$8,955)      | (\$8,955)      | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CW00109 Paid Family & Medical Leave Act - Employee 63% Portion Supported by City of Vancouver

Not Recommended

In 2019 Paid Family and Medical Leave will require 63% of 0.4% of total compensation to be supported by the Employee. The intent of this decision package is for City of Vancouver to support that expense instead of the employee.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | On Going | \$704          | \$710          | 0.00          | 0.00          |

### CW00115 WSD Cost Allocation Plan

Recommended

Provide incremental budget for the Water Sewer Drainage Cost Plan based on revised calculation from accounting. Administrative costs are expensed to 445 water fund, then distributed out to respective departments based on services provided.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | On Going | (\$14,145)     | (\$14,145)     | 0.00          | 0.00          |

### CW00116 City Hall Rent and O&M

Recommended

Allocates the rent and O&M for City Hall.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | On Going | \$29,971       | \$30,364       | 0.00          | 0.00          |

### EQ00107 2019-20 Citywide Equipment Reserve Model True-Up

Recommended

True up of appropriation in Equipment ER&R (595200) to support replacement of assets based on asset lifecycle.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                                     |         |          |         |         |      |      |
|-------------------------------------|---------|----------|---------|---------|------|------|
| 444 - Surface Water Management Fund | Expense | On Going | \$2,216 | \$7,466 | 0.00 | 0.00 |
|-------------------------------------|---------|----------|---------|---------|------|------|

### EQ00109 2019-20 Equipment Operating Fund True-Up

Recommended

Increase budget for departments for potential rate increases in 2019-20 to support the Equipment Services Operating Fund

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | On Going | \$3,078        | \$2,541        | 0.00          | 0.00          |

### IT00139 506 Allocations

Recommended

Allocates 506 Baseline and DPs not paid for out of the fund balance.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | On Going | \$5,648        | \$4,150        | 0.00          | 0.00          |

### PW00196 444-41 Urban Forestry - Extra Help

Recommended

Urban Forestry utilizes interns to accomplish program goals. These tasks include but not limited to: mulching & watering recently planted trees and shrubs, invasive plant removal, supporting outreach events and GIS inventory projects.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | On Going | \$2,000        | \$2,000        | 0.00          | 0.00          |

### PW00199 444-41 Urban Forestry - Overtime

Not Recommended

Urban Forestry staff members, as part of their job responsibilities, respond to hazardous situations and often attend after hour meetings and outreach opportunities.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                                     |         |          |         |         |      |      |
|-------------------------------------|---------|----------|---------|---------|------|------|
| 444 - Surface Water Management Fund | Expense | One Time | \$1,000 | \$1,000 | 0.00 | 0.00 |
|-------------------------------------|---------|----------|---------|---------|------|------|

### PW00200 444-41 Urban Forestry - Temporary Help

Recommended

The Urban Forestry Program utilizes temp help from a temp agency to hire a transcriptionist to complete the Urban Forestry Commission minutes and utilizes seasonal temporary help to accomplish program goals.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | On Going | \$2,000        | \$2,000        | 0.00          | 0.00          |

### PW00201 444-41 Urban Forestry - Tree Canopy Assessment 2020

Recommended

This proposal is a one time expenditure of \$70,000 from the City Tree Fund in 2020 to complete a Geographic Information Systems (GIS) Tree Canopy Assessment using recent GIS data.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | One Time | \$0            | \$70,000       | 0.00          | 0.00          |

### PW00202 444-41 Urban Forestry - Vacation Cash-Outs

Recommended

Urban Forestry staff members have participated in the vacation cash out program option provided by the city. Reviewing the three year average, \$5,000 appears to be the average staff participation in this program.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | On Going | \$5,000        | \$5,000        | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00203 444-41 Urban Forestry - Washington Service Corps Individual Placement

Recommended

This decision package is for reoccurring contracting through the Washington Service Corps Individual Placement program for 1.5 AmeriCorps Placement.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | On Going | \$9,750        | \$9,750        | 0.00          | 0.00          |

### PW00260 444-41 Additional Need for 2019-20 Vehicle Appropriation

Recommended

This decision package requests one-time funding to supplement available reserves for anticipated vehicle and equipment replacements for Urban Forestry in 2019-20.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | One Time | \$0            | \$10,867       | 0.00          | 0.00          |

### RS00103 Risk Model Allocation - City Wide

Recommended

This DP trues-up the baseline property and liability charges, and appropriates the worker's compensation charges.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | On Going | \$3,569        | \$3,570        | 0.00          | 0.00          |

### 444-73 Surface Water Mgmt Utility Administration



## Submitted Decision Packages by Type

### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | On Going | \$195          | \$195          | 0.00          | 0.00          |

### PW00175 444-73 Transfer Cash from Sewer and SWM to Water for Utilities

Recommended

#### Administration Costs

The Utilities Department costs are charged to the Water Fund through out the year. At year end the costs are allocated to Sewer and SWM funds based on customer counts.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | One Time | \$1,443,110    | \$1,452,267    | 0.00          | 0.00          |

### 444-75 Surface Water Mgmt Greenways/Sensitive Lands

#### CW00100 Equipment Services Admin Charge True-Up - Citywide

Recommended

Each asset in is charged an annual admin fee to support the administrative costs of managing the fleet. In 2019-20 the admin fee is budgeted at \$252 per asset and will be trued up annually in the budget.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | On Going | \$7,056        | \$7,056        | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CW00101 Equipment Services Labor & Repair Charge True-Up - Citywide

Recommended

Equipment Services (504) provides vehicle parts and labor and charges based on usage to departments monthly through interfund transaction. This decision package increases baseline to support the increased rates and service to the Citywide fleet.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | On Going | \$26,250       | \$26,250       | 0.00          | 0.00          |

### CW00102 Equipment Services Rental Across Funds True-Up - Citywide

Recommended

This decision package supports interfund charging between departments for use of assets and provides offsetting revenue for lending departments using averages in the last biennium.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | On Going | \$9,369        | \$9,369        | 0.00          | 0.00          |

### CW00104 Paid Family & Medical Leave Act - Employer 37% Portion

Recommended

In 2019, Paid Family and Medical Leave will require 37% of 0.4% of total compensation to be supported by the employer. This decision package reflects that amounts needed in 2019-20 for the premium to remit quarterly.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | On Going | \$1,058        | \$1,091        | 0.00          | 0.00          |

### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | On Going | \$1,070        | \$1,070        | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CW00109 Paid Family & Medical Leave Act - Employee 63% Portion Supported by City of Vancouver

Not Recommended

In 2019 Paid Family and Medical Leave will require 63% of 0.4% of total compensation to be supported by the Employee. The intent of this decision package is for City of Vancouver to support that expense instead of the employee.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | On Going | \$1,826        | \$1,867        | 0.00          | 0.00          |

### CW00115 WSD Cost Allocation Plan

Recommended

Provide incremental budget for the Water Sewer Drainage Cost Plan based on revised calculation from accounting. Administrative costs are expensed to 445 water fund, then distributed out to respective departments based on services provided.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | On Going | \$2,037        | \$2,037        | 0.00          | 0.00          |

### EQ00106 505/152 Citywide Vehicle and Equipment Replacements - Carry Forward Only

Recommended

Carryforward of replacement needs for city-wide vehicles and equipment from 2018. Vehicles that are not fully funded will have separate decision packages to support.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | One Time | \$84,000       | \$0            | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### EQ00107 2019-20 Citywide Equipment Reserve Model True-Up

Recommended

True up of appropriation in Equipment ER&R (595200) to support replacement of assets based on asset lifecycle.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | On Going | \$28,102       | \$59,834       | 0.00          | 0.00          |

### EQ00109 2019-20 Equipment Operating Fund True-Up

Recommended

Increase budget for departments for potential rate increases in 2019-20 to support the Equipment Services Operating Fund

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | On Going | \$22,053       | \$18,210       | 0.00          | 0.00          |

### FS00105 eDocs Software Licenses

Recommended

Purchase eDocs licenses for various city employees across the City. Continue to enhance the functionality and usage of eDocs to allow City employees to easily search and find records by increasing profile fields and libraries.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | On Going | \$1,246        | \$207          | 0.00          | 0.00          |

### IT00133 Hansen Licenses - Citywide

Recommended

This DP is for the maintenance and support fees for Hansen applications. This routine maintenance and repair program is critical to ensure the City's Hansen applications are properly supported and maintained.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | On Going | \$3,180        | \$3,338        | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### IT00139 506 Allocations

Recommended

Allocates 506 Baseline and DPs not paid for out of the fund balance.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | On Going | \$13,068       | \$10,605       | 0.00          | 0.00          |

### PW00100 444-75 Add Homeless Encampment Cleanup Services

Recommended

This decision package provides ongoing funding for homeless camp cleanup services through a third party.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | On Going | \$40,000       | \$40,000       | 0.00          | 0.00          |

### PW00101 Ongoing Support For Operations GPS/AVL Implementation

Not Recommended

This decision package requests ongoing funding for GPS/AVL capability in select city vehicles at the Operations Center.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | On Going | \$3,600        | \$3,600        | 0.00          | 0.00          |
| 444 - Surface Water Management Fund | Expense | One Time | \$1,560        | \$0            | 0.00          | 0.00          |

### PW00108 444-75 Add Other Operating Supplies

Recommended

This package requests additional funding for other operating supplies in the Greenways/Sensitive Lands (GSL) division.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | On Going | \$30,000       | \$30,000       | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00117 444-76 Add FTE Stormwater Maintenance Superintendent

Recommended

This request creates a superintendent position dedicated to Stormwater and Greenways/Sensitive Lands (GSL) operations.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | One Time | \$700          | \$700          | 0.00          | 0.00          |
| 444 - Surface Water Management Fund | Expense | On Going | \$23,116       | \$24,509       | 0.00          | 0.00          |

### PW00261 444-75 Additional Need for 2019-20 Vehicle Appropriation

Recommended

This decision package requests one-time funding to supplement available reserves for anticipated vehicle and equipment replacements for Greenways/Sensitive Lands in 2019-20.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | One Time | \$17,424       | \$68,001       | 0.00          | 0.00          |

### RS00103 Risk Model Allocation - City Wide

Recommended

This DP trues-up the baseline property and liability charges, and appropriates the worker's compensation charges.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | On Going | \$2,854        | \$2,853        | 0.00          | 0.00          |

### 444-76 Surface Water Mgmt Maintenance

## Submitted Decision Packages by Type

### CW00100 Equipment Services Admin Charge True-Up - Citywide

Recommended

Each asset in is charged an annual admin fee to support the administrative costs of managing the fleet. In 2019-20 the admin fee is budgeted at \$252 per asset and will be trued up annually in the budget.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | On Going | \$13,298       | \$13,298       | 0.00          | 0.00          |

### CW00101 Equipment Services Labor & Repair Charge True-Up - Citywide

Recommended

Equipment Services (504) provides vehicle parts and labor and charges based on usage to departments monthly through interfund transaction. This decision package increases baseline to support the increased rates and service to the Citywide fleet.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | On Going | \$157,523      | \$157,523      | 0.00          | 0.00          |

### CW00102 Equipment Services Rental Across Funds True-Up - Citywide

Recommended

This decision package supports interfund charging between departments for use of assets and provides offsetting revenue for lending departments using averages in the last biennium.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | On Going | \$118,307      | \$118,307      | 0.00          | 0.00          |

### CW00103 Overhead for Interdepartmental Direct Charging

Recommended

Overhead baseline adjustment to support salaries direct charged to funds borrowing services from another fund. The service is charged directly with overhead applied monthly.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                                     |         |          |           |           |      |      |
|-------------------------------------|---------|----------|-----------|-----------|------|------|
| 444 - Surface Water Management Fund | Expense | On Going | (\$1,444) | (\$1,442) | 0.00 | 0.00 |
|-------------------------------------|---------|----------|-----------|-----------|------|------|

### CW00104 Paid Family & Medical Leave Act - Employer 37% Portion

Recommended

In 2019, Paid Family and Medical Leave will require 37% of 0.4% of total compensation to be supported by the employer. This decision package reflects that amounts needed in 2019-20 for the premium to remit quarterly.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | On Going | \$2,272        | \$2,352        | 0.00          | 0.00          |

### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | On Going | (\$21,232)     | (\$21,232)     | 0.00          | 0.00          |

### CW00109 Paid Family & Medical Leave Act - Employee 63% Portion Supported by City of Vancouver

Not Recommended

In 2019 Paid Family and Medical Leave will require 63% of 0.4% of total compensation to be supported by the Employee. The intent of this decision package is for City of Vancouver to support that expense instead of the employee.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | On Going | \$3,907        | \$3,973        | 0.00          | 0.00          |



## Submitted Decision Packages by Type

### CW00115 WSD Cost Allocation Plan

Recommended

Provide incremental budget for the Water Sewer Drainage Cost Plan based on revised calculation from accounting. Administrative costs are expensed to 445 water fund, then distributed out to respective departments based on services provided.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | On Going | (\$13,834)     | (\$13,834)     | 0.00          | 0.00          |

### EQ00106 505/152 Citywide Vehicle and Equipment Replacements - Carry Forward Only

Recommended

Carryforward of replacement needs for city-wide vehicles and equipment from 2018. Vehicles that are not fully funded will have separate decision packages to support.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | One Time | \$360,000      | \$0            | 0.00          | 0.00          |

### EQ00107 2019-20 Citywide Equipment Reserve Model True-Up

Recommended

True up of appropriation in Equipment ER&R (595200) to support replacement of assets based on asset lifecycle.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | On Going | \$357,960      | \$368,124      | 0.00          | 0.00          |

### EQ00109 2019-20 Equipment Operating Fund True-Up

Recommended

Increase budget for departments for potential rate increases in 2019-20 to support the Equipment Services Operating Fund

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                                     |         |          |           |           |      |      |
|-------------------------------------|---------|----------|-----------|-----------|------|------|
| 444 - Surface Water Management Fund | Expense | On Going | \$192,444 | \$158,897 | 0.00 | 0.00 |
|-------------------------------------|---------|----------|-----------|-----------|------|------|

### FS00105 eDocs Software Licenses

Recommended

Purchase eDocs licenses for various city employees across the City. Continue to enhance the functionality and usage of eDocs to allow City employees to easily search and find records by increasing profile fields and libraries.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | On Going | \$2,492        | \$414          | 0.00          | 0.00          |

### IT00133 Hansen Licenses - Citywide

Recommended

This DP is for the maintenance and support fees for Hansen applications. This routine maintenance and repair program is critical to ensure the City's Hansen applications are properly supported and maintained.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | On Going | \$6,359        | \$6,677        | 0.00          | 0.00          |

### IT00139 506 Allocations

Recommended

Allocates 506 Baseline and DPs not paid for out of the fund balance.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | On Going | \$8,133        | \$3,208        | 0.00          | 0.00          |

### PW00100 444-75 Add Homeless Encampment Cleanup Services

Recommended

This decision package provides ongoing funding for homeless camp cleanup services through a third party.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|           |  |  |                |                |               |               |

## Submitted Decision Packages by Type

|                                     |         |          |          |          |      |      |
|-------------------------------------|---------|----------|----------|----------|------|------|
| 444 - Surface Water Management Fund | Expense | On Going | \$10,000 | \$10,000 | 0.00 | 0.00 |
|-------------------------------------|---------|----------|----------|----------|------|------|

### PW00101 Ongoing Support For Operations GPS/AVL Implementation

Not Recommended

This decision package requests ongoing funding for GPS/AVL capability in select city vehicles at the Operations Center.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | On Going | \$8,700        | \$8,700        | 0.00          | 0.00          |
| 444 - Surface Water Management Fund | Expense | One Time | \$3,770        | \$0            | 0.00          | 0.00          |

### PW00107 103-76 Reclassify Baseline FTE by 0.5 for Arterial Sweeping

Recommended

Transfer of baseline budget for 0.5 FTE from 444-76 to 103-76 for arterial sweeping to reflect actual increased level of service by 50% approved by Street Funding Initiative.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | On Going | (\$39,743)     | (\$41,933)     | -0.50         | 0.00          |

### PW00116 444-76 Restore Salary Objects for Stormwater Maintenance

Recommended

This package restores budget for overtime, callback pay, shift difference, standby/call back/beeper pay and vacation cash outs.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | One Time | \$90,519       | \$90,519       | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00117 444-76 Add FTE Stormwater Maintenance Superintendent

Recommended

This request creates a superintendent position dedicated to Stormwater and Greenways/Sensitive Lands (GSL) operations.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | One Time | \$700          | \$700          | 0.00          | 0.00          |
| 444 - Surface Water Management Fund | Expense | On Going | \$25,440       | \$26,847       | 0.00          | 0.00          |

### PW00262 444-76 Additional Need for 2019-20 Vehicle Appropriation

Recommended

This decision package requests one-time funding to supplement available reserves for anticipated vehicle and equipment replacements for Stormwater Maintenance in 2019-20.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | One Time | \$121,522      | \$15,779       | 0.00          | 0.00          |

### RS00103 Risk Model Allocation - City Wide

Recommended

This DP trues-up the baseline property and liability charges, and appropriates the worker's compensation charges.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | On Going | \$14,050       | \$14,049       | 0.00          | 0.00          |

### 444-79 Surface Water Mgmt Public Works Administration

## Submitted Decision Packages by Type

### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | On Going | \$5,084        | \$5,084        | 0.00          | 0.00          |

### PW00167 444-79 2019-2020 SWM Revenue and Utility Tax Baseline Adjustment

Recommended

This decision package reflects the incremental adjustment to baseline for Surface Water Management utility tax increase to the general fund as a result of a 8.17% rate increase in 2019 and a 7.66% rate increase in 2020.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | On Going | \$92,541       | \$303,581      | 0.00          | 0.00          |

### PW00174 444-79 Vancouver Lake Partnership

Recommended

The Vancouver Lake Watershed Partnership will focus on the opportunities and challenges facing the Vancouver Lake Watershed.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | On Going | \$50,000       | \$50,000       | 0.00          | 0.00          |

### PW00356 Utility Tax Increases of 2.2% in 2019 and 1.8% in 2020

Recommended

To reflect an increased utility tax in 2019 of 2.2% and 2020 of 1.8%.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | On Going | \$379,393      | \$322,829      | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### 444-85 Surface Water Mgmt Engineering

#### CD00109 Engineering Tech II

Recommended

This position provides front-line support to Public Works Engineering, including reviewing and issuing water meters, reviewing easements and dedication documents, assisting customers, and reviewing fairly simple engineering plans.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | On Going | \$8,000        | \$8,000        | 0.00          | 0.00          |

#### CD00127 CED Direct Billing Cost Allocation Plan Baseline True-Up

Recommended

Implement cost allocation plan which direct bills hours of staff time spent on projects outside of their home fund. Hourly rates were revised based on 2017 actual hours and 2017 actual expenses with a 3% inflationary factor for 2020.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | On Going | \$6,353        | \$8,263        | 0.00          | 0.00          |

#### CW00100 Equipment Services Admin Charge True-Up - Citywide

Recommended

Each asset in is charged an annual admin fee to support the administrative costs of managing the fleet. In 2019-20 the admin fee is budgeted at \$252 per asset and will be trued up annually in the budget.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | On Going | \$1,008        | \$1,008        | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CW00104 Paid Family & Medical Leave Act - Employer 37% Portion

Recommended

In 2019, Paid Family and Medical Leave will require 37% of 0.4% of total compensation to be supported by the employer. This decision package reflects that amounts needed in 2019-20 for the premium to remit quarterly.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | On Going | \$1,550        | \$1,569        | 0.00          | 0.00          |

### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | On Going | (\$20,367)     | (\$20,367)     | 0.00          | 0.00          |

### CW00109 Paid Family & Medical Leave Act - Employee 63% Portion Supported by City of Vancouver

Not Recommended

In 2019 Paid Family and Medical Leave will require 63% of 0.4% of total compensation to be supported by the Employee. The intent of this decision package is for City of Vancouver to support that expense instead of the employee.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | On Going | \$2,631        | \$2,665        | 0.00          | 0.00          |

### CW00115 WSD Cost Allocation Plan

Recommended

Provide incremental budget for the Water Sewer Drainage Cost Plan based on revised calculation from accounting. Administrative costs are expensed to 445 water fund, then distributed out to respective departments based on services provided.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                                     |         |          |            |            |      |      |
|-------------------------------------|---------|----------|------------|------------|------|------|
| 444 - Surface Water Management Fund | Expense | On Going | (\$18,423) | (\$18,423) | 0.00 | 0.00 |
|-------------------------------------|---------|----------|------------|------------|------|------|

### EQ00107 2019-20 Citywide Equipment Reserve Model True-Up

Recommended

True up of appropriation in Equipment ER&R (595200) to support replacement of assets based on asset lifecycle.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | On Going | \$2,203        | \$7,780        | 0.00          | 0.00          |

### EQ00109 2019-20 Equipment Operating Fund True-Up

Recommended

Increase budget for departments for potential rate increases in 2019-20 to support the Equipment Services Operating Fund

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | On Going | \$1,471        | \$1,214        | 0.00          | 0.00          |

### IT00133 Hansen Licenses - Citywide

Recommended

This DP is for the maintenance and support fees for Hansen applications. This routine maintenance and repair program is critical to ensure the City's Hansen applications are properly supported and maintained.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | On Going | \$9,539        | \$10,015       | 0.00          | 0.00          |

### IT00139 506 Allocations

Recommended

Allocates 506 Baseline and DPs not paid for out of the fund balance.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|



## Submitted Decision Packages by Type

|                                     |         |          |         |         |      |      |
|-------------------------------------|---------|----------|---------|---------|------|------|
| 444 - Surface Water Management Fund | Expense | On Going | \$4,143 | \$1,036 | 0.00 | 0.00 |
|-------------------------------------|---------|----------|---------|---------|------|------|

### PW00156 444-85 Add FTE Environmental Scientist

Recommended

The purpose of this position is to ensure compliance with new components of the Western Washington Phase II Municipal Stormwater NPDES Permit.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | One Time | \$4,097        | \$0            | 0.00          | 0.00          |
| 444 - Surface Water Management Fund | Expense | On Going | \$93,924       | \$128,460      | 1.00          | 0.00          |

### PW00157 444-85 Add FTE Senior Civil Engineer

Recommended

The purpose of this position is to comply with new components of the Western Washington Phase II Municipal Stormwater NPDES Permit and Ecology grants.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | One Time | \$4,096        | \$0            | 0.00          | 0.00          |
| 444 - Surface Water Management Fund | Expense | On Going | \$99,496       | \$136,044      | 1.00          | 0.00          |

### PW00160 444-85 Washington Coalition for Clean Water

Recommended

The Coalition of Clean Water is a partnership of stormwater and wastewater permitted agencies in Washington State.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | On Going | \$3,975        | \$3,975        | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00181 445-79 Capital Planning Finance and Asset Management - Professional Services - On Call Utility Rates

Recommended

Professional service request for an updated rate model review once the utility rate policies are resolved, and to review program financial needs from 2020-2025.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | One Time | \$8,000        | \$27,000       | 0.00          | 0.00          |

### PW00183 445-85 GIS - GPS Hardware Replacement

Recommended

This decision package is to replace 10 year old GPS equipment that has been used by the GIS group to collect GPS locations of various public works assets, primarily water meter locations.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | One Time | \$2,070        | \$0            | 0.00          | 0.00          |

### PW00263 444-85 Additional Need for 2019-20 Vehicle Appropriation

Recommended

This decision package requests one-time funding to supplement available reserves for anticipated vehicle and equipment replacements for Surface Water Engineering in 2019-20.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | One Time | \$0            | \$7,651        | 0.00          | 0.00          |

### RS00103 Risk Model Allocation - City Wide

Recommended

This DP trues-up the baseline property and liability charges, and appropriates the worker's compensation charges.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                                     |         |          |         |         |      |      |
|-------------------------------------|---------|----------|---------|---------|------|------|
| 444 - Surface Water Management Fund | Expense | On Going | \$5,524 | \$5,525 | 0.00 | 0.00 |
|-------------------------------------|---------|----------|---------|---------|------|------|

### 444-87 Surface Water Mgmt Accounting

#### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | On Going | \$10           | \$10           | 0.00          | 0.00          |

#### PW00170 444-87 Transfer of Cash From SWM Fund 444 To SWM Construction Fund 443

Recommended

As funds accumulate in the water operating fund, these amounts are transferred to the water construction fund as part of the long term strategy to fund capital projects from cash.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 444 - Surface Water Management Fund | Expense | One Time | \$500,000      | \$1,000,000    | 0.00          | 0.00          |

### 445-00 Water Utility Fund

#### CW00112 Operations/Brookside/English Pit Rent

Recommended

Incremental adjustment to baseline for department rental budget for the Operations Center, Brookside and English Pit locations.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Revenue | On Going | \$532,876      | \$532,876      | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00175 444-73 Transfer Cash from Sewer and SWM to Water for Utilities Administration Costs

Recommended

The Utilities Department costs are charged to the Water Fund through out the year. At year end the costs are allocated to Sewer and SWM funds based on customer counts.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Revenue | One Time | \$3,092,379    | \$3,112,000    | 0.00          | 0.00          |

### PW00358 490-86 Solid Waste MOU Transfer to Operations

Recommended

Solid Waste and the Operations Center maintain a Memorandum of Understanding for services provided by Operations crews that benefit the mission and goals of the Solid Waste division.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Revenue | On Going | \$3,031        | \$3,031        | 0.00          | 0.00          |

### 445-41 Water Resource Education Center

#### CW00100 Equipment Services Admin Charge True-Up - Citywide

Recommended

Each asset in is charged an annual admin fee to support the administrative costs of managing the fleet. In 2019-20 the admin fee is budgeted at \$252 per asset and will be trued up annually in the budget.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$1,008        | \$1,008        | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CW00101 Equipment Services Labor & Repair Charge True-Up - Citywide

Recommended

Equipment Services (504) provides vehicle parts and labor and charges based on usage to departments monthly through interfund transaction. This decision package increases baseline to support the increased rates and service to the Citywide fleet.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | (\$250)        | (\$250)        | 0.00          | 0.00          |

### CW00102 Equipment Services Rental Across Funds True-Up - Citywide

Recommended

This decision package supports interfund charging between departments for use of assets and provides offsetting revenue for lending departments using averages in the last biennium.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$300          | \$300          | 0.00          | 0.00          |

### CW00104 Paid Family & Medical Leave Act - Employer 37% Portion

Recommended

In 2019, Paid Family and Medical Leave will require 37% of 0.4% of total compensation to be supported by the employer. This decision package reflects that amounts needed in 2019-20 for the premium to remit quarterly.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$653          | \$656          | 0.00          | 0.00          |

### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | (\$46,701)     | (\$46,701)     | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CW00107 Grounds and Facilities Overhead Rate - Baseline

Recommended

To provide baseline budget for the support of the internal services of Grounds and Facilities departments.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$93,380       | \$96,758       | 0.00          | 0.00          |

### CW00108 Grounds and Facilities Overhead Rate - Support 19-20 Recommended Decision Packages

Recommended

To provide budget for the support of the internal services of Grounds and Facilities departments for new biennial requests.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$36,304       | \$32,503       | 0.00          | 0.00          |

### CW00109 Paid Family & Medical Leave Act - Employee 63% Portion Supported by City of Vancouver

Not Recommended

In 2019 Paid Family and Medical Leave will require 63% of 0.4% of total compensation to be supported by the Employee. The intent of this decision package is for City of Vancouver to support that expense instead of the employee.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$1,157        | \$1,080        | 0.00          | 0.00          |

### EQ00107 2019-20 Citywide Equipment Reserve Model True-Up

Recommended

True up of appropriation in Equipment ER&R (595200) to support replacement of assets based on asset lifecycle.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                          |         |          |         |         |      |      |
|--------------------------|---------|----------|---------|---------|------|------|
| 445 - Water Utility Fund | Expense | On Going | \$1,187 | \$3,053 | 0.00 | 0.00 |
|--------------------------|---------|----------|---------|---------|------|------|

### EQ00109 2019-20 Equipment Operating Fund True-Up

Recommended

Increase budget for departments for potential rate increases in 2019-20 to support the Equipment Services Operating Fund

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$991          | \$818          | 0.00          | 0.00          |

### FS00105 eDocs Software Licenses

Recommended

Purchase eDocs licenses for various city employees across the City. Continue to enhance the functionality and usage of eDocs to allow City employees to easily search and find records by increasing profile fields and libraries.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$3,738        | \$621          | 0.00          | 0.00          |

### IT00139 506 Allocations

Recommended

Allocates 506 Baseline and DPs not paid for out of the fund balance.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$12,927       | \$10,359       | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00182 445-41 Water Center Washington Service Corps Individual Placements

Recommended

Contracting through Washington Service Corps Individual Placement program for 2 AmeriCorps Placements in coordination with other City programs.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$13,000       | \$13,000       | 0.00          | 0.00          |

### PW00186 445-41 Water Center Extra Help

Recommended

Students looking for an internship to fulfill a biology, education or public relations requirement may apply to the Water Center for an internship position.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$15,000       | \$15,000       | 0.00          | 0.00          |

### PW00187 445-41 Water Center Maintenance

Recommended

There is a recurring need to make facility upgrades for projects that are not covered as interfund expenses.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | One Time | \$33,084       | \$33,084       | 0.00          | 0.00          |

### PW00188 445-41 Water Center Overtime

Recommended

As part of their job responsibilities Water Center staff occasional participate in after hour meetings and outreach opportunities representing our program.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|



## Submitted Decision Packages by Type

|                          |         |          |         |         |      |      |
|--------------------------|---------|----------|---------|---------|------|------|
| 445 - Water Utility Fund | Expense | One Time | \$5,000 | \$5,000 | 0.00 | 0.00 |
|--------------------------|---------|----------|---------|---------|------|------|

**PW00190 445-41 Student Monitoring Network - 3 YR Limited Term  
Position - Educator B**

**Recommended**

This new limited term (3 year) position, housed at the Water Center, will lead the Student Watershed Monitoring Network (SWMN) Program and accomplish deliverables assigned to Clark County.

| <b>Fund Name</b>         |         |          | <b>2019<br/>Budget</b> | <b>2020<br/>Budget</b> | <b>2019<br/>Staff</b> | <b>2020<br/>Staff</b> |
|--------------------------|---------|----------|------------------------|------------------------|-----------------------|-----------------------|
| 445 - Water Utility Fund | Revenue | One Time | \$45,000               | \$45,000               | 0.00                  | 0.00                  |
| 445 - Water Utility Fund | Expense | One Time | \$105,718              | \$107,385              | 1.00                  | 0.00                  |
| 445 - Water Utility Fund | Expense | On Going | \$800                  | \$800                  | 0.00                  | 0.00                  |

**PW00191 445-41 Water Center Temporary Help**

**Recommended**

Use temporary staff to work with groups Monday-Friday after 5pm and anytime during the weekend when we rent our community room.

| <b>Fund Name</b>         |         |          | <b>2019<br/>Budget</b> | <b>2020<br/>Budget</b> | <b>2019<br/>Staff</b> | <b>2020<br/>Staff</b> |
|--------------------------|---------|----------|------------------------|------------------------|-----------------------|-----------------------|
| 445 - Water Utility Fund | Expense | On Going | \$26,000               | \$26,000               | 0.00                  | 0.00                  |

**PW00192 445-41 Water Center Vacation Cash-Outs**

**Recommended**

Employees are entitled to request vacation cash-outs throughout the year if they meet the City's requirements.

| <b>Fund Name</b>         |         |          | <b>2019<br/>Budget</b> | <b>2020<br/>Budget</b> | <b>2019<br/>Staff</b> | <b>2020<br/>Staff</b> |
|--------------------------|---------|----------|------------------------|------------------------|-----------------------|-----------------------|
| 445 - Water Utility Fund | Expense | On Going | \$12,000               | \$12,000               | 0.00                  | 0.00                  |

## Submitted Decision Packages by Type

### PW00193 445-41 Student Watershed Monitoring Network

Not Recommended

The City and County jointly cover the costs of this program which services schools both in and outside of the City. Contracted educators coordinate monitoring programs with schools throughout Clark County.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Revenue | One Time | \$45,000       | \$45,000       | 0.00          | 0.00          |
| 445 - Water Utility Fund | Expense | On Going | \$20,000       | \$20,000       | 0.00          | 0.00          |

### RS00103 Risk Model Allocation - City Wide

Recommended

This DP trues-up the baseline property and liability charges, and appropriates the worker's compensation charges.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$2,071        | \$2,070        | 0.00          | 0.00          |

### 445-72 Operations Center

#### CW00100 Equipment Services Admin Charge True-Up - Citywide

Recommended

Each asset in is charged an annual admin fee to support the administrative costs of managing the fleet. In 2019-20 the admin fee is budgeted at \$252 per asset and will be trued up annually in the budget.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$2,016        | \$2,016        | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CW00101 Equipment Services Labor & Repair Charge True-Up - Citywide

Recommended

Equipment Services (504) provides vehicle parts and labor and charges based on usage to departments monthly through interfund transaction. This decision package increases baseline to support the increased rates and service to the Citywide fleet.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | (\$41,800)     | (\$41,800)     | 0.00          | 0.00          |

### CW00104 Paid Family & Medical Leave Act - Employer 37% Portion

Recommended

In 2019, Paid Family and Medical Leave will require 37% of 0.4% of total compensation to be supported by the employer. This decision package reflects that amounts needed in 2019-20 for the premium to remit quarterly.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$1,284        | \$1,316        | 0.00          | 0.00          |

### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$17,611       | \$17,611       | 0.00          | 0.00          |

### CW00109 Paid Family & Medical Leave Act - Employee 63% Portion Supported by City of Vancouver

Not Recommended

In 2019 Paid Family and Medical Leave will require 63% of 0.4% of total compensation to be supported by the Employee. The intent of this decision package is for City of Vancouver to support that expense instead of the employee.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                          |         |          |         |         |      |      |
|--------------------------|---------|----------|---------|---------|------|------|
| 445 - Water Utility Fund | Expense | On Going | \$2,154 | \$2,209 | 0.00 | 0.00 |
|--------------------------|---------|----------|---------|---------|------|------|

### CW00115 WSD Cost Allocation Plan

Recommended

Provide incremental budget for the Water Sewer Drainage Cost Plan based on revised calculation from accounting. Administrative costs are expensed to 445 water fund, then distributed out to respective departments based on services provided.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Revenue | On Going | \$140,939      | \$140,939      | 0.00          | 0.00          |

### EQ00107 2019-20 Citywide Equipment Reserve Model True-Up

Recommended

True up of appropriation in Equipment ER&R (595200) to support replacement of assets based on asset lifecycle.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | (\$17,854)     | (\$17,854)     | 0.00          | 0.00          |

### EQ00109 2019-20 Equipment Operating Fund True-Up

Recommended

Increase budget for departments for potential rate increases in 2019-20 to support the Equipment Services Operating Fund

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$4,001        | \$3,303        | 0.00          | 0.00          |

### FS00105 eDocs Software Licenses

Recommended

Purchase eDocs licenses for various city employees across the City. Continue to enhance the functionality and usage of eDocs to allow City employees to easily search and find records by increasing profile fields and libraries.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                          |         |          |         |       |      |      |
|--------------------------|---------|----------|---------|-------|------|------|
| 445 - Water Utility Fund | Expense | On Going | \$3,738 | \$621 | 0.00 | 0.00 |
|--------------------------|---------|----------|---------|-------|------|------|

### IT00133 Hansen Licenses - Citywide

Recommended

This DP is for the maintenance and support fees for Hansen applications. This routine maintenance and repair program is critical to ensure the City's Hansen applications are properly supported and maintained.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$19,077       | \$20,031       | 0.00          | 0.00          |

### IT00139 506 Allocations

Recommended

Allocates 506 Baseline and DPs not paid for out of the fund balance.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$64,618       | \$56,264       | 0.00          | 0.00          |

### PW00101 Ongoing Support For Operations GPS/AVL Implementation

Not Recommended

This decision package requests ongoing funding for GPS/AVL capability in select city vehicles at the Operations Center.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | One Time | \$910          | \$0            | 0.00          | 0.00          |
| 445 - Water Utility Fund | Expense | On Going | \$2,100        | \$2,100        | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00102 445-72 Add FTE Assistant Operations Manager

Not Recommended

This decision package creates and funds an assistant operations manager position to assist in running the operations center.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$156,742      | \$160,614      | 1.00          | 0.00          |
| 445 - Water Utility Fund | Expense | One Time | \$2,800        | \$1,400        | 0.00          | 0.00          |

### PW00149 508-77 Increased Facilities Maintenance for New Buildings

Recommended

Increased facilities maintenance repair costs for newly acquired buildings Town Plaza, Navigation Center (Grand Blvd) and Zehn properties.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | One Time | \$31,800       | \$31,800       | 0.00          | 0.00          |

### PW00240 445-76 Replace Brookside Trash Compactor

Recommended

This decision package requests one-time funding to replace the trash compactor at the Operations Center – Brookside site.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | One Time | \$20,000       | \$0            | 0.00          | 0.00          |

### RS00103 Risk Model Allocation - City Wide

Recommended

This DP trues-up the baseline property and liability charges, and appropriates the worker's compensation charges.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$4,160        | \$4,160        | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### 445-73 Utility Administration

#### CW00100 Equipment Services Admin Charge True-Up - Citywide

Recommended

Each asset in is charged an annual admin fee to support the administrative costs of managing the fleet. In 2019-20 the admin fee is budgeted at \$252 per asset and will be trued up annually in the budget.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$2,520        | \$2,520        | 0.00          | 0.00          |

#### CW00101 Equipment Services Labor & Repair Charge True-Up - Citywide

Recommended

Equipment Services (504) provides vehicle parts and labor and charges based on usage to departments monthly through interfund transaction. This decision package increases baseline to support the increased rates and service to the Citywide fleet.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | (\$1,993)      | (\$1,993)      | 0.00          | 0.00          |

#### CW00102 Equipment Services Rental Across Funds True-Up - Citywide

Recommended

This decision package supports interfund charging between departments for use of assets and provides offsetting revenue for lending departments using averages in the last biennium.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$200          | \$200          | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CW00103 Overhead for Interdepartmental Direct Charging

Recommended

Overhead baseline adjustment to support salaries direct charged to funds borrowing services from another fund. The service is charged directly with overhead applied monthly.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Revenue | On Going | \$895          | \$944          | 0.00          | 0.00          |

### CW00104 Paid Family & Medical Leave Act - Employer 37% Portion

Recommended

In 2019, Paid Family and Medical Leave will require 37% of 0.4% of total compensation to be supported by the employer. This decision package reflects that amounts needed in 2019-20 for the premium to remit quarterly.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$2,448        | \$2,484        | 0.00          | 0.00          |

### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | (\$129,882)    | (\$129,882)    | 0.00          | 0.00          |

### CW00107 Grounds and Facilities Overhead Rate - Baseline

Recommended

To provide baseline budget for the support of the internal services of Grounds and Facilities departments.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | (\$1,260)      | (\$1,260)      | 0.00          | 0.00          |



## Submitted Decision Packages by Type

### CW00109 Paid Family & Medical Leave Act - Employee 63% Portion Supported by City of Vancouver

Not Recommended

In 2019 Paid Family and Medical Leave will require 63% of 0.4% of total compensation to be supported by the Employee. The intent of this decision package is for City of Vancouver to support that expense instead of the employee.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$4,073        | \$4,133        | 0.00          | 0.00          |

### EQ00106 505/152 Citywide Vehicle and Equipment Replacements - Carry Forward Only

Recommended

Carryforward of replacement needs for city-wide vehicles and equipment from 2018. Vehicles that are not fully funded will have separate decision packages to support.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | One Time | \$15,552       | \$0            | 0.00          | 0.00          |

### EQ00107 2019-20 Citywide Equipment Reserve Model True-Up

Recommended

True up of appropriation in Equipment ER&R (595200) to support replacement of assets based on asset lifecycle.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | (\$1,026)      | (\$1,026)      | 0.00          | 0.00          |

### EQ00109 2019-20 Equipment Operating Fund True-Up

Recommended

Increase budget for departments for potential rate increases in 2019-20 to support the Equipment Services Operating Fund

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                          |         |          |          |          |      |      |
|--------------------------|---------|----------|----------|----------|------|------|
| 445 - Water Utility Fund | Expense | On Going | \$13,328 | \$11,005 | 0.00 | 0.00 |
|--------------------------|---------|----------|----------|----------|------|------|

### FS00105 eDocs Software Licenses

Recommended

Purchase eDocs licenses for various city employees across the City. Continue to enhance the functionality and usage of eDocs to allow City employees to easily search and find records by increasing profile fields and libraries.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$6,230        | \$1,035        | 0.00          | 0.00          |

### FS00106 Increased Banking Service Fees

Recommended

Increase the banking services baseline budget to account for increased on-line payments in CED due to electronic building plan submittals and additional parking pay station installations.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$15,000       | \$15,000       | 0.00          | 0.00          |

### IT00133 Hansen Licenses - Citywide

Recommended

This DP is for the maintenance and support fees for Hansen applications. This routine maintenance and repair program is critical to ensure the City's Hansen applications are properly supported and maintained.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$47,693       | \$50,077       | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### IT00136 General Networks Document Mgmt. - Citywide

Recommended

This DP funds maintenance and support fees for eDocs document management (Hummingbird). This routine maintenance and repair program is critical to ensure the City's Document Management applications are properly supported and maintained.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$265          | \$278          | 0.00          | 0.00          |

### IT00139 506 Allocations

Recommended

Allocates 506 Baseline and DPs not paid for out of the fund balance.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | (\$24,744)     | (\$23,148)     | 0.00          | 0.00          |

### PW00101 Ongoing Support For Operations GPS/AVL Implementation

Not Recommended

This decision package requests ongoing funding for GPS/AVL capability in select city vehicles at the Operations Center.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$3,300        | \$3,300        | 0.00          | 0.00          |
| 445 - Water Utility Fund | Expense | One Time | \$1,430        | \$0            | 0.00          | 0.00          |

### PW00119 445-73 Restore Salary Objects for Water Utility Administration

Recommended

This package restores budget for overtime, callback pay, shift difference, other premium pay types and vacation cash outs.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | One Time | \$98,574       | \$98,574       | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00236 445-73 Add 0.5 FTE Customer Service Position

Not Recommended

This decision package requests funding to add 0.5 FTE to Utilities Administration for customer service support.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$39,109       | \$37,820       | 0.50          | 0.00          |

### RS00103 Risk Model Allocation - City Wide

Recommended

This DP trues-up the baseline property and liability charges, and appropriates the worker's compensation charges.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$14,941       | \$14,941       | 0.00          | 0.00          |

### 445-76 Water Maintenance

#### CW00100 Equipment Services Admin Charge True-Up - Citywide

Recommended

Each asset in is charged an annual admin fee to support the administrative costs of managing the fleet. In 2019-20 the admin fee is budgeted at \$252 per asset and will be trued up annually in the budget.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$18,396       | \$18,396       | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CW00101 Equipment Services Labor & Repair Charge True-Up - Citywide

Recommended

Equipment Services (504) provides vehicle parts and labor and charges based on usage to departments monthly through interfund transaction. This decision package increases baseline to support the increased rates and service to the Citywide fleet.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | (\$12,500)     | (\$12,500)     | 0.00          | 0.00          |

### CW00102 Equipment Services Rental Across Funds True-Up - Citywide

Recommended

This decision package supports interfund charging between departments for use of assets and provides offsetting revenue for lending departments using averages in the last biennium.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$62,482       | \$62,482       | 0.00          | 0.00          |

### CW00104 Paid Family & Medical Leave Act - Employer 37% Portion

Recommended

In 2019, Paid Family and Medical Leave will require 37% of 0.4% of total compensation to be supported by the employer. This decision package reflects that amounts needed in 2019-20 for the premium to remit quarterly.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$4,595        | \$4,710        | 0.00          | 0.00          |

### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$4,058        | \$4,058        | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CW00107 Grounds and Facilities Overhead Rate - Baseline

Recommended

To provide baseline budget for the support of the internal services of Grounds and Facilities departments.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$228,404      | \$238,462      | 0.00          | 0.00          |

### CW00108 Grounds and Facilities Overhead Rate - Support 19-20 Recommended Decision Packages

Recommended

To provide budget for the support of the internal services of Grounds and Facilities departments for new biennial requests.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$97,948       | \$90,653       | 0.00          | 0.00          |

### CW00109 Paid Family & Medical Leave Act - Employee 63% Portion Supported by City of Vancouver

Not Recommended

In 2019 Paid Family and Medical Leave will require 63% of 0.4% of total compensation to be supported by the Employee. The intent of this decision package is for City of Vancouver to support that expense instead of the employee.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$7,955        | \$7,586        | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### EQ00106 505/152 Citywide Vehicle and Equipment Replacements - Carry Forward Only

Recommended

Carryforward of replacement needs for city-wide vehicles and equipment from 2018. Vehicles that are not fully funded will have separate decision packages to support.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | One Time | \$54,000       | \$0            | 0.00          | 0.00          |

### EQ00107 2019-20 Citywide Equipment Reserve Model True-Up

Recommended

True up of appropriation in Equipment ER&R (595200) to support replacement of assets based on asset lifecycle.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$145,751      | \$207,420      | 0.00          | 0.00          |

### EQ00109 2019-20 Equipment Operating Fund True-Up

Recommended

Increase budget for departments for potential rate increases in 2019-20 to support the Equipment Services Operating Fund

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$97,557       | \$80,548       | 0.00          | 0.00          |

### FS00105 eDocs Software Licenses

Recommended

Purchase eDocs licenses for various city employees across the City. Continue to enhance the functionality and usage of eDocs to allow City employees to easily search and find records by increasing profile fields and libraries.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                          |         |          |         |       |      |      |
|--------------------------|---------|----------|---------|-------|------|------|
| 445 - Water Utility Fund | Expense | On Going | \$4,984 | \$828 | 0.00 | 0.00 |
|--------------------------|---------|----------|---------|-------|------|------|

### IT00133 Hansen Licenses - Citywide

Recommended

This DP is for the maintenance and support fees for Hansen applications. This routine maintenance and repair program is critical to ensure the City's Hansen applications are properly supported and maintained.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$28,616       | \$30,046       | 0.00          | 0.00          |

### IT00139 506 Allocations

Recommended

Allocates 506 Baseline and DPs not paid for out of the fund balance.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$55,041       | \$47,221       | 0.00          | 0.00          |

### PW00101 Ongoing Support For Operations GPS/AVL Implementation

Not Recommended

This decision package requests ongoing funding for GPS/AVL capability in select city vehicles at the Operations Center.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$12,000       | \$12,000       | 0.00          | 0.00          |
| 445 - Water Utility Fund | Expense | One Time | \$5,200        | \$0            | 0.00          | 0.00          |



## Submitted Decision Packages by Type

### PW00123 445-76 Restore Water Maintenance Salary Objects

Recommended

This package restores budget for overtime, callback pay, other premium pay types, standby/call back/beeper pay, shift difference and vacation cash outs.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | One Time | \$320,516      | \$320,516      | 0.00          | 0.00          |

### PW00125 445-76 Add FTE Water Maintenance SCADA Technician

Recommended

This package adds a SCADA technician position to create safeguards for the city's water system.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | One Time | \$89,700       | \$2,700        | 0.00          | 0.00          |
| 445 - Water Utility Fund | Expense | On Going | \$124,529      | \$127,459      | 1.00          | 0.00          |

### PW00126 445-76 Add FTE Water Maintenance Water Quality Technician

Recommended

This package adds a Water Quality Technician position to expand the City's Water Quality program and ensure the safety of the City's water system.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | One Time | \$44,700       | \$2,700        | 0.00          | 0.00          |
| 445 - Water Utility Fund | Expense | On Going | \$103,877      | \$106,500      | 1.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00127 445-76 Add Water/Wastewater Electrician Position

Recommended

This package adds an Electrician position to help maintain the electrical system within the Water program.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$85,885       | \$88,193       | 1.00          | 0.00          |
| 445 - Water Utility Fund | Expense | One Time | \$3,760        | \$2,160        | 0.00          | 0.00          |

### PW00133 508-77 Add Electrician FTE for Water/Wastewater

Not Recommended

This package adds an Electrician position to Facilities Maintenance to help maintain the electrical system within the water program.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$169,706      | \$102,415      | 0.00          | 0.00          |

### PW00238 445-76 Add Professional Services For Leak Detection

Recommended

This decision package requests one-time funding for professional services to assist with leak detection in the water system.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | One Time | \$60,000       | \$0            | 0.00          | 0.00          |

### PW00239 445-76 Add Vehicle for Meter Exchange Program

Recommended

This decision package requests funding for a new van for the meter exchange program.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | One Time | \$85,000       | \$0            | 0.00          | 0.00          |

## Submitted Decision Packages by Type

|                          |         |          |          |          |      |      |
|--------------------------|---------|----------|----------|----------|------|------|
| 445 - Water Utility Fund | Expense | On Going | \$15,077 | \$15,077 | 0.00 | 0.00 |
|--------------------------|---------|----------|----------|----------|------|------|

### PW00248 445-76 Add Vehicle Appropriation 1-Ton Utility Body

Recommended

This decision package requests one-time funding to supplement the 2018 appropriation for two 1-ton pickups with utility body.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | One Time | \$45,000       | \$0            | 0.00          | 0.00          |

### PW00250 508-75, 445-76 Add Vehicle Appropriation for 2 Pickups

Recommended

This decision package requests one-time funding to supplement the 2018 appropriation for two pickups class 8,501 – 10,000.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | One Time | \$10,000       | \$0            | 0.00          | 0.00          |

### PW00251 445-76 Add Vehicle Appropriation Dump Truck

Recommended

This decision package requests one-time funding to supplement the 2018 appropriation for a dump truck.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | One Time | \$40,000       | \$0            | 0.00          | 0.00          |

### PW00253 Add Vehicle Appropriation Stellar Beds

Recommended

This decision package requests one-time funding to supplement the 2018 appropriation for 14 vehicle mounted stellar beds

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | One Time | \$21,500       | \$0            | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00264 445-76 Additional Need for 2019-20 Vehicle Appropriation

Recommended

This decision package requests one-time funding to supplement available reserves for anticipated vehicle and equipment replacements for Water Maintenance in 2019-20.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | One Time | \$152,581      | \$110,206      | 0.00          | 0.00          |

### RS00103 Risk Model Allocation - City Wide

Recommended

This DP trues-up the baseline property and liability charges, and appropriates the worker's compensation charges.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$213,313      | \$213,312      | 0.00          | 0.00          |

### 445-79 Public Works Administration

#### CW00104 Paid Family & Medical Leave Act - Employer 37% Portion

Recommended

In 2019, Paid Family and Medical Leave will require 37% of 0.4% of total compensation to be supported by the employer. This decision package reflects that amounts needed in 2019-20 for the premium to remit quarterly.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$849          | \$851          | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$33,092       | \$33,092       | 0.00          | 0.00          |

### CW00109 Paid Family & Medical Leave Act - Employee 63% Portion Supported by City of Vancouver

Not Recommended

In 2019 Paid Family and Medical Leave will require 63% of 0.4% of total compensation to be supported by the Employee. The intent of this decision package is for City of Vancouver to support that expense instead of the employee.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$1,436        | \$1,440        | 0.00          | 0.00          |

### CW00115 WSD Cost Allocation Plan

Recommended

Provide incremental budget for the Water Sewer Drainage Cost Plan based on revised calculation from accounting. Administrative costs are expensed to 445 water fund, then distributed out to respective departments based on services provided.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Revenue | On Going | \$70,762       | \$70,762       | 0.00          | 0.00          |

### FS00105 eDocs Software Licenses

Recommended

Purchase eDocs licenses for various city employees across the City. Continue to enhance the functionality and usage of eDocs to allow City employees to easily search and find records by increasing profile fields and libraries.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                          |         |          |         |       |      |      |
|--------------------------|---------|----------|---------|-------|------|------|
| 445 - Water Utility Fund | Expense | On Going | \$3,738 | \$621 | 0.00 | 0.00 |
|--------------------------|---------|----------|---------|-------|------|------|

### FS00106 Increased Banking Service Fees

Recommended

Increase the banking services baseline budget to account for increased on-line payments in CED due to electronic building plan submittals and additional parking pay station installations.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$25,000       | \$25,000       | 0.00          | 0.00          |

### IT00133 Hansen Licenses - Citywide

Recommended

This DP is for the maintenance and support fees for Hansen applications. This routine maintenance and repair program is critical to ensure the City's Hansen applications are properly supported and maintained.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$3,180        | \$3,338        | 0.00          | 0.00          |

### IT00139 506 Allocations

Recommended

Allocates 506 Baseline and DPs not paid for out of the fund balance.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$8,173        | \$6,352        | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00120 445-79 Add Temporary Help for Infor/Hansen Upgrade Assistance (Contingency)

Recommended

This decision package requests additional funding for temporary help for implementation of a new Web/IVR and Infor upgrade.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$75,000       | \$75,000       | 0.00          | 0.00          |

### PW00165 445-79 2019-2020 Water Revenue and Utility Tax Baseline Adjustment

Recommended

This decision package reflects the incremental adjustment to baseline for Water utility tax increase transfer to the general fund as a result of a 8.17% rate increase in 2019 and a 7.66% rate increase in 2020.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$343,435      | \$1,344,164    | 0.00          | 0.00          |

### PW00176 445-79 Public Works Communication/Outreach Intern

Recommended

This decision package continues college internship to assist Public Works Communications with growing need for community outreach/communications, including increased communications required by Street Funding Strategy and other efforts.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | One Time | \$18,000       | \$18,000       | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00178 445-79 Capital Planning Finance and Asset Management - Professional Services - On-Call Asset Management

Recommended

Professional service request for on-call projects in the asset management program. Key initiatives include updating the 2013 Gap Analysis, to evaluate program growth since 2012, and develop updated program goals and milestones.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | One Time | \$35,000       | \$35,000       | 0.00          | 0.00          |

### PW00356 Utility Tax Increases of 2.2% in 2019 and 1.8% in 2020

Recommended

To reflect an increased utility tax in 2019 of 2.2% and 2020 of 1.8%.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$855,302      | \$727,111      | 0.00          | 0.00          |

### RS00103 Risk Model Allocation - City Wide

Recommended

This DP trues-up the baseline property and liability charges, and appropriates the worker's compensation charges.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | (\$7,491)      | (\$7,491)      | 0.00          | 0.00          |

### 445-82 Construction



## Submitted Decision Packages by Type

### CW00100 Equipment Services Admin Charge True-Up - Citywide

Recommended

Each asset in is charged an annual admin fee to support the administrative costs of managing the fleet. In 2019-20 the admin fee is budgeted at \$252 per asset and will be trued up annually in the budget.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$4,788        | \$4,788        | 0.00          | 0.00          |

### CW00101 Equipment Services Labor & Repair Charge True-Up - Citywide

Recommended

Equipment Services (504) provides vehicle parts and labor and charges based on usage to departments monthly through interfund transaction. This decision package increases baseline to support the increased rates and service to the Citywide fleet.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$4,825        | \$4,825        | 0.00          | 0.00          |

### CW00102 Equipment Services Rental Across Funds True-Up - Citywide

Recommended

This decision package supports interfund charging between departments for use of assets and provides offsetting revenue for lending departments using averages in the last biennium.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$11           | \$11           | 0.00          | 0.00          |

### CW00103 Overhead for Interdepartmental Direct Charging

Recommended

Overhead baseline adjustment to support salaries direct charged to funds borrowing services from another fund. The service is charged directly with overhead applied monthly.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                          |         |          |           |           |      |      |
|--------------------------|---------|----------|-----------|-----------|------|------|
| 445 - Water Utility Fund | Revenue | On Going | \$337,516 | \$356,080 | 0.00 | 0.00 |
| 445 - Water Utility Fund | Expense | On Going | (\$2,087) | (\$2,087) | 0.00 | 0.00 |

### CW00104 Paid Family & Medical Leave Act - Employer 37% Portion

Recommended

In 2019, Paid Family and Medical Leave will require 37% of 0.4% of total compensation to be supported by the employer. This decision package reflects that amounts needed in 2019-20 for the premium to remit quarterly.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$2,828        | \$2,893        | 0.00          | 0.00          |

### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$46,304       | \$46,304       | 0.00          | 0.00          |

### CW00109 Paid Family & Medical Leave Act - Employee 63% Portion Supported by City of Vancouver

Not Recommended

In 2019 Paid Family and Medical Leave will require 63% of 0.4% of total compensation to be supported by the Employee. The intent of this decision package is for City of Vancouver to support that expense instead of the employee.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$4,780        | \$4,892        | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CW00110 East Precinct Rent from Construction Services

Recommended

Public Works Construction Services occupy space in the East Precinct building which is owned by the General Fund. This is an incremental adjustment to the baseline budget for the proportionate share of rent per agreement made in 2005.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$9,961        | \$20,221       | 0.00          | 0.00          |

### EQ00107 2019-20 Citywide Equipment Reserve Model True-Up

Recommended

True up of appropriation in Equipment ER&R (595200) to support replacement of assets based on asset lifecycle.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$14,673       | \$22,269       | 0.00          | 0.00          |

### EQ00109 2019-20 Equipment Operating Fund True-Up

Recommended

Increase budget for departments for potential rate increases in 2019-20 to support the Equipment Services Operating Fund

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$14,905       | \$12,306       | 0.00          | 0.00          |

### FS00105 eDocs Software Licenses

Recommended

Purchase eDocs licenses for various city employees across the City. Continue to enhance the functionality and usage of eDocs to allow City employees to easily search and find records by increasing profile fields and libraries.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$6,230        | \$1,035        | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### IT00133 Hansen Licenses - Citywide

Recommended

This DP is for the maintenance and support fees for Hansen applications. This routine maintenance and repair program is critical to ensure the City's Hansen applications are properly supported and maintained.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$3,180        | \$3,338        | 0.00          | 0.00          |

### IT00139 506 Allocations

Recommended

Allocates 506 Baseline and DPs not paid for out of the fund balance.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$27,987       | \$21,886       | 0.00          | 0.00          |

### PW00101 Ongoing Support For Operations GPS/AVL Implementation

Not Recommended

This decision package requests ongoing funding for GPS/AVL capability in select city vehicles at the Operations Center.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | One Time | \$2,470        | \$0            | 0.00          | 0.00          |
| 445 - Water Utility Fund | Expense | On Going | \$5,700        | \$5,700        | 0.00          | 0.00          |

### PW00138 445-82 Add FTE Professional Land Surveyor

Recommended

This new position would add necessary capacity to the professional land survey services provided by the existing City Surveyor and the City Survey team.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                          |         |          |           |           |      |      |
|--------------------------|---------|----------|-----------|-----------|------|------|
| 445 - Water Utility Fund | Expense | One Time | \$4,100   | \$3,000   | 0.00 | 0.00 |
| 445 - Water Utility Fund | Expense | On Going | \$149,923 | \$153,634 | 1.00 | 0.00 |

### PW00139 445-82 Add FTE Survey Specialist

Recommended

This new position would add additional capacity to the professional land survey services provided by the existing City Surveyor and the City Survey team.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$22,996       | \$22,736       | 1.00          | 0.00          |
| 445 - Water Utility Fund | Expense | One Time | \$4,100        | \$3,000        | 0.00          | 0.00          |

### PW00140 445-82 Replace iPads with Windows Tablets

Not Recommended

This proposal surpluses the current I-Pads and replaces them with Windows-based tablets.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$55,000       | \$6,000        | 0.00          | 0.00          |

### PW00141 445-82 Purchase/Install and Modify Existing Modular Furniture at East Precinct

Recommended

In order to create added office space for new staff within the existing space at Construction Services, existing modular furniture layouts will need to be changed.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$20,000       | \$20,000       | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00142 445-82 Add Construction Services Civil Engineer

Recommended

This new position would complement the existing 2 Senior Civil Engineers and 1 Civil Engineer currently on the Capital Construction team.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$156,645      | \$160,386      | 1.00          | 0.00          |
| 445 - Water Utility Fund | Expense | One Time | \$31,500       | \$0            | 0.00          | 0.00          |

### PW00143 445-82 Add FTE Senior Construction Inspector

Recommended

This new inspection position would add to COV's current compliment of inspectors on the Capital Construction team consisting of 6 inspectors (4 Specialists, 2 Seniors).

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | One Time | \$0            | \$35,500       | 0.00          | 0.00          |
| 445 - Water Utility Fund | Expense | On Going | \$0            | \$31,683       | 0.00          | 1.00          |

### PW00144 445-82 Add FTE Senior Construction Inspector

Recommended

This new inspection position would add to COV's current compliment of inspectors on the Capital Construction team consisting of 6 inspectors (4 Specialists, 2 Seniors).

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | One Time | \$35,500       | \$0            | 0.00          | 0.00          |
| 445 - Water Utility Fund | Expense | On Going | \$31,335       | \$31,683       | 1.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00145 445-82 Add FTE Construction Project Coordinator

Recommended

This new position would be a Construction Project Coordinator in the Public Works Construction Division. There is currently one FTE at this level.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | One Time | \$3,000        | \$0            | 0.00          | 0.00          |
| 445 - Water Utility Fund | Expense | On Going | \$114,991      | \$118,003      | 1.00          | 0.00          |

### PW00146 445-82 Purchase and Install Modular Furniture at Marine Park

Recommended

In order to create added office space for new staff at Marine Park Engineering, one lunch room and one open meeting space will need to be converted to cubical.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | One Time | \$45,000       | \$45,000       | 0.00          | 0.00          |

### PW00148 445-82 Restore Budget for Vacation Cash Outs

Recommended

Request is to restore budget for vacation cash-outs.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | One Time | \$40,950       | \$40,950       | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00219 102-71 Pavement Management Transfer Salaries from Construction Services and Street Maintenance

Recommended

This request is to transfer regular salaries and benefits from both the Street Maintenance and Construction Inspection workgroups to the Pavement Management program where the work will be performed.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | (\$221,000)    | (\$221,000)    | 0.00          | 0.00          |

### PW00265 445-82 Additional Need for 2019-20 Vehicle Appropriation

Recommended

This decision package requests one-time funding to supplement available reserves for anticipated vehicle and equipment replacements for Construction in 2019-20.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | One Time | \$14,894       | \$23,139       | 0.00          | 0.00          |

### PW00389 Baseline Salary Adjustment for Direct Charging to Capital Projects

Recommended

Adjustment to operating baseline budget in salaries to reflect personnel direct charging to capital projects in capital budget.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | (\$1,216,894)  | (\$1,243,416)  | 0.00          | 0.00          |

### RS00103 Risk Model Allocation - City Wide

Recommended

This DP trues-up the baseline property and liability charges, and appropriates the worker's compensation charges.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|



## Submitted Decision Packages by Type

|                          |         |          |          |          |      |      |
|--------------------------|---------|----------|----------|----------|------|------|
| 445 - Water Utility Fund | Expense | On Going | \$12,718 | \$12,719 | 0.00 | 0.00 |
|--------------------------|---------|----------|----------|----------|------|------|

### 445-85 Water Engineering

#### CD00109 Engineering Tech II

Recommended

This position provides front-line support to Public Works Engineering, including reviewing and issuing water meters, reviewing easements and dedication documents, assisting customers, and reviewing fairly simple engineering plans.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$67,000       | \$67,000       | 0.00          | 0.00          |

#### CD00127 CED Direct Billing Cost Allocation Plan Baseline True-Up

Recommended

Implement cost allocation plan which direct bills hours of staff time spent on projects outside of their home fund. Hourly rates were revised based on 2017 actual hours and 2017 actual expenses with a 3% inflationary factor for 2020.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | (\$13,604)     | (\$2,906)      | 0.00          | 0.00          |

#### CW00100 Equipment Services Admin Charge True-Up - Citywide

Recommended

Each asset in is charged an annual admin fee to support the administrative costs of managing the fleet. In 2019-20 the admin fee is budgeted at \$252 per asset and will be trued up annually in the budget.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$252          | \$252          | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CW00104 Paid Family & Medical Leave Act - Employer 37% Portion

Recommended

In 2019, Paid Family and Medical Leave will require 37% of 0.4% of total compensation to be supported by the employer. This decision package reflects that amounts needed in 2019-20 for the premium to remit quarterly.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$1,436        | \$1,455        | 0.00          | 0.00          |

### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$10,329       | \$10,329       | 0.00          | 0.00          |

### CW00109 Paid Family & Medical Leave Act - Employee 63% Portion Supported by City of Vancouver

Not Recommended

In 2019 Paid Family and Medical Leave will require 63% of 0.4% of total compensation to be supported by the Employee. The intent of this decision package is for City of Vancouver to support that expense instead of the employee.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$1,639        | \$1,662        | 0.00          | 0.00          |

### EQ00107 2019-20 Citywide Equipment Reserve Model True-Up

Recommended

True up of appropriation in Equipment ER&R (595200) to support replacement of assets based on asset lifecycle.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                          |         |          |       |       |      |      |
|--------------------------|---------|----------|-------|-------|------|------|
| 445 - Water Utility Fund | Expense | On Going | \$154 | \$154 | 0.00 | 0.00 |
|--------------------------|---------|----------|-------|-------|------|------|

### EQ00109 2019-20 Equipment Operating Fund True-Up

Recommended

Increase budget for departments for potential rate increases in 2019-20 to support the Equipment Services Operating Fund

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$512          | \$423          | 0.00          | 0.00          |

### FR00123 Fire Marshal's Office - ENG Revenue

Recommended

Revenue from new development is collected from permit fees, but does not automatically get deposited into Fire fund. This entry is the estimated amount due 50% from Water & 50% from Transportation to Fire to support the ENG review of permits.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$38,530       | \$38,530       | 0.00          | 0.00          |

### FS00105 eDocs Software Licenses

Recommended

Purchase eDocs licenses for various city employees across the City. Continue to enhance the functionality and usage of eDocs to allow City employees to easily search and find records by increasing profile fields and libraries.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$1,246        | \$207          | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### IT00133 Hansen Licenses - Citywide

Recommended

This DP is for the maintenance and support fees for Hansen applications. This routine maintenance and repair program is critical to ensure the City's Hansen applications are properly supported and maintained.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$15,898       | \$16,692       | 0.00          | 0.00          |

### IT00139 506 Allocations

Recommended

Allocates 506 Baseline and DPs not paid for out of the fund balance.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | (\$10,975)     | (\$12,799)     | 0.00          | 0.00          |

### PW00129 445-85 Water Engineering Specialist Reclassification

Recommended

This reorganization will include a Senior Civil that will supervise a Civil Engineer and a new Engineering Specialist as well as the reclassification of an existing Senior Engineering Technician to an Engineering Specialist.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$5,667        | \$5,778        | 0.00          | 0.00          |

### PW00134 445-85 Add FTE Water Engineering Specialist

Recommended

A department reorganization is needed to increase output. This reorganization will include a senior civil position that will supervise a civil engineer and a new engineering specialist.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | One Time | \$5,462        | \$0            | 0.00          | 0.00          |

## Submitted Decision Packages by Type

|                          |         |          |           |           |      |      |
|--------------------------|---------|----------|-----------|-----------|------|------|
| 445 - Water Utility Fund | Expense | On Going | \$114,548 | \$116,454 | 1.00 | 0.00 |
|--------------------------|---------|----------|-----------|-----------|------|------|

### PW00136 445-85 Water Engineering - Senior Civil Engineer

Recommended

A department reorganization is needed to increase output and to meet the needs of highly complex water engineering projects. This will include a senior civil position to supervise and oversee the distribution and transmission main design program.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | One Time | \$5,462        | \$0            | 0.00          | 0.00          |
| 445 - Water Utility Fund | Expense | On Going | \$146,719      | \$150,380      | 1.00          | 0.00          |

### PW00179 445/475-79 Capital Planning Finance and Asset Management - Utility Records Document Scanning

Recommended

One-time request to transfer funds to support internal service of document scanning for water and sewer utility connection records and electronically link them to GIS and Infor utility inventory records.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | One Time | \$25,000       | \$0            | 0.00          | 0.00          |

### PW00181 445-79 Capital Planning Finance and Asset Management - Professional Services - On Call Utility Rates

Recommended

Professional service request for an updated rate model review once the utility rate policies are resolved, and to review program financial needs from 2020-2025.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | One Time | \$16,000       | \$54,000       | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00183 445-85 GIS - GPS Hardware Replacement

Recommended

This decision package is to replace 10 year old GPS equipment that has been used by the GIS group to collect GPS locations of various public works assets, primarily water meter locations.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | One Time | \$4,500        | \$0            | 0.00          | 0.00          |

### PW00389 Baseline Salary Adjustment for Direct Charging to Capital Projects

Recommended

Adjustment to operating baseline budget in salaries to reflect personnel direct charging to capital projects in capital budget.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | (\$214,526)    | (\$218,290)    | 0.00          | 0.00          |

### RS00103 Risk Model Allocation - City Wide

Recommended

This DP trues-up the baseline property and liability charges, and appropriates the worker's compensation charges.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | \$4,082        | \$4,083        | 0.00          | 0.00          |

### 445-87 Water Accounting

## Submitted Decision Packages by Type

### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | On Going | (\$772)        | (\$772)        | 0.00          | 0.00          |

### PW00173 445-87 Transfer of Cash from Water Operating Fund 445 to Water Construction Fund 448

Recommended

As funds accumulate in the Water Operating Fund, these amounts are transferred to the water construction fund as part of the long term strategy to fund capital projects from cash.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 445 - Water Utility Fund | Expense | One Time | \$10,000,000   | \$5,000,000    | 0.00          | 0.00          |

### 447-87 Systems Development Reserves

#### PW00171 447-87 Transfer of Cash from Water SDC 447 to Water Construction 448

Recommended

As funds accumulate in the Water System Development Fund 447, these amounts are transferred to the Water Construction Fund 448 as part of the long term strategy to fund capital projects from cash.

| Fund Name                               |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 447 - Systems Development Reserves Fund | Expense | One Time | \$3,500,000    | \$3,000,000    | 0.00          | 0.00          |

### 448-00 Water Construction

## Submitted Decision Packages by Type

### PW00168 449-87 Transfer Cash From Fund 449 to Fund 475 and Fund 448

Recommended

The SCIP fund 449 functions to provide cash flow for the lending of funds for our customers to hook up to the sewer system, paying the capital fees and the systems development fees.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 448 - Water Construction Fund | Revenue | One Time | \$600,000      | \$600,000      | 0.00          | 0.00          |

### 448-83 Water Construction

#### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 448 - Water Construction Fund | Expense | On Going | \$47,605       | \$47,605       | 0.00          | 0.00          |

#### PW00309 448-83 PRV Flowmeters/Scada System Connections

Recommended

Provides SCADA system connection for monitoring of flow at all pressure reducing valves

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 448 - Water Construction Fund | Expense | One Time | \$114,652      | \$0            | 0.00          | 0.00          |

#### PW00310 448-83 Port Water System Upgrade

Recommended

Install water mains on Port property in order to provide a second feed line to the west parts of the Port.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|



## Submitted Decision Packages by Type

|                               |         |          |     |           |      |      |
|-------------------------------|---------|----------|-----|-----------|------|------|
| 448 - Water Construction Fund | Expense | One Time | \$0 | \$300,000 | 0.00 | 0.00 |
|-------------------------------|---------|----------|-----|-----------|------|------|

### PW00311 448-83 Water Rights Utilization Study WS 6,8,15

Recommended

Hire a hydrologist to conduct wellfield studies to determine if wells can be replaced to increase production.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 448 - Water Construction Fund | Expense | One Time | \$60,000       | \$0            | 0.00          | 0.00          |

### PW00312 448-83 Water Station 1 Twin 4.0 MG Reservoirs and Standpipe

Recommended

One reservoir constructed in 1909 will be removed. One reservoir constructed in the 1930's will get seismic upgrades. This project will also construct one new 3 million gallon reservoir. Design projected for 2016-2017, with construction in 2018.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 448 - Water Construction Fund | Expense | One Time | \$7,000,000    | \$11,980,000   | 0.00          | 0.00          |

### PW00313 448-83 Water Pump House Roofing Replacement

Recommended

Replace several aging roofs at multiple water stations throughout the City.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 448 - Water Construction Fund | Expense | One Time | \$200,000      | \$0            | 0.00          | 0.00          |

### PW00314 448-83 Operations Center Redevelopment

Recommended

This decision package funds property acquisition and design costs for the Operations Center Redevelopment project.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|           |  |  |                |                |               |               |

## Submitted Decision Packages by Type

|                               |         |          |             |     |      |      |
|-------------------------------|---------|----------|-------------|-----|------|------|
| 448 - Water Construction Fund | Expense | One Time | \$6,229,080 | \$0 | 0.00 | 0.00 |
|-------------------------------|---------|----------|-------------|-----|------|------|

### PW00315 448-83 Water Tower Seismic Improvements

Recommended

Several reservoirs and towers within the water system are in need of a seismic evaluation due to age and lack of proper design. Project will evaluate specific towers and propose necessary modifications for upgrade or replacement.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 448 - Water Construction Fund | Expense | One Time | \$55,000       | \$0            | 0.00          | 0.00          |

### PW00316 448-83 Water Demand Response

Recommended

General line item for all Demand Response Projects.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 448 - Water Construction Fund | Expense | One Time | \$300,000      | \$300,000      | 0.00          | 0.00          |

### PW00317 448-83 Broadway, 9th St to 17th St

Recommended

To replace aging water main with current standard CI 52 ductile iron.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 448 - Water Construction Fund | Expense | One Time | \$730,000      | \$0            | 0.00          | 0.00          |

### PW00318 448-83 WS 5 to WS 9 Transmission Main

Recommended

Install additional water transmission piping to move water from west to east.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|           |  |  |                |                |               |               |

## Submitted Decision Packages by Type

|                               |         |          |             |             |      |      |
|-------------------------------|---------|----------|-------------|-------------|------|------|
| 448 - Water Construction Fund | Expense | One Time | \$2,500,000 | \$1,000,000 | 0.00 | 0.00 |
|-------------------------------|---------|----------|-------------|-------------|------|------|

### PW00319 448-83 99th St Extension, 94th Ave to 104th Ave

Recommended

Roadway Coordination - Install 2500 linear feet of new 12" DI Water Main across the former Lechner Landfill, during construction of new roadway for Clark County CIP program.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 448 - Water Construction Fund | Expense | One Time | \$0            | \$20,000       | 0.00          | 0.00          |

### PW00320 448-83 SCIP Coordination Projects

Recommended

Holds money for future scip projects to replace substandard water main, currently funded for \$100,000 annually.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 448 - Water Construction Fund | Expense | One Time | \$100,000      | \$100,000      | 0.00          | 0.00          |

### PW00321 448-83 Water Station 5 Reservoir Drain

Recommended

To reconfigure the WS 5 Tower drain from surface water (Burnt Bridge Creek) to the BBC sewer interceptor - to safely dispose Water Station 5 water during overflow or maintenance events.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 448 - Water Construction Fund | Expense | One Time | \$40,000       | \$0            | 0.00          | 0.00          |

### PW00322 448-83 Sodium Hypo Gen System Ellsworth

Recommended

Replace the existing sodium hypochlorite generation system at Ellsworth with a standardized sodium hypochlorite generation system.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|           |  |  |                |                |               |               |

## Submitted Decision Packages by Type

|                               |         |          |           |           |      |      |
|-------------------------------|---------|----------|-----------|-----------|------|------|
| 448 - Water Construction Fund | Expense | One Time | \$650,000 | \$100,000 | 0.00 | 0.00 |
|-------------------------------|---------|----------|-----------|-----------|------|------|

### PW00323 448-83 Sodium Hypo Gen System WS 9

Recommended

Replace the existing chlorine gas system at WS 9 with a sodium hypochlorite generation system.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 448 - Water Construction Fund | Expense | One Time | \$800,000      | \$500,000      | 0.00          | 0.00          |

### PW00324 448-83 WS 5 Reservoir, Pump, E-Power

Recommended

Install additional pumping capacity at Water Station 5 to meet the growing demand and distribute more water to Heights High.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 448 - Water Construction Fund | Expense | One Time | \$30,000       | \$1,000,000    | 0.00          | 0.00          |

### PW00325 448-83 Sodium Hypo Gen System WS 15

Recommended

Replace the existing sodium hypochlorite generation system at WS 15 with a standardized sodium hypochlorite generation system.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 448 - Water Construction Fund | Expense | One Time | \$0            | \$400,000      | 0.00          | 0.00          |

### PW00326 448-83 Water Station 4 Well 4 Building Replacement

Recommended

Replacement of the building over Well #4 at WS 4.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 448 - Water Construction Fund | Expense | One Time | \$0            | \$400,000      | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00327 448-83 WS 5 Tower Internal Coating

Recommended

Rehab aging elevated steel tank lining to extend asset service life.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 448 - Water Construction Fund | Expense | One Time | \$0            | \$500,000      | 0.00          | 0.00          |

### PW00328 448-83 WS 6 Tower Internal/External Coating

Recommended

Rehab aging elevated steel tank lining to extend asset service life.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 448 - Water Construction Fund | Expense | One Time | \$1,000,000    | \$0            | 0.00          | 0.00          |

### PW00329 448-83 WS 14 Well MCC Replacement

Recommended

This project completely replaces the Water Station 14 MCC units, that have reached the end of their 20 year service life.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 448 - Water Construction Fund | Expense | One Time | \$110,000      | \$0            | 0.00          | 0.00          |

### PW00330 448-83 Ellsworth Valve Replacement

Recommended

This project completely replaces the drain valves for our Ellsworth water production site.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 448 - Water Construction Fund | Expense | One Time | \$110,000      | \$0            | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00331 448-83 SCADA Firewall/Security/Data Consent/PLC So

Recommended

Update the SCADA system software to Wonderware and include all associated hardware at all Water Stations. Placeholder for ongoing upgrades to the SCADA system as technology continues to improve.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 448 - Water Construction Fund | Expense | One Time | \$506,000      | \$210,000      | 0.00          | 0.00          |

### PW00332 448-83 SCADA Software

Recommended

Provides SCADA system connection for monitoring of flow at all pressure reducing valves

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 448 - Water Construction Fund | Expense | One Time | \$0            | \$53,000       | 0.00          | 0.00          |

### PW00333 448-83 Water Main NE 49th St - NE 15th Ave to St Johns

Recommended

Install 2500 LF of 10 inch and 4300 LF of 8 inch water main to replace substandard and high risk asbestos cement water main. Funded for design in 2019 for \$100,000, and \$770,000 for construction in 2020

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 448 - Water Construction Fund | Expense | One Time | \$0            | \$100,000      | 0.00          | 0.00          |

### PW00334 448-83 WS 5 Tank Altitude Valve

Recommended

Install new tank altitude valve to accurately regulate tank water levels. This valve will regulate tank reservoir levels in coordination with the new transmission main project in Blandford Drive (WTR-120).

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 448 - Water Construction Fund | Expense | One Time | \$0            | \$120,000      | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00335 448-83 Leak Abatement

Recommended

Contingency fund for rehabilitation and replacement of substandard leaking water main.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 448 - Water Construction Fund | Expense | One Time | \$600,000      | \$600,000      | 0.00          | 0.00          |

### PW00336 448-83 SE 1st St - Transportation Coordination

Recommended

SE 1st St – 164th to 192nd Roadway Coordination.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 448 - Water Construction Fund | Expense | One Time | \$0            | \$360,000      | 0.00          | 0.00          |

### PW00337 448-83 Rezone Study for Vancouver Low and Vancouver High

Recommended

System Pressure Study to optimize water system delivery pressures over the east half of our service area. System study as recommended by our most recent Water System Comprehensive Plan.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 448 - Water Construction Fund | Expense | One Time | \$50,000       | \$0            | 0.00          | 0.00          |

### PW00338 448-83 O&M Program Electronic Manual

Recommended

Create digital O&M Manual for SOPs - to document water system operations and maintenance work processes and procedures. As recommended by our most recent Water System Comprehensive Plan.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 448 - Water Construction Fund | Expense | One Time | \$200,000      | \$100,000      | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00339 448-83 41st St and 43rd St, Lincoln Ave To Daniels St

Recommended

Replace existing substandard main with 3,210 LF of 8" ductile iron main.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 448 - Water Construction Fund | Expense | One Time | \$740,000      | \$0            | 0.00          | 0.00          |

### PW00340 448-83 4th Plain Blvd, 36th Ave to Lincoln Ave (T-3)

Recommended

Replace existing main with 4,120 LF of new 24" ductile iron transmission main.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 448 - Water Construction Fund | Expense | One Time | \$550,000      | \$1,800,000    | 0.00          | 0.00          |

### 448-87 Water Construction

#### PW00171 447-87 Transfer of Cash from Water SDC 447 to Water Construction 448

Recommended

As funds accumulate in the Water System Development Fund 447, these amounts are transferred to the Water Construction Fund 448 as part of the long term strategy to fund capital projects from cash.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 448 - Water Construction Fund | Revenue | One Time | \$3,500,000    | \$3,000,000    | 0.00          | 0.00          |



## Submitted Decision Packages by Type

### PW00173 445-87 Transfer of Cash from Water Operating Fund 445 to Water Construction Fund 448

Recommended

As funds accumulate in the Water Operating Fund, these amounts are transferred to the water construction fund as part of the long term strategy to fund capital projects from cash.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 448 - Water Construction Fund | Revenue | One Time | \$10,000,000   | \$5,000,000    | 0.00          | 0.00          |

### 449-87 SCIP

#### PW00168 449-87 Transfer Cash From Fund 449 to Fund 475 and Fund 448

Recommended

The SCIP fund 449 functions to provide cash flow for the lending of funds for our customers to hook up to the sewer system, paying the capital fees and the systems development fees.

| Fund Name       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------|---------|----------|----------------|----------------|---------------|---------------|
| 449 - SCIP Fund | Expense | One Time | \$900,000      | \$900,000      | 0.00          | 0.00          |

### 475-00 Sewer Utility Fund

#### CW00111 Marine Park Engineering Rent

Recommended

Solid Waste and Transportation occupy space in the Marine Park Engineering building owned by the Sewer fund. This is an incremental adjustment to the baseline budget for the proportionate share of rent.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 475 - Sewer Utility Fund | Revenue | On Going | \$1,660        | \$1,660        | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00168 449-87 Transfer Cash From Fund 449 to Fund 475 and Fund 448

Recommended

The SCIP fund 449 functions to provide cash flow for the lending of funds for our customers to hook up to the sewer system, paying the capital fees and the systems development fees.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 475 - Sewer Utility Fund | Revenue | One Time | \$300,000      | \$300,000      | 0.00          | 0.00          |

### 475-73 Sewer Utility Admin

#### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 475 - Sewer Utility Fund | Expense | On Going | \$1,419        | \$1,419        | 0.00          | 0.00          |

#### CW00115 WSD Cost Allocation Plan

Recommended

Provide incremental budget for the Water Sewer Drainage Cost Plan based on revised calculation from accounting. Administrative costs are expensed to 445 water fund, then distributed out to respective departments based on services provided.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 475 - Sewer Utility Fund | Expense | On Going | (\$15,093)     | (\$15,093)     | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### FS00106 Increased Banking Service Fees

Recommended

Increase the banking services baseline budget to account for increased on-line payments in CED due to electronic building plan submittals and additional parking pay station installations.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 475 - Sewer Utility Fund | Expense | On Going | \$20,000       | \$20,000       | 0.00          | 0.00          |

### PW00175 444-73 Transfer Cash from Sewer and SWM to Water for Utilities Administration Costs

Recommended

The Utilities Department costs are charged to the Water Fund through out the year. At year end the costs are allocated to Sewer and SWM funds based on customer counts.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 475 - Sewer Utility Fund | Expense | One Time | \$1,649,269    | \$1,659,733    | 0.00          | 0.00          |

### 475-76 Sewer Maintenance

#### CW00100 Equipment Services Admin Charge True-Up - Citywide

Recommended

Each asset in is charged an annual admin fee to support the administrative costs of managing the fleet. In 2019-20 the admin fee is budgeted at \$252 per asset and will be trued up annually in the budget.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 475 - Sewer Utility Fund | Expense | On Going | \$13,104       | \$13,104       | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CW00101 Equipment Services Labor & Repair Charge True-Up - Citywide

Recommended

Equipment Services (504) provides vehicle parts and labor and charges based on usage to departments monthly through interfund transaction. This decision package increases baseline to support the increased rates and service to the Citywide fleet.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 475 - Sewer Utility Fund | Expense | On Going | \$20,000       | \$20,000       | 0.00          | 0.00          |

### CW00102 Equipment Services Rental Across Funds True-Up - Citywide

Recommended

This decision package supports interfund charging between departments for use of assets and provides offsetting revenue for lending departments using averages in the last biennium.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 475 - Sewer Utility Fund | Expense | On Going | (\$5,692)      | (\$5,692)      | 0.00          | 0.00          |

### CW00104 Paid Family & Medical Leave Act - Employer 37% Portion

Recommended

In 2019, Paid Family and Medical Leave will require 37% of 0.4% of total compensation to be supported by the employer. This decision package reflects that amounts needed in 2019-20 for the premium to remit quarterly.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 475 - Sewer Utility Fund | Expense | On Going | \$2,805        | \$2,873        | 0.00          | 0.00          |

### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 475 - Sewer Utility Fund | Expense | On Going | \$244,712      | \$244,712      | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CW00109 Paid Family & Medical Leave Act - Employee 63% Portion Supported by City of Vancouver

Not Recommended

In 2019 Paid Family and Medical Leave will require 63% of 0.4% of total compensation to be supported by the Employee. The intent of this decision package is for City of Vancouver to support that expense instead of the employee.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 475 - Sewer Utility Fund | Expense | On Going | \$4,940        | \$4,772        | 0.00          | 0.00          |

### CW00115 WSD Cost Allocation Plan

Recommended

Provide incremental budget for the Water Sewer Drainage Cost Plan based on revised calculation from accounting. Administrative costs are expensed to 445 water fund, then distributed out to respective departments based on services provided.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 475 - Sewer Utility Fund | Expense | On Going | (\$23,766)     | (\$23,766)     | 0.00          | 0.00          |

### EQ00106 505/152 Citywide Vehicle and Equipment Replacements - Carry Forward Only

Recommended

Carryforward of replacement needs for city-wide vehicles and equipment from 2018. Vehicles that are not fully funded will have separate decision packages to support.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 475 - Sewer Utility Fund | Expense | One Time | \$137,972      | \$0            | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### EQ00107 2019-20 Citywide Equipment Reserve Model True-Up

Recommended

True up of appropriation in Equipment ER&R (595200) to support replacement of assets based on asset lifecycle.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 475 - Sewer Utility Fund | Expense | On Going | \$37,330       | \$127,446      | 0.00          | 0.00          |

### EQ00109 2019-20 Equipment Operating Fund True-Up

Recommended

Increase budget for departments for potential rate increases in 2019-20 to support the Equipment Services Operating Fund

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 475 - Sewer Utility Fund | Expense | On Going | \$70,834       | \$58,486       | 0.00          | 0.00          |

### FS00105 eDocs Software Licenses

Recommended

Purchase eDocs licenses for various city employees across the City. Continue to enhance the functionality and usage of eDocs to allow City employees to easily search and find records by increasing profile fields and libraries.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 475 - Sewer Utility Fund | Expense | On Going | \$3,738        | \$621          | 0.00          | 0.00          |

### IT00133 Hansen Licenses - Citywide

Recommended

This DP is for the maintenance and support fees for Hansen applications. This routine maintenance and repair program is critical to ensure the City's Hansen applications are properly supported and maintained.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 475 - Sewer Utility Fund | Expense | On Going | \$19,077       | \$20,031       | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### IT00139 506 Allocations

Recommended

Allocates 506 Baseline and DPs not paid for out of the fund balance.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 475 - Sewer Utility Fund | Expense | On Going | \$45,214       | \$39,431       | 0.00          | 0.00          |

### PW00101 Ongoing Support For Operations GPS/AVL Implementation

Not Recommended

This decision package requests ongoing funding for GPS/AVL capability in select city vehicles at the Operations Center.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 475 - Sewer Utility Fund | Expense | On Going | \$7,500        | \$7,500        | 0.00          | 0.00          |
| 475 - Sewer Utility Fund | Expense | One Time | \$3,250        | \$0            | 0.00          | 0.00          |

### PW00121 475-76 Restore Salary Objects - Wastewater Maintenance

Recommended

This package restores budget for overtime, callback pay, other premium pay types, standby/call back/beeper pay and vacation cash outs.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 475 - Sewer Utility Fund | Expense | One Time | \$197,552      | \$197,552      | 0.00          | 0.00          |

### PW00122 475-76 Add FTE Wastewater Maintenance Worker II

Recommended

This decision package adds one maintenance worker position to expand the root foaming program and to assist with manhole rehabilitation.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 475 - Sewer Utility Fund | Expense | One Time | \$4,700        | \$2,700        | 0.00          | 0.00          |

## Submitted Decision Packages by Type

|                          |         |          |          |          |      |      |
|--------------------------|---------|----------|----------|----------|------|------|
| 475 - Sewer Utility Fund | Expense | On Going | \$87,172 | \$89,688 | 1.00 | 0.00 |
|--------------------------|---------|----------|----------|----------|------|------|

### PW00127 445-76 Add Water/Wastewater Electrician Position

Recommended

This package adds an Electrician position to help maintain the electrical system within the Water program.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 475 - Sewer Utility Fund | Expense | On Going | \$21,470       | \$22,049       | 0.00          | 0.00          |
| 475 - Sewer Utility Fund | Expense | One Time | \$940          | \$540          | 0.00          | 0.00          |

### PW00133 508-77 Add Electrician FTE for Water/Wastewater

Not Recommended

This package adds an Electrician position to Facilities Maintenance to help maintain the electrical system within the water program.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 475 - Sewer Utility Fund | Expense | On Going | \$42,426       | \$25,604       | 0.00          | 0.00          |

### PW00237 475-76 Replace Vehicle for Operations Motor Pool

Recommended

This package requests funding to replace an existing non-replacement motor pool vehicle at the Operations Center.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 475 - Sewer Utility Fund | Expense | On Going | \$6,702        | \$6,702        | 0.00          | 0.00          |
| 475 - Sewer Utility Fund | Expense | One Time | \$30,000       | \$0            | 0.00          | 0.00          |



## Submitted Decision Packages by Type

### PW00266 475-76 Additional Need for 2019-20 Vehicle Appropriation

Recommended

This decision package requests one-time funding to supplement available reserves for anticipated vehicle and equipment replacements for Wastewater in 2019-20.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 475 - Sewer Utility Fund | Expense | One Time | \$136,032      | \$108,769      | 0.00          | 0.00          |

### RS00103 Risk Model Allocation - City Wide

Recommended

This DP trues-up the baseline property and liability charges, and appropriates the worker's compensation charges.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 475 - Sewer Utility Fund | Expense | On Going | (\$98,557)     | (\$98,558)     | 0.00          | 0.00          |

### 475-79 Public Works Administration

#### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 475 - Sewer Utility Fund | Expense | On Going | \$15,728       | \$15,728       | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00166 475-79 2019-2020 Sewer Revenue and Utility Tax Baseline Adjustment

Recommended

This decision package reflects the incremental adjustment to baseline for Sewer utility taxes increase transfer to the general fund as a result of a 6.1% rate increase in 2019 and a 5.61% increase in 2020.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 475 - Sewer Utility Fund | Expense | On Going | \$466,011      | \$1,084,544    | 0.00          | 0.00          |

### PW00356 Utility Tax Increases of 2.2% in 2019 and 1.8% in 2020

Recommended

To reflect an increased utility tax in 2019 of 2.2% and 2020 of 1.8%.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 475 - Sewer Utility Fund | Expense | On Going | \$1,126,497    | \$958,547      | 0.00          | 0.00          |

## 475-85 Sewer Engineering

### CD00109 Engineering Tech II

Recommended

This position provides front-line support to Public Works Engineering, including reviewing and issuing water meters, reviewing easements and dedication documents, assisting customers, and reviewing fairly simple engineering plans.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 475 - Sewer Utility Fund | Expense | On Going | \$67,000       | \$67,000       | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CD00127 CED Direct Billing Cost Allocation Plan Baseline True-Up

Recommended

Implement cost allocation plan which direct bills hours of staff time spent on projects outside of their home fund. Hourly rates were revised based on 2017 actual hours and 2017 actual expenses with a 3% inflationary factor for 2020.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 475 - Sewer Utility Fund | Expense | On Going | \$4,149        | \$14,766       | 0.00          | 0.00          |

### CW00100 Equipment Services Admin Charge True-Up - Citywide

Recommended

Each asset in is charged an annual admin fee to support the administrative costs of managing the fleet. In 2019-20 the admin fee is budgeted at \$252 per asset and will be trued up annually in the budget.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 475 - Sewer Utility Fund | Expense | On Going | \$252          | \$252          | 0.00          | 0.00          |

### CW00101 Equipment Services Labor & Repair Charge True-Up - Citywide

Recommended

Equipment Services (504) provides vehicle parts and labor and charges based on usage to departments monthly through interfund transaction. This decision package increases baseline to support the increased rates and service to the Citywide fleet.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 475 - Sewer Utility Fund | Expense | On Going | (\$14,733)     | (\$14,733)     | 0.00          | 0.00          |

### CW00102 Equipment Services Rental Across Funds True-Up - Citywide

Recommended

This decision package supports interfund charging between departments for use of assets and provides offsetting revenue for lending departments using averages in the last biennium.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                          |         |          |         |         |      |      |
|--------------------------|---------|----------|---------|---------|------|------|
| 475 - Sewer Utility Fund | Expense | On Going | \$2,500 | \$2,500 | 0.00 | 0.00 |
|--------------------------|---------|----------|---------|---------|------|------|

### CW00104 Paid Family & Medical Leave Act - Employer 37% Portion

Recommended

In 2019, Paid Family and Medical Leave will require 37% of 0.4% of total compensation to be supported by the employer. This decision package reflects that amounts needed in 2019-20 for the premium to remit quarterly.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 475 - Sewer Utility Fund | Expense | On Going | \$1,614        | \$1,652        | 0.00          | 0.00          |

### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 475 - Sewer Utility Fund | Expense | On Going | (\$27,190)     | (\$27,190)     | 0.00          | 0.00          |

### CW00107 Grounds and Facilities Overhead Rate - Baseline

Recommended

To provide baseline budget for the support of the internal services of Grounds and Facilities departments.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 475 - Sewer Utility Fund | Expense | On Going | (\$551)        | (\$551)        | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CW00109 Paid Family & Medical Leave Act - Employee 63% Portion Supported by City of Vancouver

Not Recommended

In 2019 Paid Family and Medical Leave will require 63% of 0.4% of total compensation to be supported by the Employee. The intent of this decision package is for City of Vancouver to support that expense instead of the employee.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 475 - Sewer Utility Fund | Expense | On Going | \$2,543        | \$2,607        | 0.00          | 0.00          |

### CW00115 WSD Cost Allocation Plan

Recommended

Provide incremental budget for the Water Sewer Drainage Cost Plan based on revised calculation from accounting. Administrative costs are expensed to 445 water fund, then distributed out to respective departments based on services provided.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 475 - Sewer Utility Fund | Expense | On Going | (\$30,206)     | (\$30,206)     | 0.00          | 0.00          |

### EQ00107 2019-20 Citywide Equipment Reserve Model True-Up

Recommended

True up of appropriation in Equipment ER&R (595200) to support replacement of assets based on asset lifecycle.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 475 - Sewer Utility Fund | Expense | On Going | (\$2,030)      | (\$2,030)      | 0.00          | 0.00          |

### EQ00109 2019-20 Equipment Operating Fund True-Up

Recommended

Increase budget for departments for potential rate increases in 2019-20 to support the Equipment Services Operating Fund

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                          |         |          |       |       |      |      |
|--------------------------|---------|----------|-------|-------|------|------|
| 475 - Sewer Utility Fund | Expense | On Going | \$789 | \$651 | 0.00 | 0.00 |
|--------------------------|---------|----------|-------|-------|------|------|

### FS00105 eDocs Software Licenses

Recommended

Purchase eDocs licenses for various city employees across the City. Continue to enhance the functionality and usage of eDocs to allow City employees to easily search and find records by increasing profile fields and libraries.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 475 - Sewer Utility Fund | Expense | On Going | \$2,492        | \$414          | 0.00          | 0.00          |

### IT00133 Hansen Licenses - Citywide

Recommended

This DP is for the maintenance and support fees for Hansen applications. This routine maintenance and repair program is critical to ensure the City's Hansen applications are properly supported and maintained.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 475 - Sewer Utility Fund | Expense | On Going | \$9,539        | \$10,015       | 0.00          | 0.00          |

### IT00139 506 Allocations

Recommended

Allocates 506 Baseline and DPs not paid for out of the fund balance.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 475 - Sewer Utility Fund | Expense | On Going | \$16,865       | \$14,614       | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00128 475-85 Add FTE Wastewater Treatment Civil Engineer

Recommended

The capital budget for wastewater improvements is programmed for increases in both projects and costs at the City's two treatment plants and pretreatment lagoon system. Additional staff (Civil Engineer) will be needed to execute these projects.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 475 - Sewer Utility Fund | Expense | One Time | \$5,462        | \$0            | 0.00          | 0.00          |
| 475 - Sewer Utility Fund | Expense | On Going | \$132,665      | \$136,044      | 1.00          | 0.00          |

### PW00130 475-85 Add FTE Wastewater Collection Engineering Specialist

Recommended

To keep pace with the needed rehabilitation to the system and the capital budget, additional staff (Civil Engineer) will be required to design/manage projects for the interceptors as well as the smaller conveyance pipes.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 475 - Sewer Utility Fund | Expense | One Time | \$5,462        | \$0            | 0.00          | 0.00          |
| 475 - Sewer Utility Fund | Expense | On Going | \$110,966      | \$113,915      | 1.00          | 0.00          |

### PW00131 475-85 Add FTE Wastewater Collection Civil Engineer

Recommended

To keep pace with the increased needed rehabilitation to the system and the capital budget, additional staff (Civil Engineer) will be required to design/manage projects for the interceptors as well as the smaller conveyance pipes.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 475 - Sewer Utility Fund | Expense | One Time | \$5,462        | \$0            | 0.00          | 0.00          |
| 475 - Sewer Utility Fund | Expense | On Going | \$132,665      | \$136,044      | 1.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00150 475-85 Demolition and Remodel of Lunch/Break Space At Marine Park

Recommended

In order to create added office space for new staff at Marine Park Engineering, one lunch room and one open meeting space will need to be converted to cubical.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 475 - Sewer Utility Fund | Expense | One Time | \$80,000       | \$80,000       | 0.00          | 0.00          |

### PW00179 445/475-79 Capital Planning Finance and Asset Management - Utility Records Document Scanning

Recommended

One-time request to transfer funds to support internal service of document scanning for water and sewer utility connection records and electronically link them to GIS and Infor utility inventory records.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 475 - Sewer Utility Fund | Expense | One Time | \$25,000       | \$0            | 0.00          | 0.00          |

### PW00181 445-79 Capital Planning Finance and Asset Management - Professional Services - On Call Utility Rates

Recommended

Professional service request for an updated rate model review once the utility rate policies are resolved, and to review program financial needs from 2020-2025.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 475 - Sewer Utility Fund | Expense | One Time | \$16,000       | \$54,000       | 0.00          | 0.00          |



## Submitted Decision Packages by Type

### PW00183 445-85 GIS - GPS Hardware Replacement

Recommended

This decision package is to replace 10 year old GPS equipment that has been used by the GIS group to collect GPS locations of various public works assets, primarily water meter locations.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 475 - Sewer Utility Fund | Expense | One Time | \$2,430        | \$0            | 0.00          | 0.00          |

### PW00244 475-85 Wastewater Treatment Structural and Electrical Engineering

Recommended

The on-call services for structural engineering would provide review of projects with elements of structural design and upgrades.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 475 - Sewer Utility Fund | Expense | On Going | \$100,000      | \$100,000      | 0.00          | 0.00          |

### RS00103 Risk Model Allocation - City Wide

Recommended

This DP trues-up the baseline property and liability charges, and appropriates the worker's compensation charges.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 475 - Sewer Utility Fund | Expense | On Going | \$38,266       | \$38,267       | 0.00          | 0.00          |

### 475-87 Sewer Accounting

## Submitted Decision Packages by Type

### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 475 - Sewer Utility Fund | Expense | On Going | (\$45)         | (\$45)         | 0.00          | 0.00          |

### PW00169 477-87 Transfer Cash from Sewer SDC Fund 477 to Sewer Operating Fund 475

Recommended

As funds accumulate in the Sewer System Development Fund, these amounts are transferred to the Sewer Operating Fund to pay the debt service payment in 2019 and 2020.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 475 - Sewer Utility Fund | Revenue | One Time | \$4,500,000    | \$3,000,000    | 0.00          | 0.00          |

### PW00172 475-87 Transfer of Cash From Sewer Operating Fund 475 to Sewer Capital Fund 478

Recommended

As funds accumulate in the Sewer Operating Fund, these amounts are transferred to the Sewer Construction Fund to Fund Capital Project in 2019 and 2020.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 475 - Sewer Utility Fund | Expense | One Time | \$17,150,000   | \$17,445,000   | 0.00          | 0.00          |

### 477-87 Sewer System Development

## Submitted Decision Packages by Type

### PW00169 477-87 Transfer Cash from Sewer SDC Fund 477 to Sewer Operating Fund 475

Recommended

As funds accumulate in the Sewer System Development Fund, these amounts are transferred to the Sewer Operating Fund to pay the debt service payment in 2019 and 2020.

| Fund Name                           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 477 - Sewer System Development Fund | Expense | One Time | \$4,500,000    | \$3,000,000    | 0.00          | 0.00          |

### 478-83 Sewer Construction

#### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 478 - Sewer Construction Fund | Expense | On Going | \$36,967       | \$36,967       | 0.00          | 0.00          |

### PW00269 478-83 Demand Response - SCIP

Recommended

Sanitary sewer will be extended as part of the City's ongoing proactive efforts to make reliable public sewer available within our service area prior to failure of the existing septic systems.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 478 - Sewer Construction Fund | Expense | One Time | \$250,000      | \$250,000      | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00270 478-83 Standby Power

Not Recommended

Initial project is scheduled for \$35,000 in 2016. Multi-year program for installation of emergency power standby generators at selected sewer pump stations.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 478 - Sewer Construction Fund | Expense | One Time | \$100,000      | \$100,000      | 0.00          | 0.00          |

### PW00271 478-83 IR - Interceptor Rehabilitation

Recommended

To design and contract for needed interceptor repairs, according to prioritized project lists based on asset criticality - 2018 \$935K for Southside Interceptor Ph. 1; 2019 \$4.3M for Southside Int. Phase II; 2020-\$4.0M for Southside Interceptor Phase III.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 478 - Sewer Construction Fund | Expense | One Time | \$1,300,000    | \$1,000,000    | 0.00          | 0.00          |

### PW00272 478-83 Wye Rehabilitation Phase 2

Recommended

For repair of documented inflow and infiltration sources - to reduce & eliminate inflow and infiltration into the sewer collection system.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 478 - Sewer Construction Fund | Expense | One Time | \$100,000      | \$100,000      | 0.00          | 0.00          |

### PW00273 478-83 Capital Preservation - Collection System

Recommended

Multi-year program to replace sewer mains where our ongoing TV inspection condition assessment program has shown that they are in deteriorated condition and in need of restoration. Budgeted at about \$400,000 per year.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 478 - Sewer Construction Fund | Expense | One Time | \$1,000,000    | \$1,500,000    | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00274 478-83 63rd St Pump Station Re-Build/Relocate

Recommended

Replaces existing pump station at end of its service life. This is a developer project to decommission the existing lift station and completely replace it with new equipment and telemetry.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 478 - Sewer Construction Fund | Expense | One Time | \$1,000,000    | \$0            | 0.00          | 0.00          |

### PW00275 478-83 SE 1st St, 164th to 192nd Ave Design

Recommended

This roadway coordination project will fund project design to install needed stubs and/or laterals in SE 1st St, to provide sewer to parcels. The project design (and construction) will be included within the transportation project to widen SE 1st St.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 478 - Sewer Construction Fund | Expense | One Time | \$60,000       | \$0            | 0.00          | 0.00          |

### PW00276 478-83 Mill Plain - SE 102nd Ave to Chkalov

Recommended

Roadway coordination project to upgrade sewer mains in Mill Plain Boulevard between 102nd and Chkalov in association with transportation improvement project.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 478 - Sewer Construction Fund | Expense | One Time | \$60,000       | \$0            | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00277 478-83 Process Controls Electronics

Recommended

This design-build project upgrades Programmable Logic Controls (PLC) hardware and operating platforms at both treatment plants over a three year phased schedule 2018-2021 .

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 478 - Sewer Construction Fund | Expense | One Time | \$4,000,000    | \$4,000,000    | 0.00          | 0.00          |

### PW00278 478-83 Evergreen Estates SCIP (99 homes)

Recommended

Sanitary sewer will be extended as part of the City's ongoing proactive efforts to make reliable public sewer available within our service area prior to failure of the existing septic systems.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 478 - Sewer Construction Fund | Expense | One Time | \$700,000      | \$0            | 0.00          | 0.00          |

### PW00279 478-83 West Vancouver SCIP (216 homes)

Recommended

Sanitary sewer will be extended as part of the City's ongoing proactive efforts to make reliable public sewer available within our service area prior to failure of the existing septic systems.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 478 - Sewer Construction Fund | Expense | One Time | \$2,500,000    | \$0            | 0.00          | 0.00          |

### PW00280 478-83 NE 152nd Ave at NE 43rd St Sewer Realignment

Recommended

2017 CCTV inspections show the existing concrete main with loss of structural integrity due to high levels of corrosion, and the curved alignment. This project will decommission the existing sewer main and install new sewer pipes and manholes.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                               |         |          |           |     |      |      |
|-------------------------------|---------|----------|-----------|-----|------|------|
| 478 - Sewer Construction Fund | Expense | One Time | \$150,000 | \$0 | 0.00 | 0.00 |
|-------------------------------|---------|----------|-----------|-----|------|------|

### PW00281 478-83 Southside Interceptor Rehab Ph. 1

Recommended

To provide design services for re-lining of 42" diameter concrete Southside Interceptor, from Westside Water Reclamation Facility headworks and upstream about 2,200 lineal feet. Proposed repairs to use trenchless technology.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 478 - Sewer Construction Fund | Expense | One Time | \$1,000,000    | \$0            | 0.00          | 0.00          |

### PW00282 478-83 Wastewater Collection SCADA

Recommended

Existing lift station SCADA equipment is over 20 years old, outdated, and at the end of its service life. Equipment replacement is needed to update our SCADA system electronics and hardware, and maintain system reliability.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 478 - Sewer Construction Fund | Expense | One Time | \$150,000      | \$150,000      | 0.00          | 0.00          |

### PW00283 478-83 Westside Electrical Upgrade Design

Recommended

This is a multi-year rehab and replacement project being designed and managed by Jacobs Engineering. Westside SCADA and process controls systems are at least 20 years old, and outdated, not maintainable, and need updating and replacement.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 478 - Sewer Construction Fund | Expense | One Time | \$1,000,000    | \$2,000,000    | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00284 478-83 Basin A-20-1 and Force Main Relocation (59th Street)

Recommended

Funds budgeted are for oversize participation in the form of supplying oversize force main sewer line pipe to the developer driven project. This project will extend 6" to 24" gravity sewer east from NE 152nd Ave. to NE 162nd Ave.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 478 - Sewer Construction Fund | Expense | One Time | \$160,000      | \$0            | 0.00          | 0.00          |

### PW00285 478-83 Flow Monitoring Program - Permanent Meters

Recommended

To install permanent flow meters at multiple locations (total of 12). This project will buy new meters and rehab some existing ones. Locations are as needed to monitor system flows, collect operational data.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 478 - Sewer Construction Fund | Expense | One Time | \$250,000      | \$0            | 0.00          | 0.00          |

### PW00287 478-83 Section 30 Arterial Expansion

Not Recommended

This roadway coordination project budgets funds to install sewer mains with Transportation's Section 30 (SE 1st St) Arterial Expansion Project identified in the Transportation Improvement Program.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 478 - Sewer Construction Fund | Expense | One Time | \$0            | \$500,000      | 0.00          | 0.00          |

### PW00288 478-83 SE 164th Ave Rehab

Recommended

Rehabilitate 12", 15", 16" and 18" diameter concrete pipe in the SE 164th Ave corridor, between MH #1619 and #1509 (SE McGillivray to a point just north of SR-14) This segment includes 13 manholes and 12 pipe segments.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|



## Submitted Decision Packages by Type

|                               |         |          |           |     |      |      |
|-------------------------------|---------|----------|-----------|-----|------|------|
| 478 - Sewer Construction Fund | Expense | One Time | \$600,000 | \$0 | 0.00 | 0.00 |
|-------------------------------|---------|----------|-----------|-----|------|------|

### PW00289 478-83 G2-1 Trunk Interceptor Rehab

Recommended

Repair approximately 270 lineal feet of 18" concrete sewer main showing signs of compromised structural integrity. This area is just downstream of a force main discharge, from MH 903 to MH 1413.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 478 - Sewer Construction Fund | Expense | One Time | \$130,000      | \$0            | 0.00          | 0.00          |

### PW00290 478-83 Southside Interceptor Rehab Ph. 2

Recommended

To provide design services for re-lining of 42" diameter concrete Southside Interceptor, from Westside Water Reclamation Facility headworks and upstream about 2,200 lineal feet. Proposed repairs to use trenchless technology.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 478 - Sewer Construction Fund | Expense | One Time | \$0            | \$2,800,000    | 0.00          | 0.00          |

### PW00291 478-83 Southside Interceptor Rehab Ph. 3

Recommended

To provide design services for re-lining of 42" diameter concrete Southside Interceptor, from Westside Water Reclamation Facility headworks and upstream about 2,200 lineal feet. Proposed repairs to use trenchless technology.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 478 - Sewer Construction Fund | Expense | One Time | \$0            | \$200,000      | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00292 478-83 West 16th Pump Station (Pump Replacement)

Not Recommended

The West 16th pump station serves the Fruit Valley neighborhood. The pump station will be inspected in 2019, a condition assessment made with recommendations for R&R repairs. We project complete replacement of the existing original pump.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 478 - Sewer Construction Fund | Expense | One Time | \$0            | \$200,000      | 0.00          | 0.00          |

### PW00293 478-83 West 16th Force Main Reline

Not Recommended

To restore asset structural integrity and extend asset service life with trenchless repair technology.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 478 - Sewer Construction Fund | Expense | One Time | \$0            | \$150,000      | 0.00          | 0.00          |

### PW00294 478-83 Andresen Diversion Gate Valve

Recommended

To improve process operation and maintainability - replace existing influent channel with a diversion control structure to improve flow control into the lift station.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 478 - Sewer Construction Fund | Expense | One Time | \$0            | \$100,000      | 0.00          | 0.00          |

### PW00295 478-83 WS Wet Process Improvements

Not Recommended

Equipment upgrades for wastewater treatment processes, to replace equipment and controls to optimize secondary treatment capacity at Westside WRF.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 478 - Sewer Construction Fund | Expense | One Time | \$0            | \$420,000      | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00296 478-83 Lagoon Aeration Upgrade

Recommended

The lagoon provides valuable treatment capacity to our system and must be maintained in reliable condition. The diffusers deteriorate with age and will be replaced at the end of their reasonable service life.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 478 - Sewer Construction Fund | Expense | One Time | \$0            | \$1,500,000    | 0.00          | 0.00          |

### PW00297 478-83 FBF Heat Exchanger Equipment Replacement

Recommended

Incinerator primary and secondary heat exchanger purchase/fabrication/installation. The primary heat exchanger, installed in 1998, has compromising structural failure, & is for the short duration "patched".

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 478 - Sewer Construction Fund | Expense | One Time | \$500,000      | \$0            | 0.00          | 0.00          |

### PW00298 478-83 Main Industrial Pump Station Upgrade

Not Recommended

This is the original Main Industrial Pump Station that provides service to our lagoon users. Mechanical components and pumps are past their useful life and our operators recommend accelerating R&R work (from 2022 to 2020).

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 478 - Sewer Construction Fund | Expense | One Time | \$0            | \$500,000      | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00299 478-83 Lagoon Blower Upgrade

Recommended

This project will replace our single 38 yr. old lagoon blower, now at end of its expected useful service life. 2018 budget of \$300,000 is for engineering services design costs for Brown & Caldwell.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 478 - Sewer Construction Fund | Expense | One Time | \$0            | \$300,000      | 0.00          | 0.00          |

### PW00300 478-83 WS Roof Replacements

Not Recommended

Rehab existing roofs for the Administration, Maintenance and other buildings at the Westside plant.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 478 - Sewer Construction Fund | Expense | One Time | \$0            | \$85,000       | 0.00          | 0.00          |

### PW00301 478-83 Burnt Bridge Creek Pump Station Upgrade

Recommended

Repair the pipe leading from BBC interceptor into the BBC pump station wetwell.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 478 - Sewer Construction Fund | Expense | One Time | \$0            | \$400,000      | 0.00          | 0.00          |

### PW00302 478-83 Aeration Membrane Upgrade

Recommended

Replace aeration membranes at both Westside and Marine Park WRFs to retain optimum treatment capability.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 478 - Sewer Construction Fund | Expense | One Time | \$0            | \$35,000       | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00303 478-83 Capital Preservation and Compliance (2)

Recommended

This project will fund extraordinary maintenance of new capital and small equipment outside the limits of the treatment plant O&M Contract. Total list of identified projects currently totals \$8,760,000.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 478 - Sewer Construction Fund | Expense | One Time | \$400,000      | \$500,000      | 0.00          | 0.00          |

### PW00304 478-83 CP&C Multi Coating Projects

Recommended

Replace waterproof coatings on various basins and units at the wastewater treatment plant facilities to preserve our assets, and extend their useful expected service life.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 478 - Sewer Construction Fund | Expense | One Time | \$0            | \$35,000       | 0.00          | 0.00          |

### PW00305 478-83 Marine Park Blower

Recommended

Proposed replacements for existing turbo blowers at both plant, which have run 24/7 for 6-7 years now without major service. It's time to get another set for backup.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 478 - Sewer Construction Fund | Expense | One Time | \$0            | \$400,000      | 0.00          | 0.00          |

### PW00306 478-83 Westside Blower

Recommended

Proposed replacements for existing turbo blowers at both plant, which have run 24/7 for 6-7 years now without major service. It's time to get another set for backup. Turbo blower at Westside (\$400K).

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                               |         |          |           |     |      |      |
|-------------------------------|---------|----------|-----------|-----|------|------|
| 478 - Sewer Construction Fund | Expense | One Time | \$400,000 | \$0 | 0.00 | 0.00 |
|-------------------------------|---------|----------|-----------|-----|------|------|

### PW00307 478-83 Fruit Lawn (22 Homes)

Recommended

Sanitary sewer will be extended as part of the City's ongoing proactive efforts to make reliable public sewer available within our service area prior to failure of the existing septic systems.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 478 - Sewer Construction Fund | Expense | One Time | \$400,000      | \$0            | 0.00          | 0.00          |

### PW00308 478-83 East Vancouver - North (392 Parcels)

Recommended

Sanitary sewer will be extended as part of the City's ongoing proactive efforts to make reliable public sewer available within our service area prior to failure of the existing septic systems.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 478 - Sewer Construction Fund | Expense | One Time | \$0            | \$3,000,000    | 0.00          | 0.00          |

### PW00359 478-83 Wye Rehabilitation Phase 2 Carry Forward

Recommended

For repair of documented inflow and infiltration sources - to reduce & eliminate inflow and infiltration into the sewer collection system. Carry forward from remaining funds from 2018.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 478 - Sewer Construction Fund | Expense | One Time | \$21,846       | \$0            | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00360 478-83 63rd St Pump Station Re-build/Relocate Carry Forward

Recommended

Replaces existing pump station at end of its service life. This is a developer project to decommission the existing lift station and completely replace it with new equipment and telemetry. Carry forward remaining funds from 2018.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 478 - Sewer Construction Fund | Expense | One Time | \$300,000      | \$0            | 0.00          | 0.00          |

### PW00361 478-83 Process Controls Electronics Carry Forward

Recommended

This design-build project upgrades Programmable Logic Controls (PLC) hardware and operating platforms at both treatment plants over a three year phased schedule 2018-2021. Carry forward remaining funds from 2018.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 478 - Sewer Construction Fund | Expense | One Time | \$1,417,976    | \$0            | 0.00          | 0.00          |

### PW00362 478-83 Central Vancouver South Carry Forward

Recommended

Carry forward 2018 remaining funds for Central Vancouver South Phase 1 project.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 478 - Sewer Construction Fund | Expense | One Time | \$200,000      | \$0            | 0.00          | 0.00          |

### PW00363 478-83 East Vancouver Carry Forward

Recommended

Carry forward 2018 remaining funds for East Vancouver Phase 1 project.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 478 - Sewer Construction Fund | Expense | One Time | \$550,000      | \$0            | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00364 478-83 West Vancouver SCIP (216 homes) Carry Forward

Recommended

Sanitary sewer will be extended as part of the City's ongoing proactive efforts to make reliable public sewer available within our service area prior to failure of the existing septic systems. Carry forward of 2018 remaining funds.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 478 - Sewer Construction Fund | Expense | One Time | \$586,360      | \$0            | 0.00          | 0.00          |

### PW00365 478-83 Evergreen Hwy - Ellsworth to 112th Ave (8 homes) Carry Forward

Recommended

Carry forward 2018 remaining funds for Evergreen Highway - Ellsworth to 112th Ave (8 homes) project.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 478 - Sewer Construction Fund | Expense | One Time | \$4,988        | \$0            | 0.00          | 0.00          |

### PW00366 478-83 Southside Interceptor Rehab Ph. 1 Carry Forward

Recommended

To provide design services for re-lining of 42" diameter concrete Southside Interceptor, from Westside Water Reclamation Facility headworks and upstream about 2,200 lineal feet. Carry forward of 2018 remaining funds.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 478 - Sewer Construction Fund | Expense | One Time | \$1,600,000    | \$0            | 0.00          | 0.00          |

### PW00367 478-83 Lagoon Upgrade Engineering Design Carry Forward

Recommended

Carry forward 2018 remaining funds for Lagoon Upgrade Engineering Design project.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|



## Submitted Decision Packages by Type

|                               |         |          |           |     |      |      |
|-------------------------------|---------|----------|-----------|-----|------|------|
| 478 - Sewer Construction Fund | Expense | One Time | \$286,920 | \$0 | 0.00 | 0.00 |
|-------------------------------|---------|----------|-----------|-----|------|------|

### PW00368 478-83 Westside Electrical Upgrade Design Carry Forward

Recommended

This is a multi-year rehab and replacement project being designed and managed by Jacobs Engineering. Carry forward of remaining funds from 2018.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 478 - Sewer Construction Fund | Expense | One Time | \$500,000      | \$0            | 0.00          | 0.00          |

### PW00369 478-83 NE 137th Ave - 49th to Fourth Plain

Recommended

Funding for sewer capital project for NE 137th Ave - 49th to Fourth Plain

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 478 - Sewer Construction Fund | Expense | One Time | \$0            | \$430,000      | 0.00          | 0.00          |

### PW00370 478-83 SE 164th Ave Rehab Carry Forward

Recommended

Carry forward of remaining 2018 funds for rehabilitating concrete pipe in the SE 164th Ave corridor, between SE McGillivray to a point just north of SR-14. This segment includes 13 manholes and 12 pipe segments.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 478 - Sewer Construction Fund | Expense | One Time | \$200,000      | \$0            | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00371 478-83 FBF Heat Exchanger Equipment Replacement Carry Forward

Recommended

Carry forward remaining 2018 funds for incinerator primary and secondary heat exchanger purchase/fabrication/installation. The primary heat exchanger, installed in 1998, has compromising structural failure and is for the short duration "patched".

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 478 - Sewer Construction Fund | Expense | One Time | \$200,000      | \$0            | 0.00          | 0.00          |

### PW00372 478-83 Evergreen Highlands (12 Homes)

Recommended

Funding for sewer connection incentive program of Evergreen Highlands (12 homes) project.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 478 - Sewer Construction Fund | Expense | One Time | \$150,000      | \$0            | 0.00          | 0.00          |

### PW00373 478-83 Evergreen Airport North (30 homes) Carry Forward

Recommended

Carry forward of funding from 2018 for Sewer Connection Incentive program at Evergreen Airport North (30 homes)

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 478 - Sewer Construction Fund | Expense | One Time | \$30,000       | \$0            | 0.00          | 0.00          |

### PW00374 478-83 Premier Acres (70 Homes) Carry Forward

Recommended

Carry forward of funding for Sewer Connection Incentive program at Premier Acres (70 homes)

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 478 - Sewer Construction Fund | Expense | One Time | \$2,142        | \$0            | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### 478-87 Sewer Construction Accounting

#### PW00172 475-87 Transfer of Cash From Sewer Operating Fund 475 to Sewer Capital Fund 478

Recommended

As funds accumulate in the Sewer Operating Fund, these amounts are transferred to the Sewer Construction Fund to Fund Capital Project in 2019 and 2020.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 478 - Sewer Construction Fund | Revenue | One Time | \$17,150,000   | \$17,445,000   | 0.00          | 0.00          |

### 481-36 Airport Operation

#### CM00113 Pearson Field - Hangar Doors Replacement

Not Recommended

Pearson Field Airport will be replacing two large doors on one of the two commercial hangars.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 481 - Airport Fund | Expense | One Time | \$260,000      | \$0            | 0.00          | 0.00          |

#### CM00114 Pearson Field - Capital Design Project

Recommended

This DP funds design work for 3 major capital improvement projects: runway pavement rehab, Taxiway A2 replacement and fuel tank apron construction, and taxiway and apron pavement rehabilitation.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 481 - Airport Fund | Expense | One Time | \$350,000      | \$0            | 0.00          | 0.00          |
| 481 - Airport Fund | Revenue | One Time | \$332,500      | \$0            | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CM00115 Pearson Field - Pavement Rehab Construction Project

Recommended

The DP funds the construction of pavement rehabilitation of runways and taxiways with PAPI and guide sign replacement.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 481 - Airport Fund | Revenue | One Time | \$1,633,500    | \$0            | 0.00          | 0.00          |
| 481 - Airport Fund | Expense | One Time | \$1,815,000    | \$0            | 0.00          | 0.00          |

### CM00126 Pearson Field - Coordinator - 2 YR LT FTE

Recommended

This DP adds an Airport Coordinator 2-year Limited-Term 1.0 FTE. To be funded by Airport revenues.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 481 - Airport Fund | Expense | One Time | \$1            | \$1            | 1.00          | 0.00          |

### CW00102 Equipment Services Rental Across Funds True-Up - Citywide

Recommended

This decision package supports interfund charging between departments for use of assets and provides offsetting revenue for lending departments using averages in the last biennium.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 481 - Airport Fund | Expense | On Going | (\$847)        | (\$847)        | 0.00          | 0.00          |

### CW00104 Paid Family & Medical Leave Act - Employer 37% Portion

Recommended

In 2019, Paid Family and Medical Leave will require 37% of 0.4% of total compensation to be supported by the employer. This decision package reflects that amounts needed in 2019-20 for the premium to remit quarterly.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                    |         |          |       |       |      |      |
|--------------------|---------|----------|-------|-------|------|------|
| 481 - Airport Fund | Expense | On Going | \$119 | \$123 | 0.00 | 0.00 |
|--------------------|---------|----------|-------|-------|------|------|

### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 481 - Airport Fund | Expense | On Going | (\$9,799)      | (\$9,799)      | 0.00          | 0.00          |

### CW00107 Grounds and Facilities Overhead Rate - Baseline

Recommended

To provide baseline budget for the support of the internal services of Grounds and Facilities departments.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 481 - Airport Fund | Expense | On Going | \$10,753       | \$11,608       | 0.00          | 0.00          |

### CW00108 Grounds and Facilities Overhead Rate - Support 19-20 Recommended Decision Packages

Recommended

To provide budget for the support of the internal services of Grounds and Facilities departments for new biennial requests.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 481 - Airport Fund | Expense | On Going | \$4,044        | \$5,119        | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CW00109 Paid Family & Medical Leave Act - Employee 63% Portion Supported by City of Vancouver

Not Recommended

In 2019 Paid Family and Medical Leave will require 63% of 0.4% of total compensation to be supported by the Employee. The intent of this decision package is for City of Vancouver to support that expense instead of the employee.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 481 - Airport Fund | Expense | On Going | \$202          | \$209          | 0.00          | 0.00          |

### CW00114 Permeable Surface Rates

Recommended

The Surface Water Management Fund 443 charges a fee for hard surfaces where water cannot naturally run off and absorb into the ground. This is the incremental adjustment to baseline.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 481 - Airport Fund | Expense | On Going | \$2,662        | \$4,425        | 0.00          | 0.00          |

### CW00116 City Hall Rent and O&M

Recommended

Allocates the rent and O&M for City Hall.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 481 - Airport Fund | Expense | On Going | \$9,605        | \$9,731        | 0.00          | 0.00          |

### EQ00102 504-78 Replace and Add Vehicles to City Hall Motor Pool

Recommended

This package requests funding to replace three existing non-replacement motor pool vehicles and add two motor vehicles at City Hall to be supported through allocation to departments at City Hall.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## City of Vancouver 2019-20 Biennium Budget

### Submitted Decision Packages by Type

|                    |         |          |       |       |      |      |
|--------------------|---------|----------|-------|-------|------|------|
| 481 - Airport Fund | Expense | One Time | \$519 | \$357 | 0.00 | 0.00 |
| 481 - Airport Fund | Expense | On Going | \$115 | \$204 | 0.00 | 0.00 |

#### FS00105 eDocs Software Licenses

Recommended

Purchase eDocs licenses for various city employees across the City. Continue to enhance the functionality and usage of eDocs to allow City employees to easily search and find records by increasing profile fields and libraries.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 481 - Airport Fund | Expense | On Going | \$1,246        | \$207          | 0.00          | 0.00          |

#### IT00139 506 Allocations

Recommended

Allocates 506 Baseline and DPs not paid for out of the fund balance.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 481 - Airport Fund | Expense | On Going | \$306          | \$92           | 0.00          | 0.00          |

#### RS00103 Risk Model Allocation - City Wide

Recommended

This DP trues-up the baseline property and liability charges, and appropriates the worker's compensation charges.

| Fund Name          |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------|---------|----------|----------------|----------------|---------------|---------------|
| 481 - Airport Fund | Expense | On Going | (\$7,831)      | (\$7,832)      | 0.00          | 0.00          |

#### 483-00 Building Inspection

## Submitted Decision Packages by Type

### CW00116 City Hall Rent and O&M

Recommended

Allocates the rent and O&M for City Hall.

| Fund Name                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 483 - Building Inspection Fund | Revenue | On Going | \$218,019      | \$222,646      | 0.00          | 0.00          |

### 483-21 Building Inspection

#### CD00100 Third Party Plan Review

Recommended

Outside consulting services for structural, geotechnical, plumbing, and mechanical third party building plan review.

| Fund Name                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 483 - Building Inspection Fund | Expense | On Going | \$50,000       | \$50,000       | 0.00          | 0.00          |

#### CD00103 Overtime and Payoff Expenses

Not Recommended

Fund estimated overtime and leave payoff expenses for 2019-2020.

| Fund Name                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 483 - Building Inspection Fund | Expense | On Going | \$60,275       | \$60,275       | 0.00          | 0.00          |
| 483 - Building Inspection Fund | Expense | One Time | \$15,000       | \$0            | 0.00          | 0.00          |



## Submitted Decision Packages by Type

### CD00104 Hardware Upgrade for Permit Center

Not Recommended

As we progress with transitioning to a 100% electronic plan review, permit, and inspection process, various hardware upgrades are needed in the Permit Center to assist our staff and customers with successfully navigating the new requirements.

| Fund Name                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 483 - Building Inspection Fund | Expense | One Time | \$35,000       | \$0            | 0.00          | 0.00          |

### CD00105 Plans Anywhere - Mobile Solution for Field Inspectors

Recommended

This project implements PlansAnywhere, a tool that will provide inspection staff with mobile access to electronic construction documents that originate from ProjectDox (the City's current electronic plan review software).

| Fund Name                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 483 - Building Inspection Fund | Expense | One Time | \$12,200       | \$0            | 0.00          | 0.00          |
| 483 - Building Inspection Fund | Expense | On Going | \$26,400       | \$26,400       | 0.00          | 0.00          |

### CD00106 Upgrades for CED Permitting Software

Recommended

This decision package establishes baseline professional services to continue support of efforts related to electronic plan review.

| Fund Name                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 483 - Building Inspection Fund | Expense | On Going | \$16,500       | \$16,500       | 0.00          | 0.00          |
| 483 - Building Inspection Fund | Expense | One Time | \$8,000        | \$0            | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CD00107 Customer Service Representative - Limited Term

Recommended

This position provides customer service at the Permit Center reception counter. The Customer Service Rep (CSR) greets customers, checks them in, coordinates with permitting staff and accepts payments.

| Fund Name                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 483 - Building Inspection Fund | Expense | One Time | \$81,289       | \$0            | 1.00          | -1.00         |

### CD00108 Records Specialist

Not Recommended

This position performs a variety of clerical tasks in the processing and maintenance of Permit Center records, including scanning and filing. Ensures quality control of records data, locates and collects records in response to requests.

| Fund Name                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 483 - Building Inspection Fund | Expense | One Time | \$11,153       | \$11,581       | 0.00          | 0.00          |
| 483 - Building Inspection Fund | Expense | On Going | \$0            | \$0            | 1.00          | 0.00          |

### CD00110 Building Inspector III - Revenue Dependent

Recommended

The purpose of this position is to assist with the increased inspection workload associated with the higher level of complex development projects currently in the pipeline.

| Fund Name                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 483 - Building Inspection Fund | Expense | One Time | \$0            | \$30,000       | 0.00          | 0.00          |
| 483 - Building Inspection Fund | Expense | On Going | \$0            | \$122,884      | 0.00          | 1.00          |

## Submitted Decision Packages by Type

### CD00111 Plans Examiner III - Revenue Dependent

Recommended

The purpose of this position is to assist with the increased technical review workload associated with the higher level of complex development projects currently in the pipeline.

| Fund Name                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 483 - Building Inspection Fund | Expense | On Going | \$0            | \$112,881      | 0.00          | 1.00          |
| 483 - Building Inspection Fund | Expense | One Time | \$0            | \$2,400        | 0.00          | 0.00          |
| 483 - Building Inspection Fund | Revenue | On Going | \$0            | \$1,000,000    | 0.00          | 0.00          |

### CD00127 CED Direct Billing Cost Allocation Plan Baseline True-Up

Recommended

Implement cost allocation plan which direct bills hours of staff time spent on projects outside of their home fund. Hourly rates were revised based on 2017 actual hours and 2017 actual expenses with a 3% inflationary factor for 2020.

| Fund Name                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 483 - Building Inspection Fund | Revenue | On Going | (\$20,935)     | (\$18,963)     | 0.00          | 0.00          |
| 483 - Building Inspection Fund | Expense | On Going | (\$181,369)    | (\$169,452)    | 0.00          | 0.00          |

### CD00139 Amend Allocation for BLD.023 to 100% Building Fund

Recommended

This requests is to allocated position BLD.023 Permit Specialist to 100% Building Fund.

| Fund Name                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 483 - Building Inspection Fund | Expense | On Going | \$40,651       | \$41,298       | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CD00145 Reconfigure Office Space for New Staff

Not Recommended

This request is to provide funds for minor office re-configuration to accommodate additional staff in the Permit Center and Economic Development

| Fund Name                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 483 - Building Inspection Fund | Expense | One Time | \$10,000       | \$0            | 0.00          | 0.00          |

### CW00100 Equipment Services Admin Charge True-Up - Citywide

Recommended

Each asset in is charged an annual admin fee to support the administrative costs of managing the fleet. In 2019-20 the admin fee is budgeted at \$252 per asset and will be trued up annually in the budget.

| Fund Name                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 483 - Building Inspection Fund | Expense | On Going | \$3,072        | \$3,072        | 0.00          | 0.00          |

### CW00104 Paid Family & Medical Leave Act - Employer 37% Portion

Recommended

In 2019, Paid Family and Medical Leave will require 37% of 0.4% of total compensation to be supported by the employer. This decision package reflects that amounts needed in 2019-20 for the premium to remit quarterly.

| Fund Name                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 483 - Building Inspection Fund | Expense | On Going | \$3,974        | \$4,045        | 0.00          | 0.00          |

### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 483 - Building Inspection Fund | Expense | On Going | \$44,879       | \$44,879       | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CW00107 Grounds and Facilities Overhead Rate - Baseline

Recommended

To provide baseline budget for the support of the internal services of Grounds and Facilities departments.

| Fund Name                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 483 - Building Inspection Fund | Expense | On Going | \$197,745      | \$203,678      | 0.00          | 0.00          |

### CW00108 Grounds and Facilities Overhead Rate - Support 19-20

Recommended

#### Recommended Decision Packages

To provide budget for the support of the internal services of Grounds and Facilities departments for new biennial requests.

| Fund Name                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 483 - Building Inspection Fund | Expense | On Going | \$78,636       | \$66,065       | 0.00          | 0.00          |

### CW00109 Paid Family & Medical Leave Act - Employee 63% Portion Supported by City of Vancouver

Not Recommended

In 2019 Paid Family and Medical Leave will require 63% of 0.4% of total compensation to be supported by the Employee. The intent of this decision package is for City of Vancouver to support that expense instead of the employee.

| Fund Name                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 483 - Building Inspection Fund | Expense | On Going | \$6,685        | \$6,805        | 0.00          | 0.00          |

### CW00115 WSD Cost Allocation Plan

Recommended

Provide incremental budget for the Water Sewer Drainage Cost Plan based on revised calculation from accounting. Administrative costs are expensed to 445 water fund, then distributed out to respective departments based on services provided.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                                |         |          |          |          |      |      |
|--------------------------------|---------|----------|----------|----------|------|------|
| 483 - Building Inspection Fund | Expense | On Going | \$23,206 | \$23,206 | 0.00 | 0.00 |
|--------------------------------|---------|----------|----------|----------|------|------|

### CW00116 City Hall Rent and O&M

Recommended

Allocates the rent and O&M for City Hall.

| Fund Name                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 483 - Building Inspection Fund | Expense | On Going | \$170,924      | \$174,215      | 0.00          | 0.00          |

### EQ00102 504-78 Replace and Add Vehicles to City Hall Motor Pool

Recommended

This package requests funding to replace three existing non-replacement motor pool vehicles and add two motor vehicles at City Hall to be supported through allocation to departments at City Hall.

| Fund Name                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 483 - Building Inspection Fund | Expense | One Time | \$5,792        | \$3,990        | 0.00          | 0.00          |
| 483 - Building Inspection Fund | Expense | On Going | \$1,287        | \$2,282        | 0.00          | 0.00          |

### EQ00107 2019-20 Citywide Equipment Reserve Model True-Up

Recommended

True up of appropriation in Equipment ER&R (595200) to support replacement of assets based on asset lifecycle.

| Fund Name                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 483 - Building Inspection Fund | Expense | On Going | \$7,852        | \$7,852        | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### EQ00109 2019-20 Equipment Operating Fund True-Up

Recommended

Increase budget for departments for potential rate increases in 2019-20 to support the Equipment Services Operating Fund

| Fund Name                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 483 - Building Inspection Fund | Expense | On Going | \$12,416       | \$10,252       | 0.00          | 0.00          |

### FS00106 Increased Banking Service Fees

Recommended

Increase the banking services baseline budget to account for increased on-line payments in CED due to electronic building plan submittals and additional parking pay station installations.

| Fund Name                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 483 - Building Inspection Fund | Expense | On Going | \$15,000       | \$15,000       | 0.00          | 0.00          |

### IT00113 Replace CDR Permit Web Portal

Recommended

This DP replaces Dynamic Portal with a system that will provide our citizens with a user-friendly and functional system that is fully integrated with the Hansen CDR system.

| Fund Name                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 483 - Building Inspection Fund | Expense | One Time | \$250,000      | \$51,500       | 0.00          | 0.00          |

### IT00117 Convert from Temporary Staffing a Systems Analyst for Permitting (Hansen CDR)

Recommended

Add a Limited-Term Systems Analyst to support Infor's CDR (Building and Land Use permitting) module and the ProjectDox electronic plan review software, and provide support as needed for other Hansen modules. IT was staffing this work via temp staffing.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                                |         |          |          |          |      |      |
|--------------------------------|---------|----------|----------|----------|------|------|
| 483 - Building Inspection Fund | Expense | On Going | \$64,983 | \$66,653 | 0.00 | 0.00 |
|--------------------------------|---------|----------|----------|----------|------|------|

### IT00133 Hansen Licenses - Citywide

Recommended

This DP is for the maintenance and support fees for Hansen applications. This routine maintenance and repair program is critical to ensure the City's Hansen applications are properly supported and maintained.

| Fund Name                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 483 - Building Inspection Fund | Expense | On Going | \$57,231       | \$60,093       | 0.00          | 0.00          |

### IT00136 General Networks Document Mgmt. - Citywide

Recommended

This DP funds maintenance and support fees for eDocs document management (Hummingbird). This routine maintenance and repair program is critical to ensure the City's Document Management applications are properly supported and maintained.

| Fund Name                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 483 - Building Inspection Fund | Expense | On Going | \$8,467        | \$8,467        | 0.00          | 0.00          |

### IT00139 506 Allocations

Recommended

Allocates 506 Baseline and DPs not paid for out of the fund balance.

| Fund Name                      |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 483 - Building Inspection Fund | Expense | On Going | \$31,905       | \$25,469       | 0.00          | 0.00          |

### RS00103 Risk Model Allocation - City Wide

Recommended

This DP trues-up the baseline property and liability charges, and appropriates the worker's compensation charges.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|



## Submitted Decision Packages by Type

|                                |         |          |            |            |      |      |
|--------------------------------|---------|----------|------------|------------|------|------|
| 483 - Building Inspection Fund | Expense | On Going | (\$54,102) | (\$54,103) | 0.00 | 0.00 |
|--------------------------------|---------|----------|------------|------------|------|------|

### 490-86 Solid Waste Program

#### CD00109 Engineering Tech II

Recommended

This position provides front-line support to Public Works Engineering, including reviewing and issuing water meters, reviewing easements and dedication documents, assisting customers, and reviewing fairly simple engineering plans.

| Fund Name              |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 490 - Solid Waste Fund | Expense | On Going | \$67,000       | \$67,000       | 0.00          | 0.00          |

#### CD00127 CED Direct Billing Cost Allocation Plan Baseline True-Up

Recommended

Implement cost allocation plan which direct bills hours of staff time spent on projects outside of their home fund. Hourly rates were revised based on 2017 actual hours and 2017 actual expenses with a 3% inflationary factor for 2020.

| Fund Name              |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 490 - Solid Waste Fund | Expense | On Going | (\$26,217)     | (\$23,391)     | 0.00          | 0.00          |

#### CW00100 Equipment Services Admin Charge True-Up - Citywide

Recommended

Each asset in is charged an annual admin fee to support the administrative costs of managing the fleet. In 2019-20 the admin fee is budgeted at \$252 per asset and will be trued up annually in the budget.

| Fund Name              |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 490 - Solid Waste Fund | Expense | On Going | \$756          | \$756          | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CW00102 Equipment Services Rental Across Funds True-Up - Citywide

Recommended

This decision package supports interfund charging between departments for use of assets and provides offsetting revenue for lending departments using averages in the last biennium.

| Fund Name              |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 490 - Solid Waste Fund | Expense | On Going | \$1,565        | \$1,565        | 0.00          | 0.00          |

### CW00104 Paid Family & Medical Leave Act - Employer 37% Portion

Recommended

In 2019, Paid Family and Medical Leave will require 37% of 0.4% of total compensation to be supported by the employer. This decision package reflects that amounts needed in 2019-20 for the premium to remit quarterly.

| Fund Name              |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 490 - Solid Waste Fund | Expense | On Going | \$410          | \$414          | 0.00          | 0.00          |

### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name              |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 490 - Solid Waste Fund | Expense | On Going | \$1,760        | \$1,760        | 0.00          | 0.00          |

### CW00109 Paid Family & Medical Leave Act - Employee 63% Portion Supported by City of Vancouver

Not Recommended

In 2019 Paid Family and Medical Leave will require 63% of 0.4% of total compensation to be supported by the Employee. The intent of this decision package is for City of Vancouver to support that expense instead of the employee.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                        |         |          |       |       |      |      |
|------------------------|---------|----------|-------|-------|------|------|
| 490 - Solid Waste Fund | Expense | On Going | \$723 | \$713 | 0.00 | 0.00 |
|------------------------|---------|----------|-------|-------|------|------|

### CW00111 Marine Park Engineering Rent

Recommended

Solid Waste and Transportation occupy space in the Marine Park Engineering building owned by the Sewer fund. This is an incremental adjustment to the baseline budget for the proportionate share of rent.

| Fund Name              |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 490 - Solid Waste Fund | Expense | On Going | (\$3,640)      | (\$3,640)      | 0.00          | 0.00          |

### CW00115 WSD Cost Allocation Plan

Recommended

Provide incremental budget for the Water Sewer Drainage Cost Plan based on revised calculation from accounting. Administrative costs are expensed to 445 water fund, then distributed out to respective departments based on services provided.

| Fund Name              |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 490 - Solid Waste Fund | Expense | On Going | \$870          | \$870          | 0.00          | 0.00          |

### EQ00107 2019-20 Citywide Equipment Reserve Model True-Up

Recommended

True up of appropriation in Equipment ER&R (595200) to support replacement of assets based on asset lifecycle.

| Fund Name              |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 490 - Solid Waste Fund | Expense | On Going | (\$680)        | \$2,660        | 0.00          | 0.00          |

### EQ00109 2019-20 Equipment Operating Fund True-Up

Recommended

Increase budget for departments for potential rate increases in 2019-20 to support the Equipment Services Operating Fund

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                        |         |          |       |       |      |      |
|------------------------|---------|----------|-------|-------|------|------|
| 490 - Solid Waste Fund | Expense | On Going | \$687 | \$567 | 0.00 | 0.00 |
|------------------------|---------|----------|-------|-------|------|------|

### FS00105 eDocs Software Licenses

Recommended

Purchase eDocs licenses for various city employees across the City. Continue to enhance the functionality and usage of eDocs to allow City employees to easily search and find records by increasing profile fields and libraries.

| Fund Name              |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 490 - Solid Waste Fund | Expense | On Going | \$1,246        | \$207          | 0.00          | 0.00          |

### IT00133 Hansen Licenses - Citywide

Recommended

This DP is for the maintenance and support fees for Hansen applications. This routine maintenance and repair program is critical to ensure the City's Hansen applications are properly supported and maintained.

| Fund Name              |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 490 - Solid Waste Fund | Expense | On Going | \$3,180        | \$3,338        | 0.00          | 0.00          |

### IT00139 506 Allocations

Recommended

Allocates 506 Baseline and DPs not paid for out of the fund balance.

| Fund Name              |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 490 - Solid Waste Fund | Expense | On Going | \$9,677        | \$8,498        | 0.00          | 0.00          |

### PW00204 490-86 Solid Waste Professional Services

Recommended

These professional services are in most cases, long-term contracts for solid waste collection programs.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                        |         |          |           |           |      |      |
|------------------------|---------|----------|-----------|-----------|------|------|
| 490 - Solid Waste Fund | Expense | On Going | \$610,202 | \$610,382 | 0.00 | 0.00 |
|------------------------|---------|----------|-----------|-----------|------|------|

### PW00205 490-86 Add FTE Solid Waste Analyst B - Plan Review

Recommended

With Vancouver's rapid growth, new forms of development are underway that require more review and input from Solid Waste staff to ensure that there is adequate space for garbage and recycling storage and service.

| Fund Name              |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 490 - Solid Waste Fund | Expense | One Time | \$1,400        | \$400          | 0.00          | 0.00          |
| 490 - Solid Waste Fund | Expense | On Going | \$109,114      | \$112,035      | 1.00          | 0.00          |

### PW00267 490-86 Additional Need for 2019-20 Vehicle Appropriation

Recommended

This decision package requests one-time funding to supplement available reserves for anticipated vehicle and equipment replacements for Solid Waste in 2019-20.

| Fund Name              |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 490 - Solid Waste Fund | Expense | One Time | \$0            | \$12,451       | 0.00          | 0.00          |

### PW00358 490-86 Solid Waste MOU Transfer to Operations

Recommended

Solid Waste and the Operations Center maintain a Memorandum of Understanding for services provided by Operations crews that benefit the mission and goals of the Solid Waste division.

| Fund Name              |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 490 - Solid Waste Fund | Expense | On Going | \$181,667      | \$181,667      | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### RS00103 Risk Model Allocation - City Wide

Recommended

This DP trues-up the baseline property and liability charges, and appropriates the worker's compensation charges.

| Fund Name              |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 490 - Solid Waste Fund | Expense | On Going | \$3,612        | \$3,612        | 0.00          | 0.00          |

### 491-00 Parking Services

#### CD00146 Increase Parking Excise Tax

Recommended

This request is to increase budget for taxes owed to State of Washington for Parking permit excise tax

| Fund Name                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 491 - Parking Services Fund | Expense | On Going | \$6,000        | \$7,000        | 0.00          | 0.00          |

### 491-19 Parking Services

#### CD00103 Overtime and Payoff Expenses

Not Recommended

Fund estimated overtime and leave payoff expenses for 2019-2020.

| Fund Name                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 491 - Parking Services Fund | Expense | On Going | \$2,411        | \$2,411        | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CD00132 Baseline Building Repair Fund

Recommended

This budget request is to have funds available for unforeseen repair projects.

| Fund Name                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 491 - Parking Services Fund | Expense | On Going | \$25,000       | \$25,000       | 0.00          | 0.00          |

### CD00133 Parking Program Consulting Baseline

Recommended

This DP extends funding for Parking Program consulting. The City's on- and off-street parking will require periodic and ongoing input from a technical expert as issues and innovative ideas are proposed to maximize the use of public parking resources.

| Fund Name                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 491 - Parking Services Fund | Expense | One Time | \$50,000       | \$0            | 0.00          | 0.00          |

### CD00134 Electric Vehicle Charging Stations in Lot 18

Recommended

Budget request to install Level 2 electric vehicle charging stations in the Vancouver Center Garage.

| Fund Name                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 491 - Parking Services Fund | Revenue | One Time | \$0            | \$20,000       | 0.00          | 0.00          |
| 491 - Parking Services Fund | Expense | One Time | \$0            | \$20,000       | 0.00          | 0.00          |

### CD00135 Uniform Budget Increase

Not Recommended

Parking Efficiency Study recommended uniform improvements and to raise the uniform budget.

| Fund Name                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 491 - Parking Services Fund | Expense | On Going | \$10,500       | \$7,175        | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CD00136 New 0.5 FTE Maintenance position

Recommended

This request is for a half-time Parking Combo Officer to collect revenue from our pay stations and meters along with a secondary function of enforcement as needed.

| Fund Name                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 491 - Parking Services Fund | Expense | On Going | \$36,856       | \$36,886       | 0.50          | 0.00          |

### CD00137 Convert Limited Term 0.5 PKG.7112 to FTE

Recommended

This request is to convert the limited term 0.5 FTE revenue funded position to a permanent position that is primarily responsible for parking enforcement.

| Fund Name                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 491 - Parking Services Fund | Expense | On Going | \$36,356       | \$36,886       | 0.50          | 0.00          |

### CD00138 Convert Limited Term 1.0 FTE PKG.015 to FTE

Recommended

This request is to convert the limited term 1.0 FTE combo officer to a permanent position that is primarily responsible for parking enforcement but can collect meter revenue when necessary.

| Fund Name                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 491 - Parking Services Fund | Expense | On Going | \$72,999       | \$74,092       | 1.00          | 0.00          |



## Submitted Decision Packages by Type

### CD00151 Court Appeals Fee Increase

Recommended

This DP requests budget to cover the increased cost of citations appeals sent to the Clark County District Court. Approximately 50 appeals are sent per month, at a cost of \$12 per appeal.

| Fund Name                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 491 - Parking Services Fund | Expense | On Going | \$7,200        | \$7,200        | 0.00          | 0.00          |

### CD00152 Replace 2008 Chevy Uplander #2145

Recommended

This request is to replace 2008 Chevy Uplander #2145 for a full size van with a lift to aid in collections and maintenance for Parking Services

| Fund Name                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 491 - Parking Services Fund | Revenue | One Time | \$27,696       | \$0            | 0.00          | 0.00          |
| 491 - Parking Services Fund | Expense | One Time | \$55,392       | \$0            | 0.00          | 0.00          |
| 491 - Parking Services Fund | Expense | On Going | \$1,800        | \$1,800        | 0.00          | 0.00          |

### CW00100 Equipment Services Admin Charge True-Up - Citywide

Recommended

Each asset in is charged an annual admin fee to support the administrative costs of managing the fleet. In 2019-20 the admin fee is budgeted at \$252 per asset and will be trued up annually in the budget.

| Fund Name                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 491 - Parking Services Fund | Expense | On Going | \$2,016        | \$2,016        | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CW00101 Equipment Services Labor & Repair Charge True-Up - Citywide

Recommended

Equipment Services (504) provides vehicle parts and labor and charges based on usage to departments monthly through interfund transaction. This decision package increases baseline to support the increased rates and service to the Citywide fleet.

| Fund Name                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 491 - Parking Services Fund | Expense | On Going | \$13,150       | \$13,150       | 0.00          | 0.00          |

### CW00102 Equipment Services Rental Across Funds True-Up - Citywide

Recommended

This decision package supports interfund charging between departments for use of assets and provides offsetting revenue for lending departments using averages in the last biennium.

| Fund Name                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 491 - Parking Services Fund | Expense | On Going | \$2,000        | \$2,000        | 0.00          | 0.00          |

### CW00103 Overhead for Interdepartmental Direct Charging

Recommended

Overhead baseline adjustment to support salaries direct charged to funds borrowing services from another fund. The service is charged directly with overhead applied monthly.

| Fund Name                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 491 - Parking Services Fund | Expense | On Going | \$24,879       | \$26,279       | 0.00          | 0.00          |

### CW00104 Paid Family & Medical Leave Act - Employer 37% Portion

Recommended

In 2019, Paid Family and Medical Leave will require 37% of 0.4% of total compensation to be supported by the employer. This decision package reflects that amounts needed in 2019-20 for the premium to remit quarterly.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                             |         |          |       |       |      |      |
|-----------------------------|---------|----------|-------|-------|------|------|
| 491 - Parking Services Fund | Expense | On Going | \$802 | \$816 | 0.00 | 0.00 |
|-----------------------------|---------|----------|-------|-------|------|------|

### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 491 - Parking Services Fund | Expense | On Going | (\$8,308)      | (\$8,308)      | 0.00          | 0.00          |

### CW00107 Grounds and Facilities Overhead Rate - Baseline

Recommended

To provide baseline budget for the support of the internal services of Grounds and Facilities departments.

| Fund Name                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 491 - Parking Services Fund | Expense | On Going | \$4,929        | \$5,077        | 0.00          | 0.00          |

### CW00108 Grounds and Facilities Overhead Rate - Support 19-20 Recommended Decision Packages

Recommended

To provide budget for the support of the internal services of Grounds and Facilities departments for new biennial requests.

| Fund Name                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 491 - Parking Services Fund | Expense | On Going | \$1,962        | \$1,648        | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CW00109 Paid Family & Medical Leave Act - Employee 63% Portion Supported by City of Vancouver

Not Recommended

In 2019 Paid Family and Medical Leave will require 63% of 0.4% of total compensation to be supported by the Employee. The intent of this decision package is for City of Vancouver to support that expense instead of the employee.

| Fund Name                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 491 - Parking Services Fund | Expense | On Going | \$838          | \$858          | 0.00          | 0.00          |

### CW00114 Permeable Surface Rates

Recommended

The Surface Water Management Fund 443 charges a fee for hard surfaces where water cannot naturally run off and absorb into the ground. This is the incremental adjustment to baseline.

| Fund Name                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 491 - Parking Services Fund | Expense | On Going | \$891          | \$1,161        | 0.00          | 0.00          |

### CW00116 City Hall Rent and O&M

Recommended

Allocates the rent and O&M for City Hall.

| Fund Name                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 491 - Parking Services Fund | Expense | On Going | \$43,547       | \$44,118       | 0.00          | 0.00          |

### EQ00102 504-78 Replace and Add Vehicles to City Hall Motor Pool

Recommended

This package requests funding to replace three existing non-replacement motor pool vehicles and add two motor vehicles at City Hall to be supported through allocation to departments at City Hall.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                             |         |          |         |       |      |      |
|-----------------------------|---------|----------|---------|-------|------|------|
| 491 - Parking Services Fund | Expense | On Going | \$294   | \$521 | 0.00 | 0.00 |
| 491 - Parking Services Fund | Expense | One Time | \$1,324 | \$912 | 0.00 | 0.00 |

### EQ00107 2019-20 Citywide Equipment Reserve Model True-Up

Recommended

True up of appropriation in Equipment ER&R (595200) to support replacement of assets based on asset lifecycle.

| Fund Name                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 491 - Parking Services Fund | Expense | On Going | \$9,508        | \$9,508        | 0.00          | 0.00          |

### EQ00109 2019-20 Equipment Operating Fund True-Up

Recommended

Increase budget for departments for potential rate increases in 2019-20 to support the Equipment Services Operating Fund

| Fund Name                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 491 - Parking Services Fund | Expense | On Going | \$8,559        | \$7,067        | 0.00          | 0.00          |

### FS00105 eDocs Software Licenses

Recommended

Purchase eDocs licenses for various city employees across the City. Continue to enhance the functionality and usage of eDocs to allow City employees to easily search and find records by increasing profile fields and libraries.

| Fund Name                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 491 - Parking Services Fund | Expense | On Going | \$3,738        | \$621          | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### FS00106 Increased Banking Service Fees

Recommended

Increase the banking services baseline budget to account for increased on-line payments in CED due to electronic building plan submittals and additional parking pay station installations.

| Fund Name                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 491 - Parking Services Fund | Expense | On Going | \$50,000       | \$50,000       | 0.00          | 0.00          |

### IT00134 T2 Parking System Subscriptions

Recommended

This decision package is for the maintenance and support fees for T-2 (Parking) applications. The costs are for subscriptions to use the software for the City's parking program.

| Fund Name                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 491 - Parking Services Fund | Expense | On Going | \$33,000       | \$34,650       | 0.00          | 0.00          |

### IT00139 506 Allocations

Recommended

Allocates 506 Baseline and DPs not paid for out of the fund balance.

| Fund Name                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 491 - Parking Services Fund | Expense | On Going | \$13,445       | \$10,875       | 0.00          | 0.00          |

### PL00119 Parking Mobile Enforcement App for Neighborhood Parking Enforcement

Recommended

VPD is scheduled to start parking enforcement in 2018. The parking app, used by Parking Enforcement, will need to be added as an ongoing expense in 19-20. This also estimates revenue generated by the unit and transferred from Parking Fund to General Fund.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                             |         |          |          |          |      |      |
|-----------------------------|---------|----------|----------|----------|------|------|
| 491 - Parking Services Fund | Expense | On Going | \$25,000 | \$25,000 | 0.00 | 0.00 |
|-----------------------------|---------|----------|----------|----------|------|------|

### RS00103 Risk Model Allocation - City Wide

Recommended

This DP trues-up the baseline property and liability charges, and appropriates the worker's compensation charges.

| Fund Name                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 491 - Parking Services Fund | Expense | On Going | \$27,112       | \$27,112       | 0.00          | 0.00          |

### 497-39 Tennis Center

#### FS00105 eDocs Software Licenses

Recommended

Purchase eDocs licenses for various city employees across the City. Continue to enhance the functionality and usage of eDocs to allow City employees to easily search and find records by increasing profile fields and libraries.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 497 - Tennis Center Fund | Expense | On Going | \$2,492        | \$414          | 0.00          | 0.00          |

#### PR00117 Professional Services Tennis Center Operations Ongoing

Recommended

For operation and maintenance of the Vancouver Tennis Center, contracting with USTA-NW, to provide a moderately priced tennis facility to patrons while improving the financial stability of the center, thus remaining a community asset for years to come.

| Fund Name                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 497 - Tennis Center Fund | Revenue | On Going | \$1,005,082    | \$1,024,064    | 0.00          | 0.00          |
| 497 - Tennis Center Fund | Expense | On Going | \$615,503      | \$631,097      | -3.75         | 0.00          |

## Submitted Decision Packages by Type

### 501-00 Facilities Replacement

#### FM00144 Proceeds from Sale of Old Fire Stations 1 and 2

Recommended

Appropriation of revenue for the expected sale of old Fire Stations 1 & 2.

| Fund Name                                                 |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 501 - Facilities Asset Mgmt & Replacement Reserve<br>Fund | Revenue | One Time | \$1,700,000    | \$0            | 0.00          | 0.00          |

#### GG00101 Sales Tax Revenue Increase Supporting New Operations Center

Recommended

Increased sales tax revenue will be used to support the new operations center construction costs and potential debt service.

| Fund Name                                                 |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 501 - Facilities Asset Mgmt & Replacement Reserve<br>Fund | Revenue | One Time | \$3,000,000    | \$3,000,000    | 0.00          | 0.00          |

#### GG00104 Increase General Fund Support of New Operations Center

Recommended

Set aside additional General Fund support for the new Operations Center construction.

| Fund Name                                                 |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 501 - Facilities Asset Mgmt & Replacement Reserve<br>Fund | Revenue | One Time | \$800,000      | \$700,000      | 0.00          | 0.00          |

### 501-77 Facilities Replacement



## Submitted Decision Packages by Type

### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name                                              |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 501 - Facilities Asset Mgmt & Replacement Reserve Fund | Expense | On Going | \$139          | \$139          | 0.00          | 0.00          |

### FM00101 2018 Carryforward - City Hall 4th Floor Water Leak

Recommended

This decision package provides funding in 2019 to repair a water leak on the 4th Floor that will not be completed until the next biennium.

| Fund Name                                              |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 501 - Facilities Asset Mgmt & Replacement Reserve Fund | Expense | One Time | \$150,000      | \$0            | 0.00          | 0.00          |

### FM00102 2018 Carryforward - Historic Museum

Recommended

This decision package provides funding in 2019 for repairs at the Clark County Historic Museum that will not be completed until the next biennium.

| Fund Name                                              |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 501 - Facilities Asset Mgmt & Replacement Reserve Fund | Expense | One Time | \$110,000      | \$0            | 0.00          | 0.00          |

### FM00103 2018 Carryforward - Esther Short Park

Recommended

This decision package provides funding in 2019 for repairs at the Slocum House that will not be completed until the next biennium.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## City of Vancouver 2019-20 Biennium Budget

### Submitted Decision Packages by Type

|                                                        |         |          |          |     |      |      |
|--------------------------------------------------------|---------|----------|----------|-----|------|------|
| 501 - Facilities Asset Mgmt & Replacement Reserve Fund | Expense | One Time | \$21,000 | \$0 | 0.00 | 0.00 |
|--------------------------------------------------------|---------|----------|----------|-----|------|------|

#### FM00104 2018 Carryforward - Marine Park

Recommended

This decision package provides funding in 2019 for repairs at Marine Park that will not be completed until the next biennium.

| Fund Name                                              |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 501 - Facilities Asset Mgmt & Replacement Reserve Fund | Expense | One Time | \$105,000      | \$0            | 0.00          | 0.00          |

#### FM00105 2018 Carryforward - Marshall Community Center

Recommended

This decision package provides funding in 2019 for repairs at the Marshall Community Center that will not be completed until the next biennium.

| Fund Name                                              |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 501 - Facilities Asset Mgmt & Replacement Reserve Fund | Expense | One Time | \$62,113       | \$0            | 0.00          | 0.00          |

#### FM00106 2018 Carryforward - VPD West Precinct

Recommended

This decision package provides funding in 2019 for repairs at the VPD West Precinct that will not be completed until the next biennium.

| Fund Name                                              |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 501 - Facilities Asset Mgmt & Replacement Reserve Fund | Expense | One Time | \$455,000      | \$0            | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### FM00113 AM Amtrak

Not Recommended

The Asset Management program within Facilities provides for programmed major maintenance to extend the minimum life of the Amtrak Rail Station.

| Fund Name                                              |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 501 - Facilities Asset Mgmt & Replacement Reserve Fund | Expense | One Time | \$30,000       | \$0            | 0.00          | 0.00          |

### FM00114 AM City Hall

Recommended

The Asset Management program within Facilities provides for programmed major maintenance to extend the minimum life of the City Hall building.

| Fund Name                                              |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 501 - Facilities Asset Mgmt & Replacement Reserve Fund | Expense | One Time | \$430,000      | \$50,000       | 0.00          | 0.00          |

### FM00115 AM Historic Museum

Recommended

The Asset Management program within Facilities provides for programmed major maintenance to extend the minimum life of the Clark County Historic Museum.

| Fund Name                                              |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 501 - Facilities Asset Mgmt & Replacement Reserve Fund | Expense | One Time | \$75,000       | \$10,000       | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### FM00116 AM Webber Machine Building

Recommended

The Asset Management program within Facilities provides for programmed major maintenance to extend the minimum life of the Webber Machine Building.

| Fund Name                                              |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 501 - Facilities Asset Mgmt & Replacement Reserve Fund | Expense | One Time | \$50,000       | \$0            | 0.00          | 0.00          |

### FM00117 AM Firstenburg Community Center

Recommended

The Asset Management program within Facilities provides for programmed major maintenance to extend the minimum life of the Firstenburg Community Center.

| Fund Name                                              |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 501 - Facilities Asset Mgmt & Replacement Reserve Fund | Expense | One Time | \$1,085,000    | \$670,000      | 0.00          | 0.00          |

### FM00118 AM Luepke Senior Center

Recommended

The Asset Management program within Facilities provides for programmed major maintenance to extend the minimum life of the Luepke Senior Center.

| Fund Name                                              |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 501 - Facilities Asset Mgmt & Replacement Reserve Fund | Expense | One Time | \$235,000      | \$75,000       | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### FM00119 AM Marine Park

Recommended

The Asset Management program within Facilities provides for programmed major maintenance to extend the minimum life of Marine Park.

| Fund Name                                              |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 501 - Facilities Asset Mgmt & Replacement Reserve Fund | Expense | One Time | \$0            | \$15,000       | 0.00          | 0.00          |

### FM00120 AM Marshall Community Center

Recommended

The Asset Management program within Facilities provides for programmed major maintenance to extend the minimum life of the Marshall Community Center.

| Fund Name                                              |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 501 - Facilities Asset Mgmt & Replacement Reserve Fund | Expense | One Time | \$20,000       | \$100,000      | 0.00          | 0.00          |

### FM00121 AM Marshall Park

Not Recommended

The Asset Management program within Facilities provides for programmed major maintenance to extend the minimum life of Marshall Park facilities.

| Fund Name                                              |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 501 - Facilities Asset Mgmt & Replacement Reserve Fund | Expense | One Time | \$0            | \$50,000       | 0.00          | 0.00          |

### FM00122 AM Wintler Park

Not Recommended

The Asset Management program within Facilities provides for programmed major maintenance to extend the minimum life of Wintler Park facilities.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                                                        |         |          |          |     |      |      |
|--------------------------------------------------------|---------|----------|----------|-----|------|------|
| 501 - Facilities Asset Mgmt & Replacement Reserve Fund | Expense | One Time | \$20,000 | \$0 | 0.00 | 0.00 |
|--------------------------------------------------------|---------|----------|----------|-----|------|------|

### FM00123 AM VPD East Precinct

Recommended

The Asset Management program within Facilities provides for programmed major maintenance to extend the minimum life of the VPD East Precinct.

| Fund Name                                              |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 501 - Facilities Asset Mgmt & Replacement Reserve Fund | Expense | One Time | \$555,000      | \$460,000      | 0.00          | 0.00          |

### FM00124 AM VPD Evidence

Recommended

The Asset Management program within Facilities provides for programmed major maintenance to extend the minimum life of the VPD Evidence building.

| Fund Name                                              |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 501 - Facilities Asset Mgmt & Replacement Reserve Fund | Expense | One Time | \$275,000      | \$0            | 0.00          | 0.00          |

### FM00125 AM VPD Headquarters

Recommended

The Asset Management program within Facilities provides for programmed major maintenance to extend the minimum life of the VPD Headquarters building.

| Fund Name                                              |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 501 - Facilities Asset Mgmt & Replacement Reserve Fund | Expense | One Time | \$270,000      | \$0            | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### FM00126 AM VPD West Precinct

Recommended

The Asset Management program within Facilities provides for programmed major maintenance to extend the minimum life of the VPD West Precinct.

| Fund Name                                              |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 501 - Facilities Asset Mgmt & Replacement Reserve Fund | Expense | One Time | \$0            | \$350,000      | 0.00          | 0.00          |

### FM00127 Esther Short Park Improvements

Recommended

The Asset Management program provides for programmed maintenance to extend the minimum life of a building. This package requests additional funding to increase asset life.

| Fund Name                                              |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 501 - Facilities Asset Mgmt & Replacement Reserve Fund | Expense | One Time | \$39,000       | \$0            | 0.00          | 0.00          |

### FM00128 Firstenburg Community Center - Remodel Lobby

Recommended

This decision package requests additional funding to demolish the existing café and remodel the lobby at Firstenburg Community Center.

| Fund Name                                              |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 501 - Facilities Asset Mgmt & Replacement Reserve Fund | Expense | One Time | \$30,000       | \$0            | 0.00          | 0.00          |

### FM00129 Marshall Community Center - Add Generator

Recommended

This decision package requests additional funding to add a generator at the Marshall Community Center.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                                                        |         |          |           |     |      |      |
|--------------------------------------------------------|---------|----------|-----------|-----|------|------|
| 501 - Facilities Asset Mgmt & Replacement Reserve Fund | Expense | One Time | \$550,000 | \$0 | 0.00 | 0.00 |
|--------------------------------------------------------|---------|----------|-----------|-----|------|------|

### FM00130 VPD West Precinct Improvements

Recommended

This decision package requests additional funding to replace windows with bullet-proof glass and also replace heat pumps and card security systems.

| Fund Name                                              |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 501 - Facilities Asset Mgmt & Replacement Reserve Fund | Expense | One Time | \$225,000      | \$160,000      | 0.00          | 0.00          |

### FM00131 Fire/Security Upgrades

Recommended

This decision package requests additional funding for fire panel upgrades and security cameras at multiple locations.

| Fund Name                                              |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 501 - Facilities Asset Mgmt & Replacement Reserve Fund | Expense | One Time | \$169,230      | \$90,000       | 0.00          | 0.00          |

### FM00132 AM - Fire Station 3

Recommended

The Asset Management program within Facilities provides for programmed major maintenance to extend the minimum life of Fire Station 3.

| Fund Name                                              |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 501 - Facilities Asset Mgmt & Replacement Reserve Fund | Expense | One Time | \$3,500        | \$0            | 0.00          | 0.00          |



## Submitted Decision Packages by Type

### FM00134 AM - Fire Station 5

Recommended

The Asset Management program within Facilities provides for programmed major maintenance to extend the minimum life of Fire Station 5.

| Fund Name                                              |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 501 - Facilities Asset Mgmt & Replacement Reserve Fund | Expense | One Time | \$271,000      | \$234,000      | 0.00          | 0.00          |

### FM00135 AM - Fire Station 7

Recommended

The Asset Management program within Facilities provides for programmed major maintenance to extend the minimum life of Fire Station 7.

| Fund Name                                              |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 501 - Facilities Asset Mgmt & Replacement Reserve Fund | Expense | One Time | \$0            | \$170,000      | 0.00          | 0.00          |

### FM00137 AM - Fire Station 9

Recommended

The Asset Management program within Facilities provides for programmed major maintenance to extend the minimum life of Fire Station 9.

| Fund Name                                              |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 501 - Facilities Asset Mgmt & Replacement Reserve Fund | Expense | One Time | \$0            | \$335,000      | 0.00          | 0.00          |

### FM00138 AM - Fire Station 10

Recommended

The Asset Management program within Facilities provides for programmed major maintenance to extend the minimum life of Fire Station 10.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## City of Vancouver 2019-20 Biennium Budget

### Submitted Decision Packages by Type

|                                                        |         |          |     |          |      |      |
|--------------------------------------------------------|---------|----------|-----|----------|------|------|
| 501 - Facilities Asset Mgmt & Replacement Reserve Fund | Expense | One Time | \$0 | \$78,500 | 0.00 | 0.00 |
|--------------------------------------------------------|---------|----------|-----|----------|------|------|

#### FM00140 Asset Management Contingency

Recommended

Contingency funding for capital projects.

| Fund Name                                              |         |          | 2019 Budget | 2020 Budget | 2019 Staff | 2020 Staff |
|--------------------------------------------------------|---------|----------|-------------|-------------|------------|------------|
| 501 - Facilities Asset Mgmt & Replacement Reserve Fund | Expense | One Time | \$151,200   | \$151,200   | 0.00       | 0.00       |

#### FM00141 Fire Asset Management Contingency

Recommended

Contingency funding for fire capital projects.

| Fund Name                                              |         |          | 2019 Budget | 2020 Budget | 2019 Staff | 2020 Staff |
|--------------------------------------------------------|---------|----------|-------------|-------------|------------|------------|
| 501 - Facilities Asset Mgmt & Replacement Reserve Fund | Expense | One Time | \$26,500    | \$26,500    | 0.00       | 0.00       |

#### PW00314 448-83 Operations Center Redevelopment

Recommended

This decision package funds property acquisition and design costs for the Operations Center Redevelopment project.

| Fund Name                                              |         |          | 2019 Budget | 2020 Budget | 2019 Staff | 2020 Staff |
|--------------------------------------------------------|---------|----------|-------------|-------------|------------|------------|
| 501 - Facilities Asset Mgmt & Replacement Reserve Fund | Expense | One Time | \$2,491,632 | \$0         | 0.00       | 0.00       |

#### 504-78 Equipment Services Operations

## Submitted Decision Packages by Type

### CD00110 Building Inspector III - Revenue Dependent

Recommended

The purpose of this position is to assist with the increased inspection workload associated with the higher level of complex development projects currently in the pipeline.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 504 - Equipment Services Operations Fund | Revenue | On Going | \$0            | \$4,252        | 0.00          | 0.00          |

### CM00125 Community Relations Van On-Going Costs

Recommended

The DP appropriates the on-going costs for the Community Relations van purchased in 2018.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 504 - Equipment Services Operations Fund | Revenue | On Going | \$4,252        | \$4,252        | 0.00          | 0.00          |

### CW00100 Equipment Services Admin Charge True-Up - Citywide

Recommended

Each asset in is charged an annual admin fee to support the administrative costs of managing the fleet. In 2019-20 the admin fee is budgeted at \$252 per asset and will be trued up annually in the budget.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 504 - Equipment Services Operations Fund | Revenue | On Going | (\$65,110)     | (\$65,110)     | 0.00          | 0.00          |
| 504 - Equipment Services Operations Fund | Expense | On Going | \$6,300        | \$6,300        | 0.00          | 0.00          |

### CW00101 Equipment Services Labor & Repair Charge True-Up - Citywide

Recommended

Equipment Services (504) provides vehicle parts and labor and charges based on usage to departments monthly through interfund transaction. This decision package increases baseline to support the increased rates and service to the Citywide fleet.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## City of Vancouver 2019-20 Biennium Budget

### Submitted Decision Packages by Type

|                                          |         |          |             |               |      |      |
|------------------------------------------|---------|----------|-------------|---------------|------|------|
| 504 - Equipment Services Operations Fund | Expense | On Going | \$15,000    | \$15,000      | 0.00 | 0.00 |
| 504 - Equipment Services Operations Fund | Revenue | On Going | (\$940,050) | (\$1,140,049) | 0.00 | 0.00 |

#### CW00104 Paid Family & Medical Leave Act - Employer 37% Portion

Recommended

In 2019, Paid Family and Medical Leave will require 37% of 0.4% of total compensation to be supported by the employer. This decision package reflects that amounts needed in 2019-20 for the premium to remit quarterly.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 504 - Equipment Services Operations Fund | Expense | On Going | \$2,710        | \$2,735        | 0.00          | 0.00          |

#### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 504 - Equipment Services Operations Fund | Expense | On Going | (\$16,226)     | (\$16,226)     | 0.00          | 0.00          |

#### CW00109 Paid Family & Medical Leave Act - Employee 63% Portion Supported by City of Vancouver

Not Recommended

In 2019 Paid Family and Medical Leave will require 63% of 0.4% of total compensation to be supported by the Employee. The intent of this decision package is for City of Vancouver to support that expense instead of the employee.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 504 - Equipment Services Operations Fund | Expense | On Going | \$4,495        | \$4,538        | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CW00115 WSD Cost Allocation Plan

Recommended

Provide incremental budget for the Water Sewer Drainage Cost Plan based on revised calculation from accounting. Administrative costs are expensed to 445 water fund, then distributed out to respective departments based on services provided.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 504 - Equipment Services Operations Fund | Expense | On Going | (\$27,662)     | (\$27,662)     | 0.00          | 0.00          |

### EQ00100 504-78 Restore Salary Objects

Recommended

This package restores budget for overtime, callback pay, shift difference, other premium pay types and vacation cash outs.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 504 - Equipment Services Operations Fund | Expense | On Going | \$91,006       | \$91,006       | 0.00          | 0.00          |

### EQ00101 504-78 Convert Limited Term Mechanic Positions to FTE

Not Recommended

This package requests two limited term mechanic positions approved in the 2017-18 Budget be converted to permanently funded positions.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 504 - Equipment Services Operations Fund | Expense | On Going | \$0            | \$204,518      | 0.00          | 2.00          |

### EQ00102 504-78 Replace and Add Vehicles to City Hall Motor Pool

Recommended

This package requests funding to replace three existing non-replacement motor pool vehicles and add two motor vehicles at City Hall to be supported through allocation to departments at City Hall.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 504 - Equipment Services Operations Fund | Revenue | On Going | \$19,996       | \$35,452       | 0.00          | 0.00          |

## City of Vancouver 2019-20 Biennium Budget

### Submitted Decision Packages by Type

|                                          |         |          |          |          |      |      |
|------------------------------------------|---------|----------|----------|----------|------|------|
| 504 - Equipment Services Operations Fund | Revenue | One Time | \$89,992 | \$61,989 | 0.00 | 0.00 |
| 504 - Equipment Services Operations Fund | Expense | On Going | \$15,250 | \$27,200 | 0.00 | 0.00 |
| 504 - Equipment Services Operations Fund | Expense | One Time | \$90,000 | \$62,000 | 0.00 | 0.00 |

#### EQ00103 504-78 Repairs to Fuel Tank Piping System

Recommended

This decision package requests one-time funding for repairs to the fuel tank piping system at the Operations Center fuel site.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 504 - Equipment Services Operations Fund | Expense | One Time | \$125,000      | \$0            | 0.00          | 0.00          |
| 504 - Equipment Services Operations Fund | Expense | On Going | \$26,194       | \$26,063       | 0.00          | 0.00          |

#### EQ00104 504-78 Replacement of Equipment Shop Compressors and Piping

Recommended

This request is for one-time funding to replace the operation center's shop air compressors and air supply line.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 504 - Equipment Services Operations Fund | Expense | On Going | \$12,573       | \$12,510       | 0.00          | 0.00          |
| 504 - Equipment Services Operations Fund | Expense | One Time | \$60,000       | \$0            | 0.00          | 0.00          |

#### EQ00107 2019-20 Citywide Equipment Reserve Model True-Up

Recommended

True up of appropriation in Equipment ER&R (595200) to support replacement of assets based on asset lifecycle.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 504 - Equipment Services Operations Fund | Expense | On Going | \$4,264        | \$8,014        | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### EQ00109 2019-20 Equipment Operating Fund True-Up

Recommended

Increase budget for departments for potential rate increases in 2019-20 to support the Equipment Services Operating Fund

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 504 - Equipment Services Operations Fund | Revenue | On Going | \$1,305,326    | \$1,089,839    | 0.00          | 0.00          |

### FR00100 Four (4) Additional Revenue-Dependent Fire Code Officers

Recommended

Four additional revenue-dependent fire code officers are needed to increase number of annual inspections completed and reduce duration between inspection cycles. They are responsible for 90% of total cost.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 504 - Equipment Services Operations Fund | Revenue | On Going | \$5,808        | \$5,808        | 0.00          | 0.00          |

### FR00110 New Engine 11 - Fleet Addition

Recommended

Engine 11 will be ordered during 2019 but delivered and set up in early 2020. Cost includes purchase of the asset and all equipment needed to outfit the engine. Fire will place in service following completion of Station 11.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 504 - Equipment Services Operations Fund | Revenue | On Going | \$0            | \$15,126       | 0.00          | 0.00          |

### FS00105 eDocs Software Licenses

Recommended

Purchase eDocs licenses for various city employees across the City. Continue to enhance the functionality and usage of eDocs to allow City employees to easily search and find records by increasing profile fields and libraries.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 504 - Equipment Services Operations Fund | Expense | On Going | \$8,722        | \$1,449        | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### IT00135 Purchase IT Vehicle

Recommended

This decision package is to procure a small cargo van that will replace a current vehicle that is beyond it's useful life to assist the IT department in supporting and maintaining street light infrastructure and act as a general IT vehicle.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 504 - Equipment Services Operations Fund | Revenue | On Going | \$2,200        | \$2,200        | 0.00          | 0.00          |

### IT00139 506 Allocations

Recommended

Allocates 506 Baseline and DPs not paid for out of the fund balance.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 504 - Equipment Services Operations Fund | Expense | On Going | \$40,205       | \$33,997       | 0.00          | 0.00          |

### LS00100 Non-Replacement Vehicle Replacement

Recommended

The City Attorney's Office Domestic Violence Unit requires the use of a City vehicle for purposes of delivering subpoenas and contacting witnesses.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 504 - Equipment Services Operations Fund | Revenue | On Going | \$2,252        | \$2,252        | 0.00          | 0.00          |

### PL00107 Special Operations 3 Patrol Vehicles

Recommended

Provides vehicle to 3 new members of Special Operations per the LEC MOU that requires each agency to provide a vehicle.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 504 - Equipment Services Operations Fund | Revenue | On Going | \$24,756       | \$24,756       | 0.00          | 0.00          |



## Submitted Decision Packages by Type

### PL00122 New Positions 2019 - 1 Drug Task Force Detective

Recommended

Provide increased investigations to disrupt drug trafficking in Southwest Washington as supported by the 2020 plan adopted by the CRT.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 504 - Equipment Services Operations Fund | Revenue | On Going | \$3,696        | \$3,696        | 0.00          | 0.00          |

### PL00123 New Positions 2019 - 1 Gang Task Force Detective

Recommended

Enhance partnerships with local schools to address juvenile grant-related crime as supported by the 2020 plan adopted by the CRT.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 504 - Equipment Services Operations Fund | Revenue | On Going | \$3,696        | \$3,696        | 0.00          | 0.00          |

### PL00124 New Positions 2019 - 4 Patrol Officers

Recommended

Increase community satisfaction with police services by 5% in 2 years. Enhance minimum staffing for overlapping shifts during peak call volume as supported by the 2020 plan adopted by the CRT.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 504 - Equipment Services Operations Fund | Revenue | On Going | \$18,442       | \$18,442       | 0.00          | 0.00          |
| 504 - Equipment Services Operations Fund | Revenue | One Time | \$4,000        | \$0            | 0.00          | 0.00          |

### PL00125 New Positions 2019 - 1 Traffic Officer

Recommended

Increase neighborhood and school zone traffic emphasis patrols by 25% as supported by the 2020 plan adopted by the CRT.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 504 - Equipment Services Operations Fund | Revenue | On Going | \$9,221        | \$9,221        | 0.00          | 0.00          |

## Submitted Decision Packages by Type

|                                          |         |          |         |     |      |      |
|------------------------------------------|---------|----------|---------|-----|------|------|
| 504 - Equipment Services Operations Fund | Revenue | One Time | \$1,000 | \$0 | 0.00 | 0.00 |
|------------------------------------------|---------|----------|---------|-----|------|------|

### PL00126 New Positions 2019 - 1 Traffic Sergeant

Recommended

Increase supervision for the Traffic Unit, assist with the reduction of serious crashes in target areas, improve community satisfaction with traffic enforcement as supported by the 2020 plan adopted by the CRT.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 504 - Equipment Services Operations Fund | Revenue | One Time | \$1,000        | \$0            | 0.00          | 0.00          |
| 504 - Equipment Services Operations Fund | Revenue | On Going | \$9,221        | \$9,221        | 0.00          | 0.00          |

### PL00127 New Positions 2019 - 2 Police Service Techs for Traffic

Recommended

Free 1.5 traffic officers for enforcement by assisting with reports and research, media event planning and outreach education as supported by the 2020 plan adopted by the CRT.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 504 - Equipment Services Operations Fund | Revenue | On Going | \$252          | \$252          | 0.00          | 0.00          |

### PL00129 New Positions 2020 - 4 Neighborhood Police Officers

Recommended

Improve VPD community satisfaction with relationship building through proactive outreach to address livability issues as supported by the 2020 plan adopted by the CRT.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 504 - Equipment Services Operations Fund | Revenue | On Going | \$0            | \$36,883       | 0.00          | 0.00          |
| 504 - Equipment Services Operations Fund | Revenue | One Time | \$0            | \$4,000        | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PL00130 New Positions 2020 - 2 Patrol Sergeants

Recommended

Reduce staffing fatigue, increase community satisfaction with police emergency response, relationship building, investigations and solving crime.  
Enhance supervision of patrol units as supported by the 2020 plan adopted by the CRT.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 504 - Equipment Services Operations Fund | Revenue | One Time | \$0            | \$2,000        | 0.00          | 0.00          |
| 504 - Equipment Services Operations Fund | Revenue | On Going | \$0            | \$18,190       | 0.00          | 0.00          |

### PL00138 Urban Camping Impact Reduction - VPD 1.0 Patrol FTE and Overtime

Recommended

Supporting efforts for urban camping reduction through increase in 1.0 FTE VPD Patrol Officer and overtime for 8 Patrol Officers estimated at 10 hours per week using average overtime rate.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 504 - Equipment Services Operations Fund | Revenue | On Going | \$9,221        | \$9,221        | 0.00          | 0.00          |

### PW00101 Ongoing Support For Operations GPS/AVL Implementation

Not Recommended

This decision package requests ongoing funding for GPS/AVL capability in select city vehicles at the Operations Center.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 504 - Equipment Services Operations Fund | Expense | One Time | \$5,210        | \$0            | 0.00          | 0.00          |
| 504 - Equipment Services Operations Fund | Expense | On Going | \$5,100        | \$5,100        | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00104 508-77 Add FTE Building Systems Technician Position

Recommended

This decision package creates and adds a Building Systems Technician position to Facilities Maintenance. This position would be equivalent to an Electrician position and manage all security and electrical building systems.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 504 - Equipment Services Operations Fund | Revenue | On Going | \$4,752        | \$4,752        | 0.00          | 0.00          |

### PW00110 508-75 Add 2.0 FTE and Increase Maintenance Service Levels for Parks - Contingency (Original Request of 6.0 FTE)

Recommended

This decision package requests 2.0 FTE to increase parks maintenance service levels as recommended by the 2018 Total Cost of Ownership study. (Original request of 6.0 FTE). Revised to contingency in 2020; requires approval before filling positions.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 504 - Equipment Services Operations Fund | Revenue | On Going | \$0            | \$23,500       | 0.00          | 0.00          |

### PW00125 445-76 Add FTE Water Maintenance SCADA Technician

Recommended

This package adds a SCADA technician position to create safeguards for the city's water system.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 504 - Equipment Services Operations Fund | Revenue | On Going | \$4,452        | \$4,452        | 0.00          | 0.00          |

### PW00126 445-76 Add FTE Water Maintenance Water Quality Technician

Recommended

This package adds a Water Quality Technician position to expand the City's Water Quality program and ensure the safety of the City's water system.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                                          |         |          |         |         |      |      |
|------------------------------------------|---------|----------|---------|---------|------|------|
| 504 - Equipment Services Operations Fund | Revenue | On Going | \$4,752 | \$4,752 | 0.00 | 0.00 |
|------------------------------------------|---------|----------|---------|---------|------|------|

### PW00133 508-77 Add Electrician FTE for Water/Wastewater

Not Recommended

This package adds an Electrician position to Facilities Maintenance to help maintain the electrical system within the water program.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 504 - Equipment Services Operations Fund | Revenue | On Going | \$4,452        | \$4,452        | 0.00          | 0.00          |

### PW00142 445-82 Add Construction Services Civil Engineer

Recommended

This new position would complement the existing 2 Senior Civil Engineers and 1 Civil Engineer currently on the Capital Construction team.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 504 - Equipment Services Operations Fund | Revenue | On Going | \$2,652        | \$2,652        | 0.00          | 0.00          |

### PW00143 445-82 Add FTE Senior Construction Inspector

Recommended

This new inspection position would add to COV's current compliment of inspectors on the Capital Construction team consisting of 6 inspectors (4 Specialists, 2 Seniors).

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 504 - Equipment Services Operations Fund | Revenue | On Going | \$0            | \$3,852        | 0.00          | 0.00          |

### PW00144 445-82 Add FTE Senior Construction Inspector

Recommended

This new inspection position would add to COV's current compliment of inspectors on the Capital Construction team consisting of 6 inspectors (4 Specialists, 2 Seniors).

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                                          |         |          |         |         |      |      |
|------------------------------------------|---------|----------|---------|---------|------|------|
| 504 - Equipment Services Operations Fund | Revenue | On Going | \$3,852 | \$3,852 | 0.00 | 0.00 |
|------------------------------------------|---------|----------|---------|---------|------|------|

### PW00222 102-74 Add 3 FTE Streets Maintenance-Sidewalk Maintenance

Not Recommended

The purpose of this position is to provide additional staffing support within the Streets & Transportation Division of Public Works including the Sidewalk Management Program and the Transportation Design Engineering section.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 504 - Equipment Services Operations Fund | Revenue | On Going | \$6,300        | \$6,300        | 0.00          | 0.00          |

### PW00237 475-76 Replace Vehicle for Operations Motor Pool

Recommended

This package requests funding to replace an existing non-replacement motor pool vehicle at the Operations Center.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 504 - Equipment Services Operations Fund | Revenue | On Going | \$2,952        | \$2,952        | 0.00          | 0.00          |

### PW00239 445-76 Add Vehicle for Meter Exchange Program

Recommended

This decision package requests funding for a new van for the meter exchange program.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 504 - Equipment Services Operations Fund | Revenue | On Going | \$4,452        | \$4,452        | 0.00          | 0.00          |

### PW00268 504-78 Additional Need for 2019-20 Vehicle Appropriation

Recommended

This decision package requests one-time funding to supplement available reserves for anticipated vehicle and equipment replacements for Equipment Services in 2019-20.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                                          |         |          |     |         |      |      |
|------------------------------------------|---------|----------|-----|---------|------|------|
| 504 - Equipment Services Operations Fund | Expense | One Time | \$0 | \$6,220 | 0.00 | 0.00 |
|------------------------------------------|---------|----------|-----|---------|------|------|

### RS00103 Risk Model Allocation - City Wide

Recommended

This DP trues-up the baseline property and liability charges, and appropriates the worker's compensation charges.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 504 - Equipment Services Operations Fund | Expense | On Going | \$137,265      | \$137,265      | 0.00          | 0.00          |

### 505-17 Equipment Repair & Replacement

#### LS00100 Non-Replacement Vehicle Replacement

Recommended

The City Attorney's Office Domestic Violence Unit requires the use of a City vehicle for purposes of delivering subpoenas and contacting witnesses.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Expense | One Time | \$28,000       | \$0            | 0.00          | 0.00          |
| 505 - Equipment Services Capital Fund | Revenue | One Time | \$28,000       | \$0            | 0.00          | 0.00          |

### 505-21 Equipment Repair & Replacement

#### CD00110 Building Inspector III - Revenue Dependent

Recommended

The purpose of this position is to assist with the increased inspection workload associated with the higher level of complex development projects currently in the pipeline.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Expense | One Time | \$0            | \$30,000       | 0.00          | 0.00          |

## Submitted Decision Packages by Type

|                                       |         |          |     |          |      |      |
|---------------------------------------|---------|----------|-----|----------|------|------|
| 505 - Equipment Services Capital Fund | Revenue | One Time | \$0 | \$30,000 | 0.00 | 0.00 |
|---------------------------------------|---------|----------|-----|----------|------|------|

### 505-32 Equipment Repair & Replacement

#### PR00111 Volunteer Management Vehicle Replacement

Recommended

Replacing a non-replacement vehicle (2019) with a crew cab truck to be used primarily for the Volunteer Management program. This assists in the transition of all department vehicles to a long-term ER&R plan.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Expense | One Time | \$46,000       | \$0            | 0.00          | 0.00          |
| 505 - Equipment Services Capital Fund | Revenue | One Time | \$46,000       | \$0            | 0.00          | 0.00          |

### 505-35 Equipment Repair & Replacement

#### PR00108 Recreation Center Vehicle Replacement for Unfunded Asset to Minivan

Recommended

Replacing a non-replacement vehicles (1101-NR), a Ford Taurus, with a minivan to be used at Firstenburg for staff use and for transport of program supplies. This assists to transition all department vehicles to a long-term ER&R plan.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Revenue | One Time | \$34,000       | \$0            | 0.00          | 0.00          |
| 505 - Equipment Services Capital Fund | Expense | One Time | \$34,000       | \$0            | 0.00          | 0.00          |



## Submitted Decision Packages by Type

### PR00120 Paratransit Vehicle ADA Grant Supported Carry Forward

Recommended

This decision package carries forward budget to purchase and set-up a paratransit van for the Recreation program. This purchase is supported by a \$78,000 grant awarded June 2018. However, a paratransit build takes over a year.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Expense | One Time | \$78,000       | \$0            | 0.00          | 0.00          |

### 505-41 Equipment Repair & Replacement

#### PW00260 444-41 Additional Need for 2019-20 Vehicle Appropriation

Recommended

This decision package requests one-time funding to supplement available reserves for anticipated vehicle and equipment replacements for Urban Forestry in 2019-20.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Expense | One Time | \$0            | \$10,867       | 0.00          | 0.00          |
| 505 - Equipment Services Capital Fund | Revenue | One Time | \$0            | \$10,867       | 0.00          | 0.00          |

### 505-61 Equipment Repair & Replacement

#### EQ00106 505/152 Citywide Vehicle and Equipment Replacements - Carry Forward Only

Recommended

Carryforward of replacement needs for city-wide vehicles and equipment from 2018. Vehicles that are not fully funded will have separate decision packages to support.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                                       |         |          |           |     |      |      |
|---------------------------------------|---------|----------|-----------|-----|------|------|
| 505 - Equipment Services Capital Fund | Expense | One Time | \$286,014 | \$0 | 0.00 | 0.00 |
|---------------------------------------|---------|----------|-----------|-----|------|------|

### PL00107 Special Operations 3 Patrol Vehicles

Recommended

Provides vehicle to 3 new members of Special Operations per the LEC MOU that requires each agency to provide a vehicle.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Revenue | One Time | \$186,000      | \$0            | 0.00          | 0.00          |
| 505 - Equipment Services Capital Fund | Expense | One Time | \$186,000      | \$0            | 0.00          | 0.00          |

### PL00108 PST S10 Truck Replacements to Cargo Van for PST's (2080, 2081)

Recommended

The S10 trucks that have been used are no longer made and is not the platform PST positions currently use. Request to upgrade vehicle 2080 and 2081 to Mini Cargo Vans.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Revenue | One Time | \$12,000       | \$11,781       | 0.00          | 0.00          |
| 505 - Equipment Services Capital Fund | Expense | One Time | \$12,000       | \$11,781       | 0.00          | 0.00          |

### PL00122 New Positions 2019 - 1 Drug Task Force Detective

Recommended

Provide increased investigations to disrupt drug trafficking in Southwest Washington as supported by the 2020 plan adopted by the CRT.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Revenue | One Time | \$32,000       | \$0            | 0.00          | 0.00          |
| 505 - Equipment Services Capital Fund | Expense | One Time | \$32,000       | \$0            | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PL00123 New Positions 2019 - 1 Gang Task Force Detective

Recommended

Enhance partnerships with local schools to address juvenile grant-related crime as supported by the 2020 plan adopted by the CRT.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Revenue | One Time | \$32,000       | \$0            | 0.00          | 0.00          |
| 505 - Equipment Services Capital Fund | Expense | One Time | \$32,000       | \$0            | 0.00          | 0.00          |

### PL00124 New Positions 2019 - 4 Patrol Officers

Recommended

Increase community satisfaction with police services by 5% in 2 years. Enhance minimum staffing for overlapping shifts during peak call volume as supported by the 2020 plan adopted by the CRT.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Revenue | One Time | \$120,000      | \$0            | 0.00          | 0.00          |
| 505 - Equipment Services Capital Fund | Expense | One Time | \$120,000      | \$0            | 0.00          | 0.00          |

### PL00125 New Positions 2019 - 1 Traffic Officer

Recommended

Increase neighborhood and school zone traffic emphasis patrols by 25% as supported by the 2020 plan adopted by the CRT.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Expense | One Time | \$60,000       | \$0            | 0.00          | 0.00          |
| 505 - Equipment Services Capital Fund | Revenue | One Time | \$60,000       | \$0            | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PL00126 New Positions 2019 - 1 Traffic Sergeant

Recommended

Increase supervision for the Traffic Unit, assist with the reduction of serious crashes in target areas, improve community satisfaction with traffic enforcement as supported by the 2020 plan adopted by the CRT.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Expense | One Time | \$60,000       | \$0            | 0.00          | 0.00          |
| 505 - Equipment Services Capital Fund | Revenue | One Time | \$60,000       | \$0            | 0.00          | 0.00          |

### PL00127 New Positions 2019 - 2 Police Service Techs for Traffic

Recommended

Free 1.5 traffic officers for enforcement by assisting with reports and research, media event planning and outreach education as supported by the 2020 plan adopted by the CRT.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Revenue | One Time | \$28,000       | \$0            | 0.00          | 0.00          |
| 505 - Equipment Services Capital Fund | Expense | One Time | \$28,000       | \$0            | 0.00          | 0.00          |

### PL00129 New Positions 2020 - 4 Neighborhood Police Officers

Recommended

Improve VPD community satisfaction with relationship building through proactive outreach to address livability issues as supported by the 2020 plan adopted by the CRT.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Revenue | One Time | \$0            | \$140,000      | 0.00          | 0.00          |
| 505 - Equipment Services Capital Fund | Expense | One Time | \$0            | \$140,000      | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PL00130 New Positions 2020 - 2 Patrol Sergeants

Recommended

Reduce staffing fatigue, increase community satisfaction with police emergency response, relationship building, investigations and solving crime.  
Enhance supervision of patrol units as supported by the 2020 plan adopted by the CRT.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Revenue | One Time | \$0            | \$60,000       | 0.00          | 0.00          |
| 505 - Equipment Services Capital Fund | Expense | One Time | \$0            | \$60,000       | 0.00          | 0.00          |

### PL00138 Urban Camping Impact Reduction - VPD 1.0 Patrol FTE and Overtime

Recommended

Supporting efforts for urban camping reduction through increase in 1.0 FTE VPD Patrol Officer and overtime for 8 Patrol Officers estimated at 10 hours per week using average overtime rate.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Expense | One Time | \$60,000       | \$0            | 0.00          | 0.00          |
| 505 - Equipment Services Capital Fund | Revenue | One Time | \$60,000       | \$0            | 0.00          | 0.00          |

### 505-71 Equipment Repair & Replacement

#### PW00258 102-71 Additional Need for 2019-20 Vehicle Appropriation

Recommended

This decision package requests one-time funding to supplement available reserves for anticipated vehicle and equipment replacements for Pavement Management in 2019-20.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Revenue | One Time | \$8,524        | \$0            | 0.00          | 0.00          |

## Submitted Decision Packages by Type

|                                       |         |          |         |     |      |      |
|---------------------------------------|---------|----------|---------|-----|------|------|
| 505 - Equipment Services Capital Fund | Expense | One Time | \$8,524 | \$0 | 0.00 | 0.00 |
|---------------------------------------|---------|----------|---------|-----|------|------|

### 505-73 Equipment Repair & Replacement

#### EQ00106 505/152 Citywide Vehicle and Equipment Replacements - Carry Forward Only

Recommended

Carryforward of replacement needs for city-wide vehicles and equipment from 2018. Vehicles that are not fully funded will have separate decision packages to support.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Expense | One Time | \$15,552       | \$0            | 0.00          | 0.00          |
| 505 - Equipment Services Capital Fund | Revenue | One Time | \$15,552       | \$0            | 0.00          | 0.00          |

### 505-74 Equipment Repair & Replacement

#### EQ00106 505/152 Citywide Vehicle and Equipment Replacements - Carry Forward Only

Recommended

Carryforward of replacement needs for city-wide vehicles and equipment from 2018. Vehicles that are not fully funded will have separate decision packages to support.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Revenue | One Time | \$307,165      | \$0            | 0.00          | 0.00          |
| 505 - Equipment Services Capital Fund | Expense | One Time | \$307,165      | \$0            | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00222 102-74 Add 3 FTE Streets Maintenance-Sidewalk Maintenance

Not Recommended

The purpose of this position is to provide additional staffing support within the Streets & Transportation Division of Public Works including the Sidewalk Management Program and the Transportation Design Engineering section.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Revenue | One Time | \$75,000       | \$0            | 0.00          | 0.00          |
| 505 - Equipment Services Capital Fund | Expense | One Time | \$75,000       | \$0            | 0.00          | 0.00          |

### PW00226 102-74 Street Maintenance - Plow and Deicer Units for New Trucks

Recommended

This package would fund the one time purchase and on-going ER&R costs for a new snow plow and deicing unit on trucks purchased to service the new Van Mall North Annexation area.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Expense | One Time | \$45,000       | \$0            | 0.00          | 0.00          |
| 505 - Equipment Services Capital Fund | Revenue | One Time | \$45,000       | \$0            | 0.00          | 0.00          |

### PW00245 102-74 Add Vehicle Appropriation for Utilimaster Van

Recommended

This decision package requests one-time funding to supplement the 2018 appropriation for two 2004 Freightliner Utility Vans.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Expense | One Time | \$170,000      | \$0            | 0.00          | 0.00          |
| 505 - Equipment Services Capital Fund | Revenue | One Time | \$170,000      | \$0            | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00246 102-74 Add Vehicle Appropriation Snow Attachment

Recommended

This decision package requests one-time funding to supplement the 2018 appropriation for a snow removal/material spreader attachment.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Revenue | One Time | \$10,000       | \$0            | 0.00          | 0.00          |
| 505 - Equipment Services Capital Fund | Expense | One Time | \$10,000       | \$0            | 0.00          | 0.00          |

### PW00247 102-74 Add Vehicle Appropriation Snow Plow/Deicer

Recommended

This decision package requests one-time funding to supplement the 2018 appropriation for two snow plow and one deicer attachments.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Expense | One Time | \$5,000        | \$0            | 0.00          | 0.00          |
| 505 - Equipment Services Capital Fund | Revenue | One Time | \$5,000        | \$0            | 0.00          | 0.00          |

### PW00253 Add Vehicle Appropriation Stellar Beds

Recommended

This decision package requests one-time funding to supplement the 2018 appropriation for 14 vehicle mounted stellar beds

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Revenue | One Time | \$18,000       | \$0            | 0.00          | 0.00          |
| 505 - Equipment Services Capital Fund | Expense | One Time | \$18,000       | \$0            | 0.00          | 0.00          |



## Submitted Decision Packages by Type

### PW00255 102-74 Add Vehicle Appropriation Workhorse Van

Recommended

This decision package requests one-time funding to supplement the 2018 appropriation for a workhorse van.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Revenue | One Time | \$85,000       | \$0            | 0.00          | 0.00          |
| 505 - Equipment Services Capital Fund | Expense | One Time | \$85,000       | \$0            | 0.00          | 0.00          |

### PW00259 102-74 Additional Need for 2019-20 Vehicle Appropriation

Recommended

This decision package requests one-time funding to supplement available reserves for anticipated vehicle and equipment replacements for Street Maintenance in 2019-20.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Expense | One Time | \$133,422      | \$25,027       | 0.00          | 0.00          |
| 505 - Equipment Services Capital Fund | Revenue | One Time | \$133,422      | \$25,027       | 0.00          | 0.00          |

### 505-75 Equipment Repair & Replacement

#### EQ00106 505/152 Citywide Vehicle and Equipment Replacements - Carry Forward Only

Recommended

Carryforward of replacement needs for city-wide vehicles and equipment from 2018. Vehicles that are not fully funded will have separate decision packages to support.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Revenue | One Time | \$408,094      | \$0            | 0.00          | 0.00          |
| 505 - Equipment Services Capital Fund | Expense | One Time | \$408,094      | \$0            | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00110 508-75 Add 2.0 FTE and Increase Maintenance Service Levels for Parks - Contingency (Original Request of 6.0 FTE)

Recommended

This decision package requests 2.0 FTE to increase parks maintenance service levels as recommended by the 2018 Total Cost of Ownership study. (Original request of 6.0 FTE). Revised to contingency in 2020; requires approval before filling positions.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Expense | One Time | \$0            | \$271,000      | 0.00          | 0.00          |
| 505 - Equipment Services Capital Fund | Revenue | One Time | \$0            | \$271,000      | 0.00          | 0.00          |

### PW00250 508-75, 445-76 Add Vehicle Appropriation for 2 Pickups

Recommended

This decision package requests one-time funding to supplement the 2018 appropriation for two pickups class 8,501 – 10,000.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Revenue | One Time | \$16,000       | \$0            | 0.00          | 0.00          |
| 505 - Equipment Services Capital Fund | Expense | One Time | \$16,000       | \$0            | 0.00          | 0.00          |

### PW00253 Add Vehicle Appropriation Stellar Beds

Recommended

This decision package requests one-time funding to supplement the 2018 appropriation for 14 vehicle mounted stellar beds

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Revenue | One Time | \$34,200       | \$0            | 0.00          | 0.00          |
| 505 - Equipment Services Capital Fund | Expense | One Time | \$34,200       | \$0            | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00256 508-75 Additional Need for 2019-20 Vehicle Appropriation

Recommended

This decision package requests one-time funding to supplement available reserves for anticipated vehicle and equipment replacements for Grounds in 2019-20.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Revenue | One Time | \$77,785       | \$75,716       | 0.00          | 0.00          |
| 505 - Equipment Services Capital Fund | Expense | One Time | \$77,785       | \$75,716       | 0.00          | 0.00          |

### PW00261 444-75 Additional Need for 2019-20 Vehicle Appropriation

Recommended

This decision package requests one-time funding to supplement available reserves for anticipated vehicle and equipment replacements for Greenways/Sensitive Lands in 2019-20.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Revenue | One Time | \$17,424       | \$68,001       | 0.00          | 0.00          |
| 505 - Equipment Services Capital Fund | Expense | One Time | \$17,424       | \$68,001       | 0.00          | 0.00          |

### 505-76 Equipment Repair & Replacement

#### EQ00106 505/152 Citywide Vehicle and Equipment Replacements - Carry Forward Only

Recommended

Carryforward of replacement needs for city-wide vehicles and equipment from 2018. Vehicles that are not fully funded will have separate decision packages to support.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Expense | One Time | \$551,972      | \$0            | 0.00          | 0.00          |

## Submitted Decision Packages by Type

|                                       |         |          |           |     |      |      |
|---------------------------------------|---------|----------|-----------|-----|------|------|
| 505 - Equipment Services Capital Fund | Revenue | One Time | \$551,972 | \$0 | 0.00 | 0.00 |
|---------------------------------------|---------|----------|-----------|-----|------|------|

### PW00125 445-76 Add FTE Water Maintenance SCADA Technician

Recommended

This package adds a SCADA technician position to create safeguards for the city's water system.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Expense | One Time | \$85,000       | \$0            | 0.00          | 0.00          |
| 505 - Equipment Services Capital Fund | Revenue | One Time | \$85,000       | \$0            | 0.00          | 0.00          |

### PW00126 445-76 Add FTE Water Maintenance Water Quality Technician

Recommended

This package adds a Water Quality Technician position to expand the City's Water Quality program and ensure the safety of the City's water system.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Expense | One Time | \$40,000       | \$0            | 0.00          | 0.00          |
| 505 - Equipment Services Capital Fund | Revenue | One Time | \$40,000       | \$0            | 0.00          | 0.00          |

### PW00237 475-76 Replace Vehicle for Operations Motor Pool

Recommended

This package requests funding to replace an existing non-replacement motor pool vehicle at the Operations Center.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Revenue | One Time | \$30,000       | \$0            | 0.00          | 0.00          |
| 505 - Equipment Services Capital Fund | Expense | One Time | \$30,000       | \$0            | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00239 445-76 Add Vehicle for Meter Exchange Program

Recommended

This decision package requests funding for a new van for the meter exchange program.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Expense | One Time | \$85,000       | \$0            | 0.00          | 0.00          |
| 505 - Equipment Services Capital Fund | Revenue | One Time | \$85,000       | \$0            | 0.00          | 0.00          |

### PW00248 445-76 Add Vehicle Appropriation 1-Ton Utility Body

Recommended

This decision package requests one-time funding to supplement the 2018 appropriation for two 1-ton pickups with utility body.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Expense | One Time | \$45,000       | \$0            | 0.00          | 0.00          |
| 505 - Equipment Services Capital Fund | Revenue | One Time | \$45,000       | \$0            | 0.00          | 0.00          |

### PW00250 508-75, 445-76 Add Vehicle Appropriation for 2 Pickups

Recommended

This decision package requests one-time funding to supplement the 2018 appropriation for two pickups class 8,501 – 10,000.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Revenue | One Time | \$10,000       | \$0            | 0.00          | 0.00          |
| 505 - Equipment Services Capital Fund | Expense | One Time | \$10,000       | \$0            | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00251 445-76 Add Vehicle Appropriation Dump Truck

Recommended

This decision package requests one-time funding to supplement the 2018 appropriation for a dump truck.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Expense | One Time | \$40,000       | \$0            | 0.00          | 0.00          |
| 505 - Equipment Services Capital Fund | Revenue | One Time | \$40,000       | \$0            | 0.00          | 0.00          |

### PW00253 Add Vehicle Appropriation Stellar Beds

Recommended

This decision package requests one-time funding to supplement the 2018 appropriation for 14 vehicle mounted stellar beds

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Expense | One Time | \$21,500       | \$0            | 0.00          | 0.00          |
| 505 - Equipment Services Capital Fund | Revenue | One Time | \$21,500       | \$0            | 0.00          | 0.00          |

### PW00262 444-76 Additional Need for 2019-20 Vehicle Appropriation

Recommended

This decision package requests one-time funding to supplement available reserves for anticipated vehicle and equipment replacements for Stormwater Maintenance in 2019-20.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Expense | One Time | \$121,522      | \$15,779       | 0.00          | 0.00          |
| 505 - Equipment Services Capital Fund | Revenue | One Time | \$121,522      | \$15,779       | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00264 445-76 Additional Need for 2019-20 Vehicle Appropriation

Recommended

This decision package requests one-time funding to supplement available reserves for anticipated vehicle and equipment replacements for Water Maintenance in 2019-20.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Revenue | One Time | \$152,581      | \$110,206      | 0.00          | 0.00          |
| 505 - Equipment Services Capital Fund | Expense | One Time | \$152,581      | \$110,206      | 0.00          | 0.00          |

### PW00266 475-76 Additional Need for 2019-20 Vehicle Appropriation

Recommended

This decision package requests one-time funding to supplement available reserves for anticipated vehicle and equipment replacements for Wastewater in 2019-20.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Revenue | One Time | \$136,032      | \$108,769      | 0.00          | 0.00          |
| 505 - Equipment Services Capital Fund | Expense | One Time | \$136,032      | \$108,769      | 0.00          | 0.00          |

## 505-77 Equipment Repair & Replacement

### PW00104 508-77 Add FTE Building Systems Technician Position

Recommended

This decision package creates and adds a Building Systems Technician position to Facilities Maintenance. This position would be equivalent to an Electrician position and manage all security and electrical building systems.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Expense | One Time | \$70,000       | \$0            | 0.00          | 0.00          |
| 505 - Equipment Services Capital Fund | Revenue | One Time | \$70,000       | \$0            | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00133 508-77 Add Electrician FTE for Water/Wastewater

Not Recommended

This package adds an Electrician position to Facilities Maintenance to help maintain the electrical system within the water program.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Revenue | One Time | \$85,000       | \$0            | 0.00          | 0.00          |
| 505 - Equipment Services Capital Fund | Expense | One Time | \$85,000       | \$0            | 0.00          | 0.00          |

### PW00249 508-77 Add Vehicle Appropriation 1/2-Ton Pickup

Recommended

This decision package requests one-time funding to supplement the 2018 appropriation for a tommy lift and towing ability on a 1/2-ton pickup.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Revenue | One Time | \$13,000       | \$0            | 0.00          | 0.00          |
| 505 - Equipment Services Capital Fund | Expense | One Time | \$13,000       | \$0            | 0.00          | 0.00          |

### PW00252 508-77 Add Vehicle Appropriation Van

Recommended

This decision package requests one-time funding to supplement the 2018 appropriation for metal shelving on a van.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Expense | One Time | \$8,000        | \$0            | 0.00          | 0.00          |
| 505 - Equipment Services Capital Fund | Revenue | One Time | \$8,000        | \$0            | 0.00          | 0.00          |



## Submitted Decision Packages by Type

### PW00254 508-77 Add Vehicle Appropriation Workhorse Vehicle

Recommended

This decision package requests one-time funding to supplement the 2018 appropriation for metal shelving on a workhorse vehicle.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Revenue | One Time | \$8,000        | \$0            | 0.00          | 0.00          |
| 505 - Equipment Services Capital Fund | Expense | One Time | \$8,000        | \$0            | 0.00          | 0.00          |

### PW00257 508-77 Additional Need for 2019-20 Vehicle Appropriation

Recommended

This decision package requests one-time funding to supplement available reserves for anticipated vehicle and equipment replacements for Facilities in 2019-20.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Revenue | One Time | \$57,775       | \$0            | 0.00          | 0.00          |
| 505 - Equipment Services Capital Fund | Expense | One Time | \$57,775       | \$0            | 0.00          | 0.00          |

## 505-78 Equipment Repair & Replacement

### CD00110 Building Inspector III - Revenue Dependent

Recommended

The purpose of this position is to assist with the increased inspection workload associated with the higher level of complex development projects currently in the pipeline.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Revenue | On Going | \$0            | \$3,750        | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CD00152 Replace 2008 Chevy Uplander #2145

Recommended

This request is to replace 2008 Chevy Uplander #2145 for a full size van with a lift to aid in collections and maintenance for Parking Services

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Revenue | On Going | \$1,800        | \$1,800        | 0.00          | 0.00          |

### CM00125 Community Relations Van On-Going Costs

Recommended

The DP appropriates the on-going costs for the Community Relations van purchased in 2018.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Revenue | On Going | \$4,375        | \$4,375        | 0.00          | 0.00          |

### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Expense | On Going | \$10,471       | \$10,471       | 0.00          | 0.00          |

### CW00107 Grounds and Facilities Overhead Rate - Baseline

Recommended

To provide baseline budget for the support of the internal services of Grounds and Facilities departments.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Expense | On Going | \$436          | \$451          | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CW00108 Grounds and Facilities Overhead Rate - Support 19-20 Recommended Decision Packages

Recommended

To provide budget for the support of the internal services of Grounds and Facilities departments for new biennial requests.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Expense | On Going | \$186          | \$157          | 0.00          | 0.00          |

### EQ00102 504-78 Replace and Add Vehicles to City Hall Motor Pool

Recommended

This package requests funding to replace three existing non-replacement motor pool vehicles and add two motor vehicles at City Hall to be supported through allocation to departments at City Hall.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Expense | One Time | \$90,000       | \$62,000       | 0.00          | 0.00          |
| 505 - Equipment Services Capital Fund | Revenue | One Time | \$90,000       | \$62,000       | 0.00          | 0.00          |
| 505 - Equipment Services Capital Fund | Revenue | On Going | \$11,250       | \$19,000       | 0.00          | 0.00          |

### EQ00103 504-78 Repairs to Fuel Tank Piping System

Recommended

This decision package requests one-time funding for repairs to the fuel tank piping system at the Operations Center fuel site.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Revenue | On Going | \$1,194        | \$1,194        | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### EQ00104 504-78 Replacement of Equipment Shop Compressors and Piping

Recommended

This request is for one-time funding to replace the operation center's shop air compressors and air supply line.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Revenue | On Going | \$1,194        | \$1,194        | 0.00          | 0.00          |

### EQ00105 505/152 Citywide Vehicle and Equipment Replacements

Recommended

Replacement needs for city-wide vehicles and equipment. Vehicles that are not fully funded will have separate decision packages to support.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Expense | One Time | \$3,342,015    | \$4,370,392    | 0.00          | 0.00          |

### EQ00106 505/152 Citywide Vehicle and Equipment Replacements - Carry Forward Only

Recommended

Carryforward of replacement needs for city-wide vehicles and equipment from 2018. Vehicles that are not fully funded will have separate decision packages to support.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Expense | One Time | \$4,177,387    | \$0            | 0.00          | 0.00          |

### EQ00107 2019-20 Citywide Equipment Reserve Model True-Up

Recommended

True up of appropriation in Equipment ER&R (595200) to support replacement of assets based on asset lifecycle.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Revenue | On Going | \$1,624,204    | \$1,992,400    | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### IT00135 Purchase IT Vehicle

Recommended

This decision package is to procure a small cargo van that will replace a current vehicle that is beyond it's useful life to assist the IT department in supporting and maintaining street light infrastructure and act as a general IT vehicle.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Revenue | On Going | \$3,400        | \$3,400        | 0.00          | 0.00          |

### LS00100 Non-Replacement Vehicle Replacement

Recommended

The City Attorney's Office Domestic Violence Unit requires the use of a City vehicle for purposes of delivering subpoenas and contacting witnesses.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Revenue | On Going | \$3,500        | \$3,500        | 0.00          | 0.00          |

### PL00107 Special Operations 3 Patrol Vehicles

Recommended

Provides vehicle to 3 new members of Special Operations per the LEC MOU that requires each agency to provide a vehicle.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Revenue | On Going | \$37,200       | \$37,200       | 0.00          | 0.00          |

### PL00108 PST S10 Truck Replacements to Cargo Van for PST's (2080, 2081)

Recommended

The S10 trucks that have been used are no longer made and is not the platform PST positions currently use. Request to upgrade vehicle 2080 and 2081 to Mini Cargo Vans.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Revenue | On Going | \$7,007        | \$7,007        | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PL00122 New Positions 2019 - 1 Drug Task Force Detective

Recommended

Provide increased investigations to disrupt drug trafficking in Southwest Washington as supported by the 2020 plan adopted by the CRT.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Revenue | On Going | \$3,328        | \$3,328        | 0.00          | 0.00          |

### PL00123 New Positions 2019 - 1 Gang Task Force Detective

Recommended

Enhance partnerships with local schools to address juvenile grant-related crime as supported by the 2020 plan adopted by the CRT.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Revenue | On Going | \$3,328        | \$3,328        | 0.00          | 0.00          |

### PL00124 New Positions 2019 - 4 Patrol Officers

Recommended

Increase community satisfaction with police services by 5% in 2 years. Enhance minimum staffing for overlapping shifts during peak call volume as supported by the 2020 plan adopted by the CRT.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Revenue | On Going | \$28,800       | \$28,800       | 0.00          | 0.00          |

### PL00125 New Positions 2019 - 1 Traffic Officer

Recommended

Increase neighborhood and school zone traffic emphasis patrols by 25% as supported by the 2020 plan adopted by the CRT.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Revenue | On Going | \$14,400       | \$14,400       | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PL00126 New Positions 2019 - 1 Traffic Sergeant

Recommended

Increase supervision for the Traffic Unit, assist with the reduction of serious crashes in target areas, improve community satisfaction with traffic enforcement as supported by the 2020 plan adopted by the CRT.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Revenue | On Going | \$14,400       | \$14,400       | 0.00          | 0.00          |

### PL00129 New Positions 2020 - 4 Neighborhood Police Officers

Recommended

Improve VPD community satisfaction with relationship building through proactive outreach to address livability issues as supported by the 2020 plan adopted by the CRT.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Revenue | On Going | \$0            | \$57,600       | 0.00          | 0.00          |

### PL00130 New Positions 2020 - 2 Patrol Sergeants

Recommended

Reduce staffing fatigue, increase community satisfaction with police emergency response, relationship building, investigations and solving crime. Enhance supervision of patrol units as supported by the 2020 plan adopted by the CRT.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Revenue | On Going | \$0            | \$28,800       | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PL00138 Urban Camping Impact Reduction - VPD 1.0 Patrol FTE and Overtime

Recommended

Supporting efforts for urban camping reduction through increase in 1.0 FTE VPD Patrol Officer and overtime for 8 Patrol Officers estimated at 10 hours per week using average overtime rate.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Revenue | On Going | \$14,400       | \$14,400       | 0.00          | 0.00          |

### PR00108 Recreation Center Vehicle Replacement for Unfunded Asset to Minivan

Recommended

Replacing a non-replacement vehicles (1101-NR), a Ford Taurus, with a minivan to be used at Firstenburg for staff use and for transport of program supplies. This assists to transition all department vehicles to a long-term ER&R plan.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Revenue | On Going | \$4,250        | \$4,250        | 0.00          | 0.00          |

### PR00111 Volunteer Management Vehicle Replacement

Recommended

Replacing a non-replacement vehicle (2019) with a crew cab truck to be used primarily for the Volunteer Management program. This assists in the transition of all department vehicles to a long-term ER&R plan.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Revenue | On Going | \$5,750        | \$5,750        | 0.00          | 0.00          |



## Submitted Decision Packages by Type

### PR00125 Paratransit Vehicle ER&R - Ongoing Costs Only

Recommended

Adds ongoing costs of \$5,000 annually for ER&R in 2019 and 2020 for a paratransit van (replacing 3047N) to be purchase in 2018 through an ADA grant. This assists to transition all department vehicles to a long-term ER&R plan.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Revenue | On Going | \$5,000        | \$5,000        | 0.00          | 0.00          |

### PW00104 508-77 Add FTE Building Systems Technician Position

Recommended

This decision package creates and adds a Building Systems Technician position to Facilities Maintenance. This position would be equivalent to an Electrician position and manage all security and electrical building systems.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Revenue | On Going | \$8,750        | \$8,750        | 0.00          | 0.00          |

### PW00110 508-75 Add 2.0 FTE and Increase Maintenance Service Levels for Parks - Contingency (Original Request of 6.0 FTE)

Recommended

This decision package requests 2.0 FTE to increase parks maintenance service levels as recommended by the 2018 Total Cost of Ownership study. (Original request of 6.0 FTE). Revised to contingency in 2020; requires approval before filling positions.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Revenue | On Going | \$0            | \$27,984       | 0.00          | 0.00          |

### PW00125 445-76 Add FTE Water Maintenance SCADA Technician

Recommended

This package adds a SCADA technician position to create safeguards for the city's water system.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                                       |         |          |          |          |      |      |
|---------------------------------------|---------|----------|----------|----------|------|------|
| 505 - Equipment Services Capital Fund | Revenue | On Going | \$10,625 | \$10,625 | 0.00 | 0.00 |
|---------------------------------------|---------|----------|----------|----------|------|------|

### PW00126 445-76 Add FTE Water Maintenance Water Quality Technician

Recommended

This package adds a Water Quality Technician position to expand the City's Water Quality program and ensure the safety of the City's water system.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Revenue | On Going | \$5,000        | \$5,000        | 0.00          | 0.00          |

### PW00133 508-77 Add Electrician FTE for Water/Wastewater

Not Recommended

This package adds an Electrician position to Facilities Maintenance to help maintain the electrical system within the water program.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Revenue | On Going | \$10,625       | \$10,625       | 0.00          | 0.00          |

### PW00142 445-82 Add Construction Services Civil Engineer

Recommended

This new position would complement the existing 2 Senior Civil Engineers and 1 Civil Engineer currently on the Capital Construction team.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Revenue | On Going | \$3,600        | \$3,600        | 0.00          | 0.00          |

### PW00143 445-82 Add FTE Senior Construction Inspector

Recommended

This new inspection position would add to COV's current compliment of inspectors on the Capital Construction team consisting of 6 inspectors (4 Specialists, 2 Seniors).

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                                       |         |          |     |         |      |      |
|---------------------------------------|---------|----------|-----|---------|------|------|
| 505 - Equipment Services Capital Fund | Revenue | On Going | \$0 | \$4,063 | 0.00 | 0.00 |
|---------------------------------------|---------|----------|-----|---------|------|------|

### PW00144 445-82 Add FTE Senior Construction Inspector

Recommended

This new inspection position would add to COV's current compliment of inspectors on the Capital Construction team consisting of 6 inspectors (4 Specialists, 2 Seniors).

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Revenue | On Going | \$4,063        | \$4,063        | 0.00          | 0.00          |

### PW00222 102-74 Add 3 FTE Streets Maintenance-Sidewalk Maintenance

Not Recommended

The purpose of this position is to provide additional staffing support within the Streets & Transportation Division of Public Works including the Sidewalk Management Program and the Transportation Design Engineering section.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Revenue | On Going | \$7,800        | \$7,800        | 0.00          | 0.00          |

### PW00226 102-74 Street Maintenance - Plow and Deicer Units for New Trucks

Recommended

This package would fund the one time purchase and on-going ER&R costs for a new snow plow and deicing unit on trucks purchased to service the new Van Mall North Annexation area.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Revenue | On Going | \$4,700        | \$4,700        | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00237 475-76 Replace Vehicle for Operations Motor Pool

Recommended

This package requests funding to replace an existing non-replacement motor pool vehicle at the Operations Center.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Revenue | On Going | \$3,750        | \$3,750        | 0.00          | 0.00          |

### PW00239 445-76 Add Vehicle for Meter Exchange Program

Recommended

This decision package requests funding for a new van for the meter exchange program.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Revenue | On Going | \$10,625       | \$10,625       | 0.00          | 0.00          |

### PW00268 504-78 Additional Need for 2019-20 Vehicle Appropriation

Recommended

This decision package requests one-time funding to supplement available reserves for anticipated vehicle and equipment replacements for Equipment Services in 2019-20.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Expense | One Time | \$0            | \$6,220        | 0.00          | 0.00          |
| 505 - Equipment Services Capital Fund | Revenue | One Time | \$0            | \$6,220        | 0.00          | 0.00          |

### 505-82 Equipment Repair & Replacement

## Submitted Decision Packages by Type

### PW00142 445-82 Add Construction Services Civil Engineer

Recommended

This new position would complement the existing 2 Senior Civil Engineers and 1 Civil Engineer currently on the Capital Construction team.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Expense | One Time | \$28,500       | \$0            | 0.00          | 0.00          |
| 505 - Equipment Services Capital Fund | Revenue | One Time | \$28,500       | \$0            | 0.00          | 0.00          |

### PW00143 445-82 Add FTE Senior Construction Inspector

Recommended

This new inspection position would add to COV's current compliment of inspectors on the Capital Construction team consisting of 6 inspectors (4 Specialists, 2 Seniors).

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Expense | One Time | \$0            | \$32,500       | 0.00          | 0.00          |
| 505 - Equipment Services Capital Fund | Revenue | One Time | \$0            | \$32,500       | 0.00          | 0.00          |

### PW00144 445-82 Add FTE Senior Construction Inspector

Recommended

This new inspection position would add to COV's current compliment of inspectors on the Capital Construction team consisting of 6 inspectors (4 Specialists, 2 Seniors).

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Revenue | One Time | \$32,500       | \$0            | 0.00          | 0.00          |
| 505 - Equipment Services Capital Fund | Expense | One Time | \$32,500       | \$0            | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00265 445-82 Additional Need for 2019-20 Vehicle Appropriation

Recommended

This decision package requests one-time funding to supplement available reserves for anticipated vehicle and equipment replacements for Construction in 2019-20.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Revenue | One Time | \$14,894       | \$23,139       | 0.00          | 0.00          |
| 505 - Equipment Services Capital Fund | Expense | One Time | \$14,894       | \$23,139       | 0.00          | 0.00          |

### 505-85 Equipment Repair & Replacement

#### PW00263 444-85 Additional Need for 2019-20 Vehicle Appropriation

Recommended

This decision package requests one-time funding to supplement available reserves for anticipated vehicle and equipment replacements for Surface Water Engineering in 2019-20.

| Fund Name                             |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 505 - Equipment Services Capital Fund | Expense | One Time | \$0            | \$7,651        | 0.00          | 0.00          |
| 505 - Equipment Services Capital Fund | Revenue | One Time | \$0            | \$7,651        | 0.00          | 0.00          |

### 505-86 Equipment Repair & Replacement

#### PW00267 490-86 Additional Need for 2019-20 Vehicle Appropriation

Recommended

This decision package requests one-time funding to supplement available reserves for anticipated vehicle and equipment replacements for Solid Waste in 2019-20.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                                       |         |          |     |          |      |      |
|---------------------------------------|---------|----------|-----|----------|------|------|
| 505 - Equipment Services Capital Fund | Expense | One Time | \$0 | \$12,451 | 0.00 | 0.00 |
| 505 - Equipment Services Capital Fund | Revenue | One Time | \$0 | \$12,451 | 0.00 | 0.00 |

### 506-00 Technology Repair & Replacement

#### IT00139 506 Allocations

Recommended

Allocates 506 Baseline and DPs not paid for out of the fund balance.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Revenue | On Going | \$985,161      | \$699,293      | 0.00          | 0.00          |

### 506-94 Technology Repair & Replacement

#### CD00109 Engineering Tech II

Recommended

This position provides front-line support to Public Works Engineering, including reviewing and issuing water meters, reviewing easements and dedication documents, assisting customers, and reviewing fairly simple engineering plans.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Revenue | On Going | \$826          | \$826          | 0.00          | 0.00          |

#### CD00110 Building Inspector III - Revenue Dependent

Recommended

The purpose of this position is to assist with the increased inspection workload associated with the higher level of complex development projects currently in the pipeline.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                                          |         |          |     |       |      |      |
|------------------------------------------|---------|----------|-----|-------|------|------|
| 506 - Computer Repair & Replacement Fund | Revenue | On Going | \$0 | \$826 | 0.00 | 0.00 |
|------------------------------------------|---------|----------|-----|-------|------|------|

### CD00111 Plans Examiner III - Revenue Dependent

Recommended

The purpose of this position is to assist with the increased technical review workload associated with the higher level of complex development projects currently in the pipeline.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Revenue | On Going | \$0            | \$826          | 0.00          | 0.00          |

### CD00115 Extend LTE Active Transportation Planner 1 YR

Recommended

This DP extends a partially grant-funded limited term Active Transportation Planner for an additional year. The position manages and support programs and projects aimed at activating and encouraging the multimodal use of city streets.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Revenue | One Time | \$826          | \$0            | 0.00          | 0.00          |

### CD00140 New FTE - Senior Planner

Not Recommended

This DP funds a Senior Planner position to provide planning expertise and senior project management for large, complex subarea and district planning processes, with a focus on maintaining existing affordable housing stock within the master planned areas.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Revenue | On Going | \$826          | \$826          | 0.00          | 0.00          |



## Submitted Decision Packages by Type

### CD00143 Limited-Term Associate Land Use Planner

Recommended

This limited-term position will assist the sole full-time land use planner on number of high-priority items with discrete timeframes, as well as ongoing work program responsibilities that continue to increase in both volume and complexity.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Revenue | On Going | \$826          | \$826          | 0.00          | 0.00          |

### CD00147 Real Estate Project Manager

Not Recommended

This limited term position will provide in-house expertise on complex real estate property developments and insure that three large City-owned properties are sold in accordance with the vision articulated in their respective master plans.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Revenue | On Going | \$826          | \$826          | 0.00          | 0.00          |

### CW00101 Equipment Services Labor & Repair Charge True-Up - Citywide

Recommended

Equipment Services (504) provides vehicle parts and labor and charges based on usage to departments monthly through interfund transaction. This decision package increases baseline to support the increased rates and service to the Citywide fleet.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Expense | On Going | (\$959)        | (\$959)        | 0.00          | 0.00          |

### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Expense | On Going | \$5,415        | \$5,415        | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CW00116 City Hall Rent and O&M

Recommended

Allocates the rent and O&M for City Hall.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Expense | On Going | \$33,177       | \$33,612       | 0.00          | 0.00          |

### EQ00109 2019-20 Equipment Operating Fund True-Up

Recommended

Increase budget for departments for potential rate increases in 2019-20 to support the Equipment Services Operating Fund

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Expense | On Going | \$597          | \$493          | 0.00          | 0.00          |

### FR00100 Four (4) Additional Revenue-Dependent Fire Code Officers

Recommended

Four additional revenue-dependent fire code officers are needed to increase number of annual inspections completed and reduce duration between inspection cycles. They are responsible for 90% of total cost.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Revenue | On Going | \$3,304        | \$3,304        | 0.00          | 0.00          |

### FR00111 Station 11 Staffing Plan

Recommended

The Vancouver Fire Department is requesting funding for thirteen additional positions to staff Fire Station 11, with funding from Fire District 5 per MOU.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Revenue | On Going | \$0            | \$10,738       | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### FR00122 Assistant Fire Marshal 1.0 FTE

Recommended

The Assistant Fire Marshal (AFM) will alleviate span of control for Fire Marshal from 19 direct reports and will be responsible for 10 direct FCO reports. The AFM will be supported by revenues from Fire Code Enforcement and new construction.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Revenue | On Going | \$826          | \$826          | 0.00          | 0.00          |

### FS00100 New FTE - Procurement Specialist D

Recommended

Requesting to add an additional Senior Procurement Specialist D position in order to maintain the City's current procurement workload and plan for future growth.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Revenue | On Going | \$826          | \$826          | 0.00          | 0.00          |

### FS00101 New FTE - Records Manager

Recommended

Request to hire a Records and Information Manager who is a Certified Records Manager to supervise the Records Management team in Finance and recommend and implement a city-wide Records Management program.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Revenue | On Going | \$826          | \$826          | 0.00          | 0.00          |

### FS00104 Remove 3 Sr. Accounting Clerk Positions

Recommended

Eliminate 3 Sr. Accounting Clerk positions in Accounts Receivable approved for the CRT initiative for the Business License Surcharge Free program.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                                          |         |          |           |           |      |      |
|------------------------------------------|---------|----------|-----------|-----------|------|------|
| 506 - Computer Repair & Replacement Fund | Revenue | On Going | (\$2,478) | (\$2,478) | 0.00 | 0.00 |
|------------------------------------------|---------|----------|-----------|-----------|------|------|

### FS00110 Add 3 Sr. Accounting Clerk Positions to Calculate B&O Tax for Vancouver Strong Initiative

Not Recommended

Add 3 Sr. Accounting Clerk positions in Accounts Receivable approved for CRT initiative for the Business License Surcharge Free program

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Revenue | On Going | \$2,478        | \$2,478        | 0.00          | 0.00          |

### IT00101 Implementation of Workday Planning, Learning and Talent Mgmt.

Recommended

This request will fund the implementation of Workday Learning/Talent Management and Planning, the remaining phase of the original subscription agreement and was previously approved by Council with Sierra-Cedar to implement.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Expense | One Time | \$502,700      | \$45,000       | 0.00          | 0.00          |

### IT00102 Implementation of Office 365 and Azure Services

Recommended

This DP would move the City from on-premise Office 2010 and Exchange email to cloud-based Office 365 and Exchange Online. Office 365 also includes SharePoint, records retention, enhanced security, video conference and collaboration capabilities.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Expense | On Going | \$780,000      | \$530,000      | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### IT00104 Hansen Mobile Solutions

Not Recommended

Implements Hansen Mobile Solution for field staff. Infor provides a mobile solution for work management, inspections and GIS mapping in the field using smart phones or tablets, specifically addressing one of opportunities from the City IT Strategic Plan

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Expense | On Going | \$0            | \$135,000      | 0.00          | 0.00          |

### IT00105 Workday Subscriptions and Oracle True-Up

Recommended

Fund Workday subscription costs, learning on demand and renew training credits for 2019 and 2020.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Expense | On Going | \$616,595      | \$616,595      | 0.00          | 0.00          |

### IT00106 Replace Internet Filtering and Monitoring Security Appliance

Recommended

This initiative would move the City from our current software (which is at its end of useful life) to a more robust web filtering system. There is no path for maintaining the current, less expensive, product.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Expense | On Going | \$100,000      | \$50,000       | 0.00          | 0.00          |

### IT00107 Upgrade Phone Switch

Recommended

This initiative would upgrade our AVAYA phone system. At this time, we cannot add anymore licenses or upgrades and the G350, our current phones switch is at end of life.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Expense | One Time | \$230,000      | \$80,000       | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### IT00108 Enhance Wi-Fi throughout City.

Recommended

This initiative would upgrade and in-fill our wireless, both internal and public, at city facilities. This would expand wireless and fill dead spots, including at Marine Park Engineering and some fire stations.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Expense | One Time | \$125,000      | \$0            | 0.00          | 0.00          |

### IT00109 Upgrade Hansen

Recommended

Upgrade Hansen 8 enterprise solution to version 11. The current version of Hansen is 3 years old and needs upgraded to keep current with software support requirements.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Expense | One Time | \$0            | \$50,000       | 0.00          | 0.00          |

### IT00110 Selectron Upgrade

Recommended

Upgraded and enhance portal and IVR for City Services. This would include a full upgrade to the Selectron Relay platform for both permits and utilities, while providing the new utility payment functionality and deploying it in the Selectron data center.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Expense | One Time | \$86,000       | \$146,635      | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### IT00112 Network Assessment and Strategic Plan

Not Recommended

This DP funds a network assessment and strategic plan, which would assess the network, provide a best approach to optimal maintenance and plan for improving redundancy and resiliency, particularly in conjunction with Emergency Management/EOC planning.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Expense | One Time | \$50,000       | \$0            | 0.00          | 0.00          |

### IT00113 Replace CDR Permit Web Portal

Recommended

This DP replaces Dynamic Portal with a system that will provide our citizens with a user-friendly and functional system that is fully integrated with the Hansen CDR system.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Expense | One Time | \$500,000      | \$103,000      | 0.00          | 0.00          |
| 506 - Computer Repair & Replacement Fund | Revenue | One Time | \$500,000      | \$103,000      | 0.00          | 0.00          |

### IT00116 Convert from Temporary Staffing a Systems Analyst for Utility Billing and Infor Assets

Recommended

This initiative would add a Systems Analyst to primarily support Infor's Utility Billing and Assets modules. This position would secondarily provide support as needed for other Hansen modules.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Revenue | On Going | \$826          | \$826          | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### IT00118 Establish Baseline for Network Support and Maintenance

Recommended

This DP funds new support and maintenance associated with network infrastructure migrated from the County. The City will assume all maintenance and support of the internal network.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Expense | On Going | \$250,000      | \$250,000      | 0.00          | 0.00          |

### IT00123 GIS Server Hardware (GIS Combined Request)

Recommended

This decision package is for a one time purchase of a GIS Server and the on-going ER&R cost for that server. This is a requirement as a result of separating GIS software licensing from Clark County GIS over to Esri. The server will host city's GIS data.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Expense | One Time | \$41,000       | \$6,000        | 0.00          | 0.00          |

### IT00124 GIS Server Software (GIS Combined Request)

Recommended

The purpose of this DP is to purchase SQL Server Software for the new GIS Server Hardware (which is requested with another decision package). This requirement results from separating GIS software from Clark County and purchasing it directly from Esri.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Expense | One Time | \$15,000       | \$3,000        | 0.00          | 0.00          |

### IT00125 GIS Annual Software Maintenance (GIS Combined Request)

Recommended

This DP will allow the City to enter into an Enterprise Agreement (EA) with Esri for GIS software licensing. Additionally, this DP funds existing annual GIS subscriptions and new subscriptions as a result of separating GIS software from the County.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|



## Submitted Decision Packages by Type

|                                          |         |          |           |           |      |      |
|------------------------------------------|---------|----------|-----------|-----------|------|------|
| 506 - Computer Repair & Replacement Fund | Expense | On Going | \$117,750 | \$150,250 | 0.00 | 0.00 |
|------------------------------------------|---------|----------|-----------|-----------|------|------|

### IT00131 Major Network Equipment

Recommended

This DP funds the replacement of network equipment that has reached its end of life. The replacement of network equipment is strategically planned and critical in keeping the City's infrastructure operating efficiently.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Expense | On Going | \$250,000      | \$250,000      | 0.00          | 0.00          |

### IT00132 Fiber Network Infrastructure Support

Recommended

This DP is for the maintenance and repair of the City's fiber network infrastructure. This routine maintenance and repair program is critical to effective network and communication capabilities and mitigates risk of unplanned outages.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Expense | On Going | \$200,000      | \$200,000      | 0.00          | 0.00          |

### IT00135 Purchase IT Vehicle

Recommended

This decision package is to procure a small cargo van that will replace a current vehicle that is beyond it's useful life to assist the IT department in supporting and maintaining street light infrastructure and act as a general IT vehicle.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Expense | One Time | \$32,000       | \$0            | 0.00          | 0.00          |
| 506 - Computer Repair & Replacement Fund | Expense | On Going | \$5,600        | \$5,600        | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### IT00137 Server Replacements

Recommended

This decision package provides funds to replace obsolete servers and server-related equipment. These replacements represent the on-going replacement cycle necessary to ensure city systems are operating efficiently and are reliable.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Expense | On Going | \$115,000      | \$115,000      | 0.00          | 0.00          |

### PL00109 Interview Rooms Equipment Upgrade

Recommended

Enhance and expand interview rooms from 2 to 6 to provide dependable video recordings. This includes the increase of two servers for each precinct, noise reduction materials for the polygraph room, and to upgrade to current milestone software.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Revenue | On Going | \$6,000        | \$6,000        | 0.00          | 0.00          |

### PL00122 New Positions 2019 - 1 Drug Task Force Detective

Recommended

Provide increased investigations to disrupt drug trafficking in Southwest Washington as supported by the 2020 plan adopted by the CRT.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Revenue | On Going | \$1,260        | \$1,260        | 0.00          | 0.00          |

### PL00123 New Positions 2019 - 1 Gang Task Force Detective

Recommended

Enhance partnerships with local schools to address juvenile grant-related crime as supported by the 2020 plan adopted by the CRT.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Revenue | On Going | \$1,260        | \$1,260        | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PL00124 New Positions 2019 - 4 Patrol Officers

Recommended

Increase community satisfaction with police services by 5% in 2 years. Enhance minimum staffing for overlapping shifts during peak call volume as supported by the 2020 plan adopted by the CRT.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Revenue | On Going | \$9,380        | \$9,380        | 0.00          | 0.00          |

### PL00125 New Positions 2019 - 1 Traffic Officer

Recommended

Increase neighborhood and school zone traffic emphasis patrols by 25% as supported by the 2020 plan adopted by the CRT.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Revenue | On Going | \$3,800        | \$3,800        | 0.00          | 0.00          |

### PL00126 New Positions 2019 - 1 Traffic Sergeant

Recommended

Increase supervision for the Traffic Unit, assist with the reduction of serious crashes in target areas, improve community satisfaction with traffic enforcement as supported by the 2020 plan adopted by the CRT.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Revenue | On Going | \$3,800        | \$3,800        | 0.00          | 0.00          |

### PL00127 New Positions 2019 - 2 Police Service Techs for Traffic

Recommended

Free 1.5 traffic officers for enforcement by assisting with reports and research, media event planning and outreach education as supported by the 2020 plan adopted by the CRT.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Revenue | On Going | \$2,520        | \$2,520        | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PL00128 New Positions 2019 - 1 Records Specialist

Recommended

As VPD initially assumed Police Records responsibilities from CCSO, CCSO held onto some records responsibilities (e.g., concealed pistol license permits) until VPD could assume them. This position is supported from the 2020 plan adopted by the CRT.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Revenue | On Going | \$400          | \$400          | 0.00          | 0.00          |

### PL00129 New Positions 2020 - 4 Neighborhood Police Officers

Recommended

Improve VPD community satisfaction with relationship building through proactive outreach to address livability issues as supported by the 2020 plan adopted by the CRT.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Revenue | On Going | \$0            | \$13,600       | 0.00          | 0.00          |

### PL00130 New Positions 2020 - 2 Patrol Sergeants

Recommended

Reduce staffing fatigue, increase community satisfaction with police emergency response, relationship building, investigations and solving crime. Enhance supervision of patrol units as supported by the 2020 plan adopted by the CRT.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Revenue | On Going | \$0            | \$4,660        | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PL00138 Urban Camping Impact Reduction - VPD 1.0 Patrol FTE and Overtime

Recommended

Supporting efforts for urban camping reduction through increase in 1.0 FTE VPD Patrol Officer and overtime for 8 Patrol Officers estimated at 10 hours per week using average overtime rate.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Revenue | On Going | \$3,400        | \$3,400        | 0.00          | 0.00          |

### PR00101 Parks Marketing Specialist 1.0 FTE New (2-YR Limited Term) - 75% Funded by Savings in Recreation

Recommended

The position will work on all major department communications to ensure quality and reinforce key messages to grow community awareness and support, including the development of partnerships/sponsorships, and creating a cohesive marketing strategy.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Revenue | One Time | \$826          | \$826          | 0.00          | 0.00          |

### PR00102 Parks Sr. GIS Specialist 0.5 FTE new

Not Recommended

Parks GIS Sr. Specialist to create and update GIS data layers related to the parks system for identifying service area or customer base for park facilities, including community centers. Includes production of GIS based graphics and analysis.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Revenue | On Going | \$0            | \$1,000        | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PR00106 Volunteer Program Assistant 0.75 FTE New (3 YR Limited Term)

Recommended

The position will help plan, advertise, support, report and implement successful volunteer projects throughout the community. The Grounds TCO also called for continued and additional volunteer partnership to improve the overall quality of the parks.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Revenue | One Time | \$620          | \$620          | 0.00          | 0.00          |

### PR00115 Recreation Specialist - Aquatics - 0.5 FTE new

Recommended

This position is responsible for Certified Pool Operation duties for the new Waterfront Park water feature, and additional hours of programs and checking water chemistry at the Marshall pool when center reopens Sunday.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Revenue | On Going | \$413          | \$413          | 0.00          | 0.00          |

### PW00102 445-72 Add FTE Assistant Operations Manager

Not Recommended

This decision package creates and funds an assistant operations manager position to assist in running the operations center.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Revenue | On Going | \$826          | \$826          | 0.00          | 0.00          |

### PW00104 508-77 Add FTE Building Systems Technician Position

Recommended

This decision package creates and adds a Building Systems Technician position to Facilities Maintenance. This position would be equivalent to an Electrician position and manage all security and electrical building systems.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Revenue | On Going | \$826          | \$826          | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00105 508-77 Add FTE Facilities Maintenance Specialist II Position

Not Recommended

This decision package adds a Facilities Maintenance Specialist II position to provide maintenance support for newly acquired city facilities.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Revenue | On Going | \$826          | \$826          | 0.00          | 0.00          |

### PW00110 508-75 Add 2.0 FTE and Increase Maintenance Service Levels for Parks - Contingency (Original Request of 6.0 FTE)

Recommended

This decision package requests 2.0 FTE to increase parks maintenance service levels as recommended by the 2018 Total Cost of Ownership study. (Original request of 6.0 FTE). Revised to contingency in 2020; requires approval before filling positions.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Revenue | On Going | \$0            | \$1,652        | 0.00          | 0.00          |

### PW00117 444-76 Add FTE Stormwater Maintenance Superintendent

Recommended

This request creates a superintendent position dedicated to Stormwater and Greenways/Sensitive Lands (GSL) operations.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Revenue | On Going | \$826          | \$826          | 0.00          | 0.00          |

### PW00122 475-76 Add FTE Wastewater Maintenance Worker II

Recommended

This decision package adds one maintenance worker position to expand the root foaming program and to assist with manhole rehabilitation.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Revenue | On Going | \$826          | \$826          | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00125 445-76 Add FTE Water Maintenance SCADA Technician

Recommended

This package adds a SCADA technician position to create safeguards for the city's water system.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Revenue | On Going | \$826          | \$826          | 0.00          | 0.00          |

### PW00126 445-76 Add FTE Water Maintenance Water Quality Technician

Recommended

This package adds a Water Quality Technician position to expand the City's Water Quality program and ensure the safety of the City's water system.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Revenue | On Going | \$826          | \$826          | 0.00          | 0.00          |

### PW00127 445-76 Add Water/Wastewater Electrician Position

Recommended

This package adds an Electrician position to help maintain the electrical system within the Water program.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Revenue | On Going | \$826          | \$826          | 0.00          | 0.00          |

### PW00128 475-85 Add FTE Wastewater Treatment Civil Engineer

Recommended

The capital budget for wastewater improvements is programmed for increases in both projects and costs at the City's two treatment plants and pretreatment lagoon system. Additional staff (Civil Engineer) will be needed to execute these projects.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Revenue | On Going | \$1,400        | \$1,400        | 0.00          | 0.00          |



## Submitted Decision Packages by Type

### PW00130 475-85 Add FTE Wastewater Collection Engineering Specialist

Recommended

To keep pace with the needed rehabilitation to the system and the capital budget, additional staff (Civil Engineer) will be required to design/manage projects for the interceptors as well as the smaller conveyance pipes.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Revenue | On Going | \$1,400        | \$1,400        | 0.00          | 0.00          |

### PW00131 475-85 Add FTE Wastewater Collection Civil Engineer

Recommended

To keep pace with the increased needed rehabilitation to the system and the capital budget, additional staff (Civil Engineer) will be required to design/manage projects for the interceptors as well as the smaller conveyance pipes.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Revenue | On Going | \$1,400        | \$1,400        | 0.00          | 0.00          |

### PW00133 508-77 Add Electrician FTE for Water/Wastewater

Not Recommended

This package adds an Electrician position to Facilities Maintenance to help maintain the electrical system within the water program.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Revenue | On Going | \$826          | \$826          | 0.00          | 0.00          |

### PW00134 445-85 Add FTE Water Engineering Specialist

Recommended

A department reorganization is needed to increase output. This reorganization will include a senior civil position that will supervise a civil engineer and a new engineering specialist.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                                          |         |          |         |         |      |      |
|------------------------------------------|---------|----------|---------|---------|------|------|
| 506 - Computer Repair & Replacement Fund | Revenue | On Going | \$1,400 | \$1,400 | 0.00 | 0.00 |
|------------------------------------------|---------|----------|---------|---------|------|------|

### PW00136 445-85 Water Engineering - Senior Civil Engineer

Recommended

A department reorganization is needed to increase output and to meet the needs of highly complex water engineering projects. This will include a senior civil position to supervise and oversee the distribution and transmission main design program.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Revenue | On Going | \$1,400        | \$1,400        | 0.00          | 0.00          |

### PW00138 445-82 Add FTE Professional Land Surveyor

Recommended

This new position would add necessary capacity to the professional land survey services provided by the existing City Surveyor and the City Survey team.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Revenue | On Going | \$1,600        | \$1,600        | 0.00          | 0.00          |

### PW00139 445-82 Add FTE Survey Specialist

Recommended

This new position would add additional capacity to the professional land survey services provided by the existing City Surveyor and the City Survey team.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Revenue | On Going | \$1,600        | \$1,600        | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00142 445-82 Add Construction Services Civil Engineer

Recommended

This new position would complement the existing 2 Senior Civil Engineers and 1 Civil Engineer currently on the Capital Construction team.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Revenue | On Going | \$1,600        | \$1,600        | 0.00          | 0.00          |

### PW00143 445-82 Add FTE Senior Construction Inspector

Recommended

This new inspection position would add to COV's current compliment of inspectors on the Capital Construction team consisting of 6 inspectors (4 Specialists, 2 Seniors).

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Revenue | On Going | \$0            | \$1,600        | 0.00          | 0.00          |

### PW00144 445-82 Add FTE Senior Construction Inspector

Recommended

This new inspection position would add to COV's current compliment of inspectors on the Capital Construction team consisting of 6 inspectors (4 Specialists, 2 Seniors).

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Revenue | On Going | \$1,600        | \$1,600        | 0.00          | 0.00          |

### PW00145 445-82 Add FTE Construction Project Coordinator

Recommended

This new position would be a Construction Project Coordinator in the Public Works Construction Division. There is currently one FTE at this level.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Revenue | On Going | \$1,600        | \$1,600        | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00156 444-85 Add FTE Environmental Scientist

Recommended

The purpose of this position is to ensure compliance with new components of the Western Washington Phase II Municipal Stormwater NPDES Permit.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Revenue | On Going | \$1,050        | \$1,400        | 0.00          | 0.00          |

### PW00157 444-85 Add FTE Senior Civil Engineer

Recommended

The purpose of this position is to comply with new components of the Western Washington Phase II Municipal Stormwater NPDES Permit and Ecology grants.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Revenue | On Going | \$1,050        | \$1,400        | 0.00          | 0.00          |

### PW00207 508-75\_77 Add 2 Year Limited Term FTE GIS Technician - Parks, Grounds & Facilities

Not Recommended

Requesting 1.0 FTE Sr. Engineering Technician for GIS to support Parks/Grounds & Facilities departments with GIS and Asset Management programs for a 2-year limited-term trial basis.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Revenue | On Going | \$1,599        | \$1,599        | 0.00          | 0.00          |

### PW00208 102/3-71 Add FTE GIS Technician - Transportation FTE

Recommended

Requesting 1.0 FTE Sr. Engineering Technician for GIS to support the Transportation department with GIS and Asset Management programs.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                                          |         |          |         |         |      |      |
|------------------------------------------|---------|----------|---------|---------|------|------|
| 506 - Computer Repair & Replacement Fund | Revenue | On Going | \$1,600 | \$1,600 | 0.00 | 0.00 |
|------------------------------------------|---------|----------|---------|---------|------|------|

### PW00222 102-74 Add 3 FTE Streets Maintenance-Sidewalk Maintenance

Not Recommended

The purpose of this position is to provide additional staffing support within the Streets & Transportation Division of Public Works including the Sidewalk Management Program and the Transportation Design Engineering section.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Revenue | On Going | \$1,000        | \$1,000        | 0.00          | 0.00          |

### PW00231 102/103-79 Add FTE Transportation Development Review - Engineering Technician II

Recommended

The purpose of this position is to provide additional staffing support in a variety of programs within the Streets & Transportation Division of Public Works including Transportation Development Review Services (TDRS) and Transportation Design Engineering.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Revenue | On Going | \$1,400        | \$1,400        | 0.00          | 0.00          |

### PW00233 102/3-74 Add FTE Administrative Assistant for Sidewalk Repair Program

Recommended

The purpose of this position is to provide additional staffing support within the Streets & Transportation Division of Public Works including the Sidewalk Management Program and the Transportation Design Engineering section.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Revenue | On Going | \$1,400        | \$1,400        | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00236 445-73 Add 0.5 FTE Customer Service Position

Not Recommended

This decision package requests funding to add 0.5 FTE to Utilities Administration for customer service support.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Revenue | On Going | \$413          | \$413          | 0.00          | 0.00          |

### PW00241 103-71 Add 1.0 FTE Civil Engineer - Street Funding Initiative

Recommended

With the increased street funding approved by Council, and the recent adoption of the current six year transportation plan (2019-2024), our increased workload necessitate the need for additional full time Civil Engineer position by year 2020.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Revenue | On Going | \$0            | \$1,400        | 0.00          | 0.00          |

### RS00103 Risk Model Allocation - City Wide

Recommended

This DP trues-up the baseline property and liability charges, and appropriates the worker's compensation charges.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 506 - Computer Repair & Replacement Fund | Expense | On Going | \$19,371       | \$19,372       | 0.00          | 0.00          |

### 508-00 Grounds & Facilities Maintenance

## Submitted Decision Packages by Type

### GG00102 Pre-fund New Internal Service Fund 508

Recommended

Prefund the new internal service Fund 508 with cash from the General Fund to support 50% of accrued absences and 60-90 days of operating expenses.

| Fund Name                                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 508 - Grounds and Facilities Services Fund | Revenue | One Time | \$2,841,754    | \$0            | 0.00          | 0.00          |

### 508-75 Grounds Maintenance

#### CW00100 Equipment Services Admin Charge True-Up - Citywide

Recommended

Each asset in is charged an annual admin fee to support the administrative costs of managing the fleet. In 2019-20 the admin fee is budgeted at \$252 per asset and will be trued up annually in the budget.

| Fund Name                                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 508 - Grounds and Facilities Services Fund | Expense | On Going | \$22,327       | \$22,327       | 0.00          | 0.00          |

#### CW00101 Equipment Services Labor & Repair Charge True-Up - Citywide

Recommended

Equipment Services (504) provides vehicle parts and labor and charges based on usage to departments monthly through interfund transaction. This decision package increases baseline to support the increased rates and service to the Citywide fleet.

| Fund Name                                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 508 - Grounds and Facilities Services Fund | Expense | On Going | (\$49,303)     | (\$49,303)     | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CW00102 Equipment Services Rental Across Funds True-Up - Citywide

Recommended

This decision package supports interfund charging between departments for use of assets and provides offsetting revenue for lending departments using averages in the last biennium.

| Fund Name                                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 508 - Grounds and Facilities Services Fund | Expense | On Going | \$59,425       | \$59,425       | 0.00          | 0.00          |

### CW00104 Paid Family & Medical Leave Act - Employer 37% Portion

Recommended

In 2019, Paid Family and Medical Leave will require 37% of 0.4% of total compensation to be supported by the employer. This decision package reflects that amounts needed in 2019-20 for the premium to remit quarterly.

| Fund Name                                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 508 - Grounds and Facilities Services Fund | Expense | On Going | \$1,804        | \$1,820        | 0.00          | 0.00          |

### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name                                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 508 - Grounds and Facilities Services Fund | Expense | On Going | (\$11,690)     | (\$11,690)     | 0.00          | 0.00          |

### CW00107 Grounds and Facilities Overhead Rate - Baseline

Recommended

To provide baseline budget for the support of the internal services of Grounds and Facilities departments.

| Fund Name                                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 508 - Grounds and Facilities Services Fund | Revenue | On Going | \$4,344,748    | \$4,475,099    | 0.00          | 0.00          |



## Submitted Decision Packages by Type

### CW00108 Grounds and Facilities Overhead Rate - Support 19-20 Recommended Decision Packages

Recommended

To provide budget for the support of the internal services of Grounds and Facilities departments for new biennial requests.

| Fund Name                                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 508 - Grounds and Facilities Services Fund | Revenue | On Going | \$568,100      | \$751,683      | 0.00          | 0.00          |

### CW00109 Paid Family & Medical Leave Act - Employee 63% Portion Supported by City of Vancouver

Not Recommended

In 2019 Paid Family and Medical Leave will require 63% of 0.4% of total compensation to be supported by the Employee. The intent of this decision package is for City of Vancouver to support that expense instead of the employee.

| Fund Name                                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 508 - Grounds and Facilities Services Fund | Expense | On Going | \$3,271        | \$2,950        | 0.00          | 0.00          |

### CW00115 WSD Cost Allocation Plan

Recommended

Provide incremental budget for the Water Sewer Drainage Cost Plan based on revised calculation from accounting. Administrative costs are expensed to 445 water fund, then distributed out to respective departments based on services provided.

| Fund Name                                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 508 - Grounds and Facilities Services Fund | Expense | On Going | (\$12,589)     | (\$12,589)     | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### EQ00106 505/152 Citywide Vehicle and Equipment Replacements - Carry Forward Only

Recommended

Carryforward of replacement needs for city-wide vehicles and equipment from 2018. Vehicles that are not fully funded will have separate decision packages to support.

| Fund Name                                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 508 - Grounds and Facilities Services Fund | Expense | One Time | \$272,794      | \$0            | 0.00          | 0.00          |

### EQ00107 2019-20 Citywide Equipment Reserve Model True-Up

Recommended

True up of appropriation in Equipment ER&R (595200) to support replacement of assets based on asset lifecycle.

| Fund Name                                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 508 - Grounds and Facilities Services Fund | Expense | On Going | \$70,195       | \$93,247       | 0.00          | 0.00          |

### EQ00109 2019-20 Equipment Operating Fund True-Up

Recommended

Increase budget for departments for potential rate increases in 2019-20 to support the Equipment Services Operating Fund

| Fund Name                                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 508 - Grounds and Facilities Services Fund | Expense | On Going | \$87,487       | \$72,236       | 0.00          | 0.00          |

### FS00105 eDocs Software Licenses

Recommended

Purchase eDocs licenses for various city employees across the City. Continue to enhance the functionality and usage of eDocs to allow City employees to easily search and find records by increasing profile fields and libraries.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                                            |         |          |         |       |      |      |
|--------------------------------------------|---------|----------|---------|-------|------|------|
| 508 - Grounds and Facilities Services Fund | Expense | On Going | \$3,738 | \$621 | 0.00 | 0.00 |
|--------------------------------------------|---------|----------|---------|-------|------|------|

### IT00133 Hansen Licenses - Citywide

Recommended

This DP is for the maintenance and support fees for Hansen applications. This routine maintenance and repair program is critical to ensure the City's Hansen applications are properly supported and maintained.

| Fund Name                                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 508 - Grounds and Facilities Services Fund | Expense | On Going | \$9,539        | \$10,015       | 0.00          | 0.00          |

### IT00139 506 Allocations

Recommended

Allocates 506 Baseline and DPs not paid for out of the fund balance.

| Fund Name                                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 508 - Grounds and Facilities Services Fund | Expense | On Going | \$19,977       | \$17,085       | 0.00          | 0.00          |

### PR00127 Professional Services - Waterfront Park Maintenance and Cleaning

Recommended

With grand opening September 2018, provides professional services for maintenance and cleaning of the Waterfront park, pier, and trail for a period of three years. Includes \$100k annual from developer in support.

| Fund Name                                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 508 - Grounds and Facilities Services Fund | Expense | On Going | \$200,000      | \$200,000      | 0.00          | 0.00          |
| 508 - Grounds and Facilities Services Fund | Revenue | On Going | \$300,000      | \$300,000      | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00100 444-75 Add Homeless Encampment Cleanup Services

Recommended

This decision package provides ongoing funding for homeless camp cleanup services through a third party.

| Fund Name                                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 508 - Grounds and Facilities Services Fund | Expense | On Going | \$20,000       | \$20,000       | 0.00          | 0.00          |

### PW00101 Ongoing Support For Operations GPS/AVL Implementation

Not Recommended

This decision package requests ongoing funding for GPS/AVL capability in select city vehicles at the Operations Center.

| Fund Name                                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 508 - Grounds and Facilities Services Fund | Expense | On Going | \$6,300        | \$6,300        | 0.00          | 0.00          |
| 508 - Grounds and Facilities Services Fund | Expense | One Time | \$2,730        | \$0            | 0.00          | 0.00          |

### PW00109 508-75 Restore Salary Objects Grounds Maintenance

Recommended

This decision package restores overtime funding and corresponding benefits for the Grounds Maintenance program.

| Fund Name                                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 508 - Grounds and Facilities Services Fund | Expense | One Time | \$40,717       | \$40,717       | 0.00          | 0.00          |

### PW00110 508-75 Add 2.0 FTE and Increase Maintenance Service Levels for Parks - Contingency (Original Request of 6.0 FTE)

Recommended

This decision package requests 2.0 FTE to increase parks maintenance service levels as recommended by the 2018 Total Cost of Ownership study. (Original request of 6.0 FTE). Revised to contingency in 2020; requires approval before filling positions.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                                            |         |          |     |           |      |      |
|--------------------------------------------|---------|----------|-----|-----------|------|------|
| 508 - Grounds and Facilities Services Fund | Expense | On Going | \$0 | \$327,001 | 0.00 | 2.00 |
| 508 - Grounds and Facilities Services Fund | Expense | One Time | \$0 | \$274,520 | 0.00 | 0.00 |

### PW00111 508-75 Add Professional Services for Irrigation Repairs and Upgrades

Recommended

This decision package requests ongoing funding to support replacement and installation of controllers, booster pumps, and other critical components of irrigation systems through a third party contractor.

| Fund Name                                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 508 - Grounds and Facilities Services Fund | Expense | On Going | \$50,000       | \$50,000       | 0.00          | 0.00          |

### PW00112 508-75 Add Professional Services for Fall Fertilizer Application

Recommended

This decision package requests additional funding for professional services to contract for fertilizer application at city parks through a third party.

| Fund Name                                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 508 - Grounds and Facilities Services Fund | Expense | On Going | \$100,000      | \$100,000      | 0.00          | 0.00          |

### PW00113 508-75 Playground Surfacing Replacement

Recommended

This decision package requests ongoing funding to annually rehabilitate playgrounds with approximately 1,400 cubic yards of new wood fiber material.

| Fund Name                                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 508 - Grounds and Facilities Services Fund | Expense | On Going | \$50,000       | \$50,000       | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00117 444-76 Add FTE Stormwater Maintenance Superintendent

Recommended

This request creates a superintendent position dedicated to Stormwater and Greenways/Sensitive Lands (GSL) operations.

| Fund Name                                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 508 - Grounds and Facilities Services Fund | Expense | On Going | \$95,226       | \$96,040       | 1.00          | 0.00          |

### PW00124 Waterfront Park Irrigation and Lighting

Recommended

Increase baseline for water and lighting for the Waterfront park.

| Fund Name                                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 508 - Grounds and Facilities Services Fund | Expense | On Going | \$16,000       | \$16,000       | 0.00          | 0.00          |
| 508 - Grounds and Facilities Services Fund | Revenue | On Going | \$16,000       | \$16,000       | 0.00          | 0.00          |

### PW00207 508-75\_77 Add 2 Year Limited Term FTE GIS Technician - Parks, Grounds & Facilities

Not Recommended

Requesting 1.0 FTE Sr. Engineering Technician for GIS to support Parks/Grounds & Facilities departments with GIS and Asset Management programs for a 2-year limited-term trial basis.

| Fund Name                                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 508 - Grounds and Facilities Services Fund | Expense | One Time | \$24,168       | \$23,900       | 1.00          | 0.00          |
| 508 - Grounds and Facilities Services Fund | Expense | On Going | \$12,391       | \$12,544       | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00250 508-75, 445-76 Add Vehicle Appropriation for 2 Pickups

Recommended

This decision package requests one-time funding to supplement the 2018 appropriation for two pickups class 8,501 – 10,000.

| Fund Name                                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 508 - Grounds and Facilities Services Fund | Expense | One Time | \$16,000       | \$0            | 0.00          | 0.00          |

### PW00253 Add Vehicle Appropriation Stellar Beds

Recommended

This decision package requests one-time funding to supplement the 2018 appropriation for 14 vehicle mounted stellar beds

| Fund Name                                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 508 - Grounds and Facilities Services Fund | Expense | One Time | \$34,200       | \$0            | 0.00          | 0.00          |

### PW00256 508-75 Additional Need for 2019-20 Vehicle Appropriation

Recommended

This decision package requests one-time funding to supplement available reserves for anticipated vehicle and equipment replacements for Grounds in 2019-20.

| Fund Name                                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 508 - Grounds and Facilities Services Fund | Expense | One Time | \$77,785       | \$75,716       | 0.00          | 0.00          |

### RS00103 Risk Model Allocation - City Wide

Recommended

This DP trues-up the baseline property and liability charges, and appropriates the worker's compensation charges.

| Fund Name                                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 508 - Grounds and Facilities Services Fund | Expense | On Going | \$35,216       | \$35,216       | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### 508-77 Facilities Maintenance

#### CD00149 Homeless Services at Grand Blvd

Recommended

This request is for Professional Services to support Share in the Day Center, and planning for the use of remaining building and potential capital equipment upgrades.

| Fund Name                                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 508 - Grounds and Facilities Services Fund | Expense | One Time | \$50,000       | \$50,000       | 0.00          | 0.00          |
| 508 - Grounds and Facilities Services Fund | Revenue | On Going | \$50,000       | \$50,000       | 0.00          | 0.00          |

#### CW00100 Equipment Services Admin Charge True-Up - Citywide

Recommended

Each asset in is charged an annual admin fee to support the administrative costs of managing the fleet. In 2019-20 the admin fee is budgeted at \$252 per asset and will be trued up annually in the budget.

| Fund Name                                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 508 - Grounds and Facilities Services Fund | Expense | On Going | \$5,592        | \$5,592        | 0.00          | 0.00          |

#### CW00101 Equipment Services Labor & Repair Charge True-Up - Citywide

Recommended

Equipment Services (504) provides vehicle parts and labor and charges based on usage to departments monthly through interfund transaction. This decision package increases baseline to support the increased rates and service to the Citywide fleet.

| Fund Name                                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 508 - Grounds and Facilities Services Fund | Expense | On Going | (\$16,515)     | (\$16,515)     | 0.00          | 0.00          |



## Submitted Decision Packages by Type

### CW00102 Equipment Services Rental Across Funds True-Up - Citywide

Recommended

This decision package supports interfund charging between departments for use of assets and provides offsetting revenue for lending departments using averages in the last biennium.

| Fund Name                                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 508 - Grounds and Facilities Services Fund | Expense | On Going | \$3,500        | \$3,500        | 0.00          | 0.00          |

### CW00104 Paid Family & Medical Leave Act - Employer 37% Portion

Recommended

In 2019, Paid Family and Medical Leave will require 37% of 0.4% of total compensation to be supported by the employer. This decision package reflects that amounts needed in 2019-20 for the premium to remit quarterly.

| Fund Name                                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 508 - Grounds and Facilities Services Fund | Expense | On Going | \$1,835        | \$1,879        | 0.00          | 0.00          |

### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name                                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 508 - Grounds and Facilities Services Fund | Expense | On Going | (\$15,843)     | (\$15,843)     | 0.00          | 0.00          |

### CW00107 Grounds and Facilities Overhead Rate - Baseline

Recommended

To provide baseline budget for the support of the internal services of Grounds and Facilities departments.

| Fund Name                                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 508 - Grounds and Facilities Services Fund | Revenue | On Going | \$3,319,311    | \$3,418,890    | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CW00108 Grounds and Facilities Overhead Rate - Support 19-20 Recommended Decision Packages

Recommended

To provide budget for the support of the internal services of Grounds and Facilities departments for new biennial requests.

| Fund Name                                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 508 - Grounds and Facilities Services Fund | Revenue | On Going | \$1,321,410    | \$1,109,830    | 0.00          | 0.00          |

### CW00109 Paid Family & Medical Leave Act - Employee 63% Portion Supported by City of Vancouver

Not Recommended

In 2019 Paid Family and Medical Leave will require 63% of 0.4% of total compensation to be supported by the Employee. The intent of this decision package is for City of Vancouver to support that expense instead of the employee.

| Fund Name                                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 508 - Grounds and Facilities Services Fund | Expense | On Going | \$3,127        | \$3,154        | 0.00          | 0.00          |

### CW00115 WSD Cost Allocation Plan

Recommended

Provide incremental budget for the Water Sewer Drainage Cost Plan based on revised calculation from accounting. Administrative costs are expensed to 445 water fund, then distributed out to respective departments based on services provided.

| Fund Name                                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 508 - Grounds and Facilities Services Fund | Expense | On Going | \$2,557        | \$2,557        | 0.00          | 0.00          |

### EQ00107 2019-20 Citywide Equipment Reserve Model True-Up

Recommended

True up of appropriation in Equipment ER&R (595200) to support replacement of assets based on asset lifecycle.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                                            |         |          |          |          |      |      |
|--------------------------------------------|---------|----------|----------|----------|------|------|
| 508 - Grounds and Facilities Services Fund | Expense | On Going | \$31,959 | \$31,959 | 0.00 | 0.00 |
|--------------------------------------------|---------|----------|----------|----------|------|------|

### EQ00109 2019-20 Equipment Operating Fund True-Up

Recommended

Increase budget for departments for potential rate increases in 2019-20 to support the Equipment Services Operating Fund

| Fund Name                                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 508 - Grounds and Facilities Services Fund | Expense | On Going | \$12,028       | \$9,930        | 0.00          | 0.00          |

### FS00105 eDocs Software Licenses

Recommended

Purchase eDocs licenses for various city employees across the City. Continue to enhance the functionality and usage of eDocs to allow City employees to easily search and find records by increasing profile fields and libraries.

| Fund Name                                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 508 - Grounds and Facilities Services Fund | Expense | On Going | \$3,738        | \$621          | 0.00          | 0.00          |

### IT00116 Convert from Temporary Staffing a Systems Analyst for Utility Billing and Infor Assets

Recommended

This initiative would add a Systems Analyst to primarily support Infor's Utility Billing and Assets modules. This position would secondarily provide support as needed for other Hansen modules.

| Fund Name                                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 508 - Grounds and Facilities Services Fund | Expense | On Going | \$129,965      | \$133,305      | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### IT00133 Hansen Licenses - Citywide

Recommended

This DP is for the maintenance and support fees for Hansen applications. This routine maintenance and repair program is critical to ensure the City's Hansen applications are properly supported and maintained.

| Fund Name                                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 508 - Grounds and Facilities Services Fund | Expense | On Going | \$3,180        | \$3,338        | 0.00          | 0.00          |

### IT00139 506 Allocations

Recommended

Allocates 506 Baseline and DPs not paid for out of the fund balance.

| Fund Name                                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 508 - Grounds and Facilities Services Fund | Expense | On Going | \$65,953       | \$56,426       | 0.00          | 0.00          |

### PL00116 VPD Facilities Security Enhancement (East, West & Evidence)

Recommended

VPD conducted a review of its facilities and security and identified enhancements in and around police facilities including surveillance camera placement and updates, fencing adjustments and parking lighting.

| Fund Name                                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 508 - Grounds and Facilities Services Fund | Expense | One Time | \$51,000       | \$0            | 0.00          | 0.00          |
| 508 - Grounds and Facilities Services Fund | Revenue | One Time | \$51,000       | \$0            | 0.00          | 0.00          |

### PR00117 Professional Services Tennis Center Operations Ongoing

Recommended

For operation and maintenance of the Vancouver Tennis Center, contracting with USTA-NW, to provide a moderately priced tennis facility to patrons while improving the financial stability of the center, thus remaining a community asset for years to come.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                                            |         |          |          |          |      |      |
|--------------------------------------------|---------|----------|----------|----------|------|------|
| 508 - Grounds and Facilities Services Fund | Revenue | On Going | \$10,000 | \$10,000 | 0.00 | 0.00 |
| 508 - Grounds and Facilities Services Fund | Expense | On Going | \$10,000 | \$10,000 | 0.00 | 0.00 |

### PW00101 Ongoing Support For Operations GPS/AVL Implementation

Not Recommended

This decision package requests ongoing funding for GPS/AVL capability in select city vehicles at the Operations Center.

| Fund Name                                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 508 - Grounds and Facilities Services Fund | Expense | On Going | \$4,500        | \$4,500        | 0.00          | 0.00          |
| 508 - Grounds and Facilities Services Fund | Expense | One Time | \$1,950        | \$0            | 0.00          | 0.00          |

### PW00103 508-77 Restore Salary Objects for Facilities Maintenance

Recommended

This package restores budget for overtime, callback pay, standby/on call/beeper pay, and vacation cash outs.

| Fund Name                                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 508 - Grounds and Facilities Services Fund | Expense | One Time | \$101,292      | \$101,292      | 0.00          | 0.00          |

### PW00104 508-77 Add FTE Building Systems Technician Position

Recommended

This decision package creates and adds a Building Systems Technician position to Facilities Maintenance. This position would be equivalent to an Electrician position and manage all security and electrical building systems.

| Fund Name                                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 508 - Grounds and Facilities Services Fund | Expense | On Going | \$45,550       | \$48,471       | 1.00          | 0.00          |
| 508 - Grounds and Facilities Services Fund | Expense | One Time | \$74,700       | \$2,700        | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00105 508-77 Add FTE Facilities Maintenance Specialist II Position

Not Recommended

This decision package adds a Facilities Maintenance Specialist II position to provide maintenance support for newly acquired city facilities.

| Fund Name                                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 508 - Grounds and Facilities Services Fund | Expense | One Time | \$4,700        | \$2,700        | 0.00          | 0.00          |
| 508 - Grounds and Facilities Services Fund | Expense | On Going | \$92,071       | \$94,653       | 1.00          | 0.00          |

### PW00106 508-77 Reclass Existing Position to Facilities Maintenance Lead

Recommended

The requested Facilities Maintenance Specialist Lead position reclasses an existing Facilities Maintenance Specialist II position to provide management support for coverage and accountability when the Facilities Maintenance Supervisor unavailable.

| Fund Name                                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 508 - Grounds and Facilities Services Fund | Expense | On Going | \$5,873        | \$5,990        | 0.00          | 0.00          |

### PW00133 508-77 Add Electrician FTE for Water/Wastewater

Not Recommended

This package adds an Electrician position to Facilities Maintenance to help maintain the electrical system within the water program.

| Fund Name                                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 508 - Grounds and Facilities Services Fund | Expense | One Time | \$85,000       | \$0            | 0.00          | 0.00          |
| 508 - Grounds and Facilities Services Fund | Revenue | On Going | \$212,132      | \$128,019      | 0.00          | 0.00          |
| 508 - Grounds and Facilities Services Fund | Expense | On Going | \$127,132      | \$128,019      | 1.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00149 508-77 Increased Facilities Maintenance for New Buildings

Recommended

Increased facilities maintenance repair costs for newly acquired buildings Town Plaza, Navigation Center (Grand Blvd) and Zehn properties.

| Fund Name                                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 508 - Grounds and Facilities Services Fund | Expense | On Going | \$84,000       | \$84,000       | 0.00          | 0.00          |
| 508 - Grounds and Facilities Services Fund | Expense | One Time | \$438,000      | \$53,000       | 0.00          | 0.00          |
| 508 - Grounds and Facilities Services Fund | Revenue | One Time | \$522,000      | \$137,000      | 0.00          | 0.00          |

### PW00207 508-75\_77 Add 2 Year Limited Term FTE GIS Technician - Parks, Grounds & Facilities

Not Recommended

Requesting 1.0 FTE Sr. Engineering Technician for GIS to support Parks/Grounds & Facilities departments with GIS and Asset Management programs for a 2-year limited-term trial basis.

| Fund Name                                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 508 - Grounds and Facilities Services Fund | Expense | One Time | \$24,168       | \$23,900       | 0.00          | 0.00          |
| 508 - Grounds and Facilities Services Fund | Expense | On Going | \$12,391       | \$12,544       | 0.00          | 0.00          |

### PW00249 508-77 Add Vehicle Appropriation 1/2-Ton Pickup

Recommended

This decision package requests one-time funding to supplement the 2018 appropriation for a tommy lift and towing ability on a 1/2-ton pickup.

| Fund Name                                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 508 - Grounds and Facilities Services Fund | Expense | One Time | \$13,000       | \$0            | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### PW00252 508-77 Add Vehicle Appropriation Van

Recommended

This decision package requests one-time funding to supplement the 2018 appropriation for metal shelving on a van.

| Fund Name                                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 508 - Grounds and Facilities Services Fund | Expense | One Time | \$8,000        | \$0            | 0.00          | 0.00          |

### PW00254 508-77 Add Vehicle Appropriation Workhorse Vehicle

Recommended

This decision package requests one-time funding to supplement the 2018 appropriation for metal shelving on a workhorse vehicle.

| Fund Name                                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 508 - Grounds and Facilities Services Fund | Expense | One Time | \$8,000        | \$0            | 0.00          | 0.00          |

### PW00257 508-77 Additional Need for 2019-20 Vehicle Appropriation

Recommended

This decision package requests one-time funding to supplement available reserves for anticipated vehicle and equipment replacements for Facilities in 2019-20.

| Fund Name                                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 508 - Grounds and Facilities Services Fund | Expense | One Time | \$57,775       | \$0            | 0.00          | 0.00          |

### RS00103 Risk Model Allocation - City Wide

Recommended

This DP trues-up the baseline property and liability charges, and appropriates the worker's compensation charges.

| Fund Name                                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 508 - Grounds and Facilities Services Fund | Expense | On Going | \$70,868       | \$70,866       | 0.00          | 0.00          |



## Submitted Decision Packages by Type

### 509-00 Self Insurance-Risk Management

#### RS00103 Risk Model Allocation - City Wide

Recommended

This DP true-up the baseline property and liability charges, and appropriates the worker's compensation charges.

| Fund Name                                         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 509 - Self-Insured Worker's Comp & Liability Fund | Revenue | On Going | \$331,693      | \$331,693      | 0.00          | 0.00          |

### 509-92 Self Insurance-Risk Management

#### CW00104 Paid Family & Medical Leave Act - Employer 37% Portion

Recommended

In 2019, Paid Family and Medical Leave will require 37% of 0.4% of total compensation to be supported by the employer. This decision package reflects that amounts needed in 2019-20 for the premium to remit quarterly.

| Fund Name                                         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 509 - Self-Insured Worker's Comp & Liability Fund | Expense | On Going | \$664          | \$668          | 0.00          | 0.00          |

#### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name                                         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 509 - Self-Insured Worker's Comp & Liability Fund | Expense | On Going | \$25,574       | \$25,574       | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CW00109 Paid Family & Medical Leave Act - Employee 63% Portion Supported by City of Vancouver

Not Recommended

In 2019 Paid Family and Medical Leave will require 63% of 0.4% of total compensation to be supported by the Employee. The intent of this decision package is for City of Vancouver to support that expense instead of the employee.

| Fund Name                                         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 509 - Self-Insured Worker's Comp & Liability Fund | Expense | On Going | \$1,096        | \$1,103        | 0.00          | 0.00          |

### CW00116 City Hall Rent and O&M

Recommended

Allocates the rent and O&M for City Hall.

| Fund Name                                         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 509 - Self-Insured Worker's Comp & Liability Fund | Expense | On Going | \$31,458       | \$31,870       | 0.00          | 0.00          |

### EQ00102 504-78 Replace and Add Vehicles to City Hall Motor Pool

Recommended

This package requests funding to replace three existing non-replacement motor pool vehicles and add two motor vehicles at City Hall to be supported through allocation to departments at City Hall.

| Fund Name                                         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 509 - Self-Insured Worker's Comp & Liability Fund | Expense | On Going | \$346          | \$614          | 0.00          | 0.00          |
| 509 - Self-Insured Worker's Comp & Liability Fund | Expense | One Time | \$1,558        | \$1,073        | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### FS00105 eDocs Software Licenses

Recommended

Purchase eDocs licenses for various city employees across the City. Continue to enhance the functionality and usage of eDocs to allow City employees to easily search and find records by increasing profile fields and libraries.

| Fund Name                                         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 509 - Self-Insured Worker's Comp & Liability Fund | Expense | On Going | \$1,246        | \$207          | 0.00          | 0.00          |

### IT00133 Hansen Licenses - Citywide

Recommended

This DP is for the maintenance and support fees for Hansen applications. This routine maintenance and repair program is critical to ensure the City's Hansen applications are properly supported and maintained.

| Fund Name                                         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 509 - Self-Insured Worker's Comp & Liability Fund | Expense | On Going | \$3,180        | \$3,338        | 0.00          | 0.00          |

### IT00139 506 Allocations

Recommended

Allocates 506 Baseline and DPs not paid for out of the fund balance.

| Fund Name                                         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 509 - Self-Insured Worker's Comp & Liability Fund | Expense | On Going | \$11,326       | \$10,362       | 0.00          | 0.00          |

### RS00100 Safety Pilot Program

Recommended

This DP will fund a comprehensive city-wide safety pilot program which will tie together safety departments into one overarching program which will create consistency and management of safety compliance in the City.

| Fund Name                                         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 509 - Self-Insured Worker's Comp & Liability Fund | Expense | One Time | \$75,000       | \$50,000       | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### RS00101 RMIS - Risk Management Information System

Recommended

Risk does not have an RMIS solution in place. The current software was last updated in 2012 and is severely limited in scope and function. The new system will provide comprehensive risk, safety and claims management solutions.

| Fund Name                                         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 509 - Self-Insured Worker's Comp & Liability Fund | Expense | On Going | \$15,050       | \$2,050        | 0.00          | 0.00          |
| 509 - Self-Insured Worker's Comp & Liability Fund | Expense | One Time | \$52,500       | \$0            | 0.00          | 0.00          |

### RS00102 Personnel - Safety Officer Reclassification

Recommended

Reclassification of the Loss Control Specialist to Safety Officer to support the development of a city-wide safety program.

| Fund Name                                         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 509 - Self-Insured Worker's Comp & Liability Fund | Expense | On Going | \$0            | \$4,979        | 0.00          | 0.00          |

### RS00103 Risk Model Allocation - City Wide

Recommended

This DP trues-up the baseline property and liability charges, and appropriates the worker's compensation charges.

| Fund Name                                         |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 509 - Self-Insured Worker's Comp & Liability Fund | Expense | On Going | \$2,252,102    | \$2,252,102    | 0.00          | 0.00          |

### 510-00 Internal Administrative Fund

## Submitted Decision Packages by Type

### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Revenue | On Going | \$2,262,646    | \$2,262,646    | 0.00          | 0.00          |

### PL00122 New Positions 2019 - 1 Drug Task Force Detective

Recommended

Provide increased investigations to disrupt drug trafficking in Southwest Washington as supported by the 2020 plan adopted by the CRT.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Revenue | On Going | \$3,831        | \$3,831        | 0.00          | 0.00          |

### PL00123 New Positions 2019 - 1 Gang Task Force Detective

Recommended

Enhance partnerships with local schools to address juvenile grant-related crime as supported by the 2020 plan adopted by the CRT.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Revenue | On Going | \$3,831        | \$3,831        | 0.00          | 0.00          |

### PL00124 New Positions 2019 - 4 Patrol Officers

Recommended

Increase community satisfaction with police services by 5% in 2 years. Enhance minimum staffing for overlapping shifts during peak call volume as supported by the 2020 plan adopted by the CRT.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Revenue | On Going | \$15,324       | \$15,324       | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### 510-17 Legal Service - Civil

#### CD00117 Urban Camping Impact Reduction Program - LT Coordinator, Legal Secretary, and Code Compliance Officer

Recommended

This DP creates a LT FTE program administrator position, a LT FTE code compliance officer, a LT 0.5 FTE legal secretary, and adds professional services for outreach and mental health services.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Expense | One Time | \$42,841       | \$42,637       | 0.50          | 0.00          |

#### CW00104 Paid Family & Medical Leave Act - Employer 37% Portion

Recommended

In 2019, Paid Family and Medical Leave will require 37% of 0.4% of total compensation to be supported by the employer. This decision package reflects that amounts needed in 2019-20 for the premium to remit quarterly.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Expense | On Going | \$1,955        | \$1,982        | 0.00          | 0.00          |

#### CW00109 Paid Family & Medical Leave Act - Employee 63% Portion Supported by City of Vancouver

Not Recommended

In 2019 Paid Family and Medical Leave will require 63% of 0.4% of total compensation to be supported by the Employee. The intent of this decision package is for City of Vancouver to support that expense instead of the employee.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Expense | On Going | \$3,319        | \$3,364        | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CW00116 City Hall Rent and O&M

Recommended

Allocates the rent and O&M for City Hall.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Expense | On Going | \$78,701       | \$79,733       | 0.00          | 0.00          |

### EQ00102 504-78 Replace and Add Vehicles to City Hall Motor Pool

Recommended

This package requests funding to replace three existing non-replacement motor pool vehicles and add two motor vehicles at City Hall to be supported through allocation to departments at City Hall.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Expense | One Time | \$6,233        | \$4,294        | 0.00          | 0.00          |
| 510 - Internal Administrative Services Fund | Expense | On Going | \$1,385        | \$2,456        | 0.00          | 0.00          |

### IT00139 506 Allocations

Recommended

Allocates 506 Baseline and DPs not paid for out of the fund balance.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Expense | On Going | \$28,057       | \$25,273       | 0.00          | 0.00          |

### LS00103 Professional Services

Recommended

In order to improve fiscal efficiency, the City Attorney Office has entered two separate contracts for outside legal services for land-use matters

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Expense | On Going | \$50,000       | \$50,000       | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### 510-91 Financial & Management Services

#### CW00104 Paid Family & Medical Leave Act - Employer 37% Portion

Recommended

In 2019, Paid Family and Medical Leave will require 37% of 0.4% of total compensation to be supported by the employer. This decision package reflects that amounts needed in 2019-20 for the premium to remit quarterly.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Expense | On Going | \$5,140        | \$5,192        | 0.00          | 0.00          |

#### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Expense | On Going | (\$31,806)     | (\$31,806)     | 0.00          | 0.00          |

#### CW00109 Paid Family & Medical Leave Act - Employee 63% Portion Supported by City of Vancouver

Not Recommended

In 2019 Paid Family and Medical Leave will require 63% of 0.4% of total compensation to be supported by the Employee. The intent of this decision package is for City of Vancouver to support that expense instead of the employee.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Expense | On Going | \$8,536        | \$8,625        | 0.00          | 0.00          |



## Submitted Decision Packages by Type

### CW00116 City Hall Rent and O&M

Recommended

Allocates the rent and O&M for City Hall.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Expense | On Going | \$237,198      | \$240,306      | 0.00          | 0.00          |

### EQ00102 504-78 Replace and Add Vehicles to City Hall Motor Pool

Recommended

This package requests funding to replace three existing non-replacement motor pool vehicles and add two motor vehicles at City Hall to be supported through allocation to departments at City Hall.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Expense | On Going | \$4,272        | \$7,572        | 0.00          | 0.00          |
| 510 - Internal Administrative Services Fund | Expense | One Time | \$19,220       | \$13,240       | 0.00          | 0.00          |

### EQ00107 2019-20 Citywide Equipment Reserve Model True-Up

Recommended

True up of appropriation in Equipment ER&R (595200) to support replacement of assets based on asset lifecycle.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Expense | On Going | (\$1,442)      | (\$1,442)      | 0.00          | 0.00          |

### EQ00109 2019-20 Equipment Operating Fund True-Up

Recommended

Increase budget for departments for potential rate increases in 2019-20 to support the Equipment Services Operating Fund

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Expense | On Going | \$1,294        | \$1,068        | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### FS00100 New FTE - Procurement Specialist D

Recommended

Requesting to add an additional Senior Procurement Specialist D position in order to maintain the City's current procurement workload and plan for future growth.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Expense | One Time | \$1,400        | \$0            | 0.00          | 0.00          |
| 510 - Internal Administrative Services Fund | Expense | On Going | \$110,292      | \$113,239      | 1.00          | 0.00          |

### FS00101 New FTE - Records Manager

Recommended

Request to hire a Records and Information Manager who is a Certified Records Manager to supervise the Records Management team in Finance and recommend and implement a city-wide Records Management program.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Expense | On Going | \$113,076      | \$114,665      | 1.00          | 0.00          |
| 510 - Internal Administrative Services Fund | Expense | One Time | \$826          | \$826          | 0.00          | 0.00          |

### FS00102 Extend Limited-Term Payroll Systems Analyst Position

Recommended

The Finance Department is seeking a resource to act as a liaison between the Payroll Department and Information Technology department for one year to ensure payroll staff understanding and implementation of payroll system requirements and revisions.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Expense | One Time | \$123,833      | \$0            | 1.00          | -1.00         |

## Submitted Decision Packages by Type

### FS00103 Extend Limited-Term Support Specialist 1 Position in Central Records

Recommended

Requesting an extension for a position that will continue to perform scanning project for multiple city departments. The position will be funded by revenue charged to other departments based on work performed and direct charged.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Expense | One Time | \$61,499       | \$62,388       | 1.00          | 0.00          |

### FS00104 Remove 3 Sr. Accounting Clerk Positions

Recommended

Eliminate 3 Sr. Accounting Clerk positions in Accounts Receivable approved for the CRT initiative for the Business License Surcharge Free program.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Expense | On Going | (\$268,516)    | (\$272,780)    | -3.00         | 0.00          |

### FS00105 eDocs Software Licenses

Recommended

Purchase eDocs licenses for various city employees across the City. Continue to enhance the functionality and usage of eDocs to allow City employees to easily search and find records by increasing profile fields and libraries.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Expense | On Going | \$21,182       | \$3,519        | 0.00          | 0.00          |

### FS00107 Investment Advisory Services

Recommended

Investment advisory services for the City's Deferred Compensation plan

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                                             |         |          |          |     |      |      |
|---------------------------------------------|---------|----------|----------|-----|------|------|
| 510 - Internal Administrative Services Fund | Expense | One Time | \$50,000 | \$0 | 0.00 | 0.00 |
|---------------------------------------------|---------|----------|----------|-----|------|------|

### FS00108 Temporary Finance Support

Not Recommended

Hire temporary Finance staff during Workday transition process.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Expense | One Time | \$40,000       | \$0            | 0.00          | 0.00          |

### FS00109 Business and Occupation Tax Feasibility Study

Not Recommended

Financial consulting firm to conduct study of a local Business and Occupation tax.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Expense | One Time | \$40,000       | \$0            | 0.00          | 0.00          |

### FS00110 Add 3 Sr. Accounting Clerk Positions to Calculate B&O Tax for Vancouver Strong Initiative

Not Recommended

Add 3 Sr. Accounting Clerk positions in Accounts Receivable approved for CRT initiative for the Business License Surcharge Free program

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Expense | On Going | \$272,717      | \$276,981      | 3.00          | 0.00          |

### IT00133 Hansen Licenses - Citywide

Recommended

This DP is for the maintenance and support fees for Hansen applications. This routine maintenance and repair program is critical to ensure the City's Hansen applications are properly supported and maintained.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                                             |         |          |         |          |      |      |
|---------------------------------------------|---------|----------|---------|----------|------|------|
| 510 - Internal Administrative Services Fund | Expense | On Going | \$9,539 | \$10,015 | 0.00 | 0.00 |
|---------------------------------------------|---------|----------|---------|----------|------|------|

### IT00136 General Networks Document Mgmt. - Citywide

Recommended

This DP funds maintenance and support fees for eDocs document management (Hummingbird). This routine maintenance and repair program is critical to ensure the City's Document Management applications are properly supported and maintained.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Expense | On Going | \$176          | \$186          | 0.00          | 0.00          |

### IT00139 506 Allocations

Recommended

Allocates 506 Baseline and DPs not paid for out of the fund balance.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Expense | On Going | \$74,206       | \$61,467       | 0.00          | 0.00          |

### PW00179 445/475-79 Capital Planning Finance and Asset Management - Utility Records Document Scanning

Recommended

One-time request to transfer funds to support internal service of document scanning for water and sewer utility connection records and electronically link them to GIS and Infor utility inventory records.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Revenue | One Time | \$50,000       | \$0            | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### RS00103 Risk Model Allocation - City Wide

Recommended

This DP trues-up the baseline property and liability charges, and appropriates the worker's compensation charges.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Expense | On Going | \$230,257      | \$230,258      | 0.00          | 0.00          |

### 510-94 Information Technology

#### CW00100 Equipment Services Admin Charge True-Up - Citywide

Recommended

Each asset in is charged an annual admin fee to support the administrative costs of managing the fleet. In 2019-20 the admin fee is budgeted at \$252 per asset and will be trued up annually in the budget.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Expense | On Going | \$1,008        | \$1,008        | 0.00          | 0.00          |

#### CW00104 Paid Family & Medical Leave Act - Employer 37% Portion

Recommended

In 2019, Paid Family and Medical Leave will require 37% of 0.4% of total compensation to be supported by the employer. This decision package reflects that amounts needed in 2019-20 for the premium to remit quarterly.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Expense | On Going | \$4,267        | \$4,316        | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Expense | On Going | (\$1,288)      | (\$1,288)      | 0.00          | 0.00          |

### CW00109 Paid Family & Medical Leave Act - Employee 63% Portion Supported by City of Vancouver

Not Recommended

In 2019 Paid Family and Medical Leave will require 63% of 0.4% of total compensation to be supported by the Employee. The intent of this decision package is for City of Vancouver to support that expense instead of the employee.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Expense | On Going | \$7,215        | \$7,299        | 0.00          | 0.00          |

### CW00116 City Hall Rent and O&M

Recommended

Allocates the rent and O&M for City Hall.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Expense | On Going | \$152,297      | \$154,294      | 0.00          | 0.00          |

### EQ00102 504-78 Replace and Add Vehicles to City Hall Motor Pool

Recommended

This package requests funding to replace three existing non-replacement motor pool vehicles and add two motor vehicles at City Hall to be supported through allocation to departments at City Hall.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## City of Vancouver 2019-20 Biennium Budget

### Submitted Decision Packages by Type

|                                             |         |          |         |         |      |      |
|---------------------------------------------|---------|----------|---------|---------|------|------|
| 510 - Internal Administrative Services Fund | Expense | On Going | \$2,194 | \$3,888 | 0.00 | 0.00 |
| 510 - Internal Administrative Services Fund | Expense | One Time | \$9,870 | \$6,799 | 0.00 | 0.00 |

#### EQ00107 2019-20 Citywide Equipment Reserve Model True-Up

Recommended

True up of appropriation in Equipment ER&R (595200) to support replacement of assets based on asset lifecycle.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Expense | On Going | (\$6,200)      | (\$6,200)      | 0.00          | 0.00          |

#### EQ00109 2019-20 Equipment Operating Fund True-Up

Recommended

Increase budget for departments for potential rate increases in 2019-20 to support the Equipment Services Operating Fund

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Expense | On Going | \$1,474        | \$1,217        | 0.00          | 0.00          |

#### FS00105 eDocs Software Licenses

Recommended

Purchase eDocs licenses for various city employees across the City. Continue to enhance the functionality and usage of eDocs to allow City employees to easily search and find records by increasing profile fields and libraries.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Expense | On Going | \$8,722        | \$1,449        | 0.00          | 0.00          |



## Submitted Decision Packages by Type

### IT00100 Establish Salary-Related Costs as Part of Baseline

Not Recommended

City IT personnel are eligible for call-back pay which is not currently budgeted. In addition, several staff opt to cash-out part of their vacation time.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Expense | On Going | \$40,000       | \$40,000       | 0.00          | 0.00          |

### IT00103 Citywide Aircard Services

Recommended

The IT Department maintains Aircard charges for all PCs so that city laptops may connect to the City's network infrastructure. The number of connections has substantially increased. This DP funds the additional costs and increases the IT Baseline.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Expense | On Going | \$40,000       | \$40,000       | 0.00          | 0.00          |

### IT00105 Workday Subscriptions and Oracle True-Up

Recommended

Fund Workday subscription costs, learning on demand and renew training credits for 2019 and 2020.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Expense | On Going | (\$385,000)    | (\$385,000)    | 0.00          | 0.00          |

### IT00111 Temporary Staff for Projects, Enhancements, and Specific One-Time Minor Projects.

Recommended

The IT Department utilizes temporary services for projects and technology enhancements. This approach is less expensive than hiring full-time staffing that would remain after projects are completed.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                                             |         |          |           |           |      |      |
|---------------------------------------------|---------|----------|-----------|-----------|------|------|
| 510 - Internal Administrative Services Fund | Expense | On Going | \$100,000 | \$100,000 | 0.00 | 0.00 |
|---------------------------------------------|---------|----------|-----------|-----------|------|------|

### IT00114 Convert Limited-Term Dept. Support Specialist to Permanent

Recommended

This DP converts the current 2-year limited-term department application support position to an FTE. This position supports critical applications such as Police RMS and other VPD-specific apps, Discovery Accelerator, GovQA, Novus Agenda and DocuSign.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Expense | On Going | \$106,294      | \$107,735      | 1.00          | 0.00          |

### IT00115 Convert System Administrator to Supervisor Position

Recommended

This DP would convert a current System Administrator position to a supervisor position that would manage the System Administrators and Network Administrators. The most complex areas of the City's infrastructure would be under the new supervisor.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Expense | On Going | \$17,805       | \$16,779       | 1.00          | 0.00          |

### IT00116 Convert from Temporary Staffing a Systems Analyst for Utility Billing and Infor Assets

Recommended

This initiative would add a Systems Analyst to primarily support Infor's Utility Billing and Assets modules. This position would secondarily provide support as needed for other Hansen modules.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Revenue | On Going | \$129,965      | \$133,305      | 0.00          | 0.00          |
| 510 - Internal Administrative Services Fund | Expense | On Going | \$131,365      | \$133,305      | 1.00          | 0.00          |

## Submitted Decision Packages by Type

### IT00117 Convert from Temporary Staffing a Systems Analyst for Permitting (Hansen CDR)

Recommended

Add a Limited-Term Systems Analyst to support Infor's CDR (Building and Land Use permitting) module and the ProjectDox electronic plan review software, and provide support as needed for other Hansen modules. IT was staffing this work via temp staffing.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Revenue | On Going | \$129,965      | \$133,305      | 0.00          | 0.00          |
| 510 - Internal Administrative Services Fund | Expense | One Time | \$131,365      | \$133,305      | 1.00          | 0.00          |

### IT00119 Convert from Temporary Staffing an Information Technology Project Manager

Not Recommended

This DP funds a Project Manager for larger and complex IT projects. This position would cross-train and backup the current DISC position. This is a new role in a limited term 2-year pilot position. This work was previously done by temporary staffing.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Expense | On Going | \$131,365      | \$133,305      | 0.00          | 0.00          |
| 510 - Internal Administrative Services Fund | Expense | One Time | \$0            | \$0            | 1.00          | 0.00          |

### IT00120 New GIS Manager Position within the IT Department (GIS Combined Request)

Recommended

The GIS Strategic Plan recommends that a GIS Manager be hired and located in the IT Department. This position would ensure that all departments use GIS, proved consistency over the City, and are involved and share data between departments.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Expense | On Going | \$142,826      | \$144,998      | 1.00          | 0.00          |

## Submitted Decision Packages by Type

### IT00121 New GIS Analyst Position within the IT Department

Recommended

The GIS Strategic Plan recommends that a GIS Analyst be hired and located in the IT Department. This position would ensure that all departments use GIS, are involved and share data between departments.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Expense | On Going | \$0            | \$133,305      | 0.00          | 1.00          |

### IT00122 Convert from Temporary Staffing a New Sysadmin Position

Not Recommended

This DP converts a contract System Administrator that the City has used for the past several years to a less-expensive FTE providing server and user security administration. The new position would also support O365 tenant and administer new software.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Expense | On Going | \$142,826      | \$144,998      | 1.00          | 0.00          |

### IT00126 GIS Interlocal Agreement with Clark County (GIS Combined Request)

Recommended

This decision package will pay for GIS professional services (\$40K citywide) as well as a new generation/renewed inter-local agreement with Clark County GIS (roughly \$108K).

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Expense | On Going | \$54,377       | \$54,377       | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### IT00127 GIS Training (GIS Combined Request)

Recommended

The purpose of this decision package is to implement a formal GIS training and education program for city staff per the recently completed GIS Needs Assessment and Strategic Plan.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Expense | One Time | \$25,000       | \$25,000       | 0.00          | 0.00          |

### IT00128 GIS Professional Services (GIS Combined Request)

Recommended

Requesting \$100K per year for GIS professional services. The GIS Needs Assessment and Strategic Plan recommended that the city assess the existing GIS databases, determine the viability of migrating and consolidating them into a standardized data model.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Expense | One Time | \$100,000      | \$100,000      | 0.00          | 0.00          |

### IT00130 Citywide SharePoint Support

Recommended

This DP funds SharePoint development and support for 2019 and 2020 and includes an on-going component in Fund 510 for professional services to provide expert technical assistance.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Expense | On Going | \$25,000       | \$25,000       | 0.00          | 0.00          |

### IT00133 Hansen Licenses - Citywide

Recommended

This DP is for the maintenance and support fees for Hansen applications. This routine maintenance and repair program is critical to ensure the City's Hansen applications are properly supported and maintained.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                                             |         |          |         |         |      |      |
|---------------------------------------------|---------|----------|---------|---------|------|------|
| 510 - Internal Administrative Services Fund | Expense | On Going | \$6,359 | \$6,677 | 0.00 | 0.00 |
|---------------------------------------------|---------|----------|---------|---------|------|------|

### IT00138 Oracle Support Staffing Impact

Recommended

Impact of Workday on the Oracle support staff.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Expense | On Going | \$0            | \$1            | 0.00          | 0.00          |

### IT00139 506 Allocations

Recommended

Allocates 506 Baseline and DPs not paid for out of the fund balance.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Expense | On Going | \$5,191        | (\$5,942)      | 0.00          | 0.00          |

### LS00101 Criminal Case Tracking Application

Recommended

In order to continue to prosecute criminal cases and to comply with federal criminal regulations, the City needs to purchase a new criminal case tracking application along with needed equipment.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Revenue | One Time | \$2,500        | \$2,500        | 0.00          | 0.00          |
| 510 - Internal Administrative Services Fund | Expense | One Time | \$2,500        | \$2,500        | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### RS00103 Risk Model Allocation - City Wide

Recommended

This DP trues-up the baseline property and liability charges, and appropriates the worker's compensation charges.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Expense | On Going | \$12,588       | \$12,589       | 0.00          | 0.00          |

### 510-96 Human Resources

#### CW00104 Paid Family & Medical Leave Act - Employer 37% Portion

Recommended

In 2019, Paid Family and Medical Leave will require 37% of 0.4% of total compensation to be supported by the employer. This decision package reflects that amounts needed in 2019-20 for the premium to remit quarterly.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Expense | On Going | \$1,787        | \$1,816        | 0.00          | 0.00          |

#### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Expense | On Going | (\$2,054)      | (\$2,054)      | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CW00109 Paid Family & Medical Leave Act - Employee 63% Portion Supported by City of Vancouver

Not Recommended

In 2019 Paid Family and Medical Leave will require 63% of 0.4% of total compensation to be supported by the Employee. The intent of this decision package is for City of Vancouver to support that expense instead of the employee.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Expense | On Going | \$2,999        | \$3,051        | 0.00          | 0.00          |

### CW00116 City Hall Rent and O&M

Recommended

Allocates the rent and O&M for City Hall.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Expense | On Going | \$93,100       | \$94,319       | 0.00          | 0.00          |

### EQ00102 504-78 Replace and Add Vehicles to City Hall Motor Pool

Recommended

This package requests funding to replace three existing non-replacement motor pool vehicles and add two motor vehicles at City Hall to be supported through allocation to departments at City Hall.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Expense | One Time | \$6,753        | \$4,652        | 0.00          | 0.00          |
| 510 - Internal Administrative Services Fund | Expense | On Going | \$1,501        | \$2,660        | 0.00          | 0.00          |



## Submitted Decision Packages by Type

### FS00105 eDocs Software Licenses

Recommended

Purchase eDocs licenses for various city employees across the City. Continue to enhance the functionality and usage of eDocs to allow City employees to easily search and find records by increasing profile fields and libraries.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Expense | On Going | \$4,984        | \$828          | 0.00          | 0.00          |

### HR00100 Support Specialist III Limited Term 1.0 FTE Extension

Recommended

Two-year limited term (2019-2020) renewal of the HR Support Specialist III position previously approved for a two year limited term in the 2017-2018 budget for ongoing administrative & labor support.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Expense | One Time | \$90,363       | \$92,926       | 1.00          | 0.00          |

### HR00101 Vancouver Academy/Development and Training

Recommended

This DP will fund the development of Vancouver Academy, a catalog of training opportunities and aligns with the Vancouver Way and core competencies.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Expense | On Going | \$100,000      | \$100,000      | 0.00          | 0.00          |

### HR00102 Employee Recognition Program

Recommended

The employee recognition program is being redeveloped to include a more customized 'years of service' program, culture building, peer to peer awards and quarterly events promoting opportunities to connect with other employees.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                                             |         |          |          |          |      |      |
|---------------------------------------------|---------|----------|----------|----------|------|------|
| 510 - Internal Administrative Services Fund | Expense | On Going | \$50,000 | \$50,000 | 0.00 | 0.00 |
|---------------------------------------------|---------|----------|----------|----------|------|------|

### HR00103 Outside Investigations

Recommended

Management decision to utilize outside investigators to conduct independent investigations of employee relation issues.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Expense | On Going | \$50,000       | \$50,000       | 0.00          | 0.00          |

### HR00104 Professional Growth and Development - Vancouver Academy Consultant

Not Recommended

This DP will be used to acquire the services of an outside consultant who specializes in developing employee training courses and content that will be part of the Vancouver Academy.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Expense | One Time | \$100,000      | \$0            | 0.00          | 0.00          |

### HR00105 Labor Relations Consulting

Recommended

This DP will allow the City to contract with professionals who specialize in contract negotiations in 2019-2020.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Expense | On Going | \$150,000      | \$150,000      | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### IT00136 General Networks Document Mgmt. - Citywide

Recommended

This DP funds maintenance and support fees for eDocs document management (Hummingbird). This routine maintenance and repair program is critical to ensure the City's Document Management applications are properly supported and maintained.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Expense | On Going | \$353          | \$370          | 0.00          | 0.00          |

### IT00139 506 Allocations

Recommended

Allocates 506 Baseline and DPs not paid for out of the fund balance.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Expense | On Going | \$12,934       | \$10,363       | 0.00          | 0.00          |

### RS00103 Risk Model Allocation - City Wide

Recommended

This DP trues-up the baseline property and liability charges, and appropriates the worker's compensation charges.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 510 - Internal Administrative Services Fund | Expense | On Going | \$4,374        | \$4,375        | 0.00          | 0.00          |

### 511-96 Self Insurance Benefits

#### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name |  |  | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-----------|--|--|----------------|----------------|---------------|---------------|
|-----------|--|--|----------------|----------------|---------------|---------------|

## Submitted Decision Packages by Type

|                     |         |          |            |            |      |      |
|---------------------|---------|----------|------------|------------|------|------|
| 511 - Benefits Fund | Expense | On Going | (\$12,374) | (\$12,374) | 0.00 | 0.00 |
|---------------------|---------|----------|------------|------------|------|------|

### FS00106 Increased Banking Service Fees

Recommended

Increase the banking services baseline budget to account for increased on-line payments in CED due to electronic building plan submittals and additional parking pay station installations.

| Fund Name           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------|---------|----------|----------------|----------------|---------------|---------------|
| 511 - Benefits Fund | Expense | On Going | \$1,000        | \$1,000        | 0.00          | 0.00          |

### RS00103 Risk Model Allocation - City Wide

Recommended

This DP trues-up the baseline property and liability charges, and appropriates the worker's compensation charges.

| Fund Name           |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------|---------|----------|----------------|----------------|---------------|---------------|
| 511 - Benefits Fund | Expense | On Going | \$39,559       | \$39,559       | 0.00          | 0.00          |

### 512-96 Self-Insured Health Insurance

#### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 512 - Self-Insured Health Insurance Fund | Expense | On Going | \$19,444       | \$19,444       | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### RS00103 Risk Model Allocation - City Wide

Recommended

This DP trues-up the baseline property and liability charges, and appropriates the worker's compensation charges.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 512 - Self-Insured Health Insurance Fund | Expense | On Going | \$23,515       | \$23,516       | 0.00          | 0.00          |

### 611-00 SWAT Team

#### PL00136 SWAT Fund True-Up

Recommended

Increase SWAT baseline to support ongoing operations. This decision package is supported by the rate calculation agreed upon by the LEC through the SWAT MOU.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 611 - SW Washington Regional SWAT Team Fund | Revenue | On Going | \$98,705       | \$98,705       | 0.00          | 0.00          |

### 611-61 SWAT Team

#### CW00100 Equipment Services Admin Charge True-Up - Citywide

Recommended

Each asset in is charged an annual admin fee to support the administrative costs of managing the fleet. In 2019-20 the admin fee is budgeted at \$252 per asset and will be trued up annually in the budget.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 611 - SW Washington Regional SWAT Team Fund | Expense | On Going | \$504          | \$504          | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### EQ00109 2019-20 Equipment Operating Fund True-Up

Recommended

Increase budget for departments for potential rate increases in 2019-20 to support the Equipment Services Operating Fund

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 611 - SW Washington Regional SWAT Team Fund | Expense | On Going | \$1,368        | \$1,129        | 0.00          | 0.00          |

### PL00136 SWAT Fund True-Up

Recommended

Increase SWAT baseline to support ongoing operations. This decision package is supported by the rate calculation agreed upon by the LEC through the SWAT MOU.

| Fund Name                                   |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 611 - SW Washington Regional SWAT Team Fund | Revenue | On Going | \$11,200       | \$11,200       | 0.00          | 0.00          |
| 611 - SW Washington Regional SWAT Team Fund | Expense | On Going | \$16,841       | \$16,841       | 0.00          | 0.00          |

### 617-96 Police Pension

#### CW00104 Paid Family & Medical Leave Act - Employer 37% Portion

Recommended

In 2019, Paid Family and Medical Leave will require 37% of 0.4% of total compensation to be supported by the employer. This decision package reflects that amounts needed in 2019-20 for the premium to remit quarterly.

| Fund Name                       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 617 - Police Pension Trust Fund | Expense | On Going | \$28           | \$28           | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name                       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 617 - Police Pension Trust Fund | Expense | On Going | (\$1,248)      | (\$1,248)      | 0.00          | 0.00          |

### CW00109 Paid Family & Medical Leave Act - Employee 63% Portion Supported by City of Vancouver

Not Recommended

In 2019 Paid Family and Medical Leave will require 63% of 0.4% of total compensation to be supported by the Employee. The intent of this decision package is for City of Vancouver to support that expense instead of the employee.

| Fund Name                       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 617 - Police Pension Trust Fund | Expense | On Going | \$40           | \$41           | 0.00          | 0.00          |

### FS00105 eDocs Software Licenses

Recommended

Purchase eDocs licenses for various city employees across the City. Continue to enhance the functionality and usage of eDocs to allow City employees to easily search and find records by increasing profile fields and libraries.

| Fund Name                       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 617 - Police Pension Trust Fund | Expense | On Going | \$1,246        | \$207          | 0.00          | 0.00          |

### 618-96 Fire Pension

## Submitted Decision Packages by Type

### CW00104 Paid Family & Medical Leave Act - Employer 37% Portion

Recommended

In 2019, Paid Family and Medical Leave will require 37% of 0.4% of total compensation to be supported by the employer. This decision package reflects that amounts needed in 2019-20 for the premium to remit quarterly.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 618 - Fire Pension Trust Fund | Expense | On Going | \$29           | \$30           | 0.00          | 0.00          |

### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 618 - Fire Pension Trust Fund | Expense | On Going | (\$5,194)      | (\$5,194)      | 0.00          | 0.00          |

### CW00109 Paid Family & Medical Leave Act - Employee 63% Portion Supported by City of Vancouver

Not Recommended

In 2019 Paid Family and Medical Leave will require 63% of 0.4% of total compensation to be supported by the Employee. The intent of this decision package is for City of Vancouver to support that expense instead of the employee.

| Fund Name                     |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|-------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 618 - Fire Pension Trust Fund | Expense | On Going | \$42           | \$43           | 0.00          | 0.00          |

### 634-71 Transportation Benefit District



## Submitted Decision Packages by Type

### PW00231 102/103-79 Add FTE Transportation Development Review - Engineering Technician II

Recommended

The purpose of this position is to provide additional staffing support in a variety of programs within the Streets & Transportation Division of Public Works including Transportation Development Review Services (TDRS) and Transportation Design Engineering.

| Fund Name                                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 634 - Transportation Benefit District Fund | Expense | On Going | \$49,336       | \$47,354       | 0.00          | 0.00          |

### PW00387 634 Transfer to Support Pavement Management Program

Recommended

Per Street Funding Initiative, transfer of cash to support Pavement Management program in Fund 103.

| Fund Name                                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 634 - Transportation Benefit District Fund | Expense | On Going | \$1,000,000    | \$1,000,000    | 0.00          | 0.00          |

### TR00119 331-71 Traffic Signal Sustainability Carry Forward

Recommended

| Fund Name                                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 634 - Transportation Benefit District Fund | Expense | One Time | \$100,000      | \$0            | 0.00          | 0.00          |

### TR00120 331-71 Traffic Signal Sustainability

Recommended

| Fund Name                                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 634 - Transportation Benefit District Fund | Expense | One Time | \$200,000      | \$200,000      | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### TR00121 331-71 Multimodal Safety and Accessibility Program Carry Forward

Recommended

| Fund Name                                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 634 - Transportation Benefit District Fund | Expense | One Time | \$451,536      | \$0            | 0.00          | 0.00          |

### TR00122 331-71 Multimodal Safety and Accessibility Program

Recommended

| Fund Name                                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 634 - Transportation Benefit District Fund | Expense | One Time | \$500,000      | \$500,000      | 0.00          | 0.00          |

### TR00129 331-71 2019 Neighborhood Traffic Management Program

Recommended

| Fund Name                                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 634 - Transportation Benefit District Fund | Expense | One Time | \$100,000      | \$0            | 0.00          | 0.00          |

### TR00130 331-71 2020 Neighborhood Traffic Management Program

Recommended

| Fund Name                                  |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|--------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 634 - Transportation Benefit District Fund | Expense | One Time | \$0            | \$100,000      | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### 655-00 Cable TV

#### CM00116 CVTV Minimum Wage Increase

Recommended

CVTV employs 12 -14 temporary staff for a variety of video production needs. State Initiative 1433 increased the minimum wage from \$11.50 to \$12 per hour in 2019 and \$13.50 per hour in 2020.

| Fund Name                       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 655 - City/County Cable TV Fund | Revenue | On Going | \$12,000       | \$15,000       | 0.00          | 0.00          |

### 655-93 Cable TV

#### CM00116 CVTV Minimum Wage Increase

Recommended

CVTV employs 12 -14 temporary staff for a variety of video production needs. State Initiative 1433 increased the minimum wage from \$11.50 to \$12 per hour in 2019 and \$13.50 per hour in 2020.

| Fund Name                       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 655 - City/County Cable TV Fund | Expense | On Going | \$24,000       | \$30,000       | 0.00          | 0.00          |

#### CM00117 CVTV Equipment Replacement

Recommended

Need to regularly replace aging video production equipment.

| Fund Name                       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 655 - City/County Cable TV Fund | Revenue | On Going | \$100,000      | \$100,000      | 0.00          | 0.00          |
| 655 - City/County Cable TV Fund | Expense | On Going | \$100,000      | \$100,000      | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CM00123 ADA Closed-Captioning Grant

Recommended

CVTV received a \$75,000 grant to expand closed-captioning of programming (project number 938115). The majority of money, \$73,000 will be spent in 2019-20.

| Fund Name                       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 655 - City/County Cable TV Fund | Expense | One Time | \$36,500       | \$36,500       | 0.00          | 0.00          |

### CW00100 Equipment Services Admin Charge True-Up - Citywide

Recommended

Each asset in is charged an annual admin fee to support the administrative costs of managing the fleet. In 2019-20 the admin fee is budgeted at \$252 per asset and will be trued up annually in the budget.

| Fund Name                       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 655 - City/County Cable TV Fund | Expense | On Going | \$756          | \$756          | 0.00          | 0.00          |

### CW00104 Paid Family & Medical Leave Act - Employer 37% Portion

Recommended

In 2019, Paid Family and Medical Leave will require 37% of 0.4% of total compensation to be supported by the employer. This decision package reflects that amounts needed in 2019-20 for the premium to remit quarterly.

| Fund Name                       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 655 - City/County Cable TV Fund | Expense | On Going | \$653          | \$657          | 0.00          | 0.00          |

### CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

| Fund Name                       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 655 - City/County Cable TV Fund | Expense | On Going | (\$22,922)     | (\$22,922)     | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### CW00109 Paid Family & Medical Leave Act - Employee 63% Portion Supported by City of Vancouver

Not Recommended

In 2019 Paid Family and Medical Leave will require 63% of 0.4% of total compensation to be supported by the Employee. The intent of this decision package is for City of Vancouver to support that expense instead of the employee.

| Fund Name                       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 655 - City/County Cable TV Fund | Expense | On Going | \$1,024        | \$1,031        | 0.00          | 0.00          |

### CW00116 City Hall Rent and O&M

Recommended

Allocates the rent and O&M for City Hall.

| Fund Name                       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 655 - City/County Cable TV Fund | Expense | On Going | \$56,243       | \$56,983       | 0.00          | 0.00          |

### EQ00102 504-78 Replace and Add Vehicles to City Hall Motor Pool

Recommended

This package requests funding to replace three existing non-replacement motor pool vehicles and add two motor vehicles at City Hall to be supported through allocation to departments at City Hall.

| Fund Name                       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 655 - City/County Cable TV Fund | Expense | One Time | \$831          | \$572          | 0.00          | 0.00          |
| 655 - City/County Cable TV Fund | Expense | On Going | \$184          | \$327          | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### EQ00107 2019-20 Citywide Equipment Reserve Model True-Up

Recommended

True up of appropriation in Equipment ER&R (595200) to support replacement of assets based on asset lifecycle.

| Fund Name                       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 655 - City/County Cable TV Fund | Expense | On Going | (\$329)        | (\$329)        | 0.00          | 0.00          |

### EQ00109 2019-20 Equipment Operating Fund True-Up

Recommended

Increase budget for departments for potential rate increases in 2019-20 to support the Equipment Services Operating Fund

| Fund Name                       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 655 - City/County Cable TV Fund | Expense | On Going | \$2,238        | \$1,847        | 0.00          | 0.00          |

### FS00105 eDocs Software Licenses

Recommended

Purchase eDocs licenses for various city employees across the City. Continue to enhance the functionality and usage of eDocs to allow City employees to easily search and find records by increasing profile fields and libraries.

| Fund Name                       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 655 - City/County Cable TV Fund | Expense | On Going | \$1,246        | \$207          | 0.00          | 0.00          |

### IT00139 506 Allocations

Recommended

Allocates 506 Baseline and DPs not paid for out of the fund balance.

| Fund Name                       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 655 - City/County Cable TV Fund | Expense | On Going | \$10,162       | \$8,235        | 0.00          | 0.00          |

## Submitted Decision Packages by Type

### RS00103 Risk Model Allocation - City Wide

Recommended

This DP trues-up the baseline property and liability charges, and appropriates the worker's compensation charges.

| Fund Name                       |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|---------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 655 - City/County Cable TV Fund | Expense | On Going | \$2,114        | \$2,113        | 0.00          | 0.00          |

### 656-93 PEG Fund

#### CM00117 CVTV Equipment Replacement

Recommended

Need to regularly replace aging video production equipment.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 656 - PEG Capital Support Fund - Comcast | Expense | On Going | \$100,000      | \$100,000      | 0.00          | 0.00          |

#### CM00121 2019-20 PEG Grants

Recommended

PEG grants support equipment purchases by CVTV and TV ETC and monthly transport fees for iNET users (City, County and Library). In 2019 CVTV is planning on using PEG funds to replace major components of the playback system.

| Fund Name                                |         |          | 2019<br>Budget | 2020<br>Budget | 2019<br>Staff | 2020<br>Staff |
|------------------------------------------|---------|----------|----------------|----------------|---------------|---------------|
| 656 - PEG Capital Support Fund - Comcast | Expense | One Time | \$172,000      | \$172,000      | 0.00          | 0.00          |



# 2019-2020 City Manager's Recommended Capital Budget

CITY OF  
**Vancouver**  
WASHINGTON

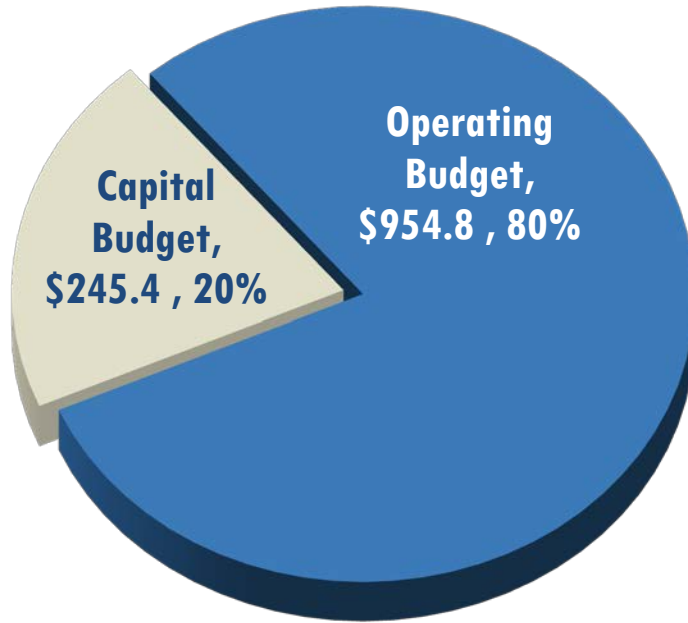
October 22, 2019

Vancouver City Council Workshop

Natasha Ramras, CFO



**2019-2020 City Manager's  
Recommended Operating and Capital Budget  
\$1.2 billion Total**



3.7 % total increase  
over current 2017-  
18 budget

1,180.4 FTEs by the  
end of 2020, a 6%  
increase over 2018  
authorized

# **2019-2020 City Manager's Recommended Budget: \$1.2 billion**

**Operating Budget:  
\$954.8 million**

**Capital Budget:  
\$245.4 million**

**General, Street, and  
Fire Funds:  
\$458.7 million**

**All Other  
Operating Funds:  
\$496.1 million**

**Projects:  
\$146.8  
million**

**Funding  
Transfers:  
\$98.6  
million**

# 2019-2020 City Manager's Recommended Budget

The Recommended Budget continues to:

- Strengthen our foundation and address the largest gaps in the levels of service
- Implement current initiatives and invest in our infrastructure
- Advance key strategic projects and programs
- Build capacity and momentum
- Plan for a stronger Vancouver



# 2019-2020 City Manager's Recommended Budget

- Recommended capital program is consistent with the capital program as outlined in the City CIP and TIP programs as approved by City Council
- Based upon strong financial policies:
  - Pay-as-you go basis – for all areas of capital
  - No new debt is anticipated to be issued to fund the recommended capital program, except for Ops. Center (targeted for the 2021-2022 budget)



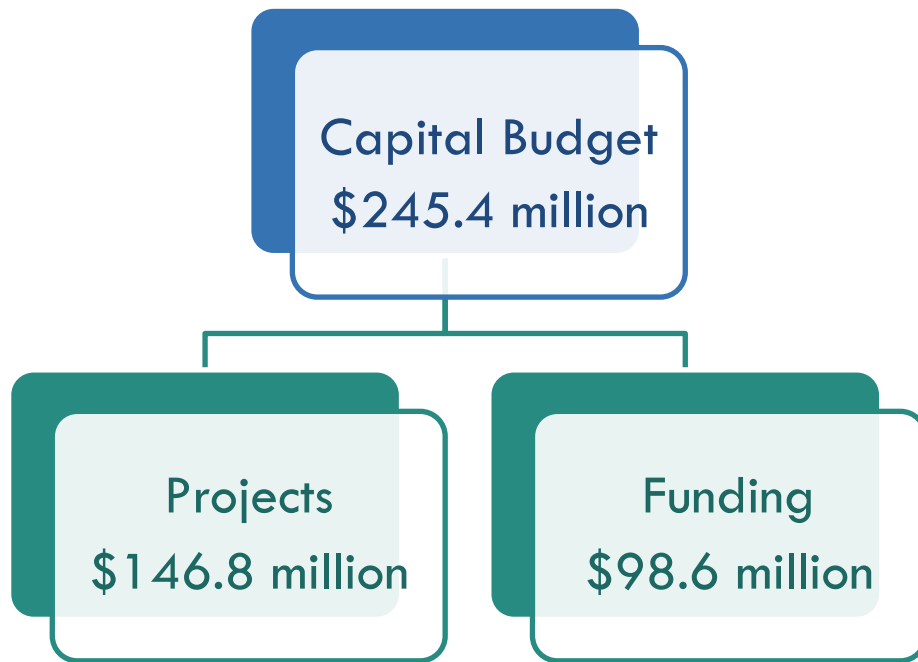
# 2019-2020 City Manager's Recommended Budget

## Implement Current Initiatives and Invest in Critical Infrastructure

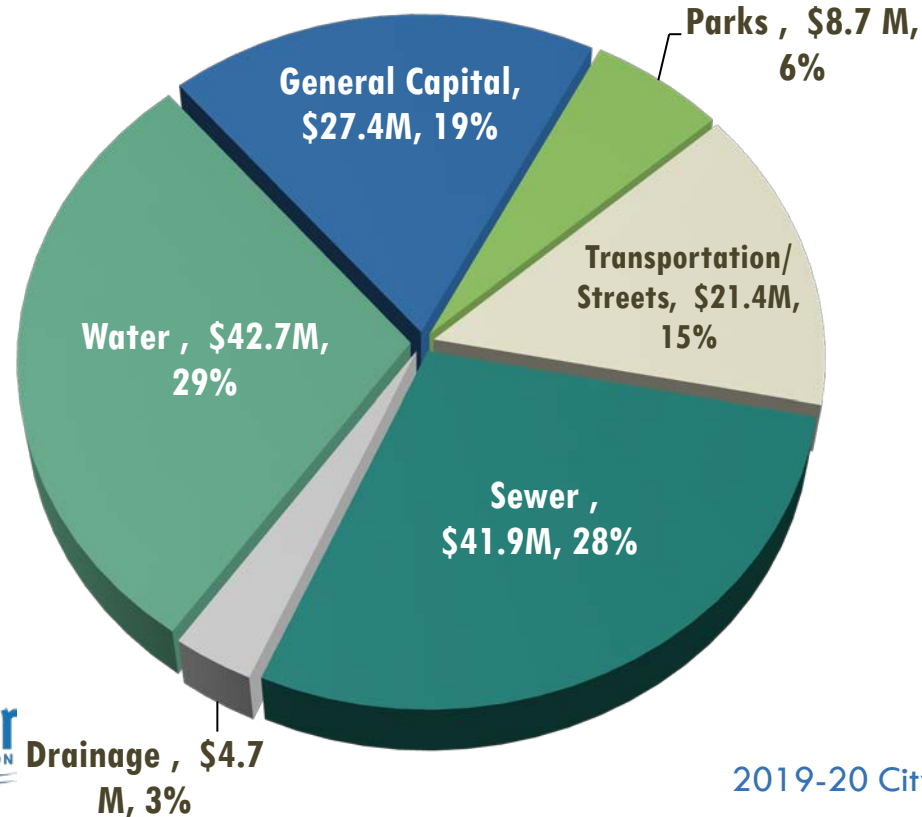
- New Fire Station 11 construction and continued design of the new Operations Center
- \$36.M capital investment in fire stations, parks, recreation facilities, and police precincts
- \$21.4M capital investment in streets and transportation
- \$89.3M capital investment in city utilities



# 2019-2020 City Manager's Recommended Budget



# 2019-2020 City Manager's Recommended Budget



**2019-2020  
Capital Budget:  
\$146.8 million**

# 2019-2020 City Manager's Recommended Budget

## General Capital: \$27.4 million

- Build future Fire Station 11 – *funded from Fire District 5*
- Operations Center redevelopment
- Tower Mall demolition
- Pearson Airfield improvements – *grant funded*
- Roof replacements at Firstenburg Community Center and VPD West Precinct
- New Art School and Center – *Columbia Art Reserve funding*
- Marshall Community Center generator installation
- Various upgrade/remodeling projects at City-owned locations



# 2019-2020 City Manager's Recommended Budget

## Parks Capital: \$8.7 million

- North Image Neighborhood Park expansion
- Potential acquisition in Parks District 4
- City parks ADA improvements carry-forward from 2018
- Upgrades to Dubois Park



# 2019-2020 City Manager's Recommended Budget

## Transportation Capital: \$17.4 million

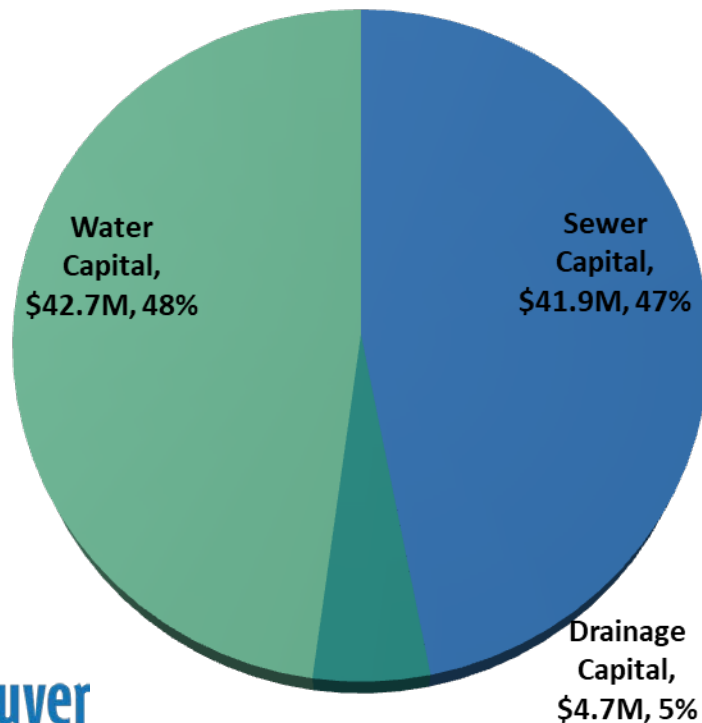
- NE 18<sup>th</sup> St - 97<sup>th</sup> Ave to 107<sup>th</sup> Ave
- Mill Plain Blvd - 104<sup>th</sup> to NE Chkalov Dr.
- LED street light retrofit (13,000 street lights)
- 137<sup>th</sup> Ave Corridor - 49<sup>th</sup> to Fourth Plain

## Streets Initiative Capital: \$4.0 million

- Traffic signal and lighting sustainability
- Multimodal Safety and Accessibility program



# 2019-2020 City Manager's Recommended Budget



**Utilities Capital:  
\$89.3 million**

# 2019-2020 City Manager's Recommended Budget

## Water Utility Capital: \$42.7 million

- Continued work at Water Station 1 (\$19 mil.)
- Preliminary work to replace reservoir at WS 5
- SCADA upgrades and replacements

## Sewer Utility Capital: \$33.4 million

- Includes work at Marine Park and Westside Treatment Plants as well in the collection system
- Westside Electrical and SCADA systems (\$11 mil.)
- Industrial pre-treatment lagoon
- NE 63<sup>rd</sup> Street pump station replacement



# 2019-2020 City Manager's Recommended Budget

## Sewer Connection Incentive (SCIP): \$8.7 Million

- Will make service available to over 600 new homes

## Drainage Utility Capital: \$4.7 million

- Lower Grand (\$1.1 mil.), grant-funded retrofits
- Compliance with NPDES permit is included in the program



## Next Steps

- November 5      First Reading of the 2019-20 City Manager's Recommended Operating and Capital Budget and Supporting Ordinances
- November 19    Public Hearing on the 2019-20 Budget Ordinances:
- *2019-2020 Budget Ordinance*
  - *Property Tax Ordinances*
  - *Fire Marshal Office and Fire Hazmat Rates*



# Questions and Discussion

**Contact Information:**  
**Natasha Ramras, CFO**  
**(360) 487-8484**





## **Staff Report 152-18**

**TO:** Mayor and City Council

**FROM:** Eric Holmes, City Manager

**DATE:** 10/22/2018

**SUBJECT** Bid Award for BRT Fort Vancouver Way and E. McLoughlin Blvd Sidewalk Infill and Pedestrian Signal Upgrade, per Bid #18-12 (Project #071457)

### **Key Points**

- The project will add sidewalks to a missing link along Clark College on Fort Vancouver Way connecting into the recently completed C-TRAN Bus Rapid Transit (BRT) Project.
- The project will also upgrade a current pedestrian crossing to a HAWK (High-Intensity Activated Crosswalk) pedestrian system along with improving the ramps at Clark College's main entrance and the receiving ramps on the other side of the road.
- This project will also improve the intersection of McLoughlin Blvd. and G Street. Pedestrian ramps will be added at all corners of G Street and on the island to reduce the crossing distance and improve pedestrian safety.
- The project is funded through Congestion Mitigation and Air Quality (CMAQ) grant and local funds.

### **Strategic Plan Alignment**

**Goal 1:** Ensure our built urban environment is one of the safest, most environmentally responsible and well maintained in the Pacific Northwest.

**Goal 1, Objective 1.1:** Develop and maintain a safe, balanced and innovative transportation system that will meet the needs of future generations.

**Goal 3:** Create new programs that engage people of all ages, cultures, family configurations, educational backgrounds, trades and professions.

**Goal 3, Objective 3.2:** Improve services available to underserved or vulnerable residents.

### **Present Situation**

This project is a collaborative effort between Clark College and City of Vancouver. Presently



sidewalk is missing along Fort Vancouver Way from McLoughlin Blvd. to the recently completed C-TRAN BRT Project.

On October 9th, 2018, the City received seven bids for the subject project. The bids ranged between \$561,666.00 and \$650,000. The low bidder was responsive. The bids are as follows:

| <b>SUMMARY OF BIDS</b>                              |                     |
|-----------------------------------------------------|---------------------|
| <b>BIDDER</b>                                       | <b>AMOUNT</b>       |
| Clark and Sons Excavating, Battle Ground, WA        | \$561,666.00        |
| Conway Construction Company, Vancouver, WA          | \$573,774.00        |
| Halme Excavation, Inc., Battle Ground, WA           | \$585,319.60        |
| MJ Hughes Construction, Inc., Vancouver, WA         | \$589,603.99        |
| C&R Tractor and Landscaping, Inc., Kelso, WA        | \$630,084.70        |
| 3 Kings Environmental, Inc., Vancouver, WA          | \$648,578.08        |
| Advanced Excavating Specialists (AES), Longview, WA | \$650,000.00        |
| Engineers' Estimate                                 | \$700,000-\$750,000 |

Due to the federal funding associated with this project, the Washington State Department of Transportation (WSDOT) set an Underutilized Disadvantaged Business Enterprise (UDBE) goal of 7%. Clark and Sons Excavating from Battle Ground, WA, has committed to meet this goal. Although this project has not been assigned a federal training requirement, federal guidelines for grant projects do not allow the inclusion of local agency apprenticeship programs. Consequently, there are no City apprenticeship goals for this project.

#### **Advantage(s)**

1. Construct the missing sidewalk link to provide a contiguous system along Clark College's frontage.
2. Upgrade pedestrian ramps to current ADA standards.
3. The HAWK signal will increase safety at a highly trafficked area for users crossing Fort Vancouver Way.

#### **Disadvantage(s)**

1. Construction will temporarily disrupt a small portion of parking on the Clark College site. The project is coordinated closely with Clark College to minimize the impacts to their campus.
2. Neighborhood residents, businesses and local traffic will be inconvenienced during the construction period at the various locations; however, the construction duration at each location is short, with traffic able to drive through construction zones, which will minimize the temporary inconvenience.

#### **Budget Impact**

The project is currently funded through a CMAQ federal grant and local funds. The project is included in the 2018-2019 Transportation Capital Fund Budget.

**Prior Council Review**

- Approval of the 2018-2019 budget which contained the referenced project.
- Approval of the 2018-2023 Transportation Improvement Program (TIP) – Resolution No. M-3935.

**Action Requested**

October 22nd, award a construction contract for the BRT Fort Vancouver Way and E. McLoughlin Blvd. Sidewalk Infill and Pedestrian Signal Upgrade project to the lowest responsive and responsible bidder, Clark and Sons Excavating of Battle Ground, WA, USA, at their bid price of \$561,666.00, which includes Washington State Sales Tax, and authorize the City Manager or designee to execute the same.

*Leslie Degenhart, PE, Senior Civil Engineer, 487-7710*

**ATTACHMENTS:**

- ▢ Contract

**CITY OF VANCOUVER**

**CONTRACT # \_\_\_\_\_**

**BID# 18-12: FORT VANCOUVER WAY SIDEWALK**

THIS CONTRACT, effective this \_\_\_\_\_ day of \_\_\_\_\_, 2018, is entered into by and between Clark and Sons Excavating, Inc., 7601 NE 289<sup>th</sup> St, Battle Ground, WA 98604, hereinafter referred to as the Contractor, and the City of Vancouver, a municipal corporation of the State of Washington, hereinafter referred to as the Owner.

1. **Contractor's Obligation:** The Contractor, for and in consideration of the sum to be paid to it by the Owner in the manner and at the times provided, hereinafter and in the Specifications, and in consideration of the covenants and agreements herein contained, which documents are incorporated into and made a part of this contract, hereby agrees to furnish all materials, labor, tools, machinery and implements of every description necessary for construction and installation of the following improvements:

**The work involved in this project is described in Invitation to Bid 18-12 and all addenda thereto, the Contractor's proposal and the Project Plans and Special Provisions and includes, but is not limited to:**

**BID# 18-12: BRT FORT VANCOUVER WAY SIDEWALK**

**This contract provides for the improvement of \*\*\* new pavement, utility adjustments, sidewalk and ramps, pedestrian signal upgrade, lighting, striping, landscaping, \*\*\* and other work, all in accordance with the attached Contract Plans, these Contract Provisions, and the Standard Specifications.**

**The project shall be physically completed within 35 working days from the Notice to Proceed (NTP) date.**

The Contractor agrees to perform the work and furnish the materials in a most substantial and workmanlike manner and within the time limits stated in this Contract. The Contractor agrees that it will make all necessary arrangements for the obtaining of permits from the United States, State of Washington, and/or any of its agencies as may be necessary to do the work required and covered by this Contract.

2. **E-Verify Program:** Contractor shall register and enter into a Memorandum of Understanding (MOU) with the Department of Homeland Security E-Verify program within sixty (60) days after execution of this Agreement. Contractor shall ensure all Contractor employees and any sub-contractor(s) assigned to perform work under this Agreement are eligible to work in the United States. Contractor shall provide verification of compliance upon City request. Failure by Contractor to comply with this subsection shall be considered a material breach.

**BID# 18-12: FORT VANCOUVER WAY SIDEWALK**

**Contract**

**C-1**

3. **Subcontractor Responsibility:** The Contractor shall include the language of this section in each of its first tier subcontracts, and shall require each of its subcontractors to include the same language of this section in each of their subcontracts, adjusting only as necessary the terms used for the contracting parties. The requirements of this section apply to all subcontractors regardless of tier.

At the time of subcontract execution, the Contractor shall verify that each of its first tier subcontractors meets the following bidder responsibility criteria:

1. Have a current certificate of registration in compliance with chapter 18.27 RCW, which must have been in effect at the time of subcontract bid submittal;
  2. Have a current Washington Unified Business Identifier (UBI) number;
  3. If applicable, have:
    - a. Have Industrial Insurance (workers' compensation) coverage for the subcontractor's employees working in Washington, as required in Title 51 RCW;
    - b. A Washington Employment Security Department reference number, as required in Title 50 RCW;
    - c. A Washington Department of Revenue state excise tax registration number, as required in Title 82 RCW;
    - d. An electrical contractor license, if required by Chapter 19.28 RCW;
    - e. An elevator contractor license, if required by Chapter 70.87 RCW.
  4. Not be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065 (3).
4. **City of Vancouver Business & Occupational License:** In most cases, contractors will be required to get a business license when contracting with the City of Vancouver, unless allowable exemptions apply. Businesses/contractors shall contact the State of Washington Business License Service (BLS) at: <http://bls.dor.wa.gov/file.aspx>, telephone 800-451-7985, or [www.cityofvancouver.us/businesslicense](http://www.cityofvancouver.us/businesslicense), to determine whether a business license is required pursuant to VMC Ch. 5.04.
5. **Owner's Obligation:** In consideration of the promises and agreements of the Contractor as set forth herein, and in consideration of the faithful performance and furnishing of the work and materials required by this Contract to the satisfaction of the Vancouver City Council, the Owner agrees to pay to the Contractor in the manner and at the times provided hereinafter and in the Contract Documents, and in accordance with the ordinances of the City of Vancouver and the laws of the State of Washington, the following sum as indicated, which amount does includes 8.4% Washington State Sales Tax (if applicable):

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\$561,666.00

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Five Hundred Sixty One Thousand Six Hundred Sixty Six Dollars 00/100

The amount finally to be paid is, however, variable upon the work actually performed and final payment will be made upon the basis of the amount of work performed and the materials furnished, and at the lump sum or unit prices fixed in the Contractor's Proposal and as modified by any and all approved Change Orders.

5. **Contractor's Insurance:** The Contractor agrees to procure insurance coverage as required by Section 1-07.18 of the Special Provisions.
6. **Contractor's Bond:** The Contractor agrees that before it undertakes performance of this Contract, it will file with the City of Vancouver a Contract Performance Bond and Payment Bond, in the forms prescribed by the City of Vancouver, in the full amount of the Contract price executed by itself as principal and by a surety company authorized to do business in the State of Washington as surety. The bonds shall comply with the laws of the State of Washington, and especially with the provisions of Chapter 39.08 RCW.
7. **Employment of Labor:** The Contractor agrees that all persons employed by the Prime Contractor and by any of its subcontractors and any of their lower tier contractors in work performed pursuant to this Contract shall not be employed in excess of eight (8) hours in any one day, except as provided or allowed by law.
8. **Payment of Labor:** The Contractor agrees that all laborers, workers, or mechanics employed by it or by any subcontractor in the work of this Contract will be paid not less than the prevailing rate of wage for an hours work in accordance with the provisions of the Revised Code of Washington, Chapter 39.12, and all rules and regulations promulgated pursuant thereto.

**The contract will require the payment and tracking of federal wages through Davis Bacon and will be subject to regulations of the U.S. Department of Labor. The higher wage rate between the Federal and State rates, at minimum shall prevail per WAC 296-127-025**

In case any dispute arises as to what the prevailing rates of wages for work of a similar nature are and such dispute cannot be adjusted by the parties involved, the matter shall be referred to the director of the Department of Labor and Industries of the State of Washington and the US Department of Labor for arbitration, and the director's decision therein shall be final and conclusive and binding on all parties involved in the dispute.

9. **Payment to the Contractor:** Payment to the Contractor of the Contract price by the Owner shall be made in checks drawn on the fund provided therefore. Payment shall be in the manner provided below unless another manner has been specified in the Special Provisions.

Progress payments to the Contractor shall be made within 30 days of receipt of the signed progress payment request, as approved by the Owner, for work completed during the previous month.

Every person performing labor or furnishing supplies toward the completion of said improvement of work shall have a lien upon said monies so reserved; provided, that such notice of the lien of such claimant shall be given in the manner provided in RCW 39.08.030 and within the time provided in Chapter 60.28 RCW as now existing and in accordance with any amendments that may hereafter be made thereto.

No payment shall be made to the Contractor, however, until the Contractor and all subcontractors who have performed work shall have filed, with Procurement Services, the Labor and Industries executed Statement of Intent to Pay Prevailing Wage as required by RCW 39.12.040. Said Contractor and all subcontractors shall also keep accurate payroll records for three years from the date of acceptance as described in WAC 296-127-320 *Payroll*. A Contractor and all subcontractors shall, within ten days after it receives a written request, as defined by RCW 39.12.010(4) file a certified copy of the payroll records with the Owner. A Contractor's noncompliance with this section shall constitute a violation of RCW 39.12.050.

10. **Indemnity:** Contractor agrees to indemnify, defend, save and hold harmless the City, its officials, employees and agents from any and all liability, demands, claims, causes of action, suits or judgments, including costs, attorney fees and expenses incurred in connection therewith, or whatsoever kind or nature, arising out of, or in connection with, or incident to, the performance of services by Contractor pursuant to this Agreement.

In the event that any suit based on such a claim, demand, loss, damage, cost, or cause of action is brought against the Contractor, the City retains the right to participate in said suit.

This indemnity and hold harmless shall include any claim made against the City by an employee of Contractor or subcontractor or agent of the Contractor, even if Contractor is thus otherwise immune from liability pursuant to the workers' compensation statute, Title 51 RCW. To the extent that such liability arises from the concurrent negligence of both the City and the Contractor, such cost, fees and expenses shall be shared between the City and the Contractor in proportion to their relative degrees of negligence. This indemnity and hold harmless shall NOT apply in the case where liability arises from the sole negligence of the City. Contractor specifically acknowledges that the provisions contained herein have been mutually negotiated by the parties and it is the intent of the parties that Contractor provide the broadest scope of indemnity permitted by RCW 4.24.115.

11. **Ownership of Records and Documents – Public Disclosure:** All materials, writings and products produced by the Contractor in the course of performing this Contract shall immediately become the property of the City. In consideration of the compensation

provided for by this Contract, the Contractor hereby further assigns all copyright interests in such materials, writings and products to the City. A copy may be retained by the Contractor. In the event the City receives a public record request for such materials, writings of products the City may, in its discretion, notify the Contractor of such request and withholds disclosure of such information for not less than five (5) business days to permit the Contractor to seek judicial protection of such information, provided that the Contractor shall be responsible for attorney fees and costs in such action and shall save and hold harmless the City from any costs, attorney fees, or penalty assessment under Chapter 42.56 RCW.

12. **Amendments:** All changes to this Agreement, including changes to the statement of work and compensation, must be made by written amendment and signed by all parties to this Agreement.
13. **Jurisdiction/Venue:** In the event that any litigation should arise concerning the construction or interpretation of any of the terms of this Agreement, the venue of such action of litigation shall be in the Superior Court of the State of Washington in and for the County of Clark. This Agreement shall be governed by the law of the State of Washington.
14. **Assignment:** This Contract is binding on each party, its successors, assigns, and legal representatives and may not, under any circumstances, be assigned or transferred by either party without express written authorization.
15. **Termination for Convenience:** The City, at its sole discretion, may terminate this Contract for convenience at any time for any reason deemed appropriate. Termination is effective immediately upon notice of termination given by the City.
16. **Bid Documents & Contract:** The complete Contract includes these parts: this Contract, the terms of Invitation to Bid 18-12 and any addenda thereto, the Contractor's complete Proposal Form, the Special Provisions and Plans are all incorporated herein and made a part of this Contract by this reference. These parts complement each other in describing a complete Work. Any requirement in one part binds as if stated in all parts.
17. **Order of Precedence:** Any inconsistency in the parts of the contract shall be resolved by following this order of precedence (e.g., 1 presiding over 2, 2 over 3, 3 over 4, and so forth):
  1. This Agreement,
  2. Addenda thereto,
  3. The Invitation to Bid and any Addenda thereto,
  4. Proposal Form,
  5. Special Provisions,
  6. Contract Plans,
  7. Amendments to the Standard Specifications,

8. Standard Specifications,
9. Amendments to the Standard Plans,
10. Standard Plans.

18. **Notices:** Whenever in this written Contract written notices are to be given or made, they may be sent by certified mail to the following people at the addresses as shown herein unless a different address is designated in writing or delivered to the respective party hereto:

|        |                              |             |                                 |
|--------|------------------------------|-------------|---------------------------------|
| Owner: | Anna Vogel                   | Contractor: | Clark and Sons Excavating, Inc. |
|        | Procurement Services Manager |             | 7601 NE 289 <sup>th</sup> St    |
|        | City of Vancouver            |             | Battle Ground, WA 98604         |
|        | 415 W 6 <sup>th</sup> St.    |             |                                 |
|        | P O Box 1995                 |             |                                 |
|        | Vancouver WA 98668-1995      |             |                                 |

Original signed at Vancouver, Washington, on the dates listed below.

**CITY OF VANCOUVER**  
A municipal corporation

**CONTRACTOR:**

\_\_\_\_\_  
Eric Holmes, City Manager

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
DATE

\_\_\_\_\_  
By: Printed Name / Title

Attest:

\_\_\_\_\_  
Natasha Ramras, City Clerk

Approved as to form:

\_\_\_\_\_  
E. Bronson Potter, City Attorney

**BID# 18-12: FORT VANCOUVER WAY SIDEWALK**  
**Contract**

**C-6**



## LABOR AND MATERIALS PAYMENT BOND

**(NOTE: CONTRACTOR MUST USE THIS FORM, NOT A SURETY COMPANY FORM. MUST BE ACCOMPANIED BY A POWER OF ATTORNEY FOR THE SURETY'S OFFICER AUTHORIZED TO SIGN)**

KNOW ALL MEN BY THESE PRESENTS:

We the Undersigned \_\_\_\_\_ as  
PRINCIPAL (Contractor) and \_\_\_\_\_  
\_\_\_\_\_ a corporation organized and existing under and by virtue of the laws of the state of \_\_\_\_\_,  
\_\_\_\_\_ and duly authorized to do surety business in the state of  
Washington and named on the current list of approved surety companies acceptable on federal  
bonds and conforming with the underwriting limitations as published in the Authorized Insurance  
List in the State of Washington published by the Office of the Insurance Commissioner and  
which carries an "A" rating and is of the appropriate class for the bond amount as determined by  
Best's Rating System, as SURETY, hereby hold and firmly bind ourselves, our heirs, executors,  
administrators, successors and assigns, jointly and severally, unto CITY OF VANCOUVER, as  
OBLIGEE, in the sum of \_\_\_\_\_  
Dollars (\$\_\_\_\_\_) in lawful money of the United States of America, for the payment of that  
sum for the use and benefit of claimants as defined below.

The condition of this obligation is such that whereas the PRINCIPAL entered into a  
contract with CITY OF VANCOUVER dated \_\_\_\_\_, 20\_\_\_\_, which  
contract is hereunto annexed and made a part hereof, for accomplishment of the all contract  
terms for the project described as follows:

### **BID #18-12: FORT VANCOUVER WAY SIDEWALK**

NOW THEREFORE, if the PRINCIPAL shall promptly make payments to all persons,  
firms, subcontractors, corporations and/or others furnishing materials for or performing labor in  
the prosecution of the Work provided for in the aforesaid contract, and any authorized extension  
or modification thereof, including all amounts due for materials, equipment, mechanical repairs,  
transportation, tools and services consumed or used in connection with the performance of such  
Work, and for all labor performed in connection with such Work whether by subcontractor or  
otherwise, and all other requirements imposed by law, then this obligation shall become null and  
void; otherwise this obligation shall remain in full force and effect, subject, however, to the  
following condition:

The above-named PRINCIPAL and SURETY hereby jointly and severally agree that  
every claimant, who has not been paid in full, may sue on this bond for the use of such claimant,  
prosecute the suit to final judgment in for such sum or sums as may be justly due claimant, and  
have execution thereon. The OBLIGEE shall not be liable for the payment of any judgment,  
costs, expenses or attorneys' fees of any such suit.

PROVIDED, FURTHER, that SURETY for the value received, hereby stipulates and agrees that all changes, extensions of time, alterations to the terms of the contract or to Work to be performed thereunder or the Specifications accompanying the same shall be within the scope of the SURETY's undertaking on this bond, and SURETY does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the contract or to the Work or to the Specifications. Any such change, extension of time, alteration or addition to the terms of the contract or to the Work or to the Specifications shall automatically increase the obligation of the SURETY hereunder in a like amount, provided that the total of such increases shall not exceed twenty-five percent (25%) of the original amount of the obligation without the consent of the SURETY.

This obligation shall continue to bind the PRINCIPAL and SURETY, notwithstanding successive payments made hereunder, until the full amount of the obligation is exhausted, or if the full amount of the obligation is not exhausted and no claim is pending resolution, until such time as no further claims can be made pursuant to law with regard to the above-described project.

SURETY shall indemnify, defend, and protect the CITY OF VANCOUVER against any claim of direct or indirect loss resulting from the failure of the CONTRACTOR (or any of the employees, subcontractors, or lower tier subcontractors of the CONTRACTOR) to pay all laborers, mechanics, subcontractors, lower tier subcontractors, materialpersons, or any other person who provides supplies or provisions for carrying out the work.

If more than one SURETY is on this bond, each SURETY hereby agrees that it is jointly and severally liable for all obligations of this bond.

IN WITNESS WHEREOF, we have hereunto set our hands and seals this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
SURETY

\_\_\_\_\_  
CONTRACTOR

By:\_\_\_\_\_

By\*:\_\_\_\_\_

Title:\_\_\_\_\_

Title:\_\_\_\_\_

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State ZIP

\_\_\_\_\_  
City, State ZIP

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Phone Number

\* Must be signed by president or vice-president of Contractor.

## PERFORMANCE BOND

**(NOTE: CONTRACTOR MUST USE THIS FORM, NOT A SURETY COMPANY FORM. MUST BE ACCOMPAINED BY A POWER OF ATTORNEY FOR THE SURETY'S OFFICER AUTHORIZED TO SIGN)**

KNOW BY ALL MEN BY THESE PRESENTS:

We the undersigned \_\_\_\_\_ as  
PRINCIPAL (hereinafter called CONTRACTOR), and \_\_\_\_\_  
\_\_\_\_\_ a corporation organized and existing under and by virtue of the laws of the state of \_\_\_\_\_  
\_\_\_\_\_ duly authorized to do surety business in the state of Washington  
and named on the current list of approved surety companies acceptable on federal bonds and  
conforming with the underwriting limitations as published in the Authorized Insurance List in the  
State of Washington published by the Office of the Insurance Commissioner and which carries an  
"A" rating and is of the appropriate class for the bond amount as determined by Best's Rating  
System, as SURETY, hereby hold and firmly bind ourselves, our heirs, executors, administrators,  
successors and assigns, jointly and severally, to pay to CITY OF VANCOUVER as OBLIGEE  
(hereinafter called CITY OF VANCOUVER), the amount of \_\_\_\_\_  
\_\_\_\_\_ Dollars (\$ \_\_\_\_\_) in lawful money of the United  
States of America.

WHEREAS, the CONTRACTOR entered into a contract with CITY OF VANCOUVER  
dated \_\_\_\_\_, 20\_\_\_\_, which Contract is hereunto annexed and made a part  
hereof, for accomplishment of the all contract terms for the project described as follows:

### **BID #18-12: FORT VANCOUVER WAY SIDEWALK**

NOW, THEREFORE, the condition of this obligation is such that if the CONTRACTOR  
shall promptly, truly and faithfully perform all the undertakings, covenants, terms, conditions,  
and agreements of the aforesaid contract and having performed its obligations thereunder, then  
this obligation shall be null and void; otherwise it shall remain in full force and effect.

Whenever CONTRACTOR shall be declared by CITY OF VANCOUVER to be in  
default under the Contract Documents for the project described herein, the SURETY shall  
promptly remedy the default by completing the project in accordance with the Contract  
Documents and the project Specifications with a contractor approved by the CITY OF  
VANCOUVER. SURETY, for value received, further stipulates and agrees that all changes,  
extensions of time, alterations, or additions to the terms of the Contract or Specifications for the  
above described contract are within the scope of the SURETY's undertaking on this bond, and  
SURETY hereby waives notice of any such change, extension of time, alteration or addition to  
the terms of the contract or to the Work or to the Specifications. Any such change, extension of  
time, alteration or addition to the terms of the contract or to the Work or to the Specifications  
shall automatically increase the obligation of the Surety hereunder in a like amount, provided that  
such increase shall not exceed twenty-five percent (25%) of the original amount of the obligation  
without the consent of the Surety.

This obligation shall continue to bind the PRINCIPAL and SURETY, notwithstanding successive payments made hereunder, until the full amount of the obligation is exhausted.

SURETY shall indemnify, defend, and protect the CITY OF VANCOUVER against any claim of direct or indirect loss resulting from the failure of the CONTRACTOR (or any of the employees, subcontractors, or lower tier subcontractors of the CONTRACTOR) to faithfully perform the terms of the contract.

No right of action shall accrue on this bond to or for the use of any person or corporation other than CITY OF VANCOUVER or its heirs, executors, administrators, successors or assigns.

If more than one SURETY is on this bond, each SURETY hereby agrees that it is jointly and severally liable for obligations on this bond.

IN WITNESS WHEREOF, we have hereunto set our hands and seals this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
SURETY

\_\_\_\_\_  
CONTRACTOR

By:\_\_\_\_\_

By\*:\_\_\_\_\_

Title:\_\_\_\_\_

Title:\_\_\_\_\_

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City State ZIP

\_\_\_\_\_  
City State ZIP

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Phone Number

\* Must be signed by president or vice-president of Contractor.



## **Staff Report 154-18**

**TO:** Mayor and City Council

**FROM:** Eric Holmes, City Manager

**DATE:** 10/22/2018

**SUBJECT** Celebrate Freedom Agreement

### **Key Points**

- The City has contracted with the Vancouver National Historic Reserve Trust (dba The Historic Trust) to produce the Celebrate Freedom program since 1999.
- Celebrate Freedom currently includes the Marshall Lecture, Marshall Adult and Youth Leadership Awards, Flag Day, Independence Day at Fort Vancouver and the Veterans Day Parade.
- The contract is increasing by \$90,000 per year to assure continuation of the Independence Day event in light of a decline in revenue from Trust operated fireworks stands resulting from the City Council banning the sale and use of personal fireworks.

### **Strategic Plan Alignment**

**Goal 5:** Continue to build high quality historical and cultural experiences for residents and visitors.

### **Present Situation**

The City has contracted with the Vancouver National Historic Reserve Trust (dba The Historic Trust) to produce the Celebrate Freedom programs since 1999. Celebrate Freedom promotes the ideals of public service, leadership, civic engagement and community pride and includes many of the City's signature events, the Marshall Lecture, Marshall Adult and Youth Leadership Awards, Flag Day, Independence Day at Fort Vancouver and the Veterans Day Parade. The agreement between the City and the Trust continues a public/private partnership that maximizes the use of public resources and supports volunteerism. The City originally created and managed many of the Celebrate Freedom programs, including the Marshall Programs and the Veterans Day Parade.

When the City Council banned the sale and use of personal fireworks, effective in 2017, it had a significant financial impact on the Independence Day event since approximately \$90,000 per year in revenue was derived from fireworks sales at booths licensed to the Historic Trust. On September 17, 2018, the Historic Trust presented a recap of the 2018 Independence Day event

including an overview of the revenue and expenses. The Historic Trust is willing to continue producing the event but will need an additional \$90,000 per year from the City to fill the funding gap.

### **Advantage(s)**

1. The Trust has a demonstrated ability to manage the Celebrate Freedom events and activities that are signature events for the City of Vancouver and the Vancouver National Historic Reserve.
2. The cost of management and production of the Celebrate Freedom programs is approximately \$585,000 per year. The City, which benefits from these signature community events, will contribute \$200,000 from the general fund toward Celebrate Freedom programs. The Trust raises the remaining funds to support the programs through sponsorships and donations.

### **Disadvantage(s)**

The Celebrate Freedom contract is increasing by \$90,000 per year to cover the revenue shortfall created by the City Council banning the sale and use of personal fireworks.

### **Budget Impact**

\$200,000 per year, which is included in the 2019-2020 biennial budget.

### **Prior Council Review**

Independence Day workshop on September 17, 2018.

### **Action Requested**

Authorize the City Manager or his designee to execute an agreement with the Vancouver National Historic Reserve Trust for the planning, coordination and funding of the Celebrate Freedom events.

*Jeanette (Jan) Bader, Program & Policy Development Manager, 487-8606*

### **ATTACHMENTS:**

- ▣ 2019-2020 Celebrate Freedom Agreement
- ▣ Exhibit A - Program Plan
- ▣ Exhibit B

**CELEBRATE FREEDOM AGREEMENT  
BETWEEN THE CITY OF VANCOUVER  
AND  
THE VANCOUVER NATIONAL HISTORIC RESERVE TRUST  
2019-2020**

This agreement is entered into by and between the City of Vancouver, a municipal corporation, organized under the laws of the State of Washington, (“City”) and the Vancouver National Historic Reserve Trust (dba the Historic Trust), a non-profit corporation (“Trust”) relating to the planning, producing and funding of the Celebrate Freedom Program.

**WHEREAS**, the City created the Marshall Leadership Award and the George C. Marshall Lecture series for the purpose of recognizing the value of public service and promoting the ideals of leadership, civic engagement, patriotism and community pride; and

**WHEREAS**, the City, in conjunction with local veterans organizations, sponsored and organized Vancouver’s annual Veteran’s Day Parade; and

**WHEREAS**, in 1998 the Vancouver National Historic Reserve Trust was incorporated as a non-profit, 501(c)3 organization whose mission is to inspire civic pride and economic vitality through education, preservation and celebration of the community’s history; and

**WHEREAS**, in 1999, the Trust assumed responsibility for the production of the “Celebrate Freedom” programs which at that time included the Marshall Lecture, Marshall Leadership Award and Veteran’s Day Parade; and

**WHEREAS**, in 2004 the 4<sup>th</sup> of July Committee, the non-profit organization who managed the annual 4<sup>th</sup> of July Celebration at the Vancouver National Historic Reserve, determined that they were no longer able to continue to produce the event and the Trust assumed responsibility for managing this iconic community event; and

**WHEREAS**, the Trust currently produces the Marshall Lecture, Marshall Leadership Award, Marshall Youth Award, Flag Day, Independence Day at Fort Vancouver and Veterans Day Parade as part of Celebrate Freedom, a program of signature events that help define the City of Vancouver and the Vancouver National Historic Reserve in relationship to its past and future; and

**WHEREAS**, the City has financially supported Celebrate Freedom since its inception, first as City programs and then under the Trust’s management; and

**WHEREAS**, on October 5, 2015 the City Council voted to ban the sale and use of personal fireworks within the City limits, beginning with the 2017 fireworks season, and recognized that this action could have a significant financial impact on the Independence Day event which was in part supported by revenue from the fireworks stands; and

**WHEREAS**, this agreement between City and the Trust serves the interests of the City in assuring that the Celebrate Freedom events and activities continue to be conducted for the benefit of the public.

**NOW THEREFORE**, the Parties agree as follows:

1. **Purpose.** The purpose of this Agreement is to set forth the mutual obligations of the City and the Trust with respect to the Celebrate Freedom events and activities.
2. **Term.** This Agreement shall be effective as of January 1, 2019 and expires on December 31, 2020. This Agreement may be extended for one (1) additional two (2) year term by mutual agreement and upon terms to be negotiated.
3. **Scope of Work.** The Trust will produce the Celebrate Freedom programs, as outlined in Exhibit "A". The programs shall include the Marshall Lecture, Marshall Adult and Youth Leadership Awards, Flag Day, Veterans Parade and Independence Day at Fort Vancouver. The City and Trust acknowledge that not all Celebrate Freedom programs occur every year (i.e. Marshall Lectures are held when an appropriate speaker is available).

The Trust shall have the ability to produce other programs under the Celebrate Freedom umbrella as opportunities arise. The Trust shall provide at least 30-days' advance notice to the City of other proposed Celebrate Freedom programs or activities.

Event production includes but is not limited to planning, logistics, advertising/marketing and recruitment and management of volunteers. In addition to the City's financial contribution, the Trust will solicit funds to support the programs through corporate and individual donations, grants and other fundraising activities. The Trust will comply with all National Park Service and City permitting and event management requirements in the production and management of the events.

Expenses eligible for reimbursement for Celebrate Freedom programs through this Agreement include marketing/advertising, professional services, permits, event insurance, speaker travel, temporary help, supplies, equipment rental and salaries and benefits directly attributable to the production of the programs. Ineligible expenses include organizational insurance, staff travel and training, building rent and utilities.



4. **Compensation.** The City shall provide an amount not to exceed \$200,000 per year to the Trust for Celebrate Freedom programs. Funding is provided on a reimbursable basis and copies of receipts must be included with the reimbursement request. Staff salary and benefit expenses shall be reimbursed per the salary schedule (Exhibit B). This salary schedule will be updated with each proposed contract extension. Expenses that are not in accordance with the approved scope of work will not be eligible for reimbursement. Requests for reimbursement shall be provided in batches of no less than \$5,000 per request.

Reimbursement requests should be submitted no later than ninety (90) days after the completion of each Celebrate Freedom event. Upon receipt of a proper reimbursement request, the City shall pay within twenty (20) business days.

In addition to funding, the City may supply additional logistical and administrative support for the Celebrate Freedom events on a case by case basis as mutually agreed upon.

5. **Project Reporting.** The Trust shall by March 31<sup>st</sup> each year, provide a written report to the City which shall include a summary of the previous year's Celebrate Freedom events and activities. Report shall include a summary of revenue and expenses for the Celebrate Freedom program and an estimate of the attendance at each event.
6. **Accounting and Auditing.** The Trust shall provide a copy of its Financial Statements and Report of Independent Accountants for the previous year as soon as a copy is available. If the City determines that there is reasonable cause to believe that the Trust has violated or failed to meet a commitment made in this Agreement, the City Manager or his/her designee may inspect and/or copy all Trust books, accounts and records at all reasonable times to determine compliance with such Agreement. This term does not limit any other remedy the City may have under other provisions of the Agreement and/or Federal and State law.
7. **Insurance.**

**a. Commercial General Liability**

The Trust shall provide evidence of insurance to the City by certificate on a standard "ACORD" form, or its equivalent, issued by an insurance company licensed to do business in the State of Washington. The certificate must provide that coverage shall not be canceled or modified without thirty (30) days prior written notice to the City.

- \$5,000,000 minimum/general liability
- \$1,000,000 combined single limit auto liability
- City of Vancouver named as additional insured
- Current compliance with the State of Washington Industrial Insurance Program

**b. Workers' Compensation**

The Trust shall carry workers' compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of the Trust's employees engaged in the performance of the work or services; and, Employer's Liability insurance of not less than:

- Commercial General Liability on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury in an amount no less than \$5,000,000 per occurrence.
- \$1,000,000 for each accident;
- \$500,000 for each disease for each employee;
- \$1,000,000 for each disease policy limit.

**c. Other Requirements**

- Washington Stop Gap Coverage: Consultants located in North Dakota, Ohio, West Virginia, Washington and Wyoming must have Washington Stop Gap coverage listed on the Certificate of Liability Insurance. The limits and aggregates noted above must apply to the Stop Gap coverage as well. This must be indicated on the certificate.
- Coverage Trigger: The insurance must be written on an "occurrence" basis. This must be indicated on the certificate. Claims made policies will not be acceptable.
- City Listed as Additional Insured: The City of Vancouver, its agents, representatives, officers, directors, officials, and employees must be named as an additional insured on the CGL policy and shown on the certificate as an additional insured with an additional insured endorsement.
- City shall be listed as the Certificate Holder.

8. **Indemnification.** The Trust shall take all precautions necessary and shall be responsible for the safety of its employees, agents, volunteers and sub-consultants in the performance of the work hereunder. Trust shall defend, save and hold harmless the City of Vancouver, its officers, agents, volunteers, employees and assigns from any claims, damages, losses, liability or expenses (including attorney's fees) which arise from the negligent performance of this Agreement, except those claims, damages, losses, liability, or expenses which arise from the sole negligent acts or omissions of the City, its officers, agents, employees or assigns. This indemnity and hold harmless shall include any claim made against the City by an employee of the Trust, its subcontractors, or agents even if the Trust is thus otherwise immune from liability pursuant to the workers' compensation statute, Title 51 RCW, except to the extent that such liability arises from the sole negligence of the City.
9. **Volunteer Liability Waivers.** The Trust shall require all volunteers participating in activities associated with this Agreement to sign a Waiver and Release holding the City harmless for all claims arising out of the volunteers' participation. Copies of the signed

Waivers shall be given to the City upon request.

10. **Termination.** Termination for Convenience: The Agreement may be terminated by either party upon written notice to the other party given at least one hundred and eighty (180) days in advance of the renewal date.

Termination for Cause: Either party may terminate this Agreement if for any cause either party does not fulfill in a timely and proper manner its obligations under this Agreement, or violates any of the terms and conditions contained herein. The party believing that such a failure or violation has occurred shall give notice to the other party of their belief and allow a reasonable opportunity for correction of the violation or failure. If the failure or violation is not corrected in a reasonable time, this Agreement may then be terminated. The termination of the Agreement will become effective thirty (30) days after the notice of termination has been sent to the breaching party.

11. **Notice.** All notices which are given or required to be given pursuant to this Agreement shall be hand delivered or mailed as follows:

To the City:

City Manager  
City of Vancouver  
P.O. Box 1995  
Vancouver, WA 98668

To Trust:

President  
The Historic Trust  
750 Anderson Street  
Vancouver, WA 98661

12. **Relation of the Parties.** The Trust, its subcontractors, agents and employees are independent contractors performing professional services for City and are not employees of City. The Trust, its subcontractors, agents and employees, shall not, as a result of this Agreement, accrue leave, retirement, pension, insurance, bonding or any other benefits afforded to City employees. The Trust, subcontractors, agents and employees shall not have the authority to bind City in any way except as may be specifically provided herein.
13. **E-Verify.** The Trust shall ensure all employees and any subcontractors assigned to perform work under this Agreement are eligible to work in the United States. Trust shall provide verification of compliance upon City request. Failure by Trust to comply with this subsection shall be considered a material breach
14. **Assignment.** Neither Party shall have the right to transfer or assign, in whole or in part, any or all of its obligations and rights hereunder without the prior written consent of the other Party.
15. **Compliance with the Law.** The Trust agrees to comply with all relevant, federal, state and municipal laws, rules and regulations, including but not limited to, compliance with any state or local business license requirements and insuring that no employee or applicant for employment is discriminated against because of race, religion, color, age,

sex, national origin, or disability as a result of this Agreement. A breach of this provision shall be considered a material breach of this Agreement.

16. **Governing Law and Disputes.** This Agreement shall be governed by the laws of the state of Washington. Before instituting any legal action hereunder, the Trust, through its President shall meet with the City Manager or other designated official and attempt in good faith to resolve the disagreement. Venue of any action hereunder shall be brought in the Superior Court of Clark County, Washington.
17. **Entire Agreement.** This Agreement incorporates all the agreements, exhibits, covenants and understanding between the parties. No prior agreement or prior understanding, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless set forth in this Agreement.
18. **Ratification.** Acts taken pursuant to this Agreement but prior to its effective date are hereby ratified and confirmed.
19. **Amendment.** Any amendments, changes or alternations to this Agreement shall be in writing and approved by both Parties.

CITY OF VANCOUVER,  
a municipal corporation

VANCOUVER NATIONAL HISTORIC  
RESERVE TRUST, a non-profit corporation

\_\_\_\_\_  
Eric J. Holmes, City Manager

\_\_\_\_\_  
Mike Williams, Interim President

Attest:

\_\_\_\_\_  
Natasha Ramras, City Clerk  
By: Carrie Lewellen, Deputy City Clerk

Approved as to form:

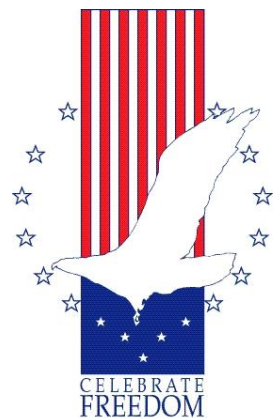
\_\_\_\_\_  
E. Bronson Potter, City Attorney



# CELEBRATE FREEDOM

## Program Plan *2017 – 2020*

*Celebrating community, inspiring  
all generations, and strengthening  
the community values of  
leadership, public service,  
patriotism and lifelong learning.*



# Current Programs

## GENERAL GEORGE C. MARSHALL PUBLIC & YOUTH LEADERSHIP AWARD

Every year, a Clark County high school student is nominated to receive the General George C. Marshall Youth Leadership Award. The recipient of the award receives a \$2,500 scholarship at the college of their choice, a paid internship with the Historic Trust and active roles in many of the Celebrate Freedom events.

The Marshall Leadership Award honors a young person, 35 years of age or younger, who exhibits the qualities of leadership, integrity and honor for which General Marshall stood. The recipient receives a scholarship for the Leadership Clark County program and a trip to Washington D.C., which includes visits to the Marshall Foundation in Lexington, VA and historic Williamsburg. The current year recipient also participates in Celebrate Freedom programs throughout the year, and serves on the Selection Committee for the following year of their award.

The Public Leadership Award began in 1989 as a program of the City of Vancouver. In 1999 the award became part of the Celebrate Freedom programs, and was produced by the Vancouver National Historic Reserve Trust with the support from the City of Vancouver.

The format for the awards have changed over the years. The Youth Awards were added in 2002 by two previous Public Leadership Award Recipients. At the start of these programs, the award ceremonies for the youth and young adult were held separately. The Public (adult) leadership Award was presented in the fall, and the Youth in the spring. Each recipient would know in advance they would receive the award, and a small ceremony would be planned at the Marshall House.

In the end of 2012, the nomination timeline for both the awards were combined, to have a joint award ceremony at the Pearson Air Museum in spring of 2013. That same year, the National Park Service became the operator of the museum, so the award ceremony had to be moved to the Heathman. In 2014 and 2015, the joint award ceremony continued at the Hilton. In 2016, to be financially sustainable and better aligned with the Trust's mission, the event was moved back onto the historic site at the Artillery Barracks. The 2017 and 2018 events are held at the Providence Academy where additional capacity was available.

Although the lecture and leadership awards were created to honor General George C. Marshall, these events had been separated and held at different times of the year. The Trust is examining a process to bring the Awards and the Lecture into a dynamic combined event.

**"YOU ARE YOUNG AND VIGOROUS AND YOUR SERVICES AS INFORMED CITIZENS WILL BE NECESSARY TO THE PEACE AND PROSPERITY OF THE WORLD" -GENERAL GEORGE C. MARSHALL**



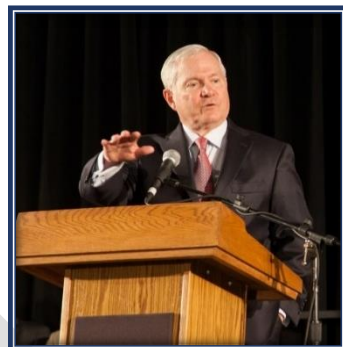
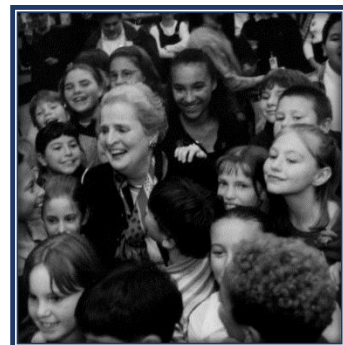
## GENERAL GEORGE C. MARSHALL LECTURE SERIES

The Marshall Lecture honors the character and principles of General George C. Marshall, who served at Vancouver Barracks as Commander of the 5th Infantry Brigade from 1936 to 1938. These Lectures focus on three phases of Marshall's career: his time in Vancouver, his achievements as a military leader, and the impact of his work as Secretary of State. The first Marshall Lecture took place in 1988, and since then has featured 18 distinguished speakers.

In 1998, Secretary of State Madeleine Albright called the Marshall Lecture series "one of the most prestigious lecture series in the United States." The cornerstone of the Celebrate Freedom events provides an opportunity for the community to witness world class speakers deliver relevant remarks on current events and world affairs.

Secretary Robert Gates delivered the most recent Marshall Lecture in 2013. Previous lecturers include Chairman of the Joint Chiefs of Staff, General Peter Pace, General Colin Powell, Ambassador Bill Richardson, Secretary of State Madeleine Albright and Tom Brokaw.

The Marshall Lecture has been a fixture in the Vancouver community for nearly 20 years. The availability of signature speakers varies from year to year, based upon timing, schedules, and whether the speaker can provide pro bono services. General Mark A. Milley has tentatively been secured for summer 2018. General Milley is the 39<sup>th</sup> Chief of Staff of the US Army. In addition to the planning and effort under way, The Trust is taking a pro-active position to fix the date of future speaker in an effort to develop a multi-year for speaker schedule, create thematic programming, enhance the event with companion other experiences such as conferences, exhibits, panels and local military and citizenship groups.



## INDEPENDENCE DAY AT FORT VANCOUVER

The Historic Trust has proudly been involved in the Independence Day at Fort Vancouver for over a decade. In over 50 years, the event has grown to become Vancouver's signature community event. The historic site sees approximately 35,000 attendees celebrating our independence with live music, friends, vendors, fun activities and a spectacular fireworks display launched from Pearson Air Field.



The event first took place in 1963 and was run by a volunteer 4th of July committee. By 1989, the event had grown to an estimated 50,000 attendees. In 1994 the firework launch site was moved off Pearson Field to a barge in the Columbia River. Financial troubles in the late 90's prompted the 4th of July Committee to join forces with Celebrate Freedom in 1999. Celebrate Freedom in turn became part of the Vancouver National Historic Reserve Trust.



In 2001, a campaign started to promote donations from attendees called "Take 4 to the 4th" which was \$2 and 2 cans of food. Later in 2003, "Take 4 to the 4th" changed to promote \$4 donations. Also in 2003, a deficient in the previous year's event caused the committee and VNHRT to slash the entertainment budget by 76% and take 12 minutes off what was a 42-minute firework show. In 2004, VNHRT became the primary organizer. The 2009 show was canceled due to a lack of funds. The Historic Trust revived the event in 2010. The firework launch area moved back to Pearson Field. Through 2017, the event continued and included live entertainment, food vendors and visitor activities. In 2017, a retail fireworks ban went into effect in the city limits of Vancouver. This resulted in a significant loss of revenue to the event that was supplemented by local lodging tax funding. For 2018, the City of Vancouver, National Park Service and Historic Trust have agreed on a fireworks event format that focuses on the fireworks as the primary viewing attraction. The event will be free to the public and focused on the element of the event that is most valued by the community, the fireworks.



**THIS EVENT IS A VANCOUVER TRADITION, WHERE FAMILIES COME TO CELEBRATE WITH COMMUNITY. IT IS INFUSED WITH A PRIDE IN COUNTRY AND HISTORY THAT DEFINES OUR COLLECTIVE IDENTITY.**

## FLAG DAY AT FORT VANCOUVER

The Trust began producing Flag Day as one of its Celebrate Freedom programs in 2001, emphasizing the importance of citizenship throughout our community. Flag Day at Fort Vancouver has been celebrating our country's stars and stripes with an annual ceremony for over 20 years. Attendees can learn about the history of the United States Flag and honor the Annual National Pause for the Pledge of Allegiance.



An important component to the event is student engagement. Though Flag Day takes place at the very end of the school year, students have been able to participate in the event through historical reenactments and history quizzes. This youth focused event draws participation from local 5th grade classes, Boy Scouts, Girl Scouts, Cub Scouts, school bands, military personnel, and community members.

In 2010, the Clark County Mayors' Patriotic Tie Competition was developed and Mayors from Clark County cities participate and bring supporters from their cities to attend the event. In 2015, a partnership with the Girl Scouts of Southwest Washington led to the opportunity for Brownie Scouts to earn their "Celebrating Community" badge at the event. Considerations are being discussed about ways to increase student attendance.



## VETERANS PARADE AT FORT VANCOUVER

The Veterans Parade at Fort Vancouver was started in 1986 by a group of volunteers who recognized a need in our community for a way to honor Clark County veterans. With assistance and support



from then Vancouver Barracks Commander Royce Pollard and City of Vancouver Mayor Bruce Hagensen, the first Veterans Parade at Fort Vancouver took place in 1986. Through rain, sun and even snow, dedicated volunteers have been instrumental in ensuring the annual Veterans Parade.

The Historic Trust is now honored to present this parade, which has grown into one of the largest Department of Veteran Affairs-sanctioned veteran's parades on the West Coast with more than 130 entries and approximately 2,500 individuals marching or riding in the parade.

Thanks to a substantial gift from the estate of Frank and Joanne Lough, the future of Vancouver's Celebrate Freedom Veterans Parade at Fort Vancouver is guaranteed in perpetuity. Frank, a 22-year Navy veteran who had a special place in his heart for veterans of all ranks and services, wanted to ensure that youth today and tomorrow have the opportunity to appreciate the sacrifice and heroism of veterans.

## Partnerships

### COMMUNITY INVESTMENT

The Celebrate Freedom programs rely heavily on relationships with individuals and organizations locally, regionally, and state wide to deliver high-quality events. A partial list includes:

|                                          |                                 |                             |                          |                 |
|------------------------------------------|---------------------------------|-----------------------------|--------------------------|-----------------|
| Independence<br>Day at Fort<br>Vancouver | Sponsorships                    |                             |                          |                 |
|                                          | Columbia Credit Union           | Fred Meyer                  | Craig Stein              | Alaska Airlines |
|                                          | Vancouver Toyota                | Vancouver Clinic            | Beverage                 | AMR             |
|                                          | Waste Connections               | Homewood Suites             | Vancouver Mall           | Bank of America |
|                                          | Partnerships                    |                             |                          |                 |
|                                          | City of Vancouver               | C-Tran                      | Boy Scout Troop 525      |                 |
|                                          | National Park Service           | Beacock Music               | Young Marines            |                 |
|                                          | KGW                             | CVTV                        | Union Cheer Boosters     |                 |
|                                          | The Columbian                   | Clark Public Utilities      | Woodland School District |                 |
|                                          | Comcast                         | Wager Audio                 | Red Cross                |                 |
|                                          | Alpha Media (98.7 the Bull, 750 | Civil Air Patrol            | Total Merchant Concepts  |                 |
|                                          | The Game, Live 95.5)            | CMAC                        | Online Support           |                 |
|                                          | On Electric Group               |                             |                          |                 |
| Volunteers                               |                                 |                             |                          |                 |
| 200+ individual volunteers               |                                 | Kohl's Vancouver WA         |                          |                 |
| Bank of America                          |                                 | Trauma Intervention Program |                          |                 |
| Clark County Restorative Justice         |                                 | VA nurse volunteers         |                          |                 |

|                                   |                                        |                     |                                 |
|-----------------------------------|----------------------------------------|---------------------|---------------------------------|
| <b>Flag Day at Fort Vancouver</b> | <b>Sponsorships</b>                    |                     |                                 |
|                                   | Davidson & Associates Insurance Agency |                     |                                 |
|                                   | <b>Partnerships</b>                    |                     |                                 |
|                                   | City of Vancouver                      | 98.7 The Bull       | City of Vancouver Mayor Pro Tem |
|                                   | National Park Service                  | CVTV                | Town of Yacolt Mayor            |
| <b>Flag Day at Fort Vancouver</b> | The Columbian                          | Buffalo Soldiers    | City of Washougal Mayor         |
|                                   | Girl Scouts of SW                      | Marshall Elementary | City of Woodland Mayor Pro Tem  |
|                                   | WA/Oregon                              | City of Camas Mayor | City of Ridgefield Councilman   |
|                                   |                                        |                     |                                 |

|                                                          |                                                          |                                                                     |                                      |
|----------------------------------------------------------|----------------------------------------------------------|---------------------------------------------------------------------|--------------------------------------|
|                                                          | Frito-Lay                                                |                                                                     | Corwin Beverage Co.                  |
|                                                          | Volunteers                                               |                                                                     |                                      |
|                                                          | 25 Individual volunteers<br>Cub Scout Pack 320           | Community Restorative Justice Program<br>ORANG 142nd FW Honor Guard |                                      |
| Veterans Parade at Fort Vancouver                        | Sponsorships                                             |                                                                     |                                      |
|                                                          | The Lough Legacy                                         | Vancouver Clinic                                                    | Creekside Mortgage                   |
|                                                          | Partnerships                                             |                                                                     |                                      |
|                                                          | City of Vancouver                                        | The Columbian                                                       | Starbucks                            |
|                                                          | National Park Service                                    | 98.7 The Bull                                                       | Vancouver Community                  |
|                                                          | 118 groups in the parade<br>(clubs/ organizations/ etc.) | American Red Cross<br>CMAC                                          | Concert Band                         |
|                                                          | Volunteers                                               |                                                                     |                                      |
| 50 individual volunteers<br>Metropolitan Performing Arts | Kohl's Vancouver WA<br>The Pollyannas                    | CC Amateur Radio Club                                               |                                      |
| Marshall Leadership Awards                               | Sponsorships                                             |                                                                     |                                      |
|                                                          | Riverview Community Bank                                 | Voiture 99 / 40 et 8                                                | Various table sponsors               |
|                                                          | Partnerships                                             |                                                                     |                                      |
|                                                          | City of Vancouver                                        | The Columbian                                                       | Marshall Foundation in Lexington, VA |
|                                                          | Volunteers                                               |                                                                     |                                      |
| 12 Selection Committee Members                           |                                                          |                                                                     |                                      |
| Marshall Lecture                                         | Sponsorships                                             |                                                                     |                                      |
|                                                          | Sterling Bank                                            |                                                                     |                                      |
|                                                          | Partnerships                                             |                                                                     |                                      |
|                                                          | City of Vancouver                                        | Evergreen School Dist.                                              | Union High School                    |
|                                                          | City of Vancouver                                        | Vancouver School Dist                                               | Columbia River High School           |
|                                                          | The Columbian                                            | Ridgefield School Dist                                              | Vancouver School of Arts & Academics |
|                                                          | ESD 112                                                  | Marshall Elementary                                                 |                                      |
| CVTV                                                     | Hudson's Bay High School                                 | CMAC                                                                |                                      |
| Volunteers                                               |                                                          |                                                                     |                                      |
| Prairie High School                                      | AFJROTC Color Guard                                      |                                                                     |                                      |

## Market

### TARGET POPULATIONS

Celebrate Freedom programs are primarily attended by residents of metro area. Since these events are typically only a few hours long (with the exception of Independence Day), the target audience is people from the local community. For this reason, main sources of marketing are centered around the Vancouver-Portland area.

**Marshall Awards** – This event is based on recognizing young local leaders for their accomplishments and contributions to the community. The main target population to participate in the award program is Clark County high school seniors and young adult

professionals (35 years of age or younger) with a 4-year college degree. The purpose of the award ceremony is to honor individuals who show leadership. Therefore, the target audience for the ceremony includes community leaders, local elected officials, family members of the nominees, and Trust associates such as Board members and donors. The demographics for this event is primarily only Clark County, although there is often representation from the Governor or our congressional delegates.

**Flag Day** – As a one-hour ceremony that has 2-3 hours of youth activities, Flag Day is targeted for local community members. The event often lands on a weekday and impacts turnout. Weekday events are a better opportunity for local Elementary schools to participate, but less individual attendees. The Mayors Patriotic Tie Competition brings involvement from all of the cities in Clark County. With the start of the Girl Scout partnership in 2015, the event began to draw an increased number of attendees from Portland for the Brownie scout activities.

**Independence Day** – As a large all day event, Independence Day attracts a significant number of out-of-town guests. Although it is primarily a local tradition and a majority of the attendees are from Clark County, it is an event out-of-town event guests will come for and even stay overnight.

In 2016, it was estimated that of 35,000 attendees, 28% reside outside of Clark County, amounting to almost 10,000 tourists coming to Vancouver for this one-day event. 11% of the total guests are visitors who reside 21-49 miles outside Vancouver, 2.5% are 50-99 miles away, and 5.4% live 100 or more miles from city limits.

The Independence Day event opened at 8am, with entertainment beginning at noon, and the fireworks launch at 10:05pm. In 2015 with record heat during the summer, there was a significant change in guest traffic, driving most attendees to arrive in the evening. Although the weather was much milder in 2016, a significant percentage of attendees continued to be in the last half of the event. Just over 6,500 attendees arrive prior to 6pm (19%), with over 28,000 guests arriving after 6pm. In 2017, the event was free to the public in a reduced format. Due to fair weather conditions, a free event and a ban on fireworks in the city limits, attendance greatly exceeded 2016 and was estimated at around 40,000.

## Event Impact and Influences

| EVENT                                     | YEAR        | ATTENDANCE | INFLUENCES                                                                                        | COMMENTS                                                                                                                                                        |
|-------------------------------------------|-------------|------------|---------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Independence Day at Fort Vancouver</b> | <b>2014</b> | 32,000     | 14% increase in NPS permit from 2013                                                              | Event attendees arrival spread out through the day.                                                                                                             |
|                                           | <b>2015</b> | 30,000     | Record breaking heat that summer, fire on Pearson field.                                          | Event attendees primarily came after 8pm due to the heat                                                                                                        |
|                                           | <b>2016</b> | 35,000     | Increased attendance, no fireworks at Ridgefield event, admission fee for Blues Fest in Portland. | More spread in attendee arrival compared to 2015, but the day attendance was not as increased as we had hoped. Large percentage of attendees arrived after 6pm. |
|                                           | <b>2017</b> | 40,000     | Increased attendance, ideal weather, free event.                                                  | Large percentage of attendees arrived after 8pm.                                                                                                                |

|                                                       |             |       |                                                                                                   |                                                                                                                       |
|-------------------------------------------------------|-------------|-------|---------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| <b>Flag Day</b>                                       | <b>2014</b> | 250   | June 14 <sup>th</sup> fell on a Saturday, coincided with NPS "Get Outdoors Day"                   |                                                                                                                       |
|                                                       | <b>2015</b> | 200   | Record breaking heat, day was 95 degrees. June 14 <sup>th</sup> fell on a Sunday                  | First year partnering with Girl Scouts – 50 brownies earned their badges and 100 kids participated in the activities. |
|                                                       | <b>2016</b> | 125   | Unusual rainy weather for the event, thunderstorms and hail. Event fell on a Tuesday              | Increase in pre-event participation with sponsor giving away 250 flags the week before the event.                     |
|                                                       | <b>2017</b> | 325   | Ideal weather conditions; active youth programing implemented in the event.                       | Complementary partner promotion with Davidson & Associated enhanced the event.                                        |
| <b>Veterans Parade</b>                                | <b>2014</b> | 4,000 | Beautiful PNW fall day – no rain                                                                  | Reviewing officer was Stephen R. Lanza, Commanding General of I Corps at JBLM                                         |
|                                                       | <b>2015</b> | 3,500 | Pouring rain with some dry gaps                                                                   | 119 groups registered, 2548 people in the parade.                                                                     |
|                                                       | <b>2016</b> | 3,000 | Steady drizzle of rain throughout the parade.                                                     | 118 groups registered, 2523 people in the parade.                                                                     |
|                                                       | <b>2017</b> | 3,000 | Partnership with CMAC with a ceremony held in the Providence Academy Ballroom.                    | 114 groups registered, 2500 people in the parade.                                                                     |
| <b>Marshall Leadership Awards (Youth &amp; Adult)</b> | <b>2014</b> | 200   | 2 <sup>nd</sup> year of the combined award ceremony                                               | 10 adult nominees, 30 youth. Hilton event                                                                             |
|                                                       | <b>2015</b> | 165   |                                                                                                   | 6 adult nominees, 35 youth. Hilton event                                                                              |
|                                                       | <b>2016</b> | 160   | Event was the same night as the Iris Awards, several other award ceremonies in Vancouver          | 5 adult nominees, 37 youth. Event held onsite                                                                         |
|                                                       | <b>2017</b> | 225   | Keynote Speaker was Lt. Governor Cyrus Habib. Event held in the Providence Academy Ballroom.      | 8 adult nominees, 33 youth.                                                                                           |
| <b>Marshall Lecture</b>                               | <b>2007</b> | 2,500 |                                                                                                   | Peter Pace, General, USMC/Chairman of the Joint Chiefs of Staff                                                       |
|                                                       | <b>2010</b> | 1,500 | Less participation from School Districts, but event included a Youth Forum at the Red Cross Bldg. | Jon Jarvis, Director of National Park Service                                                                         |
|                                                       | <b>2013</b> | 2,500 |                                                                                                   | Dr. Robert M. Gates, Secretary of Defense                                                                             |

## Future of Celebrate Freedom

|             | <b>Marshall Awards</b>                             | <b>Marshall Lecture</b>                  | <b>Flag Day</b>                                                                                 | <b>Independence Day</b>                                                                                              | <b>Veterans Parade</b>                                                                                              |
|-------------|----------------------------------------------------|------------------------------------------|-------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| <b>2016</b> | Marshall Awards Ceremony at the Artillery Barracks | No lecture in 2016                       | One-hour Flag Day Ceremony at the Bandstand at Fort Vancouver                                   | All-day event on the National Site, ending with a firework show launched from Pearson field                          | Ceremony and Parade around the National Site                                                                        |
| <b>2017</b> | Marshall Awards Ceremony at the Providence Academy | Secured lecturer for Summer 2018         | Reformatted ceremony, more hands-on activities around the Flag and US history                   | Pearson Field firework show with limited onsite entertainment and vendors                                            | Parade route going through downtown and ending at the Academy. Partner with CMAC for ceremony                       |
| <b>2018</b> | Marshall Awards Ceremony at the Providence Academy | Implementing 2018 summer lecture program | Flag Day ceremony, additional hands-on activities around the Flag and US history                | Vancouver's Fireworks Spectacular on Pearson ceremony, more hands-on activities around the Flag and US history Field | Ceremony at the Marshall House. Parade route continuing downtown. Route update from 2017 feedback                   |
| <b>2019</b> | Marshall Awards Ceremony at the Providence Academy | Implementing 2019 lecture program        | Flag Day review after 2018 ceremony, if more changes need to be made to gain community interest | TBD                                                                                                                  | Activities for families to engage in before the parade. Donations of care packets, writing letters to soldiers, etc |
| <b>2020</b> | Marshall Awards Ceremony at the Providence Academy | Implementing 2020 lecture program        |                                                                                                 | TBD                                                                                                                  | Veterans Parade review after 2019 event                                                                             |

# Financial Stability

Goal: Ensure that a diverse and sustainable revenue stream exists to support the Celebrate Freedom Programs

| The Historic Trust<br>Celebrate Freedom Programs |                   |                    |                   |                    |                    |                    |
|--------------------------------------------------|-------------------|--------------------|-------------------|--------------------|--------------------|--------------------|
|                                                  | Actual<br>2015    | Actual<br>2016     | Actual<br>2017    | Budget<br>2018     | Forecast<br>2019   | Forecast<br>2020   |
| <b>Operating Income</b>                          |                   |                    |                   |                    |                    |                    |
| Grants                                           | \$ -              | \$ -               | \$ 77,945         | \$ 107,898         | \$ 110,056         | \$ 112,257         |
| Contracts                                        | 225,969           | 228,869            | 182,000           | 170,000            | 173,400            | 176,868            |
| Admissions/Registrations                         | 98,775            | 101,634            | 30,185            | 2,000              | 2,040              | 2,081              |
| Sponsorships                                     | 114,500           | 111,000            | 85,000            | 85,000             | 86,700             | 88,434             |
| General Contributions                            | 2,910             | 896                | 10,546            | 10,496             | 10,706             | 10,920             |
| Vendor Income                                    | 24,050            | 20,252             | 17,771            | -                  | -                  | -                  |
| Merchandise Sales (Net)                          | 11,310            | 10,165             | -                 | -                  | -                  | -                  |
| Miscellaneous Income                             | 8,372             | 6,934              | 8,528             | 8,128              | 8,291              | 8,456              |
| Trust Endowment                                  | 89,666            | 58,469             | 87,518            | 88,000             | 89,760             | 91,555             |
| Direct In-kind Supplies                          | 22,491            | 20,803             | 23,299            | 20,000             | 20,400             | 20,808             |
| <b>Total Operating Income</b>                    | <b>\$ 598,044</b> | <b>\$ 559,023</b>  | <b>\$ 522,792</b> | <b>\$ 491,522</b>  | <b>\$ 501,352</b>  | <b>\$ 511,379</b>  |
| <b>Operating Expense</b>                         |                   |                    |                   |                    |                    |                    |
| Payroll Expenses                                 | \$ 198,779        | \$ 191,925         | \$ 218,597        | \$ 219,701         | 224,095            | 228,577            |
| Supplies & Small Equipment                       | 9,754             | 5,181              | 3,157             | 2,710              | 2,764              | 2,819              |
| Professional Services                            | 142,392           | 174,307            | 122,180           | 132,497            | 135,147            | 137,850            |
| Utilities Expense                                | 2,245             | 4,093              | 2,850             | 3,000              | 3,060              | 3,121              |
| Insurance Expense                                | 21,123            | 21,997             | 23,668            | 15,000             | 15,300             | 15,606             |
| Facility Repairs & Maintenance                   | -                 | 5,765              | -                 | -                  | -                  | -                  |
| Facilities & Equipment Lease                     | 65,956            | 67,563             | 51,646            | 53,896             | 54,974             | 56,073             |
| Travel, Meetings & Prime Viewing                 | 32,791            | 28,200             | 25,659            | 14,074             | 14,355             | 14,643             |
| Postage & Delivery                               | 1,333             | 2,219              | 1,591             | 1,650              | 1,683              | 1,717              |
| Printing                                         | 7,312             | 9,392              | 2,653             | 2,580              | 2,632              | 2,684              |
| Advertising                                      | 34,224            | 36,726             | 42,792            | 43,900             | 44,778             | 45,674             |
| Other Outside Services                           | 7,129             | 2,609              | 537               | -                  | -                  | -                  |
| Miscellaneous Expense                            | 46,956            | 20,352             | 19,643            | 21,706             | 22,140             | 22,583             |
|                                                  | -                 | -                  | -                 | -                  | -                  | -                  |
| <b>Total Operating Expense</b>                   | <b>\$ 569,995</b> | <b>\$ 570,333</b>  | <b>\$ 514,973</b> | <b>\$ 510,714</b>  | <b>\$ 520,928</b>  | <b>\$ 531,347</b>  |
| <b>Net Operating Income / Expense</b>            | <b>\$ 28,049</b>  | <b>\$ (11,309)</b> | <b>\$ 7,819</b>   | <b>\$ (19,192)</b> | <b>\$ (19,576)</b> | <b>\$ (19,967)</b> |



## EXHIBIT B

### **The Historic Trust SALARY SCHEDULE 2018\***

| <u>Job Category</u>    | <u>Per Hour**</u> |
|------------------------|-------------------|
| Administrative         | 27.01             |
| Event Planner          | 25.00             |
| Outreach and Education | 36.99             |
| Event Site Managers    | 24.14-33.07       |
| Marketing              | 31.32             |
| CEO                    | 87.00             |
| Controller             | 48.31             |
| Development            | 24.45             |

\* There will likely be pay increases for 2019

\*\*includes salary and benefits



## **Staff Report 155-18**

**TO:** Mayor and City Council

**FROM:** Eric Holmes, City Manager

**DATE:** 10/22/2018

**SUBJECT** Suspension of Aviation Advisory Committee

### **Key Points**

- The City Council created the Aviation Advisory Committee in 1959 to provide advice on aviation issues and on the operation of Pearson Field.
- With the recent resignation of the airport manager, the City is taking the opportunity to do a comprehensive assessment of the governance, management and operations of Pearson Field and has requested that the operation of the Aviation Advisory Committee be suspended as part of that assessment.

### **Strategic Plan Alignment**

N/A

### **Present Situation**

Pearson Field Airpark has been operated by the City as a general aviation airport since 1947. Initially the airport was overseen by a volunteer "Vancouver Aeronautic Board". When Vancouver went to a City Manager form of government, the City Council created, via resolution in 1959, an "Aviation Advisory Committee" (AAC) whose role was to provide advice to the City Council and City Manager on aviation issues impacting the city, including the operation of Pearson Field airport. When the City hired a full-time, professional airport manager, the Aviation Advisory Committee continued to serve in an advisory role. The establishing resolution for the AAC has remained unchanged since 1959.

The City's airport manager resigned on September 15, 2018, and the City decided to use this opportunity to undertake a comprehensive assessment of the governance, operations and management of Pearson Field, including a review of the role and responsibilities of the Aviation Advisory Committee. The City Manager has recommended that the operation of AAC be suspended pending the completion of that assessment. Currently, three of the nine seats on the AAC are vacant or being filled by extension of an expired term. Three of the seats will be at the end of their term by the end of 2018.



**Advantage(s)**

1. Suspending the operation of the Aviation Advisory Committee will provide an opportunity to reevaluate the committee's role in the context of an overall evaluation of the management of the airport.
2. In the absence of an airport manager, existing staff and a part-time temporary employee are managing the airport operations. Suspending the Aviation Advisory Committee reduces the workload for those staff.

**Disadvantage(s)**

There will no longer be a formal mechanism for providing advice to Council and the City Manager regarding the operation of the airport while the committee is suspended.

**Budget Impact**

None

**Prior Council Review**

None

**Action Requested**

On October 22, 2018, adopt a resolution suspending the Aviation Advisory Committee pending future action by the City Council.

*Jeannette (Jan) Bader, Program & Policy Development Manager, 487-8606*

**ATTACHMENTS:**

- ▣ Resolution

10/22/18

RESOLUTION NO. M-

A RESOLUTION suspending the Aviation Advisory Committee pending future action by the City Council.

WHEREAS, Pearson Field Airpark has been operated by the City as a general aviation airport since 1947; and

WHEREAS, the City Council created an Aviation Advisory Committee, via resolution M-545 adopted on February 10, 1959, to provide advice to the City Council and City Manager on citywide aviation issues and on the operation of Pearson Field Airpark; and

WHEREAS, with the resignation of the airport manager on September 15, 2018, the City has decided to use this opportunity to undertake a comprehensive assessment of the governance, operations and management of Pearson Field including the roles and responsibilities of the Aviation Advisory Committee.

NOW, THEREFORE,

BE IT RESOLVED BY THE CITY OF VANCOUVER:

Section 1. The City Council hereby offers their appreciation to the Aviation Advisory Committee for their many years of advice and advocacy regarding the operation of Pearson Field Airport.

Section 2. The City Council hereby suspends the Aviation Advisory Committee pending future action by the Council.

**RESOLUTION - 1**

DATED this \_\_\_\_\_, of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Anne McEnery-Ogle, Mayor

Attest:

\_\_\_\_\_  
Natasha Ramras, City Clerk  
By: Carrie Lewellen, Deputy City Clerk

Approved as to form:

\_\_\_\_\_  
E. Bronson Potter, City Attorney

**RESOLUTION - 2**



**Staff Report 155-18**

**TO:** Mayor and City Council

**FROM:** Eric Holmes, City Manager

**DATE:** 10/22/2018

**SUBJECT** Suspension of Aviation Advisory Committee

**Key Points**

- The City Council created the Aviation Advisory Committee in 1959 to provide advice on aviation issues and on the operation of Pearson Field.
- With the recent resignation of the airport manager, the City is taking the opportunity to do a comprehensive assessment of the governance, management and operations of Pearson Field and has requested that the operation of the Aviation Advisory Committee be suspended as part of that assessment.

**Strategic Plan Alignment**

N/A

**Present Situation**

Pearson Field Airpark has been operated by the City as a general aviation airport since 1947. Initially the airport was overseen by a volunteer "Vancouver Aeronautic Board". When Vancouver went to a City Manager form of government, the City Council created, via resolution in 1959, an "Aviation Advisory Committee" (AAC) whose role was to provide advice to the City Council and City Manager on aviation issues impacting the city, including the operation of Pearson Field airport. When the City hired a full-time, professional airport manager, the Aviation Advisory Committee continued to serve in an advisory role. The establishing resolution for the AAC has remained unchanged since 1959.

The City's airport manager resigned on September 15, 2018, and the City decided to use this opportunity to undertake a comprehensive assessment of the governance, operations and management of Pearson Field, including a review of the role and responsibilities of the Aviation Advisory Committee. The City Manager has recommended that the operation of AAC be suspended pending the completion of that assessment. Currently, three of the nine seats on the AAC are vacant or being filled by extension of an expired term. Three of the seats will be at the end of their term by the end of 2018.

**Advantage(s)**

1. Suspending the operation of the Aviation Advisory Committee will provide an opportunity to reevaluate the committee's role in the context of an overall evaluation of the management of the airport.
2. In the absence of an airport manager, existing staff and a part-time temporary employee are managing the airport operations. Suspending the Aviation Advisory Committee reduces the workload for those staff.

**Disadvantage(s)**

There will no longer be a formal mechanism for providing advice to Council and the City Manager regarding the operation of the airport while the committee is suspended.

**Budget Impact**

None

**Prior Council Review**

None

**Action Requested**

On October 22, 2018, adopt a resolution suspending the Aviation Advisory Committee pending future action by the City Council.

*Jeannette (Jan) Bader, Program & Policy Development Manager, 487-8606*

**ATTACHMENTS:**

- ▣ Resolution

10/22/18

RESOLUTION NO. M-3983

A RESOLUTION suspending the Aviation Advisory Committee pending future action by the City Council.

WHEREAS, Pearson Field Airpark has been operated by the City as a general aviation airport since 1947; and

WHEREAS, the City Council created an Aviation Advisory Committee, via resolution M-545 adopted on February 10, 1959, to provide advice to the City Council and City Manager on citywide aviation issues and on the operation of Pearson Field Airpark; and

WHEREAS, with the resignation of the airport manager on September 15, 2018, the City has decided to use this opportunity to undertake a comprehensive assessment of the governance, operations and management of Pearson Field including the roles and responsibilities of the Aviation Advisory Committee.

NOW, THEREFORE,

BE IT RESOLVED BY THE CITY OF VANCOUVER:

Section 1. The City Council hereby offers their appreciation to the Aviation Advisory Committee for their many years of advice and advocacy regarding the operation of Pearson Field Airport.

Section 2. The City Council hereby suspends the Aviation Advisory Committee pending future action by the Council.

**RESOLUTION - 1**

DATED this 22nd day of October, 2018.

---

Anne McEnery-Ogle, Mayor

Attest:

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Natasha Ramras, City Clerk  
By: Carrie Lewellen, Deputy City Clerk

Approved as to form:

---

E. Bronson Potter, City Attorney

**RESOLUTION - 2**



## **Staff Report 156-18**

**TO:** Mayor and City Council

**FROM:** Eric Holmes, City Manager

**DATE:** 10/22/2018

**SUBJECT** Washington Traffic Safety Commission Grant Agreements to Reduce Impaired Driving

### **Key Points**

- The Washington Traffic Safety Commission provides federal and state funding to enhance local traffic safety initiatives.
- Vancouver has been awarded a regional grant and asked to serve as fiscal agent for a regional interagency collaborative team of local law enforcement agencies working together to address impaired driving.
- Vancouver Police will mobilize a cohesive regional campaign to reduce and prevent impaired driving crashes through an evidence-based and data driven program model.
- While the distribution amounts have changed based on the availability of funds statewide through the Washington Traffic Safety Commission, there are no substantive changes to the terms of this agreement, which has been in place since 2008.

### **Strategic Plan Alignment**

**Goal 2:** Provide effective, innovative and well-resourced police, fire and emergency medical services.

### **Present Situation**

The Washington Traffic Safety Commission (WTSC), as the statewide administering organization for the National Highway Traffic Safety Administration, has awarded funding to the City of Vancouver for a regional initiative to reduce and prevent impaired driving crashes. A total of \$75,000 will be available over 12 months to support an evidence-based national program model that provides collaborative approaches and multi-agency partnerships to support high visibility data-driven regional enforcement with targeted outreach through education and a layered media campaign.

Traffic safety is an issue that affects everyone who lives or travels in Southwest Washington.



Impaired driving crashes are emerging as a priority for Vancouver and Clark County, as Washington State crash data shows that serious injuries and fatalities involving impaired drivers are continuing to increase despite statewide decreases.

Vancouver will partner with the Washington Traffic Safety Commission and local law enforcement agencies to mobilize a High Visibility Enforcement campaign that employs evidence-based strategies to address high-risk factors involved in impaired driving-related fatal and serious injury crashes in Vancouver and Clark County. A series of targeted enforcement patrols will be deployed based on a risk assessment that takes into account high-risk hours of the day, days of the week, and months of the year; holidays and local events associated with increases in impaired driving; and focuses on geographic locations and roadways throughout Vancouver and Clark County with the highest concentrations of impaired driving crashes.

Washington Traffic Safety Commission funding is effective October 1, 2018 – September 30, 2019, and will provide a total of \$75,000 for police overtime, including an education component with driving schools, and professional services. Of the total amount, \$55,000 has been set aside to provide overtime reimbursement to VPD and for its partner agencies, which include the cities of Battle Ground, Camas, LaCenter, Ridgefield, Washougal, CRESA and the Clark County Sheriff. The remaining balance of \$20,000 will be used for professional services media. No match or retention funding is required.

#### **Advantage(s)**

1. This program will improve the reach of the city's traffic safety efforts by providing additional resources to target impaired driving through officer overtime, education at area driving schools, and media strategies.
2. The 12-month grant requires no cash match, local funds, or retention.
3. WTSC funding will support a multi-agency evidence-based model to reduce impaired driving fatal crashes by enhancing traffic safety outreach and enforcement across the region.

#### **Disadvantage(s)**

None

#### **Budget Impact**

There is no local funding match or ongoing costs required, and no net impact to the City's General Fund. The appropriation of revenues and budget for expenditures associated with this grant will come forward as part of the City's next Supplemental Budget Appropriation process.

#### **Prior Council Review**

None

#### **Action Requested**

Authorize the City Manager or designee to execute agreements approving the receipt and disbursement of grant funds to enhance traffic safety.

*James McElvain, Vancouver Police Chief, 487-7473; Mike Githens, VPD Finance & Logistics Supervisor, 487-7498*

**ATTACHMENTS:**

- ▣ Interlocal Agreement
- ▣ Interagency Agreement
- ▣ WTSC Grants Management Manual

To be posted on City of Vancouver website pursuant to Chapter 39, Laws of Washington 2006 (RCW 39.34.040).

**RETURN ADDRESS**

City of Vancouver  
City Clerk's Office  
PO Box 1995  
Vancouver, WA 98668-1995

**CONTRACT NO. \_\_\_\_\_**

**THE STATE OF WASHINGTON  
COUNTY OF CLARK**

**INTERLOCAL AGREEMENT  
BETWEEN THE CITY OF VANCOUVER, WA; AND CLARK COUNTY, WA, THE CITIES  
OF BATTLE GROUND, CAMAS, LACENTER, RIDGEFIELD, AND WASHOUGAL, WA,  
AND THE CLARK REGIONAL EMERGENCY SERVICES AGENCY, FOR THE  
WASHINGTON TRAFFIC SAFETY COMMISSION DUI GRANT AWARD**

This Agreement is made and entered into effective October 1, 2018, by and between the City of Vancouver, a first class city of the state of Washington, hereinafter referred to as "VANCOUVER"; and Clark County, the Cities of Battle Ground, Camas, LaCenter, Ridgefield, and Washougal, and the Clark Regional Emergency Services Agency, hereinafter the "SUB-RECIPIENTS". VANCOUVER and the SUB-RECIPIENTS are hereafter referred to collectively as the "PARTIES":

**WHEREAS**, this Agreement is made under the authority of RCW 39.34.080 (Interlocal Cooperation Act); and

**WHEREAS**, the Washington Traffic Safety Commission (WTSC), as the statewide administering organization for the United States Department of Transportation (USDOT) National Highway Traffic Safety Administration (NHTSA) has awarded competitive funding for traffic safety grant project AG-1817 Collaborative Approaches to Reducing Impaired Driving Fatal Crashes in Clark County and Vancouver; and

**WHEREAS**, the WTSC has designated the Vancouver Police Department to serve as fiscal agent for the joint funds; and

**WHEREAS**, each governing body, in performing governmental functions or in paying for the performance of governmental functions hereunder, shall make that performance or those payments from current revenues legally available to that party.

**NOW THEREFORE, the PARTIES agree as follows:**

**Section 1.** VANCOUVER agrees to serve as fiscal agent for \$75,000 of WTSC funds awarded.

**Section 2.** VANCOUVER agrees, based on the WTSC Interagency Agreement with the City of Vancouver, and the WTSC Grants Management Manual, which are attached to this Agreement as Exhibits A and B, respectively, and incorporated herein as if fully set forth, to provide reimbursement for eligible grant activities up to the maximum amounts as follows:

Clark County, \$5,000;  
Battle Ground, \$12,500;  
Camas, \$600;  
LaCenter, \$600;  
Ridgefield, \$600;  
Washougal, \$4,600;  
Clark Regional Emergency Services Agency, \$6,000;

Each party agrees that funds are to be used to provide support for traffic safety activities detailed in the WTSC Interagency Agreement Scope of Work and other grant documents listed above and incorporated herein. VANCOUVER will provide reimbursement no more than monthly but at least quarterly following completion of performance and after approval for expenses is confirmed by WTSC.

**Section 3.** The parties agree to timely comply with all performance and reporting obligations required by WTSC grant program terms to support the Scope of Work as follows:

### **3. STATEMENT OF WORK**

SUMMARY: Traffic safety is an issue that affects every person who lives or travels through Southwest Washington. Impaired driving is a critical area of importance in Clark County, as Washington State Department of Transportation data shows serious injuries and fatalities involving impaired drivers are increasing, despite decreases statewide. While 2016 data is not yet available, we are confident that we are making a difference and we propose to continue to implement evidence-based practices based on the WTSC High Visibility Enforcement model.

Our goal is to reduce impaired driving-related deaths and serious injury crashes in Clark County by providing compensation for performance of the following Milestones and Deliverables set forth within VANCOUVER's agreement with the WTSC:

Deliverable 1a: Monthly impaired driving emphasis patrol events to focus on high- risk circumstances, including night hours, weekends, significant holidays and local events associated with increased levels of impaired driving, and geographic locations/roadways throughout Clark County with the highest concentrations of impaired driving crashes, targeting those locations with fatalities or serious injuries

Deliverable 1b: Coordinate with the Clark Regional Emergency Services Agency 911 Center for dispatcher support for each enforcement event

Deliverable 1d: Increase inter agency communication, operational engagement, visibility and impact of traffic safety initiatives by coordinating regional and multi-agency activities, including regional HVE events in various jurisdictions throughout the area

Deliverable 1e: Coordinate communication and invite participation in HVE planning to include all law enforcement agencies in the region, including the Washington State Patrol, Clark County Sheriff's Office, and Vancouver, Camas, Washougal, LaCenter, Ridgefield and Battle Ground Police Departments to share information and resources. We will make grant funding available to each department in Clark County to ensure they have the opportunity and resources to participate in WTSC-supported regional impaired driving enforcement activities overtime operations, training opportunities, and wet labs

Deliverable 1g: Coordinate with WLCB to implement the Home Safe Bar program by providing law enforcement officer overtime to partner up with WLCB officers during HVE emphasis patrol events

Deliverable 1h: Provide or participate in multi-disciplinary impaired driving training, education and outreach to law and justice agencies, local leaders, community and stakeholder groups

Deliverable 1k: Work with Washington Liquor Cannabis Board Office to build a Home Safe Bar program in Clark County. WLCB Officers will be partnered with Law Enforcement Officers during HVE patrol events to reduce and prevent impaired driving through the Home Safe Bar Program. HSB teams will focus on high-risk alcohol-serving establishments in and around the geographic areas that law enforcement officers are targeting for HVE DUI patrols. As HVE officers make impaired driving arrests, HSB teams will respond to the reported Place of Last Drink to follow up and address compliance with the bar staff and manager/owner.

### 3.1. MILESTONES AND DELIVERABLES

In order to be eligible for reimbursement, SUBRECIPIENTS must ensure that each law enforcement officer or dispatcher working a WTSC/VANCOUVER event completes and emails an Officer Activity Log to VANCOUVER at the end of the shift worked.

For High Visibility Law Enforcement events and other eligible activities, SUBRECIPIENTS will provide post-event packets including officer activity logs, A19

forms, overtime certification, and billing within 30 days after the end of each month.

### 3.2. COMPENSATION

3.2.1. Compensation for the work provided in accordance with this Agreement has been established under the terms of RCW 39.34. The cost of accomplishing the work described in the SOW will not exceed the amounts listed for each party in Section 3 above. Payment for satisfactory performance of the work shall not exceed this amount unless the parties mutually agree to a higher amount in a written Amendment to this Agreement executed by both parties.

3.2.2. If the SUB-RECIPIENT intends to charge indirect costs, an Indirect Cost Rate must be established in accordance with WTSC and VANCOUVER policies, and a federally-approved cost allocation plan may be required to be submitted to the WTSC and VANCOUVER before any performance is conducted under this Agreement.

By executing this Agreement, the parties intend to contract with the other participating law enforcement agencies to provide mutual law enforcement assistance pursuant to RCW 10.93.130 to the extent required to fulfill statement of work set forth above.

The parties agree to comply with the following applicable State and Federal Terms and Conditions:

### 4. ACTIVITY REPORTS

The SUB-RECIPIENT will submit ongoing activity reports for this project in the forms provided by the WTSC to VANCOUVER via email with the required paperwork for financial reimbursement. The SUB-RECIPIENT will include copies of publications, training reports, and any statistical data generated in project execution in the reports. If required, a final report will be submitted to VANCOUVER within 30 days of termination of this Agreement.

### 5. ADVANCE PAYMENTS PROHIBITED

No payments in advance of or in anticipation of goods or services to be provided under this Agreement shall be made by VANCOUVER and the WTSC.

### 6. AGREEMENT ALTERATIONS AND AMENDMENTS

This Agreement may be amended by mutual agreement of the parties in the form of a written Amendment to this Agreement. Such amendments shall only be binding if they are in writing and signed by personnel authorized to bind each of the parties.

### 7. ALL WRITINGS CONTAINED HEREIN

This Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

## 8. ASSIGNMENT

The SUB-RECIPIENT may not assign the work to be provided under this Agreement, in whole or in part, without the express prior written consent of VANCOUVER and the WTSC, which consent shall not be unreasonably withheld. The SUB-RECIPIENT shall provide VANCOUVER and the WTSC a copy of all third-party contracts and agreements entered into for purposes of fulfilling the SOW. Such third-party contracts and agreements must follow applicable federal, state, and local law, including but not limited to procurement law, rules, and procedures. If any of the funds provided under this Agreement include funds from NHTSA, such third-party contracts and agreements must include the federal provisions set forth in this Agreement in sections 32 through 40.

## 9. ATTORNEYS' FEES

In the event of litigation or other action brought to enforce the Agreement terms, each party agrees to bear its own attorney fees and costs.

## 10. BILLING PROCEDURE

The SUB-RECIPIENT shall submit monthly invoices for reimbursement to VANCOUVER with supporting documentation as VANCOUVER shall require. All invoices for reimbursement shall be submitted using a standard Form A-19 provided by WTSC or its pre-approved equivalent. Payment to the SUB-RECIPIENT for approved and completed work will be made by warrant or account transfer by VANCOUVER within 30 days of receipt of such properly documented invoices acceptable to VANCOUVER and WTSC. Upon expiration of the Agreement, any claim for payment not already made shall be submitted within 45 days after the expiration date of this Agreement. All invoices for goods received or services performed on or prior to June 30, 2019, must be received by WTSC no later than August 10, 2019. All invoices for goods received or services performed between July 1, 2019, and September 30, 2019, must be received by WTSC no later than November 15, 2019.

## 11. CONFIDENTIALITY/SAFEGUARDING OF INFORMATION

The SUB-RECIPIENT shall not use or disclose any information concerning the WTSC, or information which may be classified as confidential, for any purpose not directly connected with the administration of this Agreement, except with prior written consent of VANCOUVER and the WTSC, or as may be required by law.

## 12. COST PRINCIPLES

Costs incurred under this Agreement shall adhere to provisions of 2 CFR Part 200 Subpart E.

## 13. COVENANT AGAINST CONTINGENT FEES

The SUB-RECIPIENT warrants that it has not paid, and agrees not to pay, any bonus, commission, brokerage, or contingent fee to solicit or secure this Agreement or to obtain approval of any application for federal financial assistance for this Agreement. VANCOUVER and/or the WTSC shall have the right, in the event of breach of this section by the SUB-RECIPIENT, to annul this Agreement without liability.

#### 14. DISPUTES

14.1. Disputes arising in the performance of this Agreement, which are not resolved by agreement of the parties, shall be decided in writing by the WTSC Deputy Director or designee. This decision shall be final and conclusive, unless within 10 days from the date of the SUB-RECIPIENT's receipt of WTSC's written decision, the SUB-RECIPIENT furnishes a written appeal to the WTSC Director. The SUB-RECIPIENT's appeal shall be decided in writing by the Director or designee within 30 days of receipt of the appeal by the Director. The decision shall be binding upon the SUB-RECIPIENT and the SUB-RECIPIENT shall abide by the decision.

14.2. Performance During Dispute. Unless otherwise directed by WTSC, the SUB-RECIPIENT shall continue performance under this Agreement while matters in dispute are being resolved.

#### 15. GOVERNANCE

15.1. This Agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this Agreement shall be construed to conform to those laws.

15.2. In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

15.2.1. Applicable federal and state statutes and rules

15.2.2. Terms and Conditions of this Agreement

15.2.3. Any Amendment executed under this Agreement

15.2.4. Any SOW executed under this Agreement

15.2.5. Any other provisions of the Agreement, including materials incorporated by reference

#### 16. INCOME

Any income earned by the SUB-RECIPIENT from the conduct of the SOW (e.g., sale of publications, registration fees, or service charges) must be accounted for, and that income must be applied to project purposes or used to reduce project costs.

#### 17. INDEMNIFICATION

17.1. To the fullest extent permitted by law, the SUB-RECIPIENT shall indemnify and hold harmless VANCOUVER and the WTSC, their officers, employees, and agents, and process and defend at its own expense any and all claims, demands, suits at law or equity, actions, penalties, losses, damages, or costs of whatsoever kind ("claims") brought against VANCOUVER or WTSC arising out of or in connection with this Agreement and/or the SUB-RECIPIENT's performance or failure to perform any aspect of the Agreement. This indemnity provision applies to all claims against VANCOUVER or WTSC, their officers, employees, and agents arising out of, in connection with, or incident to the acts or omissions of the SUB-RECIPIENT, its officers, employees, agents, contractors, and subcontractors. Provided, however, that nothing herein shall require the SUB-RECIPIENT



to indemnify and hold harmless or defend VANCOUVER or the WTSC, their agents, employees, or officers to the extent that claims are caused by the negligent acts or omissions of VANCOUVER or the WTSC's own officers, employees or agents; and provided further that if such claims result from the concurrent negligence of (a) the SUB-RECIPIENT, its officers, employees, agents, contractors, or subcontractors, and (b) VANCOUVER or the WTSC, its officers, employees, or agents, or involves those actions covered by RCW 4.24.115, the indemnity provisions provided herein shall be valid and enforceable only to the extent of the negligence of the SUB-RECIPIENT, its officers, employees, agents, contractors, or subcontractors.

17.2. The SUB-RECIPIENT waives its immunity under Title 51 RCW to the extent it is required to indemnify, defend, and hold harmless VANCOUVER and the WTSC, their officers, employees, or agents.

17.3. The indemnification and hold harmless provision shall survive termination of this Agreement.

#### 18. INDEPENDENT CAPACITY

The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

#### 19. INSURANCE COVERAGE

19.1. The SUB-RECIPIENT shall comply with the provisions of Title 51 RCW, Industrial Insurance, if required by law.

19.2. If the SUB-RECIPIENT is not required to maintain insurance in accordance with Title 51 RCW, prior to the start of any performance of work under this Agreement, the SUB-RECIPIENT shall provide WTSC with proof of insurance coverage (e.g., vehicle liability insurance, private property liability insurance, or commercial property liability insurance), as determined appropriate by WTSC, which protects the SUB-RECIPIENT and WTSC from risks associated with executing the SOW associated with this Agreement.

#### 20. LICENSING, ACCREDITATION, AND REGISTRATION

The SUB-RECIPIENT shall comply with all applicable local, state, and federal licensing, accreditation, and registration requirements and standards necessary for the performance of this Agreement. The SUB-RECIPIENT shall complete registration with the Washington State Department of Revenue, if required, and be responsible for payment of all taxes due on payments made under this Agreement.

#### 21. RECORDS MAINTENANCE

21.1. During the term of this Agreement and for six years thereafter, the SUB-RECIPIENT shall maintain books, records, documents, and other evidence that sufficiently and properly reflect all direct and indirect costs expended in the performance of the services described herein. These records shall be subject to inspection, review, or audit by authorized personnel of VANCOUVER and the WTSC, the Office of the State Auditor, and federal

officials so authorized by law. All books, records, documents, and other material relevant to this Agreement will be retained for six years after expiration. The Office of the State Auditor, federal auditors, VANCOUVER and the WTSC, and any duly authorized representatives shall have full access and the right to examine any of these materials during this period.

21.2. Records and other documents, in any medium, furnished by one party to this Agreement to the other party, will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose or make available this material to any third parties without first giving notice to the furnishing party and giving them a reasonable opportunity to respond. Each party will utilize reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties.

## 22. RIGHT OF INSPECTION

The SUB-RECIPIENT shall provide right of access to its facilities to VANCOUVER and the WTSC or any of its officers, or to any other authorized agent or official of the state of Washington or the federal government, at all reasonable times, in order to monitor and evaluate performance, compliance, and/or quality assurance under this Agreement. The SUB-RECIPIENT shall make available information necessary for VANCOUVER and WTSC to comply with the right to access, amend, and receive an accounting of disclosures of their Personal Information according to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) or any regulations enacted or revised pursuant to the HIPAA provisions and applicable provisions of Washington State law. The SUB-RECIPIENT shall upon request make available to VANCOUVER and the WTSC and the United States Secretary of the Department of Health and Human Services all internal policies and procedures, books, and records relating to the safeguarding, use, and disclosure of Personal Information obtained or used as a result of this Agreement.

## 23. RIGHTS IN DATA

23.1. WTSC and SUB-RECIPIENT agree that all data and work products (collectively called "Work Product") pursuant to this Agreement shall be considered works made for hire under the U.S. Copyright Act, 17 USC §101 et seq., and shall be owned by the state of Washington. Work Product includes, but is not limited to, reports, documents, pamphlets, advertisement, books, magazines, surveys, studies, computer programs, films, tapes, sound reproductions, designs, plans, diagrams, drawings, software, and/or databases to the extent provided by law. Ownership includes the right to copyright, register the copyright, distribute, prepare derivative works, publicly perform, publicly display, and the ability to otherwise use and transfer these rights.

23.2. If for any reason the Work Product would not be considered a work made for hire under applicable law, the SUB-RECIPIENT assigns and transfers to WTSC the entire right, title, and interest in and to all rights in the Work Product and any registrations and copyright applications relating thereto and any renewals and extensions thereof.

23.3. The SUB-RECIPIENT may publish, at its own expense, the results of project

activities without prior review by the WTSC, provided that any publications (written, visual, or sound) contain acknowledgment of the support provided by NHTSA and the WTSC. Any discovery or invention derived from work performed under this project shall be referred to the WTSC, who will determine through NHTSA whether patent protections will be sought, how any rights will be administered, and other actions required to protect the public interest.

#### 24. SAVINGS

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Agreement and prior to completion of the SOW under this Agreement, VANCOUVER and/or the WTSC may terminate the Agreement under the "TERMINATION FOR CONVENIENCE" clause, without the 30 day notice requirement. The Agreement is subject to renegotiation at the WTSC's discretion under any new funding limitations or conditions.

#### 25. SEVERABILITY

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this Agreement, and to this end the provisions of this Agreement are declared to be severable.

#### 26. SITE SECURITY

While on WTSC premises, the SUB-RECIPIENT, its agents, employees, or sub-contractors shall conform in all respects with all WTSC physical, fire, or other security policies and applicable regulations.

#### 27. TAXES

All payments of payroll taxes, unemployment contributions, any other taxes, insurance, or other such expenses for the SUB-RECIPIENT or its staff shall be the sole responsibility of the SUB-RECIPIENT.

#### 28. TERMINATION FOR CAUSE

If the SUB-RECIPIENT does not fulfill in a timely and proper manner its obligations under this Agreement or violates any of these terms and conditions, VANCOUVER or the WTSC will give the SUB-RECIPIENT written notice of such failure or violation, and may terminate this Agreement immediately. At VANCOUVER or the WTSC's discretion, the SUB-RECIPIENT may be given 15 days to correct the violation or failure. In the event that the SUB-RECIPIENT is given the opportunity to correct the violation and the violation is not corrected within the 15-day period, this Agreement may be terminated at the end of that period by written notice of VANCOUVER or the WTSC.

#### 29. TERMINATION FOR CONVENIENCE

Except as otherwise provided in this Agreement, either party may terminate this Agreement, without cause or reason, with 30 days written notice to the other party. If this Agreement is so terminated, VANCOUVER and the WTSC shall be liable only for

payment required under the terms of this Agreement for services rendered or goods delivered prior to the effective date of termination.

### 30. TREATMENT OF ASSETS

30.1. Title to all property furnished by the WTSC shall remain property of the WTSC. Title to all property furnished by the SUB-RECIPIENT for the cost of which the SUB-RECIPIENT is entitled to be reimbursed as a direct item of cost under this Agreement shall pass to and vest in the WTSC upon delivery of such property by the SUB-RECIPIENT. Title to other property, the cost of which is reimbursable to the SUB-RECIPIENT under this Agreement, shall pass to and vest in the WTSC upon (i) issuance for use of such property in the performance of this Agreement, or (ii) commencement of use of such property in the performance of this Agreement, or (iii) reimbursement of the cost thereof by the WTSC in whole or in part, whichever first occurs.

30.2. Any property of the WTSC furnished to the SUB-RECIPIENT shall, unless otherwise provided herein or approved by the WTSC, be used only for the performance of this Agreement.

30.3. The SUB-RECIPIENT shall be responsible for any loss or damage to property of the WTSC which results from the negligence of the SUB-RECIPIENT or which results from the failure on the part of the SUB-RECIPIENT to maintain and administer that property in accordance with sound management practices.

30.4. If any WTSC property is lost, destroyed, or damaged, the SUB-RECIPIENT shall immediately notify the WTSC and shall take all reasonable steps to protect the property from further damage.

30.5. The SUB-RECIPIENT shall surrender to the WTSC all property of the WTSC upon completion, termination, or cancellation of this Agreement.

30.6. All reference to the SUB-RECIPIENT under this clause shall also include SUB-RECIPIENT's employees, agents, or sub-contractors.

### 31. WAIVER

A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement.

The parties agree to comply with the following applicable Certifications and Assurances for Highway Safety Grants (23 CFR PART 1300 Appendix A):

### 32. BUY AMERICA ACT

The SUB-RECIPIENT will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using federal funds. Buy America requires the SUB-RECIPIENT to purchase only steel, iron, and manufactured products produced in the United States, unless

the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use federal funds to purchase foreign produced items, the WTSC must submit a waiver request that provides an adequate basis and justification, and which is approved by the Secretary of Transportation.

### 33. DEBARMENT AND SUSPENSION

#### Instructions for Lower Tier Certification

33.1. By signing this Agreement, the SUB-RECIPIENT (hereinafter in this section referred to as the “lower tier participant”) is providing the certification set out below and agrees to comply with the requirements of 2 CFR part 180 and 23 CFR part 1300.

33.2. The certification in this section is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

33.3. The lower tier participant shall provide immediate written notice to the WTSC if at any time the lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

33.4. The terms covered transaction, debarment, suspension, ineligible, lower tier, participant, person, primary tier, principal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Covered Transactions sections of 2 CFR part 180.

33.5. The lower tier participant agrees by signing this Agreement that it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by NHTSA.

33.6. The lower tier participant further agrees by signing this Agreement that it will include the clause titled “Instructions for Lower Tier Certification” including the “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions, and will require lower tier participants to comply with 2 CFR part 180 and 23 CFR part 1300.

33.7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may

decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of parties Excluded from Federal Procurement and Non-procurement Programs.

33.8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

33.9. Except for transactions authorized under paragraph 33.5. of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, the department or agency with which this transaction originated may disallow costs, annul or terminate the transaction, issue a stop work order, debar or suspend you, or take other remedies as appropriate.

*Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions*

33.10. The lower tier participant certifies, by signing this Agreement, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

33.11. Where the lower tier participant is unable to certify to any of the statements in this certification, such participant shall attach an explanation to this Agreement.

34. THE DRUG-FREE WORKPLACE ACT OF 1988 (41 U.S.C. 8103)

34.1. The SUB-RECIPIENT shall:

34.1.1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace, and shall specify the actions that will be taken against employees for violation of such prohibition.

34.1.2. Establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace; the SUB-RECIPIENT's policy of maintaining a drug-free workplace; any available drug counseling, rehabilitation, and employee assistance programs; and the penalties that may be imposed upon employees for drug violations occurring in the workplace.

34.1.3. Make it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph 34.1.1. of this section.

34.1.4. Notify the employee in the statement required by paragraph 34.1.1. of this section that, as a condition of employment under the grant, the employee will abide by the terms of the statement, notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction, and notify the WTSC within 10 days after receiving notice from an employee or otherwise receiving actual notice of such conviction.

34.1.5. Take one of the following actions within 30 days of receiving notice under paragraph 34.1.3. of this section, with respect to any employee who is so convicted: take appropriate personnel action against such an employee, up to and including termination, and/or require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

34.1.6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of all of the paragraphs above.

### 35. FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA)

In accordance with FFATA, the SUB-RECIPIENT shall, upon request, provide WTSC the names and total compensation of the five most highly compensated officers of the entity, if the entity in the preceding fiscal year received 80 percent or more of its annual gross revenues in federal awards, received \$25,000,000 or more in annual gross revenues from federal awards, and if the public does not have access to information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 or section 6104 of the Internal Revenue Code of 1986.

### 36. FEDERAL LOBBYING

36.1. The undersigned certifies, to the best of his or her knowledge and belief, that:

36.1.1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

36.1.2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

36.1.3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants, and contracts under grant, loans, and cooperative agreements), and that all sub-recipients shall certify and disclose accordingly.

36.2. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### 37. NONDISCRIMINATION

37.1. During the performance of this Agreement, the SUB-RECIPIENT agrees:

37.1.1. To comply with all federal nondiscrimination laws and regulations, as may be amended from time to time.

37.1.2. Not to participate directly or indirectly in the discrimination prohibited by any federal non-discrimination law or regulation, as set forth in Appendix B of 49 CFR Part 21 and herein.

37.1.3. To permit access to its books, records, accounts, other sources of information, and its facilities as required by the WTSC, USDOT, or NHTSA.

37.1.4. That, in the event a contractor/funding recipient fails to comply with any nondiscrimination provisions in this contract/funding Agreement, the WTSC will have the right to impose such contract/agreement sanctions as it or NHTSA determine are appropriate, including but not limited to withholding payments to the contractor/funding recipient under the contract/agreement until the contractor/funding recipient complies, and/or cancelling, terminating, or suspending a contract or funding agreement, in whole or in part.

37.1.5. To insert this clause, including all paragraphs, in every sub-contract and sub-agreement and in every solicitation for a sub-contract or sub-agreement that receives federal funds under this program.

### 38. POLITICAL ACTIVITY (HATCH ACT)

The SUB-RECIPIENT will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508), which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds.

### 39. PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE

The SUB-RECIPIENT will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists. This Agreement does not include any aspects or elements of helmet usage or checkpoints, and so fully complies with this requirement.



#### 40. STATE LOBBYING

None of the funds under this Agreement will be used for any activity specifically designed to urge or influence a state or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any state or local legislative body. Such activities include both direct and indirect (e.g., “grassroots”) lobbying activities, with one exception. This does not preclude a state official whose salary is supported with NHTSA funds from engaging in direct communications with state or local legislative officials, in accordance with customary state practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

**Section 4.** The parties agree to support traffic safety during the time frame for which WTSC funds are received by taking the actions set forth in this Agreement and the WTSC Scope of Work.

**Section 5.** This Agreement shall be effective for the program year defined by the program award as October 1, 2018 through September 30, 2019.

**Section 6.** No new legal entity is being created by this Agreement.

**Section 7.** The parties agree to cover their own administrative overhead costs associated with receipt of WTSC funds.

**Section 8.** Each party to this Agreement will be responsible for its own actions in providing services under this Agreement and shall not be liable for any civil liability that may arise from the furnishing of the services by the other party.

**Section 9.** The parties to this Agreement do not intend for any third party to obtain a right by virtue of this Agreement.

**Section 10.** By entering into this Agreement, the parties do not intend to create any obligations express or implied other than those set out herein; further, this Agreement shall not create any rights in any party not a signatory hereto.

**Section 11.** Any party may terminate their participation in this Agreement by providing thirty (30) days written notification to the other party. In the event of early termination, VANCOUVER will provide reimbursement for work completed through the date of termination.

EXECUTED on the day and year first written below.

CITY OF VANCOUVER

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City Manager

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Date

Approved as to form only:

---

City Attorney

Attest:

---

Clerk

Address for Notice:

James McElvain, Police Chief  
Vancouver Police Department  
City of Vancouver  
PO Box 1995  
Vancouver, WA 98668

\* By law, the City Attorney's Office and Prosecuting Attorney's Office may only advise or approve contracts or legal documents on behalf of their respective clients. They may not advise or approve a contract or legal document on behalf of other parties. Their review of this document was conducted solely from the legal perspective of their respective clients. Their approval as to form of this document was offered solely for the benefit of their respective clients. Other parties should not rely on this approval and should seek review and approval by their own respective attorney(s).

EXECUTED on the day and year first written below.

CITY OF BATTLE GROUND, WASHINGTON

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Signing Authority

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Date

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Clerk

Approved as to form:

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Address for Notice:

Bob Richardson, Police Chief  
Battle Ground Police Department  
City of Battle Ground  
507 SW 1<sup>st</sup> Street  
Battle Ground, WA 98604

EXECUTED on the day and year first written below.

CITY OF CAMAS, WASHINGTON

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Signing Authority

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Date

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Clerk

Approved as to form:

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Address for Notice:

Mitch Lackey, Police Chief  
Camas Police Department  
2100 NE 3<sup>rd</sup> Avenue  
Camas, WA 98607

EXECUTED on the day and year first written below.

CLARK COUNTY SHERIFF

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Signing Authority

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Date

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Clerk

Approved as to form:

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Prosecuting Attorney

Address for Notice:

Chuck Atkins, Sheriff  
Clark County Sheriff's Office  
707 W 13<sup>th</sup> Street  
Vancouver, WA 98666

EXECUTED on the day and year first written below.

CLARK REGIONAL EMERGENCY SERVICES AGENCY

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Signing Authority

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Date

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Clerk

Approved as to form:

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Address for Notice:

Dave Fuller, Director  
Clark Regional Emergency Services Agency  
710 W 13<sup>th</sup> Street  
Vancouver, WA 98660

EXECUTED on the day and year first written below.

CITY OF LA CENTER, WASHINGTON

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Signing Authority

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Date

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Clerk

Approved as to form:

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Address for Notice:

Marc Denney, Police Chief  
LaCenter Police Department  
105 W 5<sup>th</sup> Street  
LaCenter, WA 98629

EXECUTED on the day and year first written below.

CITY OF RIDGEFIELD, WASHINGTON

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Signing Authority

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Date

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Clerk

Approved as to form:

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City Attorney

Address for Notice:

John Brooks, Police Chief  
Ridgefield Police Department  
116 N Main Avenue  
Ridgefield, WA 98642



EXECUTED on the day and year first written below.

CITY OF WASHOUGAL, WASHINGTON

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Signing Authority

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Date

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Clerk

Approved as to form:

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Address for Notice:

Ron Mitchell, Police Chief  
Washougal Police Department  
1320 A Street  
Washougal, WA 98671

# **INTERAGENCY AGREEMENT**

**BETWEEN THE**

**WASHINGTON TRAFFIC SAFETY COMMISSION**

**AND**

---

**THIS AGREEMENT** is made and entered into by and between the Washington Traffic Safety Commission, hereinafter referred to as “WTSC,” and \_\_\_\_\_, hereinafter referred to as “SUB-RECIPIENT.”

**NOW THEREFORE, in consideration of the terms, conditions, covenants, and performance contained herein, or attached and incorporated and made a part hereof, the Parties mutually agree as follows:**

## **1. PURPOSE OF THE AGREEMENT**

The purpose of this Agreement is to provide funding, provided by the United States Department of Transportation (USDOT) National Highway Traffic Safety Administration (NHTSA) and allowed under the Assistance Listings Catalog of Federal Domestic Assistance (CFDA) numbers 20.600 and 20.616, for the SUB-RECIPIENT to participate in traffic safety grant project <INSERT WEMS NUMBER FOR REGION>, specifically to provide funding for the SUB-RECIPIENT to conduct overtime high-visibility enforcement (HVE) traffic safety emphasis patrols and related activities as outlined in the Statement of Work (SOW), in support of Target Zero priorities.

Grant <INSERT WEMS NUMBER FOR REGION> was awarded to the Region <#> to support collaborative efforts to conduct HVE activities. By signing this agreement, the SUB-RECIPIENT is able to seek reimbursement for approved overtime expenses incurred as a participant in the region’s HVE grant.

The Target Zero Manager (TQM) and/or the Law Enforcement Liaison (LEL) shall coordinate the SOW with the SUB-RECIPIENT with the goal of reducing traffic-related deaths and serious injuries.

## **2. PERIOD OF PERFORMANCE**

The period of performance of this Agreement shall commence upon the date of execution by both Parties, but not earlier than October 1, 2018, and remain in effect until September 30, 2019, unless terminated sooner, as provided herein.

## **3. STATEMENT OF WORK**

Note: This statement of work applies only to HVE emphasis areas for which your agency has received HVE funding.

**GOAL:** To reduce traffic related deaths and serious injuries through education of impaired driving, occupant protection, speeding and distracted driving multijurisdictional HVE patrols throughout the state.

**SCOPE OF WORK:** The statewide high visibility enforcement patrols are paired with media participation to engage, deter, and educate drivers about the impacts of making unsafe decisions when driving. Outreach efforts are supported by the WTSC during statewide HVE campaigns. Regional TZMs also support public outreach efforts during locally planned HVE events. Below are descriptions of the Scope of Work for each funding category. The WTSC accepts written requests for moderations to the Scope of Work through the regional Target Zero Manager.

This grant provides funding for HVE enforcement in a variety of emphasis areas: impaired driving enforcement, distracted driving enforcement, seat belt use enforcement, flex patrols, motorcycle safety patrols, Target Zero Teams.

### **HVE Enforcement Plan Requirement:**

A HVE Mobilization Plan is required prior to all HVE activity. The local traffic safety task force and TZM are responsible for submitting this form to the WTSC HVE Program Manager prior to enforcement activities begin. This form serves as prior approval for HVE events and includes the following information:

- Problem Statement
- Description of enforcement strategy, including expected law enforcement agencies participating in the event, target violation, and target locations
- Public outreach strategy
- Evaluation plan

### **Statewide Impaired Driving Enforcement:**

The agency will engage in multijurisdictional HVE patrols, as part of the national effort, for all or part of the following campaigns:

- Holiday DUI Patrols – December 12 – January 2
- Drive Sober or Get Pulled Over – August 16 – September 3

The DUI patrols shall be deployed at locations where the data indicates that the most traffic safety benefit can be realized as determined by the local Traffic Safety Task Force. Except when prior approval is provided, impaired driving HVE must begin after 6:00 p.m and will occur Thursday-Sunday.

Up to 40% of funding in this category can be expended outside of the campaign periods. However, the funds must only be used for impaired driving enforcement and during another national impaired driving enforcement campaign or other large local event.

This funding can be used to support the professional growth of officers with limited exposure to impaired driving enforcement. With the approval of the region's TZM and WTSC, officers can participate in mentoring for impaired driving enforcement. Requirements for this use of funds include the following:

- WTSC approval for impaired driving mentorship is done through the HVE Mobilization Plan. Approval for mentorship must be received prior to the activity date.
- The training officer must be a Drug Recognition Expert or ARIDE trained.
  - TZMs can submit a request for an officer who doesn't meet these requirements to be a mentor. This request must be detailed on the HVE Mobilization Plan.
- There must be a review of the SFST procedure prior to the enforcement activity.
- There is a limit of 2 times per year that an officer can be a mentee.
- Funds permitting, mentees will participate in at least 1 impaired driving mobilization after completing mentoring.
- Each region or county-level task force can set additional requirements for participation in this use of funding.
- To be eligible for this activity, the task force must have a policy for DUI Mentoring.
- Funding will pay for overtime for the mentor officer and the mentee officer.

This funding can be used to conduct premise checks in bars and other establishments that sell alcohol. To be used for this purpose, the activity must meet the following requirements:

- Approval for this activity is done through the HVE Mobilization Plan. This plan must be received prior to the activity date. It should include details such as the estimated number of hours and officers who will be participating in this activity. It should also include a plan for what officers will discuss with the premise (Ex. distributing coasters, HVE dedication materials, mobilization creative, etc.)
- Each establishment is counted as 1 contact on the Officer Activity Log.
- The WA Liquor and Cannabis Board must be notified in advance of this activity to encourage collaboration and support.

### **Statewide Distracted Driving Enforcement:**

The agency will engage in multijurisdictional HVE patrols, as part of the national effort, for all or part of the following campaign:

- On the Road Off the Phone – March 28 – April 14

With the State of Washington's new distracted driving law, these patrols will be important to ensure through education and enforcement that drivers understand and are following the new law. These patrols shall be deployed at locations where the data indicates that the most traffic safety benefit can be realized as determined by the local Traffic Safety Task Force. Wherever possible these patrols shall occur in areas with the highest number of past distracted driving violations.

Up to 40% of funding in this category can be expended outside of the campaign periods. However, the funds must only be used for distracted driving enforcement.

### **Statewide Seat Belt Use Enforcement:**

The agency will engage in multijurisdictional HVE patrols, as part of the national effort, for all or part of the following campaign:

- Click It or Ticket – May 13 – June 2

These patrols shall be deployed at locations where the data indicates that the most traffic safety benefit can be realized as determined by the local Traffic Safety Task Force. Whenever possible these patrols shall occur in areas with the lowest seat belt use.

Up to 40% of funding in this category can be expended outside of the campaign periods. However, the funds must only be used for seat belt use enforcement.

### **Flex Patrols:**

The local Task Force may coordinate local impaired driving, seatbelt, distracted driving, or speeding HVE events during the contract period. Dates of flex HVE events may not coincide with statewide patrol periods. Dates of local patrols will be reported in advance to the WTSC. Ideally, the HVE mobilization plans for flex patrols are sent to the WTSC for review at least 2 months prior to the event date. Only enforcement activity conducted during a pre-approved event will be considered for reimbursement.

This funding can be used to support the professional growth of officers with limited exposure to impaired driving enforcement. With the approval of the region's TZM and WTSC, officers can participate in mentoring for impaired driving enforcement. Requirements for this use of funds include the following:

- The activity must be during a Friday or Saturday night.
- WTSC approval for impaired driving mentorship is done through email communication with the Target Zero Teams WTSC Program Manager. Approval for mentorship must be received prior to the activity date.
- The training officer must be a Drug Recognition Expert trained officer.
  - TZMs can submit a request for an officer who doesn't meet these requirements to be a mentor. This request must be detailed on the HVE Mobilization Plan.
- There must be a review of the SFST procedure prior to the enforcement activity.
- There is a limit of 2 times per year that an officer can be a mentee.
- Funds permitting, mentees will participate in at least 1 Target Zero Teams or other impaired driving enforcement mobilization after completing mentoring.
- Each region or county-level task force can set additional requirements for participation in this use of funding.
- To be eligible for this activity, the task force must have a policy for DUI Mentoring.
- Funding will pay for overtime for the mentor officer and the mentee officer.

This funding can be used to conduct premise checks in bars and other establishments that sell alcohol. To be used for this purpose, the activity must meet the following requirements:

- Approval for this activity is done through the HVE Mobilization Plan. This plan must be received prior to the activity date. It should include details such as the estimated number of hours and officers

who will be participating in this activity. It should also include a plan for what officers will discuss with the premise (Ex. distributing coasters, HVE dedication materials, mobilization creative, etc.)

- Each establishment is counted as 1 contact on the Officer Activity Log.
- The WA Liquor and Cannabis Board must be notified in advance of this activity to encourage collaboration and support.

### **Motorcycle Safety Patrols**

The agency will engage in multijurisdictional HVE patrols, as part of the national effort, for all or part of the following campaign:

- Motorcycle Safety Patrols – July 5 – 21

These motorcycle safety patrols shall be deployed at locations where the data indicates that the most traffic safety benefit can be realized as determined by the local Traffic Safety Task Force.

Patrols should focus on the illegal and unsafe driving actions of motorcycles that are known to cause serious and fatal crashes. This includes speeding, impaired riding, and following too closely.

Patrols should also focus on the illegal and unsafe driving actions of all other motor vehicles when relating to motorcycles. This includes speeding, failure to yield to a motorcycle, following too closely to a motorcycle, distracted driving, etc.

Whenever possible, AGENCY should include motorcycle officers in these patrols.

### **Target Zero Teams Patrols:**

The agency will engage in impaired driving multijurisdictional HVE patrols. The DUI patrols shall be deployed at locations where the data indicates that the most traffic safety benefit can be realized as determined by the local Traffic Safety Task Force.

Whenever possible the Target Zero Teams patrols shall begin after 4:00 p.m. Only work done on Task Force/TZM pre-approved dates will be considered for reimbursement. Funds may be used toward impaired driving training purposes, on a case by case basis. Requests should be made in writing prior to the training, submitted to the TZM, and approved by the WTSC.

Target Zero Teams funding can be used to support the professional growth of officers with limited exposure to impaired driving enforcement. With the approval of the region's TZM and WTSC, officers can participate in mentoring for impaired driving enforcement. Requirements for this use of funds include the following:

- The activity must be during a Friday or Saturday night.
- WTSC approval for impaired driving mentorship is done through email communication with the Target Zero Teams WTSC Program Manager. Approval for mentorship must be received prior to the activity date.
- The training officer must be a Drug Recognition Expert trained officer.
  - TZMs can submit a request for an officer who doesn't meet these requirements to be a mentor. This request must be detailed on the HVE Mobilization Plan.

- There must be a review of the SFST procedure prior to the enforcement activity.
- There is a limit of 2 times per year that an officer can be a mentee.
- Funds permitting, mentees will participate in at least 1 Target Zero Teams or other impaired driving enforcement mobilization after completing mentoring.
- Each region or county-level task force can set additional requirements for participation in this use of funding.
- To be eligible for this activity, the task force must have a policy for DUI Mentoring.
- Funding will pay for overtime for the mentor officer and the mentee officer.

### **Standardized Field Sobriety Testing (SFST) Training Requirement:**

The agency certifies that all officers participating in these patrols are SFST trained and meet the following requirement:

- Officer must be BAC certified and have passed the SFST refresher training within the prior three years, or
- Officer must have successfully completed Advanced Roadside Impaired Driving Enforcement (ARIDE), or
- Officer must be a certified Drug Recognition Expert.
- **For impaired driving HVE mobilizations, there is one additional requirement:**
  - **Officers must have made a DUI/DWI arrest within the past twelve months.**

### **Media Contacts:**

All of these patrols are conducted as part of a highly publicized, educational effort. Publicity campaigns about these patrols are planned to alert the public to the fact that extra patrols are targeting these violations. The WTSC requests that the SUB-RECIPIENT posts traffic safety information to their web-based platforms during statewide and locally coordinated HVE mobilizations. **At least one individual must be available for weekend media contacts, beginning at noon on Fridays before mobilizations.**

### **3.1. MILESTONES AND DELIVERABLES**

#### **Mobilization**

DUI Holiday Patrols  
Distracted Driving  
Click It or Ticket  
Motorcycle Safety Patrol  
DUI Drive Sober or Get Pulled Over

#### **Dates**

December 12 - January 2  
March 28 – April 14  
May 13 - June 2  
July 5 - 21  
August 14 - September 2

### **3.2. COMPENSATION**

**3.2.1.** Compensation for the overtime work provided in accordance with this Agreement has been established under the terms of RCW 39.34. The cost of accomplishing the work described in the SOW will not exceed the total grant award for the region. The funding award for the SUB-RECIPIENT'S region is detailed in section

All law enforcement agencies who are active members of the Region <#> traffic safety task force are eligible to participate in this grant. Payment for satisfactory performance of the overtime work shall not exceed this amount unless the Parties mutually agree to a higher amount in a written Amendment to this Agreement executed by both Parties.

**3.2.2.** WTSC will reimburse for personnel overtime expenses at 150 percent of the officer's normal salary rate plus SUB-RECIPIENT's contributions to employee benefits, limited to the following:

- FICA
- Medicare
- Any portion of L & I that is paid by the employer (SUB-RECIPIENT)
- Retirement contributions paid by the employer (SUB-RECIPIENT) can be included if the contribution is based on a percentage of their hours worked

Health insurance, or any other benefits not listed above, are not eligible for reimbursement.

Comp-time is not considered overtime and will not be approved for payment.

The SUB-RECIPIENT will provide law enforcement officers with appropriate equipment (e.g., vehicles, radars, breath testers, etc.) to participate in the emphasis patrols.

**3.2.3.** Up to 40% of the statewide enforcement funding can be expended during dates outside of the designated statewide campaign periods. However, impaired driving funds must be used during another national impaired driving enforcement campaign or other large local event.

### **3.3. SUMMARY OF PROJECT COSTS**

The WTSC has awarded \$ 53,481.00 to the Region <#> traffic safety task force for the purpose of conducting coordinated HVE activities. By signing this agreement, the SUB-RECIPIENT is able to seek reimbursement for approved overtime expenses incurred as a participant in this grant. All activity must be coordinated by the region's traffic safety task force and TZM in order to be eligible for reimbursement.

The funding for Region < #> is as follows:

|                                                                                                             |                     |
|-------------------------------------------------------------------------------------------------------------|---------------------|
| <b>Statewide Impaired Driving Patrols</b><br>(Section 405d, CFDA 20.616)                                    | <b>\$ 18,000.00</b> |
| <b>Statewide Distracted Driving Patrols</b><br>(Section 402, CFDA 20.600)                                   | <b>\$ 19,000.00</b> |
| <b>Statewide Click It or Ticket</b><br>(Section 405b, CFDA 20.616)                                          | <b>\$ 7,481.00</b>  |
| <b>Flex Funding (Local DUI, Speed, Distracted, and Seat Belt Enforcement)</b><br>(Section 402, CFDA 20.600) | <b>\$ 9,000.00</b>  |
| <b>Motorcycle Safety</b><br>(164 Funds, CFDA 20.608)                                                        | <b>\$ 0.00</b>      |
| <b>Target Zero Teams</b><br>(Section 405d, CFDA 20.616)                                                     | <b>\$ 0.00</b>      |



**3.3.1.** The funds issued under this Agreement are only to be used for the specified category and shall not be commingled between categories.

## **APPLICABLE STATE AND FEDERAL TERMS AND CONDITIONS:**

### **4. PARTICIPATION REQUIREMENTS AND CONDITIONS**

For each of the overtime emphasis patrols listed in the Statement of Work, the SUB-RECIPIENT will follow all protocols detailed in the “Multijurisdictional High Visibility Enforcement Protocols,” which will be provided by the WTSC. Exceptions to these protocols must be pre-approved by the WTSC prior to the emphasis patrol(s).

### **5. PERFORMANCE STANDARDS**

Participating law enforcement officers working overtime hours are expected to make a minimum of three self-initiated contacts per hour of enforcement. The WTSC recognizes that some contacts may result in time-consuming enforcement-related activities, and these activities are reimbursable. Other activities, such as collision investigations or emergency response that are not initiated through emphasis patrol contact WILL NOT be reimbursed.

### **6. ACTIVITY REPORTS**

The SUB-RECIPIENT agrees to have all personnel who work HVE patrols submit an officer Emphasis Patrol Log to their regional TZM, or by other approved means, within 48 hours of the end of all shifts worked. These same logs will be associated with invoices as detailed in the “BILLING PROCEDURE” section.

### **7. ADVANCE PAYMENTS PROHIBITED**

No payments in advance of or in anticipation of goods or services to be provided under this Agreement shall be made by the WTSC.

### **8. AGREEMENT ALTERATIONS AND AMENDMENTS**

This Agreement may be amended by mutual agreement of the Parties in the form of a written request to amend this Agreement. Such amendments shall only be binding if they are in writing and signed by personnel authorized to bind each of the Parties. Changes to the budget, SUB-RECIPIENT’S Primary Contact, and WTSC Program Manager can be made through email communication and signatures are not required.

### **9. ALL WRITINGS CONTAINED HEREIN**

This Agreement contains all the terms and conditions agreed upon by the Parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the Parties hereto.

### **10. ASSIGNMENT**

The SUB-RECIPIENT may not assign the work to be provided under this Agreement, in whole or in part, without the express prior written consent of the WTSC, which consent shall not be unreasonably withheld. The SUB-RECIPIENT shall provide the WTSC a copy of all third-party contracts and agreements entered into for purposes of fulfilling the SOW. Such third-party contracts and agreements must follow applicable

federal, state, and local law, including but not limited to procurement law, rules, and procedures. If any of the funds provided under this Agreement include funds from NHTSA, such third-party contracts and agreements must include the federal provisions set forth in this Agreement in sections 34 through 42.

#### **11. ATTORNEYS' FEES**

In the event of litigation or other action brought to enforce the Agreement terms, each Party agrees to bear its own attorney fees and costs.

#### **12. BILLING PROCEDURE**

The SUB-RECIPIENT shall submit monthly invoices for reimbursement to the TZM with supporting documentation, as WTSC shall require. The TZM will submit all approved invoices to the WTSC via WTSC's online grant management system within 10 days of receipt.

All invoices for reimbursement include the following:

- Form A-19 provided by WTSC or its pre-approved equivalent. The hourly rate of each officer included on the invoice must be identified.
- Emphasis Patrol Log for each officer
- WTSC's Overtime Log or the SUB-RECIPIENT's overtime approval sheets signed by the officer's supervisor

Payment to the SUB-RECIPIENT for approved and completed work will be made by warrant or account transfer by WTSC within 30 days of receipt of such properly documented invoices acceptable to WTSC. Upon expiration of the Agreement, any claim for payment not already made shall be submitted within 45 days after the expiration date of this Agreement. All invoices for goods received or services performed on or prior to June 30, 2019, **must be received by WTSC no later than August 10, 2019**. All invoices for goods received or services performed between July 1, 2019 and September 30, 2019, **must be received by WTSC no later than November 15, 2019**.

#### **13. CONFIDENTIALITY/SAFEGUARDING OF INFORMATION**

The SUB-RECIPIENT shall not use or disclose any information concerning the WTSC, or information which may be classified as confidential, for any purpose not directly connected with the administration of this Agreement, except with prior written consent of the WTSC, or as may be required by law.

#### **14. COST PRINCIPLES**

Costs incurred under this Agreement shall adhere to provisions of 2 CFR Part 200 Subpart E.

#### **15. COVENANT AGAINST CONTINGENT FEES**

The SUB-RECIPIENT warrants that it has not paid, and agrees not to pay, any bonus, commission, brokerage, or contingent fee to solicit or secure this Agreement or to obtain approval of any application for federal financial assistance for this Agreement. The WTSC shall have the right, in the event of breach of this section by the SUB-RECIPIENT, to annul this Agreement without liability.

#### **16. DISPUTES**

**16.1.** Disputes arising in the performance of this Agreement, which are not resolved by agreement of the Parties, shall be decided in writing by the WTSC Deputy Director or designee. This decision shall be final and conclusive, unless within 10 days from the date of the SUB-RECIPIENT's receipt of WTSC's written

decision, the SUB-RECIPIENT furnishes a written appeal to the WTSC Director. The SUB-RECIPIENT's appeal shall be decided in writing by the Director or designee within 30 days of receipt of the appeal by the Director. The decision shall be binding upon the SUB-RECIPIENT and the SUB-RECIPIENT shall abide by the decision.

**16.2. Performance During Dispute.** Unless otherwise directed by WTSC, the SUB-RECIPIENT shall continue performance under this Agreement while matters in dispute are being resolved.

## **17. GOVERNANCE**

**17.1.** This Agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this Agreement shall be construed to conform to those laws.

**17.2.** In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

**17.2.1.** Applicable federal and state statutes and rules

**17.2.2.** Terms and Conditions of this Agreement

**17.2.3.** Any Amendment executed under this Agreement

**17.2.4.** Any SOW executed under this Agreement

**17.2.5.** Any other provisions of the Agreement, including materials incorporated by reference

## **18. INCOME**

Any income earned by the SUB-RECIPIENT from the conduct of the SOW (e.g., sale of publications, registration fees, or service charges) must be accounted for, and that income must be applied to project purposes or used to reduce project costs.

## **19. INDEMNIFICATION**

**19.1.** To the fullest extent permitted by law, the SUB-RECIPIENT shall indemnify and hold harmless the WTSC, its officers, employees, and agents, and process and defend at its own expense any and all claims, demands, suits at law or equity, actions, penalties, losses, damages, or costs of whatsoever kind ("claims") brought against WTSC arising out of or in connection with this Agreement and/or the SUB-RECIPIENT's performance or failure to perform any aspect of the Agreement. This indemnity provision applies to all claims against WTSC, its officers, employees, and agents arising out of, in connection with, or incident to the acts or omissions of the SUB-RECIPIENT, its officers, employees, agents, contractors, and subcontractors. Provided, however, that nothing herein shall require the SUB-RECIPIENT to indemnify and hold harmless or defend the WTSC, its agents, employees, or officers to the extent that claims are caused by the negligent acts or omissions of the WTSC, its officers, employees or agents; and provided further that if such claims result from the concurrent negligence of (a) the SUB-RECIPIENT, its officers, employees, agents, contractors, or subcontractors, and (b) the WTSC, its officers, employees, or agents, or involves those actions covered by RCW 4.24.115, the indemnity provisions provided herein shall be valid and enforceable only to the extent of the negligence of the SUB-RECIPIENT, its officers, employees, agents, contractors, or subcontractors.

**19.2.** The SUB-RECIPIENT waives its immunity under Title 51 RCW to the extent it is required to indemnify, defend, and hold harmless the WTSC, its officers, employees, or agents.

**19.3.** The indemnification and hold harmless provision shall survive termination of this Agreement.

## **20. INDEPENDENT CAPACITY**

The employees or agents of each Party who are engaged in the performance of this Agreement shall continue to be employees or agents of that Party and shall not be considered for any purpose to be employees or agents of the other Party.

## **21. INSURANCE COVERAGE**

**21.1.** The SUB-RECIPIENT shall comply with the provisions of Title 51 RCW, Industrial Insurance, if required by law.

**21.2.** If the SUB-RECIPIENT is not required to maintain insurance in accordance with Title 51 RCW, prior to the start of any performance of work under this Agreement, the SUB-RECIPIENT shall provide WTSC with proof of insurance coverage (e.g., vehicle liability insurance, private property liability insurance, or commercial property liability insurance), as determined appropriate by WTSC, which protects the SUB-RECIPIENT and WTSC from risks associated with executing the SOW associated with this Agreement.

## **22. LICENSING, ACCREDITATION, AND REGISTRATION**

The SUB-RECIPIENT shall comply with all applicable local, state, and federal licensing, accreditation, and registration requirements and standards necessary for the performance of this Agreement. The SUB-RECIPIENT shall complete registration with the Washington State Department of Revenue, if required, and be responsible for payment of all taxes due on payments made under this Agreement.

## **23. RECORDS MAINTENANCE**

**23.1.** During the term of this Agreement and for six years thereafter, the SUB-RECIPIENT shall maintain books, records, documents, and other evidence that sufficiently and properly reflect all direct and indirect costs expended in the performance of the services described herein. These records shall be subject to inspection, review, or audit by authorized personnel of the WTSC, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents, and other material relevant to this Agreement will be retained for six years after expiration. The Office of the State Auditor, federal auditors, the WTSC, and any duly authorized representatives shall have full access and the right to examine any of these materials during this period.

**23.2.** Records and other documents, in any medium, furnished by one Party to this Agreement to the other Party, will remain the property of the furnishing Party, unless otherwise agreed. The receiving Party will not disclose or make available this material to any third Parties without first giving notice to the furnishing Party and giving them a reasonable opportunity to respond. Each Party will utilize reasonable security procedures and protections to assure that records and documents provided by the other Party are not erroneously disclosed to third Parties.

## **24. RIGHT OF INSPECTION**

The SUB-RECIPIENT shall provide right of access to its facilities to the WTSC or any of its officers, or to any other authorized agent or official of the state of Washington or the federal government, at all reasonable

times, in order to monitor and evaluate performance, compliance, and/or quality assurance under this Agreement. The SUB-RECIPIENT shall make available information necessary for WTSC to comply with the right to access, amend, and receive an accounting of disclosures of their Personal Information according to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) or any regulations enacted or revised pursuant to the HIPAA provisions and applicable provisions of Washington State law. The SUB-RECIPIENT shall upon request make available to the WTSC and the United States Secretary of the Department of Health and Human Services all internal policies and procedures, books, and records relating to the safeguarding, use, and disclosure of Personal Information obtained or used as a result of this Agreement.

## **25. RIGHTS IN DATA**

**25.1.** WTSC and SUB-RECIPIENT agree that all data and work products (collectively called “Work Product”) pursuant to this Agreement shall be considered works made for hire under the U.S. Copyright Act, 17 USC §101 et seq., and shall be owned by the state of Washington. Work Product includes, but is not limited to, reports, documents, pamphlets, advertisement, books, magazines, surveys, studies, computer programs, films, tapes, sound reproductions, designs, plans, diagrams, drawings, software, and/or databases to the extent provided by law. Ownership includes the right to copyright, register the copyright, distribute, prepare derivative works, publicly perform, publicly display, and the ability to otherwise use and transfer these rights.

**25.2.** If for any reason the Work Product would not be considered a work made for hire under applicable law, the SUB-RECIPIENT assigns and transfers to WTSC the entire right, title, and interest in and to all rights in the Work Product and any registrations and copyright applications relating thereto and any renewals and extensions thereof.

**25.3.** The SUB-RECIPIENT may publish, at its own expense, the results of project activities without prior review by the WTSC, provided that any publications (written, visual, or sound) contain acknowledgment of the support provided by NHTSA and the WTSC. Any discovery or invention derived from work performed under this project shall be referred to the WTSC, who will determine through NHTSA whether patent protections will be sought, how any rights will be administered, and other actions required to protect the public interest.

## **26. SAVINGS**

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Agreement and prior to completion of the SOW under this Agreement, the WTSC may terminate the Agreement under the "TERMINATION FOR CONVENIENCE" clause, without the 30-day notice requirement. The Agreement is subject to renegotiation at the WTSC's discretion under any new funding limitations or conditions.

## **27. SEVERABILITY**

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this Agreement, and to this end the provisions of this Agreement are declared to be severable.

## **28. SITE SECURITY**

While on WTSC premises, the SUB-RECIPIENT, its agents, employees, or sub-contractors shall conform in all respects with all WTSC physical, fire, or other security policies and applicable regulations.

## **29. TAXES**

All payments of payroll taxes, unemployment contributions, any other taxes, insurance, or other such expenses for the SUB-RECIPIENT or its staff shall be the sole responsibility of the SUB-RECIPIENT.

## **30. TERMINATION FOR CAUSE**

If the SUB-RECIPIENT does not fulfill in a timely and proper manner its obligations under this Agreement or violates any of these terms and conditions, the WTSC will give the SUB-RECIPIENT written notice of such failure or violation, and may terminate this Agreement immediately. At the WTSC's discretion, the SUB-RECIPIENT may be given 15 days to correct the violation or failure. In the event that the SUB-RECIPIENT is given the opportunity to correct the violation and the violation is not corrected within the 15-day period, this Agreement may be terminated at the end of that period by written notice of the WTSC.

## **31. TERMINATION FOR CONVENIENCE**

Except as otherwise provided in this Agreement, either Party may terminate this Agreement, without cause or reason, with 30 days written notice to the other Party. If this Agreement is so terminated, the WTSC shall be liable only for payment required under the terms of this Agreement for services rendered or goods delivered prior to the effective date of termination.

## **32. TREATMENT OF ASSETS**

**32.1.** Title to all property furnished by the WTSC shall remain property of the WTSC. Title to all property furnished by the SUB-RECIPIENT for the cost of which the SUB-RECIPIENT is entitled to be reimbursed as a direct item of cost under this Agreement shall pass to and vest in the WTSC upon delivery of such property by the SUB-RECIPIENT. Title to other property, the cost of which is reimbursable to the SUB-RECIPIENT under this Agreement, shall pass to and vest in the WTSC upon (i) issuance for use of such property in the performance of this Agreement, or (ii) commencement of use of such property in the performance of this Agreement, or (iii) reimbursement of the cost thereof by the WTSC in whole or in part, whichever first occurs.

**32.2.** Any property of the WTSC furnished to the SUB-RECIPIENT shall, unless otherwise provided herein or approved by the WTSC, be used only for the performance of this Agreement.

**32.3.** The SUB-RECIPIENT shall be responsible for any loss or damage to property of the WTSC which results from the negligence of the SUB-RECIPIENT or which results from the failure on the part of the SUB-RECIPIENT to maintain and administer that property in accordance with sound management practices.

**32.4.** If any WTSC property is lost, destroyed, or damaged, the SUB-RECIPIENT shall immediately notify the WTSC and shall take all reasonable steps to protect the property from further damage.

**32.5.** The SUB-RECIPIENT shall surrender to the WTSC all property of the WTSC upon completion, termination, or cancellation of this Agreement.

**32.6.** All reference to the SUB-RECIPIENT under this clause shall also include SUB-RECIPIENT's employees, agents, or sub-contractors.

### **33. WAIVER**

A failure by either Party to exercise its rights under this Agreement shall not preclude that Party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement.

## **APPLICABLE CERTIFICATIONS AND ASSURANCES FOR HIGHWAY SAFETY GRANTS (23 CFR PART 1300 APPENDIX A):**

### **34. BUY AMERICA ACT**

The SUB-RECIPIENT will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using federal funds. Buy America requires the SUB-RECIPIENT to purchase only steel, iron, and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use federal funds to purchase foreign produced items, the WTSC must submit a waiver request that provides an adequate basis and justification, and which is approved by the Secretary of Transportation.

### **35. DEBARMENT AND SUSPENSION**

Instructions for Lower Tier Certification

**35.1.** By signing this Agreement, the SUB-RECIPIENT (hereinafter in this section referred to as the “lower tier participant”) is providing the certification set out below and agrees to comply with the requirements of 2 CFR part 180 and 23 CFR part 1300.

**35.2.** The certification in this section is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**35.3.** The lower tier participant shall provide immediate written notice to the WTSC if at any time the lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

**35.4.** The terms covered transaction, debarment, suspension, ineligible, lower tier, participant, person, primary tier, principal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Covered Transactions sections of 2 CFR part 180.

**35.5.** The lower tier participant agrees by signing this Agreement that it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart

9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by NHTSA.

**35.6.** The lower tier participant further agrees by signing this Agreement that it will include the clause titled “Instructions for Lower Tier Certification” including the “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions, and will require lower tier participants to comply with 2 CFR part 180 and 23 CFR part 1300.

**35.7.** A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.

**35.8.** Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

**35.9.** Except for transactions authorized under paragraph 35.5. of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, the department or agency with which this transaction originated may disallow costs, annul or terminate the transaction, issue a stop work order, debar or suspend you, or take other remedies as appropriate.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

**35.10.** The lower tier participant certifies, by signing this Agreement, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

**35.11.** Where the lower tier participant is unable to certify to any of the statements in this certification, such participant shall attach an explanation to this Agreement.

### **36. THE DRUG-FREE WORKPLACE ACT OF 1988 (41 U.S.C. 8103)**

**36.1.** The SUB-RECIPIENT shall:

**36.1.1.** Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace, and shall specify the actions that will be taken against employees for violation of such prohibition.



**36.1.2.** Establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace; the SUB-RECIPIENT's policy of maintaining a drug-free workplace; any available drug counseling, rehabilitation, and employee assistance programs; and the penalties that may be imposed upon employees for drug violations occurring in the workplace.

**36.1.3.** Make it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph 36.1.1. of this section.

**36.1.4.** Notify the employee in the statement required by paragraph 36.1.1. of this section that, as a condition of employment under the grant, the employee will abide by the terms of the statement, notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction, and notify the WTSC within 10 days after receiving notice from an employee or otherwise receiving actual notice of such conviction.

**36.1.5.** Take one of the following actions within 30 days of receiving notice under paragraph 36.1.3. of this section, with respect to any employee who is so convicted: take appropriate personnel action against such an employee, up to and including termination, and/or require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

**36.1.6.** Make a good faith effort to continue to maintain a drug-free workplace through implementation of all of the paragraphs above.

### **37. FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA)**

In accordance with FFATA, the SUB-RECIPIENT shall, upon request, provide WTSC the names and total compensation of the five most highly compensated officers of the entity, if the entity in the preceding fiscal year received 80 percent or more of its annual gross revenues in federal awards, received \$25,000,000 or more in annual gross revenues from federal awards, and if the public does not have access to information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 or section 6104 of the Internal Revenue Code of 1986.

### **38. FEDERAL LOBBYING**

**38.1.** The undersigned certifies, to the best of his or her knowledge and belief, that:

**38.1.1.** No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

**38.1.2.** If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal

contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

**38.1.3.** The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants, and contracts under grant, loans, and cooperative agreements), and that all sub-recipients shall certify and disclose accordingly.

**38.2.** This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### **39. NONDISCRIMINATION**

**39.1.** During the performance of this Agreement, the SUB-RECIPIENT agrees:

**39.1.1.** To comply with all federal nondiscrimination laws and regulations, as may be amended from time to time.

**39.1.2.** Not to participate directly or indirectly in the discrimination prohibited by any federal non-discrimination law or regulation, as set forth in Appendix B of 49 CFR Part 21 and herein.

**39.1.3.** To permit access to its books, records, accounts, other sources of information, and its facilities as required by the WTSC, USDOT, or NHTSA.

**39.1.4.** That, in the event a contractor/funding recipient fails to comply with any nondiscrimination provisions in this contract/funding Agreement, the WTSC will have the right to impose such contract/agreement sanctions as it or NHTSA determine are appropriate, including but not limited to withholding payments to the contractor/funding recipient under the contract/agreement until the contractor/funding recipient complies, and/or cancelling, terminating, or suspending a contract or funding agreement, in whole or in part.

**39.1.5.** To insert this clause, including all paragraphs, in every sub-contract and sub-agreement and in every solicitation for a sub-contract or sub-agreement that receives federal funds under this program.

### **40. POLITICAL ACTIVITY (HATCH ACT)**

The SUB-RECIPIENT will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508), which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds.

### **41. PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE**

The SUB-RECIPIENT will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists. This Agreement does not include any aspects or elements of helmet usage or checkpoints, and so fully complies with this requirement.

#### **42. STATE LOBBYING**

None of the funds under this Agreement will be used for any activity specifically designed to urge or influence a state or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any state or local legislative body. Such activities include both direct and indirect (e.g., “grassroots”) lobbying activities, with one exception. This does not preclude a state official whose salary is supported with NHTSA funds from engaging in direct communications with state or local legislative officials, in accordance with customary state practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

#### **43. DESIGNATED CONTACTS**

The following named individuals will serve as designated contacts for each of the Parties for all communications, notices, and reimbursement regarding this Agreement:

| <b>The Contact for the SUB-RECIPIENT is:</b>                                                                                       | <b>The Contact for WTSC is:</b>                                                 |
|------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| Mike Githens<br>Finance & Logistics Supervisor<br>Vancouver Police Department<br>michael.githens@cityofvancouver.us<br>360487-7498 | Jerry Noviello<br>WTSC Program Manager<br>jnoviello@wtsc.wa.gov<br>360-725-9897 |

#### **44. AUTHORITY TO SIGN**

The undersigned acknowledges that they are authorized to execute this Agreement and bind their respective agencies or entities to the obligation set forth herein.

**IN WITNESS WHEREOF, the parties have executed this Agreement.**

| <b>SUB RECIPIENT AGENCY NAME</b> | <b>WASHINGTON TRAFFIC SAFETY COMMISSION</b> |
|----------------------------------|---------------------------------------------|
| <hr/>                            | <hr/>                                       |
| Signature                        | Signature                                   |
| <hr/>                            | <hr/>                                       |
| James McElvain                   |                                             |
| Printed Name                     | Printed Name                                |
| <hr/>                            | <hr/>                                       |
| Chief                            |                                             |
| Title                            | Title                                       |
| <hr/>                            | <hr/>                                       |
| 10/2/2018                        |                                             |
| Date                             | Date                                        |
| <hr/>                            | <hr/>                                       |

# WTSC Grants Management Manual



WASHINGTON  
*Traffic Safety*  
COMMISSION

Version 2  
Updated May, 2015

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## **I. Introduction**

### **A. Background and Purpose**

The purpose of this Manual is to establish consistent program and project management procedures for WTSC staff and grant subrecipients to guide the administration of the State's traffic safety program in compliance with U.S. DOT, NHTSA regulations. Best practices requires that the State highway safety office (WTSC) have in place a current Manual which documents standard operating procedures and the management of the traffic safety program. The Manual contains a written record of approved current administrative and financial procedures. It serves as a guide to assist staff and administrators in performing their assigned functions.

This Manual does not, however, specifically address all regulations which must be followed. References to other Federal and State manuals and policies are necessary.

This Manual is intended for use by WTSC personnel, other state and local government agencies, and anyone interested in the procedures which are followed by the WTSC

### **B. Updating Manual**

The WTSC reviews the contents of the Manual an annual basis to ensure that the procedures remain current and accurate. Program and regulatory revisions received from State and Federal sources shall be made and distributed immediately upon receipt of notification.

The **WTSC Administrative Services Section** is assigned the responsibility of updating the Manual, including the Table of Contents and Appendices, on at least a quarterly basis. Revisions requiring immediate attention may be initiated at any time. The Manual is accessible on the WTSC web site as well as on the shared drive on WTSC's internal network. WTSC staff are notified by email when the manual is updated.

### **C. Reference to State Department Policies and Procedures**

The WTSC Policies and Procedures Manual contains rules and regulations pertinent Washington's traffic safety program. These policies should be reviewed periodically and serve as a guide to assist WTSC staff in performing their assigned functions. Please see the WTSC Policies and Procedures Manual for additional guidelines.

### **D. Federal Laws and Regulations**

The U. S. Congress authorizes traffic safety funds to be appropriated to the U.S. DOT, NHTSA. NHTSA apportions and distributes these funds to the States. NHTSA apportions and provides a limitation on obligations that indicates the amount of funds available for each State. The States liquidate these funds through the annual State Highway Safety Plan (HSP) which is subject to NHTSA review and approval.

Federal regulations govern the daily administration of traffic safety grants at the State level. Administrators of traffic safety grants shall be familiar with and follow each cited title and rule to effectively design and manage programs. Thorough knowledge of these regulations will reduce a majority of grant questions before they become problems.

### **i. Highway Safety Act of 1966**

The State traffic safety program operates under the provisions of the Federal Highway Safety Act of 1966, [23 USC 402, et seq., specifically 402\(b\)\(1\)](#)

The corresponding regulation contained in the Code of Federal Regulations (CFR), [23 CFR Part 1200.10 - 15](#) requires the State's Highway Safety Plan (HSP) to have certain features before it is approved. These features are contained in a number of Federal regulations and guidelines (See Appendix A. Federal Regulations, Documents and Guidelines).

The Federal Highway Safety Act of 1966 makes the State's Governor responsible for preparing and administering a statewide traffic safety program designed to reduce traffic crashes and the resulting injuries, fatalities and property damage. The Governor has named the Director of the WTSC to act as his or her representative for the State's traffic safety program. The WTSC is an autonomous state agency as established by [RCW 43.59](#).

### **ii. U.S. DOT Common Rule**

The U.S. DOT Common Rule is contained in Title 49 CFR, Part 18, and is titled "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments."

The Common Rule was developed to establish "consistency and uniformity among Federal agencies in the implementation and management of grants and cooperative agreements with State, local, and federally recognized Indian tribal governments" (Office of Management and Budget [OMB] Circular A-102 [revised], 8/29/1997).

The Common Rule supersedes OMB Circular A-102 of 1981. The Common Rule applies to Federal grant recipients (such as the State) and the sub-recipients of federally assisted grants (such as municipalities receiving traffic safety grants from the WTSC).

### **iii. Lobbying Restrictions**

Lobbying restrictions are contained in two Federal laws. The Anti-Lobbying Act, 18 U.S.C., Part 1913, prohibits the use of Federal funds for "grassroots" lobbying campaigns that encourage third parties, members of special interest groups or the general public to contact members of Congress; of a State or local legislature; or an official of any government in support of or in opposition to a legislative, policy or appropriations matter. It applies to activities both before and after the introduction of legislation. These prohibitions apply to all DOT funds, including NHTSA funds awarded to States under grants, cooperative agreements and contracts. These prohibitions apply to State officials whose salaries are supported, in whole or in part, by NHTSA funds and to recipients of NHTSA funds awarded under contracts, grants cooperative agreements and sub awards.

The Transportation Equity Act for the 21st Century (TEA-21), which is unchanged by SAFETEA-LU and the most recent reauthorization Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21), prohibits the use of NHTSA funds for "any activity specifically designed to urge a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body". These restrictions do not apply to State officials engaged in State-sanctioned communications with their legislatures, even if their salaries are supported, in whole or in part, with NHTSA funds. Any direct communications between State executive officials and State or local legislators properly are governed by the laws, regulations and customary practices in the State.

State and local officials and legislative bodies are authorized to invite Federal officials to testify before legislative bodies on pending legislation. Such invitations should be documented in writing.

These restrictions apply to subrecipients as well. Subrecipient certifications must include a prohibition from using federal grant funds in violation of the lobbying restrictions. If any funds other than federal funds have been paid for by lobbying, the provisions of the federal Lobbying Disclosure Act of 1995, as amended (2 U.S.C. Part 1601) must be followed. For additional federal guidance, see NHTSA Guidance on Lobbying Restrictions.

State officials and subrecipients may engage in advocacy activities as distinguished from lobbying. Such advocacy may include but not limited to: holding periodic briefings for elected officials, developing general materials about legislation such as fact sheets, sharing research reports with legislative staff, giving testimony upon request (unless prohibited by State restrictions) and involving elected officials in programs, meetings and press events.

#### **iv. Internal Management Controls**

The WTSC shall have policies and procedures to reasonably ensure that: (a) programs achieve their intended results; (b) resources are consistent with agency mission; (c) programs and resources are protected from waste, fraud and mismanagement; (d) laws and regulations are followed; and (e) reliable and timely information is obtained, maintained, reported and used for decision making.

#### **v. Other Applicable Office of Management and Budget Circulars**

Federal OMB circulars are frequently used as reference materials in administering grants. A list of OMB circulars applicable to the WTSC traffic safety program is available (See Appendix B. OMB Circulars).

#### **vi. Documents Available on the Internet**

Most of the referenced Federal regulations and other cited procedural documents are available in the [NHTSA Highway Safety Grants Management Resources](#) which is available on the Internet.

### **E. State Laws and Regulations**

The laws and regulations of Washington govern the State's traffic safety program. On the State level, the Governor authorizes the state's traffic safety program. [RCW 43.59.020](#) authorizes the Governor to enter into grants and contracts to carry out a duty or activity that is part of the program.



## II. Planning

### A. Overview and Eligible Fund Uses

Each Federal fiscal year (October 1 – September 30) the WTSC develops an HSP to qualify for Federal highway safety funding. The HSP is prepared and submitted by the WTSC. After final approvals, the WTSC forwards the HSP to the National Highway Traffic Safety Administration (NHTSA) for approval. Federal approval of the HSP is in the form of a letter acknowledging that the State's submission of the performance plan, highway safety plan, certificates and assurances and cost summary complies with all Federal requirements. The HSP is due on July 1 annually and is submitted to NHTSA by email to [NHTSAGrants@dot.gov](mailto:NHTSAGrants@dot.gov). The NHTSA Regional Office has access to the plan from the email site as does the Federal Highway Administration (FHWA). Significant changes pertaining to the HSP were made in interim Federal regulations as a result of the passage of the transportation reauthorization bill signed into law on July 6, 2012. The reauthorizing law is called "Moving Ahead for Progress in the 21<sup>st</sup> Century" Act and is referred to as MAP-21. A consolidated application process for the Section 402 program and six National Priority Safety Programs, codified into a single section as the Section 405 program, was established effective with the fiscal year 2014 application year.

At the beginning of the HSP development process, the WTSC considers a number of factors and documents in determining project priorities and areas of emphasis. These include:

- Federal legislation and regulations
- State statutes
- Federal priorities as established under MAP-21
- The Washington Strategic Highway safety Plan, called "Target Zero"
- Annual Washington State Collision Summary

Other influences can be Federal and State legislative bodies, community-based organizations, local and national interest groups, State and local traffic safety non-profit organizations, and local governments. Projects can be proposed directly by members of any of these organizations, or WTSC staff may submit proposals on their behalf.

From time to time, Congress designates or earmarks Federal highway safety funds for specific purposes and uses. Projects developed in response to these earmarked funds must be data driven as well, with the earmarked funds dedicated to the areas of the State with the greatest threat to traffic safety.

Uniform Guidelines promulgated by the U.S. DOT Secretary list the eligible program uses:

- Speeding
- Occupant protection
- Alcohol or drug impaired driving
- Motorcycle, bike and pedestrian safety
- Aggressive, fatigued and distracted driving
- Driver performance
- Traffic records
- School bus safety and emergency medical services (EMS).

### B. Highway Safety Plan Development Process and Calendar

The HSP is required by the U.S. Department of Transportation (U.S. DOT), NHTSA regulations. The federal regulations outline the required contents of the HSP: planning process, performance plan,



strategies and projects, performance report, program cost summary, certifications and assurances, Teen Traffic Safety Program and Section 405 grant application.

The HSP describes the processes used to identify the State's traffic safety problems, establish performance measures and propose the projects and activities the State plans to implement to reach its performance targets. Performance measures for each target track progress from a baseline toward meeting the target by the specified date.

The HSP development process consists of a number of stages:

- Problem identification
- Planning to select and prioritize targets and countermeasure strategies
- Announcement of Available Grant Funds (Proposal Solicitation)
- Review, negotiation, scoring, and approval of proposals
- Identification of performance measures
- Development of funding priorities, the Program Cost Summary and list of projects
- Contract Negotiation
- Project Execution

The HSP is produced annually and is developed through discussions and meetings coordinated by the WTSC. The WTSC utilizes a multi-agency Technical Advisory Committee (TAC) to review the proposed investment plan developed by staff. Prior to meeting with the TAC, the WTSC holds a series of internal review meetings to develop an initial investment plan. These initial meetings allow for the review of prior year comments on prior activities (by Federal, State and local partners), the assignment of staff to draft the HSP program areas, and the development of an initial investment plan. Once the TAC has reviewed the investment plan and made any changes, the plan is presented to the Traffic Safety Commissioners for final approval in April. Regional NHTSA and divisional FHWA representatives are invited to participate in any of the meetings during the planning process.

### **i. NHTSA Review, Approval and Appeal Procedures**

Beginning with MAP-21 in FY2014, the WTSC is required to submit the HSP electronically to NHTSA no later than **July 1** preceding the fiscal year to which the HSP applies. The deadline is **FIRM**. NHTSA must approve or disapprove the HSP within 60 days after receipt. NHTSA may need to request additional information from the WTSC regarding the contents of the HSP to determine whether the statutory requirements have been met. To ensure that the HSP is approved or disapproved within the 60 days, the WTSC must respond promptly to any requests from NHTSA.

Within 60 days, NHTSA will issue a letter of approval/ disapproval to the Director of the WTSC and may specify conditions. If the HSP is disapproved, the reasons will be specified. The WTSC is then required to resubmit the HSP with the necessary modifications. NHTSA will notify the WTSC within 30 days of receipt of the revised HSP, via a letter, whether the HSP is approved or disapproved. The decision of the Regional Administrator (RA) may be appealed by submitting a letter. The letter will be forwarded by the RA for consideration by the Associate Administrator, Regional Operations and Program Delivery, at NHTSA Headquarters. If the State's plan is not approved, NHTSA shall reduce the Section 402 funds by 20% of the amount that would otherwise be apportioned. The funds can either later be apportioned to the State when the plan is approved, or, if not approved, the funds will be apportioned to the other States.

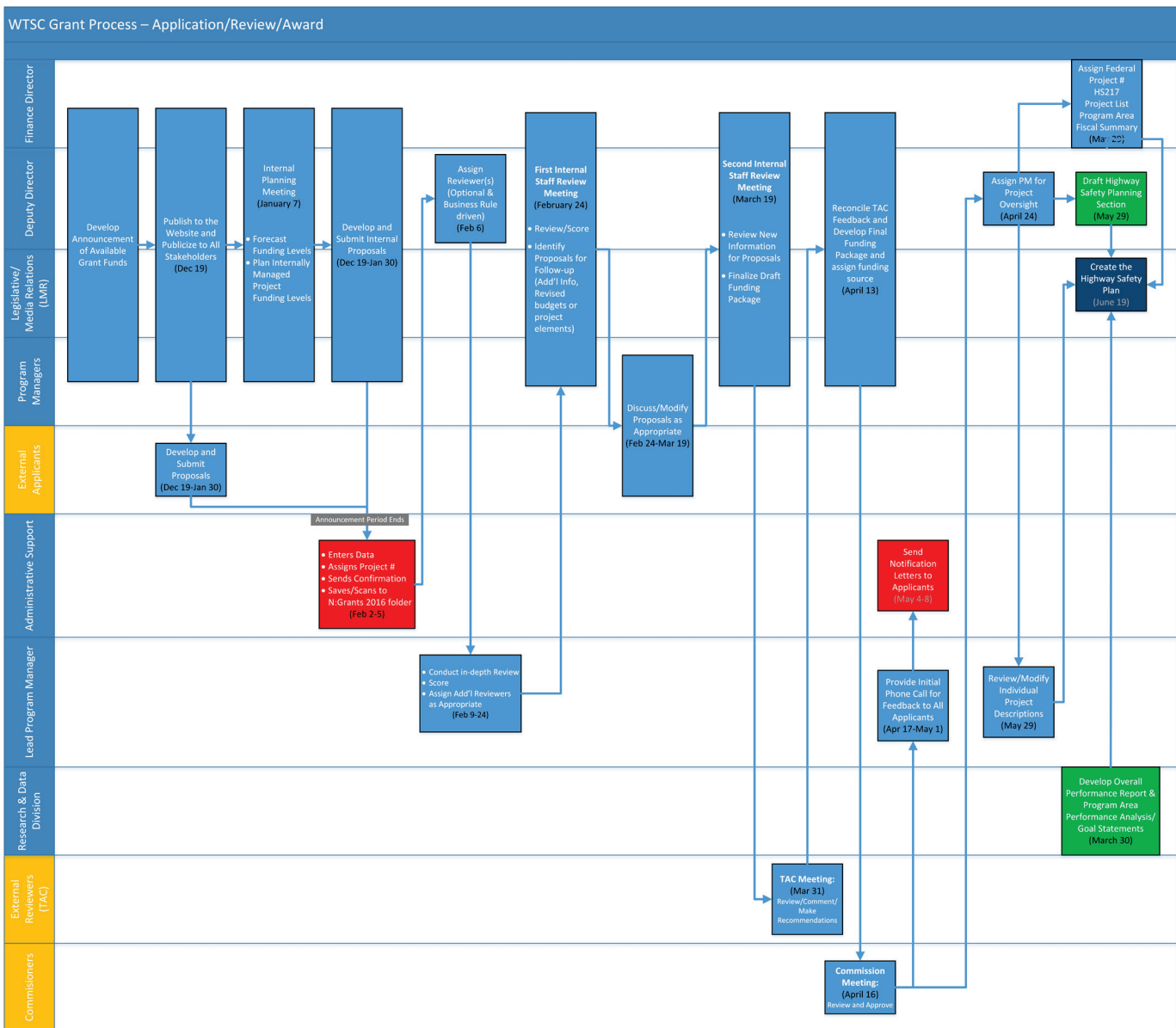
Beginning in FY2014, the Section 405 grant application was consolidated with the HSP. NHTSA notifies States in writing, and specify any conditions or limitations, of Section 405 grant qualification before the start of the fiscal year of the grant and to notify States of grant award amounts early in the fiscal year.



The decision of the NHTSA Administrator is final – there is no appeal process. Because the calculation depends on the number of States meeting the qualifications, States must respond promptly to NHTSA's requests for additional information. Failure to provide requested information may result in **disqualification** from receiving consideration for Section 405 grants, see 23 CFR §1200.14 (a).

## ii. HSP Development Process and Calendar

The following diagram details the process and timeline of the WTSC's Annual Grants Process:



## C. Coordination with the State Strategic Highway Safety Plan

The WTSC coordinates closely with the Washington State Department of Transportation (WSDOT) in the development of the SHSP to maximize integration and utilization of data analysis resources and fully represent behavioral issues and strategies. The WTSC incorporates into the HSP the targets and objectives contained in the SHSP.

Under MAP-21, Washington is required to include in the HSP a description of the efforts to coordinate the HSP, and the outcomes of the coordination, data collection and information systems with the State SHSP. Examples of outcomes might include the joint use of the same databases, common targets in the HSP as derived from the SHSP or the creation of joint teams to collaboratively develop countermeasure strategies.

This information can be provided within the HSP in a number of ways. Some States include a description of their State's SHSP process while highlighting the specific interaction between the SHSP and the HSP planning processes. A link to the State's SHSP can also be included in the HSP. Another method is to include relevant segments of the SHSP within the HSP, such as listing the SHSP emphasis areas or strategies and targets or inserting the relevant SHSP information in the corresponding program section of the HSP.

Beginning with grants awarded after FY2014, the performance measures common to the State's HSP and the State Highway Safety Improvement Program (HSIP) (fatalities, fatality rate and serious injuries) are required to be defined identically, as coordinated through the State's SHSP.

## D. Identification of State and Local Problems

The purpose of the HSP problem identification and assessment process is to:

- ☐ Understand the scope of the State's traffic crash problem and causation factors
- ☐ Develop effective countermeasures to reduce or eliminate the problems
- ☐ Design evaluation mechanisms to measure changes in problem severity
- ☐ Manage influencing factors by using statistical crash data to highlight a particular problem in order to obtain the necessary support for instituting an effective countermeasure

The problem identification process used by the WTSC includes analysis of traffic safety data from the Fatality Analysis Reporting System (FARS), the statewide collision database, and exposure data including population, Vehicle Miles Traveled (VMT), and other population based figures. The WTSC uses the annual collision summary as well as several fatality summaries provided by the agency's Research and Data Division (RADD). The data analyzed are historical data collected over time through a uniform process. These statistics include the:

- ☐ Statewide collision data - WSDOT
- ☐ Data on average daily traffic counts and vehicle miles traveled - WSDOT
- ☐ Federal Fatality Analysis Reporting System (FARS) - WTSC
- ☐ Vehicle and Driver Information - DOL
- ☐ Census and demographic data - Office of Financial Management (OFM)

The result of the problem identification process is the establishment of the major traffic safety program areas in which Washington focuses its efforts. These priorities are listed in the Target Zero Plan. In addition, the WTSC uses data in grant funding decisions during the annual grants process.



WTSC staff also take into consideration the following factors that may impede effective problem identification:

- ☐ Data access restrictions
- ☐ Inability to link automated
- ☐ Poor data quality
- ☐ Reporting threshold fluctuations (variations among jurisdictions in the minimum damage or crash severity they routinely report)
- ☐ Insufficient data (property damage only, non-reportable crashes, near misses, bicycle crashes, etc.)

## **F. Key Program Areas, Targets and Strategies**

Using the data and information gathered through the problem identification process, the WTSC selects key program areas for emphasis and coordinates the development of priority traffic safety performance targets, performance measures and strategies for each program area using a planning process documented in the HSP.

### **i. Performance Targets**

The WTSC's performance plan is required to list the performance measures and data-driven targets the State plans to implement in the fiscal year. At least one performance measure and performance target that is data driven is required for each program area that enables the WTSC to track progress, from a specific baseline, toward meeting the target.

Selected targets should, whenever reasonable, represent an improvement from the current status rather than a simple maintenance of the current number or rate. For Washington, seat belt use rate may be an exception to this rule given the extraordinarily high use rate in Washington. As a general rule, targets for each program area should be consistent, compatible and provide sufficient coverage of State geographic areas and road users.

For performance targets shared across state agencies, the projects that will be deployed to achieve those targets may be a combination of those projects contained in the WTSC's HSP, WSDOT's HSIP, and other relevant planning documents. If so, it is required that the funds used to carry out the program area strategies from those other sources, including Federal, State, local and private sector funds, be identified in the HSP.

The WTSC utilizes a template for developing clear and concise performance target statements developed by GHSA in conjunction with NHTSA for the Core performance measures. The template includes a sample target statement for the 11 Core performance measures which must be used as a minimum in developing the State's performance measures and targets. They were developed by NHTSA in collaboration with GHSA and others in [Traffic Safety Performance Measures for States and Federal Agencies](#).

The most recent update of the HSP targets occurred in 2015. Within the WTSC, responsibility for development and review of the annual key program areas, targets, measures and strategies is assigned to the Research and Data Division (RADD).

### **ii. Evidence-Based Countermeasure Strategies**

This section of the HSP is organized by program area. Each task or activity is identified in relation to the program-level targets Washington intends to reach by selecting that countermeasure.



The HSP describes one year of Section 402 and Section 405 countermeasure strategies and projects, and, identify funds from other sources, including Federal, State, local and private sector funds that the WTSC plans to use for such projects or to achieve program area performance targets. In addition, the HSP is required to include a description of the projects that make up each program area that will implement the program area strategies.

The HSP provides a description of the process used and participants consulted to develop and select evidence-based countermeasure strategies and projects to address its problems and achieve its performance targets. When aggregated, strategies lead logically to overall statewide performance and are linked to the anticipated success of the countermeasures or strategies selected and funded in the HSP (23 CFR 1200.11(b)). The WTSC includes the SHSP emphasis areas as a reference source within the HSP.

NHTSA's [Countermeasures That Work: A Highway Safety Countermeasure Guide for State Highway Safety Offices, Seventh Edition, 2013](#) is used extensively to guide the WTSCs selection of effective, science-based countermeasures. The agency also utilizes the AASHTO Strategic Highway Safety Plan and associated NCHRP 500 guidebooks covering a variety of countermeasures. The guidebooks contain the recent scientific research and knowledge regarding countermeasures effectiveness. The guides are posted at this web site <http://safety.transportation.org> which contains other tools developed for the implementation of the plan.

### **iii. Evidence-Based Traffic Safety Enforcement Program**

The HSP includes a description of the evidence-based (data driven) traffic safety enforcement program which will be implemented during the year by the WTSC to prevent traffic violations, crashes, and crash fatalities and injuries in areas most at risk for such incidents. The description provides: (i) an description of the agency's analysis of crashes, crash fatalities, and injuries in areas of highest risk; (ii) deployment of resources based on that analysis; and (iii) continuous follow-up and adjustment of the enforcement plan.

### **iv. National Mobilizations**

The WTSC includes in the HSP a description of the WTSC's planned high visibility enforcement strategies to support national mobilizations (which is referenced in Appendix A, Section 402 Certifications and Assurances).

## **G. Performance Measures**

The performance plan of the HSP includes a performance measure for each target to track progress from a baseline toward meeting the target by the specified date using absolute numbers, percentages or rates. Performance measures are reviewed and updated each year. The purpose of measuring performance is to determine whether programs are working and to what extent.

In the State's performance plan section of the HSP, each target is accompanied by at least one performance measure that enables the State to track progress from a specific baseline toward meeting the goal (e.g., a goal to "increase seat belt use from XX percent in 20XX to YY percent in 20XX," using a performance measure of "percent of restrained occupants in front outboard seating positions in passenger motor vehicles"). The most recently released State and FARS data is used by WTSC. See [23 CFR Part 1200.11](#)

### **Core Performance Measures**

Beginning with MAP-21, 11 Core performance measures developed by NHTSA in collaboration with GHSA and others, described in [Traffic Safety Performance Measures for States and Federal Agencies](#), (DOT HS





811 025), are required to be used as a minimum in developing Washington's performance measures and targets. There are also three activity measures which must be reported annually. The measures are:

#### OUTCOME AND BEHAVIOR MEASURES

1. Fatalities (actual-FARS)
2. Number of serious injuries (State crash file)
3. Fatality rate per 100M VMT (FARS, FHWA)
4. Number of unrestrained passenger vehicle occupant fatalities, all seating positions (FARS)
5. Number of fatalities involving driver or motorcycle operator with .08 BAC or above (FARS)
6. Number of speeding-related fatalities (FARS)
7. Number of motorcyclist fatalities (FARS)
8. Number of unhelmeted motorcyclist fatalities (FARS)
9. Number of drivers age 20 or younger involved in fatal crashes (FARS)
10. Number of pedestrian fatalities (FARS)
11. Number of bicyclist fatalities (FARS) (FY15)
12. Percent observed belt use for passenger vehicles – front seat outboard occupants (State survey)

#### ACTIVITY MEASURES

13. Number of seat belt citations issued during grant-funded enforcement activities (grant activity reports)
14. Number of impaired driving citations issued and arrests made during grant-funded enforcement activities (grant activity reports)
15. Number of speeding citations issued and arrests made during grant-funded enforcement activities (grant activity reports)

Program areas outside of the GHSA-NHTSA Core performance measures may be included if sufficient justification for addressing those issues has been established in the problem identification process and appropriate performance measures have been developed.

Performance measures (and corresponding performance targets) are developed for each program area that receives funding.

*NOTE: Beginning with grants awarded after FY2014, the performance measures common to the State's HSP and the State Highway Safety Improvement Program (HSIP) (fatalities, fatality rate and serious injuries) are required to be defined identically, as coordinated through the State's SHSP. The State's annual targets are required to support the longer range SHSP targets.*

The characteristics of a good performance measure are that it is:

- ☐ Quantifiable where possible
- ☐ Directly linked to objectives
- ☐ Accurate and clearly defined
- ☐ Understandable
- ☐ Objective
- ☐ Practical

For a more detailed explanation of the measures, see: [GHSA/NHTSA Frequently Asked Questions on Performance Measures](#) and [Traffic Safety Performance Measures for State and Federal Agencies DOT HA811 025](#).

The WTSC conducts an annual attitudes survey in conjunction with the Behavioral Risk Factor Surveillance System (BRFSS), which is administered by the Department of Health (DOH). The WTSC



rotates questions every two years. These questions help the state in evaluating media campaigns effectiveness. Conducting the survey is not required in MAP-21.

[Model Performance Measures for State Traffic Records Systems](#) is a collection of 61 voluntary model measures to help WTSCs monitor and improve the quality of the data in their traffic records systems. It covers all six traffic records systems: crash, driver, vehicle, roadway, citation/adjudication, and EMS/injury surveillance; and provides basic definitions for the six critical performance attributes: timeliness, accuracy, completeness, uniformity, integration, and accessibility. The measures are intended for use by Federal, State, and local governments to monitor the development and implementation of traffic record data systems, strategic plans, and data improvement grant processes. They have been grouped by performance attributes across the six core State traffic record data systems: crash, vehicle, driver, roadway, citation/adjudication, and emergency medical services (EMS)/injury surveillance. These common performance measures and the attendant guidance on their application are expected to help stakeholders quantify systemic improvements to their traffic records systems. The model performance measures are intended to help States monitor and improve the quality of the data in their traffic record systems. Washington uses several of these measures to develop and track performance targets in the Traffic Records Strategic Plan.

## H. Section 405 Application Information-Appendix D

MAP-21 specifies a single application deadline for all highway safety grants including the traditional Section 402 program and incentive grant programs. The National Priority Safety Programs, or incentive grant programs, are codified in a single section, 23 CFR 405 and referred to as Section 405. These programs include: Occupant Protection, State Traffic Safety Information Systems (Traffic Records), Impaired Driving Countermeasures, Motorcyclist Safety and two new grant programs – Distracted Driving and State Graduated Driver Licensing.

The Interim Final Regulations (IFR) issued on January 23, 2013, in the Federal Register (Vol. 78, No. 15) to implement MAP-21 are posted by NHTSA at [Part 1200 Uniform Procedures for State Highway Safety Programs](#). The specific requirements are detailed in the IFR for States who want to make application for any of the Section 405 grant programs in their FY2014 application.

Within the IFR and electronically provided by NHTSA, is a required template (Appendix D) for applying for Section 405 grant programs. As part of the Section 405 application, Washington is required to provide specific information which varies depending on the National Priority Safety Program incentive grant(s) for which the State wishes to receive funding consideration.

At the end of each program area in the HSP is a combined Program and Budget Summary which includes all projects within the program area and identifies the appropriate funding source within the table.

### i. Maintenance of Effort

MAP-21 mandates maintenance of effort (MOE) when States receive Section 405 funding for occupant protection, State traffic safety information systems and impaired driving countermeasures. States are required to maintain aggregate levels of expenditures for all State and local sources at or above the average level in fiscal years 2010 and 2011. “Local sources” means the amount of State funds provided to and spent by locals. MOE must be documented and consistent from year to year. MOE consists of direct State expenditures, State match and indirect costs by the WTSC and other State agencies, such as highway patrol, health, etc. Highway safety programs are defined as eligible for use of MAP-21 funds. There must be like uses only for the MOE required of each program. NHTSA will not examine activities funded solely by local dollars. The same programs were covered under SAFETEA LU (base years 2004-2005). Section 402 was not included. WAIVER: There is a one-time exception allowed for the WTSC to request a waiver which is typically for fiscal and natural disasters. For additional information, see the





[NHTSA Highway Safety Grants Management Resources/](#) MAP-21/Maintenance of Effort, GHSA-NHTSA Update Webinar 1/2014, GHSA Members Only/Webinars and [GHSA MOE Advisory](#).

## ii. Planning and Administration (P&A) Costs

No P&A costs are allowed from Section 405 grant funds.

## iii. Eligible Uses of Section 405 Funds

The eligible uses of grant funds awarded under Section 405 is dependent upon the specific program for which funds are awarded and shall be limited to the following, see 23 CFR§1200.21 - 26:

### Section 405 Program

Occupant Protection (OP)  
§1200.21

Lower Use States cannot use Section 405 funds for OP Assessments. High Use States can use up to 75% of Section 405(b) funds for Section 402 activities including OP Assessment costs.

### Eligible Uses and Limitations

- ☐ High Use States: Up to 75% for any project or activity eligible for funding under 23 USC 402 and 25% for the OP projects below.
- ☐ Lower Use States – only the following:
  - High-visibility enforcement mobilizations including paid media that emphasizes publicity for the program and law enforcement
  - Training OP safety professionals, police, fire and EM personnel, educators and parents concerning all aspects of the use of child restraints and OP
  - Educating the public on the proper use and installation of child restraints including related equipment and information systems
  - Providing community CPS services including programs on proper seating positions for children and how to reduce the improper use of child restraints
  - Establishing and maintaining information systems containing data concerning OP including the collection and administration of CPS and OP surveys, and,
  - Purchasing and distributing child restraints to low-income families provided not more than 5% of the funds received in a fiscal year are used for such purpose

Traffic Records §1200.22

100% to make quantifiable, measurable progress improvements in the accuracy, completeness, timeliness, uniformity, accessibility or integration of data in a core highway safety database

Impaired Driving (AL)  
§1200.23

For formula grant States (identified as low, mid or high range) Section 405 funds cannot be used for AL Assessments.

See NHTSA Q&A August 2014 on Section 405(d) Use of Funds for drug-impaired driving programs.

\*Programs specific to alcohol impairment unless using catchall problem ID category.

- ☐ Low Range State:
  - High-visibility enforcement (HVE) efforts
  - \*Hiring a full-time or part-time AL coordinator
  - Court support of HVE efforts, training and education of CJ professionals to assist in handling AL cases, hiring traffic safety resource prosecutors, hiring judicial outreach liaisons and establishing DWI courts
  - \*Alcohol ignition interlock programs
  - \*Improving BAC testing and reporting
  - Paid and earned media in support of HVE of impaired-driving laws and conducting SFST training, ARIDE training and DRE training for law enforcement, equipment and related expenses used in connection with impaired driving enforcement
  - \*Training on the use of alcohol screening and brief intervention
  - Developing impaired driving information systems
  - Costs associated with 24 – 7 sobriety programs
  - Programs designed to reduce impaired driving based on problem ID (catchall for **any** program that covers impairment from AL or



- drugs provided the State has justification through problem ID)
- ☐ Mid-Range State: Any of the programs listed for Low Range States IF advance approval is received from NHTSA
  - ☐ High Range State: Any of the programs listed for Low Range States IF the proposed uses are described in a statewide AL plan submitted to and approved by NHTSA prior to incurred expenses or vouchers submitted. See §1200.23 penalties for failure to timely provide the AL plan.
- Ignition Interlock §1200.23 (4) ☐ For any authorized use described in §1200.23 AL
- ☐ For any eligible project or activity under 23 USC 402 including AL Assessments and drug-impaired driving programs
- Distracted Driving (DD) §1200.24 ☐ At least 50% to educate the public through advertising concerning information about the dangers of texting or using a cell phone while driving, for traffic signs that notify drivers about the DD State law or for law enforcement costs related to DD law enforcement
- ☐ Not more than 50% for any eligible project/activity under Sec. 402
- Motorcyclist Safety (MC) §1200.25 (Territories not eligible)
- Note: A State that receives a MC grant may sub allocate funds to a nonprofit organization incorporated in that State to carry out grant activities under this section.
- ☐ Improvements to MC training curricula
- ☐ Improvements in program delivery of motorcycle training to both urban and rural areas including (A) purchase or repair of practice motorcycles; (B) instructional materials; (C) mobile training units; (D) leasing or purchasing facilities for closed-course motorcycle skill training
- ☐ Measures designed to increase recruitment or retention of MC training instructors, and,
- ☐ Public awareness, PSAs and other outreach programs to enhance driver awareness of motorcyclists
- Graduated Driver Licensing (GDL) §1200.26 ☐ At least 25% in connection with the State's GDL law to: (i) enforce the GDL process; (ii) provide training for law enforcement and other relevant State agency personnel relating to enforcement of the GDL process; (iii) publish relevant educational materials that pertain to the State's GDL law directly or indirectly; (iv) carry out administrative duties to implement the GDL process; or, (v) carry out a teen traffic safety program described in 23 USC 402 (m)
- ☐ Not more than 75% for any eligible project/activity under Sec. 402

## I. Funding and the Program Cost Summary- Appendix B

The U. S. Congress authorizes traffic safety funds to be appropriated to the U.S. DOT, NHTSA. NHTSA apportions and distributes these funds to the States. The States obligate these funds through the annual HSP which is subject to NHTSA review. Any earmarked or special purpose funds shall be used only in that particular program area and cannot be transferred to any other program area. When developing the HSP, new revenue estimates for each funding source are obtained annually from the NHTSA Regional office by the WTSC typically in the first quarter of the calendar year for the following fiscal year. This information along with estimated prior year unexpended funds is used to develop the estimated total highway safety funding available for the upcoming fiscal year.

The WTSC is responsible for annually allocating the estimated amount of revenue by program area for the HSP budget based on the information gathered in the problem identification, performance target and strategy processes to assure the greatest potential impact on Washington's overall goal of eliminating traffic safety related crashes, deaths and injuries.



**i. Program Cost Summary Form (HS 217)**

The Program Cost Summary Form (HS 217) or its electronic equivalent is required annually. A template and specific instructions for completing the HS 217 or the electronic equivalent is provided in Appendix B of [Part 1200 Uniform Procedures for State Highway Safety Programs](#) and is required. The Summary provides Washington's proposed allocations of funds (including carry-forward funds) by program area based on the targets and activities identified in the HSP and the projects and activities. The funding level used is an estimate of available funding for the upcoming fiscal year.

**ii. List of Projects**

Under MAP-21 for each program area the WTSC is required to include a list of projects and an estimated amount of Federal funds for each project that the State proposes to conduct for the upcoming fiscal year to meet the identified performance targets. All projects identified on the list are described within the HSP.

**iii. Changes and Updates to the HS-217**

The HS-217 is required to be resubmitted by WTSC to the NHTSA Regional Office within 30 days of any reallocation of funds between program areas or changes including an updated list of projects under each program area. The amended HS-217 and list of projects is subject to the approval of the NHTSA Regional Office, see 23 CFR Part 1200.32.

**iv. Planning and Administration Costs**

The tasks and related costs for Planning and Administration (P&A) are required to be included in a P&A program area within the HSP. There are definitions of P&A eligible costs, limitations on the federal share of total P&A costs and sources of funds, and, limits on the amount of funds that can be spent on P&A programs. See Chapter IV. Grant Selection and Execution, Section H. Development of Highway Safety Office Internal Grants for additional information.

**v. Automated Traffic Enforcement Systems Prohibition**

The WTSC may not expend funds apportioned under Section 402 to carry out a program to purchase, operate or maintain an automated traffic enforcement system. The prohibition includes any camera which captures an image of a vehicle for the purposes only of red light and speed enforcement. NOTE: This does not include hand-held radar and other devices operated by law enforcement to make an on-the-scene traffic stop, issue a traffic citation or other enforcement action at the time of the violation. See also Chapter VI. Fiscal Procedures, Section E. Allowable Costs.

**vii. Apportionment and Obligation of Federal Funds**

The funds distributed are available for expenditure by the State to satisfy the Federal share of expenses under the approved traffic safety program, and shall constitute a contractual obligation of the Federal Government, subject to any conditions or limitations identified in the distributing documentation. Reimbursement of expenses shall be contingent upon the submission of an updated HS Form 217 (or its electronic equivalent) within 30 days after either the beginning of the fiscal year or the date of the written approval required under 23 CFR 1200.14, whichever is later. The updated electronic HS Form 217 shall reflect Washington's allocation of funds made available for expenditure during the fiscal year including known carry forward funds under 23 CFR 1200.15. Vouchers that request reimbursement for projects whose project numbers or amounts claimed do not match the list of projects (submitted by the WTSC) or exceed the estimated amount of Federal funds provided under 23 CFR §1200.11 (e), or exceed the allocation of funds to a program area in the HS Form 217 shall be rejected, in whole or in part, until

an amended list of projects and/or estimated amount of Federal funds and an amended HS Form 217 is submitted to and approved by the NHTSA Regional Office in accordance with 23 CFR §1200.32.

In the event that authorizations exist but no applicable appropriation act has been enacted by Congress by October 1 of a fiscal year the NHTSA Administrator shall, in writing, distribute a part of the funds authorized under 23 USC Chapter 4 contract authority to ensure program continuity and shall specify any conditions or limitations imposed by law on the use of the funds. Upon appropriation of Section 402 funds, the NHTSA Administrator shall, in writing, promptly adjust the obligation limitation and specify any conditions or limitations imposed by law on the use of the funds. See 23 CFR § 1200.15 (b).

Within the WTSC, responsibility for development of the estimated annual HSP budget is assigned to the Deputy Director and Accounting Director. The required HS Form 217 Cost Summary form, list of projects and any necessary revisions are prepared by the Accounting Director for approval by the Director and inclusion in the HSP submitted annually to NHTSA.

## J. Benefit to Locals

Washington is required to ensure that at least 40 percent of all (new) Federal funds apportioned under Section 402 for any fiscal year is **expended\*** by the political (local) subdivisions of the State, including Indian tribal governments, in carrying out local highway safety programs. These local highway safety programs must be approved by the Governor and operated in accordance with the minimum standards established by the Secretary under Section 402 of the Highway Safety Act. See [23 USC Chapter 4, Section 402\(b\)](#).

When sub grants are directed to State agencies and local benefit is claimed, the WTSC shall ensure that local benefit source documentation is readily available on site including evidence of an active local voice in the initiation, development and implementation of the programs. See, 23 CFR §1250.3 (c) and §1250.4).

In order to use the salary and benefits of a State employee toward meeting the 40 percent requirement, the State should ensure that the required documentation is in place before any work is carried out and that it evidences that the local government consented and accepted the work of the State employee on its behalf. Refer to the Local Benefit guidance issued by NHTSA on December 1, 2011, for a description of the type of activities that may be considered. See [http://www.nhtsa.gov/nhtsa/whatsup/TEA21/GrantMan/HTML/00\\_Man1\\_Content1\\_01.html](http://www.nhtsa.gov/nhtsa/whatsup/TEA21/GrantMan/HTML/00_Man1_Content1_01.html) the Local Benefit Guidance provided in the [NHTSA Highway Safety Grants Management Resources](#).

With regard to State expenditures, such as State Highway Patrol/Police enforcement or statewide paid media, the State may designate such expenditures as benefiting local government to meet the 40 percent requirement. The WTSC may credit such expenditures only where the political subdivision has had either an active voice, or agreed in advance of implementation to accept the benefits of the program. And, the active voice or pre-agreement must be documented annually in writing from the local government.

**\*NOTE:** The WTSC is required not only to obligate 40 percent of the Section 402 funds to the benefit of locals but must also ensure that the required percentage of funds is actually expended to the benefit of locals. This requires the WTSC to periodically monitor local grant expenditure rates during the fiscal year. Each voucher entered into the Federal Grant Tracking System (GTS) shall provide the dollar amount of Federal funds for each program area which was allocated to local benefit at least at mid-year (by March 31) and with the final voucher at fiscal year closeout. If at March 31 the percentage of local benefit reported appears to be significantly low, further research should be done to determine the cause including slow vouchering by subrecipients or an insufficient number or dollar amount of local sub grants. See [23 CFR Part 1200.23 \(a\) \(3\)](#).

## K. Transfer Funds

Section 402 funds are used by the WTSC to support projects and activities identified in the HSP as encompassing a major highway safety problem in the State and for which effective countermeasures have been identified. In addition to Section 402 funds, the State may be eligible to receive funds from other Federal transfer program sources. The specific available programs typically change with each Federal reauthorization of the highway safety program. The most recent reauthorization is commonly referred to as MAP-21 (Moving Ahead for Progress in the 21st Century Act). The reauthorization is effective until October 1, 2014. The prior reauthorization was referred to as SAFTEA-LU (Safe, Accountable, Flexible, Efficient Transportation Equity Act - A Legacy for Users) which expired in 2012.

An annual determination is made by the U.S. DOT FHWA regarding the State's inability to enact or enforce specified State traffic safety laws or policies to address a program area as prescribed by the U.S. Congress in the current reauthorization. Information regarding the State's laws and policies is requested by the U.S. DOT to determine the State's eligibility. The State is notified annually through FHWA's Advance Notice of Apportionments (July 1) and FHWA's Final Notice of Apportionments (October 1). Two and one-half percent (2.5) of Federal-aid funds apportioned for the National Highway Performance Plan (NHPP) and Surface Transportation Program (STP) (23 U.S.C. § 104(b) (1) and 23 U.S.C. § 104(b) (2)) are reserved, applied separately for each program, until the State certifies how it will use the reserved funds. The State DOT and the WTSC Administrator determine the division of transfer funds and notify the U.S. DOT by letter, known as the "split letter", due 60 days after the funds have been transferred.

The WTSC is required to update the HSP, and may also include the funds in the HS-217, to indicate how it intends to use its split of penalty transfer funds, if any, from Section 154 and 164. Alternatively, the WTSC may plan ahead knowing that there will be transfer funds in October and include a program plan for these funds in the HSP submission prior to that date.

The Federal P&A share shall not exceed 50 percent of total P&A costs, except for select States using the sliding scale for match (See [NHTSA Order 462-6C Matching Rates for State and Community Highway Safety Program](#)). No match is required for penalty transfer funds (Section 154 or 164 funds) when repurposed for Section 402 programs), for U.S. Territories (23 U.S.C. 120(i)), or for federally recognized Indian Tribal governments (23 CFR 1252) under the Indian highway safety program. Up to **13** percent of the new Section 154 or 164 funds may be designated for P&A purposes. However such funds may only be expended for P&A activities which support alcohol-impaired driving projects funded by Section 154 or 164 funds.

For behavior related activities, the use of Section 154 and 164 funds is limited to supporting alcohol impaired driving projects and shall **not** be used to support drug-impairment related projects. States may also use funds for paid media to support alcohol-impaired driving countermeasures or for purchase of equipment and training of officers for enforcement of DWI/DUI/related laws. States may not use penalty transfer funds for general law enforcement, training or equipment purchases.

The most current information regarding the requirements and limitations of the transfer fund programs can be found online in the [NHTSA Highway Safety Grants Management Resources](#).

## L. Paid Media

The NHTSA "[Guidance for States Using Section 402 Funds for Purchasing Advertising for Highway Safe](#) [Guidance for States Using Section 402 Funds for Purchasing Advertising for Highway Safety Messages](#) was updated in May 2013 to provide information to States using Section 402 funds and other highway safety funds to purchase advertising for highway safety messages. The WTSC has had the authority to use funds to purchase advertising in a variety of mediums including television and radio, cinema, internet, print, outdoor (billboard space) and sports marketing for highway safety messages. While the





TEA-21 reporting requirement was not continued in SAFETEA-LU, States are still required to report on the purchase of media with Federal funds and its effectiveness in their Annual Report. This guidance helps those interested in purchasing advertising by implementing a strategic communications approach to promote traffic safety. NHTSA advocates the use of a sustained high visibility enforcement model that focuses on strategically deploying enforcement and communications resources at targeted times and locations throughout the year based on State problem identification. The objective is to influence and sustain year-round behavioral change while getting higher returns on investment and further improvements in traffic safety.

The WTSC includes in the annual HSP information describing the following aspects of paid media:

- (a.) what program/policy the paid media is supporting;
- (b.) how the paid media will be implemented to support an operational enforcement program whether it be a periodic crackdown/mobilization or an on-going saturation or roving patrol;
- (c.) the amount allocated for paid media; and
- (d.) the measures that will be used to assess message recognition and penetration of target audience.

NHTSA has advised that **all promotional (incentive) items** (such as, trinkets, key chains, t-shirts, hats, mugs and bumper stickers) are **not** allowed to be federally funded. Television public service announcements and advertising created with the aid of Federal funds must contain closed-captioning of the verbal content. See [NHTSA Highway Safety Grant Funding Policy Section E. Public Communications](#).

The WTSC obligates funds used for Paid Media in the program area code **PM**. See also Chapter V. Grant Administration and Management, Section D. Public Information and Education (PI&E).

**Sports Marketing:** In conjunction with the purchase of paid media, attendance at sporting and entertainment events that charge admission may occur which could be deemed an unallowable cost. See Chapter V, Section D (iii). Public Information and Education (PI&E) for guidance on applicable tests for such expenditures and examples of possible circumstances and their appropriate resolution.

## M. Certifications and Assurances- Appendix A

Each fiscal year the WTSC Director signs Certifications and Assurances with the submission of the HSP that the State complies with all applicable Federal statutes, regulations, and directives in effect with respect to the period for which it is receiving grant funding.

A Certification Statement for the Section 402 program, which can be signed only by the State's Governor's Representative for Highway Safety, is required in the HSP. The statement provides assurances that the State will comply with not only with applicable laws and regulations but also financial and programmatic requirements, and the special funding conditions of the programs. The State must use only the exact format and language specified in Appendix A (make no changes in the required language) and include every certification. NOTE: NHTSA will provide an electronic Certification and Assurances document for use by the States. An electronic signature will not be accepted.

The NHTSA Regional office should be consulted annually to assure that the State is using the most current version. The most current version is posted on the GHSA web site under Members Only/Management Review and also provided by NHTSA annually in the [NHTSA Highway Safety Grants Management Resources](#) available online. These resources should be checked by the WTSC.

**Subrecipient Certifications and Assurances:** The WTSC must also be aware that Federal regulations require that the WTSC ensure that every sub grant and contract (i.e. purchase orders) include any clauses required by Federal statute and Executive Order and their implementing regulations and that the



subrecipient or contractor is aware of the requirements imposed upon them, see [49 CFR Part 18.37](#), [49 CFR Part 18.36](#). Under MAP-21 Appendix A of Part 1200 identifies the following certifications and assurances that are required to be imposed upon subrecipients. They are:

- ☐ Non discrimination
- ☐ Buy America Act
- ☐ Political Activity (Hatch Act)
- ☐ Certification Regarding Federal Lobbying
- ☐ Restriction on State Lobbying
- ☐ Certification Regarding Debarment and Suspension

The WTSC may at their option require additional subrecipient State certifications and assurances.

Failure to comply with applicable Federal statutes, regulations and directives may subject State officials to civil or criminal penalties and/or place the State in a high risk grantee status in accordance with 49 CFR §18.12. See Chapter IV. Grant Selection and Execution – Section D (iii). Final Grant Agreement Preparation for additional information.

## N. Three Years Plus One Federal Obligation Restriction

23 CFR Chapter 1, Subchapter I, Part 118(2) states, “Except as otherwise specifically provided, funds apportioned or allocated pursuant to this title (other than for Interstate construction) in a State shall remain available for obligation in that State for a period of 3 years after the last day of the fiscal year for which the funds are authorized. Any amounts so apportioned or allocated that remain unobligated at the end of that period shall lapse.”

Section 402 and Section 405 grant funds are authorized for apportionment or allocation each fiscal year. States should, to the fullest extent possible, expend these funds during the fiscal year.

NOTE: During the last year of availability of funds, NHTSA will notify States of unexpended grant funds subject to this requirement not later than 180 days before the end of the period of availability. The State may then commit the unexpended grant funds to a specific project before the end of the period of the availability. The funds committed to a specific project must then be expended before the end of the succeeding fiscal year and only on that project. At the end of that time period, unexpended grant funds will **lapse** and NHTSA will **deobligate** unexpended balances, see 23 CFR Part 1200.41.

## O. Fund Liquidation

The WTSC shall promptly obligate and expend Federal highway safety grant funds and track fund liquidation including transfer and incentive funds by funding year and source. The oldest funds should be expended first whenever possible.

The WTSC Accounting Director are responsible for periodically examining the current liquidation of each funding source by year, looking back at least five years, and shall promptly notify the Deputy Director of any unreasonably large amounts of unliquidated funds. This examination shall include a prompt review of the GTS Grant Fund Balances Report (#7) and other reports and reconciliation of all categories with the WTSC records. The WTSC shall monitor closely the spending rates of all subrecipients and make periodic projections to assure the prompt start of projects and determine if there are impediments to full

expenditure of funds by the project end. The WTSC shall deobligate unspent funds in a timely manner to allow carryover into the next fiscal year.

The WTSC shall document the specific rationale and anticipated timeframe for expenditure of any Federal funds which are not going to be promptly obligated. The WTSC shall proactively bring any issues regarding unliquidated Federal transfer funds under SAFETEA-LU split by the WTSC and WSDOT for Hazard Elimination purposes to the responsible party. Where applicable, the WTSC should ensure timeliness in contracting with the WSDOT and vouchering of funds through GTS.

## P. Delegation of Authority

NHTSA regulations require a formalized process be established by the State as to who can act on behalf of the WTSC Director in his or her absence. The WTSC is required to establish a written Delegation of Authority.

See WTSC Administrative Policy 4.8.

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### DELEGATION OF AUTHORITY

**Policy Number:** AP 4.8

**Authorizing Source:** WAC 357-04; RCW 41.06

**Effective Date:** November 1989

**Application:** Applies to all employees of the **Washington Traffic Safety Commission.**

**Approved by:** /s/ Darrin T. Grondel  
**DARRIN T. GRONDEL**  
Director

Date: November 6, 2014

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**Purpose –** The first listed individual below who is present will assume duties of the director in his absence. In the event that the three individuals listed below are not available, the director will issue a written notification naming the individual in charge until such time as the director returns.

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Chris Madill, Deputy Director  
Debbie Johnson, Finance Director  
Staci Hoff, Research Director

## Q. Federal Spending Transparency

The WTSC is required to report certain information to the National Highway Traffic Administration (NHTSA) as mandated in the Federal Funding Accountability and Transparency Act (FFATA) and





subsequent Office of Management and Budget (OMB) guidance. This information is then made available to the public at the [www.USAspending.gov](http://www.USAspending.gov) web site.

Prime awardees (the SWTSC and the Bureau of Indian Affairs) of Federal grants of \$25,000 or higher that are awarded **on or after October 1, 2010**, are responsible for reporting. The FFATA Sub award Reporting System (FSRS) is the reporting tool the WTSC uses to capture and report sub award data and/or sub awardee executive compensation data, see [www.fsr.gov](http://www.fsr.gov).

Prime awardees (the WTSCs and BIA) must:

- ☐ obtain a DUNS number from Dun & Bradstreet at <http://fedgov.dnb.com/webform> or call 1 866 705-5711;
- ☐ register in the System for Award Management (SAM) at [www.SAM.gov](http://www.SAM.gov) ); and,
- ☐ register in FSRS.

Sub awardees must obtain a DUNS number from Dun and Bradstreet. Subrecipients are not required to be registered in SAM however if they do register, the information will transfer to and pre populate the FSRS web site. In addition, the WTSC is required to collect the names and total compensation of the five most highly compensated officers of the sub awardee agency if, in the preceding year, the agency:

- ☐ received 80% or more of its annual gross revenues from Federal awards; AND,
- ☐ \$25 million or more in annual gross revenues from Federal awards; AND,
- ☐ if the public does not have access to this information from reports filed under section 13(a) or 15(d) of the Securities Exchange act of 1934 or section 6104 of the Internal Revenue Code of 1986.

For each sub award, the following should be entered into the FSRS web site:

- ☐ Sub award amount
- ☐ Date of the award (date the grant agreement is signed)
- ☐ Project description (grant title)
- ☐ Primary place of performance
- ☐ Sub award number
- ☐ Executive Compensation answers

The following guidance documents are available on the GHSA web site at, Planning and Management Tools, Transparency Regulations: [Transparency Act-101](#), [OMB Guidance on Sub Award and Executive Compensation Data Reporting](#), and [NHTSA's Draft Guidance Paper for Regions and States](#).

## R. Buy America Act

Under MAP-21 Appendix A of Part 1200 identifies for the WTSC all of the certifications and assurances that are required, see Chapter II-Planning, subsection P. Certifications and Assurances. One of the required certifications is compliance with the Buy America Act, 23 U.S.C. Section 313. The Act prohibits States from using highway grant funds under 23 U.S.C. Chapter 4 to purchase products unless they are produced in the United States. The prohibition applies to steel, iron and all manufactured products unless a waiver has been requested from the Secretary of Transportation. The Secretary may waive the requirement if: it would be inconsistent with the public interest; the products are not produced in the United States in sufficient and reasonably available quantities and of satisfactory quality; or, use of the products produced in the United States would increase the overall cost by more than 25 percent.



There is no minimum purchase threshold that exempts the need for a waiver. NHTSA has determined that for compliance purposes American-made covers any product that is manufactured **OR assembled** in the United States. This requirement applies to all items purchased with Federal funds including office supplies. There are no waivers for classes of items. The waiver process generally takes 60 days. The waiver goes into effect at the time of its publication in the Federal Register. The waiver determination will state if the waiver applies only to the requestor or to others wishing to purchase the same item. The duration of the waiver will be stated in the Federal Register publication.

NHTSA has issued Guidance dated January 23, 2014, which details the waiver criteria and the process for submitting a written waiver request to the applicable NHTSA Regional Administrator, see [NHTSA Highway Safety Grant Management Resources](#). NHTSA and GHSA conducted a webinar on January 29, 2014, “NHTSA Highway Safety Grant Program Updated GHSA-NHTSA Webinar” which included additional information on the Buy America Act requirements and the waiver process, see the GHSA website/Members Only/Webinar for a complete copy of the presentation.

Each fiscal year the WTSC is required to submit Certifications and Assurances with the HSP which ensure that the State complies with all applicable Federal statutes, regulations, and directives in effect with respect to the period for which it is receiving grant funding. Federal regulations also require that the WTSC ensure that every sub grant and contract (i.e. purchase orders) include any clauses required by Federal statute and Executive Order and their implementing regulations and that the subrecipient or contractor is aware of the requirements imposed upon them, see [49 CFR Part 18.36 and 37](#).

### **III. Project Development**

#### **A. Overview**

In alignment with the problem identification, performance targets, and key strategies identified in the annual Highway Safety Plan (HSP), the WTSC solicits proposals and awards grants to fund projects designed to reduce the number of deaths and serious injuries resulting from traffic crashes.

Traffic safety projects are initiated as a result of several types of “needs” including:

- Statewide and local problem identification
- State agency initiative
- Community initiative
- Key events

The development of final grant agreements is a two-step process. Grant proposals are first submitted to the WTSC by potential subrecipients following a prescribed process and deadlines. For successful applicants, elements of the proposal form are used to create a statement of work that forms the foundation of a grant agreement. This chapter describes the proposal process.

Grant proposals must include the most current data available to identify a traffic safety problem, a workable solution linked to the identified problem, performance targets, proposed strategies, and budgets that demonstrate an understanding of the various issues to be resolved and a reasonable approach to resolving the identified problem. Proposed projects must be data driven and the WTSC must be able to show that the strategies chosen are evidence-based.

The resulting contract is a legally binding document when fully executed by both parties. It incorporates both federal and state terms and conditions, as well as the reporting and billing templates.

#### **B. Solicitation of Project Proposals**

The WTSC annually develops an announcement of available funds to open the annual grants process. The announcement contains the information needed to submit a grant proposal.

All proposals remain confidential until the annual grants process is closed following the April Traffic Safety Commissioners meeting. After this meeting, the grant agreements are public records.

The responsibility for compiling the necessary information to revise and finalize the annual announcement of available grant funds is assigned to the Deputy Director. The announcement is published on the WTSC website and distributed to a host of stakeholders by email.

#### **C. Grant Development Calendar**

The WTSC highway safety grants process is comprised of six steps.

Proposal Development – This phase consists of the time period in which organizations develop and submit project proposals for the following fiscal year.



**Initial Staff Review** – This phase includes an in-depth review and scoring of all submitted proposals, development of an initial investment plan, and a list of projects for which follow-up is necessary.

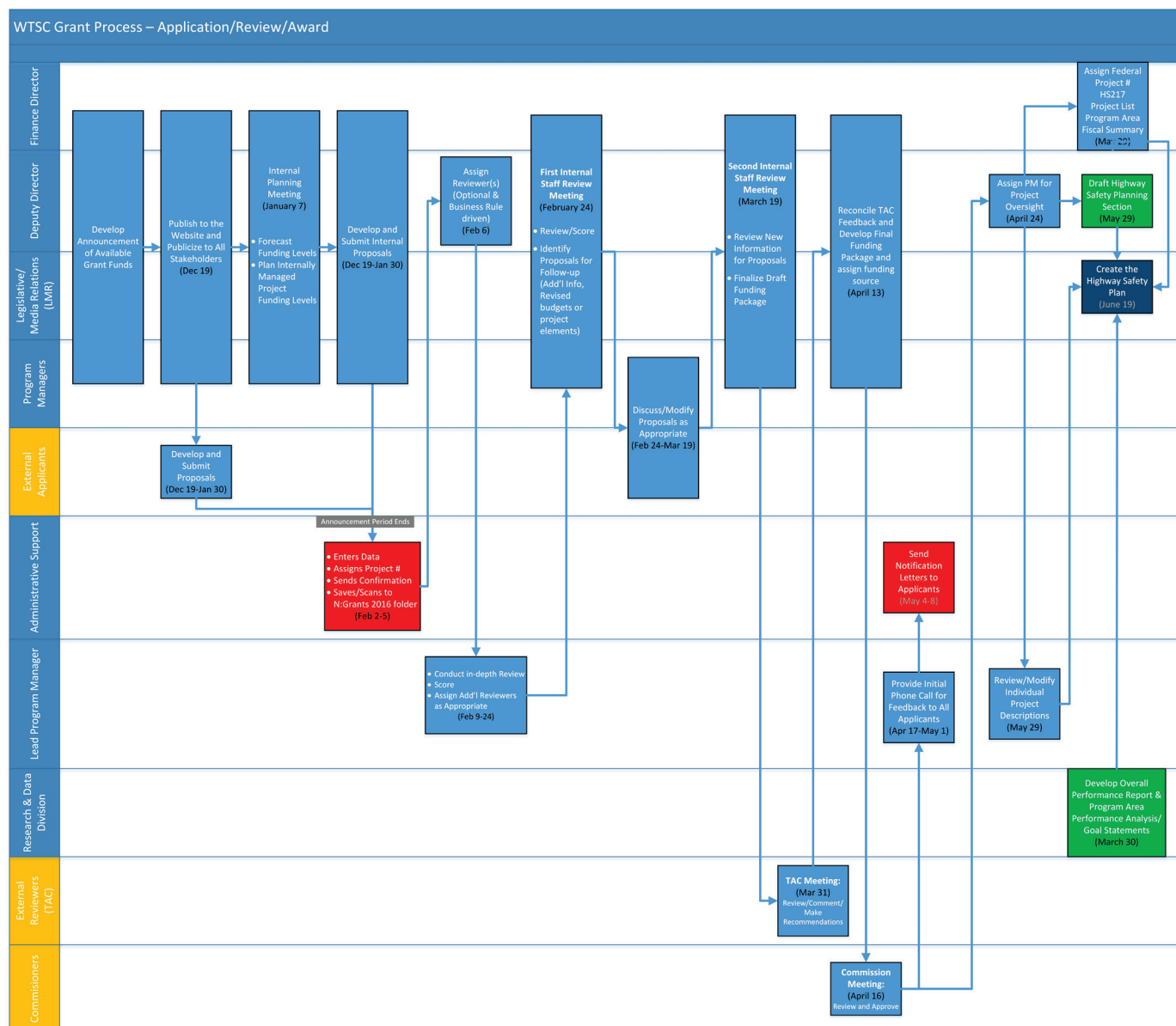
**Follow-up/Negotiation** – Staff personally contact project directors for a number of individual proposals to better understand the proposal's elements and potentially negotiate certain aspects of the proposal.

**Final Staff Review** – Staff develop an investment plan matching the estimate of available funds for the fiscal year.

**TAC Review** – A multi-disciplinary advisory team reviews the WTSC staff investment plan and makes adjustments as necessary.

**Commissioner Approval** – The Commissioners review, amend if necessary, and approve the final investment plan for the next fiscal year.

The following diagram details the process and timeline of the WTSC's Annual Grants Process:



## E. Grant Proposal Preparation Process

Proposed grant projects must support the targets and strategies established for the state.

The purposes for developing proposed grant applications are to:

- Produce a clearly defined problem statement
- Produce a clearly specified work statement
- Clearly define performance measures
- Clearly define respective roles and responsibilities
- Achieve understanding among all parties
- Reach consensus
- Ensure accountability

Section One provides an overview and instructions for proposing organizations, including a detailed questions and answer section.

Section two consists of the project proposal form, including two pages:

1. Page 1: General organizational information
2. Page 2: Six questions forming the substance of the proposal:
  - a. What is the problem your project addresses?
  - b. What are the specific goals of the project?
  - c. What strategies will you use to accomplish your project goals?
  - d. What are the important milestones or deliverables of your project?
  - e. How will the results of your project be measured?
  - f. What are the project costs you plan to cover with the requested grant funds?

Section three of the announcement consists of the sample Interagency Agreement containing the State & Federal Terms & Conditions.

### **i. Time Period**

The grant period is the time during which the subrecipient may incur reimbursable costs to carry out the project. The time periods for WTSC grants runs for 12 months, beginning on October 1 and ending on September 30 of the following year. Based on specific circumstances and project goals the WTSC may also approve other grant time periods within a fiscal year and extend grant time periods although generally not longer than three years. See subsection x. Grant Extensions.

The WTSC only issues one year grant agreements. Agencies interested in submitting multiple year proposals must resubmit their proposal on an annual basis.

### **ii. Problem Identification**

The problem identification section of each proposal should include a problem statement which is supported by specific crash data analysis, program and community needs assessment information or other relevant data. The WTSC may assist potential applicants with obtaining the necessary data.

Applicants should review the key funding priorities and problem areas identified in the Target Zero Plan for the upcoming grant year. All proposed grant applications must support the primary target of reducing the number of injuries and deaths resulting from traffic crashes..

The problem identification section is a key element of a traffic safety project. Additional guidance for preparation of the problem identification statement can be found in Chapter II. Planning, Section E. Identification of State and Local Problems (Data Analysis Procedure) and should be referenced by applicants and WTSC staff.

### **iii. Agency Qualifications**

The WTSC determines if the applicant agency is qualified to receive Federal highway safety grant funds and is the appropriate agency to conduct the proposed project activity based on past experience, education, skills and/or community or statewide leadership authority.

Eligible agencies must be able to perform the following:

- Deliver services promptly
- Manage public funds efficiently and provide good internal controls



- Collaborate with other community, governmental and private organizations
- Develop data-driven problem solving plans
- Adequately evaluate the success of a project

#### **iv. Project Objectives and Performance Measures**

Proposals must address one or more of the WTSC primary or secondary priorities established in the SHSP: Target Zero Plan. The project objectives stated in the proposal should clearly state the ultimate outcome of the project. For example, “increase enforcement of DWI laws as measured by...”, or, “reduce the incidence of incorrect use of child restraints as measured by...”

A guideline called the SMART principle to assess performance targets is recommended. SMART stands for:

- Specific
- Measurable
- Action-oriented
- Realistic
- Time-framed

It is generally preferred that targets be based on outcomes (i.e. seat belt use rate) rather than on outputs or activities (i.e. number of tickets written). However, depending on the exact nature of the project, in some cases a combination of outcome and output based targets or just output targets may be most appropriate.

#### **v. Project Activities**

Activities must be identified in the proposal and must clearly explain in detail the anticipated activities that will be funded. This explanation should show a logical sequence of events that will take place to accomplish the objective and achieve the performance target(s). The proposed activity must be an evidence-based countermeasure. In selecting the strategies, the sub grantee should be guided by the Target Zero Plan. Innovative countermeasures that may not be scientifically proven to work but that contain promise based on limited practical applications are encouraged when a clear data-driven safety need has been identified. Proposals incorporating new strategies must include a plan to evaluate the effectiveness of the new strategy.

See also Chapter II. Planning, Section F. Key Program Areas, Targets and Strategies for countermeasure development resources.

#### **vii. Budget**

The WTSC and the applicant negotiate the content of the budget during the follow-up and negotiation phase. The proposed budget eventually becomes incorporated into the final contract. This section explains some of the considerations and requirements involved in preparing the budget.

Section two of the WTSC grant announcement provides applicants with a Budget Summary table which must be completed and submitted with the proposal. A detailed cost breakdown must be negotiated to justify proposed costs. The approved project budget should be as detailed as appropriate for fiscal control.

The WTSC Budget Summary form includes the following line items:

1. Employee salaries and benefits
2. Travel (includes in-state and out-of-state travel)
3. Contract Services (usually involves a 3rd party service provider)



4. Equipment\* (specify equipment in the table below)
5. Goods or other expenses (examples: office/printing supplies, postage, software, conference registration fees) Other Direct Costs

Costs incurred before the grant agreement is signed are not eligible for reimbursement. Costs incurred after the grant agreement expires are also not eligible for reimbursement.

Subrecipients may be reimbursed on the basis of actual cost, cost per unit, specific rates, fixed costs, or a combination of these methods. Explanations of the methods of payment follow.

**Actual Cost:** Actual cost agreements authorize the WTSC to reimburse the subrecipient for all costs incurred under the project, subject to cost principles included in [2 CFR Part 225 "Cost Principles for State, Local and Indian Tribal Governments"](#). This is the most common type of agreement.

Traffic safety grants are limited to the amounts and items authorized in the budget. Adjustments between cost categories within the budget are allowed with prior written approval from the WTSC.

**Cost Per Unit of Work:** Some agreements are reimbursed on the basis of units of work performed. This method of payment uses a negotiated per-unit cost, with each component documented and approved in a detailed cost proposal. This method of payment eliminates the need to document each element included in the subrecipient invoice, requiring instead that the *performance* of work be documented. However, the negotiated rate must be based on documented actual costs and experience in performing the prescribed task. **EXAMPLES:** \$100 per person trained *or* \$40 per car seat distributed.

**Specific Rates:** Grants may authorize payment on the basis of specific rates. This method uses a composite of all or selected costs. **EXAMPLES:** Salary: \$50 per hour, Travel and per diem: \$85 per day, \$0.32 per mile

**Fixed Cost:** The grant may authorize payment of an agreed upon fixed amount not subject to modification. Payments are made periodically at agreed upon intervals or once, upon completion of the project. If this method is used, there must be a detailed and thorough cost analysis made during the negotiating process.

**Overtime Rate:** The majority of grants involving increased enforcement of traffic laws rely on the payment of overtime hours for patrol officers. The overtime pay rate for officers is based on actual cost per employee in accordance with the subrecipient's policy for payroll and salary rate. When a project includes overtime salary or wages, traffic safety funds can pay for the additional cost of fringe benefits directly associated with the overtime hours not covered by the employee's basic benefit package (an example of an eligible fringe benefit cost associated with overtime would be an employer's contribution to a retirement plan). The costs of fringe benefits are allowable to the extent that the benefits are reasonable and are required by law, employee agreement, or an established policy.

**Allowable Costs:** Reference should be made to Chapter VI. Fiscal Procedures, Section E. Allowable Costs for discussion of subrecipient allowable costs.

**Proportionate Funding:** For all activities and equipment to be funded, which have components both related and unrelated to a highway safety grant, the Federal share shall be based proportionately on the projected utilization for the National Highway Traffic Safety Administration's (NHTSA) grant purposes. For example, the NHTSA participation in the cost of Gas Chromatograph Mass Spectrometers for quantitative testing of drug evidential samples shall be on a pro rata basis. If a police department plans to use this equipment 20 percent of the time to identify drugged driving evidence and 80 percent of the time to identify evidence for the narcotics squad, the Federal participation must not exceed 20 percent of the total cost of the equipment.



### **viii. Contract Services**

Contract services are services of individual consultants or consulting firms engaged in performing special services pertinent to traffic safety. All subrecipients awarding subcontracts shall comply with the terms and conditions of [49 CFR Part 18, Uniform Administrative Requirements for Grant and Cooperative Agreements to State and Local Governments](#) see, Section 18.36 Procurement. The WTSC monitors periodically all subrecipient contracts and professional service agreements to verify compliance with the established State and/or local procurement procedures.

A subrecipient shall not enter into any subcontract without prior concurrence by the WTSC. The costs of such services are identified under the category of “contract services” in the Budget Summary of the proposal.

Subcontracts shall contain all required provisions of the subrecipient’s grant agreement terms and conditions. No subcontract will relieve the subrecipient of its responsibilities under the grant agreement. Subcontracts can be between governmental agencies as well as with non-government entities for professional services.

Per the NHTSA’s [Highway Safety Grants Funding Guidance](#) : “Costs are allowable for highway safety consultant services from universities, public agencies, non-government organizations and individuals for State or local highway safety support services or products consistent with the applicable OMB Circular, provided applicable State procurement procedures are followed and the State’s official contract and procurement manual is maintained in the State’s Highway Safety Office.”

[All Washington State procurement rules may be found at the following website maintained by the Washington State Department of Enterprise Services.](#)

### **ix. Travel**

Travel directly related to traffic safety and linked to the grant objective(s) is allowable at prevailing State rates and subject to State travel regulations. [Washington’s travel rules are maintained in the Office of Financial Management’s State Administrative & Accounting Manual \(SAAM\).](#)

The Department’s reimbursement for airfare, car rental, per diem, and other travel costs will be based on the state’s travel policy, but reimbursement of travel costs cannot exceed established State rates, unless negotiated in the grant agreement. See Chapter V. Grant Administration and Management, Section H. Subrecipient Travel.

### **x. Grant Extensions**

If both the WTSC and the subrecipient agree that the project has demonstrated great merit and has potential long-range benefit, or if the project scope is modified or expanded, the subrecipient may request an extension.

Although not mandatory, a general rule is to limit grant projects to not more than three years. Any project being considered for extension beyond three years should be reviewed for exceptional project performance and:

- Include revisions or expansions to the scope of the project (assuming that the subrecipient will continue the portion of the project previously supported with Federal funds)
- Document a continued need for the project

Like any grant agreement, multi-year projects may be stopped or cancelled for cause or convenience, including termination for poor or non-performance. A letter to the subrecipient is required if funds are not available to continue the project.

## IV. Grant Selection and Execution

### A. Proposed Grant Application Submission Process

The WTSC has developed a traffic safety grant selection process that complies with the State and Federal regulations. The grant selection procedure is reviewed and updated annually. An announcement for available grant funds is posted by the WTSC on the web site and emailed to a variety of stakeholders to ensure adequate and uniform notice to all prospective subrecipients.

The following are eligible to submit applications for WTSC traffic safety grants:

- Governmental agencies
  - State
  - City/County
- Tribes
- Non-profit organizations with existing IRS 501(c)(3) status

Proposals must be either:

- An evidence-based strategy as described in the Target Zero Plan
- A demonstration project utilizing an innovative approach if a clear data-driven safety need has been identified and the project is supported with a strong evaluation plan that will allow the WTSC to assess the effectiveness of the project at its conclusion.

The announcement of available grant funds contains the deadlines for submission. In lieu of a pre-proposal conference, applicants are asked to address questions to the WTSC Deputy Director by mail, telephone, fax or email.

#### Proposal Submission Instructions:

1. Organizations must submit an electronic copy of their proposal to WTSC. The electronic copy may be submitted by email, mail, or hand delivery.
  - a. Email: Email is the preferred method. Send your emailed submission to Dawn Hernandez at [dhernandez@wtsc.wa.gov](mailto:dhernandez@wtsc.wa.gov).
  - b. Mail: You may mail electronic medium containing your proposal to Dawn Hernandez, WTSC, P.O. Box 40944, Olympia, Washington 98504-0944. Applicants mailing electronic medium containing proposals should allow normal mail delivery time to ensure timely receipt. Applicants assume the risk of non-delivery or late arrival associated with delivery by mail.
  - c. Hand delivery: You may hand deliver electronic medium containing your proposal to 621 8th Avenue SE, Suite 409, Olympia, Washington 98501, during normal business hours.
2. Late applications will not be accepted.
3. The WTSC will notify applicants by email of receipt of their applications within five days of receipt.
4. Applicants who do not receive a notice within ten days of submitting their application must contact the WTSC to confirm that their application has been received by the WTSC.
5. Organizations claiming non-profit or not-for-profit status must submit, with their application, a letter showing current 501(c) (3) status has been granted by the IRS.

### B. Grant Proposal/Distribution Log

The WTSC Grants Management Workbook tracks the receipt and handling of all proposed grant proposals. The purpose of the log is to assure that all required actions are completed in a timely manner.

### C. Grant Selection Process



**i. WTSC Initial Review**

Proposals are first reviewed internally by WTSC staff to:

- Ensure that the application meets the required criteria
- Check for budget availability and available resources
- Compare the application with current activities
- Determine whether the proposed grant activity will impact traffic safety, will work towards established targets by ensuring that the problem is adequately described, and that objectives, performance measures, and resources requested will address the problem
- Determine that the potential subrecipient is the appropriate entity to perform the activities

See Chapter III. Project Development, Section D. Grant Development Calendar for applicable timelines.

The WTSC Deputy Director assigns a lead Program Manager to guide the review of a particular proposal. The lead reviewer uses the WTSC Grant Proposal Scoring Matrix to derive a numeric score for the proposal. The program manager records all comments, questions and additional information obtained from the applicant. The lead program manager may assign additional reviewers to score a proposal. Score sheets are saved electronically as part of the submitted proposal. The Deputy Director schedules the WTSC initial review meeting in which every proposal is discussed in an open forum.

Following the initial review, program managers contact any of the project directors for which additional information is needed or for which negotiations were deemed necessary. The Deputy Director then schedules the WTSC final review meeting in which a draft investment plan is developed in anticipation of review by the multi-agency Technical Advisory Committee (TAC).

The Deputy Director schedules a meeting for the TAC to review every proposal received by the WTSC. The Deputy Director creates several summary documents provided to the TAC in advance of the meeting. At that meeting, the lead program manager for each proposal provides a short description of the proposal and discusses the WTSC staff decision. Based on input from the TAC, the investment plan will be amended and finalized for review, amendment if necessary, and approval by the Washington Traffic Safety Commissioners during their April meeting.

Proposals that target high-risk populations, high-risk behaviors and high crash locations receive additional consideration. The proposed strategy must be either an evidence-based strategy supported by research, or, a demonstration project if a clear data-driven safety need has been identified or the project is supported with a strong evaluation plan that will allow the WTSC to assess the effectiveness of the activity at its conclusion.

The following is the scoring matrix used to evaluate each proposal:

## 2016 Grant Proposal Scoring Matrix

**Project #:****Organization:****Project Title:**Is the project eligible for grant funding? ☐ Yes ☐ No(If no, do not continue. Project is denied based on ineligibility due to [Click here to enter text.](#))

Is this project:

1. Required under state or federal regulations?

☐ Yes☐ No

2. Necessary for traffic safety program operations?

☐ Yes☐ No

3. Part of a portfolio for a program-specific funding source (i.e. traffic records 405(c) funding)?

☐ Yes☐ No

4. Part of a prior contractual or verbal commitment of funding?

☐ Yes☐ No

If yes to any of these conditions, do not continue. Funding levels may be adjusted as required.

**Evaluation Criteria:**

1. Priority: Does this project address a Target Zero Priority? (up to 20 pts)

2. Strategic Alignment: How well does this project align with the State's overall traffic safety investments? (up to 20 pts)

a) Does it strengthen a partnership foundational to WTSC's work?

b) Is there an established program showing good results that would be at risk without this project?

3. Problem Definition: Is there a problem documented by data that this project addresses? (up to 10 pts)

4. Anticipated results: Are the project goals clear and realistic? Is there a history of this kind of project showing good results? (up to 20 pts)

5. Strategies: How well does the proposal incorporate Target Zero Plan strategies?

*Score on a continuum based on:*

One or more Proven: 20 pts

One or more Recommended: 15 pts

One or more Unknown with strong evaluation plan per RADD: 10 pts

None, unknown or unlisted: 0 pts

6. Measures: Is there a clear plan for how the project results and outcomes will be measured? (Up to 10 pts)

**Total****ii. Grant Review Team**

The WTSC Internal review team consists of:

- The Deputy Director
- The Accounting Director
- All Program Managers
- The Legislative & Media Relations Manager



- The Communications Consultant 5
- Administrative Assistant

The TAC was created to ensure a diverse voice in how WTSC creates its annual investment plan. The TAC consists of the following representatives:

- Local law enforcement officer
- WSDOT, Traffic Operations Division
- WSDOT, Highways & Local Programs Division
- DOH, Community Health Systems
- DOL, Driver and Vehicle Services Division
- WSP, Field Operations Bureau
- WSP, Impaired Driving Section
- Department of Social and Health Services, Division of Behavioral Health Recovery
- Office of Superintendent of Public Instruction
- Administrative Office of the Courts, Judicial Services Division
- Tribal Liaison
- Local Target Zero Manager

### **iii. Grant Proposal Evaluation Procedure:**

- When the lead program manager of any TAC member receives a grant proposal, they read through each one completely, at least one time with no points awarded. This method ensures a full understanding of each proposal before awarding points. It also will help to eliminate or reduce the psychological tendency to award fewer points to the first offer reviewed.
- Once the lead program manager has reviewed all assigned proposals, the program manager then begins scoring proposals using the scoring matrix developed by the WTSC.
- Comments are added as needed for clarification. The application reviewer may "insert comment" directly into the scoring matrix. At the point of scoring the proposals, the lead program manager is not responsible for determining the actual award of the proposal; they are only scoring the proposal.
- Once the lead program manager is satisfied with their review, they will insert the scoring matrix into the original proposal saved.
- Once the TAC and the Commissioners have provided their input, the final investment plan is endorsed by the WTSC Director and prepared for formatting for the HSP.

### **iv. Grant Negotiations**

After a successful applicant has been notified that their proposal has been approved, the subrecipient completes any final grant agreement development issues through negotiations and discussions with the assigned program manager. In collaboration, the program manager and the subrecipient finalize a statement of work utilizing elements from the original proposal and any amendments made during the review process. The grant agreement outlines the specific components of the project, the final authorized budget, the specific performance measures and objectives, and the commitment of responsibilities by the WTSC and the subrecipient.

Final grant agreement development typically involves some level of negotiation. Items to be discussed during the negotiation phase include, but are not limited to, the following:

- Problem identification
- Project description
- Anticipated outcome
- Time period

- Location and frequency of activity
- Acquisition of equipment or other items
- Frequency of reporting and invoice submissions
- Budget content
- Performance measures

#### **v. Award**

All applicants are notified in writing of their award status by mid-May.

#### **vi. Debriefing Conferences**

Prior to distributing official award letters, all applicants are contacted by phone by the lead program manager to inform the applicant of the disposition of their proposal. Upon request, a debriefing meeting may be scheduled for an unsuccessful applicant by making the request of the lead program manager. The WTSC will make every effort to schedule the debriefing meeting within 10 business days of the request. The WTSC may conduct debriefing meetings in person or by telephone.

### **D. Final Grant Agreement Preparation**

#### **i. Special Conditions**

In addition to the general required terms and conditions which apply to every traffic safety grant agreement, the WTSC may determine that special conditions should be imposed upon a specific subrecipient. Some reasons for the special condition may be the nature of the specific strategy being addressed, past experience with the subrecipient or a special requirement that is not otherwise addressed in the general terms and conditions. Following are some examples of a special condition:

- The subrecipient is allowed to charge costs to the grant for activity which takes place within a stated timeframe before the official start date of the grant (this is typically a rare occasion which may occur when preparatory activity is necessary in order to assure that the primary grant activity can begin on the start date of the new fiscal year)
- The subrecipient is required to share equipment purchased under the grant with other agencies in their geographic region
- The subrecipient is limited to using specific personnel to complete grant activity

#### **ii. Signatures**

##### **a. WTSC requirements**

When the WTSC Director or Deputy Director executes a grant agreement by signing it, he or she is certifying that the agreement:

- Is legal and payable
- Includes all required and applicable provisions
- Complies with all applicable Federal and State regulations and laws
- Has received Federal approval when such approval is required
- Has been budgeted with available funds
- Has been authorized by the WTSC as part of the HSP

##### **b. Subrecipient requirements**



A final grant agreement submitted to the WTSC must be signed by the authorizing official (person with contracting authority) for the applicant agency or organization. The authorizing official, and in some cases the Project Director, must also certify and ensure that all of the conditions contained in the Subrecipient Certifications and Assurances, Reporting Requirements and Invoicing Requirements will be met including any special conditions. In addition to the final grant agreement, the WTSC requires that all subrecipients sign a document entitled “Acknowledgment of WTSC Grant Requirements.” The elements of the grant that subrecipients certify an understanding of include the following:

|                                                                                                                                                                                                                                                       |  |                                                                                                                                                                                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Contract Provisions <ul style="list-style-type: none"> <li>Billing procedure</li> <li>Project Reporting</li> <li>Nondiscrimination</li> <li>Drug-Free workplace</li> <li>State Lobbying</li> </ul> </li> </ul> |  | <ul style="list-style-type: none"> <li>Political activity/Hatch Act</li> <li>Suspension &amp; debarment</li> <li>Contract Termination</li> <li>Buy America Act</li> <li>Federal Lobbying</li> </ul> |
| <ul style="list-style-type: none"> <li>Project changes and amendments</li> </ul>                                                                                                                                                                      |  |                                                                                                                                                                                                     |
| <ul style="list-style-type: none"> <li>Quarterly and final reports</li> </ul>                                                                                                                                                                         |  |                                                                                                                                                                                                     |
| <ul style="list-style-type: none"> <li>Third-party contracts</li> </ul>                                                                                                                                                                               |  |                                                                                                                                                                                                     |
| <ul style="list-style-type: none"> <li>Indirect costs (Cost Allocation Plan or Federal Cognizant Agency rate approval letter)</li> </ul>                                                                                                              |  |                                                                                                                                                                                                     |
| <ul style="list-style-type: none"> <li>Project Income Requirements</li> </ul>                                                                                                                                                                         |  |                                                                                                                                                                                                     |
| <ul style="list-style-type: none"> <li>Promotional Item Purchase Restrictions</li> </ul>                                                                                                                                                              |  |                                                                                                                                                                                                     |
| <ul style="list-style-type: none"> <li>Equipment purchases (approval and tracking requirements)</li> </ul>                                                                                                                                            |  |                                                                                                                                                                                                     |
| <ul style="list-style-type: none"> <li>Travel rules (State Administrative &amp; Accounting Manual-<a href="http://ofm.wa.gov/policy/10.htm">http://ofm.wa.gov/policy/10.htm</a>)</li> </ul>                                                           |  |                                                                                                                                                                                                     |
| <ul style="list-style-type: none"> <li>Light Refreshments Policy (WTSC Policy #7.5- <a href="http://wtsc.wa.gov/resources/policies/">http://wtsc.wa.gov/resources/policies/</a>)</li> </ul>                                                           |  |                                                                                                                                                                                                     |
| <ul style="list-style-type: none"> <li>Single audit requirements</li> </ul>                                                                                                                                                                           |  |                                                                                                                                                                                                     |
| <ul style="list-style-type: none"> <li>Time keeping requirements</li> </ul>                                                                                                                                                                           |  |                                                                                                                                                                                                     |

### c. Educational institutions and Hospitals

[2 CFR Parts 215 and 220](#) require that educational institutions and hospitals provide a “Certificate of Facilities and Administrative Costs” (F&A) for federally funded projects. In addition, OMB Circular A-21 requires the following:

To assure that expenditures for sponsored agreements are proper and in accordance with the agreement documents and approved project budgets, the annual and final fiscal reports or vouchers requesting payment under the agreements will include a **certification**, signed by an authorized official of the university, which reads essentially as follows:

“I certify that all expenditures reported (or payment requested) are for appropriate purposes and in accordance with the provisions of the application and award documents.”

### iii. Subrecipient Certification

The WTSC project agreement contains all the required Terms and Conditions which pertain to subrecipients. These sections provide the terms and conditions governing the grant and certifies that a subrecipient will comply with the applicable regulations, policies, guidelines, and requirements, including 49 CFR Part 18 and 2 CFR Part 225 (OMB Circular A-87), or OMB Circulars A-110 and A-21, or OMB Circulars A-110 and A-122, as they relate to the application, acceptance, and use of Federal or State funds for the project.



The subrecipient or contractor must be aware of the requirements imposed upon them, see [49 CFR Part 18.37](#), [49 CFR Part 18.36](#). Under MAP-21 Appendix A of Part 1200 identifies the following certifications and assurances that are required to be imposed upon subrecipients (sub recipients). They are:

- Non discrimination
- Buy America Act
- Political Activity (Hatch Act)
- Certification Regarding Federal Lobbying
- Restriction on State Lobbying
- Certification Regarding Debarment and Suspension

The WTSC ensures that for each grant proposal the subrecipient has been checked on the [Federal debarment and suspension list](#) to ensure they are not suspended or debarred. Subrecipients are required to become familiar with the contents of the final grant agreement form and be on notice that failure to do so will not excuse nonperformance or noncompliance.

## E. NHTSA Equipment Purchase and Disposition Approval of \$5,000 or More

For all major equipment purchases and replacement purchases with a useful life of more than one year and an acquisition cost of \$5,000 or more in value, the WTSC shall receive prior written approval from the NHTSA Regional Administrator. This procedure is required by 23 CFR §1200.31 and the NHTSA “Highway Safety Grant Funding Policy for NHTSA/FHWA Field-Administered Grants”. The regulations look to the cost of the equipment regardless of the portion of funding supported by Federal or other funds if the total cost was \$5,000 or more.

The unit cost for equipment is the unit’s purchase price **plus** any accessories necessary to make the equipment operational for its intended purpose. Each proposal includes a section in which the proposing organization identifies all equipment purchase requests by subrecipients which meet the above criteria. These equipment purchases are then identified within the HSP (inclusion of the equipment request within the HSP is not mandatory but is preferred). The WTSC submits a written request signed by the Director to the NHTSA Regional Office for the identified equipment. The letter request shall provide a complete description of the equipment, subrecipient’s organization name, total cost, useful life and how the equipment would support the State’s highway safety program

If approved, the WTSC shall inform the subrecipient to proceed with the equipment purchase by sending a written communication and providing specific instructions for the purchase of the equipment.

Before initiating the purchase of new and replacement equipment with a useful life of more than one year and an acquisition cost of \$5,000 or more, a subrecipient must obtain written notice from the WTSC Administrator stating that both WTSC and the NHTSA Regional Administrator have formally approved the equipment purchase. When making the equipment purchase, the purchaser should also obtain the expected service life and warranty of the equipment from the vendor or the manufacturer.

The “Highway Safety Grant Funding Policy for NHTSA/FHWA Field-Administered Grants”, Part IV (A) states that costs for purchase of office furnishings and fixtures are **unallowable**. The following are some examples:

|               |                      |                                       |
|---------------|----------------------|---------------------------------------|
| desk<br>chair | credenza<br>bookcase | storage cabinet<br>portable partition |
|---------------|----------------------|---------------------------------------|

|                                |                                                    |                                                                            |
|--------------------------------|----------------------------------------------------|----------------------------------------------------------------------------|
| table<br>shelving<br>coat rack | filing cabinet<br>floor covering<br>office planter | picture or wall clock<br>draperies and hardware<br>fixed lighting or lamp. |
|--------------------------------|----------------------------------------------------|----------------------------------------------------------------------------|

The WTSC, as part of its oversight responsibility, shall systematically monitor all subrecipients with grant-funded equipment in accordance with State laws and procedures to ensure that subrecipients are in compliance with all Federal and any State requirements for property management, inventory and disposition. See WTSC Administrative Policy 7.4 – Equipment Tracking, for additional reporting requirements.

Equipment shall be used by the subrecipient for the purpose for which it was acquired as long as needed, whether the program continues to be supported by WTSC funds. When no longer needed for the original program, the equipment may be used in other traffic safety activities. If it is determined that the equipment is no longer needed for the purpose acquired or any other traffic safety purpose, the equipment shall be handled in accordance with Federal disposition requirements. Prior written approval must be received from the NHTSA Regional Office by the WTSC for the disposition of equipment with a value of \$5,000 or more unless the equipment has exceeded its useful life as determined under State law and procedures.

See Chapter V. Grant Administration and Management, Section G. Property Management

## F. Reporting Requirements

The WTSC requires three types of progress reports in conjunction with traffic safety grant projects: quarterly progress reports during the life of a grant, a final report at the conclusion of a grant (this is to include training and consultant reports, if applicable), and special reports as required.

Progress reports provide the WTSC with information that can be used to strengthen the State's overall traffic safety program. These reports should keep the WTSC informed of a grant's progress, explain any difficulties encountered, provide background information that can be shared with others, and suggest ways in which the WTSC can assist and aid in the distribution of funds.

### i. Quarterly Progress Reports

The reports are to be submitted quarterly and are due to the WTSC within not less than thirty (30) calendar days after the end of the reporting month.

The report should indicate if no progress has been made on the project. Any original or innovative ideas or methods employed in the project should be incorporated into the reports.

### ii. Final Progress Report

Final reports are due from subrecipients to the WTSC no later than November 15 for activities funded in the previous fiscal year. The reports are to be detailed and must describe whether the grant objectives were accomplished, if technical and fiscal problems were encountered, and what improvements in traffic safety have resulted or probably will result. Included in final reports will be copies of publications, training reports and any statistical data generated in grant execution. The final report may serve as the fourth quarter report. Final reports should discuss the following:

1. Accomplishments compared to the original grant objectives.
2. Were all activities of the grant completed as scheduled? Dates and milestones when studies were completed should be included.
3. Equipment purchased should be identified.

4. Any unanticipated issues that affected the grant.
5. Funding and costs for completion of the grant in relationship to the original estimates.
6. Third party performance if applicable. A copy of any consultant reports should be included with the final report.
7. A budget clearly identifying remaining budgetary balances.

### iii. Special Progress Reporting

Special reporting may be required. If so, reporting frequency and requirements will be detailed by the WTSC in the grant agreement. However, performance reports will not be required more frequently than quarterly, see 49 CFR Part 18.40.

## G. Grant Amendments

Grant agreements may be altered or amended prior to or after signing by mutual agreement of the parties. The alterations or amendments are not binding unless they are in writing and signed by persons authorized to bind each of the parties.

Subrecipients must have any amendments to a grant executed not less than 60 days prior to the end of the applicable grant year.

### [NOTE: This policy may vary in the State.]

The following deviations from the approved grand budget require PRIOR approval from the tsc:

- a) A specific item of cost not included in the approved budget
- b) An increase in the number of a specific item over and above the total authorized
- c) A transfer between major budget categories in excess of a total of 10 percent of the category being increased. (For transfers of less than a total of 10 percent of the category being increased, an email notification describing the action being taken shall be sent to the WTSC by the subrecipient.)

The WTSC procedure for review and approval of grant amendments is:

- Subrecipient submits email or phone request for a grant agreement revision
- The program manager provides subrecipient with a Grant Amendment template
- Subrecipient completes and submits the Grant Amendment template to the program manager
- The program manager reviews the Grant Amendment and makes a recommendation for approval or denial
- If recommended for approval, the program manager forwards the Grant Amendment to the Deputy Director for approval and notifies the subrecipient in writing. All related paperwork is retained in the grant file. If the grant amendment results in an addition of funds to the original grant agreement, the program manager the Grant Tracking Spreadsheet (See Chapter VI. Fiscal Procedures, Section D. Grant Tracking Spreadsheet).

The HS-217 is required to be resubmitted by the WTSC to the NHTSA Regional Office within 30 days of any reallocation of funds between program areas or changes including an updated list of projects under each program area. The amended HS-217 and list of projects is subject to the approval of the NHTSA Regional Office, see 23 CFR Part 1200.32.

## H. Development of Highway Safety Office Internal Grants



In anticipation of the beginning of each new fiscal year, the WTSC Deputy Director and Accounting Director will estimate how much funding is needed for Planning and Administration (P&A) and Program Management costs to support the operation of the State's traffic safety program. Estimates will take into consideration any anticipated increases in costs as well as in recurring costs. A single proposal will be completed combining the individual programs operated by the WTSC. WTSC internal grant proposals will be considered alongside all external proposals. Resulting agreements will be between the Office of the Director and the Programs and Services Division or the Research and Data Division. The WTSC Deputy Director will be designated as the Project Director for the WTSC P&A and Technical Coordination grants.

**Definition of P&A Costs:** P&A costs are those direct and indirect expenses that are attributable to the overall management of the State's Traffic Safety Program. Costs include salaries and related personnel benefits for the Governor's Representative for Highway Safety and for other technical, administrative, and clerical staff, for the WTSC. P&A costs also include other costs, such as travel, equipment, supplies, rent and utility expenses necessary to carry out the functions of the WTSC. See 23 CFR Part 1200, App. F(b)

**Definition of Program Management Costs:** Program management costs are those direct and indirect expenses that are attributable to the highway safety program area. Costs include salaries and related personnel benefits and other related costs such as travel, equipment, materials and supplies.

All costs related to internal operation of the traffic safety program will be charged only to WTSC internal grants.

#### **i. P&A Match Requirement**

The Accounting Director and Deputy Director shall ensure that the internal P&A grant complies with applicable Federal regulations including the provision of a match of State or local funds in the amount of 50 percent (or the applicable sliding scale rate) of the costs claimed for eligible P&A functions. These requirements are contained in the NHTSA "Highway Safety Grant Funding Policy for Field- Administered Grants", Part I, A and B. See Chapter VI. Fiscal Procedures, Section C. Matching Funds

Match is defined as the direct expenditure of actual State funds or State or local funds that are expended in support of other qualifying traffic safety programs (such as, the salaries of highway safety related, State-funded employees) and have not been utilized by another Federal, State or local agency as matching funds for a separate Federal project. The State must have documentation to support an audit.

States can carry over unexpended P&A funds if they were programmed in GTS by September 30.

The Federal P&A share shall not exceed 50 percent of total P&A costs, except for select States using the sliding scale for match (See [NHTSA Order 462-6C Matching Rates for State and Community Highway Safety Program](#)). No match is required for Section 163, Section 406, Sections 154 or 164 funds transferred to Section 402 purposes, for U.S. Territories (23 U.S.C. 120(i)), or for Federally recognized Indian Tribal governments (as defined by 23 CFR 402 (h)) under the Indian highway safety program. From its annual State appropriations, the Department shall ensure the availability of the funds needed by the WTSC to support the program match for the State's P&A share. If the State is using any indirect costs as a P&A match, the costs shall only be applied to P&A expenditures.

The WTSC shall limit Federal participation in P&A funding to not exceed 50 percent (or the applicable sliding scale rate) of the total cost of such activities. The WTSC shall ensure that the Federal contribution does not exceed 13 percent of the total new funds the State receives annually under Section 402 and for Section 154 and 164 transfer funds (when used for section 402 purposes to support alcohol-impaired driving programs). (See Appendix F of 23 CFR Part 1200 and the [NHTSA Highway Safety Grant Funding Policy for NHTSA Administered Grants Part 1, A \(1\) Funding Ceiling.](#))



## **ii. WTSC Employee Time Allocation and Certification Requirements**

As provided by 2 CFR Part 225 Appendix B (8) (h), charges to Federal awards for salaries and wages, whether treated as direct or indirect costs, will be based on payrolls documented in accordance with the generally accepted practice of the governmental unit and approved by a responsible official(s) of the governmental unit. NHTSA has developed specific guidance on timekeeping requirements which is posted on the GHSA web site in the Members Only section, [NHTSA Timekeeping Matrix 2013 \(see Time and Attendance\)](#), [NHTSA Program Managers Letter on Timekeeping Protocols 2010](#) and [GHSA-NHTSA Timekeeping Q&A 2010](#).

To ensure compliance, the WTSC must consult the NHTSA Timekeeping Matrix and compare the various scenarios to the specific funding circumstances of each WTSC employee (and subrecipient employee) to determine the required action for completion of timekeeping records.

The WTSC utilizes a before-the-fact charge distribution based on proportional work coupled with a periodic review of employee activities to satisfy the Timekeeping requirements of federal grants. This approach is described in a document co-authored by GHSA and NHTSA entitled “Time Keeping Requirements in Support of Salaries, Wages, and Related Cost for WTSC Program Management and Planning & Administration and Subgrantees.” The options outlined in this document are intended to help highway safety offices comply with the requirements in 2 CFR 225, Appendix B,8 (h).

As part of WTSC’s shared management practices, supervisors have incorporated routine workload reviews into weekly one-on-one meetings. These regular one-on-one meetings serve a vital purpose in monitoring staff performance, understanding resource needs, reviewing work distribution, and identifying opportunities and challenges within each program. The Deputy Director conducts weekly workload reviews with all seven of the agency’s program managers and the communications consultant. These opportunities serve as the primary mechanism for conducting after-the-fact reviews of charge distributions in relation to actual work performed.

In addition, the WTSC estimates a quarterly the before-the-fact charge distribution for each employee. These reviews are completed prior to the 15<sup>th</sup> day following the close of the previous quarter. This allows time to code any required retro-calculations within GTS for the previous quarter based on identified discrepancies between the before-the-fact charge distribution and actual work performed for the quarter. This timeline will also allow for adjustments to the before-the-fact charge distribution for the new quarter.

## **iii. Time and Attendance Records**

All quarterly time and attendance records are signed by the appropriate supervisor or timekeeper as required by State law, regulation, rule, policy or guideline. The time captured is program specific, where required, to ensure the time is applied to the appropriate fund. The attendance record of salaried employees shall also be accurately documented whether federally funded or funded by State match.

## **iv. Subrecipient Timekeeping Requirements**

Subrecipients are subject to the same requirements for time allocation and certification as the primary award recipients, see 2 CFR Part 225 Appendix B. 8(h). The WTSC shall ensure that subrecipients are informed of the applicable Federal time allocation and certification requirements and are operating in compliance by periodically examining their records to verify full compliance with these provisions.

## V. Grant Administration and Management

### A. Overview

This chapter contains sections on a wide range of procedures, most of which are administrative in nature, for specific methods involved in the administration and management of the State's traffic safety program.

Some of the sections contained in this chapter pertain to subrecipients, some only to WTSC staff, and some to all involved in the traffic safety program.

### B. Grant Management

The WTSC employee responsible for the day-to-day oversight of a grant is called a program manager. The program manager is responsible for tasks associated within their program area(s) of responsibility (for example, impaired driving) including final grant agreement preparation, execution, and administration.

Program managers monitor and evaluate the subrecipient's performance and expedite invoice processing without unnecessary delays.

The program manager will *not*:

- Impose any task upon the subrecipient or permit any substitute activity not specifically provided for in the grant agreement
- Give direction to the subrecipient or to employees of the subrecipient, except as provided in this document
- Approve expenses for activities that do not meet performance specifications contained in the grant agreement
- Authorize expenditure of funds except in accordance with the specific terms of the grant agreement
- Offer advice to the subrecipient that may adversely affect performance, compromise the WTSC's rights, or provide the basis of a claim against the WTSC that may affect any pending or future determination of fault or negligence
- Authorize or agree to any change in the grant agreement, standard provisions, certifications, project period, delivery schedule, maximum amount eligible for reimbursement, or other terms and conditions of the grant agreement, unless such change is specifically authorized in an amendment to the grant agreement
- Allow supplanting (e.g. replacing routine and/or existing State or local expenditures with the use of Federal grant funds and/or using Federal grant funds for costs of activities that constitute general expenses required to carry out the overall responsibilities of State, local, or Federally-recognized Indian tribal governments. See Section K. Supplanting.)
- Promise that a future grant or extension of a grant for another year is approved prior to the WTSC approval.

### C. Submission of Invoices





**i. Conditions**

Reimbursement of costs under a final grant agreement is contingent upon the following conditions:

- The availability of appropriated funds
- Actual costs having been incurred (services provided, hours worked, etc.) in accordance with the approved project budget
- Compliance with the cost principles established in the Office of Management and Budget (OMB) circulars referenced in the grant agreement

State and non-State agency subrecipients use a WTSC developed A-19 Form or its pre-approved equivalent (referred to as “invoice”) to bill the WTSC for costs incurred under the terms of grant agreements.

**ii. Payment Procedures**

The WTSC has established the following payment procedures for subrecipients.

- Subrecipients shall submit invoices to the WTSC on a monthly or quarterly basis or as provided in accordance with the terms of their grant agreement.
- Subrecipients shall submit separate invoices for expenditures under each Federal program funding area that they are seeking reimbursement.
- All invoices for goods received or services performed on or prior to June 30 of the grant year must be received by the WTSC no later than August 15.
- Invoices for goods received or services performed between July 1 and September 30 of the grant year must be received by the WTSC no later than November 15.
- Subrecipients must submit their final invoice within 45 days of the end of the grant period if the grant time period is not based on the Federal fiscal year.
- Invoices received after the above cutoff dates should not be reimbursed. Subrecipients are responsible for informing their accounting office of the above invoice submission deadlines.

**iii. Documentation**

The WTSC requires the subrecipient to submit and maintain complete financial and programmatic documentation of all invoices in the form of source documents to support the amounts claimed. The WTSC requires that the subrecipient submit the source documents with their invoice (unless instructed otherwise) including time sheets, receipts, and other records of costs incurred. Such records, and other records reasonably considered as pertinent to program regulations or the grant agreement, are required to be maintained by 49 CFR Part 18.42 and must be retained for a period of three years after submittal of the final invoice to the WTSC.

**iv. Reimbursement Policy**

- The WTSC requires all agreements to include a “maximum amount eligible for reimbursement.” This maximum amount is the grant reimbursable amount and is the WTSC’s share of the estimated grant cost. The budget can specify that each line item is not to be exceeded, or the

budget can specify that each line item is an estimate and that the actual cost will be paid but not to exceed the maximum amount approved in the grant agreement. (A line item in the budget is the authorization for funds to be expended on that item.)

- Grants do not allow payment of any profit to the subrecipient. If the WTSC or a subrecipient subcontracts with a commercial (for profit) firm, the fee becomes an actual cost and is eligible for reimbursement if all other payment criteria meet the terms of the agreement.

#### **v. Advances**

Capital advances are not allowed. Reimbursement will be made only for costs incurred during the grant period. The incurrence of cost depends on the accounting system used.

When cost is incurred, if:

1. an **accrual** accounting system is used, then cost is incurred when a recorded liability exists. (Examples include invoices, bills of lading, vouchers of individual travel performed, and cash receipts of expenses incurred. Advances for anticipated costs are prohibited.)

2. a **cash** accounting system is used, then cost is incurred when a cash disbursement has been made.

The WTSC will review all proposed and submitted costs to determine that they are necessary, reasonable, and in compliance with applicable cost principles.

### **D. Public Information and Education (PI&E)**

#### **i. Materials**

PI&E materials fall into two categories — educational and promotional and are defined as follows:

**Educational** — material that educates and informs an audience. These materials include items such as activity books, coloring books, brochures, posters, flyers, envelope stuffers, bumper stickers, etc.

**Promotional** — material that promotes, supports, or enhances efforts and directly relate to the project objective. These materials include key chains, on-board signs, mugs, pencils, magnets, litter bags, etc. There are more restrictions on the acquisition and use of promotional items because the cost of promotional items and memorabilia, including models, gifts and souvenirs are considered unallowable “advertising”. See [2 CFR Part 225, Appendix B, Selected Items of Cost, Item 1\(f\)\(3\)](#)

As of May, 2015, NHTSA has advised that **all promotional (incentive) items** (such as, trinkets, key chains, t-shirts, hats, mugs and bumper stickers) are **not** allowed to be federally funded.

Reproduction of NHTSA or other Federal government endorsed material already approved is permissible without WTSC approval. The cost of the items must still, however, be included in the grant agreement budget.

#### **ii. Advertising**

The limited purchase of media time or space (television and radio time, print and billboard space) for traffic safety grant funded PI&E campaigns is permitted only in extraordinary circumstances and must be specifically approved by the WTSC and be included in the Washington’s HSP.



Federally-funded public service announcements or video materials intended for television or cable television must be closed captioned.

Subrecipients that obtain grant funds to support paid advertising are subject to the same requirements as the WTSC and must provide the required Federal reporting information in their progress reports.

### iii. Sports Marketing

When considering communications, public information and paid media expenditures that involve attendance at sporting and entertainment events that charge admission, specific tests must be applied in order to ensure compliance with 2 CFR Part 225, Appendix B.14. Costs of entertainment. This section states that such costs (i.e. tickets to shows or sports events) are unallowable. The tests that should be applied and additional useful guidance has been provided in the [NHTSA Guidelines for Sports Marketing January 22, 2011](#). The WTSC must also determine whether any State or local regulations concerning the purchase and acceptance of tickets to entertainment-related events may apply.

## E. Procurement of Goods and Services - Contracts

The WTSC shall follow the State and Department procurement rules and regulations for the purchase of goods and services for the direct use and benefit of the State's traffic safety program. Questions regarding the procurement rules should be directed to the WTSC Deputy Director. Such contracts must include the subrecipient certifications and assurances required of other subrecipients.

The WTSC shall monitor periodically the State and all subrecipient contracts and professional service agreements to verify compliance with the established State and/or local procurement procedures as required by 49 CFR Part 18.36 (b).

[All Washington State procurement rules may be found at the following website maintained by the Washington State Department of Enterprise Services.](#)

### i. State Contracts

- The Department establishes contracts for goods and services for use by all State agencies. Department procurement offices and contracting offices establish contracts for goods and services used specifically by the Department.
- Establishment of these contracts has two primary goals. The first is to facilitate the purchasing process. A procurement officer may purchase according to the terms of the contract without additionally seeking determinations for single source or limited competition. This provides a significant savings in time to process.
- The second goal is to secure good pricing through the leverage of the State's purchasing power. Even though it is occasionally possible to secure pricing on spot purchases which is better than the contract pricing, use of the contracts is mandatory unless specifically stated otherwise. Goods and services for which mandatory term contracts have been issued must be purchased only from the contract vendor. The contractors have provided prices over the entire period of the contract in exchange for the State's offer to place all of our orders with them. The Department must abide by the terms of the contract.
- There is no monetary limit on purchasing from contract awards unless specifically noted in the contract.

- If commodities or services are being purchased on the open market on a continuing basis, it should be brought to the attention of the appropriate Procurement section or the appropriate Contracts section for consideration of the establishment of a contract award.

## ii. Procurement Procedures

WTSC procurement actions shall be accomplished in compliance with procurement rules published by the Department of Enterprise Services; OFM's State Administrative & Accounting Manual; the WTSC's Delegation of Authority; and internal policies and procedures relating to procurement and contracting.

## F. Food/Beverage Costs

### i. WTSC and Subrecipient Purchases – Federal Requirements

In addition to WTSC restrictions, Federal traffic safety grant regulations only allow the reimbursement of meeting and conference costs including meals, transportation, rental of meeting facilities and other incidental costs if the primary purpose is the dissemination of technical information. This requirement applies to the WTSC and subrecipients. Records must be maintained to document that the primary purpose of the meeting was the dissemination of technical information and the persons in attendance.

The WTSC meeting and conference documentation or a subrecipient's progress report shall include a statement describing the date, location, number of attendees, the food and beverage items to be purchased and a description of the meeting purpose.

Costs of **alcoholic beverages** are unallowable. Costs of **entertainment**, including amusement, diversion, and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities) are unallowable. See also Section D. Public Information and Education (PI&E), iii. Sports Marketing. For additional information, refer to [NHTSA Highway Safety Grant Funding Policy for Field-Administered Grants](#) Part III. Unallowable Costs for Selected Items, (D) and, [2 CFR Part 225 \(OMB Circular A-87\) Appendix B, Item 3 and Item 14](#)

See also Chapter VI. Fiscal Procedures, Section E. Allowable Costs.

## G. Property Management

### i. Federal and State Requirements and Thresholds

Federal requirements regarding the use, management and disposition of grant-funded equipment are found in 23 CFR [§1200.31](#), and specify that the State and their subrecipients manage and dispose of equipment acquired under 23 USC Chapter 4 in accordance with State laws and procedures.

State laws and procedures pertaining to property management are found in OFM's State Administrative & Accounting Manual, which establishes requirements that all agencies must follow regarding the management of State property.

For equipment with a useful life of more than one year and an acquisition cost of \$5,000 or more, see Chapter IV. Grant Selection and Execution, Section E. NHTSA Equipment Purchase Approval of \$5,000 or More.

### ii. Subrecipient Property Management Systems

Subrecipients must establish and administer a system to procure, control, protect, preserve, use, maintain, and dispose of property furnished to them by the WTSC or purchased through a grant, sub



grant, or other agreement in accordance with their own property management procedures, provided that the procedures are not in conflict with the standards contained in this section or Federal property management standards procedures specified in 49 CFR Part 18.36, as appropriate.

Any property purchased, regardless of the unit cost, must be specifically authorized in the grant agreement. Equipment and other property acquired under a grant agreement for use in highway safety projects shall be used and kept in operation for highway safety purposes.

State Agencies: Property management standards described in OFM's State Administrative & Accounting Manual will be used in accounting for equipment purchased under the agreement.

Local Agencies and Other Non-State Subrecipients: Standards for property management described in 49 CFR Part 18.32(c) through (e) will be used in accounting for equipment purchased under a grant agreement. The Applicant Agency shall seek disposition instructions from the WTSC prior to disposing of any item of equipment purchased. The subrecipient may follow their own existing property management standards if they exceed the requirements set out in 49 CFR Part 18.32(c) through (e).

### **iii. Subrecipient Property Records Requirements**

The subrecipient property management requirements include, but are not limited to, the maintenance of accurate property records. Such records will include:

- A description of the property
- Manufacturer's serial number, model number, Federal stock number, national stock number, or other identification number
- Inventory number
- Source of the property (including grant or agreement number)
- Indication of with whom title is vested (generally vests with the subrecipient)
- Acquisition date
- Percentage (at the end of the budget year) of Federal participation in the cost
- Location, use, and condition of the property and the date the information was reported
- Unit acquisition cost (total cost from all funding sources)
- Ultimate disposition date (including date of disposal and sales price or the method used to determine current fair market value).

### **iv. Subrecipient Inventory**

Subrecipients will maintain an inventory control system to ensure adequate safeguards to prevent loss, damage, or theft of the property. Subrecipients will provide a copy of their inventory policies and procedures to the WTSC program manager. Subrecipients will institute adequate maintenance procedures to keep the property in good condition.

### **v. WTSC Inventory**

The WTSC uses a centralized electronic inventory control system to identify and track all grant-funded equipment or other property classified as "controlled property" items listing all essential information required by the State property management guidelines. The WTSC, as part of its oversight responsibility, must systematically monitor all subrecipients with grant-funded equipment and/or property meeting the State-defined criteria of "controlled property" to ensure that subrecipients are in compliance with State and Federal property management requirements.

The WTSC program manager physically verifies the existence and traffic-safety use of each item of equipment when conducting an on-site monitoring visit.

## vi. Tagging

It is recommended that equipment and controlled assets purchased in whole or in part with traffic safety funds, be tagged by the subrecipient to indicate the item was acquired with traffic safety funds. Traffic safety subrecipients would be responsible for developing tagging procedures using their own tags. In addition, for cross-reference audit purposes, the tag number is to be noted on the invoice for each piece of equipment and controlled asset item.

## vii. Disposition

Equipment shall be used by the subrecipient in the program or project for which it was acquired as long as needed including after the project or program is no longer supported by Federal funds. Prior written approval must be received from the NHTSA Regional Office by the WTSC for the disposition of equipment with a useful life of one year and a value of \$5,000 or more unless the equipment has exceeded its useful life as determined under State law and procedures.

Upon completion or termination of a traffic safety grant or sub grant, or if it is determined by the WTSC that equipment is no longer needed for the purpose for which it was acquired, the equipment may, at the option of the WTSC, become the property of the WTSC. Permission for any other disposition must be obtained from the WTSC before any action can be taken regarding the equipment. Other possible disposition actions include, but are not limited to:

- Transfer from Federal inventory to State inventory
- Declaration of inoperability and relegation to salvage or sale at auction
- Declaration that equipment is damaged beyond repair or salvage
- Sale at auction and return of proceeds to WTSC for reconciliation with Federal funding

The NHTSA Regional Office may authorize to transfer the title to equipment acquired under 23 USC Chapter 4 to the Federal government or to a third party when the third party is eligible under Federal statute. Any such transfer is required to comply with the conditions of 23 CFR §1200.31 (e). This part also contains instructions for Federally-owned equipment provided to a State or subrecipient.

See also Chapter IV. Grant Selection and Execution, Section E. NHTSA Equipment Purchase Approval of \$5,000 or More.

## H. Subrecipient Travel

Reimbursement for out-of-state travel expenses by subrecipients requires prior approval by the WTSC. To request approval for out-of-state travel, a subrecipient must:

1. Ensure that the grant agreement includes a provision for the travel and that there are sufficient funds to cover the cost of the trip.
2. If the trip was not included in the grant agreement, submit a written request to the appropriate program manager. Upon approval, the subrecipient will then complete a WTSC Travel Authorization Form. The request must include:
  - Purpose of the trip
  - Trip dates
  - Location
  - Registration fee (if applicable)
  - Persons involved and the relationship of the individuals to the particular trip
  - Estimated cost and whether additional funds are needed (travel, per diem, fees, etc.)



To qualify for approval and reimbursement, the travel must be:

- **Necessary** to assist in the completion of project and program goals and objectives
- **Specific** to the purpose of the grant (for example, an anti-impaired driving conference for a community alcohol project)
- **Appropriate** to the position and responsibility of the individual or individuals traveling (for example, project director to attend a community project seminar)
- **Of direct benefit** to the State, with such benefit unavailable through other means (for example, travel for a national, one-of-a-kind event).

For travel to be considered for approval, the grant must include the following:

**Table 9. Requirements for Approval of Travel Under a Grant**

| Requirement                                                                                              | Explanation                                                                                                                                                                                                                                |
|----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sufficient travel funds                                                                                  | The grant budget should contain funds for travel. A line item for out-of-state travel or specific trips is not required. However, an indication of specific trips is recommended when known at the time of grant negotiation and approval. |
| Sufficient funds in “Goods and Other Expenses” category of budget to cover registration fee, if required | If the conference or out-of-state event requires a registration fee, sufficient funds will need to be budgeted and included in the “Goods and Other Expenses” category in the approved budget.                                             |
| Provisions for out-of-state travel                                                                       | The grant must contain a provision that allows for out-of-state travel upon WTSC approval and requires this approval prior to travel and reimbursement. (See example following this table.)                                                |

Travel to attend in-state training not included in the approved grant agreement requires the subrecipient to submit a request for prior written authorization for attendance from the WTSC.

Subrecipients are eligible for per diem reimbursement of in-state travel costs at the approved state rate as published in OFM’s State Administrative & Accounting Manual.

Out of state per diem rates shall be reimbursed either in accordance with the subrecipient’s published out of state travel rates, or, the U.S. General Services Administration schedule available online at [GSA Domestic Per Diem Rates](#), whichever is applicable.

Upon receiving a travel request in writing, the WTSC will send a written response (e-mail or correspondence) approving or denying the trip, with an explanation, to the subrecipient.

To request travel reimbursement, the subrecipient must include:

- The cost of the trip in the applicable claim
- A receipt for any registration fee paid (if registration fee includes certain meals, then those meals should not be claimed again for reimbursement), airfare, lodging, rental car or any other significant costs
- A justification of any unusual costs
- If the activity was an exceptional or unique meeting, conference, etc., a brief trip report (the length and content will be determined by the type of trip involved)

## I. Indirect Costs

Indirect costs are those that have been incurred for common or joint purposes. These costs benefit more than one cost objective and cannot be readily identified with a particular final cost objective without effort disproportionate to the results achieved. After direct costs have been determined and assigned directly to Federal awards and other activities as appropriate, indirect costs are those remaining to be allocated to benefited cost objectives. A cost may not be allocated to a Federal award as an indirect cost if any other cost incurred for the same purpose, in like circumstances, has been assigned to a Federal award as a direct cost.

Indirect costs are normally charged to Federal awards by the use of an indirect cost rate. A separate indirect cost rate(s) is usually necessary for each department or agency of the governmental unit claiming indirect costs under Federal awards. Guidelines and illustrations of indirect cost proposals are provided in a brochure published by the Department of Health and Human Services entitled “A Guide for State and Local Government Agencies: Cost Principles and Procedures for Establishing Cost Allocation Plans and Indirect Cost Rates for Grants and Contracts with the Federal Government.” A copy of this brochure may be obtained from the Superintendent of Documents, U.S. Government Printing Office.

For additional information, refer to [2 CFR Part 225, Appendix E](#). NHTSA has provided additional guidance on indirect rate cost plans in a 2010 Question and Answer document which can be found on the GHSA web site.

The NHTSA Regional Office may be consulted for assistance in verifying federally approved indirect cost rates for subrecipients including approved rates for Universities, Colleges and Hospitals. The WTSC shall require that subrecipients approved by the WTSC to receive indirect costs provide annually a current approval letter from the cognizant Federal agency stating the negotiated indirect cost rate (IDCR). Federally approved IDCRs are good until amended. The WTSC shall establish annually a list of all subrecipients approved to charge indirect costs pursuant to a Federal approval letter and track the list to determine that all required letters are maintained with the WTSC files. The WTSC shall ensure that claims received from subrecipients which include indirect costs are determined to be charged accurately.

Circular A-21 “Cost Principles for Education Institutions” is the Federal regulation that provides additional guidance on indirect cost rates for Universities. The application basis for the indirect cost rate is contained in Appendix A, section G, subsection 2. Universities are allowed to apply the indirect cost rate to a broader range of costs as specifically identified in the regulation and referred to as “modified total direct costs”. The modified total direct costs, referred to as “facilities and administration (F&A) costs” may include all salaries and wages, fringe benefits, materials and supplies, services, travel, and sub grants and subcontracts up to the first \$25,000 of each sub grant or subcontract (regardless of the period covered by the sub grant or subcontract). Equipment, capital expenditures, charges for patient care and tuition remission, rental costs, scholarships, and fellowships as well as the portion of each sub grant and subcontract in excess of \$25,000 must be **excluded** from modified total direct costs. Other items may only be excluded where necessary to avoid a serious inequity in the distribution of F&A costs. There is additional guidance in subsection G.1 of Appendix A regarding the application of the rate to separate F&A “cost pools”. In addition, unless a new rate has been negotiated, there is a 26% rate cap applied to modified total direct costs for Off-Campus - All Programs (non-research related work such as surveys, etc.). See subsection 8a under Appendix A, Section G in Circular A-21 for more specific details on the rate cap and cost pools.

The WTSC may eliminate or reduce subrecipient paid indirect costs by instead establishing a policy that only specific direct costs will be reimbursed. Indirect costs are not readily assignable to the cost objectives specifically benefited. They are incurred for a common or joint purpose benefiting more than one cost objective. Care must be taken to make sure that the indirect costs (now being reported as direct



costs) are not part of a central services take down. And the costs must be allocable. Test: Would the activity still exist, and thereby result in the same costs being incurred, if the grant were terminated?

[2 CFR Part 230, Cost Principles for Non Profits](#) uses similar language, "However, a cost may not be assigned to an award as a direct cost if any other cost incurred for the same purpose, in like circumstance, has been allocated to an award as an indirect cost."

#### Notes:

- If a State/local governmental subrecipient is considering changing a position to direct federal funding, care must be taken to avoid supplanting – the substitution of Federal funding for a general cost of government. The non-profit example given above is a good one because the supplanting concern would not apply.
- Non-profit sub-grantees would normally be governed by A-122, but for the issue of indirect cost rate plans, the HHS has determined that 2 CFR 225 will apply. 2 CFR Part 225, Appendix E, Sections C and D, provide guidance on allocation of indirect costs and determination of indirect cost rates, and submission and documentation of proposals. (A copy of the guidance letter and supporting correspondence is available from the NHTSA Regional Office.)

If the WTSC is using Federal funds for its own indirect costs or reimbursing State, local or non-profit agency subrecipients for indirect costs, the WTSC must comply with certain requirements.

**STATE SUBRECIPIENTS:** A State agency may be paid the State's negotiated rate obtained from a cognizant Federal agency as evidenced by a letter on file which is renewed annually. If there is no cognizant agency rate, an interagency standard indirect cost allowance is permitted equal to 10 percent of direct salary and wage costs only excluding fringes, overtime and shift premiums. See 2 CFR Part 225 Appendix A (G.) Interagency services. The WTSC may negotiate with the State agency to pay an IDCR lower than the 10% inter agency IDCR as long as it does not create a greater cost than if the 10% rate had been paid on only direct salaries. If a State subrecipient has an IDCR, that rate must be used in lieu of the flat 10 percent rate if it is lesser, see ASMB C-10 Part 2 Attachment A, Question 2-21).

**LOCAL and NON-PROFIT SUBRECIPIENTS:** Where a local government is not a primary recipient of Federal funds, the WTSC will negotiate and/or monitor the subrecipient's indirect cost plan and an annual approval letter approved by a local government containing a certification signed by a government official specifying the year applied. The rate proposal and related documentation must be made available for Federal and State audit for three years after final payment and other pending matters are closed and should be maintained annually in the subrecipient's file. See [2 CFR Part 225, Appendix E, section D.1.b.](#) The rate does not have to be federally approved. The WTSC cannot routinely grant an IDCR to subrecipients. Each subrecipient must have submitted an IDCR plan for review and acceptance.

Non-profit agencies must also provide an annual approval letter containing a certification signed by the Board of Directors, a CPA or an Executive Director and specifying the year applied and the rate. Local agencies, universities and contractors that have a negotiated rate by a cognizant Federal agency may be paid that rate. The WTSC and subrecipient may mutually agree to an IDCR lower than that established by the cognizant Federal agency or the WTSC.

The level of risk and exposure should be determining factors when determining the required oversight. NOTE: The responsibility does not end after a signed agreement or certificate is placed in the project file. The WTSC must periodically review **AND** monitor sub recipient IDCR plans to provide reasonable assurance that the requirements are being followed. This monitoring should ensure that the plan is current and accurately reflects indirect costs.

## J. Program Income

Many traffic safety grants are intended to provide financial start-up for projects so that they can become self-sustaining. Some projects conduct activities that generate income to cover present and future costs. When subrecipients earn money for their services or products, they may be earning what is defined in the Federal regulations as “program income”. Income earned by the subrecipient with respect to the conduct of the grant (e.g. sale of publications, registration fees, service charges, etc.) must be accounted for fully and applied to project purposes or used to reduce costs.

As defined in 23 CFR, §1200.34 and 49 CFR, Part 18.25(b), program income means gross income earned by the subrecipient directly generated by a program supported activity or earned only as a result of the grant agreement during the period of time between the effective date and the expiration date of the grant award. Such earnings may include but are not limited to:

- Income from fees for services performed
- Sale of commodities fabricated under the grant
- Usage or rental fees from real or personal property (equipment) acquired with grant funds
- Sale of commodities or items fabricated under the grant agreement
- Payment of principal and interest on loans made with grant funds

See 23 CFR §1200.34 (c) for specific exclusions.

NOTE: If program income is applied to the program and then generates other income, that income is not considered program income and is not required to be tracked as outlined in this policy.

The WTSC must approve a subrecipient’s request to earn program income. There must be an indication in the WTSC HSP project description that the grant will generate program income and the total income earned must be reported by the WTSC in the Annual Report (AR). There also must be a clause in the grant agreement which states that the grant will earn program income and the subrecipient will expend the monies to fulfill the objectives of the program area under which it was generated. Recommended language for grants generating program income is as follows:

- All program income earned during the grant period shall be retained by the subrecipient and, in accordance with the grant or other agreement, shall be added to Federal funds committed to the project and be used to further eligible program objectives.
- Program income that remains unexpended after the grant ends shall continue to be committed to the original grant objectives.

Program income may be used to meet cost sharing or matching requirements only upon written approval of the NHTSA Regional Office. And such use shall not increase the commitment of Federal funds.

49 CFR Part 18.25(g) (1) provides that program income which the subrecipient did not anticipate at the time of the award shall be used to reduce the federal agency and grantee contributions rather than to increase the funds committed to the project.

Donations (monetary or in-kind) are considered program income if the grantee or subrecipient receives funds directly generated by a grant supported activity or earned as a result of the grant agreement during the relevant time period.

## K. Supplanting





The replacement of routine and/or existing State or local expenditures with the use of Federal grant funds for the cost of activities that constitute general expenses required to carry out the overall responsibility of a State or local agency is considered to be supplanting and is not allowable. Refer to: [NHTSA Highway Safety Grants Funding Guidance, Part IV, D, 2 CFR Part 225 Appendix B, 19](#) Program Administration, Supplanting.

## L. Grant File Maintenance

Sound fiscal and program management of Washington's traffic safety program can be verified through the development and maintenance of complete, accurate and accessible files. In the absence of an electronic system for managing grants and associated documents, the WTSC establishes a physical project file for every grant. The contents of the file of record will vary, depending on the type of agreement. The file of record will include any or all of the following:

- Signed Grant Request Form/Project Agreement
- Technical/cost analysis
- Original signed agreements and any amendments
- Documents referenced in the agreement (official resolutions or proclamations of local governing bodies, letter indicating the delegation of signature authority for various project related reports, etc.)
- Correspondence
- Claims with all supporting documentation
- Progress Reports with all supporting documentation
- Monitoring reports
- Pre-approvals
- Project accomplishment reports
- Data collection and trainings conducted
- Indirect cost approval letter
- Match documentation if required of subrecipients
- Other supporting documentation

Each project file will contain the original document or reference to the document that verifies those legal and administrative actions necessary for the award, implementation, monitoring, and evaluation of each project.

**Public access:** All file information is a matter of public record. However, proper file management precludes public access to the files, which may include information of a sensitive nature such as personnel salaries, budget information, and internal correspondence. Access to the file of record will therefore generally be limited to those governmental officials with responsibility for the submission, operation, and close-out of the projects.

**File retention:** All contract and grant agreement records must be retained 3 years from the date of final payment, until completion of audits, or until pending litigation has been fully resolved, whichever occurs last. A clause to this effect will be included in each traffic safety grant agreement and contract. The term "records" includes: all books, documents, papers, accounting records, and other evidence pertaining to costs incurred and work performed.

The WTSC program managers are responsible for maintenance of the grant filing system in compliance with this policy. Files should be reconciled annually after the fiscal year close out to assure that all required documents are in place. The contents of the file will vary, depending on the type of agreement, but it will be set up in accordance with WTC guidelines.

## M. Monitoring



### i. Purpose

According to 49 CFR Part 18.40, the WTSC is responsible for managing the day-to-day operations of grant and sub grant supported activities. The WTSC must monitor grant and subrecipient supported activities to assure compliance with applicable Federal requirements and that grant objectives and performance targets are being achieved. Monitoring must cover each program, function or activity.

Monitoring is done to maintain control of a project, detect problems, identify changes or training needed, provide data for planning and evaluation and create an opportunity for the WTSC to provide technical assistance when needed. It also is a way to encourage accountability on behalf of the subrecipient. Monitoring requires forms to be completed for documentation and maintained in the grant file.

### ii. Types of Monitoring

The WTSC will utilize the following types of monitoring:

- Ongoing contact with the subrecipient through phone calls, meetings, email and correspondence
- Onsite monitoring reviews of project operations, management, and financial systems
- Periodic review of progress reports
- Periodic review and approval of claims

### iii. Major Elements of Monitoring Procedures

There are several important elements to consider when determining what level of monitoring is appropriate for a specific subrecipient. These elements include:

- Frequency of the monitoring
- Items to cover
- Procedures to follow
- Persons to involve
- Documentation to complete
- Evidence of present or potential problems

Answering the questions of how often, who to involve, and how to monitor depends on the following criteria:

| Criteria                                                                 | Explanation                                                                                                             |
|--------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| The length and complexity of the project                                 | The longer and more complex the project, the more frequent and formal the monitoring should be                          |
| The capabilities and experience with the subrecipient                    | Lower capabilities and/or lack of experience with the subrecipient normally require more frequent and formal monitoring |
| Any indications of problems, lack of performance, or change in direction | The more problems and changes, the more frequent and formal monitoring should be                                        |

### iv. Ongoing Monitoring

Ongoing monitoring occurs every time a program manager holds a discussion or communicates with a subrecipient project director through phone calls, meetings, email or other correspondence.

- **Frequency:** Ongoing monitoring can occur daily, weekly, or monthly. Weekly phone calls may be appropriate if there are problems. Monthly status meetings might be needed for complex projects. Some form of ongoing monitoring shall be conducted by the program manager with each subrecipient in their program area at least monthly.
- **Problems:** If problems are identified, the situation could require a meeting between the subrecipient and the WTSC or even the scheduling of an onsite monitoring visit (See Sub Section v. Onsite Monitoring, below). The determination of the appropriate action to be taken should be made by the program manager and the WTSC Deputy Director. Any additional monitoring requirements will be documented in the grant file.
- **Approach:** The program manager will rely on regular correspondence and the annual onsite visit to handle routine project issues. The subrecipient's project director should monitor work under the agreement with sufficient frequency to be sure that the work is progressing according to the plan and to quickly identify any major problems or variances from the plan. Careful monitoring of work is the best method of assuring compliance with the grant and preventing disputes.
- **Items:** Any item related to the progress and management of the grant should be covered in ongoing monitoring. Although usually limited to the progress of activities, ongoing monitoring should also cover budget issues, problems encountered, procurement procedures, projected changes, etc.
- **Procedures:** The program manager will routinely set aside time to call or meet with subrecipient personnel. The program manager should make a list of issues or questions to cover prior to the contact. The program manager should ensure that all issues are covered or that a deadline has been agreed upon to resolve any issues. Routine meetings will be specified in the grant agreement as necessary.
- **Participants:** Ongoing monitoring can involve any grant personnel with management or oversight responsibility for the project. In addition to the project director, this may include a financial officer and any other key project personnel.
- **Documentation:** Copies of important correspondence are to be kept in the grant file. A note to the file should be provided to document monitoring meetings and other discussions.

## **v. Onsite Monitoring**

Calls, letters, and occasional meetings are generally not sufficient to adequately monitor a project, particularly those that are more complex. In some cases, a program manager will need to go onsite to review project status, documents, and subrecipient management and financial systems. This type of in-depth review is called "onsite monitoring" because the program manager must actually go to the location of the project and the offices of the subrecipient to conduct this monitoring. The need for an onsite monitoring may also be identified by the program manager during ongoing monitoring activity.

- **Frequency:** The program manager shall conduct at least one onsite monitoring visit per year for subrecipients meeting the following criteria:
  - ✓ Total cost of the grant agreement exceeds \$50,000
  - ✓ Subrecipient has identified a new project director
  - ✓ Subrecipient has a past history of poor performance
  - ✓ A recent ongoing monitoring identified a potential problem

The program manager shall identify the list of subrecipients to be monitored each fiscal year using the above criteria and develop a proposed Monitoring Schedule.

- **Items to Review:** An onsite monitoring includes an examination of all issues related to the effective and efficient operation of the project. The following, though not all-inclusive, are the most important items to review:
  - ✓ Progress toward achievement of objectives and performance targets
  - ✓ Adherence to milestones and action plan
  - ✓ Resources are consistent with agency mission
  - ✓ Programs and resources are protected from waste, fraud and mismanagement
  - ✓ Laws and regulations are followed
  - ✓ Reliable and timely information is obtained, maintained, reported and used for decision making
  - ✓ Status of budget
  - ✓ Accounting records
  - ✓ Personnel records and time sheets
  - ✓ Any necessary pre-approvals (such as, equipment or out of state travel)
  - ✓ Supporting documentation (signature authority letter, verification of costs, invoices, subcontracts, etc.)
  - ✓ Equipment purchased or leased as part of the project i.e., inventory and inspect to ensure that it is being used for the purpose for which it was bought or leased under the grant agreement
- **Advance Preparation:** Prior to the onsite monitoring, the *[insert position title]* should:
  - ✓ Plan each site visit well in advance (preferably three to four weeks)
  - ✓ Carefully review the grant agreement to determine which activities in the action plan should have been accomplished by the site monitoring date
  - ✓ Note any special terms or conditions that need monitoring
  - ✓ Review all correspondence, performance reports, and requests for claim reimbursement submitted prior to the visit
  - ✓ Set appointments with the subrecipient's project staff
  - ✓ Provide to the subrecipient a list of the types of documents to be reviewed, including time sheets, purchase vouchers, and forms
  - ✓ Note items requiring follow-up from previous monitoring visits or ongoing monitoring
- **Review of Source Documents:** The *[insert position title]* will review source documents and evidence of task completion depending upon the activities to be conducted and the types of costs involved in the project. Examples of source documents to be included are shown in the following table:

**Table 11. Source Documents Reviewed During Onsite Monitoring**

| Document Type   | Notes                                                                                                                                                                                                                                                                                                                                                           |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Time sheets     | Time sheets, pay records, payroll registers, and possibly personnel (salary rate) records must be reviewed to determine that salary and wage costs are fully supported. Time sheets must account for 100 percent of time, regardless of the amount charged to a grant. If only a percent of time is to be reimbursed, then the prorated amount must be correct. |
| Fringe benefits | If reimbursable, fringe benefits (such as health insurance, pension plan, etc.) must correspond to the amount or percent eligible.                                                                                                                                                                                                                              |

| Document Type       | Notes                                                                                                                                                                                                  |
|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Travel costs        | Only travel directly associated with the grant may be reimbursed. This might include, for example, travel to meetings called by the WTSC.                                                              |
| Claims and payments | Only those costs in the approved budget may be reimbursed. Any discounts must be credited; the discounted amount would be reimbursable. Any payments must be directly attributable to the grant costs. |

In the case of a high volume of documents, a sampling methodology may be used, either randomly or selectively (such as, every fifth voucher or every other time sheet). The purpose of the financial document review is to ensure that costs claimed reconcile to the documentation.

Payment of overtime, especially in law enforcement grants, requires special attention during monitoring. The subrecipient's processes and procedures for scheduling, approval, tracking, accounting and supervision of overtime should be examined to ensure that there are in place adequate checks, balances and safeguards to validate all claims. See Section N. Fraud Prevention.

- Review of Project Status: The program manager will review the status of project activities. Examples of evidence of progress toward task completion might include:
  - ✓ Attendance rosters for training projects or events
  - ✓ Citations and warnings for enforcement projects
  - ✓ Newspaper clippings of events for public information activities
  - ✓ Analyses and reports for data or problem identification projects
  - ✓ Survey or questionnaire results
  - ✓ Personnel training records
- Review of Budget Requirements: The program manager will review the records for adherence to the budget requirements, including, but not limited to, determining whether:
  - ✓ Expenditures are on schedule
  - ✓ Costs are in the approved budget or any subsequent amendment
  - ✓ Any necessary prior approvals for travel, equipment purchases, or changes have been obtained
  - ✓ Appropriate procedures have been followed for all expenditures
  - ✓ Appropriate supporting documentation is available and filed
  - ✓ Reimbursements are up to date
- Direct Observations: Although not required, onsite monitoring may also include direct observation of activities performed. These might include attendance or participation in a:
  - ✓ Meeting, workshop or training course
  - ✓ Press conference or other media event
  - ✓ Presentation to a school, organization, or civic club
  - ✓ Task force or committee meeting
  - ✓ Shift of overtime enforcement
- Documentation: The program manager will complete the "WTSC Site Visit Monitoring Report." The program manager attaches copies of all appropriate records and other documents reviewed during the visit. The checklist, with attachments, will be placed in the grant file.

- **Subrecipient notification-noncompliance:** If corrective action is needed, reference should be made to Section O. Resolution of Monitoring Findings. The determination of the appropriate action will be made by the program manager and the WTSC Deputy Director. Any additional monitoring requirements will be documented in the grant file.

|                          |                                                            |
|--------------------------|------------------------------------------------------------|
| Late project start       | Frequent personnel changes                                 |
| Low activity level       | Revisions to the grant                                     |
| Slow expenditure rate    | No records or inconclusive records                         |
| Late reports             | Evasive answers                                            |
| Low morale/poor attitude | Submission of questionable claims or back-up documentation |
| Incorrect claims         | Failure to obtain required WTSC approvals                  |

## N. Fraud Prevention

Investigations by the federal Office of the Inspector General (OIG) and NHTSA have detected more cases of fraud involving subrecipients receiving federal highway safety grant funds. A comprehensive monitoring program is one of the most effective ways to prevent fraud. Such a program includes the elements outlined in Section N. Monitoring Advisory. Also essential is sufficient management oversight to ensure that the monitoring program is fully implemented. Onsite monitoring of grants which include personnel services is essential. The following information has been compiled to assist the WTSC in communicating with subrecipients, implementing safeguards, monitoring and taking action when fraud is detected.

### i. Special Attention for High Risk Grants and Activities

- Identify law enforcement and other types of grants which contain claims for personnel services as requiring special attention to detect fraud
- Closely examine and compare personnel log sheets to actual activity documentation (such as date and time worked as recorded on paper tickets and time reports) to ensure that only actual time worked on grant-funded, approved activities is submitted for reimbursement
- Ensure that only approved hourly rates for sub-contractors and vendors are charged to the grant and that legitimate original invoices from sub-contractors and vendors for actual work completed are available for examination

### ii. Recognition of Risk Factors for Personnel Services Grants

- Lack of communication of specific clear benchmarks, goals and deliverables for enforcement and other contracts
- Lack of training for supervisors and officers to emphasize unique conditions of grant programs
- Lack of supervision of grant procedures during overtime patrols, time and attendance quality checks and use of paper forms

### iii. Prevention Strategies

- Provide specific pre-award guidance to subrecipients to explain the federal requirements and discuss the need for their own internal control systems
- Require subrecipients to submit their policy/internal controls to the WTSC to certify compliance with generally accepted practices
  - ✓ Do supervisors sign off on completed work?
  - ✓ Do officers check in and out of shifts with a supervisor or dispatch?
  - ✓ Do supervisors conduct reviews and spot checks of officer records?
  - ✓ Are work schedules prepared in advance?

- ✓ Do managers have access to global positioning system (GPS) records or other location records for patrol vehicles?
- Review original documents (not copies) at the subrecipient or third party sub contract level
  - ✓ Could an officer falsify elements like date and time of the violation?
  - ✓ Are records retained for review?
- When conducting onsite monitoring, over sample vouchers
- Establish clear performance benchmarks and expectations
- Develop an action plan to follow when possible fraud is detected
- Use State auditors to randomly audit selected subrecipients and to follow up fraud allegations for the WTSC
- Document and disseminate information on identified cases of fraud and the consequences to law enforcement officers, project personnel and their departments as a deterrent

#### **iv. Preventive Oversight for Law Enforcement Agencies**

- Build supervision into the grant project
- Develop and implement an enforcement or project action plan based on the data
- Utilize GPS units on patrol vehicles
- Use log sheets or personal activity reports (PARs) to verify actual hours worked on shifts (see the OIG Information Memo [OIG Memo 5-21-12 on STEP Fraud](#) Attachment 4 for a sample blank log sheet to gather the information needed to verify actual hours worked in a shift)
- Providing training including refresher roll call reviews of expectations
  - ✓ Are officers informed about requirements and expectations?
  - ✓ Are veteran officers asked to complete refresher training?
  - ✓ Do managers have adequate training on grant administration?
  - ✓ Is there any emphasis placed on detecting fraud or conducting periodic reviews?
  - ✓ Are training records maintained?
- Review the type of ticketing system – automated systems are less likely to be subject to fraudulent activities than hand written paper citations

#### **v. Utilization of Federal and Other Training Resources**

- Review and use as the basis for WTSC and subrecipient training:
  - ✓ The OIG Information Memo [OIG Memo 5-21-12 on STEP Fraud](#)
  - ✓ The NHTSA/GHSA 2012 Webinar: [Strategies to Prevent Fraud and Misuse of Federal Funds](#)
  - ✓ WTSC best practices such as, the Michigan Grant Management Quarterly Webinar for Subrecipients [Fiscal Information and You](#)
- Review and become familiar with the applicable federal regulations: 49 CFR Part 18.20. Noncompliance with accepted standards for financial management systems; and, OMB Circular A-123 requirement that programs be protected from waste, fraud and mismanagement

## **O. Resolution of Monitoring Findings**

### **i. Minor Findings**

The program manager shall notify the subrecipient's project director in writing upon any initial indication of minor discrepancies or errors in reporting, project implementation, or accounting. Examples of minor discrepancies include:

- Delays in activities that will not adversely affect the timely completion of the grant
- Typographical errors in an invoice that would not affect the amount reimbursed

A written notification of any finding must include the following information:

- A detailed description of the finding





- A description of any actions or options the subrecipient may make in response to the finding
- A date by which the subrecipient should implement the recommended action or advise the WTSC of a proposed alternative or both. Under most circumstances, this date should be no more than 30 days after written notification by the WTSC.

Copies of this correspondence, including copies of e-mail exchanges, are to be included in the grant file.

## **ii. Repeated Incidence/More Serious Findings**

Upon a repeated incidence of a minor finding or a more serious error or discrepancy, the program manager will request that a notice in writing, entitled “Grantee on Notice”, be sent to the subrecipient with the WTSC Deputy Director approval and signature. Examples of more serious errors or discrepancies include:

- Untimely submission or omission of required reports or invoices including required supporting documentation
- Invoice for an unallowable or unapproved item
- Typographical or mathematical error that affects the amount of reimbursement
- Actions taken without prior approval when the grant stipulated prior approval
- Significant delay in achievement of objectives and performance goals
- Sub par spending level (20 percent or more of the total funds remaining at the end of the previously funded grant year)

In addition to the information required for a minor finding or first notification, the “Grantee on Notice” letter will include any potential ramifications or imposed requirements. These remedies might include temporary delays in reimbursement, modification of the agreement including the reduction of funding or cancellation of the project agreement.

## **iii. Significant Findings Requiring Immediate Action**

In the event there are serious problems or issues identified, the program manager will immediately notify the WTSC Director to determine the appropriate course of action. If serious financial problems or fraud are identified, the WTSC may request the assistance of another State agency or that a full audit be completed by an outside auditor before taking further action. Consideration should also be given to notifying the Regional Administrator.

Significant findings are to be addressed immediately by a “Grantee on Notice” letter to the subrecipient with the WTSC Director’s approval and signature. Significant findings include, for example:

- Work not being performed as written in the grant agreement
- Delays that are likely to significantly impact the successful implementation of the grant
- Indication of fraud or other illegal activity associated with management or implementation of a project
- Continuing delays or omissions in the submission of required documents
- Consistent failure to abide by a provision in the grant agreement.

If fraud is detected, the WTSC shall determine whether the State/Local District Attorney, State Auditor General/Inspector General or U.S. DOT Office of the Inspector General (1 800 424-9071 hotline@oig.dot.gov) should be contacted for consultation and the possible initiation of criminal action.

## **iv. Resolution of Repeated, More Serious and Significant Findings**





Immediate action to correct the problem will be negotiated by the WTSC Director and the subrecipient, and implemented by the subrecipient. The subrecipient will be required to submit a Corrective Action Plan (CAP) to the WTSC which details how and when the identified deficiencies will be addressed and will be signed as appropriate by the parties involved. A date for an onsite follow-up review will be established and corrective action will be monitored by the WTSC for compliance.

In addition, the following statement may be included in the CAP:

“The WTSC has determined that the subrecipient is a ‘Grantee on Notice’ during Federal fiscal year (XXXX) due to the following reasons: (list applicable reason). Your agency is informed that if similar failures to meet the grant requirements occur in the current fiscal year, the WTSC may modify the agreement including the withholding of grant reimbursement, suspension of all or part of the grant, or cancellation of the grant as provided by 49 CFR Part 18.43. The WTSC will work with your agency wherever possible to assist your agency in fulfilling the requirements of the grant agreement.”

If the problems or issues cannot or have not been resolved, the following actions may be imposed by the WTSC consistent with 49 CFR Part 18.43:

1. Temporarily withhold grant reimbursement – Requires the WTSC Director to provide written notice to the subrecipient’s Project Director detailing the specific problem or issue; the action required to correct the situation; and applicable penalty for failure to make the correction(s).
2. Suspend grant or part of grant – Requires the WTSC Director to provide written notice to the subrecipient’s Project Director at least 10 days before effective date of the suspension and should include the part or activity in the grant which is being suspended and the action to be taken by the subrecipient to remove the suspension.
3. Wholly or in part cancel grant – (A last-resort action to be used only when a subrecipient or any recipient of Federal funds under the grant fails to fulfill the terms and conditions of the grant agreement in a timely and proper manner, refuses to abide by specific terms or conditions, or violates the terms of a Grant Agreement.) Requires the WTSC Director to provide written notice to the subrecipient’s Project Director at least 30 days before effective date of the cancellation and shall include:
  - a. Effective date of the grant cancellation
  - b. Specific terms and/or conditions violated
  - c. Requirement to forward to the WTSC all grant-related materials, whether or not completed
4. Debarment - The enforcement remedies, including suspension and termination, do not preclude the subrecipient from being subject to “Debarment and Suspension” under E.O. 12549 [Executive Order 12549 - Debarment and Suspension](#)
5. Withhold further awards for the program, or, take other remedies that may be legally available

In taking an enforcement action, the WTSC will provide the subrecipient an opportunity for such hearing, appeal, or other administrative proceeding to which the subrecipient is entitled under any statute or regulation applicable to the action involved.

The subrecipient is entitled to receive reasonable and equitable reimbursement for work satisfactorily completed. Equipment purchased with grant funds shall revert to the WTSC for disposition in accordance with 49 CFR Part 18.32.

Copies of any action involving suspension or cancellation will also be forwarded to the Regional Administrator of the NHTSA Regional Office.

#### **v. Removal of “Grantee on Notice” status**

A subrecipient designated as a “Grantee on Notice” will remain as such until the WTSC has determined through a review that all deficiencies have been corrected. If all deficiencies are found by the WTSC to have been corrected, the subrecipient will be removed from “Grantee on Notice” status at the beginning of the next fiscal year. If one or more of the initial reasons for designating the subrecipient as a “Grantee on Notice” is found to still exist any time during the fiscal year, the subrecipient will remain as a “Grantee on Notice”. If a subrecipient is designated as a “Grantee on Notice” for a duration of six months or more during the fiscal year, the WTSC will automatically place any requests by the subrecipient for funding in the next fiscal year within the “not to be funded” category.

## **P. Appeals**

A proposed grant applicant or a subrecipient may appeal the following decisions by the WTSC:

- Denial of a proposed grant application
- Withholding payment of a claim
- Requiring a refund of grant money
- Suspension or cancellation of a grant or part of a grant

The appellant shall submit, within 15 days after receipt of notification of the decision, a written request for appeal to meet with the WTSC program manager and other appropriate staff to present any documentation in support of the appellant. Written notice of the decision of the WTSC will be sent to the applicant or subrecipient within five days of the decision.

If the appellant wishes to make a further appeal, the appellant shall submit, within 15 days after receipt of notification of the WTSC’s decision, a written request to meet with the Washington State Dispute Resolution Board to present any documentation in support of the appellant. Written notice of the decision of the Washington State Dispute Resolution Board will be sent to the subrecipient within five days of the decision. The decision of the Washington State Dispute Resolution Board shall be binding on all parties.

## VI. Fiscal Procedures

### A. In-house Grant Payment and Federal Reimbursement Voucher Process

#### i. Review Process

The WTSC program manager reviews invoices submitted by subrecipients for reimbursement of grant related expenses. After review and verification, the Accounting Director or Fiscal Analyst conducts a financial review of the invoice and, upon finding it accurate and appropriate, proceeds to process the invoice for reimbursement. The Accounting Director or Fiscal Analyst performs certain required accounting actions in the State accounting system and the Federal GTS system to assist with subrecipient reimbursement and the WTSC Federal reimbursement voucher submission.

**Note:** Final invoices will not be approved for payment without the receipt of the subrecipient's Final Report (See Chapter IV. Grant Selection and Execution, Section F. Reporting Requirements).

The following diagram illustrates the invoicing process followed by WTSC:

#### ii. Entry of State/Local Matching Share

In addition to actual costs to be reimbursed to the State, federally required match funds must be calculated annually by the WTSC and entered into the GTS. This calculation determines the total funds, Federal and State match, which have been spent for all the National Highway Traffic Safety Administration (NHTSA) funding sources.

The WTSC shall establish a reliable process which ensures that Federal program match information entered into GTS for all traffic safety grants is based on the actual program match amounts calculated by the WTSC and reflected on subrecipient vouchers submitted to the WTSC for reimbursement. The WTSC shall ensure the actual program match amounts reported by subrecipients and reflected in the GTS are fully supported and documented in the individual project files. If in fact such program match amounts are insufficient to meet overall program match requirements, then the WTSC shall arrange for additional sources of legitimate program match to eliminate the shortfall.

The WTSC shall ensure that subrecipients clearly understand the program matching requirements of the funding source for their project and that the amount of match required may be substantially higher than the amount of Federal funds they receive for expenditure.

#### iii. Reporting of Benefit to Locals

Local benefit expenditures must be reported in GTS by March 31 each year AND reconciled at closeout to ensure full compliance when preparing the final voucher. The 40% minimum need not be met by March 31, but whatever local benefit that has been expended by that date should be reported. If the percentage appears to be significantly low on March 31, the WTSC should do further research to determine the cause – i.e. slow vouchering by locals or insufficient number or dollar amount of local sub grants. See [23 CFR Part 1200.23 \(a\) \(3\)](#). Current local benefit source documentation must be readily available on site including evidence of an active local voice in the initiation, development and implementation of the programs when sub grants are directed to State agencies and local benefit is claimed. See [23 CFR Part 1200 Appendix E-Participation by Political Subdivisions](#). See also Chapter II. Planning, Section M. Benefit to Locals.

#### iv. Submission of Federal Reimbursement Voucher



The Accounting Director shall submit a Federal reimbursement voucher to NHTSA at least quarterly and no later than the 15 working days after the end of each quarter. Where a State receives funds by electronic transfer at an annualized rate of one million dollars or more, vouchers shall be submitted on a monthly basis no later than 15 working days after the end of each month. A final voucher shall be submitted no later than 90 days after the end of the fiscal year and all unexpended balances shall be carried forward to the current fiscal year.

There is no requirement that the monthly voucher requirement pertain to only “new” funding; only that vouchering must be conducted monthly.

At a minimum, each voucher shall provide the following information for expenses claimed in each program area:

- a) Program Area for which expenses were incurred and an itemization of project numbers and amount of Federal funds expended for each project for which reimbursement is being sought
- b) Federal funds obligated
- c) Amount of Federal funds allocated to local benefit (provided no less than mid year (by March 31) and with the final voucher
- d) Cumulative Total Cost to Date
- e) Cumulative Federal Funds Expended
- f) Previous Amount Claimed
- g) Amount Claimed This Period
- h) Matching rate (or special matching write off used, i.e. sliding scale rate authorized under 23 USC 120).

Copies of each project agreement for which expenses are being claimed under the voucher (and supporting documentation for the vouchers) shall be made promptly available for review by the NHTSA Regional Office upon request. Each project agreement shall bear the project number to allow the NHTSA Regional Office to match the voucher to the corresponding activity.

The WTSC shall work with the various Department divisions responsible for the State and Federal accounting and reimbursement process to ensure that Federal reimbursement vouchers are complete, accurate and in full compliance with the requirements contained in 23 CFR §1200.33 (a) - (e).

#### **v. Federal Reimbursement Rejection**

Failure to provide the required information shall result in rejection of the voucher. Failure to meet the stated deadlines may result in delayed reimbursement. Vouchers that request reimbursement for projects whose project numbers or amounts claimed do not match the list of projects or exceed the estimated amount of Federal funds provided under 23 CFR §1200.11 (e), or exceed the allocation of funds to a program area in the HS 217 shall be rejected, in whole or in part, until an amended list of projects and/or estimated amount of Federal funds and an amended HS 217 is submitted to and approved by the NHTSA Regional Office in accordance with 23 CFR §1200.32.

## **B. Federal Grant Tracking System (GTS)**

The GTS is a Windows-based data base program developed by NHTSA to assist the States in the financial management of Federal grants. GTS was designed primarily to automate the financial information process, produce the required Federal financial documents at the program area level and electronically transmit this information to NHTSA’s accounting department.

#### **i. Types of GTS Transactions**



GTS handles five major types of automated transactions. Each transaction type depends on the order of completion, validity, and accuracy. These five transaction types are:

- ☐ Obligation Limitation
- ☐ Obligation Cost Summary
- ☐ Advance of Funds
- ☐ Advance Reduction
- ☐ Voucher

Explanations of each of these transaction types follow.

- ☐ **Obligation Limitation** – The “Obligation Limitation” establishes the amount of federal funds available for expenditure under NHTSA 402 and designated incentive grant funds. The amounts of these funds available for the “Obligation Limitation” are downloaded into GTS.
- ☐ **Obligation Cost Summary** - The “Obligation Cost Summary” produces financial documents that obligate funds for the federal computerized accounting system. The overall process involves entering obligations for the current year and carry-forward funds into the GTS system. All entered information is verified and posted. After all posting has been processed; GTS automatically sends an electronic approved copy to the NHTSA Regional Office and to the Federal Accounting System.
- ☐ **Advance of Funds** - The advance request transaction allows the state to request federal funds electronically and prior to submission of a voucher. Prior to requesting federal funds or an advance request, federal funds must be obligated.
- ☐ **Advance Reduction** - Only States using the advance method of reimbursement with an outstanding advance balance can complete this transaction. Advance reduction transactions result when a State issues a check to NHTSA for either: reducing an outstanding advance balance *or* paying NHTSA an amount owed that resulted from an audit finding. Paying an amount that resulted from an audit finding can also be accomplished through a “Voucher Reduction” transaction.
- ☐ **Voucher** - Voucher transactions allow the State to process vouchers. Expenditures of funds must have a voucher at the same level that the funds were obligated - at the program, project, task, or sub-task level. Voucher reductions can also be entered just like a regular progress voucher, except that the amount entered will be a credit entry only.

## ii. GTS Reports

A variety of GTS reports are available to streamline the State’s fiscal management process and reduce the workload associated with meeting Federal reporting requirements. These reports are:

- ☐ **HSP Transactions Report** - This report itemizes all Highway Safety Program (HSP) transactions, provides detailed information on Federal funds, and assists in determining data entry errors.
- ☐ **HSP Cost Summary Report** - This report reflects detailed information by project, program area, specific funding sources sub-totaled by NHTSA fund sections. The format of this report replicates the Federal HS-217 Cost Summary Form and shows the increase or decrease for each program area. This report can be printed in detail, showing each project or task, or summarized by program level amounts only.

- ☐ **HSP Approved Program Amounts Report** - This report details the same information as the HSP Cost Summary report but does not report the decrease or increase for each program area.
- ☐ **Obligated Programs Amount Report** - This report itemizes all detailed information by project, program area, NHTSA sections or other obligations. It also shows the amount of current and carry-forward funds.
- ☐ **Highway Safety Program Cost Summary** - This report is strictly for Obligation purposes. The report format replicates the HS-217 Cost Summary Form and shows the increase or decrease for each program area. It can be printed in detail to reflect each project or task, or summarized to show program level amounts only.
- ☐ **Voucher Transactions Reports** - This report details all voucher transactions.
- ☐ **Status of Obligations and Expenditures** - This report is for information purposes only and shows the unobligated and unexpended amounts for each program area.
- ☐ **Status of Current and Carry Forward Funds** - This report separates the obligations, expenditures, and unexpended funds by current fiscal year and by carry-forward (from previous years). This report also shows Federal share-to-local benefit, and State and local expenditures.

### iii. Electronic Transfer of Funds

Within 7-10 business days of approval of the voucher by the NHTSA Regional Office, funds are electronically transferred from NHTSA to the State Treasury.

## C. Matching Funds

Match is defined as State and local funds that are expended in support of other qualifying traffic safety programs and have not been utilized by another Federal, State or local agency as matching funds for a separate Federal project.

As provided in the [NHTSA Highway Safety Grants Funding Guidance, Part II, B and Appendix A](#), the required State match amount is calculated as a percentage of the total (Federal and State) program costs. NOTE: Those States affected by nontaxable Indian lands, Public Domain lands, National Forest, National Parks and Monuments that qualify for "Sliding Scale Matching Rates" should refer to [NHTSA Order 462-6C State Matching Rates](#). See also [23 CFR Part 1200.20\(f\) for section 405](#), [23 USC Part 120\(b\)](#)

The WTSC is responsible for calculating, documenting and recording required match by program. Special attention should be paid to unique requirements of specific programs. Written documentation of match must be on file and updated annually. The match funds must relate to the program type of the funding source (i.e. funds used to support impaired driving related programs must be used to meet Section 410 match requirements). Section 402 match dollars may have a general traffic safety purpose. For all match funds identified and documented by the WTSC, no other program (Federal, State or local) may utilize the same dollars as program match.

### MATCHING REQUIREMENTS:

#### Section 402 and Section 405:

- ☐ Federal share is not to exceed 80% unless a special matching write off is used (i.e. sliding scale rate authorized under 23 USC 120(b)).
- ☐ No match is required for U.S. Territories or for the Indian Highway Safety Program.



**Matching Requirements for P&A:**

- ☐ Section 402 (including Section 154 & 164 funds transferred to Section 402)
- ☐ The Federal P&A share shall not exceed 50% of total P&A costs, except for select States using the sliding scale for match (See NHTSA Order 462-6C).
- ☐ The limit on the amount of Section 402 funds (and repurposed 402 funds) that can be spent on P&A is 13 percent of the total new 402 funds programmed for expenditure. The funds are required to be used in support of alcohol-impaired driving programs only.
- ☐ No match is required for Section 154 or 164 funds transferred to Section 402. Section 154 or 164 funds may be moved from P&A back to program purposes but not back to P&A.
- ☐ No match is required for U.S. Territories (23 U.S.C. 120(i)), or for Federally recognized Indian Tribal governments (23 USC 402 (h) under the Indian highway safety program.

**D. Grant Tracking Spreadsheet**

The WTSC utilizes an Expenditure Tracking Spreadsheet to track the current financial status and other related information regarding each approved grant agreement. The spreadsheet is created each fiscal year by the Accounting Director.

**E. Allowable Costs**

49 CFR Part 18.22 of the “Uniform Administrative Requirements for Grants and Cooperative Agreements” provides the following:

- a. Limitation on use of funds. Grant funds may be used only for:
  - ☐ The allowable costs of the grantees, subrecipients and cost-type contractors, including allowable costs in the form of payments to fixed-price contractors; and
  - ☐ Reasonable fees or profit to cost-type contractors but not any fee or profit (or other increment above allowable costs) to the grantee or subrecipient.
- b. Applicable cost principles. For each kind of organization, there is a set of Federal principles for determining allowable costs. Allowable costs will be determined in accordance with the cost principles applicable to the organization incurring the costs. The following table lists the kinds of organizations and the applicable cost principles.

| <b>For the costs of a</b>                                                                                                                                                        | <b>Use the principles in --</b>                                                                                                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| State, local or Indian tribal government                                                                                                                                         | 2 CFR Part 225 (OMB Circular A-87)                                                                                                                  |
| Private nonprofit organization other than an (1) institution of higher education, (2) hospital, or (3) organization named in OMB Circular A-122 as not subject to that circular. | 2 CFR Part 230 (OMB Circular A-122)                                                                                                                 |
| Educational institutions                                                                                                                                                         | 2 CFR Parts 215 and 220 (OMB Circular A-21)                                                                                                         |
| For-profit organization other than a hospital and an organization named in OMB Circular A-122 as not subject to that circular                                                    | 48 CFR Part 31.<br>Contract Cost Principles and Procedures, or uniform cost accounting standards that comply with cost principles acceptable to the |



|  |                 |
|--|-----------------|
|  | Federal agency. |
|--|-----------------|

### i. 2 CFR Part 225 - OMB Circular No. A-87

[2 CFR Part 225 "Cost Principles for State, Local and Indian Tribal Government: \(OMB Circular A-87\)](#) establishes principles for determining the allowable costs incurred by State, local, and federally-recognized Indian tribal governments (governmental units) under grants, cost reimbursement contracts, and other agreements with the Federal Government. The WTSC reimburses subrecipients for all costs incurred under the grant agreement subject to these cost principles. The WTSC must also comply with these cost principles when submitting requests for cost reimbursement through the WTSC internal grants.

Appendix A of A-87, General Principles for Determining Allowable Costs, provide principles to be applied in establishing the allowability or unallowability of certain items of cost. **Note:** Failure to mention a particular item of cost in these sections is not intended to imply that it is either allowable or unallowable; rather, determination of allowability in each case should be based on the treatment or standards provided for similar or related items of cost.

See also Appendix B of A-87, Selected Items of Cost for guidance regarding specific items commonly addressed by States.

### ii. NHTSA Grant Funding Policy - Allowable and Unallowable Costs

The [NHTSA Highway Safety Grants Funding Guidance, Part II, B and Appendix A, Part II](#). Allowable Costs under "Specified Conditions or Limitations for Selected Items" and Part III. "Unallowable Costs for Selected Items" are available on line and should also be consulted. These provisions state costs which are allowable under specified conditions. In the event of a conflict between this section and OMB Circular A-87, A-21, A-122, or 45 CFR, Subtitle A - Appendix E to Part 74, the provisions of the applicable Circular will be controlling (except where inconsistent with statute). See below for the topic areas included in Parts II and III.

Part II. Allowable costs under specific conditions or limitations for selected items:

- ☐ Equipment
- ☐ Travel
- ☐ Training
- ☐ Program administration (consultant services, promotional activities, purchase of alcohol [also see Part III, D.4.], but in no case for consumption, in "sting" type operations as long as the operations are not in conflict with any Federal, State or local law, meetings and conferences)
- ☐ Public communications (advertising space)

Part III. Unallowable costs for selected items:

- ☐ Facilities and construction
- ☐ Equipment
- ☐ Training
- ☐ Promotional items
- ☐ Program administration (supplanting, research, alcoholic beverages, entertainment, commercial driver)
- ☐ Lobbying

## F. Single Audit Procedures – Federal A-133 Requirements



The basic directive pertaining to the audit of State and local governments, institutions of higher education, and other non-profit organizations is the Office of Management and Budget (OMB) revised Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations." Circular A-133 implements the Single Audit Act amendments of 1996 and provides uniform single audit requirements for all non-Federal grantees including State and local governments, colleges and universities, hospitals, and other non-profit organizations. This Circular, which was issued June 30, 1997, applies to audits of fiscal years beginning after June 30, 1996, and supersedes prior versions of Circular A-133, as well as, rescinding Circular A-128, "Audits of State and Local Governments."

Subrecipients expending \$500,000 or more (will increase to \$750,000 for FY16) in Federal awards from all sources must complete and submit an A-133 audit. To communicate this requirement, the WTSC includes a standard requirement in all subrecipient agreements that describes the conditions that are subject to an A-133 audit or review. The requirement also states that subrecipients must submit copies of any audits and review reports which they have had prepared to the WTSC for informational purposes if requested regardless of whether the A-133 criteria for audit or review are met.

The WTSC Accounting Director receives and reviews all audits and other review reports pertaining to subrecipients to determine the potential existence of findings that may require appropriate and timely corrective action. The Accounting Director views the [Single Audit Database](#) maintained on line by the Federal Audit Clearinghouse to determine whether audits for any current subrecipients have been posted.

The WTSC shall determine whether the audit meets the requirements of [OMB Circular A-133](#) and shall issue a management decision on audit findings within six months after receipt of the subrecipient's audit report. The WTSC shall ensure that subrecipients take appropriate and timely corrective action in addressing audit findings. In cases of continued inability or unwillingness to have an audit conducted as required, the WTSC shall take appropriate action using sanctions such as: (a) withholding a percentage of Federal awards until the audit is completed satisfactorily; (b) withholding or disallowing overhead costs; (c) suspending Federal awards until the audit is conducted; or (d) terminating the Federal award.

The single audit concept provides that recipients of Federal funds use their own procedures to arrange for independent audits that are to be made on an organization-wide basis, rather than on a grant or project basis. If this organization-wide audit complies with the specific requirements of OMB Circular A-133, then no additional audit requirements are normally imposed and all grantor agencies will rely on such audits.

## VII. Fiscal Year Closeout

### A. Overview

Grant and Federal fiscal year closeout activities begin when all required progress reports, Final Reports and final invoices have been received from subrecipients by the WTSC.

When final invoices are processed, the WTSC prepares for submittal the final Federal reimbursement voucher. Included in this process is the final determination of the amount of program funds actually expended and the under run amount which is available for carry forward to the new program year.

Part of this process also involves the final determination of the amount of Federal funds expended for local benefit (40 percent minimum required), see [Appendix E to 23 CFR Part 1200-Participation by Political Subdivisions](#), and that the State and local match to the program met or exceeded the minimums based on the Federal funding source requirements. See Chapter VI. Fiscal Procedures, Section C, Matching Funds.

### B. Deadlines, Penalties and Extensions

Washington's HSP for a fiscal year and the authority to incur costs under that plan expire on the last day of the fiscal year. Grant funds remaining at the end of the fiscal year are available for expenditure during the next fiscal year provided the WTSC has a new HSP approved by NHTSA and the remaining funds (carry forward) are identified and programmed in the HSP and in an updated and approved HS 217. See 23 CFR §1200.41 (a). See Chapter II. Planning, Section Q. Three Years Plus One Federal Obligation Restriction.

The WTSC is required to submit the final billing for the closing grant year to NHTSA by December 31. In order to meet the annual closeout deadline, all final invoices must be received by the WTSC from subrecipients by November 15 and be entered for payment into the State Accounting System. Any invoices received from subrecipients after November 15 **cannot** be processed or approved for payment with Federal funding.

The expiration of the HSP does not affect the ability of NHTSA to disallow costs and recover funds on the basis of a later audit or other review or the State's obligation to return any funds due as a result of later refunds, corrections or other transactions.

#### i. Penalties

The final voucher constitutes the final financial reconciliation for each fiscal year, see 23 CFR §1200.40. There are penalties for failure to provide the information specified, meet the deadlines or to specify only projects whose project numbers or amounts match the list of projects and do not exceed the estimated amount of Federal funds for the project or the allocation of funds to a program area. The penalties may include rejection of the voucher in whole or in part. See 23 CFR §1200.33 (e).

#### ii. Extensions

Extraordinary circumstances to request an extension may be brought to the attention of the NHTSA Regional Administrator at the discretion of the WTSC Director, however it is expected that this would occur very rarely. In this case, the State is required to submit a written request for an extension which describes the extraordinary circumstances necessitating an extension. The approval of any such extension request is required to be in writing, to specify the new deadline for submitting the final voucher and must be signed by the NHTSA Regional Administrator.

All grant related records shall be retained for at least three years from the date the final voucher is submitted to NHTSA.

### **C. Federal Grant Tracking System Closeout Process**

The WTSC Vouchering Process for project closeout and final reimbursement is as follows:

In addition to actual costs to be reimbursed to the State, the State's share of matching funds must be finally calculated based on the final expenditures and entered into the GTS. This calculation determines the total funds, Federal and State matching, which have been spent for NHTSA funding sources.

### **D. Grant File Closeout**

After the final Federal reimbursement voucher for the grant year has been submitted, the WTSC closes out each grant number and file for that fiscal year. Each file will be reviewed for completeness, accuracy of filing and resolution of any pending matters.

### **E. Financial Obligation Closeout Summary**

The financial obligation closeout is a final accounting of all WTSC expenditures for the year. As required in the 23 CFR Part 1200.40, the financial obligation closeout will include a copy of the final official voucher for total expenses incurred which satisfies the requirements of 23 CFR Part 1200.33. The following information for expenses claimed in each program area will be identified in the final voucher as follows:

- ☐ Program area for which expenses were incurred and an itemization of project numbers and amount of Federal funds expended for each project
- ☐ Federal funds obligated
- ☐ Amount of Federal funds allocated to local benefit (March 31 and with the final voucher)
- ☐ Cumulative total cost to date
- ☐ Cumulative Federal funds expended
- ☐ Previous amount claimed
- ☐ Amount claimed this period
- ☐ Matching rate (or special matching write off used if applicable)

The Accounting Director is responsible for completing the final NHTSA Highway Safety Program Cost Summary Form HS 217 and submitting it for signature prior to electronic transmittal of the form to NHTSA for approval by December 31 each year.

The NHTSA Approving Official may extend the time period to submit a final voucher only in extraordinary circumstances. A written request must be submitted for an extension. The approval shall be in writing, shall specify the new deadline for submitting the final voucher and shall be signed by the Approving Official.



## **Staff Report 157-18**

**TO:** Mayor and City Council

**FROM:** Eric Holmes, City Manager

**DATE:** 10/22/2018

**SUBJECT** Collective Bargaining Agreement with Fire Command Officers Local 4378

### **Key Points**

- New three-year collective bargaining agreement (CBA) effective January 1, 2017 – December 31, 2019
- Maintains anti-compression between Fire Command and Fire Suppression unions by retaining the existing 21.5% spread between the base wage for top step Battalion Chief and establishing a 5% spread between the top step Division Chief and top step Battalion Chief. This results in a wage increase of slightly over 9% in 2017 with inflationary adjustments of 3% and 2% in 2018 and 2019.
- Increases the contribution to the Fire Health Trust by 5% each year over the contract period
- Adds two new holidays (Martin Luther King's Birthday and Veteran's Day) for 40-hour employees bringing the total number of holidays to ten (10)
- Allows a 40-hour employees up to one hour per week for Physical Training
- Eliminates waiting period to utilize accrued sick and vacation leave
- Establishes the City's contribution at \$370 per employee for wellness programming
- Clarifies policies in the following areas: additional work assignments, promotions/demotions, duty-related injury leave and vehicle assignments
- Provides for a \$1,333 one-time ratification bonus payable on the first full pay period after Council ratification

### **Strategic Plan Alignment**

N/A

### **Present Situation**

The labor agreement between the City and the Fire Command Officers Local 4378 bargaining unit expired on December 31, 2016. The parties were able to work through a collaborative process and consensual decision making on many of the provisions for a new three-year agreement. The labor agreement is being brought to Council for approval.

**Advantage(s)**

If ratified, the City and bargaining unit will have a collective bargaining agreement and will be operating under an agreement that meets the business needs of both parties.

**Disadvantage(s)**

There are no known disadvantages to ratifying.

**Budget Impact**

Funding for the wage adjustments resulting from ratification of the 2017-2019 Collective Bargaining Agreement with Fire Command Officers Local 4378 is available in the budget.

**Prior Council Review**

None

**Action Requested**

On October 22, 2018, authorize the City Manager or his designee to sign the 2017-2019 Collective Bargaining Agreement with the Fire Command Officers Local 4378.

*Lenda Crawford, Deputy City Manager, 487-8600*

**ATTACHMENTS:**

- ▢ Collective Bargaining Agreement - Redline
- ▢ Collective Bargaining Agreement - Clean Version

# AGREEMENT

By and Between

City of Vancouver

and

Fire Command Officers

Local 4378

January 1, 201~~4~~7 – December 31, 201~~6~~9

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## **FIRE COMMAND OFFICERS AGREEMENT**

The City of Vancouver and the Fire Command Officers Local 4378 recognize that the public interest requires the efficient and uninterrupted performance of Fire Department services, and to this end pledge their best efforts to avoid or eliminate any conduct contrary to that objective. This agreement is an attempt to put in writing wages, hours, and other conditions of employment. For purposes of this agreement, the term "Chief" means the Fire Chief or his or her designee.

### **1. Local 4378 Representation**

- 1.1 The employer recognizes the Local 4378 as the exclusive bargaining agent for all battalion and division chiefs.
- 1.2 The employer and the Local agree that questions of Local representation that may arise shall be resolved in accord with rules of the Washington State Public Employment Relations Commission (PERC) and in accord with local, state or national statutes and rules.
- 1.3 The Local shall inform the employer in writing of the names of its officers who are accredited to represent it, which information shall be kept up-to-date at all times.

### **2. Nondiscrimination**

The employer and the Local agree that they will not discriminate unfairly against any employee by reason of race, creed, age, color, sex, national origin, religious belief, marital status, mental or physical disability which is subject to reasonable accommodation, sexual orientation, or any other criteria established by state or federal statutes, rules or regulations.

### **3. Rights of Management**

The right to manage the municipal corporation is vested exclusively in the employer and such right includes but is not necessarily limited to the right to organize, schedule hours, staff, assign work and direct the work force; to set standards of service to be offered to the public; to introduce any and all new, improved and automatic methods or equipment in order to improve efficiency and to reduce costs, and to assign employees within the bargaining unit in accordance with such improvements and cost reduction methods, provided that safe working conditions are maintained; to take other disciplinary action for reasonable or just cause in accordance with Civil Service rules and regulations; to take action as may be necessary in emergencies (i.e., natural disasters or catastrophes); to require medical and/or psychological examinations to determine fitness for duty; and to make and enforce rules and regulations. Except as specifically modified by or treated in this agreement, all policies, matters, questions and terms affecting unit employees in their employment relations with the employer



shall be governed by such rules, policies, and procedures as the employer, from time to time, may implement. The employer agrees that the Local will have an opportunity prior to implementation to provide comments and suggestions concerning the new departmental rules and regulations.

#### **4. Work Week, Hours of Work, Shifts**

- 4.1 For 24-hour, three platoon shift personnel, the hours of duty shall be established by the employer so that the weekly hours of duty shall average 48 hours per week on an annual basis, with a Kelly day every seventh shift, taken on either Saturday or Sunday.
- 4.2 When a Battalion chief is to be placed on a temporary 40-hour per week schedule for an administrative assignment, such assignments are to be by mutual agreement between employee and employer.
  - A. Schedules – The hours of work for 40-hour per week administrative employees shall be 0800 to 1700 hours, Monday through Friday. One meal period and two break periods shall be provided by the employer within the employee's scheduled work day. Alternative work schedules may be instituted only by mutual agreement of the employer and the employee.
  - B. Employees may take paid time off (PTO) while on a 40-hour per week schedule with the approval of their supervisor. This 40-hour per week schedule will not interfere with approved prescheduled PTO.
- 4.3 Employees who are placed on a 40-hour per week administrative assignment for 30 days or more shall, for purposes of leave accrual, be treated as follows:

##### *PTO Accrual*

As an employee moves between 24-hour shift work and a 40-hour work week, leave balances and accruals shall be adjusted as follows:

##### *A. Leave Accrual*

PTO Accrual - the employee's PTO balance shall be converted to that of a 40-hour per week employee, by multiplying his/her balance by a factor of ~~.715~~ .8333. The employee will then accrue PTO at the appropriate 40-hour week accrual rate, given his/her years of service.

Once the administrative assignment ends, the employees PTO balance shall be converted back to that of a 24-hour shift employee, by multiplying his/her balance at the end of the administrative assignment by a factor of ~~1.2399~~. Partial months shall be prorated on a daily basis for purposes of PTO leave accrual.

In the instance where an employee has a grandfathered sick leave bank, and moves from an administrative assignment to a 24-hour shift employee, or vice versa, the employee's sick leave balance shall be

converted accordingly. When moving back to a 24-hour shift employee, the balance at the end of the administrative assignment shall be multiplied by a factor of 1.2~~12~~. When moving to an administrative assignment, the balance shall be multiplied by a factor of .8~~25~~333.

B. *Holidays*

24-hour shift employees working a 40-hour work week on administrative assignment shall be allowed holiday leave as outlined in Article 5.3 during their administrative assignment.

C. *Kelly Days*

24-hour shift employees working a 40-hour work week on administrative assignment shall not be granted Kelly days during their administrative assignment.

4.4 Employees working 24-hour shifts shall be allowed to exchange shifts with each other so long as such exchanges do not interfere with the day-to-day operations of the fire department.

~~4.5 Division Chiefs and Acting or Temporary Deputy Fire Chiefs will also receive the following:~~

- ~~i. A pay range 5% above Battalion Chief for a Division Chief.~~
- ~~ii. A pay range 5% above Division Chief for an Acting or Temporary Deputy Fire Chief.~~
- ~~iii. Access to a staff vehicle for business-related transportation.~~

4.65 Additional Work

A. Shift Battalion Chief work will be performed during their shift.

B. For duties that are outside the normative work of a Shift Battalion Chief, when authorized by the Deputy Chief, a member may work overtime to complete the assigned work. When performing this additional work, by mutual agreement of the Deputy Chief and the member, the member may work from home.

- 1. To accomplish this, two laptops will be made available to the members (one housed at the office of Battalion one, the other at the office of Battalion two) to check out and take home to work on.

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## 5. Leave Time

5.1 PTO (Paid Time Off) Leave Accruals

**For 24-Hour Shift Employees:**

| During Year of Service | Paid Shifts off Per Year | Accrual Rate Per Month | Maximum Accumulation |
|------------------------|--------------------------|------------------------|----------------------|
| 1-5                    | 17 Shifts                | 34 Hours               | 1112 Hours           |
| 6-10                   | 18                       | 36                     | 1112                 |
| 11-15                  | 20                       | 40                     | 1112                 |
| 16-20                  | 21                       | 42                     | 1112                 |
| Over 20                | 24                       | 48                     | 1112                 |

| During Year of Service | <b>For 40-Hour Work Week Employees:</b>        |                               |                             |
|------------------------|------------------------------------------------|-------------------------------|-----------------------------|
|                        | <b><del>Paid Shifts off</del><br/>Per Year</b> | <b>Accrual Rate Per Month</b> | <b>Maximum Accumulation</b> |
| 1-5                    | <del>36.7</del> Shifts                         | 24.47 Hours                   | <del>795-926</del> Hours    |
| 6-10                   | <del>39.7</del>                                | 26.47                         | <del>926</del> 795          |
| 11-15                  | <del>42.7</del>                                | 28.47                         | <del>926</del> 795          |
| 16-20                  | <del>45.7</del>                                | 30.47                         | <del>926</del> 795          |
| Over 20                | <del>49.7</del>                                | 33.13                         | <del>926</del> 795          |

A maximum of eight (8) shifts or 131 hours for 40 hour employee - per person are allowed to be sold back per year at regular base rate. Provisions for cashing out PTO will follow City policy.

A. The conversion factors for employees moving between 48 hour and 40 hour work weeks is hereby amended to .833 for employees moving from a 48 hour work week to a 40 hour work week and to 1.2 for employees moving from a 40 hour week to a 48 hour work week.

Conversion Factors:  
48 to 40 conversion rate is .8333  
40 to 48 conversion rate is 1.2

**PTO Availability for New Hires – New hires to the City (versus members moving from other City positions) may begin using accrued PTO hours as soon as the hours are earned in said bank. PTO hours accrued in a pay period cannot be used in the same pay period in which they are earned, i.e., PTO hours accrued in the 1<sup>st</sup> through the 15<sup>th</sup> pay period cannot be used until the 16<sup>th</sup>, through the end of the month pay period and so forth.**

5.2 Members moving from other bargaining units that have vacation/PDO/sick provisions will be transitioned to the PTO plan upon movement into the bargaining unit as follows:-

A. Any PDO balance will be moved into the new PTO bank.

B. Sick time

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1. 40 hours of sick time will be moved into the PTO bank.
2. The employee can choose one of the following for the remainder of their sick bank:
  - a. Grandfather the entire balance for future use; or
  - b. Sell back their balance at a 5:1 ratio at their pay rate in the position prior to moving into the bargaining unit; or
  - c. A combination of (a) and (b).

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### 5.3 Holidays

24-hour shift personnel are not granted holidays off. ~~Eight recognized holidays are incorporated in to the PTO leave accrual schedule.~~

#### 40 Hour Work Week Holidays

The following days are recognized as "legal" paid holidays:

New Year's Day -- January 1  
Martin Luther King's Birthday -- Third Monday in January,  
President's Day -- Third Monday in February  
Memorial Day -- Last Monday in May  
Independence Day -- July 4  
Labor Day -- First Monday in September  
Veteran's Day -- November 11th  
Thanksgiving Day -- Fourth Thursday in November  
The day immediately following Thanksgiving Day  
Christmas Day -- December 25

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Any of the above holidays which fall on a calendar Saturday shall be celebrated on the previous Friday; any of the above holidays which fall on a calendar Sunday shall be celebrated on the following Monday.

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An employee on a 40-hour work week schedule will receive these ten (10) recognized holidays as legal paid holidays for which time off is to be granted.

#### 40 Hour Work Week Holidays

Any employee who is on an approved PTO leave when a holiday occurs will receive the equivalent of a day's pay for that holiday and will not have their PTO accrual charged.

### 5.4 LEOFF-II Time Loss Guarantee

~~A. In the event an employee covered under the provisions of LEOFF Plan II suffers a work related disability, and is unable to work their regular or light duty assignment, the employer shall supplement the employee's benefits under worker's compensation such that the employee shall receive their full base salary for the period of disability as determined~~

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~~under worker's compensation, but not to exceed six (6) months. The employee's accrual rates for PTO and insurance benefits shall continue as if the disability had not occurred.~~

~~B. Such supplement shall be made only to the extent that the employee's PTO balance available during such period, when combined with benefits paid under worker's compensation, results in the employee receiving less than their full base salary during such period.~~

~~C. Any employee who is disabled while engaging in a rescue or life saving situation in the Vancouver Fire service area, while off duty will receive the benefits provided under this article, provided that such situation did not occur while self-employed or in the employ of another where the scope of such employment would potentially involve such actions.~~

#### A. Duty Related Injury Leave

1. An employee who suffers a work-related disability as defined in RCW Title 51, will receive from the City their normal monthly salary minus the time loss benefit amount as provided under RCW, Title 51 as follows;

- a. For the first six (6) months beginning on the date they are unable to perform the full scope of the identified physical and/or mental requirements of their regularly assigned position, the City will provide the full supplement.
- b. After this first six (6) month period, the supplement, up to their normal monthly salary, will be paid from the employee's available leave accruals.
- c. Employee benefits including the Health Trust contribution, LTD and PTO will continue for the duration of the employee's employment.

2. In a circumstance of a catastrophic one-time event, where the injury results in an immediate, total and permanent disability where the employee is unable to perform the essential job functions, excluding death, the provisions of a duty related injury shall apply.

#### B. Time Loss Reconciliation

1. Time loss reconciliation will occur no sooner than the pay period following payment of time loss.

- a. Any time loss payments made to an employee for worker's compensation benefits shall be used to credit the employee's PTO and/or STD balance with the number of hours determined by dividing the time loss payment by the employee's hourly rate.

#### C. Off Duty Rescue/Lifesaving Disability

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1. Any employee who is disabled while engaging in a rescue or lifesaving situation, in the Vancouver Fire Service area, while off duty, will receive the benefits provided under this article, provided that such situation did not occur while self-employed or in the employ of another where the scope of such employment would potentially involve such actions.

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#### 5.5 *Light Duty - LEOFF II Employees*

The employer shall require light duty to be performed by any employee whose injury is the result of an on-the-job injury, subject to the approval of and limitations determined by the employee's treating physician. Employees injured off the job are not required to perform light duty; however, they may request to do so.

#### 5.6 *Bereavement Leave*

A maximum of five working days, or two working shifts in the case of 24-hour shift employees, bereavement leave shall be allowed when there is a death in an employee's immediate family. "Immediate Family" is defined as spouse, domestic partner, child, mother, father, brother, sister or step family, aunt, uncle, niece, nephew, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, grandparent, grandchild, and grandparent, grandchild of the spouse or member of the employee's immediate household. (It is understood that this policy extends to members of a domestic partner's family to the same extent as specified for a spouse above.)

5.7 Bereavement leave in excess of two shifts for 24-hour shift employees or forty hours for 40-hour per week employees may be charged to either grandfathered sick leave balance or personal time off with the approval of the fire chief or his/her designee.

## 6. **Rates of Pay**

#### 6.1 *Hourly Rates*

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The hourly rate of the forty hour employee will be the monthly base rate multiplied by twelve months and divided by 2080 hours. For 24 hour shift personnel, the hourly rate of the employee will be the monthly base rate multiplied by twelve months and divided by 2520 hours.

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Formula for 2520 hours –  $52 \times 48 + 1 \text{ shift} = \text{max } 2496 + 24 = 2520$

Fact: 365 days in a year

$52 \text{ weeks} \times 48 \text{ hours "average"} = 2,496 + 24 (1 \text{ shift}) = 2520$

3 shifts of 24 hours:

122 Shifts (Shift A)  
122 Shifts (Shift B)  
121 Shifts (Shift C)  
365 Days

122 Shifts x 24 = 2928 hours  
-17 Kelly Days x 24 hrs = 408 (every 7<sup>th</sup> shift) hours  
= 2,520 hours

The parties agree to retain the existing 21.5% spread between the base wage for top step Battalion Chief (without competency) and ~~step four~~ Station Captain (without competency) base wage.

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#### Longevity Pay

A Battalion Chief with 20+ years of service will receive 8% of top step firefighter (without competency).

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A Battalion Chief with 15+ years of service will receive 6% of top step firefighter (without competency).

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#### Division Chiefs

Effective January 1, 2017 through December 31, 2019, the monthly base pay rates for Division Chiefs at each step of the salary range will be 5% greater than the corresponding rate for Battalion Chief (including longevity) with equal length of service.

#### Ratification Bonus

All employees in Local 4378 from the beginning of the 2017-2019 collective bargaining process through union ratification shall receive on the first full pay period following Council ratification a one-time gross payment of \$1,333.33. This one-time payment is based on 15 employees divided by \$20,000.- It is understood that this one-time payment does not qualify as income for LEOFF purposes.

#### 6.2 Promotions

A. Battalion Chief Position– At the time of promotion, an employee promoting from Captain to Battalion Chief will move to the step in the appropriate range which results in an increase of at least 5% from their base salary (not including specialty pays or assignment pay).

B. Division Chief Position – At the time of promotion, an employee promoting:

1. From Captain to Division Chief – will move to the step in the appropriate range which results in an increase of at least 10% from

their base salary (not including specialty pays or assignment pay).

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2. From Battalion Chief to Division Chief – will move to the step in the appropriate range which results in an increase of at least 5% from their current base salary as Battalion Chief.

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6.3 Demotions

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Employees who demote to Battalion Chief will move to the step in the appropriate range that results in the least amount of pay reduction, but not above the top of the range.

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6.4 Division Chiefs and Acting or Temporary Deputy Fire Chiefs will also receive the following:

- ii. —A pay range 5% above Battalion Chief for a Division Chief.
- ii. —A pay range 5% above Division Chief for an Acting or Temporary Deputy Fire Chief.
- iii. Access to a staff vehicle for business-related transportation.

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6.5 Each Division Chief shall be assigned a staff vehicle to facilitate city business needs. The vehicle shall be used as defined by the Fire Chief or designee and facilitate the work assignments of the Division Chief, ability to respond to emergency incidents and to keep assigned equipment for emergency response.

## 7. Overtime

- 7.1 In the event the need for overtime should arise, overtime will be compensated according to the following schedules

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- A. Shift overtime will be paid at time-and-one-quarter.
- B. All other overtime will be paid at time-and-one-half.
- C. Battalion Chiefs working a temporary daytime assignment and Division Chiefs will be paid at time-and-one-half when working in excess of 40 hours per work week, or when working outside the employee's normal assigned work schedule.
- D. Battalion Chiefs working a temporary daytime assignment and Division Chiefs will be paid at time-and-one-quarter of a shift Battalion Chief rate when filling a shift Battalion Chief position.

- 7.2 When an employee is off work, and when their absence and/or the absence of other employees results in the need to hire back, ~~B~~battalion ~~C~~chiefs who were promoted via the civil service process will be given the first opportunity to be hired back to fill the vacant ~~B~~battalion ~~C~~chief position.



- A. In the event ~~B~~battalion ~~C~~chiefs who were promoted via the civil service process either refuse the opportunity or cannot be reached, the department will fill the vacant slot by following the usual procedures for determining the hire back with the members of the following groups offered in the sequential order presented below:

1. Division Chiefs.
2. Appointed acting or temporary ~~B~~battalion ~~C~~chiefs.
3. Out of class Captain Step 3 or above.

Alternatively, a ~~D~~ivision ~~C~~chief may work a partial or full shift for a ~~B~~battalion ~~C~~chief. In such cases, ~~D~~ivision ~~C~~chief will have satisfied all training requirements developed between the Local and management prior to working the assignment.

The training requirements that must be satisfied are as follows:

- a. Blue Card certification
- b. Completion of the Battalion Chief Out of Class (OOC) Task Book.

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### 7.3 Compensatory Time

By mutual agreement of the employer and employee, compensating time off at the applicable premium rate may be arranged in lieu of overtime or callback pay. Compensating time off may accumulate not to exceed One hundred and twenty (120) hours. Use of compensating time off may be scheduled as mutually agreed by the employer and employee and will be taken in 12 hour blocks (for 24-hour personnel).

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### 7.4 Out of Class, Acting and Temporary Assignments:

In the event employee absences do not result in the need to hire back, the usual procedures for assigning employees Out of Class, Acting or Temporary will apply.

- A. Out of Class. Captains represented by Local 452 are authorized to work as Battalion Chiefs (for day-to-day sporadic staffing needs) as long as one ~~4378 Battalion Chief (not including Division Chief) member~~ is on duty and the acting position does not create an overtime within Local 452's work jurisdiction.
- B. Acting Assignment. Captains represented by Local 452 are authorized to work as an appointed Acting Battalion Chief. This appointed position will function as a fulltime battalion chief to include filling the mandatory one (1) regular battalion chief slot.
- C. Temporary Assignment. Temporary assignments are governed by current civil service rules and limited to one four (4) month appointment per vacancy. This appointed position will function as a fulltime battalion chief to include filling the mandatory one (1) regular battalion chief slot.
  1. In the event the Battalion Chief eligibility list has been exhausted or has less than three (3) candidates, the parties agree to one additional four (4) month appointment per vacancy.

## 8. Duty Chief

- 8.1 The duties of Battalion Chiefs ~~(on Shift or Administrative assignment)~~ and Division Chiefs include acting as Duty Chief. The Duty Chief is responsible for managing resources in the VFD service area during times of unusual operational situations, examples include: weather events, known upcoming events, emergency operations that require on duty resources to be depleted etc. The Duty Chief should activate the Department Operations Center (DOC) and staff appropriately to ensure response coverage is managed appropriately during the event. responding to emergency incidents or to act as the representative of the Vancouver Fire Department as the Duty Chief.
- 8.2 Battalion Chiefs (on Shift or Administrative assignment) and Division Chiefs shall assume the responsibilities as the "on-call" Duty Chief on a rotating basis.
- 8.3 Should the Battalion or Division Chief serving as a Duty Chief deem it appropriate to respond, or a Battalion or Division Chief is called back by a Chief Officer, they will be compensated at the overtime rate of one and one-half times (1 ½ ) the assigned base pay for the duration of that response.
- 8.4 Battalion and Division Chief's performing the on-call Duty Chief function shall be provided access to: a code 3 compliant vehicle that supports the duties of the Duty Chief. The vehicle will not leave Clark County, except as approved by the Chief or designee.
- a) Pager pay of \$50 for the 24 hour period.

## 9. Medical Examinations

- 9.1 The employer has the right to require medical/physical or psychological examinations by a licensed practitioner of all employees covered by this agreement to assure that they continue to meet the requirements for the position as set forth by the local pension board and/or department rules and regulations. The employer recognizes and respects the employee's right to privacy of personal medical/family history information which is not related to the employee's ability to perform the job. When requiring an examination, the employer shall request only information which is reasonably necessary to determine the employee's ability to perform their job, any appropriate restrictions of duties, and the likely duration of any such restrictions and the probable date of return to duty. The chief shall request that the practitioner recommend corrective measures to be taken by the employee to improve the health and/or physical condition which impairs the employee's ability to perform their job. The chief may direct the employee to follow the corrective measures.

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9.2 If an employee is required by the employer to have an examination under this article:

- A. Such examination shall be at the employer's expense.
- B. Actual time spent, including travel time, as authorized by the employer, shall be considered work time and paid at time and one-half times the employee's base rate of pay if the examination is on a day which would otherwise have been a day off.

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9.3 If an employee is injured, and the employer requires the employee to be evaluated for fitness for duty prior to returning to work, the evaluating physician will consult with the employee's private physician in the process of making that evaluation.

## 10. Employee Insurance

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10.1 **Life Insurance.** Each employee shall be enrolled in the city's group term life and accidental death and dismemberment insurance policy in an amount equal to one-time annual base salary, not to exceed \$100,000, rounded to the next higher multiple of \$1,000, double indemnity, the premium for which will be paid by the employer. In addition, employees shall have the option of choosing dependent and/or additional life insurance on a payroll deduction basis.

10.2 **Health Insurance.** During the term of this agreement, IAFF Local 4378 will provide medical, dental and vision benefits to members, their spouses, qualified domestic partners, and dependents through the Vancouver Firefighter's Union Health and Welfare Trust established September 16, 2011 ("Trust").

It is the goal of the parties that this agreement will provide a long-term framework for bargaining unit health care coverage. Through this agreement, the parties seek to:

- A. Meet the health care needs of employees, their spouses, qualified domestic partners, and dependents;
- B. Significantly slow the growth of health care costs and create a more sustainable system;
- C. Provide greater collective consumer choice, control, and accountability; and
- D. Participate in a plan that is financially stable and in compliance with all applicable state and federal regulations.

A. **Trust Contributions.**

- 1. Beginning January 1, 2014, the City contribution per employee per

month will be ~~\$1,616~~\$1,870.72.

Beginning January 1, 201~~5~~8, the City's contribution ~~will increase by 5% of the 2014 contribution.~~per employee per month will be \$1,964.26.

Beginning January 1, 201~~6~~9, the City's contribution ~~will increase by 5% of the 2015 contribution.~~per employee per month will be \$2,062.47.

2. All Trust Contributions must be made to the Trust by the 10th day of the month. Trust Contributions will be made for each employee that is on the payroll as of the first of that month. Upon request of the Trust, the City agrees to facilitate an electronic or wire transfer of these funds to the Trust to expedite their delivery to the Trust.
3. If the City is delinquent in submitting contributions to the Trust, the City shall pay the Trust interest at a rate of 12% (twelve percent) per annum.
4. In the event the Trust determines that employee contributions to health care coverage are required, the City will make deductions from payroll upon request. Where required, written authorization from employees to allow for a pre-tax deduction pursuant to a cafeteria plan under Code Section 125 will be provided to the City prior to the time deductions are made. The parties will determine a procedure that facilitates this process, allows for pre-tax deductions where appropriate, and minimizes the administrative burden on the City.
5. The Trust will be responsible for all COBRA coverage (pursuant to federal requirements.)
6. The Trust will provide to the employee and the taxing authorities appropriate tax reporting forms for any employees receiving benefits that are considered taxable. The City shall fund the "employer" portion of any required payroll taxes (e.g. employer share of Medicare) associated with taxable medical, dental, and vision benefits, including those that may be payable with respect to a domestic partner coverage. In no event, will the City be responsible for any required payroll taxes beyond what the City was responsible for before the Trust was established. The Trust shall separately bill the City for any such payroll taxes that may be due.

**B. Legal.**

1. It is agreed the City is not taking any responsibility for claims risk, and the sole responsibility of the City is to pay the required Trust contributions.
2. The City is not responsible (including fiduciary responsibility) for any of the actions of the Trust. In the event the Trust has insufficient assets to perform its obligations, under this Agreement, the IAFF Local 4378 Union will defend, indemnify and hold harmless the City from any and all liability that relates in any way to the operation of the Trust.
3. The union acknowledges the Trust's responsibility to comply with all of the applicable provisions of the PPACA and federal and state laws and the Trust will file all required forms applicable to the Trust with the appropriate authorities.

10.3 **Flexible Spending Accounts.** All employees will have the option of participating in City sponsored Flexible Spending Accounts (FSAs) for reimbursable medical costs, dependent care costs, or premium sharing costs.

10.4 **Long Term Disability.** Members will be required to purchase long term disability as provided through the City. The premium amount will be added to the members' earnings and deducted after taxes from the members' paycheck. Rates will be adjusted as necessary to include changes in the premiums or the plan.

#### **10.5. Medical Expense Reimbursement Plan (MERP)**

10.5.1 A monthly deduction will be taken for each employee and will be contributed to the Medical Expense Reimbursement Plan of the Washington State Council of Firefighters Employee Benefit Trust (the "Plan").

- A. The Union asserts the Plan is established in compliance with applicable federal and state laws. Further, the Union agrees to indemnify, defend and hold the City harmless for any and all liability, claims, demands, suits or any other loss, damage or injury to person or property arising from or related to the provisions of this article, including income tax withholding liabilities and tax penalties or any other monetary impacts.
- B. The City will treat these contributions as ordinary income unless the union provides the City with a legal opinion that the Plan is qualified under the Internal Revenue Code for tax deferred status and that the contributions made to the Plan by the City are not includible in the gross income of employees whose salaries would be reduced at the time the contributions are made.

#### **10.5.2 Deductions**

- A. The City shall take a pre-tax deduction of ~~\$125.00-250.00~~ from the normal salary of each eligible employee. Changes (increases or decreases) to the monthly deduction shall be documented in writing to Human Resources no later than the 25th of the month prior to the desired date of change. The parties agree that no additional MOU's will be needed to make changes to the monthly amount.
1. The deduction will be taken on the 25th of the month paycheck.
  2. Deductions shall be made on a pre-tax basis.
  3. These contributions shall be considered as base salary for purposes of calculating retirement benefits.

B. In accordance with current MERP rules, the City shall make a contribution equal to it's contractual obligations to the MERP Plan for all members hired on or before August 30, 1983 in an amount of 100% of the cash-out value for all eligible accrued and available PTO leave on the date of the employee's separation.

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1.— The accumulated cash-out value deduction shall be made on a pre-tax basis.

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#### 10.6. Voluntary Employee Beneficiary Association (VEBA)

10.6.1 A monthly deduction will be taken for each employee and will be contributed to the MSA Voluntary Employee Beneficiary Association (VEBA) Medical Reimbursement Plan for Public Employees in the Northwest (the "Plan").

- A. The Union asserts the Plan is established in compliance with applicable federal and state laws. Further, the Union agrees to indemnify, defend and hold the City harmless for any and all liability, claims, demands, suits or any other loss, damage or injury to person or property arising from or related to the provisions of this article, including income tax withholding liabilities and tax penalties or any other monetary impacts.
- B. The City will treat these contributions as ordinary income unless the union provides the City with a legal opinion that the Plan is qualified under the Internal Revenue Code for tax deferred status and that the contributions made to the Plan by the City are not includible in the gross income of employees whose salaries would be reduced at the time the contributions are made.

#### 10.6.2 Deductions

- A. The City shall take a semi-monthly pre-tax deduction from the normal salary of each eligible employee. Changes (increases or decreases) to the monthly deduction shall be documented in writing to Human Resources no later than the 25th of the month prior to the desired date of change. The parties agree that no additional MOU's will be needed to make changes to the monthly amount.

~~1. — \$100 per semi month (\$200 per month) for those up to age 44.~~

~~2. — \$50 per semi month (\$100 per month) for those ages 45~~

- ~~3-1.~~ ~~and older.~~ Deductions shall be made on a pre-tax basis.  
~~4-2.~~ These contributions shall be considered as base salary for purposes of calculating retirement benefits.

- B. Beyond the monthly contributions, employees are also eligible to make the following contribution. Any changes (starting or stopping this benefit), based upon the vote of the group and compliant with VEBA law, are to be documented in writing to Human Resources no later than the 25<sup>th</sup> of the month prior to the desired date of change:

- ~~1. One hundred percent (100%) of the cash-out value of all eligible sick leave accrued and available for contribution at separation of employment for any LEOFF 2 employee.~~

## 10.7 Retirement Plan

- 10.7.1 All eligible employees and the employer shall participate in the Washington State Law Enforcement Officers and Fire Fighters (LEOFF) Retirement System to the extent provided by Washington state law.

- 10.7.2 Employees may participate, at their option and cost, in the deferred compensation programs sponsored by the City, currently ICMA and ~~Nationwide~~ Washington State DRS Deferred Compensation.

- 10.7.3 All eligible employees must participate in the retiree health savings plan, HRA VEBA, with the City making agreed-to contributions on behalf of eligible employees.

- ~~10.7.4 Within 90 days of contract ratification, the Local will discontinue the option of Nationwide Retirement Solutions as a deferred compensation provider, and in its place add the Washington State DRS Deferred Compensation.~~

## 11. Physical Fitness and Wellness program

- 11.1 Participation in the physical fitness program as mutually set up by the Local and the City shall be mandatory. The City and the Local shall meet at least annually to continually evaluate the program.

- 11.2 ~~Beginning at the expiration of the contract with the current provider, and through the balance of the collective bargaining agreement, the City will contribute up to \$6,000-\$370 per authorized (on January 1 of each year) FTE to the Trust on an annual basis for wellness programming.~~

- A. The Local agrees to collaborate with the City in directing each employee to have their annual hearing exam at the same time as their annual wellness exam; however, the City will pay for the hearing exam separately and

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independent of the annual contribution per authorized FTE.

Payment will be made to the Trust monthly upon receipt of statement certifying the names of individuals who have completed the wellness physicals. ~~Thirty (30) days prior to the implementation date of this provision, an initial payment will be made to the Trust in an amount of \$500.~~ Parameters of the Wellness Program will be mutually agreed to by the City and the Local.

All information gathered as a result of the pre-screening and wellness testing process shall remain confidential between the medical and/or other service provider and the employee. Neither the city nor the Local shall have any right of access to the information.

611.3 40-hour per week employees are allowed up to one (1) hour per week of Physical Training (PT).

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## 12. Grievance Procedure

12.1 For purposes of this agreement, the term "grievance" means any dispute between the employer and the Local or an employee concerning the application or interpretation of the terms of this agreement. Employees shall have access to Local 4378-Labor Relations Committee prior to advancing a grievance through the formal grievance procedure.

### 12.2 Procedure

- A. If a grievance is to be advanced under this procedure, it shall be presented by the grievant(s) to the Fire Chief within twenty-one (21) days from the date of the alleged breach or violation of this agreement. The grievance shall be reduced to written form by the grievant(s) and shall:
- (1) Fully describe the grievance and how the grievant(s) was/were affected.
  - (2) Set forth the section(s) of the agreement allegedly violated and state the specific nature of the violation.
  - (3) Indicate the date(s) of the incident(s) grieved.
  - (4) Specify the remedy or solution to the grievance sought by the grievant(s).
  - (5) Identify the grievant(s) and be signed by the grievant(s).
  - (6) Specify whether the grievance procedure should begin at step 1 or step 2.

The grievant(s) may be accompanied by the Local representative in presenting the written grievance to the Fire Chief.

Step 1: The parties will use an interest based problem solving process to resolve the issues identified in the grievance. The process will



include all individuals necessary and with authority to reach a resolution. Any resolution of the grievance will be in writing and signed by the parties. If the grievance is not resolved in 21 days, the grievance shall automatically advance to step 2.

Step 2: The Fire Chief shall conduct a meeting with the grievant(s) and the Local representative. The Fire Chief shall make a decision on the matter, in writing, within twenty-one (21) days of receipt of the grievance. Copies of the decision shall be mailed, emailed or hand delivered to the grievant(s), the Local, and the City Manager.

Step 3: If the grievance remains unresolved after the decision has been rendered by the Fire Chief, the grievant(s) shall, by letter, deliver the grievance to the City Manager or their designated representative within fourteen (14) days after receipt of the decision reached in Step 2, above. The City Manager or their designate shall conduct an investigatory hearing with the appropriate parties within fourteen (14) days of receipt of the written grievance and shall render their decision within fourteen (14) days of such hearing, with copies to the grievant(s), the Local, and the Fire Chief.

- B. If the grievance is not settled in Step 3, the Local may request arbitration of the grievance within twenty-one (21) days after receipt of the decision of the City Manager, or their designate, as hereinafter provided. In cases involving a dispute that is reviewable under both the grievance procedure and the Civil Service, the Local will not proceed to arbitration unless the grievant(s) waives the right to proceed before the Civil Service Commission.

The parties shall mutually select a disinterested third party to serve as arbitrator. In the event the employer and the Local are unable to agree on an arbitrator, an arbitrator shall be selected by the process of alternately striking from a panel of eleven arbitrators requested from the Public Employment Relations Commission (PERC) selected from OR or WA or the Federal Mediation and Conciliation Service (FMCS). The Local shall strike the first name. The request to PERC or FMCS shall state the general nature of the issue and ask that the nominee be qualified to handle the type of issue involved. The City and the Local will jointly share the fee for selection and services of an arbitrator. The arbitrator shall render a decision as promptly as possible. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the employer and/or the Local, and shall have no authority to make a decision on any other issue not so submitted. The arbitrator shall have jurisdiction and authority only to interpret, apply or determine compliance with the specific terms of the agreement and shall not have jurisdiction to add to, detract from, or alter in any way, the provisions of

this agreement. A decision within the jurisdiction of the arbitrator shall be final and binding upon all parties. The expenses and fees incumbent to the services of the arbitrator shall be split equally between the parties. Loser pays the arbitrator's fee but each party is responsible for their own costs including attorney and witness fees.

- 12.3 Failure by the grievant(s), or their representative, to advance the grievance within time limits stipulated in this article shall constitute abandonment of the grievance. The parties may mutually agree in writing to extend the time limit for a given step for a stated period of time. Failure by the employer to reply in a timely manner constitutes a denial of the grievance, unless both parties have agreed to an extension of the time line.

### **13. Tuition Reimbursement**

The employer shall establish a tuition reimbursement account in the Fire Department budget in the amount of \$3,400 for each year of this agreement. The department and the Local shall develop and monitor a program for the disbursement of these funds to eligible Local members.

The Fire Chief or their designee shall review and determine whether or not a course directly relates to the fire service and/or public administration either on its own merit or can be used to obtain a degree.

### **14. Layoff and Recall**

Layoff and recall shall be in accordance with the established rules and regulations of the Vancouver Civil Service Commission in effect at the time of layoff and/or recall.

### **15. Filling of Battalion and Division Chief Vacancies**

Battalion and Division Chief vacancies will be filled ~~following the current civil service process, in accordance with the established rules and regulations of the Vancouver Civil Service Commission in effect at the time of the vacancy.~~

### **16. Separability Clause**

In the event that any provision of this agreement shall be determined to be illegal or in violation of any federal or state law or regulation, whether by judicial or administrative determination, that portion of the contract shall be deemed excised from this agreement and all other portions unless dependent upon the excised portions shall remain in full force and effect.

### **17. Non-Reduction of Wages and Working Conditions**

The parties hereto agree that the wages and working conditions in effect and now being paid to and enjoyed by the members of the Local shall not be reduced in view of the provisions of this agreement, provided, however, that nothing in this article shall be construed as limiting management's rights pursuant to Article 3, above.

## 18. Successor Clause

This agreement and all amendments which are attached shall be binding upon the successors of the city and the Local, and no provisions, terms or obligations contained in these documents shall be affected, modified, altered or changed in any respect whatsoever by the consolidation, merger, annexation, transfer or assignment of either party.

## 19. Termination and Renewal

19.1 This agreement is effective January 1, 201~~4~~<sup>7</sup>, and shall remain in full force and effect through December 31, 201~~6~~<sup>9</sup>, and shall be automatically renewed thereafter upon each anniversary of said date unless written notice to the contrary is given by either party as set forth in 19.2, below.

19.2 Pursuant to the provisions of RCW, Chapter 41.56, the employer agrees to commence negotiations with the Local not later than June 1 of any calendar year wherein the Local notifies the employer of intent to reopen the agreement on the anniversary date in order to modify wages, hours, and other terms and conditions of employment for the employees covered by this agreement.

a. The parties agree to commence negotiations for a successor contract to the 2017-2019 agreement no later than February 28, 2019.

## 20. Contract Amendments

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20.1 The parties agree that this Agreement may be amended in writing as agreed to by both parties without action of their respective legislative bodies, unless otherwise specified herein, including, but not limited to amendment by Memorandum of Understanding or Memorandum of Agreement.

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Dated this \_\_\_\_\_ day of \_\_\_\_\_, 201~~4~~<sup>8</sup>.

**For the Employer**

**For the Union**

\_\_\_\_\_  
Eric J. Holmes, City Manager

\_\_\_\_\_  
~~Duane Schuman~~ Drew Tracy, President

\_\_\_\_\_  
Joseph Molina, Fire Chief

\_\_\_\_\_  
~~Rick Steele~~, Tim Kays, Interim Vice  
President ~~Treasurer~~

\_\_\_\_\_  
~~Suzi Hagstrom, HR Director~~

\_\_\_\_\_  
~~Lee Hazelton~~

~~Scott Willis, Secretary Treasurer Local 4378~~

~~Lenda Crawford, Deputy City Manager~~

**Approved as to form:**

\_\_\_\_\_  
E. Bronson Potter, City Attorney

**Attest:**

\_\_\_\_\_  
~~R. Lloyd Tyler~~, Natasha Ramras, City Clerk

**APPENDIX A**  
**Fire Command Officers –Local 4378**  
**Former Division Chief**  
**Deferred Compensation Match**

**Background:**

On November 15, 2013, a Memorandum of Understanding was executed addressing the high-level details of the movement of two Division Chief positions from non-union status to union. The affected individuals are Steve Eldred and Ward Knable. While that MOU addressed many details in the change, the intent of the parties in respect to the wages and benefits of the two affected individuals was not captured in detail. On November 22<sup>nd</sup> the City and the Union met in an effort to clarify the original intent and to capture those details and a subsequent MOU was executed.

While both Eldred and Knable were offered this opportunity to have the city deferred compensation match benefit grandfathered, based on specific rules, only Eldred met the criteria.

All terms of the subsequent MOU dated November 27, 2013 expired effective with the ratification of the 2014-2016 successor collective bargaining agreement with the exception of the following:

- 1. Deferred Compensation Match**
  - a. The 1% match will be converted to a dollar amount effective December 1, 2013 and will be paid monthly until the employee separates from City of Vancouver Fire Department employment, following the conditions outlined in item #2:
    - i. Steve Eldred will be paid \$103.79 per month
- 2. Rules to be eligible for deferred compensation match**
  - a. To be eligible to convert the 1% match to a monthly payment, the employee must be contributing at least 1% of their salary to deferred compensation as of November 30, 2013.
  - b. At such time as the employee stops their deferred compensation contributions, or their contributions fall below 1%, the monthly payment will cease and will not be eligible to be reinstated.
  - c. If at any time the City stops the 1% deferred compensation match, the monthly payments will cease.
    - i. Should the City subsequently reinstate a deferred compensation match, this employee will not be eligible to restart the monthly payments.

- d. If at any time the City increases the match to more than 1%, and the employee is still receiving the monthly payment, their monthly payment will increase to shadow the new matching amount.
  - i. For example, if the match is increased to 2%, and Steve Eldred is still receiving his monthly payment, that payment would increase from \$103.79 to \$207.58.
- e. The in-lieu-of deferred compensation match pay is includable in the 'regular rate' per FLSA regulations and will be included in overtime and percent pay calculations. This pay will not be considered reportable earnings for state retirement purposes.

**APPENDIX B**  
**Fire Command Officers –Local 4378**  
**Division Chief Transition into Local 4378**

Division Chief Transition into Local 4378 - Working Overtime and limitations to working as a Shift Battalion Chief

As of December 1st 2013 the individuals listed below are represented by Local 4378.

It is recognized that these individuals were not promoted to the position of Battalion Chief per Civil Service rules. As such, these members cannot hold the position of permanent shift Battalion Chief or be counted as minimum staffing.

The below listed individuals may work overtime as a Shift Battalion Chief if they have satisfied all training requirements developed between the Local and management prior to working the assignment, and as outlined in Article 7.

Listing of Division Chiefs represented by Local 4378 as of December 1<sup>st</sup> 2013.

Ward Knable

Steve Eldred

# **APPENDIX C** **Fire Command Officers –Local 4378** **Pay Tables**

| CITY OF VANCOUVER, WASHINGTON                               |              |           |         |         |         |         |         |
|-------------------------------------------------------------|--------------|-----------|---------|---------|---------|---------|---------|
| FIRE                                                        |              |           |         |         |         |         |         |
| SALARY SCHEDULE - January 1, 2017 through December 31, 2017 |              |           |         |         |         |         |         |
| JOB CLASS TITLE                                             | RANGE NUMBER | TYPE RATE | STEP 1  | STEP 2  | STEP 3  | STEP 4  | STEP 5  |
| FIRE BATTALION CHIEF                                        | 25           | MO.       | 10,300  | 10,785  | 11,294  | 11,828  | 12,389  |
| all steps w/20+ yrs longevity                               |              | YR.       | 123,600 | 129,420 | 135,528 | 141,936 | 148,668 |
|                                                             |              | HR.       | 49.0476 | 51.3571 | 53.7810 | 56.3238 | 58.9952 |
| FIRE BATTALION CHIEF                                        | 25.1         | MO.       | 10,148  | 10,633  | 11,142  | 11,676  | 12,237  |
| all steps w/15 yrs longevity                                |              | YR.       | 121,776 | 127,596 | 133,704 | 140,112 | 146,844 |
|                                                             |              | HR.       | 48.3238 | 50.6333 | 53.0571 | 55.6000 | 58.2714 |
| DIVISION CHIEF                                              | 26.1         | MO.       | 10,815  | 11,324  | 11,858  | 12,419  | 13,008  |
| all steps w/20 yrs                                          |              | YR.       | 129,780 | 135,888 | 142,296 | 149,028 | 156,096 |
|                                                             |              | HR.       | 62.3942 | 65.3308 | 68.4115 | 71.6481 | 75.0462 |
| DIVISION CHIEF                                              | 26           | MO.       | 10,656  | 11,164  | 11,699  | 12,260  | 12,849  |
| all steps w/15 yrs                                          |              | YR.       | 127,872 | 133,968 | 140,388 | 147,120 | 154,188 |
|                                                             |              | HR.       | 61.4769 | 64.4077 | 67.4942 | 70.7308 | 74.1288 |
| CITY OF VANCOUVER, WASHINGTON                               |              |           |         |         |         |         |         |
| FIRE                                                        |              |           |         |         |         |         |         |
| SALARY SCHEDULE - January 1, 2018 through December 31, 2018 |              |           |         |         |         |         |         |
| JOB CLASS TITLE                                             | RANGE NUMBER | TYPE RATE | STEP 1  | STEP 2  | STEP 3  | STEP 4  | STEP 5  |
| FIRE BATTALION CHIEF                                        | 25           | MO.       | 10,609  | 11,109  | 11,633  | 12,183  | 12,761  |
| all steps w/20+ yrs longevity                               |              | YR.       | 127,308 | 133,308 | 139,596 | 146,196 | 153,132 |
|                                                             |              | HR.       | 50.5190 | 52.9000 | 55.3952 | 58.0143 | 60.7667 |
| FIRE BATTALION CHIEF                                        | 25.1         | MO.       | 10,453  | 10,952  | 11,476  | 12,026  | 12,604  |
| all steps w/15 yrs longevity                                |              | YR.       | 125,436 | 131,424 | 137,712 | 144,312 | 151,248 |
|                                                             |              | HR.       | 49.7762 | 52.1524 | 54.6476 | 57.2667 | 60.0190 |
| DIVISION CHIEF                                              | 26.1         | MO.       | 11,140  | 11,664  | 12,214  | 12,792  | 13,399  |
| all steps w/20 yrs                                          |              | YR.       | 133,680 | 139,968 | 146,568 | 153,504 | 160,788 |
|                                                             |              | HR.       | 64.2692 | 67.2923 | 70.4654 | 73.8000 | 77.3019 |
| DIVISION CHIEF                                              | 26           | MO.       | 10,975  | 11,499  | 12,050  | 12,627  | 13,234  |
| all steps w/15 yrs                                          |              | YR.       | 131,700 | 137,988 | 144,600 | 151,524 | 158,808 |
|                                                             |              | HR.       | 63.3173 | 66.3404 | 69.5192 | 72.8481 | 76.3500 |
| CITY OF VANCOUVER, WASHINGTON                               |              |           |         |         |         |         |         |
| FIRE                                                        |              |           |         |         |         |         |         |
| SALARY SCHEDULE - January 1, 2019 through December 31, 2019 |              |           |         |         |         |         |         |
| JOB CLASS TITLE                                             | RANGE NUMBER | TYPE RATE | STEP 1  | STEP 2  | STEP 3  | STEP 4  | STEP 5  |
| FIRE BATTALION CHIEF                                        | 25           | MO.       | 10,822  | 11,331  | 11,865  | 12,427  | 13,016  |
| all steps w/20+ yrs longevity                               |              | YR.       | 129,864 | 135,972 | 142,380 | 149,124 | 156,192 |
|                                                             |              | HR.       | 51.5333 | 53.9571 | 56.5000 | 59.1762 | 61.9810 |
| FIRE BATTALION CHIEF                                        | 25.1         | MO.       | 10,662  | 11,171  | 11,705  | 12,267  | 12,856  |
| all steps w/15 yrs longevity                                |              | YR.       | 127,944 | 134,052 | 140,460 | 147,204 | 154,272 |
|                                                             |              | HR.       | 50.7714 | 53.1952 | 55.7381 | 58.4143 | 61.2190 |
| DIVISION CHIEF                                              | 26.1         | MO.       | 11,363  | 11,897  | 12,459  | 13,048  | 13,667  |
| all steps w/20 yrs                                          |              | YR.       | 136,356 | 142,764 | 149,508 | 156,576 | 164,004 |
|                                                             |              | HR.       | 65.5558 | 68.6365 | 71.8788 | 75.2769 | 78.8481 |
| DIVISION CHIEF                                              | 26           | MO.       | 11,195  | 11,729  | 12,291  | 12,880  | 13,499  |
| all steps w/15 yrs                                          |              | YR.       | 134,340 | 140,748 | 147,492 | 154,560 | 161,988 |
|                                                             |              | HR.       | 64.5865 | 67.6673 | 70.9096 | 74.3077 | 77.8788 |



# **AGREEMENT**

**By and Between**

**City of Vancouver**

**and**

**Fire Command Officers**

**Local 4378**

**January 1, 2017 – December 31, 2019**

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# **FIRE COMMAND OFFICERS AGREEMENT**

The City of Vancouver and the Fire Command Officers Local 4378 recognize that the public interest requires the efficient and uninterrupted performance of Fire Department services, and to this end pledge their best efforts to avoid or eliminate any conduct contrary to that objective. This agreement is an attempt to put in writing wages, hours, and other conditions of employment. For purposes of this agreement, the term "Chief" means the Fire Chief or his or her designee.

## **1. Local 4378 Representation**

- 1.1 The employer recognizes the Local 4378 as the exclusive bargaining agent for all battalion and division chiefs.
- 1.2 The employer and the Local agree that questions of Local representation that may arise shall be resolved in accord with rules of the Washington State Public Employment Relations Commission (PERC) and in accord with local, state or national statutes and rules.
- 1.3 The Local shall inform the employer in writing of the names of its officers who are accredited to represent it, which information shall be kept up-to-date at all times.

## **2. Nondiscrimination**

The employer and the Local agree that they will not discriminate unfairly against any employee by reason of race, creed, age, color, sex, national origin, religious belief, marital status, mental or physical disability which is subject to reasonable accommodation, sexual orientation, or any other criteria established by state or federal statutes, rules or regulations.

## **3. Rights of Management**

The right to manage the municipal corporation is vested exclusively in the employer and such right includes but is not necessarily limited to the right to organize, schedule hours, staff, assign work and direct the work force; to set standards of service to be offered to the public; to introduce any and all new, improved and automatic methods or equipment in order to improve efficiency and to reduce costs, and to assign employees within the bargaining unit in accordance with such improvements and cost reduction methods, provided that safe working conditions are maintained; to take other disciplinary action for reasonable or just cause in accordance with Civil Service rules and regulations; to take action as may be necessary in emergencies (i.e., natural disasters or catastrophes); to require medical and/or psychological examinations to determine fitness for duty; and to make and enforce rules and regulations. Except as specifically modified by or treated in this agreement, all policies, matters, questions and terms affecting unit employees in their employment relations with the employer

shall be governed by such rules, policies, and procedures as the employer, from time to time, may implement. The employer agrees that the Local will have an opportunity prior to implementation to provide comments and suggestions concerning the new departmental rules and regulations.

#### **4. Work Week, Hours of Work, Shifts**

- 4.1 For 24-hour, three platoon shift personnel, the hours of duty shall be established by the employer so that the weekly hours of duty shall average 48 hours per week on an annual basis, with a Kelly day every seventh shift, taken on either Saturday or Sunday.
- 4.2 When a Battalion chief is to be placed on a temporary 40-hour per week schedule for an administrative assignment, such assignments are to be by mutual agreement between employee and employer.
  - A. Schedules – The hours of work for 40-hour per week administrative employees shall be 0800 to 1700 hours, Monday through Friday. One meal period and two break periods shall be provided by the employer within the employee's scheduled work day. Alternative work schedules may be instituted only by mutual agreement of the employer and the employee.
  - B. Employees may take paid time off (PTO) while on a 40-hour per week schedule with the approval of their supervisor. This 40-hour per week schedule will not interfere with approved prescheduled PTO.
- 4.3 Employees who are placed on a 40-hour per week administrative assignment for 30 days or more shall, for purposes of leave accrual, be treated as follows:

##### *PTO Accrual*

As an employee moves between 24-hour shift work and a 40-hour work week, leave balances and accruals shall be adjusted as follows:

##### *A. Leave Accrual*

PTO Accrual - the employee's PTO balance shall be converted to that of a 40-hour per week employee, by multiplying his/her balance by a factor of .8333. The employee will then accrue PTO at the appropriate 40-hour week accrual rate, given his/her years of service.

Once the administrative assignment ends, the employees PTO balance shall be converted back to that of a 24-hour shift employee, by multiplying his/her balance at the end of the administrative assignment by a factor of 1.2. Partial months shall be prorated on a daily basis for purposes of PTO leave accrual.

In the instance where an employee has a grandfathered sick leave bank, and moves from an administrative assignment to a 24-hour shift employee, or vice versa, the employee's sick leave balance shall be

converted accordingly. When moving back to a 24-hour shift employee, the balance at the end of the administrative assignment shall be multiplied by a factor of 1.2. When moving to an administrative assignment, the balance shall be multiplied by a factor of .8333.

B. *Holidays*

24-hour shift employees working a 40-hour work week on administrative assignment shall be allowed holiday leave as outlined in Article 5.3 during their administrative assignment.

C. *Kelly Days*

24-hour shift employees working a 40-hour work week on administrative assignment shall not be granted Kelly days during their administrative assignment.

- 4.4 Employees working 24-hour shifts shall be allowed to exchange shifts with each other so long as such exchanges do not interfere with the day-to-day operations of the fire department.

4.5 Additional Work

A. Shift Battalion Chief work will be performed during their shift.

B. For duties that are outside the normative work of a Shift Battalion Chief, when authorized by the Deputy Chief, a member may work overtime to complete the assigned work. When performing this additional work, by mutual agreement of the Deputy Chief and the member, the member may work from home.

1. To accomplish this, two laptops will be made available to the members (one housed at the office of Battalion one, the other at the office of Battalion two) to check out and take home to work on.

## 5. Leave Time

5.1 PTO (Paid Time Off) Leave Accruals

| During Year<br>of Service | <u>For 24-Hour Shift Employees:</u> |                           | Maximum<br>Accumulation |
|---------------------------|-------------------------------------|---------------------------|-------------------------|
|                           | Paid Shifts off<br>Per Year         | Accrual Rate Per<br>Month |                         |
| 1-5                       | 17 Shifts                           | 34 Hours                  | 1112 Hours              |
| 6-10                      | 18                                  | 36                        | 1112                    |
| 11-15                     | 20                                  | 40                        | 1112                    |
| 16-20                     | 21                                  | 42                        | 1112                    |

|                                                |                                   |    |                                 |
|------------------------------------------------|-----------------------------------|----|---------------------------------|
| Over 20                                        | 24                                | 48 | 1112                            |
| <b><u>For 40-Hour Work Week Employees:</u></b> |                                   |    |                                 |
| <b>During Year<br/>of Service</b>              | <b>Accrual Rate Per<br/>Month</b> |    | <b>Maximum<br/>Accumulation</b> |
| 1-5                                            | 24.47 Hours                       |    | 926 Hours                       |
| 6-10                                           | 26.47                             |    | 926                             |
| 11-15                                          | 28.47                             |    | 926                             |
| 16-20                                          | 30.47                             |    | 926                             |
| Over 20                                        | 33.13                             |    | 926                             |

A maximum of eight (8) shifts or 131 hours for 40 hour employee - per person are allowed to be sold back per year at regular base rate. Provisions for cashing out PTO will follow City policy.

- A. The conversion factors for employees moving between 48 hour and 40 hour work weeks is hereby amended to .833 for employees moving from a 48 hour work week to a 40 hour work week and to 1.2 for employees moving from a 40 hour week to a 48 hour work week.

Conversion Factors:

48 to 40 conversion rate is .8333

40 to 48 conversion rate is 1.2

**PTO Availability for New Hires** – New hires to the City (versus members moving from other City positions) may begin using accrued PTO hours as soon as the hours are earned in said bank. PTO hours accrued in a pay period cannot be used in the same pay period in which they are earned, i.e., PTO hours accrued in the 1<sup>st</sup> through the 15<sup>th</sup> pay period cannot be used until the 16<sup>th</sup>, through the end of the month pay period and so forth.

- 5.2 Members moving from other bargaining units that have vacation/PDO/sick provisions will be transitioned to the PTO plan upon movement into the bargaining unit as follows:

- A. Any PDO balance will be moved into the new PTO bank.
- B. Sick time
1. 40 hours of sick time will be moved into the PTO bank.
  2. The employee can choose one of the following for the remainder of their sick bank:
    - a. Grandfather the entire balance for future use; or
    - b. Sell back their balance at a 5:1 ratio at their pay rate in the position prior to moving into the bargaining unit; or
    - c. A combination of (a) and (b).

### 5.3 Holidays

24-hour shift personnel are not granted holidays off

#### *40 Hour Work Week Holidays*

The following days are recognized as "legal" paid holidays:

New Year's Day -- January 1  
Martin Luther King's Birthday -- Third Monday in January  
President's Day -- Third Monday in February  
Memorial Day -- Last Monday in May  
Independence Day -- July 4  
Labor Day -- First Monday in September  
Veteran's Day -- November 11th  
Thanksgiving Day -- Fourth Thursday in November  
The day immediately following Thanksgiving Day  
Christmas Day -- December 25

Any of the above holidays which fall on a calendar Saturday shall be celebrated on the previous Friday; any of the above holidays which fall on a calendar Sunday shall be celebrated on the following Monday.

An employee on a 40-hour work week schedule will receive these ten (10) recognized holidays as legal paid holidays for which time off is to be granted.

Any employee who is on an approved PTO leave when a holiday occurs will receive the equivalent of a day's pay for that holiday and will not have their PTO accrual charged.

### 5.4 *LEOFF-II Time Loss Guarantee*

#### **A. Duty Related Injury Leave**

1. An employee who suffers a work-related disability as defined in RCW Title 51, will receive from the City their normal monthly salary minus the time loss benefit amount as provided under RCW, Title 51 as follows;

- a. For the first six (6) months beginning on the date they are unable to perform the full scope of the identified physical and/or mental requirements of their regularly assigned position, the City will provide the full supplement.
- b. After this first six (6) month period, the supplement, up to their normal monthly salary, will be paid from the employee's available leave accruals.
- c. Employee benefits including the Health Trust contribution, LTD and PTO will continue for the duration

of the employee's employment.

2. In a circumstance of a catastrophic one-time event, where the injury results in an immediate, total and permanent disability where the employee is unable to perform the essential job functions, excluding death, the provisions of a duty related injury shall apply.

#### **B. Time Loss Reconciliation**

1. Time loss reconciliation will occur no sooner than the pay period following payment of time loss.
  - a. Any time loss payments made to an employee for worker's compensation benefits shall be used to credit the employee's PTO and/or STD balance with the number of hours determined by dividing the time loss payment by the employee's hourly rate.

#### **C. Off Duty Rescue/Lifesaving Disability**

1. Any employee who is disabled while engaging in a rescue or lifesaving situation, in the Vancouver Fire Service area, while off duty, will receive the benefits provided under this article, provided that such situation did not occur while self-employed or in the employ of another where the scope of such employment would potentially involve such actions.

#### **5.5 *Light Duty - LEOFF II Employees***

The employer shall require light duty to be performed by any employee whose injury is the result of an on-the-job injury, subject to the approval of and limitations determined by the employee's treating physician. Employees injured off the job are not required to perform light duty; however, they may request to do so.

#### **5.6 Bereavement Leave**

A maximum of five working days, or two working shifts in the case of 24-hour shift employees, bereavement leave shall be allowed when there is a death in an employee's immediate family. "Immediate Family" is defined as spouse, domestic partner, child, mother, father, brother, sister or step family, aunt, uncle, niece, nephew, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, grandparent, grandchild, and grandparent, grandchild of the spouse or member of the employee's immediate household. (It is understood that this policy extends to members of a domestic partner's family to the same extent as specified for a spouse above.)

- 5.7 Bereavement leave in excess of two shifts for 24-hour shift employees or forty hours for 40-hour per week employees may be charged to either grandfathered sick leave balance or personal time off with the approval of the fire chief or his/her designee.



## 6. Rates of Pay

### 6.1 *Hourly Rates*

The hourly rate of the forty hour employee will be the monthly base rate multiplied by twelve months and divided by 2080 hours. For 24 hour shift personnel, the hourly rate of the employee will be the monthly base rate multiplied by twelve months and divided by 2520 hours.

Formula for 2520 hours –  $52 \times 48 + 1 \text{ shift} = \text{max } 2496 + 24 = 2520$

Fact: 365 days in a year

$52 \text{ weeks} \times 48 \text{ hours "average"} = 2,496 + 24 (1 \text{ shift}) = 2520$

3 shifts of 24 hours:

122 Shifts (Shift A)

122 Shifts (Shift B)

121 Shifts (Shift C)

365 Days

$122 \text{ Shifts} \times 24 = 2928 \text{ hours}$

$\underline{-17 \text{ Kelly Days} \times 24 \text{ hrs} = 408 \text{ (every 7}^{\text{th}} \text{ shift) hours}}$

$= 2,520 \text{ hours}$

The parties agree to retain the existing 21.5% spread between the base wage for top step Battalion Chief (without competency) and Station Captain (without competency) base wage.

#### Longevity Pay

A Battalion Chief with 20+ years of service will receive 8% of top step firefighter (without competency).

A Battalion Chief with 15+ years of service will receive 6% of top step firefighter (without competency).

#### Division Chiefs

Effective January 1, 2017 through December 31, 2019, the monthly base pay rates for Division Chiefs at each step of the salary range will be 5% greater than the corresponding rate for Battalion Chief (including longevity) with equal length of service.

#### Ratification Bonus

All employees in Local 4378 from the beginning of the 2017-2019 collective bargaining process through union ratification shall receive on the first full pay

period following Council ratification a one-time gross payment of \$1,333.33. This one-time payment is based on 15 employees divided by \$20,000. It is understood that this one-time payment does not qualify as income for LEOFF purposes.

## 6.2 *Promotions*

**A. Battalion Chief Position**– At the time of promotion, an employee promoting from Captain to Battalion Chief will move to the step in the appropriate range which results in an increase of at least 5% from their base salary (not including specialty pays or assignment pay).

**B. Division Chief Position** – At the time of promotion, an employee promoting:

1. From Captain to Division Chief – will move to the step in the appropriate range which results in an increase of at least 10% from their base salary (not including specialty pays or assignment pay).
2. From Battalion Chief to Division Chief – will move to the step in the appropriate range which results in an increase of at least 5% from their current base salary as Battalion Chief.

## 6.3 *Demotions*

Employees who demote to Battalion Chief will move to the step in the appropriate range that results in the least amount of pay reduction, but not above the top of the range.

## 6.4 Division Chiefs and Acting or Temporary Deputy Fire Chiefs will also receive the following:

- i. A pay range 5% above Battalion Chief for a Division Chief.
- ii. A pay range 5% above Division Chief for an Acting or Temporary Deputy Fire Chief.
- iii. Access to a staff vehicle for business-related transportation.

## 6.5 Each Division Chief shall be assigned a staff vehicle to facilitate city business needs. The vehicle shall be used as defined by the Fire Chief or designee and facilitate the work assignments of the Division Chief, ability to respond to emergency incidents and to keep assigned equipment for emergency response.

# 7. **Overtime**

## 7.1 In the event the need for overtime should arise, overtime will be compensated according to the following schedules

- A. Shift overtime will be paid at time-and-one-quarter.

- B. All other overtime will be paid at time-and-one-half.
- C. Battalion Chiefs working a temporary daytime assignment and Division Chiefs will be paid at time-and-one-half when working in excess of 40 hours per work week, or when working outside the employee's normal assigned work schedule.
- D. Battalion Chiefs working a temporary daytime assignment and Division Chiefs will be paid at time-and-one-quarter of a shift Battalion Chief rate when filling a shift Battalion Chief position.

7.2 When an employee is off work, and when their absence and/or the absence of other employees results in the need to hire back, Battalion Chiefs who were promoted via the civil service process will be given the first opportunity to be hired back to fill the vacant Battalion Chief position.

- A. In the event Battalion Chiefs who were promoted via the civil service process either refuse the opportunity or cannot be reached, the department will fill the vacant slot by following the usual procedures for determining the hire back with the members of the following groups offered in the sequential order presented below:
  - 1. Division Chiefs.
  - 2. Appointed acting or temporary Battalion Chiefs.
  - 3. Out of class Captain Step 3 or above.

Alternatively, a Division Chief may work a partial or full shift for a Battalion Chief. In such cases, Division Chief will have satisfied all training requirements developed between the Local and management prior to working the assignment.

The training requirements that must be satisfied are as follows:

- a. Blue Card certification
- b. Completion of the Battalion Chief Out of Class (OOC) Task Book.

### 7.3 Compensatory Time

By mutual agreement of the employer and employee, compensating time off at the applicable premium rate may be arranged in lieu of overtime or callback pay. Compensating time off may accumulate not to exceed One hundred and twenty (120) hours. Use of compensating time off may be scheduled as mutually agreed by the employer and employee and will be taken in 12 hour blocks (for 24-hour personnel).

### 7.4 Out of Class, Acting and Temporary Assignments:

In the event employee absences do not result in the need to hire back, the usual procedures for assigning employees Out of Class, Acting or Temporary will apply.

- A. Out of Class. Captains represented by Local 452 are authorized to work as

Battalion Chiefs (for day-to-day sporadic staffing needs) as long as one 4378 Battalion Chief (not including Division Chief) is on duty and the acting position does not create an overtime within Local 452's work jurisdiction.

- B. Acting Assignment. Captains represented by Local 452 are authorized to work as an appointed Acting Battalion Chief. This appointed position will function as a fulltime battalion chief to include filling the mandatory one (1) regular battalion chief slot.
- C. Temporary Assignment. Temporary assignments are governed by current civil service rules and limited to one four (4) month appointment per vacancy. This appointed position will function as a fulltime battalion chief to include filling the mandatory one (1) regular battalion chief slot.
  - 1. In the event the Battalion Chief eligibility list has been exhausted or has less than three (3) candidates, the parties agree to one additional four (4) month appointment per vacancy.

## **8. Duty Chief**

- 8.1 The duties of Battalion Chiefs and Division Chiefs include acting as Duty Chief. The Duty Chief is responsible for managing resources in the VFD service area during times of unusual operational situations, examples include: weather events, known upcoming events, emergency operations that require on duty resources to be depleted etc. The Duty Chief should activate the Department Operations Center (DOC) and staff appropriately to ensure response coverage is managed appropriately during the event.
- 8.2 Battalion Chiefs (on Shift or Administrative assignment) and Division Chiefs shall assume the responsibilities as the "on-call" Duty Chief on a rotating basis.
- 8.3 Should the Battalion or Division Chief serving as a Duty Chief deem it appropriate to respond, or a Battalion or Division Chief is called back by a Chief Officer, they will be compensated at the overtime rate of one and one-half times (1 ½ ) the assigned base pay for the duration of that response.
- 8.4 Battalion and Division Chief's performing the on-call Duty Chief function shall be provided access to: a code 3 compliant vehicle that supports the duties of the Duty Chief. The vehicle will not leave Clark County, except as approved by the Chief or designee.
  - a) Pager pay of \$50 for the 24 hour period.

## **9. Medical Examinations**

- 9.1 The employer has the right to require medical/physical or psychological examinations by a licensed practitioner of all employees covered by this

agreement to assure that they continue to meet the requirements for the position as set forth by the local pension board and/or department rules and regulations. The employer recognizes and respects the employee's right to privacy of personal medical/family history information which is not related to the employee's ability to perform the job. When requiring an examination, the employer shall request only information which is reasonably necessary to determine the employee's ability to perform their job, any appropriate restrictions of duties, and the likely duration of any such restrictions and the probable date of return to duty. The chief shall request that the practitioner recommend corrective measures to be taken by the employee to improve the health and/or physical condition which impairs the employee's ability to perform their job. The chief may direct the employee to follow the corrective measures.

9.2 If an employee is required by the employer to have an examination under this article:

- A. Such examination shall be at the employer's expense.
- B. Actual time spent, including travel time, as authorized by the employer, shall be considered work time and paid at time and one-half times the employee's base rate of pay if the examination is on a day which would otherwise have been a day off.

9.3 If an employee is injured, and the employer requires the employee to be evaluated for fitness for duty prior to returning to work, the evaluating physician will consult with the employee's private physician in the process of making that evaluation.

## 10. Employee Insurance

10.1 **Life Insurance.** Each employee shall be enrolled in the city's group term life and accidental death and dismemberment insurance policy in an amount equal to one-time annual base salary, not to exceed \$100,000, rounded to the next higher multiple of \$1,000, double indemnity, the premium for which will be paid by the employer. In addition, employees shall have the option of choosing dependent and/or additional life insurance on a payroll deduction basis.

10.2 **Health Insurance.** During the term of this agreement, IAFF Local 4378 will provide medical, dental and vision benefits to members, their spouses, qualified domestic partners, and dependents through the Vancouver Firefighter's Union Health and Welfare Trust established September 16, 2011 ("Trust").

It is the goal of the parties that this agreement will provide a long-term framework for bargaining unit health care coverage. Through this agreement, the parties seek to:

- A. Meet the health care needs of employees, their spouses, qualified domestic partners, and dependents;
- B. Significantly slow the growth of health care costs and create a more sustainable system;
- C. Provide greater collective consumer choice, control, and accountability; and
- D. Participate in a plan that is financially stable and in compliance with all applicable state and federal regulations.

**A. Trust Contributions.**

- 1. Beginning January 1, 2017, the City contribution per employee per month will be \$1,870.72.

Beginning January 1, 2018, the City's contribution .per employee per month will be \$1,964.26.

Beginning January 1, 2019, the City's contribution per employee per month will be \$2,062.47.

- 2. All Trust Contributions must be made to the Trust by the 10th day of the month. Trust Contributions will be made for each employee that is on the payroll as of the first of that month. Upon request of the Trust, the City agrees to facilitate an electronic or wire transfer of these funds to the Trust to expedite their delivery to the Trust.
- 3. If the City is delinquent in submitting contributions to the Trust, the City shall pay the Trust interest at a rate of 12% (twelve percent) per annum.
- 4. In the event the Trust determines that employee contributions to health care coverage are required, the City will make deductions from payroll upon request. Where required, written authorization from employees to allow for a pre-tax deduction pursuant to a cafeteria plan under Code Section 125 will be provided to the City prior to the time deductions are made. The parties will determine a procedure that facilitates this process, allows for pre-tax deductions where appropriate, and minimizes the administrative burden on the City.
- 5. The Trust will be responsible for all COBRA coverage (pursuant to federal requirements.)
- 6. The Trust will provide to the employee and the taxing authorities appropriate tax reporting forms for any employees receiving benefits

that are considered taxable. The City shall fund the "employer" portion of any required payroll taxes (e.g. employer share of Medicare) associated with taxable medical, dental, and vision benefits, including those that may be payable with respect to a domestic partner coverage. In no event, will the City be responsible for any required payroll taxes beyond what the City was responsible for before the Trust was established. The Trust shall separately bill the City for any such payroll taxes that may be due.

**B. Legal.**

1. It is agreed the City is not taking any responsibility for claims risk, and the sole responsibility of the City is to pay the required Trust contributions.
2. The City is not responsible (including fiduciary responsibility) for any of the actions of the Trust. In the event the Trust has insufficient assets to perform its obligations, under this Agreement, the IAFF Local 4378 Union will defend, indemnify and hold harmless the City from any and all liability that relates in any way to the operation of the Trust.
3. The union acknowledges the Trust's responsibility to comply with all of the applicable provisions of the PPACA and federal and state laws and the Trust will file all required forms applicable to the Trust with the appropriate authorities.

10.3 **Flexible Spending Accounts.** All employees will have the option of participating in City sponsored Flexible Spending Accounts (FSAs) for reimbursable medical costs, dependent care costs, or premium sharing costs.

10.4 **Long Term Disability.** Members will be required to purchase long term disability as provided through the City. The premium amount will be added to the members' earnings and deducted after taxes from the members' paycheck. Rates will be adjusted as necessary to include changes in the premiums or the plan.

**10.5. Medical Expense Reimbursement Plan (MERP)**

10.5.1 A monthly deduction will be taken for each employee and will be contributed to the Medical Expense Reimbursement Plan of the Washington State Council of Firefighters Employee Benefit Trust (the "Plan").

- A. The Union asserts the Plan is established in compliance with applicable federal and state laws. Further, the Union agrees to indemnify, defend and hold the City harmless for any and all liability, claims, demands,

suits or any other loss, damage or injury to person or property arising from or related to the provisions of this article, including income tax withholding liabilities and tax penalties or any other monetary impacts.

- B. The City will treat these contributions as ordinary income unless the union provides the City with a legal opinion that the Plan is qualified under the Internal Revenue Code for tax deferred status and that the contributions made to the Plan by the City are not includible in the gross income of employees whose salaries would be reduced at the time the contributions are made.

#### 10.5.2 Deductions

- A. The City shall take a pre-tax deduction of \$250.00 from the normal salary of each eligible employee. Changes (increases or decreases) to the monthly deduction shall be documented in writing to Human Resources no later than the 25th of the month prior to the desired date of change. The parties agree that no additional MOU's will be needed to make changes to the monthly amount.
  - 1. The deduction will be taken on the 25th of the month paycheck.
  - 2. Deductions shall be made on a pre-tax basis.
  - 3. These contributions shall be considered as base salary for purposes of calculating retirement benefits.
- B. In accordance with current MERP rules, the City shall make a contribution equal to its contractual obligations to the MERP Plan for all members hired on or before August 30, 1983 in an amount of 100% of the cash-out value for all eligible accrued and available PTO leave on the date of the employee's separation.
  - 1. The accumulated cash-out value deduction shall be made on a pre-tax basis.

### 10.6. Voluntary Employee Beneficiary Association (VEBA)

10.6.1 A monthly deduction will be taken for each employee and will be contributed to the MSA Voluntary Employee Beneficiary Association (VEBA) Medical Reimbursement Plan for Public Employees in the Northwest (the "Plan").

- A. The Union asserts the Plan is established in compliance with applicable federal and state laws. Further, the Union agrees to indemnify, defend and hold the City harmless for any and all liability, claims, demands, suits or any other loss, damage or injury to person or property arising from or related to the provisions of this article, including income tax withholding liabilities and tax penalties or any other monetary impacts.
- B. The City will treat these contributions as ordinary income unless the union provides the City with a legal opinion that the Plan is qualified under the Internal Revenue Code for tax deferred status and that the contributions made to the Plan by the City are not includible in the gross income of employees whose salaries would be reduced at the time the contributions are made.



#### 10.6.2 Deductions

- A. The City shall take a semi-monthly pre-tax deduction from the normal salary of each eligible employee. Changes (increases or decreases) to the monthly deduction shall be documented in writing to Human Resources no later than the 25th of the month prior to the desired date of change. The parties agree that no additional MOU's will be needed to make changes to the monthly amount.
  - 1. Deductions shall be made on a pre-tax basis.
  - 2. These contributions shall be considered as base salary for purposes of calculating retirement benefits.
- B. Beyond the monthly contributions, employees are also eligible to make the following contribution. Any changes (starting or stopping this benefit), based upon the vote of the group and compliant with VEBA law, are to be documented in writing to Human Resources no later than the 25<sup>th</sup> of the month prior to the desired date of change:

#### 10.7 **Retirement Plan**

- 10.7.1 All eligible employees and the employer shall participate in the Washington State Law Enforcement Officers and Fire Fighters (LEOFF) Retirement System to the extent provided by Washington state law.
- 10.7.2 Employees may participate, at their option and cost, in the deferred compensation programs sponsored by the City, currently ICMA and Washington State DRS Deferred Compensation.
- 10.7.3 All eligible employees must participate in the retiree health savings plan, HRA VEBA, with the City making agreed-to contributions on behalf of eligible employees.

### 11. **Physical Fitness and Wellness program**

- 11.1 Participation in the physical fitness program as mutually set up by the Local and the City shall be mandatory. The City and the Local shall meet at least annually to continually evaluate the program.
- 11.2 The City will contribute up to \$370 per authorized (on January 1 of each year) FTE to the Trust on an annual basis for wellness programming.
  - A. The Local agrees to collaborate with the City in directing each employee to have their annual hearing exam at the same time as their annual wellness exam; however, the City will pay for the hearing exam separately and independent of the annual contribution per authorized FTE.

Payment will be made to the Trust monthly upon receipt of statement certifying the names of individuals who have completed the wellness physicals. Parameters of the Wellness Program will be mutually agreed to by the City and the Local.

All information gathered as a result of the pre-screening and wellness testing process shall remain confidential between the medical and/or other service provider and the employee. Neither the city nor the Local shall have any right of access to the information.

- 11.3 40-hour per week employees are allowed up to one (1) hour per week of Physical Training (PT).

## **12. Grievance Procedure**

- 12.1 For purposes of this agreement, the term "grievance" means any dispute between the employer and the Local or an employee concerning the application or interpretation of the terms of this agreement. Employees shall have access to Local 4378-Labor Relations Committee prior to advancing a grievance through the formal grievance procedure.

### **12.2 Procedure**

- A. If a grievance is to be advanced under this procedure, it shall be presented by the grievant(s) to the Fire Chief within twenty-one (21) days from the date of the alleged breach or violation of this agreement. The grievance shall be reduced to written form by the grievant(s) and shall:
- (1) Fully describe the grievance and how the grievant(s) was/were affected.
  - (2) Set forth the section(s) of the agreement allegedly violated and state the specific nature of the violation.
  - (3) Indicate the date(s) of the incident(s) grieved.
  - (4) Specify the remedy or solution to the grievance sought by the grievant(s).
  - (5) Identify the grievant(s) and be signed by the grievant(s).
  - (6) Specify whether the grievance procedure should begin at step 1 or step 2.

The grievant(s) may be accompanied by the Local representative in presenting the written grievance to the Fire Chief.

Step 1: The parties will use an interest based problem solving process to resolve the issues identified in the grievance. The process will include all individuals necessary and with authority to reach a resolution. Any resolution of the grievance will be in writing and signed

by the parties. If the grievance is not resolved in 21 days, the grievance shall automatically advance to step 2.

Step 2: The Fire Chief shall conduct a meeting with the grievant(s) and the Local representative. The Fire Chief shall make a decision on the matter, in writing, within twenty-one (21) days of receipt of the grievance. Copies of the decision shall be mailed, emailed or hand delivered to the grievant(s), the Local, and the City Manager.

Step 3: If the grievance remains unresolved after the decision has been rendered by the Fire Chief, the grievant(s) shall, by letter, deliver the grievance to the City Manager or their designated representative within fourteen (14) days after receipt of the decision reached in Step 2, above. The City Manager or their designate shall conduct an investigatory hearing with the appropriate parties within fourteen (14) days of receipt of the written grievance and shall render their decision within fourteen (14) days of such hearing, with copies to the grievant(s), the Local, and the Fire Chief.

- B. If the grievance is not settled in Step 3, the Local may request arbitration of the grievance within twenty-one (21) days after receipt of the decision of the City Manager, or their designate, as hereinafter provided. In cases involving a dispute that is reviewable under both the grievance procedure and the Civil Service, the Local will not proceed to arbitration unless the grievant(s) waives the right to proceed before the Civil Service Commission.

The parties shall mutually select a disinterested third party to serve as arbitrator. In the event the employer and the Local are unable to agree on an arbitrator, an arbitrator shall be selected by the process of alternately striking from a panel of eleven arbitrators requested from the Public Employment Relations Commission (PERC) selected from OR or WA or the Federal Mediation and Conciliation Service (FMCS). The Local shall strike the first name. The request to PERC or FMCS shall state the general nature of the issue and ask that the nominee be qualified to handle the type of issue involved. The City and the Local will jointly share the fee for selection and services of an arbitrator.

The arbitrator shall render a decision as promptly as possible. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the employer and/or the Local, and shall have no authority to make a decision on any other issue not so submitted. The arbitrator shall have jurisdiction and authority only to interpret, apply or determine compliance with the specific terms of the agreement and shall not have jurisdiction to add to, detract from, or alter in any way, the provisions of this agreement. A decision within the jurisdiction of the arbitrator shall be final and binding upon all parties. The expenses and fees incumbent

to the services of the arbitrator shall be split equally between the parties. Loser pays the arbitrator's fee but each party is responsible for their own costs including attorney and witness fees.

- 12.3 Failure by the grievant(s), or their representative, to advance the grievance within time limits stipulated in this article shall constitute abandonment of the grievance. The parties may mutually agree in writing to extend the time limit for a given step for a stated period of time. Failure by the employer to reply in a timely manner constitutes a denial of the grievance, unless both parties have agreed to an extension of the time line.

### **13. Tuition Reimbursement**

The employer shall establish a tuition reimbursement account in the Fire Department budget in the amount of \$3,400 for each year of this agreement. The department and the Local shall develop and monitor a program for the disbursement of these funds to eligible Local members.

The Fire Chief or their designee shall review and determine whether or not a course directly relates to the fire service and/or public administration either on its own merit or can be used to obtain a degree.

### **14. Layoff and Recall**

Layoff and recall shall be in accordance with the established rules and regulations of the Vancouver Civil Service Commission in effect at the time of layoff and/or recall.

### **15. Filling of Battalion and Division Chief Vacancies**

Battalion and Division Chief vacancies will be filled in accordance with the established rules and regulations of the Vancouver Civil Service Commission in effect at the time of the vacancy.

### **16. Separability Clause**

In the event that any provision of this agreement shall be determined to be illegal or in violation of any federal or state law or regulation, whether by judicial or administrative determination, that portion of the contract shall be deemed excised from this agreement and all other portions unless dependent upon the excised portions shall remain in full force and effect.

### **17. Non-Reduction of Wages and Working Conditions**

The parties hereto agree that the wages and working conditions in effect and now being paid to and enjoyed by the members of the Local shall not be reduced in view

of the provisions of this agreement, provided, however, that nothing in this article shall be construed as limiting management's rights pursuant to Article 3, above.

## **18. Successor Clause**

This agreement and all amendments which are attached shall be binding upon the successors of the city and the Local, and no provisions, terms or obligations contained in these documents shall be affected, modified, altered or changed in any respect whatsoever by the consolidation, merger, annexation, transfer or assignment of either party.

## **19. Termination and Renewal**

19.1 This agreement is effective January 1, 2017, and shall remain in full force and effect through December 31, 2019, and shall be automatically renewed thereafter upon each anniversary of said date unless written notice to the contrary is given by either party as set forth in 19.2, below.

19.2 Pursuant to the provisions of RCW, Chapter 41.56, the employer agrees to commence negotiations with the Local not later than June 1 of any calendar year wherein the Local notifies the employer of intent to reopen the agreement on the anniversary date in order to modify wages, hours, and other terms and conditions of employment for the employees covered by this agreement.

a. The parties agree to commence negotiations for a successor contract to the 2017-2019 agreement no later than February 28, 2019.

## **20. Contract Amendments**

20.1 The parties agree that this Agreement may be amended in writing as agreed to by both parties without action of their respective legislative bodies, unless otherwise specified herein, including, but not limited to amendment by Memorandum of Understanding or Memorandum of Agreement.

**Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2018.**

**For the Employer**

\_\_\_\_\_  
Eric J. Holmes, City Manager

\_\_\_\_\_  
Joseph Molina, Fire Chief

\_\_\_\_\_  
Lenda Crawford, Deputy City Manager

**For the Union**

\_\_\_\_\_  
Drew Tracy, President

\_\_\_\_\_  
Tim Kays, Interim Vice President

\_\_\_\_\_  
Scott Willis, Secretary Treasurer

**Approved as to form:**

\_\_\_\_\_  
E. Bronson Potter, City Attorney

**Attest:**

\_\_\_\_\_  
Natasha Ramras, City Clerk

**APPENDIX A**  
**Fire Command Officers –Local 4378**  
**Former Division Chief**  
**Deferred Compensation Match**

**Background:**

On November 15, 2013, a Memorandum of Understanding was executed addressing the high-level details of the movement of two Division Chief positions from non-union status to union. The affected individuals are Steve Eldred and Ward Knable. While that MOU addressed many details in the change, the intent of the parties in respect to the wages and benefits of the two affected individuals was not captured in detail. On November 22<sup>nd</sup> the City and the Union met in an effort to clarify the original intent and to capture those details and a subsequent MOU was executed.

While both Eldred and Knable were offered this opportunity to have the city deferred compensation match benefit grandfathered, based on specific rules, only Eldred met the criteria.

All terms of the subsequent MOU dated November 27, 2013 expired effective with the ratification of the 2014-2016 successor collective bargaining agreement with the exception of the following:

**1. Deferred Compensation Match**

- a. The 1% match will be converted to a dollar amount effective December 1, 2013 and will be paid monthly until the employee separates from City of Vancouver Fire Department employment, following the conditions outlined in item #2:

- i. Steve Eldred will be paid \$103.79 per month

**2. Rules to be eligible for deferred compensation match**

- a. To be eligible to convert the 1% match to a monthly payment, the employee must be contributing at least 1% of their salary to deferred compensation as of November 30, 2013.
- b. At such time as the employee stops their deferred compensation contributions, or their contributions fall below 1%, the monthly payment will cease and will not be eligible to be reinstated.
- c. If at any time the City stops the 1% deferred compensation match, the monthly payments will cease.
  - i. Should the City subsequently reinstate a deferred compensation match, this employee will not be eligible to restart the monthly payments.

- d. If at any time the City increases the match to more than 1%, and the employee is still receiving the monthly payment, their monthly payment will increase to shadow the new matching amount.
  - i. For example, if the match is increased to 2%, and Steve Eldred is still receiving his monthly payment, that payment would increase from \$103.79 to \$207.58.
- e. The in-lieu-of deferred compensation match pay is includable in the 'regular rate' per FLSA regulations and will be included in overtime and percent pay calculations. This pay will not be considered reportable earnings for state retirement purposes.



**APPENDIX B**  
**Fire Command Officers –Local 4378**  
**Division Chief Transition into Local 4378**

Division Chief Transition into Local 4378 - Working Overtime and limitations to working as a Shift Battalion Chief

As of December 1st 2013 the individuals listed below are represented by Local 4378.

It is recognized that these individuals were not promoted to the position of Battalion Chief per Civil Service rules. As such, these members cannot hold the position of permanent shift Battalion Chief or be counted as minimum staffing.

The below listed individuals may work overtime as a Shift Battalion Chief if they have satisfied all training requirements developed between the Local and management prior to working the assignment, and as outlined in Article 7.

Listing of Division Chiefs represented by Local 4378 as of December 1<sup>st</sup> 2013.

Ward Knable

Steve Eldred

# **APPENDIX C** **Fire Command Officers –Local 4378** **Pay Tables**

| CITY OF VANCOUVER, WASHINGTON                               |              |           |         |         |         |         |         |
|-------------------------------------------------------------|--------------|-----------|---------|---------|---------|---------|---------|
| FIRE                                                        |              |           |         |         |         |         |         |
| SALARY SCHEDULE - January 1, 2017 through December 31, 2017 |              |           |         |         |         |         |         |
| JOB CLASS TITLE                                             | RANGE NUMBER | TYPE RATE | STEP 1  | STEP 2  | STEP 3  | STEP 4  | STEP 5  |
| FIRE BATTALION CHIEF                                        | 25           | MO.       | 10,300  | 10,785  | 11,294  | 11,828  | 12,389  |
| all steps w/20+ yrs longevity                               |              | YR.       | 123,600 | 129,420 | 135,528 | 141,936 | 148,668 |
|                                                             |              | HR.       | 49.0476 | 51.3571 | 53.7810 | 56.3238 | 58.9952 |
| FIRE BATTALION CHIEF                                        | 25.1         | MO.       | 10,148  | 10,633  | 11,142  | 11,676  | 12,237  |
| all steps w/15 yrs longevity                                |              | YR.       | 121,776 | 127,596 | 133,704 | 140,112 | 146,844 |
|                                                             |              | HR.       | 48.3238 | 50.6333 | 53.0571 | 55.6000 | 58.2714 |
| DIVISION CHIEF                                              | 26.1         | MO.       | 10,815  | 11,324  | 11,858  | 12,419  | 13,008  |
| all steps w/20 yrs                                          |              | YR.       | 129,780 | 135,888 | 142,296 | 149,028 | 156,096 |
|                                                             |              | HR.       | 62.3942 | 65.3308 | 68.4115 | 71.6481 | 75.0462 |
| DIVISION CHIEF                                              | 26           | MO.       | 10,656  | 11,164  | 11,699  | 12,260  | 12,849  |
| all steps w/15 yrs                                          |              | YR.       | 127,872 | 133,968 | 140,388 | 147,120 | 154,188 |
|                                                             |              | HR.       | 61.4769 | 64.4077 | 67.4942 | 70.7308 | 74.1288 |

| CITY OF VANCOUVER, WASHINGTON                               |              |           |         |         |         |         |         |
|-------------------------------------------------------------|--------------|-----------|---------|---------|---------|---------|---------|
| FIRE                                                        |              |           |         |         |         |         |         |
| SALARY SCHEDULE - January 1, 2018 through December 31, 2018 |              |           |         |         |         |         |         |
| JOB CLASS TITLE                                             | RANGE NUMBER | TYPE RATE | STEP 1  | STEP 2  | STEP 3  | STEP 4  | STEP 5  |
| FIRE BATTALION CHIEF                                        | 25           | MO.       | 10,609  | 11,109  | 11,633  | 12,183  | 12,761  |
| all steps w/20+ yrs longevity                               |              | YR.       | 127,308 | 133,308 | 139,596 | 146,196 | 153,132 |
|                                                             |              | HR.       | 50.5190 | 52.9000 | 55.3952 | 58.0143 | 60.7667 |
| FIRE BATTALION CHIEF                                        | 25.1         | MO.       | 10,453  | 10,952  | 11,476  | 12,026  | 12,604  |
| all steps w/15 yrs longevity                                |              | YR.       | 125,436 | 131,424 | 137,712 | 144,312 | 151,248 |
|                                                             |              | HR.       | 49.7762 | 52.1524 | 54.6476 | 57.2667 | 60.0190 |
| DIVISION CHIEF                                              | 26.1         | MO.       | 11,140  | 11,664  | 12,214  | 12,792  | 13,399  |
| all steps w/20 yrs                                          |              | YR.       | 133,680 | 139,968 | 146,568 | 153,504 | 160,788 |
|                                                             |              | HR.       | 64.2692 | 67.2923 | 70.4654 | 73.8000 | 77.3019 |
| DIVISION CHIEF                                              | 26           | MO.       | 10,975  | 11,499  | 12,050  | 12,627  | 13,234  |
| all steps w/15 yrs                                          |              | YR.       | 131,700 | 137,988 | 144,600 | 151,524 | 158,808 |
|                                                             |              | HR.       | 63.3173 | 66.3404 | 69.5192 | 72.8481 | 76.3500 |

| CITY OF VANCOUVER, WASHINGTON                               |              |           |         |         |         |         |         |
|-------------------------------------------------------------|--------------|-----------|---------|---------|---------|---------|---------|
| FIRE                                                        |              |           |         |         |         |         |         |
| SALARY SCHEDULE - January 1, 2019 through December 31, 2019 |              |           |         |         |         |         |         |
| JOB CLASS TITLE                                             | RANGE NUMBER | TYPE RATE | STEP 1  | STEP 2  | STEP 3  | STEP 4  | STEP 5  |
| FIRE BATTALION CHIEF                                        | 25           | MO.       | 10,822  | 11,331  | 11,865  | 12,427  | 13,016  |
| all steps w/20+ yrs longevity                               |              | YR.       | 129,864 | 135,972 | 142,380 | 149,124 | 156,192 |
|                                                             |              | HR.       | 51.5333 | 53.9571 | 56.5000 | 59.1762 | 61.9810 |
| FIRE BATTALION CHIEF                                        | 25.1         | MO.       | 10,662  | 11,171  | 11,705  | 12,267  | 12,856  |
| all steps w/15 yrs longevity                                |              | YR.       | 127,944 | 134,052 | 140,460 | 147,204 | 154,272 |
|                                                             |              | HR.       | 50.7714 | 53.1952 | 55.7381 | 58.4143 | 61.2190 |
| DIVISION CHIEF                                              | 26.1         | MO.       | 11,363  | 11,897  | 12,459  | 13,048  | 13,667  |
| all steps w/20 yrs                                          |              | YR.       | 136,356 | 142,764 | 149,508 | 156,576 | 164,004 |
|                                                             |              | HR.       | 65.5558 | 68.6365 | 71.8788 | 75.2769 | 78.8481 |
| DIVISION CHIEF                                              | 26           | MO.       | 11,195  | 11,729  | 12,291  | 12,880  | 13,499  |
| all steps w/15 yrs                                          |              | YR.       | 134,340 | 140,748 | 147,492 | 154,560 | 161,988 |
|                                                             |              | HR.       | 64.5865 | 67.6673 | 70.9096 | 74.3077 | 77.8788 |



## **Staff Report 158-18**

**TO:** Mayor and City Council

**FROM:** Eric Holmes, City Manager

**DATE:** 10/22/2018  
11/5/2018

**SUBJECT** Proposed amendments to to the City's Shoreline Master (SMP) Chapters 4, 6, and 8

### **Key Points**

- Council approved the proposed amendments during a public hearing on July 16, 2018. No changes have been made to the amendments since that public hearing. Re-adoption is required to ensure the City is compliant with the Washington State Department of Commerce's Growth Management Act notification process per RCW 36.70A.106.
- Development along the waterfront that would help meet the goals of the City's Vancouver City Center Vision (VCCV) Subarea Plan is dependent on the ability to move and replace a pier and building due to the physical condition of the pier and the potential future alignment of the Interstate 5 bridge.
- Current SMP language does not allow for relocating the existing structures, so an amendment is needed that would allow existing over-water structures constructed prior to the adoption of the SMP and located from the Interstate 5 Bridge downstream to the railroad bridge (a portion of the Columbia River Shoreline Enhancement Plan District) be used for water-dependent, water related and/or water enjoyment uses.
- Washington Administrative Code (WAC) is one of the guiding documents for the SMP. WAC 173-26 regulations in regards to on-water residences were recently updated. Therefore, corresponding sections in the Vancouver SMP must be revised in order to be compliant with WAC updates.
- Current SMP language needs clarity in regards to joint-use docks and live-aboard boats to ensure compliance with SMP policies and regulations.

### **Strategic Plan Alignment**

**Goal 7:** Build on our status as the largest city on the Columbia River by strengthening connections to the river and the waterfront.

### **Present Situation**

Overwater Structures and Buildings

A key element of the City of Vancouver's City Center Vision (VCCV) Plan is the redevelopment of

the Columbia West Renaissance District which includes the Port of Vancouver's Terminal 1 site. In order to complete the planned redevelopment of Terminal 1, the pier and subsequent building would have to be replaced due to the age and deterioration of the supporting piles affecting the long-term structural sufficiency of the pier. The pier and building are also in the identified right-of-way needed for an I-5 replacement bridge which would mean the structures would need to be removed to accommodate a new bridge.

While replacement of the pier would likely qualify as normal repair per WAC 173-27-040(2)(b), the building on this site would need to be relocated. This building is a non-conforming building, and the relocation of this building would constitute a new overwater structure for water-enjoyment use. Current SMP language prohibits both the relocation of a non-conforming use and building a new overwater structure for water-enjoyment use in the Aquatic shoreline designation.

#### Joint-use Docks

Some requirements related to joint-use docks are vague or are not compatible with other provisions of the SMP. As currently written, the definition of Dock, Joint-Use does not specifically state if the parcels with access to the joint use dock have to be contiguous to each other nor does it indicate the parcels must be residential, or if the lots are capable of being developed in compliance with zoning ordinance or SMP. This ambiguity has generated inquiries whether a joint-use dock would be allowed if the lots were separated, were in different zones, or were not on developable lots.

#### On-water Residences

Effective September 7, 2017, certain definitions were amended in WAC 173-26-020 relating to on-water residences/floating homes. The revisions added definitions of floating homes and floating on-water residences (PERMANENT RULES; Washington State Code Reviser's Office filing number 17-17-016; Order 15-06—Filed August 7, 2017, 2:58 p.m., effective September 7, 2017). The revisions are intended to clarify that certain floating structures are considered floating on-water residences and not vessels.

#### Live-aboard Boats

The Washington State Shoreline Management Act (SMA) and the Vancouver SMP do not allow on-water residences, but do allow live-aboard boats within marinas (up to 20% of the marina's slips if utilities and restroom facilities are provided). The intent of the state law and the City's SMP is to allow a limited number of live-aboard boats within marina areas and prohibit floating homes. The intent is to allow recreational boats within marinas to be used as live-aboard vessels while not allowing large, unseaworthy vessels.

#### **Advantage(s)**

1. Allows needed development in a very targeted and limited way that will still protect shorelines and their functions.
2. Ensures State compliance.
3. Improves clarity to ensure compliance with SMP policies and regulations.

#### **Disadvantage(s)**

None

#### **Budget Impact**

No direct impacts

**Prior Council Review**

1. Workshop on July 2, 2018
2. First Reading, July 9, 2018 – approved
3. Public Hearing, July 16, 2018 - approved

**Action Requested**

On Monday, October 22, 2018, approve the ordinance with recommended amendments to the Shoreline Master Program on first reading, setting date of second reading and public hearing for Monday, November 5, 2018.

*Jennifer Campos, Principal Planner, 487-7728*

**ATTACHMENTS:**

- ▣ SMP Amendment ordinance

10/22/18  
11/05/18

**ORDINANCE NO. \_\_\_\_\_**

AN ORDINANCE relating to the City of Vancouver's implementation of shoreline management as required by Revised Code of Washington ("RCW") Chapter 90.58, the Shoreline Management Act; amending the City of Vancouver Shoreline Master Program (SMP) Chapter 4, Shoreline Designations Section 4.3.1.4; Chapter 6, Specific Shoreline Use Regulations Table 6-1; Section 6.3.3.4, Joint Use and Community Moorage Facilities; Section 6.3.4, Commercial Uses; Section 6.3.11, Residential Development; and Chapter 8, Definitions; subject to approval by the Washington State Department of Ecology (Ecology); providing for severability; and providing for an effective date.

WHEREAS, the State of Washington Shoreline Management Act, RCW Chapter 90.58, requires that counties and cities incur certain duties, obligations and responsibilities with regard to implementation of said Act; and

WHEREAS, in 2003 Ecology adopted revised Washington Administrative Code chapters containing state rules (commonly referred to as the "2003 Guidelines" or "Guidelines") for developing and approving local shoreline master programs; and

ORDINANCE - 1

WHEREAS, pursuant to RCW 90.58.080, the City of Vancouver reviewed and updated its shoreline master program for consistency with the required elements of the 2003 Guidelines; and

WHEREAS, on November 21, 2011, the Vancouver City Council adopted the updated Shoreline Master Program, which became a part of the City's development regulations and was implemented under Vancouver Municipal Code ("VMC") Chapter 20.760; and

WHEREAS, the Vancouver City Center Vision (VCCV) Plan includes the goal of redeveloping the waterfront; and

WHEREAS, the Port of Vancouver's Terminal No. 1 Waterfront Development Master Plan is located within the VCCV boundary and meets the waterfront development goals of the VCCV plan, but requires the replacement of an overwater structure; and

WHEREAS, the City of Vancouver's Shoreline Master Program ("SMP") does not currently allow replacement of overwater structures; therefore it is necessary to amend Section 4.3.1.4, Management Policies, Table 6-1, Shoreline Use, Modification and Development Standards, and Section 6.3.4.8, Commercial Uses; and

WHEREAS, Washington Administrative Code ("WAC") 173-26 was recently updated to prohibit on-water residences/floating homes; therefore the Vancouver Shoreline Master Program Section 6.3.11, Residential Development, and Chapter 8, Definitions, must be amended to ensure consistency with WAC 173-26-241(2)(j)(iv); and

WHEREAS, the City of Vancouver's Shoreline Master Program Section 6.3.3.4(6), Joint Use and Community Moorage Facilities, and Chapter 8, Definitions, should be amended to provide clarity concerning current regulations; and

ORDINANCE - 2

WHEREAS, the City of Vancouver's Shoreline Master Program Chapter 8, Definitions, should be amended in regards to live-aboard boats to provide clarity on what constitutes a live-aboard boat; and

WHEREAS, the proposed amendments are consistent with the Growth Management Act, the City's Comprehensive Plan and development regulations, and Ecology's 2003 Guidelines; and

WHEREAS, the proposed revisions would advance achievement of GMA Goal 10 by incorporating amendments to Shoreline Master Program Chapter 4, Shoreline Designations Section 4.3.1.4; Chapter 6, Specific Shoreline Use Regulations Table 6-1; Section 6.3.3.4, Joint Use and Community Moorage Facilities; Section 6.3.4, Commercial Uses; Section 6.3.11, Residential Development; and Chapter 8, Definitions; and

WHEREAS, the City council adopts this Ordinance as set forth below.

NOW, THEREFORE,

BE IT ORDAINED BY THE CITY OF VANCOUVER:

**Section 1. Findings.** The recitals set forth above are adopted as the legislative findings of the City Council of the City of Vancouver in support of adoption of this ordinance to amend The Vancouver Shoreline Master Program.

**Section 2.** The City of Vancouver Shoreline Master Program, Chapter 4, Shoreline Designations, Section 4.3.1.4, Management Policies, adopted by Ordinance M-3995 and as amended, is hereby amended to read as follows:



#### **4.3.1.4 Management Policies**

In addition to the other applicable policies and regulations of this Program the following management policies shall apply:

1. New over-water structures should be allowed only for water-dependent uses, public access, recreation, or ecological restoration.
2. Shoreline uses and modifications should be designed and managed to prevent degradation of water quality and natural hydrographic conditions.
3. In-water uses should be allowed where impacts can be mitigated to ensure no net loss of shoreline ecological functions. Permitted in-water uses must be managed to avoid impacts to shoreline ecological functions. Unavoidable impacts must be minimized and mitigated.
4. On navigable waters or their beds, all uses and developments should be located and designed to:
  - a. Minimize interference with surface navigation;
  - b. Consider impacts to public views; and
  - c. Allow for the safe, unobstructed passage of fish and wildlife, particularly species dependent on migration.

5. Multiple or shared use of over-water and water access facilities should be encouraged to reduce the impacts of shoreline development and increase effective use of water resources.
6. Structures and activities permitted should be related in size, form, design, and intensity of use to those permitted in the immediately adjacent upland area. The size of new over-water structures should be limited to the minimum necessary to support the structure's intended use.
7. Natural light should be allowed to penetrate to the extent necessary to discourage salmonid predation and to support nearshore habitat unless other illumination is required by state or federal agencies.
8. Aquaculture practices should be encouraged in those waters and beds most suitable for such use. Aquaculture should be discouraged where it would adversely affect the strength or viability of native stocks or unreasonably interfere with navigation.
9. When shoreline uses, development, activities, and modifications in the Aquatic shoreline designation require use of adjacent landward property, that landward property should be in a shoreline designation that allows that use, development, activity or modification.
10. Over-water structures constructed prior to the adoption of this Program and located from the Interstate 5 Bridge downstream to the railroad bridge (a portion

of the Columbia River Shoreline Enhancement Plan District) may be used for water-dependent, water related and/or water enjoyment commercial uses.

- a. Permitted development should include designs that are reflective of the local history and/or prior structures on the site.
- b. Shoreline uses and modifications should be consistent with the policies set forth in the Vancouver City Center Vision (VCCV) Subarea Plan, including providing public access to the shoreline.

**Section 3.** The City of Vancouver Shoreline Master Program, Chapter 6, Specific Shoreline Use Regulations, Table 6-1, adopted by Ordinance M-3995 and as amended, is hereby amended to read as follows:

**Table 6-1. Shoreline Use, Modification and Development Standards**

Table 6-1 is to be used and understood together with the related policies and regulations of this Program.

“Uses” refers to uses, structures, and/or developments as applicable.

Setbacks are landward from the OHWM in the NT, UC, MI, HI, RC-RD, & RC-RL

shoreline designations and waterward of the OHWM in the AQ Shoreline Designation.

| <b>Abbreviations</b><br>P = Permitted; C = Conditional Use;<br>X = Prohibited; N/A = Not Applicable;<br>UNL = Unlimited. | <b>AQ<br/>(Both)</b> | <b>NT<br/>(Both)</b> | <b>UC<br/>(Urban)</b>        | <b>MI<br/>(Urban)</b>       | <b>HI<br/>(Urban)</b>     | <b>RC-RD<br/>(Rural)</b>  | <b>RC-RL<br/>(Rural)</b>         |
|--------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------|------------------------------|-----------------------------|---------------------------|---------------------------|----------------------------------|
| <b>Shoreline Designation</b>                                                                                             | <b>Aquatic</b>       | <b>Natural</b>       | <b>Urban<br/>Conservancy</b> | <b>Medium<br/>Intensity</b> | <b>High<br/>Intensity</b> | <b>RC<br/>Residential</b> | <b>RC<br/>Resource<br/>Lands</b> |
| <b>Shoreline Uses</b>                                                                                                    |                      |                      |                              |                             |                           |                           |                                  |
| <b>Agriculture</b>                                                                                                       |                      |                      |                              |                             |                           |                           |                                  |

|                                                                                                                          |                                  |                      |                              |                             |                           |                           |                                  |
|--------------------------------------------------------------------------------------------------------------------------|----------------------------------|----------------------|------------------------------|-----------------------------|---------------------------|---------------------------|----------------------------------|
| <b>Abbreviations</b><br>P = Permitted; C = Conditional Use;<br>X = Prohibited; N/A = Not Applicable;<br>UNL = Unlimited. | <b>AQ<br/>(Both)</b>             | <b>NT<br/>(Both)</b> | <b>UC<br/>(Urban)</b>        | <b>MI<br/>(Urban)</b>       | <b>HI<br/>(Urban)</b>     | <b>RC-RD<br/>(Rural)</b>  | <b>RC-RL<br/>(Rural)</b>         |
| <b>Shoreline Designation</b>                                                                                             | <b>Aquatic</b>                   | <b>Natural</b>       | <b>Urban<br/>Conservancy</b> | <b>Medium<br/>Intensity</b> | <b>High<br/>Intensity</b> | <b>RC<br/>Residential</b> | <b>RC<br/>Resource<br/>Lands</b> |
| Agriculture                                                                                                              | <b>X</b>                         | <b>X</b>             | <b>C</b>                     | <b>P</b>                    | <b>P</b>                  | <b>P</b>                  | <b>P</b>                         |
| • <i>Setback</i>                                                                                                         | N/A                              | N/A                  | 100'                         | 100'                        | 100'                      | 100'                      | 100'                             |
| • <i>Height</i>                                                                                                          | N/A                              | N/A                  | 35'                          | 35'                         | 35'                       | 35'                       | 35'                              |
| <b>Aquaculture</b>                                                                                                       |                                  |                      |                              |                             |                           |                           |                                  |
| Aquaculture, General                                                                                                     | <b>P</b>                         | <b>X</b>             | <b>C</b>                     | <b>C</b>                    | <b>C</b>                  | <b>C</b>                  | <b>C</b>                         |
| • <i>Setback</i>                                                                                                         | 0'                               | N/A                  | 50'                          | 50'                         | 50'                       | 50'                       | 50'                              |
| <b>Boating Uses</b>                                                                                                      |                                  |                      |                              |                             |                           |                           |                                  |
| Motorized Boat Launches                                                                                                  | <b>P</b>                         | <b>X</b>             | <b>C</b>                     | <b>C</b>                    | <b>P</b>                  | <b>P</b>                  | <b>P</b>                         |
| • <i>Setback</i>                                                                                                         | 0'                               | N/A                  | 0'                           | 0'                          | 0'                        | 0'                        | 0'                               |
| Non-motorized Boat Launches                                                                                              | <b>P</b>                         | <b>C</b>             | <b>P</b>                     | <b>P</b>                    | <b>P</b>                  | <b>P</b>                  | <b>P</b>                         |
| • <i>Setback</i>                                                                                                         | 0'                               | 0'                   | 0'                           | 0'                          | 0'                        | 0'                        | 0'                               |
| Marinas                                                                                                                  | <b>P</b>                         | <b>X</b>             | <b>X</b>                     | <b>C</b>                    | <b>P</b>                  | <b>C</b>                  | <b>C</b>                         |
| • <i>Setback</i>                                                                                                         | 0'                               | N/A                  | N/A                          | 25'                         | 25'                       | 25'                       | 25'                              |
| • <i>Height</i>                                                                                                          |                                  |                      |                              |                             |                           |                           |                                  |
| - 0'-100' from OHWM                                                                                                      | 20'                              | N/A                  | N/A                          | 25'                         | 35'                       | 25'                       | 35'                              |
| - >100' from OHWM                                                                                                        | 20'                              | N/A                  | N/A                          | 35'                         | 45'                       | 35'                       | 45'                              |
| Docks, Piers, Mooring Buoys                                                                                              | <b>P<sup>1</sup></b>             | <b>X</b>             | <b>P<sup>1</sup></b>         | <b>P<sup>1</sup></b>        | <b>P<sup>1</sup></b>      | <b>P<sup>1</sup></b>      | <b>P<sup>1</sup></b>             |
| • <i>Setback</i>                                                                                                         | 0'                               | NA                   | 0'                           | 0'                          | 0'                        | 0'                        | 0'                               |
| <b>Commercial Uses</b>                                                                                                   |                                  |                      |                              |                             |                           |                           |                                  |
| Water-dependent                                                                                                          | <b>C</b>                         | <b>X</b>             | <b>X</b>                     | <b>P</b>                    | <b>P</b>                  | <b>C</b>                  | <b>C</b>                         |
| • <i>Setback</i>                                                                                                         | 0'                               | N/A                  | N/A                          | 0'                          | 0'                        | 0'                        | 0'                               |
| • <i>Height</i>                                                                                                          |                                  |                      |                              |                             |                           |                           |                                  |
| - 0'-100' from OHWM                                                                                                      | 45 <sup>3</sup> 35' <sup>3</sup> | N/A                  | N/A                          | 35'                         | 35' <sup>23</sup>         | 35'                       | 35'                              |
| - >100' from OHWM                                                                                                        | 45 <sup>3</sup> 35' <sup>3</sup> | N/A                  | N/A                          | 45'                         | 60' <sup>23</sup>         | 45'                       | 45'                              |
| Water-related, Water-enjoyment                                                                                           | <b>X/C<sup>3</sup></b>           | <b>X</b>             | <b>X</b>                     | <b>P</b>                    | <b>P</b>                  | <b>C</b>                  | <b>C</b>                         |
| • <i>Setback</i>                                                                                                         | N/A                              | N/A                  | N/A                          | 25'                         | 25' <sup>23</sup>         | 25'                       | 25'                              |
| • <i>Height</i>                                                                                                          |                                  |                      |                              |                             |                           |                           |                                  |
| - 0'-100' from OHWM                                                                                                      | N/A35' <sup>3</sup>              | N/A                  | N/A                          | 25'                         | 35' <sup>23</sup>         | 35'                       | 35'                              |
| - >100' from OHWM                                                                                                        | N/A35' <sup>3</sup>              | N/A                  | N/A                          | 35'                         | 45' <sup>23</sup>         | 45'                       | 45'                              |
| Non-water-oriented                                                                                                       | <b>X</b>                         | <b>X</b>             | <b>X</b>                     | <b>C<sup>34</sup></b>       | <b>C<sup>34</sup></b>     | <b>X</b>                  | <b>X</b>                         |
| • <i>Setback</i>                                                                                                         | N/A                              | N/A                  | N/A                          | 100'                        | 100' <sup>3</sup>         | N/A                       | N/A                              |
| • <i>Height</i>                                                                                                          | N/A                              | N/A                  | N/A                          | 25'                         | 25' <sup>23</sup>         | N/A                       | N/A                              |
| <b>Forestry</b>                                                                                                          |                                  |                      |                              |                             |                           |                           |                                  |
| Log Storage                                                                                                              | <b>C</b>                         | <b>X</b>             | <b>X</b>                     | <b>X</b>                    | <b>P</b>                  | <b>X</b>                  | <b>P</b>                         |
| • <i>Setback</i>                                                                                                         | 0'                               | N/A                  | N/A                          | N/A                         | 50'                       | N/A                       | 50'                              |
| Timber Harvest                                                                                                           | <b>X</b>                         | <b>X</b>             | <b>C</b>                     | <b>P</b>                    | <b>P</b>                  | <b>P</b>                  | <b>P</b>                         |
| • <i>Setback</i>                                                                                                         | N/A                              | N/A                  | 100'                         | 100'                        | 50'                       | 100'                      | 50'                              |
| <b>Industrial Uses</b>                                                                                                   |                                  |                      |                              |                             |                           |                           |                                  |
| Water-dependent                                                                                                          | <b>P</b>                         | <b>X</b>             | <b>X</b>                     | <b>X</b>                    | <b>P</b>                  | <b>X</b>                  | <b>X</b>                         |
| • <i>Setback</i>                                                                                                         | 0'                               | N/A                  | N/A                          | N/A                         | 0'                        | N/A                       | N/A                              |

|                                                                                                                          |                       |                       |                              |                             |                           |                           |                                  |
|--------------------------------------------------------------------------------------------------------------------------|-----------------------|-----------------------|------------------------------|-----------------------------|---------------------------|---------------------------|----------------------------------|
| <b>Abbreviations</b><br>P = Permitted; C = Conditional Use;<br>X = Prohibited; N/A = Not Applicable;<br>UNL = Unlimited. | <b>AQ<br/>(Both)</b>  | <b>NT<br/>(Both)</b>  | <b>UC<br/>(Urban)</b>        | <b>MI<br/>(Urban)</b>       | <b>HI<br/>(Urban)</b>     | <b>RC-RD<br/>(Rural)</b>  | <b>RC-RL<br/>(Rural)</b>         |
| <b>Shoreline Designation</b>                                                                                             | <b>Aquatic</b>        | <b>Natural</b>        | <b>Urban<br/>Conservancy</b> | <b>Medium<br/>Intensity</b> | <b>High<br/>Intensity</b> | <b>RC<br/>Residential</b> | <b>RC<br/>Resource<br/>Lands</b> |
| • <i>Height</i>                                                                                                          |                       |                       |                              |                             |                           |                           |                                  |
| - 0'-100' from OHWM                                                                                                      | UNL                   | N/A                   | N/A                          | N/A                         | UNL                       | N/A                       | N/A                              |
| - >100' from OHWM                                                                                                        | UNL                   | N/A                   | N/A                          | N/A                         | UNL                       | N/A                       | N/A                              |
| Water-related                                                                                                            | <b>X</b>              | <b>X</b>              | <b>X</b>                     | <b>X</b>                    | <b>P</b>                  | <b>X</b>                  | <b>X</b>                         |
| • <i>Setback</i>                                                                                                         | N/A                   | N/A                   | N/A                          | N/A                         | 50'                       | N/A                       | N/A                              |
| • <i>Height</i>                                                                                                          |                       |                       |                              |                             |                           |                           |                                  |
| - 0'-100' from OHWM                                                                                                      | N/A                   | N/A                   | N/A                          | N/A                         | UNL                       | N/A                       | N/A                              |
| - >100' from OHWM                                                                                                        | N/A                   | N/A                   | N/A                          | N/A                         | UNL                       | N/A                       | N/A                              |
| Non-water-oriented                                                                                                       | <b>X</b>              | <b>X</b>              | <b>X</b>                     | <b>X</b>                    | <b>P</b>                  | <b>X</b>                  | <b>X</b>                         |
| • <i>Setback</i>                                                                                                         | N/A                   | N/A                   | N/A                          | N/A                         | 100'                      | N/A                       | N/A                              |
| • <i>Height</i>                                                                                                          | N/A                   | N/A                   | N/A                          | N/A                         | 35'                       | N/A                       | N/A                              |
| <b>Institutional Uses</b>                                                                                                |                       |                       |                              |                             |                           |                           |                                  |
| Water-dependent                                                                                                          | <b>C</b>              | <b>X</b>              | <b>C</b>                     | <b>P</b>                    | <b>P</b>                  | <b>C</b>                  | <b>C</b>                         |
| • <i>Setback</i>                                                                                                         | 0'                    | N/A                   | 0'                           | 0'                          | 0'                        | 0'                        | 0'                               |
| • <i>Height</i>                                                                                                          |                       |                       |                              |                             |                           |                           |                                  |
| - 0'-100' from OHWM                                                                                                      | 35'                   | N/A                   | 25'                          | 35'                         | 35'                       | 35'                       | 35'                              |
| - >100' from OHWM                                                                                                        | 35'                   | N/A                   | 35'                          | 45'                         | 35'                       | 45'                       | 45'                              |
| Water-related                                                                                                            | <b>X</b>              | <b>X</b>              | <b>X</b>                     | <b>P</b>                    | <b>P</b>                  | <b>C</b>                  | <b>X</b>                         |
| • <i>Setback</i>                                                                                                         | N/A                   | N/A                   | N/A                          | 25'                         | 25'                       | 50'                       | NA                               |
| • <i>Height</i>                                                                                                          |                       |                       |                              |                             |                           |                           |                                  |
| - 0'-100' from OHWM                                                                                                      | N/A                   | N/A                   | N/A                          | 35'                         | 45'                       | 35'                       | N/A                              |
| - >100' from OHWM                                                                                                        | N/A                   | N/A                   | N/A                          | 45'                         | 60'                       | 35'                       | N/A                              |
| Non-water-oriented                                                                                                       | <b>X</b>              | <b>X</b>              | <b>X</b>                     | <b>C<sup>34</sup></b>       | <b>C<sup>34</sup></b>     | <b>X</b>                  | <b>X</b>                         |
| • <i>Setback</i>                                                                                                         | N/A                   | N/A                   | N/A                          | 100'                        | 100'                      | N/A                       | N/A                              |
| • <i>Height</i>                                                                                                          | N/A                   | N/A                   | N/A                          | 35'                         | 35'                       | N/A                       | N/A                              |
| <b>Mining</b>                                                                                                            |                       |                       |                              |                             |                           |                           |                                  |
| Gravel Mining                                                                                                            | <b>C<sup>45</sup></b> | <b>X</b>              | <b>X</b>                     | <b>X</b>                    | <b>C<sup>45</sup></b>     | <b>C<sup>45</sup></b>     | <b>C<sup>45</sup></b>            |
| • <i>Setback</i>                                                                                                         | 0'                    | N/A                   | N/A                          | N/A                         | 200'                      | 200'                      | 200'                             |
| Hard Rock Mining                                                                                                         | <b>X</b>              | <b>X</b>              | <b>X</b>                     | <b>X</b>                    | <b>C<sup>45</sup></b>     | <b>C<sup>45</sup></b>     | <b>C<sup>45</sup></b>            |
| • <i>Setback</i>                                                                                                         | N/A                   | N/A                   | N/A                          | N/A                         | 100'                      | 100'                      | 50'                              |
| <b>Parking</b>                                                                                                           |                       |                       |                              |                             |                           |                           |                                  |
| Primary Use                                                                                                              | <b>X</b>              | <b>X</b>              | <b>X</b>                     | <b>X</b>                    | <b>X</b>                  | <b>X</b>                  | <b>X</b>                         |
| • <i>Setback</i>                                                                                                         | N/A                   | N/A                   | N/A                          | N/A                         | N/A                       | N/A                       | N/A                              |
| Accessory Use                                                                                                            | <b>X</b>              | <b>X</b>              | <b>P</b>                     | <b>P</b>                    | <b>P</b>                  | <b>P</b>                  | <b>P</b>                         |
| • <i>Setback</i>                                                                                                         | N/A                   | N/A                   | 100'                         | 100'                        | 50'                       | 100'                      | 100'                             |
| • <i>Height</i>                                                                                                          | N/A                   | N/A                   | 35'                          | 35'                         | 35'                       | 35'                       | 35'                              |
| <b>Recreational Uses</b>                                                                                                 |                       |                       |                              |                             |                           |                           |                                  |
| Water-dependent                                                                                                          | <b>P</b>              | <b>P<sup>56</sup></b> | <b>P</b>                     | <b>P</b>                    | <b>P</b>                  | <b>P</b>                  | <b>P</b>                         |
| • <i>Setback</i>                                                                                                         | 0'                    | 0'                    | 0'                           | 0'                          | 0'                        | 0'                        | 0'                               |
| • <i>Height</i>                                                                                                          | 15'                   | 15'                   | 15'                          | 35'                         | 35'                       | 35'                       | 35'                              |

| Abbreviations<br>P = Permitted; C = Conditional Use;<br>X = Prohibited; N/A = Not Applicable;<br>UNL = Unlimited.                                                                | AQ<br>(Both)      | NT<br>(Both)      | UC<br>(Urban)                            | MI<br>(Urban)                               | HI<br>(Urban)        | RC-RD<br>(Rural)  | RC-RL<br>(Rural)        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|------------------------------------------|---------------------------------------------|----------------------|-------------------|-------------------------|
| Shoreline Designation                                                                                                                                                            | Aquatic           | Natural           | Urban<br>Conservancy                     | Medium<br>Intensity                         | High<br>Intensity    | RC<br>Residential | RC<br>Resource<br>Lands |
| Water-related/enjoyment (trails<br>generally parallel to the shoreline,<br>accessory bldgs)                                                                                      | C <sup>56</sup>   | C <sup>56</sup>   | P                                        | P                                           | P                    | P                 | P                       |
| • Setback                                                                                                                                                                        | 0'                | 50' <sup>67</sup> | 50' <sup>67</sup>                        | 50' <sup>67</sup>                           | 20'                  | 20'               | 20'                     |
| • Height                                                                                                                                                                         | 15'               | 15'               | 15'                                      | 35'                                         | 35'                  | 35'               | 35'                     |
| Public access connections<br>generally perpendicular to the<br>shoreline to water-<br>related/enjoyment features<br>(viewpoints, fishing piers)                                  |                   |                   |                                          |                                             |                      |                   |                         |
| • Setback                                                                                                                                                                        | 0'                | 0'                | 0'                                       | 0'                                          | 0'                   | 0'                | 0'                      |
| Non-water-oriented (golf courses,<br>sports fields)                                                                                                                              | X                 | X                 | C                                        | C                                           | C                    | C                 | X                       |
| • Setback                                                                                                                                                                        | N/A               | N/A               | 100'                                     | 100'                                        | 100'                 | 200'              | N/A                     |
| • Height                                                                                                                                                                         | N/A               | N/A               | 25'                                      | 25'                                         | 25'                  | 15'               | N/A                     |
| Residential Uses                                                                                                                                                                 |                   |                   |                                          |                                             |                      |                   |                         |
| Single-family <sup>78</sup>                                                                                                                                                      | X                 | X                 | P                                        | P                                           | X                    | P                 | P                       |
| • Setback                                                                                                                                                                        | N/A               | N/A               | 100'                                     | 50'                                         | N/A                  | 100'              | 100'                    |
| • Height                                                                                                                                                                         | N/A               | N/A               | 35'                                      | 35'                                         | N/A                  | 35'               | 35'                     |
| • Density                                                                                                                                                                        | N/A               | N/A               | In accordance with the underlying zoning |                                             |                      |                   |                         |
| Floating homes (new)                                                                                                                                                             | X                 | N/A               | N/A                                      | N/A                                         | N/A                  | N/A               | N/A                     |
| • Height                                                                                                                                                                         | N/A               | N/A               | N/A                                      | N/A                                         | N/A                  | N/A               | N/A                     |
| Floating homes (existing) <sup>89</sup>                                                                                                                                          | P                 | N/A               | N/A                                      | N/A                                         | N/A                  | N/A               | N/A                     |
| • Height                                                                                                                                                                         | Existing          | N/A               | N/A                                      | N/A                                         | N/A                  | N/A               | N/A                     |
| Multifamily                                                                                                                                                                      | X                 | X                 | X                                        | P                                           | P                    | X                 | X                       |
| • Setback                                                                                                                                                                        | N/A               | N/A               | N/A                                      | 35'                                         | 35'                  | N/A               | N/A                     |
| • Height                                                                                                                                                                         | N/A               | N/A               | N/A                                      | 35'                                         | 35'                  | N/A               | N/A                     |
| • Density                                                                                                                                                                        | N/A               | N/A               | N/A                                      | In accordance with the<br>underlying zoning |                      | N/A               | N/A                     |
| Signs                                                                                                                                                                            |                   |                   |                                          |                                             |                      |                   |                         |
| Sign heights are regulated in accordance with VMC 20.960 or VMC 20.450 as applicable.<br>Free-standing informational signs in the Aquatic SD are limited to 15' <sup>910</sup> . |                   |                   |                                          |                                             |                      |                   |                         |
| Agricultural                                                                                                                                                                     | X                 | X                 | X                                        | X                                           | P                    | P                 | P                       |
| Fascia or Wall Signs                                                                                                                                                             | X                 | X                 | X                                        | P                                           | P                    | P                 | P                       |
| Free Standing Informational                                                                                                                                                      | P                 | P                 | P                                        | P                                           | P                    | P                 | P                       |
| High School Electronic Message                                                                                                                                                   | X                 | X                 | X                                        | P                                           | P                    | P                 | P                       |
| Monument                                                                                                                                                                         | X                 | P                 | P                                        | P                                           | P                    | P                 | P                       |
| Navigation                                                                                                                                                                       | P                 | P                 | P                                        | P                                           | P                    | P                 | P                       |
| Transportation Uses                                                                                                                                                              |                   |                   |                                          |                                             |                      |                   |                         |
| Highways, Arterials, Railroads<br>(parallel to OHWM)                                                                                                                             | C <sup>4011</sup> | X                 | P                                        | P <sup>4011</sup>                           | P <sup>4011</sup>    | P                 | P                       |
| • Right-of-Way Setback                                                                                                                                                           | 0'                | N/A               | 200'                                     | 100' <sup>4011</sup>                        | 100' <sup>4011</sup> | 200'              | 200'                    |

|                                                                                                                          |                         |                         |                                                                        |                             |                           |                           |                                  |
|--------------------------------------------------------------------------------------------------------------------------|-------------------------|-------------------------|------------------------------------------------------------------------|-----------------------------|---------------------------|---------------------------|----------------------------------|
| <b>Abbreviations</b><br>P = Permitted; C = Conditional Use;<br>X = Prohibited; N/A = Not Applicable;<br>UNL = Unlimited. | <b>AQ<br/>(Both)</b>    | <b>NT<br/>(Both)</b>    | <b>UC<br/>(Urban)</b>                                                  | <b>MI<br/>(Urban)</b>       | <b>HI<br/>(Urban)</b>     | <b>RC-RD<br/>(Rural)</b>  | <b>RC-RL<br/>(Rural)</b>         |
| <b>Shoreline Designation</b>                                                                                             | <b>Aquatic</b>          | <b>Natural</b>          | <b>Urban<br/>Conservancy</b>                                           | <b>Medium<br/>Intensity</b> | <b>High<br/>Intensity</b> | <b>RC<br/>Residential</b> | <b>RC<br/>Resource<br/>Lands</b> |
| Secondary/Public Access Roads<br>(parallel to OHWM)                                                                      | <b>X</b>                | <b>X</b>                | <b>P</b>                                                               | <b>P</b>                    | <b>P</b>                  | <b>P</b>                  | <b>P</b>                         |
| • <i>Right-of-Way Setback</i>                                                                                            | NA                      | N/A                     | 100'                                                                   | 50'                         | 50'                       | 100'                      | 100'                             |
| Secondary/Public Access Roads<br>(perpendicular to OHWM)                                                                 | <b>X</b>                | <b>X</b>                | <b>P</b>                                                               | <b>P</b>                    | <b>P</b>                  | <b>P</b>                  | <b>P</b>                         |
| • <i>Setback</i>                                                                                                         | N/A                     | N/A                     | Limited to the setback for the use the road is serving <sup>1412</sup> |                             |                           |                           |                                  |
| Bridges (perpendicular to<br>shoreline)                                                                                  | <b>C</b>                | <b>C</b>                | <b>C</b>                                                               | <b>P</b>                    | <b>P</b>                  | <b>C</b>                  | <b>C</b>                         |
| • <i>Setback</i>                                                                                                         | 0'                      | 0'                      | 0'                                                                     | 0'                          | 0'                        | 0'                        | 0'                               |
| <b>Utility Uses</b>                                                                                                      |                         |                         |                                                                        |                             |                           |                           |                                  |
| Above-ground Utilities (parallel to<br>shoreline)                                                                        | <b>C</b>                | <b>C</b>                | <b>P</b>                                                               | <b>P</b>                    | <b>P</b>                  | <b>P</b>                  | <b>P</b>                         |
| • <i>Right-of-Way Setback</i>                                                                                            | 0'                      | 200'                    | 100'                                                                   | 50'                         | 50'                       | 100'                      | 100'                             |
| • <i>Structure Height</i>                                                                                                | 15'                     | 15'                     | 35'                                                                    | 35'                         | UNL                       | 15'                       | 15'                              |
| • <i>Distribution Pole Height</i>                                                                                        | 0'                      | 45'                     | 45'                                                                    | 45'                         | UNL                       | 45'                       | 45'                              |
| Electrical Transmission Lines                                                                                            | <b>C</b>                | <b>C</b>                | <b>C</b>                                                               | <b>C</b>                    | <b>C</b>                  | <b>C</b>                  | <b>C</b>                         |
| • <i>Tower Height</i>                                                                                                    | UNL                     | UNL                     | UNL                                                                    | UNL                         | UNL                       | UNL                       | UNL                              |
| Underground Utilities (parallel to<br>shoreline)                                                                         | <b>C</b>                | <b>C</b>                | <b>P</b>                                                               | <b>P</b>                    | <b>P</b>                  | <b>P</b>                  | <b>P</b>                         |
| • <i>Right-of-Way Setback</i>                                                                                            | 0'                      | 200'                    | 100'                                                                   | 50'                         | 50'                       | 50'                       | 50'                              |
| Underground Utilities<br>(perpendicular to shoreline)                                                                    | <b>C</b>                | <b>C</b>                | <b>C</b>                                                               | <b>C</b>                    | <b>C</b>                  | <b>C</b>                  | <b>C</b>                         |
| • <i>Right-of-Way Setback</i>                                                                                            | 0'                      | 0'                      | 0'                                                                     | 0'                          | 0'                        | 0'                        | 0'                               |
| <b>Unclassified Uses</b>                                                                                                 |                         |                         |                                                                        |                             |                           |                           |                                  |
| Unclassified Uses                                                                                                        | <b>C</b>                | <b>C</b>                | <b>C</b>                                                               | <b>C</b>                    | <b>C</b>                  | <b>C</b>                  | <b>C</b>                         |
| • <i>Setback</i>                                                                                                         | 0'                      | 200'                    | 100'                                                                   | 100'                        | 100'                      | 100'                      | 100'                             |
| • <i>Height</i>                                                                                                          | 15'                     | 15'                     | 35'                                                                    | 35'                         | 35'                       | 35'                       | 35'                              |
| <b>Shoreline Modification</b>                                                                                            |                         |                         |                                                                        |                             |                           |                           |                                  |
| <b>Dredging and Dredge Material Disposal</b>                                                                             |                         |                         |                                                                        |                             |                           |                           |                                  |
| Non-maintenance Dredging                                                                                                 | <b>C</b>                | <b>N/A</b>              | <b>N/A</b>                                                             | <b>N/A</b>                  | <b>N/A</b>                | <b>N/A</b>                | <b>N/A</b>                       |
| Maintenance Dredging                                                                                                     | <b>P</b>                | <b>N/A</b>              | <b>N/A</b>                                                             | <b>N/A</b>                  | <b>N/A</b>                | <b>N/A</b>                | <b>N/A</b>                       |
| Dredge Material Disposal                                                                                                 | <b>C</b>                | <b>X</b>                | <b>X</b>                                                               | <b>C<sup>1213</sup></b>     | <b>C<sup>1213</sup></b>   | <b>C</b>                  | <b>C</b>                         |
| Dredging & Disposal as part of<br>Ecological Restoration/<br>Enhancement                                                 | <b>P</b>                | <b>C</b>                | <b>P</b>                                                               | <b>P</b>                    | <b>P</b>                  | <b>P</b>                  | <b>P</b>                         |
| <b>Fill</b>                                                                                                              |                         |                         |                                                                        |                             |                           |                           |                                  |
| Speculative                                                                                                              | <b>X</b>                | <b>X</b>                | <b>X</b>                                                               | <b>X</b>                    | <b>X</b>                  | <b>X</b>                  | <b>X</b>                         |
| Other                                                                                                                    | <b>C<sup>1314</sup></b> | <b>P<sup>1415</sup></b> | <b>P</b>                                                               | <b>P</b>                    | <b>P</b>                  | <b>P</b>                  | <b>P</b>                         |
| <b>Flood Control Works and In-stream Structures</b>                                                                      |                         |                         |                                                                        |                             |                           |                           |                                  |
| Dams, Dikes, & Levees                                                                                                    | <b>C</b>                | <b>X</b>                | <b>C</b>                                                               | <b>C</b>                    | <b>P</b>                  | <b>C</b>                  | <b>C</b>                         |
| Instream structures                                                                                                      | <b>C</b>                | <b>N/A</b>              | <b>N/A</b>                                                             | <b>N/A</b>                  | <b>N/A</b>                | <b>N/A</b>                | <b>N/A</b>                       |
| <b>Shoreline Restoration</b>                                                                                             |                         |                         |                                                                        |                             |                           |                           |                                  |

|                                                                                                                          |                      |                      |                              |                             |                           |                           |                                  |
|--------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------|------------------------------|-----------------------------|---------------------------|---------------------------|----------------------------------|
| <b>Abbreviations</b><br>P = Permitted; C = Conditional Use;<br>X = Prohibited; N/A = Not Applicable;<br>UNL = Unlimited. | <b>AQ<br/>(Both)</b> | <b>NT<br/>(Both)</b> | <b>UC<br/>(Urban)</b>        | <b>MI<br/>(Urban)</b>       | <b>HI<br/>(Urban)</b>     | <b>RC-RD<br/>(Rural)</b>  | <b>RC-RL<br/>(Rural)</b>         |
| <b>Shoreline Designation</b>                                                                                             | <b>Aquatic</b>       | <b>Natural</b>       | <b>Urban<br/>Conservancy</b> | <b>Medium<br/>Intensity</b> | <b>High<br/>Intensity</b> | <b>RC<br/>Residential</b> | <b>RC<br/>Resource<br/>Lands</b> |
| Ecological Restoration /<br>Enhancement / Mitigation                                                                     | <b>P</b>             | <b>P</b>             | <b>P</b>                     | <b>P</b>                    | <b>P</b>                  | <b>P</b>                  | <b>P</b>                         |
| <b>Shoreline Stabilization</b>                                                                                           |                      |                      |                              |                             |                           |                           |                                  |
| Bioengineered/Non-Structural                                                                                             | <b>P</b>             | <b>P</b>             | <b>P</b>                     | <b>P</b>                    | <b>P</b>                  | <b>P</b>                  | <b>P</b>                         |
| Structural                                                                                                               | <b>C</b>             | <b>X</b>             | <b>C</b>                     | <b>C</b>                    | <b>C</b>                  | <b>C</b>                  | <b>C</b>                         |
| Breakwaters, Jetties, Rock Weirs,<br>and Groins                                                                          | <b>C</b>             | <b>X</b>             | <b>C</b>                     | <b>C</b>                    | <b>C</b>                  | <b>C</b>                  | <b>C</b>                         |

<sup>1</sup> Private docks permitted as community or joint-use only. See Section 6.3.3.4.

<sup>2</sup> See Section 6.3.4(7).

<sup>3</sup> See Section 6.3.4(8). Allowed conditionally only on dock or pier structures located on the Columbia River from the Interstate 5 Bridge, downstream to the BNSF railroad bridge. See related policy Section 4.3.1(4).

<sup>34</sup> As part of mixed-use development only. See Section 6.3.4(4), 6.3.7(2) and (4).

<sup>45</sup> In Surface Mining Overlay areas only

<sup>56</sup> Passive only

<sup>67</sup> See Section 6.3.10(12, 13, and 14). Water-related/enjoyment features such as viewpoints, gazebos, or fishing piers may have a 0' setback when connected to a public access trail.

<sup>78</sup> See Section 6.3.11(11) for information about existing residential development on land.

<sup>89</sup> See Section 6.3.11(4) for information about existing floating homes.

<sup>910</sup> Above Ordinary High Water Mark (OHWM)

<sup>1011</sup> See 6.3.13(6).

<sup>1112</sup> New roads may connect to existing roads within shoreline jurisdiction as long as the connection is landward of the existing road and the ordinary high water mark.

<sup>1213</sup> Permitted outside of channel migration zones.

<sup>1314</sup> See Section 5.6.2(11).

<sup>1415</sup> Permitted for restoration only; otherwise prohibited.

**Section 4.** The City of Vancouver Shoreline Master Program, Chapter 6, Specific Shoreline Use Regulations, Section 6.3.3.4, Joint Use and Community Moorage Facilities, adopted by Ordinance M-3995 and as amended, is hereby amended to read as follows:



#### **6.3.3.4 Joint Use and Community Moorage Facilities**

1. Community and joint use moorage facilities are defined (Chapter 8) and regulated as marinas (Section 6.3.3.3; defined in Chapter 8) if:
  - a. They provide commercial goods or services;
  - b. They have ten (10) or more slips;
  - c. Moorage is proposed to be leased to upland property owners; or
  - d. The proposal includes a boat launching facility other than a ramp.
2. Live-aboards are not allowed at joint-use or community moorages.
3. Covered moorage facilities associated with any residential development shall be prohibited.
4. Existing, legally-established, private recreational docks, piers, and floats for individual single-family developments are considered non-conforming uses and structures. If such dock or float is abandoned, becomes hazardous, or is removed for any reason, it may be replaced with only one joint-use or community facility that complies with the policies and regulations of this Program. All required permits and approvals shall be obtained prior to commencing construction.
5. A new private dock or pier serving an individual lot is prohibited.

6. New joint-use docks and piers serving two or more contiguous residential lots each ~~with~~ having direct water frontage are allowed if no marina or public boat launch is located within ½-mile upstream or downstream of any property line and all applicable requirements of this Program are met. Each residential lot proposed to have access to the joint-use dock must show development of the lot is capable of meeting the minimum development standards for zoning and the applicable provisions of Vancouver Shoreline Master Program.
7. New residential land divisions with shoreline frontage shall provide for community docks if there is an appropriate location for future construction of a dock. Proposed docks and piers shall include no more than one mooring space per dwelling unit. Where a new moorage facility is proposed within a residential waterfront development, only one community moorage facility may be allowed, but only after demonstrating that such use is appropriate for the waterbody and that no public moorage facility is available to residents within ½-mile of the perimeter of the development. All conditions of approval related to required access easements and dedications shall be identified on the face of the plat. In addition, the community dock easement shall be recorded with the County Auditor.
8. Applicants for community or joint-use residential docks and piers shall demonstrate and document that adequate maintenance of the structure, activities, and associated landward area will be provided by identified responsible parties. The applicant shall file a legally enforceable joint use agreement or other legal instrument prior to the

issuance of any building permits. The documents shall at minimum address the following:

- a. Apportionment of construction and maintenance expenses;
  - b. Easements and liability agreements; and
  - c. Use restrictions.
9. Only a single, community moorage facility shall be permitted in association with hotels, motels, and multi-family residences. No more than one (1) mooring slip per unit shall be allowed.
10. The dimensions of a joint use or community moorage facility dock or pier shall be no greater than necessary, and shall meet the development standards listed below.
- a. Fixed-piers shall not be permitted for residential use on rivers. Floating docks shall be required in rivers and streams unless it can be demonstrated that fixed docks will result in substantially less impact on geo-hydraulic processes and flood hazards can be minimized or mitigated. A fixed pier, landward of a floating dock, which connects to the shore at one end and to the floating dock by a gangway at the other is allowed.
  - b. Piers/anchors and/or ramps shall extend waterward, perpendicular from the ordinary high water mark (OHWM), to a point where the water depth is sufficient to prevent damage to shallow-water habitat (-15 feet CRD on the Columbia River).

- c. The moorage facility may extend into the waterbody the minimum distance necessary to allow for moorage of the boats anticipated but in no instance more than 300' beyond the OHWM.
- d. The bottom of either the pier or landward edge of the ramp shall be elevated at least 2 feet above the plane of OHWM.
- e. Piers and ramps shall be no more than 8 feet in width. Finger piers shall be no more than 8 feet wide and 45 feet long. Piers, ramps and docks shall be constructed to allow a minimum of 60% light penetration over 60% of each structure.
- f. Skirting shall not be placed on piers, ramps, floating docks, or floats. Protective bumper material will be allowed along the outside edge of the float or floating dock as long as the material does not extend below the bottom edge of the float frame or impede light penetration.
- g. Shoreline concrete anchors must be placed at least 10 feet landward from the OHWM, and shall be sized no larger than 4-feet wide by 4-feet long, unless otherwise approved by National Oceanic and Atmospheric Administration, National Marine Fisheries Service (NOAA Fisheries), the US Army Corps of Engineers (Corps), and Washington Department of Fish and Wildlife (WDFW).
- h. Overwater structures shall be located in water sufficiently deep to prevent the structure from grounding out at the lowest low water.

- i. Docks used for motor boats should be located where the water will be deeper than seven (7) feet at the lowest low water to avoid prop scour.
- j. All docks and floats shall include stops that serve to keep the floats off the lake bottom or river bed at low water levels. If a bulkhead-like base is proposed for a fixed pier or dock where there is net positive littoral drift, the base shall be built landward of the OHWM or protective berms. When plastics or other non-biodegradable materials are used in float, pier, or dock construction, precautions shall be taken to ensure their containment.
- k. Pilings must be structurally sound and cured prior to placement in the water. Pilings employed for docks, piers, or any other structure shall have a minimum vertical clearance of one foot above extreme high water. Pile spacing shall be the maximum feasible to minimize shading and avoid a “wall” effect that would block or baffle wave patterns, currents, littoral drift, or movement of aquatic life forms, or result in structure damage from driftwood impact or entrapment.

**Section 5.** Ordinance M-3995 and as amended, Chapter 6, Specific Shoreline Use Regulations, Section 6.3.4, Commercial Uses, is hereby amended to read as follows:

**6.3.4 Commercial Uses**

- 1. Water-oriented commercial uses are preferred over nonwater-oriented commercial uses.

2. An applicant for a new commercial use or development shall demonstrate that the use or development will not cause a net loss of ecological function or adversely impact other shoreline resources or uses.
3. Loading, service areas, and other accessory uses shall be located landward of a commercial structure or underground whenever possible, but shall in no case be waterward of the structure. Loading and service areas shall be screened from view with native plants.
4. Where allowed, nonwater-oriented commercial uses may be permitted only as part of a mixed-use development that:
  - a. Has a formally-approved master plan that complies with this Program, including having demonstrated consistency with the policies of Section 3.2 if its proposed location is on a shoreline of statewide significance;
  - b. Includes water-oriented uses; and
  - c. Provides a significant public benefit such as public access and/or ecological restoration.
5. Nonwater-oriented commercial uses meeting the conditions of Section 6.3.4(4) and located in a High Intensity shoreline designation on the Columbia River between the eastern boundary of Wintler Park and the railroad bridge (Columbia River Shoreline Enhancement Plan District) may occupy:

- a. Up to 85% of the total frontage length of all parcels in the master-planned development (regardless of ownership); or
  - b. Up to 85% of the project area within shoreline jurisdiction of all parcels in the development (regardless of ownership).
6. Nonwater-oriented commercial uses meeting the conditions of Section 6.3.4(4) and not located in a High Intensity shoreline designation on the Columbia River between the eastern boundary of Wintler Park and the railroad bridge (Columbia River Shoreline Enhancement Plan District) may occupy:
- a. Up to 25% of the total frontage length of all parcels in the master-planned development (regardless of ownership); or
  - b. Up to 25% of the total project area within shoreline jurisdiction of all parcels in the master-planned development (regardless of ownership).
7. When a new, mixed-use commercial development meets all applicable provisions of Section 6.3.4, Section 5.8.1, and this Program and:
- a. Is located in a High Intensity shoreline designation on the Columbia River between the eastern boundary of Wintler Park and the railroad bridge (Columbia River Shoreline Enhancement Plan District);
  - b. Has a formally-approved master plan that complies with this Program including having demonstrated consistency with the policies of Section 3.2;

- c. Includes water-oriented uses;
  - d. Provides public access to the shoreline; and
  - e. Restores degraded shorelines.
8. Water oriented commercial use is allowed on a dock or pier as a conditional use only under the follow circumstances:
- a. The commercial dock or pier is located between the I-5 Bridge and the BNSF railroad bridge;
  - b. The commercial use of the dock or pier is included in a formally approved master plan that complies with this Program;
  - c. All uses shall be water-dependent, water-related or for water enjoyment;
  - d. There are design elements that link the site back to historic uses.
  - e. A dock or pier associated with an existing commercial building located on such dock or pier may be maintained, rebuilt, replaced and/or relocated as follows:
    - i. A rebuilt or replaced dock or pier shall not occupy a larger footprint than the dock or pier as it existed on March 15, 2018.
    - ii. A commercial building may be rebuilt, replaced or relocated on top of the dock or pier only when the applicant of a shoreline conditional use permit demonstrates the following:

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1. The development shall include design elements that are reflective of the local maritime history and structures on the site, and enhance the public's experience along the city's waterfront.
2. The height of the structure shall not exceed 65 feet measured from ordinary high water mark.
3. The building shall not occupy a footprint that is larger than the footprint of the building existing on March 15, 2018. The building footprint may shift from its current location on the dock or pier as needed to comply with public access requirements of this program and/or existing or future state highway right-of-ways.
4. The building located on the dock or pier shall be positioned to maintain public access to the dock or pier and to the shoreline consistent with this Program and the policies set forth in the Vancouver City Center Vision (VCCV) Subarea Plan.

**Section 6.** The City of Vancouver Shoreline Master Program, Chapter 6, Specific Shoreline Use Regulations, Section 6.3.11, Residential Development, adopted by Ordinance M-3995 and as amended, is hereby amended to read as follows:

### **6.3.11 Residential Development**

#### **6.3.11.1 Residential Development**

1. Residential developments shall include provisions to ensure preservation of native vegetation and control erosion during construction.

2. New residential construction shall be located so as not to require shoreline stabilization measures.
3. New residential development shall be located and designed to a density that minimizes view obstructions to and from the shoreline.
4. Clustering of residential units shall be allowed where appropriate and in compliance with VMC Title 20 to minimize physical and visual impacts on shorelines.
5. In those areas where only onsite sewage systems are available, density shall be limited to that which can demonstrably accommodate protection of surface and groundwater quality.
6. New residential development, including sewage disposal systems, shall be prohibited in floodways and channel migration zones.
7. Appurtenances, accessory uses, and facilities serving a residential structure shall be located outside setbacks, critical areas, and buffers unless otherwise allowed under this Program to promote community access and recreational opportunities.
8. New residential lots created through land division in shoreline jurisdiction and lot line adjustments shall only be permitted when configured such that the following standards are met:
  - a. Structural flood hazard reduction measures are not required and will not be necessary during the life of the development or use.

- b. Shoreline stabilization measures will not be required for new development to occur.
  - c. There will be no net loss of shoreline ecological function.
9. Legally-established residential development located landward of the OHWM, including normal appurtenances, existing on the effective date of this Program that do not meet the standards of this Program are considered to be conforming and may be maintained, repaired, replaced, or expanded provided that any future development:
- a. Does not exceed height limitations;
  - b. Does not encroach farther waterward than the existing primary structure;
  - c. Does not encroach farther into critical areas or buffers; and.
  - d. Will result in no net loss of shoreline ecological functions.
10. New residential development shall be prohibited in, over, or floating on the water, except as provided in 6.3.11.2 (1-5). 6.3.11.2 Floating Home Development
- ~~1. New residential development shall be prohibited in, over, or floating on the water, except as provided in 6.3.11.2(1-6).~~
1. A floating on-water residence legally established prior to July 1, 2014, is considered a conforming use and may be maintained, repaired and remodeled provided there is no increase in the surface water area covered.
- ~~12.~~ The floating homes legally established prior to January 1, 2011, are conforming preferred uses under this Program.

23. Floating homes legally established prior to January 1, 2011 may be remodeled, rebuilt (home torn down to the float and rebuilt in place), or replaced (existing home and float removed and a new home and float towed in) in situ, PROVIDED:

- a. There is no increase in the number of floating homes beyond the number existing on January 1, 2011;
- b. There is no increase in the surface water area covered by the floating homes existing on January 1, 2011 and accessory structures including cantilevered portions that extend beyond the float;
- c. There is no net loss of shoreline ecological function.

34. Any proposal to replace, remodel, or rebuild a floating home shall be accompanied by an accurate, fully-dimensioned site plan along with details about the proposed changes, similar to that required for other land use approvals under VMC Title 20.

45. When remodeling, rebuilding, or replacing a floating home legally established prior to January 1, 2011 the following standards apply in addition to those of Section 6.3.11(1-4):

- a. The total height of the float and the structure from the water surface shall not exceed its existing height;
- b. The minimum distance between existing adjacent floating home walls shall not be reduced, and if the floating home is being replaced shall not be less than 6 feet;
- c. Floating homes shall not block views from the waterward end of any pier, more than any existing view blockage;

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- d. No new living or storage spaces shall be located below water level. Existing living or storage spaces below water level may be remodeled or replaced, but not expanded;
- e. Unenclosed Styrofoam or similar material that has the potential to break apart is prohibited in floats;
- f. Floats shall be maintained and repaired using the minimum amount of structure below the waterline necessary to maintain floatation. At the time of replacement of a float and/or floating home, any structure below waterline and outside the primary float structure that provides minimal or no floatation shall be removed;
- g. All utilities shall be repaired or replaced to current standards to ensure proper functioning and no net loss of shoreline ecological functions.

**Section 7.** The City of Vancouver Shoreline Master Program, Chapter 8, Definitions, adopted by Ordinance M-3995 and as amended, is hereby amended to read as follows:

## **CHAPTER 8 DEFINITIONS**

### **A**

1. **Accessory Structure** – a subordinate building or use incidental to the use of the main building or use.
2. **Accessory Use** – any use or activity incidental and subordinate to a primary use or development.

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3. **Accretion** – the growth of a beach by the addition of material transported by wind and/or water. Included are such shoreforms as barrier beaches, points, spits, hooks, and tombolos.
4. **Act** - Washington State Shoreline Management Act of 1971, as amended, RCW 90.58.
5. **Adjacent** - having a common end point or border.
6. **Adjacent Lands** – lands adjacent to the shorelines of the state (outside of shoreline jurisdiction) (*RCW 90.58.340*).
7. **Agricultural Activities** - agricultural uses and practices including, but not limited to: producing, breeding or increasing agricultural products; rotating and changing agricultural crops; agricultural crops; allowing land used for agricultural activities to lie fallow in that it is plowed and tilled but left unseeded; allowing land used for agricultural activities to lie dormant as a result of adverse agricultural market conditions; allowing land used for agricultural activities to lie dormant because the land is enrolled in a local, state, or federal conservation program, or the land is subject to a conservation easement; conducting agricultural operations; maintaining, repairing, and replacing agricultural equipment; maintaining, repairing, and replacing agricultural facilities, provided that the replacement facility is no closer to the shoreline than the original facility; and maintaining agricultural lands under production or cultivation (*WAC 173-26-020(3)(a)*).
8. **Agricultural Equipment and Agricultural Facilities** – includes, but is not limited to:

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- a. The following used in agricultural operations: Equipment; machinery; constructed shelters, buildings, and ponds; fences; upland finfish rearing facilities; water diversion, withdrawal, conveyance, and use equipment and facilities including, but not limited to, pumps, pipes, tapes, canals, ditches, and drains:
  - b. Corridors and facilities for transporting personnel, livestock, and equipment to, from, and within agricultural lands
  - c. Farm residences and associated equipment, lands, and facilities; and
  - d. Roadside stands and on-farm markets for marketing fruit or vegetables.
- 9. Agricultural Land** – those specific land areas on which agricultural activities are conducted as of the date of adoption of this Program, as evidenced by aerial photography or other documentation. After the effective date of this Program, land converted to agricultural use shall comply with the requirements of this Program.
- 10. Agricultural Products** – includes, but is not limited to, horticultural, viticultural, floricultural, vegetable, fruit, berry, grain, hops, hay, straw, turf, sod, seed, and apiary products; feed or forage for livestock; Christmas trees; hybrid cottonwood and similar hardwood trees grown as crops and harvested within twenty years of planting; and livestock including both the animals themselves and animal products including, but not limited to, meat, upland finfish, poultry and poultry products, and dairy products.

11. **Aggrieved Person** – a person who is suffering from an infringement or denial of legal rights or claims.
12. **Amendment** - means a revision, update, addition, deletion, and/or reenactment to an existing shoreline master program.
13. **Anadromous fish** -Fish that migrate downstream in their juvenile lifestages; live their adult lives in the ocean; then migrate upstream from the ocean to breed in fresh water.
14. **Appurtenance** - A structure or development necessarily connected to a single-family residence. Normal appurtenances include a garage, a shop, a deck, a pool, a driveway, utilities, fences, grading which does not exceed 250 cubic yards and does not involve placement of fill in any wetland or waterward of the OHWM, and when allowed, installation of a septic tank and drainfield.
15. **Aquaculture** - The culture or farming of food fish, shellfish, or other aquatic plants and animals. Aquaculture does not include the harvest of wild geoduck associated with the state managed wildstock geoduck fishery. (*WAC 173-26-241(3)(b)*).
16. **Area of Special Flood Hazard** - Land in the flood plain subject to a 1% or greater chance of flooding in any given year. Designations on Flood Insurance Rate Maps always include the letter A. Also referred to as “Frequently Flooded Areas.”
17. **Associated Wetlands** - Those wetlands that are in proximity to and either influence or are influenced by tidal waters or a lake, river or stream subject to the Shoreline Management Act.



- 18. Average Grade Level** - the average of the natural or existing topography of the portion of the lot, parcel, or tract of real property that will be directly under the proposed building or structure: In the case of structures to be built over water, average grade level shall be the elevation of the ordinary high water mark. Calculation of the average grade level shall be made by averaging the ground elevations at the midpoint of all exterior walls of the proposed building or structure (*WAC 173-27-030(3)*).

## **B**

- 19. Beach Enhancement/Restoration** – process of restoring a beach to a state more closely resembling a natural beach, using beach feeding, vegetation drift sills, and other non-intrusive means as applicable.
- 20. Bedlands** – means those submerged lands, including tidelands where appropriate, underlying navigable waters.
- 21. Berm** – a linear mound or series of mounds of earth, sand and/or gravel generally paralleling the water at or landward of the line of ordinary high water. Also a linear mound used to screen an adjacent activity, such as a parking lot, from transmitting excess noise and glare.
- 22. Best Available Science** – use of the most reliable and available scientific information, most often used in the context of local government compliance with the State Growth Management Act (RCW 36.70A.900) for developing policies and development regulations regarding critical areas (WAC 365-195).

- 23. Best Available Technology (BAT)** – the most effective method, technique, or product available that is generally accepted in the field, and which is demonstrated to be reliable, effective, and preferably low maintenance.
- 24. Best Management Practices (BMP)** - For the purposes of this Program, BMP means the schedules of activities, prohibitions of practices, maintenance procedures, and structural and/or managerial practices approved by the Washington State Department of Ecology and/or the City of Vancouver that, when used singly or in combination, control, prevent or reduce the release of pollutants and other adverse impacts to waters of Washington State.
- 25. Bioengineering** - means project designs or construction methods that use live woody vegetation or a combination of live woody vegetation and specially developed natural or synthetic materials to establish a complex root grid within the existing bank that is resistant to erosion, provides bank stability, and maintains a healthy riparian environment with habitat features important to fish life. Use of wood structures or limited use of clean angular rock may be allowable to provide stability for establishment of the vegetation (*WAC 220-110-020(12)*).
- 26. Boat** - means any floating vessel or watercraft, including ships and barges, which is designed and used for navigation and which does not interfere with the normal public use of the water (*WAC 173-27-030(18)*).
- 27. Boating Facility** – means any structure or group of structures including but not limited to ramps, marinas, docks, piers, floats, or mooring buoys providing access

to or service for boats. Boating facilities may serve hotels, motels, multi-family residences, individual lots or subdivisions, or public recreation uses.

- 28. **Boathouse** – An over-water structure designed for storage of boats.
- 29. **Boat Launch Facility** - a facility or structure providing access in and out of the water for boats, such as ramps, rails, or lift stations.
- 30. **Bog** – A type of wetland where (1) organic (peat or muck) soil layers comprise at least 16 of the first 32 inches of the soil profile; or (2) there is more than 70% cover of mosses at ground level and more than 30% of the total shrub and herbaceous cover consists of species listed in Table 3 – Characteristic Bog Species in Washington State found in Hruby, 2004, Washington State Wetlands Rating System for Western Washington, Ecology publication #04-06-025, or as revised by Ecology. Many bogs have soils classified as peat or muck, are nutrient poor, have a low pH (acidic), and are fed largely by rainfall rather than streams or groundwater.
- 31. **Breakwater** - a structure aligned parallel to shore, sometimes shore-connected, that provides protection from waves.
- 32. **Buffer Area** – An area that is contiguous to and protects a critical area and which is required for the continued maintenance, functioning, and/or structural stability of a critical area.
- 33. **Bulkhead** - a solid, open-pile, or irregular wall of rock, rip-rap, concrete, steel, or timber or combination of these materials erected parallel to and near ordinary high water mark to provide a protective vertical wall resistant to water and wave action.

## C

- 34. Channel** – an open conduit for water either naturally or artificially created, but does not include artificially created irrigation, return flow, or stockwatering channels (*WAC 173-27-030(8b)*).
- 35. Channel Migration Zone (CMZ)** - the area along a river within that the channel(s) can be reasonably predicted to migrate over time as a result of natural and normally occurring hydrological and related processes when considered with the characteristics of the river and its surroundings.
- 36. City** - means the City of Vancouver.
- 37. Clean Water Act** – the primary federal law providing water pollution prevention and control, previously known as the Federal Water Pollution Control Act. See 33 USC 1251 et seq.
- 38. Clearing** - the destruction or removal of vegetation from a site by physical, mechanical, chemical or other means. This does not include landscape maintenance or pruning consistent with accepted horticultural practices, such as those recommended by the Washington State University Extension Service, which does not impair the health or survival of the trees or native vegetation.
- 39. Commercial** - a business use or activity at a scale greater than a home business or cottage industry involving retail or wholesale marketing of goods and services. Examples of commercial uses include restaurants, offices, and retail shops.

- 40. Commercial Fishing** - is the activity of capturing fish and other seafood under a commercial license.
- 41. Conditional Use** – a use, development, or substantial development that is classified as a conditional use, or is not classified within the Master Program, and requires a conditional use permit (*WAC 173-27-030(4)*).
- 42. Covered Moorage** – Boat moorage, with or without walls, that has a roof to protect a boat.
- 43. Critical Aquifer Recharge Area** - Areas with a critical recharging effect on aquifers used for potable water as designated at VMC 14.26.
- 44. Critical Areas** - include fish and wildlife habitat conservation areas, frequently flooded areas, geologic hazard areas, and wetlands as designated in Chapter 5A, and critical aquifer recharge areas as designated at VMC 14.26.
- 45. Critical Habitat**- Specific geographical areas that possess physical or biological features that are essential to the conservation of federally listed species. These designated areas may require special management considerations or protection.

## D

- 46. Date of Filing** – means the date of actual receipt by Ecology of the City’s decision. For a variance or conditional use permit, the date of filing is the date Ecology’s decision is transmitted to the City. For a variance or conditional use permit decision in conjunction with a shoreline substantial development permit decision, the date of filing is the date Ecology’s decision is transmitted to the City.

- 47. Development** - a use consisting of the construction or exterior alteration of structures; dredging; drilling; dumping; filling; removal of any sand, gravel, or minerals; bulkheading; driving of piling; placing of obstructions; or any project of a permanent or temporary nature which interferes with the normal public use of the surface of the waters overlying lands subject to this Program at any state of water level.
- 48. Development Regulations** - the controls placed on development or land uses, including, but not limited to, zoning ordinances, critical areas ordinances, all portions of a shoreline master program other than goals and policies approved or adopted under RCW 90.58, planned unit development ordinances, subdivision ordinances, and binding site plan ordinances together with any amendments thereto (*WAC 173-26-020(8)*).
- 49. Dike** - is an artificial embankment normally set back from the bank or channel in the floodplain for the purpose of keeping floodwaters from inundating adjacent land.
- 50. Dock** - a landing or moorage facility for watercraft and does not include recreational decks, storage facilities or other appurtenances.
- 51. Dock, Community** – a dock serving a subdivision, hotel, motel, or multi-family residential development.
- 52. Dock, Joint-Use** – a dock serving two or more lots ~~each of which has water frontage~~, providing a moorage for pleasure craft and/or landing for water sports for use in common by shoreline residents on adjacent lots each with water frontage.

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53. **Dolphin** – A cluster of piles bound together.
54. **Dredge Material** – the material removed by dredging.
55. **Dredging** - is the removal or displacement of earth or sediments such as gravel, sand, mud, silt, or debris from below the OHWM of any stream, river, lake, water body, or wetland.
56. **Dredging, Maintenance** - dredging for the purpose of maintaining a prescribed minimum depth previously authorized by a federal, state, and/or local permit as part of any specific waterway project. Maintenance dredging also includes dredging that maintains the previously authorized width of a channel, boat basin or berthing area.
57. **Drift Sector** - the extent of the littoral drift area downstream from and caused by a breakwater, jetty, rock weir or groin.

## E

58. **Ecology** – the Washington State Department of Ecology.
59. **Ecosystem-wide Processes** - the suite of naturally occurring physical and geologic processes of erosion, transport, and deposition; and specific chemical processes that shape landforms within a specific shoreline ecosystem and determine both the types of habitat and the associated ecological functions (*WAC 173-26-020(14)*).
60. **Effective Date of Permit** – For Shoreline Substantial Development, Conditional Use and Variance Permits, the date of filing as provided in RCW 90.58.140(6).  
including completion of all appeals or legal actions.

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- 61. Emergency-** is an unanticipated and imminent threat to public health, safety, or the environment that requires immediate action within a time too short to allow full compliance with this Program.
- 62. Emergency Construction -** Emergency construction does not include development of new permanent protective structures where none previously existed. As a general matter, flooding or other seasonal events that can be anticipated and may occur, but are not imminent, are not an emergency (*RCW 90.58.030(3)(e)(iii) and WAC 173-14-040(1)(d), (2), and (3)*).
- 63. Enhancement -** Alterations performed to improve the condition of an existing degraded area so that the functions provided are of a higher quality. Enhancements are to be distinguished from resource creation or restoration projects.
- 64. Erosion –** The general process or the group of processes whereby the material of the earth's crust are loosened, dissolved, or worn away, and simultaneously moved from one place to another, by natural forces, that include weathering, solution, corrosion, and transportation, but usually exclude mass wasting (American Geological Institute, 1998).
- 65. Exempt/Exemption -** developments that are set forth in Section 2.3 (Exemptions from Substantial Development Permit) of this Program that are not required to obtain a Shoreline Substantial Development Permit, but which must otherwise comply with applicable provisions of the act and this Program (*WAC 173-27-040; RCW 90.58.030(3)(e), 90.58.147, 90.58.355, and 90.58.515*).



## F

**66. Fair Market Value** - the open market bid price for conducting the work, using the equipment and facilities, and purchase of the goods, services and materials necessary to accomplish the development. This would normally equate to the cost of hiring a contractor to undertake the development from start to finish, including the cost of labor, materials, equipment and facility usage, transportation and contractor overhead and profit. The fair market value of the development shall include the fair market value of any donated, contributed or found labor, equipment or materials (*WAC 173-27-030(8)*).

**67. Feasible** - an action, such as a development project, mitigation, or preservation requirement, meets all of the following conditions:

- e. The action can be accomplished with technologies and methods that have been used in the past in similar circumstances, or studies or tests have demonstrated in similar circumstances that such approaches are currently available and likely to achieve the intended results;
- f. The action provides a reasonable likelihood of achieving its intended purpose;  
and
- g. The action does not physically preclude achieving the project's primary intended legal use.

In cases where this Program requires certain actions unless they are infeasible, the burden of proving infeasibility is on the applicant.

In determining an action's infeasibility, the city may weigh the action's relative public costs and public benefits, considered in the short- and long-term time frames.

*(WAC 1713-26-020(15))*

- 68. Feeder Bluff** - any bluff (or cliff) experiencing periodic erosion from waves, sliding, slumping, whose eroded earth, sand, or gravel material is naturally transported (littoral drift) via a driftway to an accretion shoreform. Feeder bluff exceptional segments lack a backshore, old or rotten logs, and coniferous bluff vegetation.
- 69. Fill** - means the addition of soil, sand, rock, gravel, sediment, earth retaining structure, or other material to an area waterward of the OHWM, in wetlands, or on shorelands in a manner that raises the elevation or creates dry land *(WAC 173-26-020(16))*.
- 70. Fill, Speculative** - The placement of fill material not associated with an approved project.
- 71. Fish and Wildlife Habitat Conservation Areas** - Fish and Wildlife Habitat Conservation Areas as designated at VMC 20.740.110.
- 72. Float** - a fixed platform structure anchored in and floating upon a water body that does not connect to the shore, and that provides landing for water dependent recreation or moorage for vessels or watercraft.

- 73. Floating Home** – a single-family dwelling unit constructed on a float, that is moored, anchored, or otherwise secured in waters, and is not a boat, even though it may be capable of being towed.
- 74. Floating on-water residence** – any floating structure other than a floating home, as defined below:
- a. That is designed or used primarily as a residence on the water and has detachable utilities; and
  - b. Whose owner or primary occupant has held an ownership interest in space in a marina, or has held a lease or sublease to use space in a marina, since a date prior to July 1, 2014.
- ~~74~~75. Flood Hazard Reduction** - measures taken to reduce flood damage or hazards. Flood hazard reduction measures may consist of nonstructural or indirect measures, such as setbacks, land use controls, wetland restoration, dike removal, use relocation, bioengineering measures, and storm water management programs; and of structural measures, such as dikes, levees, and floodwalls intended to contain flow within the channel, channel realignment, and elevation of structures consistent with the National Flood Insurance Program.
- ~~75~~76. Floodplain** - synonymous with the one hundred-year floodplain and area of special flood hazard (frequently flooded areas) and refers to the land subject to a 1% or greater chance of flooding in any given year.

**7677.** **Floodway** - means the area, as identified in this Program, that has been established in Federal Emergency Management Agency flood insurance rate maps or floodway maps. The floodway shall not include those lands that can reasonably be expected to be protected from flood waters by flood control devices maintained by or maintained under license from the federal government, the state, or a political subdivision of the state (RCW 90.58.030(2)(b)).

**7778.** **Forb** - an herbaceous, non-woody plant other than grass.

**7879.** **Forest Practices** – any activity conducted on or directly related to forest land and relating to growing, harvesting, or processing timber. These activities include but are not limited to: road and trail construction, final and intermediate harvesting, pre-commercial thinning, reforestation, fertilization, prevention and suppression of disease and insects, salvage of trees, and brush control (*WAC 222-16-010(21)*).

**7980.** **Frequently Flooded Areas** - the areas of special flood hazard as designated at VMC 20.740.120.

**8081.** **Frontage or Water Frontage** – the portion of a parcel adjacent to the OHWM between property lines.

## G

**8182.** **Gabions** – structures composed of masses of rocks, rubble, or masonry held tightly together usually by wire mesh so as to form blocks or walls.

- 8283. Geologic Hazard Areas** - include areas of landslide, liquefaction and dynamic settlement, ground shaking amplification, fault rupture, soil erosion, and bank erosion hazard areas as designated at VMC 20.740.130.
- 8384. Grading** - means the movement or redistribution of the soil, sand, rock, gravel, sediment, or other material on a site in a manner that alters the natural contour of the land (*WAC 173-26-020(20)*).
- 8485. Grassy Swale** – a vegetated drainage channel that is designed to remove various pollutants from stormwater runoff through biofiltration.
- 8586. Groin** - a barrier-type structure extending from the backshore or stream bank into a water body for the purpose of the protection of a shoreline and adjacent upland by influencing the movement of water and/or deposition of material.
- 8687. Groundwater** - means water in a saturated zone or stratum beneath the surface of the land or below a surface water body.

## H

- 8788. Harbor Area** - the area of navigable waters between the inner and outer harbor lines identified by the Board of Natural Resources acting as the State Harbor Lines Commission and as established by Section 1 of Article XV of the Washington State Constitution.
- 8889. Harbor Line, Inner** - the line established by the State of Washington in navigable tidal waters between the line of ordinary high tide and the outer harbor line and constituting the inner boundary of the harbor area. This line determines

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the seaward extent of private ownership in tidal or shoreland areas (often corresponds to the “bulkhead line”).

**8990. Harbor Line, Outer** - the line located and established by the Washington State Department of Natural Resources in navigable waters that delineates the extent of water area that may be leased to private interests.

**9091. Hazard Tree** - any tree with a combination of structural defect and/or disease and a proximity to persons or property which makes it subject to a high probability of failure, as recommended by a qualified arborist.

**9192. Height** - the distance measured from the average grade level to the highest point of a structure: Provided that television antennas, chimneys, and similar appurtenances shall not be used in calculating height, except where it obstructs the view of a substantial number of residences on areas adjoining such shorelines (or the master program provides otherwise): Provided further that temporary construction equipment is excluded in this calculation (WAC 173-27-030(9)).

**9293. Hook** – a spit or narrow cape of sand or gravel that turns landward at its outer end.

## I

**9394. Institutional Use** – A use and related structure(s) for the provision of educational, medical, cultural, social, public safety, and/or recreational services to the community, including but not limited to schools, colleges, museums, community centers, and the relevant essential public facilities identified in WAC 365-196-550

- 9495. In-stream Structure** - a structure placed by humans within a stream or river waterward of the ordinary high-water mark that either causes or has the potential to cause water impoundment or the diversion, obstruction, or modification of water flow. In-stream structures may include those for hydroelectric generation, irrigation, water supply, flood control, transportation, utility service transmission, fish habitat enhancement, or other purpose. Outfalls are not in-stream structures.
- 9596. Interested Party** – means all persons who have notified local government of their desire to receive a copy of the final order on a permit under WAC 173-27-030 (*WAC 173-27-030(12)*).
- 9697. Invasive** – means a nonnative plant or animal species that:
- a. causes or may cause significant displacement in range, a reduction in abundance of native species;
  - b. Threatens or may threaten natural resources or their use in the state;
  - c. Causes or may cause economic damage to commercial or recreational activities that are dependent upon state waters; or
  - d. Threatens or harms human health (RCW 77.08.010(28)).

## J

- 9798. Jetty**- a structure usually projecting out into the water for the purpose of protecting a navigation channel, a harbor, or to influence water currents.

## L

**9899.** **Lakes** – all the surface water areas of the state, including reservoirs; except: (a) Lakes less than twenty acres in size; (b) Streams or rivers (as described in WAC 173-18-030); and (c) Shorelines of statewide significance (*WAC 173-20-030(1)*).

**99100.** **Lakes of Statewide Significance** - those lakes, whether natural, artificial or a combination thereof, with a surface acreage of one thousand acres or more measured at the ordinary high-water mark (*WAC 173-20-030(2)*).

**100101.** **Large Woody Debris** - Shrubs, trees, or their branches that have fallen and are on the ground or in, across, or dangling above streams, rivers, lakes, or ponds.

**101102.** **Levee** – a large dike or embankment, often having an access road along the top, that is designed as part of a system to protect land from floods.

**102103.** **Limited Utility Extension** – the extension of a utility service that is categorically exempt under RCW 43.21C for natural gas, electricity, telephone, water or sewer to service an existing use and will not extend more than twenty-five hundred (2500) linear feet within the shorelines of the state.

**103104.** **Littoral** – The area of the shore from the OHWM waterward to a depth of two meters below ordinary low water or to the maximum extent of non-persistent emergent plants.

**104105.** **Littoral Drift** –The mud, sand, or gravel material moved parallel to the shoreline in the nearshore zone by waves and current.



**~~105~~106. Live-aboard boat** – ~~a boat principally used as an over-water residence.~~

~~Principal use as an over-water residence means that it is occupied in a single location for a period exceeding two months in any one calendar year. Live-aboards are licensed and designed for use as a mobile structure with detachable utilities or facilities, anchoring, and the presence of adequate self-propulsion and steering equipment to operate as a boat. A licensed boat designed as a conventional recreational vessel with habitable cabin or quarters that is occupied in a single location for a period exceeding two months in any one calendar year. The live-aboard boat shall have self-propulsion and steering that is sufficient to move the vessel entirely under its own power and shall have detachable utilities or facilities and anchoring. The live-aboard boat must be of a design that is capable of safely navigating the waterway where it is located including being equipped to handle winds, waves, tides and currents. Typical terms for live-aboard boats are sailboat, cabin cruiser, trawler yacht, tug, motor yacht cruiser, motorsailer, multi-hulled power boat, sport fishing boat or similar vessel.~~

**~~106~~107. Local Government** – any county, incorporated city, or town that contains within its boundaries shorelines of the state subject to chapter 90.58 RCW.

**~~107~~108. Log Booming** – includes the placement or removal of logs and log bundles into and from the water, and the assembly and disassembly of rafts for waterborne transportation.

## M

**~~108~~109. Marina** - a water-dependent commercial use that consists of a system of piers, buoys, or floats which provides moorage for at least ten (10) boats. For the purposes of this Program, large community moorage facilities, yacht club facilities, and camp or resort moorage areas are also considered marinas. Boat launch facilities and supplies and services for small commercial or pleasure craft are often associated with marinas. Uses accessory to marinas may include fuel docks and storage, boating equipment sales and rental, repair services, public launching, bait and tackle shops, potable water, waste disposal, administration, parking, groceries, and dry goods.

“Foreshore marinas” are marinas located waterward of the ordinary high water mark.

“Backshore marinas” are marinas located landward of the ordinary high water mark. There are two common types of backshore marinas: (1) a wet-moorage marina that is dredged out of the land artificially creating a basin; and (2) a dry-moorage marina that has upland storage with a hoist, marine travel lift, or ramp for water access.

**~~109~~110. Marine Railway** – a set of steel rails running from the upland area into the water upon which a cart or dolly can carry a boat to be launched.

**~~110~~111. Marine Travel Lift** – a mechanical device that can hoist vessels off trailers and transport them into the water. Often associated with dry land moorage.

**~~111~~112. May** - means the action is acceptable, provided it conforms to the provisions of this Program.

**~~112~~113. Merchantable Trees** - live trees, 6 inches in diameter at breast height (DBH) and larger, unless documentation of current, local market conditions are submitted and accepted by the local jurisdiction indicating non-marketability. "Merchantable trees" shall not include trees smaller than 4 inches DBH.

**~~113~~114. Mining** - the removal of sand, gravel, soil, minerals, and other earth materials for commercial and other uses (*WAC 173-26-241*).

**~~114~~115. Mitigation** – to avoid, then minimize and compensate for unavoidable adverse impacts to shoreline ecological functions and processes.

**~~115~~116. Mitigation, Compensatory** – an action to reduce the severity of effects from an action that may cause potential impacts to functions and values of critical areas and their buffers.

**~~116~~117. Mixed-use Project** - developments that include a combination of components, such as residential uses, hotels, marinas, habitat improvement actions, public access provisions, and other uses.

**~~117~~118. Moorage** - a pier, dock, buoy or float, either fixed or floating, to which boats may be secured.

**~~118~~119. Moorage Facility, Community** - a moorage for pleasure craft and/or landing for water sports for use in common by shoreline residents of a certain subdivision, hotel, motel, or multi-family residential development within

shoreline jurisdiction; or for use by patrons of a public park or quasi-public recreation area, including rental of non-powered craft. A community moorage facility is a marina (Definition #106) if:

- a. it provides commercial goods or services;
- b. it is of a large scale (more than ten slips);
- c. moorage is proposed to be leased to upland property owners; or
- d. the proposal includes a boat launching facility other than a ramp.

**~~119~~120. Moorage Facility, Joint Use** - a moorage for pleasure craft and/or landing for water sports for use in common by shoreline residents on adjacent or neighboring lots each with water frontage. A joint-use moorage facility is a marina (Definition #106) if:

- a. it provides commercial goods or services;
- b. it is of a large scale (more than ten slips);
- c. moorage is proposed to be leased to upland property owners; or
- d. the proposal includes a boat launching facility other than a ramp.

**~~120~~121. Mooring Buoy** - a floating object anchored to the bottom of a water body that provides tie-up capabilities for boats or watercraft.

**~~121~~122. Multi-Family Residence** - a building containing two or more dwelling units including but not limited to duplexes, apartments, and condominiums.

**~~122~~123. Must** - means a mandate; the action is required.

**~~123~~124. Natural/Existing Topography** – the topography of the lot, parcel, or tract of real property immediately prior to any site preparation or grading including excavation and filling.

**~~124~~125. Navigational Channels** - are those routes on the waters of state beyond the outer harbor line, commonly used by ships for useful commerce.

**~~125~~126. Navigable Waters** - a body of water is capable or susceptible of having been or being used for the transport of useful commerce. The state of Washington considers all bodies of water meandered by government surveyors as navigable unless otherwise declared by a court (*WAC 332-30-106*).

**~~126~~127. Non-conforming Structure** – a structure that was lawfully constructed or established prior to the effective date of the applicable Act or Program provision, and which no longer conforms to the applicable shoreline provisions (*WAC 173-27-080(1)*).

**~~127~~128. Non-conforming Use** - use or activity that was lawfully established prior to the effective date of the applicable Act or Program provision, and which no longer conforms to the applicable shoreline provisions. (*WAC 173-27-080(1)*)

**~~128~~129. Non-Water-Oriented Use or Activity** - a use or activity that is not water-dependent, water-related, or water-enjoyment.

**~~129~~130. Normal Maintenance** - includes those usual acts to prevent a decline, lapse, or cessation from a lawfully established condition (*WAC 173-27-040(2)(b)*). See also “normal repair”.

**~~130~~131. Normal Repair** - to restore a development to a state comparable to its original condition, including but not limited to its size, shape, configuration, location and external appearance, within a reasonable period after decay or partial destruction, except where repair causes substantial adverse effects to shoreline resource or environment. Replacement of a structure or development may be authorized as repair where such replacement is the common method of repair for the type of structure or development and the replacement structure or development is comparable to the original structure or development including but not limited to its size, shape, configuration, location and external appearance and the replacement does not cause substantial adverse effects to shoreline resources or environment (*WAC 173-27-040(2)(b)*). See also “normal maintenance”.

**~~131~~132. Noxious Weeds** - Non-native plants that are destructive, competitive, and difficult to control as defined by the Washington State Noxious Weed Control Board.

## O

**~~132~~133. Ordinary High Water Mark (OHWM)** - that mark found by examining the bed and banks of a body of water and ascertaining where the presence and

action of waters are so common and usual, and so long continued in all ordinary years as to mark upon the soil a character distinct from that of the abutting upland, in respect to vegetation as that condition exists on June 1, 1971, as it may naturally change thereafter, or as it may change thereafter in accordance with permits issued by a local government or Ecology: Provided that in any area where the ordinary high water mark cannot be found, the ordinary high water mark adjoining salt water shall be the line of mean higher high tide and the OHWM adjoining fresh water shall be the line of mean high water (*RCW 90.58.030(2)(b) and WAC 173-22-030(6)*).

**~~133~~134. Over-water Structure** - a structure or other construction located waterward of the Ordinary High Water Mark (OHWM) or a structure or other construction erected on piling above the surface of the water, or upon a float.

## P

**~~134~~135. Parking** - the temporary storage of automobiles or other motorized vehicles. Temporary storage of vehicles for import or export in port areas shall not be considered parking.

**~~135~~136. Parking, Accessory** - is that which directly serves an approved shoreline use.

**~~136~~137. Parking, Primary** - parking that is the principal use on the property, not accessory to another use.

**~~137~~138. Party of Record** - includes all persons, agencies or organizations who have submitted written comments in response to a public notice; presented testimony

in a formal public hearing; or notified the city of their desire to receive a copy of the final decision; and who have provided a complete, accurate, and current address for delivery of such decision by mail.

**~~138~~139. Permitted Use** – a use that is allowed under the rules and regulations of this Program.

**~~139~~140. Permit** - any substantial development, variance, conditional use permit, or revision authorized under this Program (*WAC 173-27-030(13)*).

**~~140~~141. Pier** - a fixed platform structure supported by piles in a water body that abuts the shore to provide landing for water-dependent recreation or moorage for boats or watercraft or to provide access to a floating dock.

**~~141~~142. Pierhead Line** - the waterward limit to which open pile work may be constructed as designated by the Federal government.

**~~142~~143. Point** – a low profile shoreline promontory of more or less triangular shape, the top of which extends seaward. A point may be the wavecut shelf remnant of a headland bluff or a purely accretional deposit that began as a hooked spit and becomes a point by subsequently closing the lagoon gap between the headland and the tip of the hook. Points are characterized by converging berms that normally enclose a lagoon, marsh, or meadow, depending on the point's stage of development.



**~~143~~144. Port** – a municipal corporation that is a special purpose district of local government authorized by the Washington State Constitution and regulated by RCW Chapter 53.

**~~144~~145. Potentially Harmful Materials** - means hazardous materials as defined at VMC Section 14.26.110 as well as other materials including, but not limited to, the following which, if discharged or improperly disposed, may present a risk to water resources:

Petroleum products including but not limited to petroleum fuel and petroleum-based coating and preserving materials; oils containing PCBs; antifreeze and other liquid automotive products; metals, either in particulate or dissolved form, in concentrations above established regulatory standards; flammable or explosive materials; radioactive material; used batteries; corrosives, acids, alkalis or bases; paints, stains, resins, lacquers or varnishes; degreasers; solvents; construction materials; drain cleaners and other toxic liquid household products; pesticides, herbicides, fungicides or fertilizers unless applied in accordance with local, state and federal standards; steam cleaning and carpet cleaning wastes; pressure cleaning wastes; car wash water; laundry wastewater; soaps, detergents, ammonia; swimming pool backwash; chlorine, bromine, and other disinfectants; heated water; domestic animal wastes; sewage; recreational vehicle waste; animal carcasses, excluding salmonids; food wastes; pharmaceuticals and personal care products; collected lawn clippings, leaves or branches; trash or debris; silt, sediment or gravel; dyes; and untreated or

unapproved wastewater from industrial processes.

**~~145~~146. Program** - the Shoreline Master Program developed pursuant to the Shoreline Management Act (RCW 90.58), adopted by the city and approved by Ecology.

**~~146~~147. Project Area** – the area which will be directly physically affected by a proposed development.

**~~147~~148. Provisions** - policies, regulations, standards, guideline criteria or environment designations.

**~~148~~149. Public Access** - is the physical ability of the general public to reach, touch and enjoy the water's edge, to travel on the waters of the state, and to view the water and the shoreline from adjacent locations (*WAC 173-26-221*).

**~~149~~150. Public Interest** - the interest shared by the citizens of the state or community at large in the affairs of government, or some interest by which their rights or liabilities are affected including, but not limited to, an effect on public property or on health, safety, or general welfare resulting from a use or development (*WAC 173-27-030(14)*).

## Q

**~~150~~151. Qualified Professional** - a person with experience and training in the pertinent scientific discipline, and who is a qualified scientific expert with expertise appropriate for the relevant critical area subject in accordance with WAC 365-195-905(4).

## R

**~~151~~152. Recreational Use** – a use and related structures for the provision of recreational activities, as follows:

- a. Active recreational uses/facilities or uses** – involve indoor or outdoor activities with a large number of participants or viewers; require a moderate to high level of infrastructure and maintenance; generate high noise levels. Sports fields, golf courses, skate parks, and motorized boating are examples of active recreational uses or facilities.
- b. Passive recreational uses/facilities** - involve a small number of participants or viewers; require a low to moderate level of infrastructure development and maintenance; generate little noise; and are compatible with open space and natural resource protection. Wildlife viewing, non-vehicular trails, fishing, canoeing and picnicking are examples of passive recreational uses and facilities.

**~~152~~153. Recreational Vehicle** – A vehicle which is built on a single chassis, 400 square feet or less when measured at the largest horizontal projection, designed to be self-propelled or permanently towable by a light-duty truck, and designed primarily not for use as a permanent dwelling, but as temporary living quarters for recreational, camping, travel, or seasonal use.

**~~153~~154. Residential Development** - is the development on shorelands of single-family and multi-family residences and their normal appurtenances, and the creation of new residential lots through land division.

**~~154~~155. Restoration**— means to reestablish or upgrade impaired ecological processes or functions. This may be accomplished through measures including, but not limited to, re-vegetation, removal of intrusive shoreline structures and removal or treatment of toxic materials. Restoration does not imply a requirement for returning the shoreline area to aboriginal or pre-European settlement conditions (*WAC 173-26-020(31)*).

**~~155~~156. Revetment** - a sloped wall constructed of riprap or other material placed on stream banks or other shorelines to retard bank erosion and minimize lateral stream movement. A revetment typically slopes waterward and has rough or jagged facing. The slope differentiates it from a bulkhead that is a vertical structure.

**~~156~~157. Right-of-Way (ROW)** - The property held by the city or other governmental jurisdiction for existing and/or future public access including land occupied or intended to be occupied by a street, crosswalk, pedestrian and bike paths, railroad, road, electric transmission line, oil or gas pipeline, water main, sanitary or storm sewer main, street trees or other special use. The usage of the term right-of-way for land division purposes shall mean that every right-of-way hereafter established and shown on a plat or map is to be separate and distinct from the lots or parcels adjoining such right-of-way and not included within the dimensions or areas of such lots or parcels.

**~~157~~158. Rip-Rap** - is a foundation or retaining wall of stones or rock placed along the water's edge or on an embankment to prevent erosion.

~~158~~159. **Rock Weir** – See “Groin.”

## S

~~159~~160. **Setback** –the distance an activity, building, or structure must be located from the Ordinary High Water Mark.

~~160~~161. **Shall** - a mandate; the action must be done.

~~161~~162. **Shorelands** - those lands extending landward for two hundred feet in all directions as measured on a horizontal plane from the OHWM; floodways and contiguous floodplain areas landward two hundred feet from such floodways (minimum extent) or to the outer extent of the floodplain (maximum extent); and all wetlands and river deltas associated with the streams, lakes and tidal waters that are subject to the provisions of this program, as may be amended; the same to be designated as to location by Ecology, as defined by RCW 90.58. (See Section 2.1.)

~~162~~163. **Shoreline Administrator** - is the city’s Planning Official or his/her designee responsible for administering this Program.

~~163~~164. **Shoreline Designations** - the categories of shorelines established by this Program in order to provide a uniform basis for applying policies and use regulations within distinctively different shoreline areas.

~~164~~165. **Shoreline Ecological Functions** - the work performed or role played by the physical, chemical, and biological processes that contribute to the maintenance

of the aquatic and terrestrial environments which constitute the shoreline's natural ecosystem (*WAC 173-26-200 (2)(c)*).

**165166. Shoreline Jurisdiction** - all "shorelines of the state" and "shorelands" as defined in RCW 90.58.030.

**166167. Shoreline Master Program or Program** - means the comprehensive use plan for a described area, and the use regulations together with maps, diagrams, charts, or other descriptive material and text, a statement of desired goals, and standards developed in accordance with the policies enunciated in RCW 90.58.020. See Section 1.8 for complete details.

**167168. Shoreline Modifications** - those actions that modify the physical configuration or qualities of the shoreline area, usually through the construction of a physical element such as a dike, breakwater, pier, weir, dredged basin, fill, bulkhead, or other shoreline structure. They can include other actions, such as clearing, grading, dredging or application of chemicals.

**168169. Shoreline Restoration Project** – a project designed to restore impaired ecological function of a shoreline.

**169170. Shoreline Stabilization** – includes actions taken to address erosion impacts to property and structures caused by processes such as current, flood, wind, or waves. These actions include structural and non-structural methods. Structural measures include but are not limited to bulkheads, revetments, and riprap. Non-structural measures include building setbacks, relocation of structures, and bioengineered methods that use vegetation or wood.

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**~~170~~171. Shoreline Substantial Development Permit** - is the permit required by this Program for uses which meet the definition of substantial developments.

**~~171~~172. Shorelines** - means all of the water areas of the state, including reservoirs, and their associated shorelands, together with the lands underlying them, except: (a) shorelines of statewide significance; (b) shorelines on segments of streams upstream of a point where the mean annual flow is twenty (20) cubic feet per second or less, and the wetlands associated with such upstream segments; and (c) shorelines on lakes less than twenty (20) acres in size and wetlands associated with such small lakes. See RCW 90.58.030(2)(d) and WAC 173-18, 173-26 and 173-22.

**~~172~~173. Shorelines Hearing Board (SHB)** – a quasi-judicial body established by the Shoreline Management Act of 1971 to hear appeals by any aggrieved party on the issuance of a substantial development permits, conditional uses, variance or, enforcement penalties.

**~~173~~174. Shorelines of Statewide Significance** –a select category of shorelines of the state, defined in RCW 90.58.030(2)(f), where special policies and regulations apply, and described below:

- a. Those lakes, whether natural, artificial, or a combination thereof, with a surface acreage of 1,000 acres or more, measured at the ordinary high water mark;
- b. Those natural rivers or segments thereof, downstream of a point where the mean annual flow is measured at 1,000 cubic feet per second, or more, and

c. Their associated shorelands.

**174175. Shorelines of the State** – are the total of all “shorelines” and “shorelines of statewide significance” within the state.

**175176. Should** - the particular action is required unless there is a demonstrated, compelling reason, based on policy of the Shoreline Management Act and WAC 173-26, against taking the action.

**176177. Sign** - A sign is any structure, device, advertisement, advertising device, or visual representation intended to advertise, identify, or communicate information to attract the attention of the public for any reason. Informational signs are non-commercial and intended to communicate safety, directional, navigation, educational, or interpretive information.

**177178. Significant Vegetation Removal** – the removal or alteration of trees, shrubs, and /or ground cover by clearing, grading, cutting, burning, chemical means, or other activity that causes significant ecological impacts to functions provided by such vegetation. The removal of invasive or noxious weeds does not constitute significant vegetation removal. Tree pruning, where it does not affect ecological functions does not constitute significant vegetation removal (*WAC 173-26-020(33)*).

**178179. Single-Family Residence** - a detached dwelling designed for and occupied by one family including those structures and developments within a contiguous ownership which are a normal appurtenance.



~~179~~**180. Solid Waste Facility** - refers to any land or structure where solid waste is stored, collected, transported, or processed in any form, whether loose, baled or containerized, including but not limited to the following: transfer stations, landfills, or solid waste loading facilities. Solid waste handling and disposal facilities do not include the following: handling or disposal of solid waste as an incidental part of an otherwise permitted use; and solid waste recycling and reclamation activities not conducted on the same site as and accessory to the handling and disposal of garbage and refuse.

~~180~~**181. Stormwater** - runoff during and following precipitation and snowmelt events, including surface runoff and drainage.

~~181~~**182. Stream** - Water contained within a channel, either perennial or intermittent, and classified according to WAC 222-16-030 or WAC 222-16-031. Streams also include natural watercourses modified by humans. Streams do not include drainage ditches which are not modifications of natural watercourses.

~~182~~**183. Structure**- a permanent or temporary edifice or building or any piece of work artificially built or composed of parts joined together in some definite manner, whether installed on, above, or below the surface of the ground or water, except for vessels (*WAC 173-27-030(15)*).

~~183~~**184. Subdivision** – the division or re-division of land, including short subdivision, for the purpose of sale, lease, or conveyance.

~~184~~**185. Substantial Development** - "Substantial development" shall mean any development of that the total cost or fair market value exceeds five thousand  
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seven hundred and eighteen dollars (\$5,718), or as adjusted by the State Office of Financial Management, or any development that materially interferes with the normal public use of the water or shorelines of the state, except as specifically exempted pursuant to RCW 90.58.030(3)(e).

**~~185~~186. Substantially Degrade** - to cause significant ecological impact (*WAC 173-26-020(35)*).

**~~186~~187. Surface Water** - water that flows across the land surface, in channels, or is contained in depressions in the land surface, including but not limited to ponds, lakes, rivers, and streams.

## T

**~~187~~188. Terrestrial** – of or relating to land as distinct from air and water.

**~~188~~189. Transfer Facility** – See “Solid Waste Facility.”

**~~189~~190. Transmit** - to send from one person or place to another by mail or hand delivery. The date of transmittal for mailed items is the date that the document is certified for mailing or, for hand-delivered items, is the date of receipt at the destination (*WAC 173-27-030(16)*).

**~~190~~191. Transportation Facility** - a road, railway, bridge and related structures such as culverts, fills, embankments, causeways, and the relevant essential public facilities identified in WAC 365-196-550 for the purpose of moving people or freight using motorized or non-motorized means of transport.

## U

- ~~191~~192. Upland** – generally described as the dry land area above and landward of the OHWM.
- ~~192~~193. Utilities** - services and facilities that produce, convey, store, or process power, water, wastewater, stormwater, gas, communications, oil, and the like, including the relevant essential public facilities identified in WAC 365-196-550.
- ~~193~~194. Utilities, Accessory** - are on-site utility features serving a primary use, such as a water, sewer, or gas line to a residence, and shall be considered a part of the primary use.

## V

- ~~194~~195. Variance** - is a means to grant relief from the specific bulk, dimensional or performance standards set forth in the applicable master program and not a means to vary a use of a shoreline. See RCW 90.58.160. (*WAC 173-27-030(17)*).
- ~~195~~196. Vegetation Conservation** - includes activities to protect and restore vegetation along or near marine and freshwater shorelines that contribute to the ecological functions of shoreline areas. Vegetation conservation provisions include the prevention or restriction of plant clearing and earth grading, vegetation restoration, and the control of invasive weeds and nonnative species (*WAC 173-26-221*).
- ~~196~~197. Vessel** - See “Boat.”

**~~197~~198. View Corridor** - portion of a viewshed, often between structures or along thoroughfares. View corridors may or may not be specifically identified and reserved through development regulations for the purpose of retaining the ability of the public to see a particular object (such as a mountain or body of water) or a landscape within a context that fosters appreciation of its aesthetic value.

## W

**~~198~~199. Water-dependent Use or Activity** - a use or a portion of a use which requires direct contact with the water and cannot exist at a non-water location due to the intrinsic nature of its operations.

**~~199~~200. Water-enjoyment Use or Activity** - a recreational use or other use that facilitates public access to the shoreline as a primary characteristic of the use; or a use that provides for recreational use or aesthetic enjoyment of the shoreline for a substantial number of people as a general characteristic of the use and that through location, design, and operation ensures the public's ability to enjoy the physical and aesthetic qualities of the shoreline. In order to qualify as a water-enjoyment use, the use must be open to the general public and the shoreline-oriented space within the project must be devoted to the specific aspects of the use that fosters shoreline enjoyment.

**~~200~~201. Water-oriented Use or Activity** - a use that is water-dependent, water-related, or water-enjoyment, or a combination of such uses.

**~~201~~202. Water Quality** - the characteristics of water within shoreline jurisdiction, including water quantity, hydrological, chemical, aesthetic, recreation-related, and biological characteristics.

**~~202~~203. Water Quantity** - For the purposes of this program, refers only to development and uses affecting water quantity, such as impermeable surfaces and storm water handling practices. Water quantity, for purposes of this Program, does not mean the withdrawal of ground water or diversion of surface water pursuant to RCW 90.03.250 through 90.03.340 (WAC 173-26-020(42)).

**~~203~~204. Water-related Use or Activity** – a use or portion of use that is not intrinsically dependent on a waterfront location but whose economic viability is dependent upon a waterfront location because:

- a. of a functional requirement for a waterfront location such as the arrival or shipment of materials by water or the need for large quantities of water or,
- b. the use provides a necessary service supportive of the water-dependent uses and the proximity of the use to its customers make its services less expensive and/or more convenient.

**~~204~~205. Water Resources** – Means surface water, stormwater, and groundwater.

**~~205~~206. Watershed Restoration Plan** - a plan, developed or sponsored by WDFW, Ecology, DNR, the Washington Department of Transportation, a federally recognized Indian tribe acting within and pursuant to its authority, a city, a county, a special purpose agency such as the Lower Columbia Fish Recovery

Board, or a conservation district that provides a general program and implementation measures or actions for the preservation, restoration, re-creation, or enhancement of the natural resources, character, and ecology of a stream, stream segment, drainage area, or watershed for which agency and public review has been conducted pursuant to chapter 43.21C RCW, the State Environmental Policy Act.

**206207. Watershed Restoration Project** - a public or private project authorized by the sponsor of a watershed restoration plan that implements the plan or a part of a the plan and consists of one or more of the following activities (RCW 89.08.460):

- a. A project that involves less than ten miles of stream reach, in which less than twenty-five (25) cubic yards of sand, gravel, or soil is removed, imported, disturbed or discharged, and in which no existing vegetation is removed except as minimally necessary to facilitate additional plantings;
- b. A project for the restoration of an eroded or unstable stream bank that employs the principles of bioengineering, including limited use of rock as a stabilization only at the toe of the bank, and with primary emphasis on using native vegetation to control the erosive forces of flowing water; or
- c. A project primarily designed to improve fish and wildlife habitat, remove or reduce impediments to migration of fish, or enhance the fishery resource available for use by all of the citizens of the state, provided that any structure, other than a bridge or culvert or instream habitat

enhancement structure associated with the project, is less than two hundred square feet in floor area and is located above the ordinary high water mark of the stream.

**207208. Weir** - a structure in a stream or river for measuring or regulating stream flow.

**208209. Wetlands** - areas that are inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support, and which under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas. Wetlands do not include those artificial wetlands intentionally created from non-wetland sites, including, but not limited to, irrigation and drainage ditches, grass-lined swales, canals, detention facilities, wastewater treatment facilities, farm ponds, and landscape amenities, or those wetlands created after July 1, 1990, that were unintentionally created as a result of the construction of a road, street, or highway. Wetlands may include those artificial wetlands intentionally created from non-wetland areas to mitigate the conversion of wetlands. Wetlands are designated at VMC 20.740.140.

**Section 8. Severability.** If any clause, sentence, paragraph, section, or part of this ordinance or the application thereof to any person or circumstances shall be adjudged by any court of competent jurisdiction to be invalid, such order or judgment shall be confined in its operation to the controversy in which it was rendered and shall not affect or invalidate the remainder of any parts thereof to any other person or circumstances and

to this end the provisions of each clause, sentence, paragraph, section or part of this law are hereby declared to be severable.

**Section 9. Effective Date.** This ordinance shall take effect fourteen days from the date of Ecology's approval and written notice of final action to the City, in accordance with RCW 90.58.090.

Read first time:

Ayes: Councilmembers

Nayes: Councilmembers

Absent: Councilmembers

Read second time:

PASSED by the following vote:

Ayes: Councilmembers

Nayes: Councilmembers

Absent: Councilmembers

SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Anne McEnerny-Ogle, Mayor

Attest:

\_\_\_\_\_  
Natasha Ramras, City Clerk  
By Carrie Lewellen, Deputy City Clerk

Approved as to form:

ORDINANCE - 67



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E. Bronson Potter, City Attorney

ORDINANCE - 68

## SUMMARY

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE relating to the City of Vancouver's implementation of shoreline management as required by Revised Code of Washington (RCW) Chapter 90.58, the Shoreline Management Act; amending the City of Vancouver Shoreline Master Program (SMP) Chapter 4, Shoreline Designations Section 4.3.1.4; Chapter 6, Specific Shoreline Use Regulations Table 6-1; Section 6.3.3.4, Joint Use and Community Moorage Facilities; Section 6.3.4, Commercial Uses; Section 6.3.11, Residential Development; and Chapter 8, Definitions; subject to approval by the Washington State Department of Ecology (Ecology); providing for severability; and providing for an effective date.

The full text of this ordinance will be mailed upon request. Contact Raelyn McJilton, Records Officer at 360-487-8799, or via [www.cityofvancouver.us](http://www.cityofvancouver.us) (Go to City Government and Public Records).



## **Staff Report 159-18**

**TO:** Mayor and City Council

**FROM:** Eric Holmes, City Manager

**DATE:** 10/22/2018  
11/5/2018

**SUBJECT** Continuation of a temporary moratorium on the acceptance and processing of applications for permits for the development of new structures; the expansion of existing structures; or subdivisions in the Tower Mall area

### **Key Points**

- State law allows cities and counties to place temporary moratoria on particular uses for up to six months while studies are conducted related to such uses and how they should be regulated. State law allows cities to extend existing moratoria for the same reasons.
- On June 5, 2017, City Council adopted Ordinance M-4201 placing an emergency 6-month moratorium on the acceptance and processing of applications for permits for the development of new structures; the expansion of existing structures; or subdivisions in the Tower Mall area.
- On November 20, 2017, City Council adopted Ordinance M-4221 continuing the temporary moratorium on the acceptance and processing of applications for permits for the development of new structures; the expansion of existing structures; or subdivisions in the Tower Mall area.
- On May 14, 2018, City Council adopted Ordinance M-4230 continuing the temporary moratorium on the acceptance and processing of applications for permits for the development of new structures; the expansion of existing structures; or subdivisions in the Tower Mall area.
- Staff has initiated a subarea planning process for the Heights District, which includes the Tower Mall area. Extension of the moratorium will ensure that future development aligns with the vision articulated in the forthcoming plan.

### **Strategic Plan Alignment**

**Goal 8:** Strengthen commercial, retail and community districts throughout the city.

**Goal 8, Objective 8.2:** Strengthen neighborhood business districts.

## **Present Situation**

The Heights District Subarea is identified as a future urban center in the City of Vancouver Comprehensive Plan. In order to establish a vision for the area and guide its future growth and development, the City of Vancouver is undertaking a subarea planning process for the Heights District. In June 2017, the Vancouver City Council approved the purchase of an 11.83-acre parcel known as the Tower Mall site. Following the purchase of the property, Council adopted a six-month development moratorium for the site and adjacent properties in the Tower Mall area, and has twice adopted ordinances continuing the temporary moratorium, in November 2017 and May 2018. This temporary moratorium prohibits the acceptance and processing of applications for permits for the development of new structures, the expansion of existing structures, or subdivisions in the Tower Mall area.

After purchase of the Tower Mall site in May 2017, the City initiated a subarea planning process for the 205-acre Heights District. Over the last 15 months, City staff and a consultant team have conducted extensive public outreach on the future of the Heights District, including one-on-one meetings, focus groups, group presentations, large public open houses, and online surveys. Staff has heard from a variety of stakeholders, including neighborhood associations, property owners, residents, Vancouver Public Schools, C-TRAN, the faith community, social service providers, non-profit organizations, and a 20-member Community Advisory Committee that meets monthly and helps guide project decision-making.

In addition to public outreach, the project team has completed a detailed technical analysis of existing land use, transportation, and environmental conditions, as well as a feasibility study to determine what future uses and development typologies the market will support. Information gathered through the public outreach process, technical analysis, and market study informed the development of conceptual redevelopment alternatives for the Tower Mall Area, which are currently available for public comment.

Continuation of the moratorium allows staff time to complete the subarea planning process for the area that is currently underway and is anticipated to be completed in Fall of 2019. A continuation of the temporary moratorium is necessary to ensure that future development aligns with the vision articulated in the forthcoming plan.

## **Advantage(s)**

1. Allows the City time to develop a subarea plan for the Tower Mall area; amendments to Title 20; and conduct the required environmental review process.
2. Allows time for a public process to participate in the subarea plan development and review on and comment on any proposed changes to land use regulations and environmental review.
3. Avoids applications for uses that would conflict with the achievement of the long-range vision for this area that will be defined by the subarea plan.

## **Disadvantage(s)**

Prohibits the acceptance and processing of applications for permits for the development of new structures; the expansion of existing structures; or subdivisions in the Tower Mall area that would conflict with the achievement of the long-range vision for this area that will be defined by the subarea plan.

**Budget Impact**

None

**Prior Council Review**

1. June 5, 2017 Adoption of Moratorium
2. July 10, 2017 First Reading, Review of Moratorium Ordinance and additional findings of fact in support of the ordinance
3. July 17, 2017 Public Hearing, Adoption of Moratorium with additional findings of fact
4. Nov. 13, 2017 First Reading, Review of ordinance to extend moratorium
5. Nov. 20, 2017 Adoption of ordinance to continue moratorium
6. May 7, 2018 First Reading, Review of ordinance to extend moratorium
7. May 14, 2018 Adoption of ordinance to continue moratorium

**Action Requested**

On Monday, October 22, 2018, approve ordinance on first reading, setting date of second reading and public hearing for Monday, November 5, 2018.

*Rebecca Kennedy, Long Range Planning Manager, 487-7896*

**ATTACHMENTS:**

- ▣ Ordinance

10/22/18  
11/05/18

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE declaring an emergency and continuing a temporary moratorium for the duration of six months upon the acceptance and processing of applications for permits for the development of new structures; the expansion of existing structures; or subdivisions in the Tower Mall area as defined herein; establishing six months as the tentative effective period of this ordinance; and establishing an immediate effective date.

WHEREAS, the City of Vancouver has the authority to adopt temporary moratoria pursuant to RCW 36.70A.390 and 35.63.200; and

WHEREAS, the City is developing a subarea plan for the Heights District, which is identified in the 2011-2030 comprehensive plan. The Tower Mall area is within the Heights District and is bordered by East Mill Plain Blvd. on the north, North Devine Rd. on the east, and MacArthur Blvd. on the west and is depicted on the map attached hereto as Exhibit A; and

WHEREAS, the City Council finds that in order to preserve the ability to prepare a subarea plan, that includes the Tower Mall area, with the widest range of choices and alternatives for future development, it is necessary to temporarily restrict development of new structures; the expansion of existing structures; and subdivisions within the Tower Mall area until a subarea plan is developed; and

WHEREAS, without a temporary moratorium the City could, in the near future, receive applications for development that would conflict with the achievement of the long-range vision for this area that will be defined by the subarea plan; and

WHEREAS, the enactment of this ordinance constitutes an emergency, due to potential land use impacts that may result from continued development in the Tower Mall area without the implementation of a subarea plan; and

WHEREAS, current land use regulations in this area do not adequately address long-term planning strategies, or aesthetic congruity with the community; and

WHEREAS, continuing a temporary moratorium as proposed herein will allow the City additional time to research and develop a subarea plan for the area, implement additional new regulation elements, and amend existing zoning ordinances if necessary.

WHEREAS, continuing a temporary moratorium will enable the City to hold public hearings and maximize public input in the development of the new subarea plan without jeopardizing any possible land use options that may be precluded by unrestricted development.

WHEREAS, the City Council believes that the continuation of a temporary moratorium promotes the public health, safety, and general welfare and convenience of the people of Vancouver, and will encourage the most desirable and productive use of land and properties in Tower Mall area;

NOW, THEREFORE,

BE IT ORDAINED BY THE CITY OF VANCOUVER:

Section 1. Temporary Moratorium. As authorized by RCW 36.70A.390 and RCW 35.63.200, the City Council hereby continues the temporary moratorium on the acceptance, processing, and granting of applications for permits for the development of new structures; the expansion of existing structures; and subdivisions within the Tower Mall area.

Section 2. Exemptions. The moratorium established in Section 1 of this ordinance shall not apply to permits required for upkeep, repair, or maintenance of existing buildings or properties, or work mandated by the City to maintain public health and safety.

ORDINANCE - 2

Section 3. Duration. This moratorium shall be in effect for six months following the effective date of this ordinance.

Section 4. Vested Rights. The moratorium created by this ordinance does not apply to properties with vested rights existing on June 5, 2017 which was the date of the enactment of the initial moratorium ordinance. “Vested Rights” shall be defined in accordance with VMC 20.210.110.

Section 5. Effective date. The City Council hereby finds and declares that an emergency exists which necessitates that this ordinance become effective immediately in order to preserve the public health, safety and welfare. This ordinance shall become effective immediately upon passage. The City Clerk is directed to publish a summary hereof including the title at the earliest possible publication date.

Read the first time:

Ayes: Councilmembers

Nays: Councilmembers

Absent: Councilmembers

Read the second time:

Passed by the following vote:

Ayes: Councilmembers

Nays: Councilmembers

Absent: Councilmembers



SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Anne McEnery-Ogle, Mayor

Attest:

\_\_\_\_\_  
Natasha Ramras, City Clerk  
By: Carrie Lewellen, Deputy City Clerk

Approved as to form:

\_\_\_\_\_  
E. Bronson Potter, City Attorney

ORDINANCE - 4

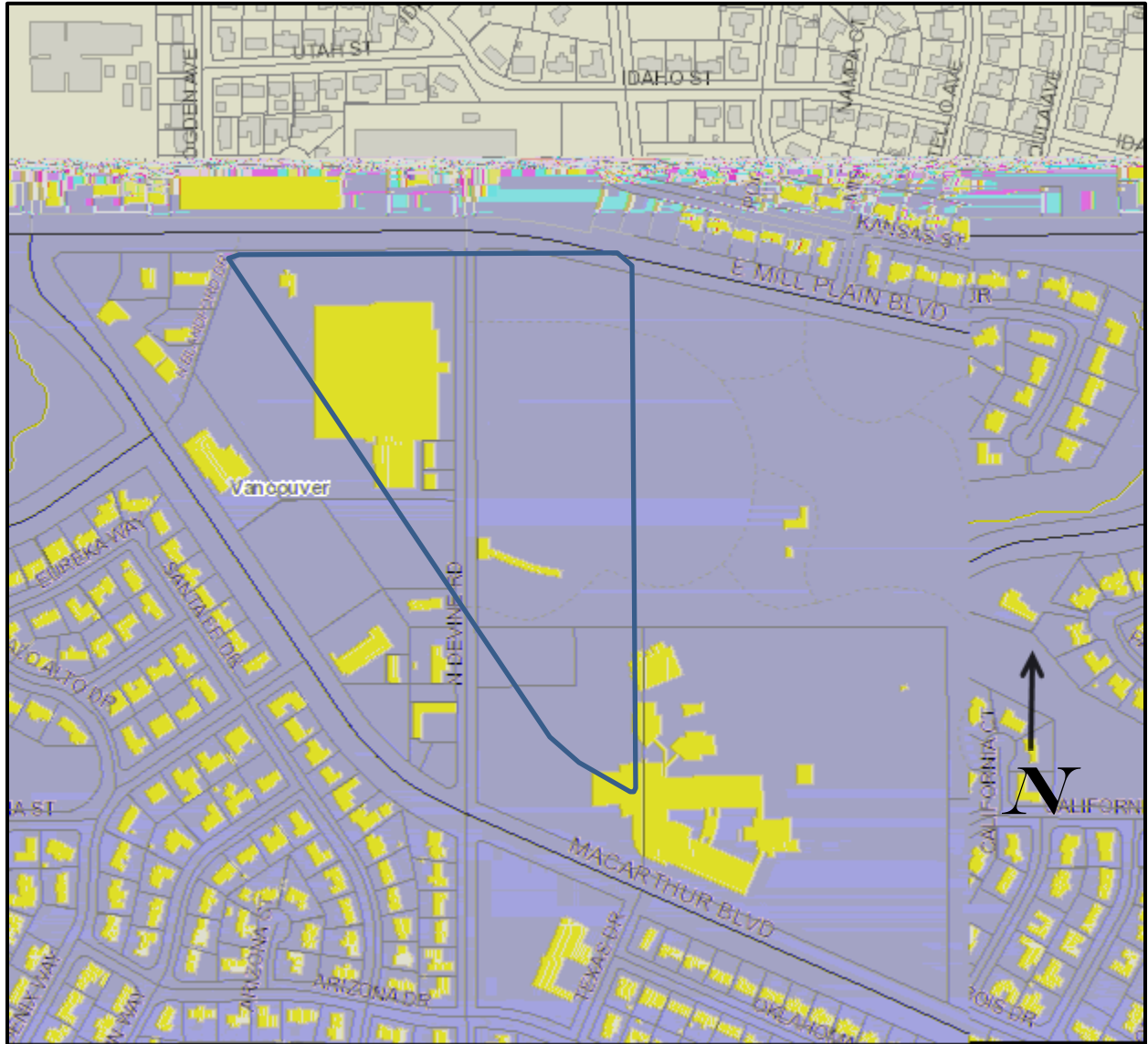
## SUMMARY

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE declaring an emergency and imposing a temporary moratorium for the duration of six months upon the acceptance and processing of applications for permits for the development of new or the expansion of existing structures and subdivisions in the Tower Mall area as defined herein; establishing six months as the tentative effective period of this ordinance; and establishing an immediate effective date.

The full text of this ordinance will be mailed upon request. Contact Raelyn McJilton, Records Officer at 487-8711, or via [www.cityofvancouver.us](http://www.cityofvancouver.us) (Go to City Government and Public Records).

## EXHIBIT A: PROPERTIES SUBJECT TO DEVELOPMENT MORATORIUM





## MEMORANDUM

**DATE:** October 16, 2018

**TO:** Mayor and City Councilmembers

**FROM:** Council Committee I (Glover, Hansen, and Stober)

**RE:** **RECOMMENDATION FOR MID-TERM APPOINTMENT TO THE PARKS AND RECREATION ADVISORY COMMISSION**

**CC:** Eric J. Holmes, City Manager  
Michelle Bartley, Boards & Commissions

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The Vancouver Parks and Recreation Advisory Commission (PRAC) advises staff and City Council on parks and recreation-related needs, plans, programs, open space and facilities.

Committee I recently interviewed eight candidates for appointment to the PRAC and recommends appointing Matthew Kuntz to the Parks and Recreation Advisory Commission to a mid-term position beginning immediately and expiring 7/31/21.

If there are no objections, Committee I would like to recommend making these appointments at the **Monday, October 22, 2018** Council meeting.

Attachments:  
Application  
Current Roster



**Item #9.**

**TO:** Mayor and City Council

**FROM:** Natasha Ramras, Chief Financial Officer

**DATE:** 10/22/2018

**SUBJECT** Approval of Claim Vouchers

**Action Requested**

Approve claim vouchers for October 22, 2018.

*(Copy available upon request.)*

**ATTACHMENTS:**

▣ 10.22.18 Claim Vouchers

## VOUCHER APPROVAL

We, the undersigned council members of the City of Vancouver, Clark County, Washington, do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of:

\$ **7,414,090.96** this 22nd day of October 2018.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
COUNCILMEMBER

  
AUDITING OFFICER

\_\_\_\_\_  
COUNCILMEMBER

| DATE                   | INCLUSIVE CHECK NUMBERS                | CHECK TOTAL     |
|------------------------|----------------------------------------|-----------------|
| October 9 - October 15 | Accounts Payable Checks (see attached) | \$ 4,596,582.75 |
| October 9 - October 15 | Visa Refunds (see attached)            | \$ 1,498.00     |
| October 9 - October 15 | Payroll Checks (see attached)          | \$ 2,816,010.21 |
| <b>TOTAL</b>           |                                        | \$ 7,414,090.96 |

# INVOICE PAYMENTS REPORT

| Check Number | Check Date  | Amount     | Vendor Name                         | Description                                                                                                                       |
|--------------|-------------|------------|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| 119890       | 09-Oct-2018 | 43,458.72  | BLUE CROSS BLUE SHIELD OF OR        | ***WIRE*** BLUE CROSS WEEKLY CLAIMS, WEEK 5 OF SEPTEMBER                                                                          |
| 119891       | 09-Oct-2018 | 96,586.85  | BLUE CROSS BLUE SHIELD OF OR        | ***WIRE*** BLUE CROSS WEEKLY CLAIMS, WEEK 1 OF OCTOBER                                                                            |
| 119892       | 10-Oct-2018 | 4,790.70   | LYNN WITTWER MD PC                  | ***WIRE*** 18SEP - VANCOUVER FIRE DEPT SERVICES - FINANCE/FIRE                                                                    |
| 119893       | 10-Oct-2018 | 14,751.20  | LYNN WITTWER MD PC                  | ***WIRE*** 18SEP - AMERICAN MEDICAL RESPONSE SERVICES - FINANCE                                                                   |
| 119894       | 10-Oct-2018 | 12,493.79  | ALLEGIANCE BENEFIT PLAN MANAGEMENT  | ***WIRE*** PAYROLL                                                                                                                |
| 119895       | 10-Oct-2018 | 75.00      | HRA VEBA PLAN                       | ***WIRE*** PAYROLL                                                                                                                |
| 119896       | 10-Oct-2018 | 6,222.73   | ICMA 401A                           | ***WIRE*** PAYROLL                                                                                                                |
| 119897       | 10-Oct-2018 | 172,622.32 | ICMA CORP                           | ***WIRE*** PAYROLL                                                                                                                |
| 119898       | 10-Oct-2018 | 22,088.20  | ING                                 | ***WIRE*** PAYROLL                                                                                                                |
| 119899       | 10-Oct-2018 | 375.00     | OREGON SDU                          | ***WIRE*** PAYROLL                                                                                                                |
| 119900       | 10-Oct-2018 | 55,767.84  | STATE OF WASHINGTON 457             | ***WIRE*** PAYROLL                                                                                                                |
| 119901       | 10-Oct-2018 | 1,275.16   | VANCOUVER FIRE COMMAND OFFICERS     | ***WIRE*** PAYROLL                                                                                                                |
| 119902       | 10-Oct-2018 | 24,791.89  | VANCOUVER FIREFIGHTERS UNION HEALTH | ***WIRE*** PAYROLL                                                                                                                |
| 119903       | 10-Oct-2018 | 6,298.16   | WASHINGTON SDU                      | ***WIRE*** PAYROLL                                                                                                                |
| 119904       | 10-Oct-2018 | 40,763.59  | WASHINGTON STATE FIREFIGHTERS       | ***WIRE*** PAYROLL                                                                                                                |
| 119905       | 10-Oct-2018 | 12,156.58  | WESTERN STATES HEALTH &             | ***WIRE*** PAYROLL                                                                                                                |
| 119906       | 10-Oct-2018 | 2,582.40   | BLUE CROSS BLUE SHIELD OF OR        | ***WIRE*** BLUE CROSS OCT ADMIN BILL VHA                                                                                          |
| 119907       | 10-Oct-2018 | 269.00     | BLUE CROSS BLUE SHIELD OF OR        | ***WIRE*** BLUE CROSS OCT ADMIN BILL PART TIME                                                                                    |
| 119908       | 10-Oct-2018 | 22,703.60  | BLUE CROSS BLUE SHIELD OF OR        | ***WIRE*** BLUE CROSS OCT ADMIN BILL ACTIVES                                                                                      |
| 119909       | 10-Oct-2018 | 484.20     | BLUE CROSS BLUE SHIELD OF OR        | ***WIRE*** BLUE CROSS OCT ADMIN BILL COBRA                                                                                        |
| 119910       | 10-Oct-2018 | 56,235.00  | BLUE CROSS BLUE SHIELD OF OR        | ***WIRE*** BLUE CROSS OCT MED ADV BILL                                                                                            |
| 119911       | 10-Oct-2018 | 484.20     | BLUE CROSS BLUE SHIELD OF OR        | ***WIRE*** BLUE CROSS OCT ADMIN BILL RETIREES                                                                                     |
| 119912       | 10-Oct-2018 | 12,495.73  | KAISER PERMANENTE                   | ***WIRE*** KAISER DENTAL ACTIVE OCT PREMIUMS                                                                                      |
| 119913       | 10-Oct-2018 | 269,195.80 | KAISER PERMANENTE                   | ***WIRE*** KAISER MEDICAL ACTIVES OCT PREMIUMS                                                                                    |
| 119914       | 10-Oct-2018 | 14,988.39  | KAISER PERMANENTE                   | ***WIRE*** KAISER MEDICAL COBRA OCT PREMIUMS                                                                                      |
| 119915       | 10-Oct-2018 | 160.89     | KAISER PERMANENTE                   | ***WIRE*** KAISER DENTAL COBRA OCT PREMIUMS                                                                                       |
| 119916       | 10-Oct-2018 | 46,839.93  | RELIASTAR LIFE INSURANCE CO         | ***WIRE*** VOYA STOP LOSS OCT INVOICE                                                                                             |
| 119917       | 10-Oct-2018 | 391,025.80 | VANCOUVER FIREFIGHTERS UNION HEALTH | ***WIRE*** FIRE HEALTH TRUST OCT PREMIUMS                                                                                         |
| 119918       | 10-Oct-2018 | 66,565.97  | WASHINGTON DENTAL SERVICE           | ***WIRE*** WDS ACTIVE OCT PREMIUMS                                                                                                |
| 119919       | 10-Oct-2018 | 4,442.47   | WASHINGTON DENTAL SERVICE           | ***WIRE*** WDS RETIREES OCT PREMIUMS                                                                                              |
| 119920       | 10-Oct-2018 | 1,136.14   | WASHINGTON DENTAL SERVICE           | ***WIRE*** WDS COBRA OCT PREMIUMS                                                                                                 |
| 119921       | 10-Oct-2018 | 648.06     | WASHINGTON DENTAL SERVICE           | ***WIRE*** WDS PT OCT PREMIUMS                                                                                                    |
| 119922       | 10-Oct-2018 | 197,093.75 | WESTERN STATES HEALTH &             | ***WIRE*** OPEIU HEALTH TRUST OCT PREMIUMS                                                                                        |
| 119923       | 10-Oct-2018 | 9,097.68   | US BANK TRUST                       | ***WIRE*** LEHMAN BANKRUPTCY SETTLEMENT - TREASURY                                                                                |
| 119925       | 11-Oct-2018 | 6,643.66   | BANK OF AMERICA                     | ***WIRE*** 19 2018 PAYROLL HSA                                                                                                    |
| 119926       | 11-Oct-2018 | 774,669.21 | INTERNAL REVENUE SERVICE            | ***WIRE*** 19 2018 PAYROLL TAXES                                                                                                  |
| 119927       | 11-Oct-2018 | 118,205.31 | US BANK TRUST                       | ***WIRE*** TAX REVENUES - TREASURY                                                                                                |
| 119928       | 12-Oct-2018 | 19,130.04  | STATE OF OREGON                     | ***WIRE*** 19 2018 PAYROLL TAXES; OR WITHHOLDING                                                                                  |
| 119929       | 15-Oct-2018 | 693,265.41 | STATE OF WASHINGTON                 | ***WIRE*** 19 2018 PERS/LEOFF                                                                                                     |
| 119930       | 15-Oct-2018 | 149,745.05 | BLUE CROSS BLUE SHIELD OF OR        | ***WIRE*** BLUE CROSS WEEKLY CLAIMS INVOICE FOR OCTOBER WEEK 2                                                                    |
| 595678       | 11-Oct-2018 | 1,262.26   | ACCENT BUSINESS SERVICES INC        | KELSEY MIKE - W/E 09/15/18 - CONSTRUCTION                                                                                         |
| 595679       | 11-Oct-2018 | 6,770.60   | ADORAMA INC                         | CUST 7473138 - ORDER 21383942-1 - CAMERAS/RELATED EQUIPMENT - MEDIA SERVICES                                                      |
| 595680       | 11-Oct-2018 | 75.75      | ADVANCE STORES CO INC               | CUST 071370 - REF # 640197 - PARTS FOR REPAIR AND MAINTENANCE - EQUIP SERVICES                                                    |
| 595680       | 11-Oct-2018 | 15.99      | ADVANCE STORES CO INC               | CUST 071370 - REF # 640209 - PARTS FOR REPAIR AND MAINTENANCE - EQUIP SERVICES                                                    |
| 595681       | 11-Oct-2018 | 3,776.66   | ADVANTEL NETWORKS                   | ACCT 1007731 - SO 2089419 - PRO SVCS LABOR/PROJ MGR LABOR - THRU 09/21/18 - INFO TECH - RECEIPT 137756 BY J SCHOESSLER PER E-MAIL |

\*Please contact Procurement Services if you would like to review the justification for EMERGENCY procurement.

## INVOICE PAYMENTS REPORT

| Check Number | Check Date  | Amount    | Vendor Name                              | Description                                                                                                                                         |
|--------------|-------------|-----------|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| 595681       | 11-Oct-2018 | 329.54    | ADVANTEL NETWORKS                        | ACCT 1007731 - SO 2090641 - REMOTE TECH STD LABOR 3 - THRU 09/26/18 - INFO TECH - RECEIPT 137754 BY J SCHOESSLER PER E-MAIL                         |
| 595682       | 11-Oct-2018 | 540.46    | ALLEGIANCE BENEFIT PLAN MANAGEMENT       | RETIRED LEOFF 1 POLICE MEDICAL CLAIMS                                                                                                               |
| 595683       | 11-Oct-2018 | 48.00     | Allington, Stacey R                      | POST TRAVEL EXPENSES TACOMA - ACTIVENET                                                                                                             |
| 595684       | 11-Oct-2018 | 35.00     | ALPINE PAYMENT SYSTEMS                   | REF PKG CIT 7200809755                                                                                                                              |
| 595685       | 11-Oct-2018 | 473.50    | ALTA PLANNING & DESIGN                   | PROJ 00-2017-425 - SIDEWALK MAINTENANCE PROGRAM DEVELOPMENT - THRU 08/31/18 - CDD - RECEIPT 137253 BY B THOMAS PER E-MAIL                           |
| 595685       | 11-Oct-2018 | 5,133.00  | ALTA PLANNING & DESIGN                   | PROJ 00-2018-216 - VEHICULAR WAYFINDING - THRU 08/31/18 - CDD - RECEIPT 137299 BY B THOMAS PER E-MAIL                                               |
| 595686       | 11-Oct-2018 | 200.00    | AMERICAN MEDICAL RESPONSE NORTHWEST INC  | TRIPS 5574226 & 5583079 - MEDICAL SERVICE/BLOOD DRAW - 18SEP - VPD                                                                                  |
| 595687       | 11-Oct-2018 | 243.90    | AMY LEACH DBA MINI MIX CONCRETE          | TICKET 29594 - CONCRETE DELIVERY - 415 W 6TH ST - 08/23/18 - OP CENTER                                                                              |
| 595688       | 11-Oct-2018 | 219.72    | ARAMARK UNIFORM SERVICES INC             | SUMMARY: MAT/TOWEL/COVERALL/UNIFORM CLEANING SERVICES                                                                                               |
| 595689       | 11-Oct-2018 | 111.46    | ARLYS BORJESSON                          | 50+ TRAVEL DRIVER/PLANNER REIMBURSEMENT FOR MEALS, ADMISSION, PARKING                                                                               |
| 595690       | 11-Oct-2018 | 243.91    | ARONSON SECURITY GROUP                   | ASG AE HELP DESK LABOR - CITY HALL CARD/READER SERVICES - 08/29/18 - FACILITIES - RECEIPT 137393 BY P NEWTON PER E-MAIL                             |
| 595691       | 11-Oct-2018 | 150.50    | AVENU MUNISERVICES                       | LTC DISCOVERY SERVICES 9/30/18                                                                                                                      |
| 595692       | 11-Oct-2018 | 233.10    | BARRAN LIEBMAN LLP                       | CLIENT 707505 - RE: 0010-INVESTIGATION FOSTER/HAMLIN - THRU 08/23/18 - VPD                                                                          |
| 595693       | 11-Oct-2018 | 10,971.13 | BHC CONSULTANTS LLC                      | PROJ 18-10560.01 - ON-CALL SANITARY SYSTEM PLANNING/DESIGN SERVICES - THRU 08/24/18 - MP ENG                                                        |
| 595694       | 11-Oct-2018 | 55.42     | Blocker, Jude J                          | SEPTEMBER MILEAGE                                                                                                                                   |
| 595695       | 11-Oct-2018 | 3,978.27  | BODY ARMOR PERFORMANCE                   | CUSTOM BUILT DRAWER UNIT - TRUCK BED COVER - VPD                                                                                                    |
| 595696       | 11-Oct-2018 | 115.88    | BOUND TREE MEDICAL LLC                   | ACCT 109894 - ORDER 100107729 - MEDICAL SUPPLIES - FIRE                                                                                             |
| 595697       | 11-Oct-2018 | 4,496.65  | BROWN & CALDWELL                         | PROJ 148585 - VANCOUVER MERCURY MODULE UPGRADE - THRU 08/30/18 - MP ENG                                                                             |
| 595698       | 11-Oct-2018 | 275.00    | BSK ASSOCIATES                           | CLIENT VANCO8428 - WO V8I0163 - SAMPLE TESTING SERVICES - PCE & TCE ONLY - 09/11/18 - OP CENTER - RECEIPT 137381 BY M CORRELL PER E-MAIL            |
| 595699       | 11-Oct-2018 | 25.00     | BUDDY EARNEST                            | REF PKG CIT 7200211230                                                                                                                              |
| 595700       | 11-Oct-2018 | 269.24    | Campos, Jennifer Marie                   | NACTO CONFERENCE                                                                                                                                    |
| 595700       | 11-Oct-2018 | 14.00     | Campos, Jennifer Marie                   | POST TRAVEL BIKESHARE CONFERENCE                                                                                                                    |
| 595701       | 11-Oct-2018 | 20.00     | CATHERINE HAIGH                          | REF ALARM                                                                                                                                           |
| 595702       | 11-Oct-2018 | 16,248.92 | CENTENNIAL CONTRACTORS ENTERPRISES, INC. | FIRE STATION 4 & 7 PAINTING & SEALING - EST 5 - THRU 08/24/18                                                                                       |
| 595702       | 11-Oct-2018 | 10,533.93 | CENTENNIAL CONTRACTORS ENTERPRISES, INC. | RACQUET BALL FLOOR ABATEMENT - EST 2 - THRU 08/24/18                                                                                                |
| 595703       | 11-Oct-2018 | 3,790.71  | CH2M HILL INC                            | CUST 003143 - PROJ 667093 - SEWER INTERCEPTOR CONDITION ASSESSMENT - THRU 08/31/18 - MP ENG - RECEIPT 137319 BY A POWERS PER E-MAIL                 |
| 595704       | 11-Oct-2018 | 200.00    | CHARLES SUNIGA                           | 09/16/18 - SUNDAY DANCE - MUSICAL ENTERTAINMENT - PARKS                                                                                             |
| 595705       | 11-Oct-2018 | 46.00     | CITY OF VANCOUVER                        | CUST 100119 - FIRE SPRINKLER SYSTEM REPORT REVIEW - ITM INSPECTION- 18-4505 - LOC ID 2136-0020 - 4600 SE COLUMBIA WAY - WREC - 09/27/18 - OP CENTER |
| 595706       | 11-Oct-2018 | 1,225.50  | CITY OF VANCOUVER                        | LICENSE AND REGISTRATIONS FOR MULTIPLE FLEET VEHICLES                                                                                               |
| 595707       | 11-Oct-2018 | 35,302.20 | CLARK COUNTY                             | SUMMARY: WORK CREWS - OP CENTER                                                                                                                     |
| 595708       | 11-Oct-2018 | 48,829.00 | CLARK COUNTY                             | ANNUAL SIDARS SUPPORT FEE AND ANNUAL GIS PARTNERSHIP FEE FOR ENGINEERING - IT                                                                       |

\*Please contact Procurement Services if you would like to review the justification for EMERGENCY procurement.



## INVOICE PAYMENTS REPORT

| Check Number | Check Date  | Amount     | Vendor Name                              | Description                                                                                                                                                                     |
|--------------|-------------|------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 595708       | 11-Oct-2018 | 12,511.84  | CLARK COUNTY                             | EXCESS LIQUOR PROFIT/EXCISE TAXES - 2018 QTR 2 - BUDGET                                                                                                                         |
| 595708       | 11-Oct-2018 | 30.00      | CLARK COUNTY                             | FINGERPRINTING SERVICES FOR FACILITIES - 18-AUG - LAW                                                                                                                           |
| 595708       | 11-Oct-2018 | 15.00      | CLARK COUNTY                             | FINGERPRINTING SERVICES FOR PW FACILITIES- 18-AUG - LAW                                                                                                                         |
| 595708       | 11-Oct-2018 | 15.00      | CLARK COUNTY                             | FINGERPRINTING SERVICES FOR VPD - 18-AUG - LAW                                                                                                                                  |
| 595708       | 11-Oct-2018 | 500.00     | CLARK COUNTY                             | RANGE RENTAL - 18AUG - VPD                                                                                                                                                      |
| 595709       | 11-Oct-2018 | 379.40     | CLARK COUNTY TITLE CO                    | ORDER CL11544 - LIMITED LIABILITY CERTIFICATE - PARCEL 167023-000 - 9805 SE EVERGREEN HWY - 09/28/18 - CONSTRUCTION                                                             |
| 595710       | 11-Oct-2018 | 371,036.63 | CLARK COUNTY TITLE CO                    | ESCROW CL11477 - PARCEL 110291-032 - REAL PROPERTY VOUCHER - MILL PLAIN BLVD-104TH AVE TO CHKLOV DR - 10601 SE MILL PLAIN BLVD - LAND ACQUISITION - 18OCT - CONSTRUCTION        |
| 595711       | 11-Oct-2018 | 334.82     | CLARK REGIONAL EMERGENCY SERVICES AGENCY | GRANT 620095 - STATEWIDE DUI - 09/14/18 - J WALL - VPD - RECEIPT 137738 BY A CARMAN PER E-MAIL                                                                                  |
| 595712       | 11-Oct-2018 | 4,136.02   | CODE PUBLISHING CO                       | PROJ 343670 - MUNICIPAL CODE CONVERSION/WEB HOSTING - THRU 09/13/18 - FINANCE                                                                                                   |
| 595713       | 11-Oct-2018 | 25,555.30  | COLUMBIA FORD                            | 2018 FORD ESCAPE - VIN 1FMCU0GD1JUD38670 - EQUIPMENT SERVICES                                                                                                                   |
| 595713       | 11-Oct-2018 | 35,324.31  | COLUMBIA FORD                            | 2018 FORD K8A POLICE UTILITY FOR VPD - VIN 1FM5K8AR9JGC95566 - EQUIP SERVICES                                                                                                   |
| 595714       | 11-Oct-2018 | 3,759.00   | COLUMBIAN PUBLISHING COMPANY             | SUMMARY: ADVERTISING                                                                                                                                                            |
| 595715       | 11-Oct-2018 | 24.89      | COMCAST CABLE COMMUNICATIONS INC         | ACCT 8778 10 101 0115714 - 10/04/18-11/03/18 - VPD HQ                                                                                                                           |
| 595716       | 11-Oct-2018 | 80.99      | COMCAST CABLE COMMUNICATIONS INC         | ACCT 8778 10 101 2592159 - COMCAST SERVICE - 010/01/18-10/31/18 - FCC                                                                                                           |
| 595717       | 11-Oct-2018 | 5,742.59   | CONSOLIDATED SUPPLY CO                   | CUST 23132 - OPERATING SUPPLIES - OPS CENTER                                                                                                                                    |
| 595718       | 11-Oct-2018 | 940.51     | Cooley, Scott Edward                     | ATTEND WORKDAY RISING                                                                                                                                                           |
| 595719       | 11-Oct-2018 | 8,182.33   | COPIERS NORTHWEST                        | ACCT 343871-P - MONTHLY COPIER LEASES - MULTIPLE CITY LOCATIONS - 09/15/18-10/14/18 - INFO TECH                                                                                 |
| 595720       | 11-Oct-2018 | 2,955.19   | CORE & MAIN LP                           | ACCT 110866 - OPERATING SUPPLIES - OPS CENTER                                                                                                                                   |
| 595721       | 11-Oct-2018 | 395.98     | CORPORATE TRANSLATION SVCS INC           | CLIENT ID 15541 - INTERPRETER SERVICES - 18AUG - HR                                                                                                                             |
| 595722       | 11-Oct-2018 | 60.00      | CRAIG MENDENHALL DBA AMERICAN SANI-CAN   | 08/13/18-09/09/18 - WEEKLY PUMPING SERVICES - CUSTOMER-OWNED UNIT - GREENWAY - OP CENTER                                                                                        |
| 595722       | 11-Oct-2018 | 60.00      | CRAIG MENDENHALL DBA AMERICAN SANI-CAN   | 08/13/18-09/09/18 - WEEKLY PUMPING SERVICES - CUSTOMER-OWNED UNIT - STREETS - OP CENTER                                                                                         |
| 595723       | 11-Oct-2018 | 614.48     | CUES INC                                 | SO 000665092 - REPAIR SERVICES - PCU,1208 - SERIAL # 14060201 - ORDER DATE 08/17/18 - OP CENTER                                                                                 |
| 595724       | 11-Oct-2018 | 130.00     | DANIEL EVAN MROZ                         | 09/24/18 - SIGN LANGUAGE INTERPRETATION - DEAF AWARENESS WEEK PROCLAMATION - CMO                                                                                                |
| 595725       | 11-Oct-2018 | 67.00      | DANIEL N OLSON                           | TRIAL SUBPOENA - EXPERT WITNESS REIMBURSEMENT - CRESA - RE: TRACY CASE - RISK                                                                                                   |
| 595726       | 11-Oct-2018 | 2,370.00   | DAVID COREY PHD PC                       | POST-OFFER EVALUATIONS - 7 EA - THRU 08/31/18 - VPD/HR - RECEIPT 137790 BY A BAFUS/ RECEIPT 137069 BY A CARMAN PER E-MAIL                                                       |
| 595726       | 11-Oct-2018 | 8,875.00   | DAVID COREY PHD PC                       | PRE-OFFER ASSESSMENTS/POST-OFFER EVALUATIONS/MANAGEMENT ASSESSMENTS - 83 TOTAL - THRU 07/26/18 - VPD/HR/FIRE - RECEIPT 137790 BY A BAFUS/ RECEIPT 136840 BY A CARMAN PER E-MAIL |
| 595727       | 11-Oct-2018 | 102.40     | DAVID JACKY                              | 50+ TRAVEL DRIVER/PLANNER REIMBURSEMENT FOR MEALS, ADMISSION, PARKING                                                                                                           |
| 595728       | 11-Oct-2018 | 20.00      | DEBRORAH MAZOUR                          | REF ALARM                                                                                                                                                                       |
| 595729       | 11-Oct-2018 | 2,497.64   | DLT SOLUTIONS LLC                        | ORDER 4663735 - CUST VAN02 - CIVIL 3D 2019 GOVT NEW SINGLE-USER ELD ANNUAL SUBSCRIPTION - 09/11/18-10/24/19 - INFO TECH - RECEIPT 137425 BY J SCHOESSLER PER E-MAIL             |
| 595730       | 11-Oct-2018 | 161.99     | Doria, Merce D                           | VERBAL JUDO TRAINING                                                                                                                                                            |
| 595731       | 11-Oct-2018 | 8.00       | DUKE SILVA                               | 50+ TRAVEL DRIVER/PLANNER REIMBURSEMENT FOR MEALS, ADMISSION, PARKING                                                                                                           |

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|--------------|-------------|-----------|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 595732       | 11-Oct-2018 | 200.00    | DUSTIN ROE                             | REF SPECIAL LIC                                                                                                                                                                                |
| 595733       | 11-Oct-2018 | 450.00    | EARTHA GREEN DBA EARTHA THE CLOWN      | 09/15/18 - FACE PAINTING - STURGEON FESTIVAL - WREC                                                                                                                                            |
| 595734       | 11-Oct-2018 | 20.00     | EAST WEST MARTIAL ARTS                 | REF ALARM                                                                                                                                                                                      |
| 595735       | 11-Oct-2018 | 56.03     | EC COMPANY                             | PERMIT WITHDRAWN                                                                                                                                                                               |
| 595736       | 11-Oct-2018 | 166.25    | EHLERT & ASSOC ADJUSTERS               | FILE D-54700 - APPRAISAL SERVICE - RE: F MCCOY - DOL: 08/09/18 - RISK                                                                                                                          |
| 595737       | 11-Oct-2018 | 3,500.00  | ELYSIA M HERZ                          | PARCEL 110186-194 - REAL PROPERTY VOUCHER - SE 1ST ST-162ND AVE TO 192ND AVE - 17501 NE 2ND ST - LAND ACQUISITION - 18SEP - CONSTRUCTION                                                       |
| 595738       | 11-Oct-2018 | 48.00     | EMERGENCY ROOMS PS                     | 08/01/18 - MEDICAL TESTING SERVICES - LAB HANDLE/EBT - 1 EA - HR                                                                                                                               |
| 595738       | 11-Oct-2018 | 24.00     | EMERGENCY ROOMS PS                     | 08/09/18 - MEDICAL TESTING SERVICES - AUDIOGRAM - 1 EA - HR                                                                                                                                    |
| 595739       | 11-Oct-2018 | 275.00    | ERF COMPANY INC                        | 18OCT - WEATHER FORECASTING SERVICES - OP CENTER - RECEIPT 137434 BY P NEWTON PER E-MAIL                                                                                                       |
| 595740       | 11-Oct-2018 | 97.16     | Erickson, Tara M                       | DECCAN USER CONFERENCE AND TRAINING - SAN DIEGO CA                                                                                                                                             |
| 595741       | 11-Oct-2018 | 12,333.48 | EVERGREEN HABITAT FOR HUMANITY         | PROJ 221107 - MCKIBBIN COMMONS HOMES - 18AUG - AFFORDABLE HOUSING FUND                                                                                                                         |
| 595742       | 11-Oct-2018 | 15,811.65 | EXCELTECH CONSULTING INC               | PROJ 1808 - VARIOUS PROJECTS - THRU 08/31/18 - CONSTRUCTION - RECEIPT 137376 BY L PETERSEN PER E-MAIL                                                                                          |
| 595743       | 11-Oct-2018 | 56.38     | EXPERIAN MARKETING SOLUTIONS           | ACCT TBD1-1957212 - 18SEP - UTILITY COLLECTIONS ASSIST - UTILITIES                                                                                                                             |
| 595744       | 11-Oct-2018 | 81.08     | Fields, James B                        | GAS REIMBURSEMENT                                                                                                                                                                              |
| 595745       | 11-Oct-2018 | 569.10    | FIRE SYSTEMS WEST                      | WO 326316 - CUST VANC - 2018 ANNUAL CERTIFICATION OF PORTABLE FIRE EXTINGUISHERS - 30 TOTAL - 08/17/18 - BROOKSIDE - 2323 GENERAL ANDERSON - OP CENTER - RECEIPT 137457 BY P NEWTON PER E-MAIL |
| 595745       | 11-Oct-2018 | 1,029.80  | FIRE SYSTEMS WEST                      | WO 326815 - CUST VANC - WEEKLY DIESEL FIRE PUMP INSPECTION/TESTING - 4 EA - 08/03/18-08/31/18 - FIRSTENBURG COMM CTR - OP CENTER - RECEIPT 137603 BY P NEWTON PER E-MAIL                       |
| 595746       | 11-Oct-2018 | 1,210.94  | FREDERICK VANKUREN                     | PARCEL 16593000 - REAL PROPERTY VOUCHER - MILL PLAIN BLVD-104TH AVE TO CHKLOV DR - 1060 108 SE 105TH AVE - RELOCATION 13 - RADON MITIGATION 2 - THRU 10/02/18 - CONSTRUCTION                   |
| 595747       | 11-Oct-2018 | 101.49    | Geddry, Blaise T                       | AUDIT TRAINING                                                                                                                                                                                 |
| 595748       | 11-Oct-2018 | 1,481.38  | GENUINE PARTS COMPANY                  | CUST 7970 - 18SEP - PARTS FOR VEHICLE AND EQUIPMENT REPAIRS - EQUIP SERVICES                                                                                                                   |
| 595749       | 11-Oct-2018 | 2,523.28  | GEORGE ELEVATOR SERVICE LLC            | 18SEP - MONTHLY ELEVATOR MAINTENANCE - MULTIPLE CITY LOCATIONS - OP CENTER - RECEIPT 137426 BY P NEWTON PER E-MAIL                                                                             |
| 595750       | 11-Oct-2018 | 197.01    | GEORGE GILMAN                          | REF 600 SCIP LOAN                                                                                                                                                                              |
| 595751       | 11-Oct-2018 | 58.50     | Gilbertson, Julie J                    | POST TRAVEL ECOLOGY SOLID WASTE CONFERENCE                                                                                                                                                     |
| 595752       | 11-Oct-2018 | 65.00     | GLEDA MARTHENS                         | 50+ TRAVEL DRIVER/PLANNER REIMBURSEMENT FOR MEALS, ADMISSION, PARKING                                                                                                                          |
| 595753       | 11-Oct-2018 | 1,459.96  | GLOBAL TRANSPORTATION ENGINEERING CORP | PROJ P16-110 - 138TH & 28TH SYSTEM INT - 18AUG - MP ENG                                                                                                                                        |
| 595753       | 11-Oct-2018 | 8,760.00  | GLOBAL TRANSPORTATION ENGINEERING CORP | PROJ P18-058 - LED SPECS FOR PROCUREMENT - 18AUG - MP ENG                                                                                                                                      |
| 595754       | 11-Oct-2018 | 25.00     | GRESHAM FORD                           | REF PKG CIT 7201202979                                                                                                                                                                         |
| 595755       | 11-Oct-2018 | 48.00     | Groves, Brooke Michelle                | POST TRAVEL 9.18.18                                                                                                                                                                            |
| 595756       | 11-Oct-2018 | 291.00    | H&H WOOD RECYCLERS INC                 | ACCT 10-0000006 - THRU 09/12/18 - YARD DEBRIS RECYCLING - OPS CENTER                                                                                                                           |
| 595757       | 11-Oct-2018 | 395.00    | Hahn, Eric W                           | AV CONFERENCE - BELLEVUE - POST TRAVEL                                                                                                                                                         |
| 595758       | 11-Oct-2018 | 6,147.00  | HARPER HOUF PETERSON RIGHELLIS INC     | PROJ VAN-64-E - WATER TOWER SEISMIC IMPROVEMENTS - THRU 08/17/18 - CONSTRUCTION - RECEIPT 137546 BY L PETERSEN PER E-MAIL                                                                      |

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| 595759       | 11-Oct-2018 | 3,322.00  | HDR ENGINEERING INC                | PROJ 10080977 - RIGHT OF WAY ACQUISITION SERVICES-EVERGREEN HWY & 102ND CRT CULVERT REPLACEMENT - THRU 09/01/18 - MP ENG - RECEIPT 137638 BY L JONES |
| 595759       | 11-Oct-2018 | 11,534.36 | HDR ENGINEERING INC                | TRANSPORTATION SYSTEM SAFETY ANALYSIS - THRU 09/01/18 - CDD - RECEIPT 137767 BY B THOMAS PER E-MAIL                                                  |
| 595760       | 11-Oct-2018 | 20.00     | HUSTON DEMSKY LLC                  | REF ALARM                                                                                                                                            |
| 595761       | 11-Oct-2018 | 83,735.50 | INSTA PIPE INC                     | SANITARY SEWER BASIN S1-1 - LATERAL REHAB PHASE II - EST 1 - THRU 08/01/18                                                                           |
| 595762       | 11-Oct-2018 | 1,225.00  | JACK LITMAN PH D                   | 06/12/18 - PSYCHOLOGICAL SERVICES - L OLINGER - CAUSE 22239V - PUBLIC DEFENDER - CMO                                                                 |
| 595763       | 11-Oct-2018 | 2,500.00  | JCI JONES CHEMICALS INC            | ORDER 567173 - CHLORINE 150 LB CYLINDERS - 10 EA - OP CENTER                                                                                         |
| 595764       | 11-Oct-2018 | 1,309.29  | Kennedy, Rebecca L                 | POST TRAVEL- PROJECT FOR PUBLIC SPACES CONFERENCE                                                                                                    |
| 595765       | 11-Oct-2018 | 185.80    | KRIS DEVORE                        | TRIAL SUBPOENA - EXPERT WITNESS REIMBURSEMENT - CRESA - RE: TRACY CASE - RISK                                                                        |
| 595766       | 11-Oct-2018 | 1,761.71  | KRISTINE MEISNER                   | SETTLEMENT RE: K MEISNER - DOL: 08/03/18 - CLAIM 922839 - RISK                                                                                       |
| 595767       | 11-Oct-2018 | 26.17     | Krohling, Karen K                  | SEPTEMBER MILEAGE                                                                                                                                    |
| 595768       | 11-Oct-2018 | 1,774.29  | LAKESIDE INDUSTRIES                | JOB 1 - ASPHALT - ORCHARDS ASPHALT SALES - 29.76 TON - THRU 09/13/18 - OPS CENTER                                                                    |
| 595769       | 11-Oct-2018 | 1,365.00  | LAW OFFICES OF SUSAN DRUMMOND PLLC | FILE VANLU - LEGAL ASSISTANCE - LAND USE ISSUES - THRU 08/31/18 - LAW                                                                                |
| 595770       | 11-Oct-2018 | 79.36     | LINDA THOMPSON                     | 50+ TRAVEL DRIVER/PLANNER REIMBURSEMENT FOR MEALS, ADMISSION, PARKING                                                                                |
| 595771       | 11-Oct-2018 | 152.15    | LINGUAVA INC                       | CUST 19059 - INTERPRETING SERVICES - 18AUG - VPD - RECEIPT 137394 BY A CARMAN PER E-MAIL                                                             |
| 595772       | 11-Oct-2018 | 3,266.75  | LN CURTIS & SONS                   | CUST C32902 - ORDER 429959 - FIRE                                                                                                                    |
| 595773       | 11-Oct-2018 | 860.02    | MANS BEST FRIEND INC               | K9 OFFICER SUPPLIES - VPD                                                                                                                            |
| 595774       | 11-Oct-2018 | 25.00     | MARTHA J WINN                      | REF PKG CIT 7200410880                                                                                                                               |
| 595775       | 11-Oct-2018 | 636.25    | MAUL FOSTER & ALONGI INC           | PROJ 0363.06.03 - 2018 PHA UPDATE - THRU 08/31/18 - MP ENG                                                                                           |
| 595776       | 11-Oct-2018 | 50.00     | MAXWELL HOLLOWAY                   | REF ALARM                                                                                                                                            |
| 595777       | 11-Oct-2018 | 2,446.59  | METRO MACHINERY RIGGING INC        | JOB 203374 - '99 KOHLER GENERATOR - MACHINERY MOVING SERVICES - 6803 NE 78TH ST - MP ENG                                                             |
| 595778       | 11-Oct-2018 | 7,227.68  | MISCELLANEOUS                      | SUMMARY: CITY UTILITIES REFUNDS, PARKS REFUNDS & OTHER MISC REFUNDS                                                                                  |
| !            |             |           |                                    |                                                                                                                                                      |
| 595805       |             |           |                                    |                                                                                                                                                      |
| 595806       | 11-Oct-2018 | 2,820.00  | MOSS ADAMS LLP                     | CLIENT 628026 - CLAIMS AUDIT OF HEALTHSMART - THRU 08/30/18 - HR - PO 90882/RECEIPT 137681 BY A BAFUS PER E-MAIL                                     |
| 595807       | 11-Oct-2018 | 552.00    | MOTUS RECRUITING & STAFFING INTL   | STEINHOFF KAWAILANI - W/E 09/16/18 - PAYROLL WORK DAY PROJ                                                                                           |
| 595808       | 11-Oct-2018 | 40.13     | MUNNELL AND SHERRILL INC           | CUST 3363 - DOC 016488 - SHOP SUPPLIES - EQUIP SERVICES                                                                                              |
| 595808       | 11-Oct-2018 | 874.79    | MUNNELL AND SHERRILL INC           | CUST 3364 - DOC 017096 - OPERATING SUPPLIES - WAREHOUSE                                                                                              |
| 595809       | 11-Oct-2018 | 42.29     | NAVIGATE LAW GROUP                 | REF PKG PERMIT COV08117                                                                                                                              |
| 595810       | 11-Oct-2018 | 118.12    | Newbill, Rick A Jr                 | PR #87774 UNCLAIMED PROP                                                                                                                             |
| 595811       | 11-Oct-2018 | 40.00     | NLIGHT                             | REF ALARM                                                                                                                                            |
| 595812       | 11-Oct-2018 | 4,363.10  | NORTHWEST LANDCARE                 | SCIP CONTRACTOR PMT - BERGEN (3000 NE 127TH AVE)                                                                                                     |
| 595813       | 11-Oct-2018 | 4,247.06  | NW NATURAL                         | SUMMARY: NATURAL GAS                                                                                                                                 |
| 595814       | 11-Oct-2018 | 13.00     | ODOT DMV SERVICES                  | ACCT 83313 - VEHICLE TITLE HISTORY - THRU 09/28/18 - VPD                                                                                             |
| 595815       | 11-Oct-2018 | 487.14    | OTIS ELEVATOR                      | CUST 734008 - FIRE RECALL TESTING SERVICES - 06/06/18 - TOWER MALL BLDG - OP CENTER                                                                  |

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| 595816       | 11-Oct-2018 | 301.63     | PACIFIC POWER GROUP LLC              | REPAIR ORDER 463243-000 - SERVICE CALL ON GENERATOR - MODEL 40REOZJC/SER SGM325PW4 - CENTENNIAL PARCEL - 3103 NW LOWER RIVER RD - THRU 08/16/18 - OP CENTER - RECEIPTED BY P TANDY PER E-MAIL |
| 595817       | 11-Oct-2018 | 75.00      | PACTRUST                             | REF CIVICGOV                                                                                                                                                                                  |
| 595818       | 11-Oct-2018 | 3,580.00   | PARABON NANOLABS INC                 | CASE 2394-8509 - DNA PROCESSING AND RELATED SERVICES - THRU 09/16/18 - VPD                                                                                                                    |
| 595819       | 11-Oct-2018 | 1,527.10   | Pastor, Andrea                       | WALK BIKE PLACES CONFERENCE POST-TRAVEL                                                                                                                                                       |
| 595820       | 11-Oct-2018 | 538.89     | PETTY CASH CUSTODIAN                 | SUMMARY: PETTY CASH REPLENISHMENTS                                                                                                                                                            |
| I            |             |            |                                      |                                                                                                                                                                                               |
| 595821       |             |            |                                      |                                                                                                                                                                                               |
| 595822       | 11-Oct-2018 | 160.97     | PORTLAND MECHANICAL CONSTRUCTION INC | LOCATE CEILING LEAKS - VPD/EAST - 520 SE 155TH AVE - 08/27/18 - OP CENTER - RECEIPT 137515 BY P NEWTON PER E-MAIL                                                                             |
| 595823       | 11-Oct-2018 | 2,035.79   | PROFESSIONAL CREDIT SERVICE          | SUMMARY: MISC PAYMENTS AND REFUNDS                                                                                                                                                            |
| 595824       | 11-Oct-2018 | 1,674.63   | PUBLIC SAFETY TESTING INC            | BACKGROUND INVESTIGATION/REPORT - 1 EA - THRU 08/31/18 - HR - RECEIPT 137792 BY A BAFUS PER E-MAIL                                                                                            |
| 595825       | 11-Oct-2018 | 20.00      | RANDOLPH WARNEKE                     | REF ALARM                                                                                                                                                                                     |
| 595826       | 11-Oct-2018 | 365.31     | RENTOKIL NORTH AMERICA INC           | SUMMARY: MONTHLY PEST CONTROL MAINTENANCE - OPS CENTER                                                                                                                                        |
| 595827       | 11-Oct-2018 | 798.00     | RIGHT OF WAY ASSOC INC               | REF 15001-010-010 - SE 1ST ST-NE 164TH AVE TO NE 192ND AVE - RIGHT OF WAY SERVICES - 07/03/18-08/28/18 - TRANSPORTATION - RECEIPT 137380 BY L PETERSEN PER E-MAIL                             |
| 595828       | 11-Oct-2018 | 11,505.00  | ROBERTSON ENGINEERING PC             | PROJ VANC-02 - 6TH ST TEMPORARY LOT - THRU 08/31/18 - OP CENTER - RECEIPT 137325 BY S TURK PER E-MAIL                                                                                         |
| 595829       | 11-Oct-2018 | 6,023.42   | ROTSCHY INC                          | WFP - GRANT ST PIER - EST 26 - THRU 09/10/18                                                                                                                                                  |
| 595830       | 11-Oct-2018 | 100.00     | SAMUEL V ROBINSON                    | 09/15/18 - CULTURAL PRESENTATION - STURGEON FESTIVAL - WREC                                                                                                                                   |
| 595831       | 11-Oct-2018 | 150.00     | SCATTER CREEK PET PRODUCTS           | 08/17/18 - PRIVATE DOG TRAINING - SALES RECEIPT 8749 - VPD/CANINE UNIT                                                                                                                        |
| 595831       | 11-Oct-2018 | 75.00      | SCATTER CREEK PET PRODUCTS           | 08/21/18 - PRIVATE DOG TRAINING - SALES RECEIPT 8770 - VPD/CANINE UNIT                                                                                                                        |
| 595832       | 11-Oct-2018 | 180.67     | Schubert, Beverly J                  | 50+ TRAVEL DRIVER/PLANNER REIMBURSEMENT FOR MEALS, ADMISSION, PARKING                                                                                                                         |
| 595833       | 11-Oct-2018 | 2,911.05   | SECURITY DEVICES INTERNATIONAL INC   | BLUNT IMPACT PROJECTILES - VPD                                                                                                                                                                |
| 595834       | 11-Oct-2018 | 25.00      | SHARON KIRBY OXFORD                  | REF PKG CIT 7200410760                                                                                                                                                                        |
| 595835       | 11-Oct-2018 | 4.57       | SHRED IT USA LLC                     | CUST 14978866 - DOCUMENT DESTRUCTION - 18SEP - UTILITIES                                                                                                                                      |
| 595836       | 11-Oct-2018 | 104,590.24 | SIERRA-CEDAR INC                     | SUMMARY: HANSEN UTILITY BILLING SUPPORT & WORKDAY IMPLEMENTATION SERVICES/EXPENSE REIMBURSEMENT - IT                                                                                          |
| 595837       | 11-Oct-2018 | 115.54     | Snodgrass, Bryan Richard             | MEETING IN OLYMPIA                                                                                                                                                                            |
| 595838       | 11-Oct-2018 | 802.60     | SOFTWARE HOUSE INTERNATIONAL SHI     | CUST 1072078 - SO S48312587 - CREATIVE CLOUD FOR TEAMS/MULTIPLE PLATFORMS - 1 EA - AGREEMENT 43D59081EC5F81F610DA - IT - RECEIPT 137396 BY J SCHOESSLER PER E-MAIL                            |
| 595839       | 11-Oct-2018 | 628.72     | SOHA SIGN CO INC                     | REF 30260 - FOR SALE SIGNS - FIRE                                                                                                                                                             |
| 595840       | 11-Oct-2018 | 1,200.00   | SOUTHWEST CLEAN AIR AGENCY           | APPLICATION CL-3059 - AIR DISCHARGE PERMIT - BOILERS/GENERATORS FOR VARIOUS CITY FACILITIES - OP CENTER                                                                                       |
| 595841       | 11-Oct-2018 | 15,226.26  | SP PLUS CORPORATION                  | 18AUG - PARKING SERVICES                                                                                                                                                                      |
| 595842       | 11-Oct-2018 | 475.50     | STATE OF WASHINGTON                  | AUDIT 45211 - 18AUG INVESTIGATION - 5 HRS - FINANCE                                                                                                                                           |
| 595843       | 11-Oct-2018 | 2,751.83   | STATE OF WASHINGTON                  | PROJ/WO JD14210L/JD1421 - FIBER MAINTENANCE - 18AUG - MP ENG - RECEIPT 137799 BY A POWERS PER E-MAIL                                                                                          |
| 595844       | 11-Oct-2018 | 10.36      | STERICYCLE INC                       | CUST 6029950 - 18SEP - HAZARDOUS MATERIAL DISPOSAL - OP CENTER                                                                                                                                |
| 595845       | 11-Oct-2018 | 275.00     | STEVE LATTANZI DBA CREATURE FEATURE  | 09/15/18 - REPTILE SHOW - STURGEON FESTIVAL - WREC                                                                                                                                            |
| 595846       | 11-Oct-2018 | 20.00      | STEVEN/LINDA HOFF                    | REF ALARM                                                                                                                                                                                     |

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## INVOICE PAYMENTS REPORT

| Check Number | Check Date  | Amount    | Vendor Name                                      | Description                                                                                                                             |
|--------------|-------------|-----------|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| 595847       | 11-Oct-2018 | 875.00    | STUART W SMITH                                   | MATTER 170208-1 - PEARSON FIELD - LEGAL SERVICES - THRU 08/29/18 - LAW                                                                  |
| 595848       | 11-Oct-2018 | 4,496.66  | SUMMIT LAW GROUP                                 | CLIENT 20147-1 RBY - LEGAL SERVICES - CONTRACT NEGOTIATIONS - THRU 07/31/18 - INVOKE VMC 3.05.200(2) - HR/LAW                           |
| 595848       | 11-Oct-2018 | 457.50    | SUMMIT LAW GROUP                                 | CLIENT 20147-16 MCB - LEGAL SERVICES - J B INVESTIGATION - THRU 07/31/18 - INVOKE VMC 3.05.200(2) - HR/LAW                              |
| 595849       | 11-Oct-2018 | 121.50    | SUSAN ROBINS                                     | 50+ TRAVEL DRIVER/PLANNER REIMBURSEMENT FOR MEALS/ ADMISSION/ PARKING                                                                   |
| 595850       | 11-Oct-2018 | 61.11     | SUZAN HEGLIN                                     | 50+ TRAVEL DRIVER/PLANNER REIMBURSEMENT FOR MEALS, ADMISSION, PARKING                                                                   |
| 595851       | 11-Oct-2018 | 2,652.00  | TEKSYSTEMS                                       | BAKER MICHAEL - W/E 09/22/18 - INFO TECH - RECEIPT 137715 BY J SCHOESSLER PER E-MAIL                                                    |
| 595851       | 11-Oct-2018 | 2,400.00  | TEKSYSTEMS                                       | LAWSON COREY - W/E 09/22/18 - INFO TECH - RECEIPT 137714 BY J SCHOESSLER PER E-MAIL                                                     |
| 595852       | 11-Oct-2018 | 900.00    | TERRY & RUTH WELLS                               | PARCEL 111861980 - REAL PROPERTY VOUCHER - SE 1ST ST-162ND AVE TO 192ND AVE - 17507 NE 2ND ST - LAND ACQUISITION - 18SEP - CONSTRUCTION |
| 595853       | 11-Oct-2018 | 20.00     | THERESA BASS                                     | REF ALARM                                                                                                                               |
| 595854       | 11-Oct-2018 | 48.00     | Thompson, Amanda Jane                            | TRAVEL EXPENSES TACOMA - ACTIVENET - POST TRAVEL                                                                                        |
| 595855       | 11-Oct-2018 | 635.00    | TOWING & RECOVERY SERVICES INC                   | SUMMARY: TOWING SERVICES                                                                                                                |
| 595857       | 11-Oct-2018 | 20.00     | TRAVIS HARDMAN                                   | REF ALARM                                                                                                                               |
| 595858       | 11-Oct-2018 | 474.25    | TRIPLE J ENTERPRISES                             | SUMMARY: TOWING SERVICES                                                                                                                |
| 595859       | 11-Oct-2018 | 20,000.00 | TRUST ACCOUNT OF LOREN ETENGOFF                  | SETTLEMENT RE: C BROSEAU - DOL: 02/22/18 - RISK - CLAIM 922791                                                                          |
| 595860       | 11-Oct-2018 | 327.47    | TV ETC ESD 112                                   | PEG CAPITAL SUPPORT GRANT - 18AUG - MEDIA SERVICES - RECEIPT 137822 BY K PECK                                                           |
| 595861       | 11-Oct-2018 | 352.18    | UNITED PARCEL SERVICE                            | SUMMARY: SHIPPING CHARGES - MAILROOM & OPS CENTER                                                                                       |
| I            |             |           |                                                  |                                                                                                                                         |
| 595865       |             |           |                                                  |                                                                                                                                         |
| 595866       | 11-Oct-2018 | 3,000.00  | UNITED STATES POSTAL SERVICE                     | 18SEP - POSTAGE FOR BULK MAIL ACCT 728 - MAILROOM                                                                                       |
| 595867       | 11-Oct-2018 | 10,000.00 | UNITED STATES POSTAL SERVICE                     | POSTAGE METER / METER ACCT NUMBER 0000118261                                                                                            |
| 595868       | 11-Oct-2018 | 4,819.20  | UNIVAR USA INC                                   | CUST 107817 - ORDER 208186 - CAUSTIC SODA - OPS CENTER                                                                                  |
| 595869       | 11-Oct-2018 | 15.39     | VALERIE DEMING                                   | 50+ TRAVEL DRIVER/PLANNER REIMBURSEMENT FOR MEALS/ ADMISSION/ PARKING                                                                   |
| 595870       | 11-Oct-2018 | 187.00    | VANCOUVER AIRE LLC DBA FRESH AIRE AIR FRESHENERS | SUMMARY: DEODORIZING SERVICES - OP CENTER                                                                                               |
| 595871       | 11-Oct-2018 | 75.00     | VANCOUVER CENTER-NORTH OFFICE TOWER              | REF CIVICGOV                                                                                                                            |
| 595872       | 11-Oct-2018 | 4,770.65  | VANCOUVER DOWNTOWN ASSOCIATION                   | 2018 LODGING TAX GRANTS - THE COLUMBIA FUTURE FORGE INV 1381 - WATERING PLANTS 8/1/18-8/30/18 - CMO                                     |
| 595872       | 11-Oct-2018 | 7,791.25  | VANCOUVER DOWNTOWN ASSOCIATION                   | BANNER PROJECT FOR DOWNTOWN VANCOUVER - 50% REMAINING BALANCE - BANNER MATERIALS/PACKAGING - THRU 10/04/18 - CMO                        |
| 595873       | 11-Oct-2018 | 6,175.00  | VANCOUVER SLOW PITCH UMPIRES ASSN                | 18SEP - SPORTS OFFICIATING - PARKS                                                                                                      |
| 595874       | 11-Oct-2018 | 200.00    | VAST DATA CONCEPTS LLC                           | 18SEP - MONTHLY USER FEE - INFO TECH - RECEIPT 137269 BY J SCHOESSLER PER E-MAIL                                                        |
| 595875       | 11-Oct-2018 | 16,979.23 | VERIZON WIRELESS                                 | SUMMARY: WIRELESS SERVICES                                                                                                              |
| I            |             |           |                                                  |                                                                                                                                         |
| 595879       |             |           |                                                  |                                                                                                                                         |
| 595880       | 11-Oct-2018 | 560.30    | VERIZON WIRELESS SERVICES LLC                    | ACCT 342019650-00001 - CURRENT CHARGES - 08/24/18-09/23/18 - CONSTRUCTION                                                               |
| 595880       | 11-Oct-2018 | 40.01     | VERIZON WIRELESS SERVICES LLC                    | ACCT 972233911-00002 - MOBILE BROADBAND MONTHLY CHARGES 08/24/18-09/23/18 - J SEARS - FACILITIES                                        |

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## INVOICE PAYMENTS REPORT

| Check Number | Check Date      | Amount              | Vendor Name                   | Description                                                                                                                                 |
|--------------|-----------------|---------------------|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| 595881       | 11-Oct-2018     | 5,032.47            | VERTEX INC                    | CUST 21005287 - PAYROLL TAX Q SERIES SOLUTION SERVICE AGREEMENT - 11/01/18-10/31/19 - INFO TECH - RECEIPT 137528 BY J SCHOESSLER PER E-MAIL |
| 595882       | 11-Oct-2018     | 437.68              | WALTER E NELSON CO            | SUMMARY: JANITORIAL SUPPLIES - FIRE & OPS CENTER                                                                                            |
| 595883       | 11-Oct-2018     | 95.79               | Wass, Danielle Joan           | IACP 1ST LINE SUPER; PA                                                                                                                     |
| 595884       | 11-Oct-2018     | 71,069.89           | WASTE CONNECTIONS INC         | SUMMARY: GARBAGE AND RECYCLING SERVICES                                                                                                     |
| I            |                 |                     |                               |                                                                                                                                             |
| 595885       |                 |                     |                               |                                                                                                                                             |
| 595886       | 11-Oct-2018     | 102.00              | Weber, Jeffrey D              | CDL RENEWAL REIMBURSEMENT                                                                                                                   |
| 595887       | 11-Oct-2018     | 971.80              | WESTERN SYSTEMS INC           | ALUMINUM - PEDESTAL BASE - ANCHOR BOLTS - WAREHOUSE                                                                                         |
| 595888       | 11-Oct-2018     | 972.00              | WHY COMMUNITY                 | LODGING TAX GRANT - WHY RACING - GIRLFRIENDS/COLUMBIA RIVER/GIRLFRIENDS TRI FESTIVAL - CMO                                                  |
| 595889       | 11-Oct-2018     | 55,693.56           | WILCOX & FLEGEL               | SUMMARY: FUEL - EQUIP SERVICES                                                                                                              |
| 595890       | 11-Oct-2018     | 48.89               | WILLIAM MAIDEN                | 50+ TRAVEL DRIVER/PLANNER REIMBURSEMENT FOR MEALS, ADMISSION, PARKING                                                                       |
| 595891       | 11-Oct-2018     | 1,302.00            | WILLIAMS KASTNER & GIBBS PLLC | CLIENT 32569 - MATTER 0101 - LEGAL SERVICES - 08/02/18-08/23/18 - INVOKE VMC 3.05.200(2) - RISK - CLAIM GCLAW2014004018                     |
| 595892       | 11-Oct-2018     | 371.18              | WW GRAINGER INC               | ACCT 808802698 - PARTS NEEDED FOR VEHICLE REPAIRS - EQUIP SERVICES                                                                          |
| 595892       | 11-Oct-2018     | 547.53              | WW GRAINGER INC               | ACCT 808802698 - SHOP SUPPLIES - EQUIP SERVICES                                                                                             |
| 595893       | 11-Oct-2018     | 619.92              | XPO ENTERPRISE SERVICES INC   | SUMMARY: WEEKLY POSTAGE SERVICES - FINANCE/MAILROOM                                                                                         |
| 595894       | 11-Oct-2018     | 2,362.29            | ZAYO GROUP, LLC               | 18OCT - SERVICE AGREEMENT, INTERNET SERVICE, TELECOMMUNICATIONS - IT                                                                        |
|              |                 |                     |                               |                                                                                                                                             |
|              | <b>SUBTOTAL</b> | <b>4,596,582.75</b> |                               |                                                                                                                                             |
|              |                 |                     |                               |                                                                                                                                             |
| VISA         | 16-Oct-2018     | 702.00              | MISCELLANEOUS                 | PARKS CLASS REFUNDS - FCC 10/09/18 - 10/15/18                                                                                               |
| VISA         | 16-Oct-2018     | 596.00              | MISCELLANEOUS                 | PARKS CLASS REFUNDS - MCC 10/09/18 - 10/15/18                                                                                               |
| VISA         | 15-Oct-2018     | -                   | MISCELLANEOUS                 | PARKS CLASS REFUNDS - SPECIAL EVENTS 10/09/18 - 10/15/18                                                                                    |
| VISA         | 15-Oct-2018     | 200.00              | MISCELLANEOUS                 | PARKS CLASS REFUNDS - WREC 10/09/18 - 10/15/18                                                                                              |
|              |                 |                     |                               |                                                                                                                                             |
|              | <b>SUBTOTAL</b> | <b>1,498.00</b>     |                               |                                                                                                                                             |
|              |                 |                     |                               |                                                                                                                                             |
|              | <b>TOTAL</b>    | <b>4,598,080.75</b> |                               |                                                                                                                                             |

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**City of Vancouver**

## Payroll Council Report

**October 9, 2018 - October 15, 2018**

[illegible]

**\$ 2,816,010.21**