

CITY COUNCIL MEETING MINUTES

Vancouver City Hall – Council Chambers – 415 W. 6th Street
PO Box 1995 – Vancouver, Washington 98668-1995
www.cityofvancouver.us

Anne McEnerny-Ogle, Mayor
Bart Hansen • Bill Turlay • Alishia Topper • Ty Stober • Linda Glover • Laurie Lebowsky

October 1, 2018

WORKSHOPS

Vancouver City Hall - 415 W 6th Street, Vancouver WA

Councilmember Topper absent from workshops.

4:00-4:30 p.m. 2019-2024 Utility Capital Improvement Program (CIP) Update

Presenters: Chris Malone, Public Works Finance & Asset Manager, 487-7711; Dan Swensen, Engineering & Construction Services Manager, 487-7754

Summary

Staff provided Council with an overview of the 2019-2024 Utility Capital Improvement Program and reported on activities and initiatives within the utilities service areas.

5:00-5:30 p.m. Potential Zoning Options to Increase Housing Choices

Presenters: Bryan Snodgrass, Principal Planner, 487-7946

Summary

Staff provided Council with an overview of potential programs and initiatives related to zoning changes that could improve the availability and affordability of housing options in Vancouver.

COUNCIL DINNER/ADMINISTRATIVE UPDATES

Birch Conference Room – 5:30-7:00 p.m.

COUNCIL REGULAR MEETING

Pledge of Allegiance

Call to Order and Roll Call

The regular meeting of the Vancouver City Council was called to order at 7:00 p.m. by Mayor Anne McEnerny-Ogle in the Council Chambers of City Hall, 415 W. 6th Street, Vancouver, Washington.

Present: Councilmembers Lebowsky, Glover, Stober, Turlay, Hansen,
Absent: Councilmember Topper

Motion by Councilmember Hansen, seconded by Councilmember Turlay, and carried unanimously to excuse Councilmember Topper.

Approval of Minutes: September 10, 2018

Motion by Councilmember Glover, seconded by Councilmember Hansen, and carried unanimously to approve the meeting minutes of September 10, 2018.

Approval of Minutes: September 17, 2018

Motion by Councilmember Stober, seconded by Councilmember Lebowsky, and carried unanimously to approve the meeting minutes of September 17, 2018.

Proclamation: National Disability Employment Awareness Month

Mayor McEnerny-Ogle read and presented a proclamation to Meredith Hardin and Mario Eiland, representing the Washington State Department of Services for the Blind, and Meridee Potter, representing the Clark County Development Disability Advisory Board, proclaiming October as National Disability Employment Awareness Month.

Citizen Communication (Items 1-4)

Mayor McEnerny-Ogle opened Citizen Communication and, receiving no testimony, closed Citizen Communication.

Consent Agenda (Items 1-4)

Motion by Councilmember Hansen, seconded by Councilmember Turlay, and carried unanimously to approve the Consent Agenda.

1. 2018 Joint Agency Slurry Seal Project – Construction Acceptance

Staff Report 146-18

Summary

The project applied approximately 290,000 square yards, or 42 lane miles, of latex-modified slurry seal to various streets throughout Vancouver as part of the City's preventive maintenance program to extend the life of the pavement and minimize maintenance costs.

The work was completed satisfactorily in accordance with the plans and specifications. Contract costs are summarized below:

TOTAL CONTRACT COSTS

<i>Labor, Equipment and Material</i>	<i>\$397,494.67</i>
<i>Sales Tax</i>	<i>\$0</i>
<i>Total</i>	<i>\$397,494.67</i>
<i>Retainage</i>	<i>\$19,874.73</i>

The original contract amount was \$412,180.00. The reduction in contract value is attributed to under-running the bid item for flagging hours and the removal of several streets from the contract. After contract award, several streets were removed from the contract due to conflicts with upcoming utility projects.

Request: On October 1, 2018, accept the 2018 Joint Agency Slurry Seal Project as constructed by Blackline, Inc, of Vancouver, Washington, and authorize release of retainage in the amount of \$19,874.73, subject to receipt of all documentation required by law.

Nicollette Roth, Civil Engineer, 487-7763

Motion approved the request.

2. Construction Acceptance of the Biddle Way Trunk E3A Re-Alignment Project

Staff Report 147-18

Summary

Halme Excavating of Battle Ground, Washington, has completed construction of the Biddle Way Trunk E3A project. The project has provided new PVC sewers to replace the deteriorating concrete mains in a section of the E3A Trunk sewer north of Evergreen Highway along SE Biddle Way.

The work was completed satisfactorily in accordance with the plans and specifications. Contract costs are summarized below:

TOTAL CONTRACT COSTS

<i>Labor, Equipment and Material</i>	<i>\$310,910.46</i>
<i>Sales Tax</i>	<i>\$26,116.48</i>
<i>Total</i>	<i>\$337,026.94</i>
<i>Retainage</i>	<i>\$15,545.52</i>

The original contract amount, including sales tax, was \$344,327.18. The final project cost was \$337,026.94, which was \$7,300.24 (approx. 2%) less than the original contracted amount. The difference between original contract amount and final contract amount can be attributed to the typical variances in unit prices and/or quantities commonly encountered during construction.

Request: On October 1, 2018, accept the facilities as constructed by Halme Excavating of Battle Ground, Washington, and authorize release of the retainage in the amount of \$15,545.52 subject to receipt of all documentation required by law.

Sheryl Hale, Senior Engineering Supervisor, 487-7151

Motion approved the request.

3. Cement Lined Zinc Coated Ductile Iron Water Pipe, Gaskets and Fittings Bid Award

Staff Report 148-18

Summary

The public works department regularly uses ductile iron pipe and fitting on both capital projects and maintenance projects. When repairs are needed, pipe and fittings need to be readily available. Although many parts are stocked by the City, a long-term contract with a supplier ensures all the parts are readily available at a reasonable cost that has been competitively bid.

The City currently has a five-year contract with a ductile iron pipe and fitting supplier that expires in early October. A request for quotes was sent out this last summer, and on September 4, 2018, the City received three bids for the subject bid request. The bids were as follows:

SUMMARY OF BIDS

<i>Schedule A – BIDDER</i>	<i>AMOUNT</i>	<i>Schedule B - Discount</i>
<i>Ferguson, Portland, OR</i>	<i>\$81,138.84</i>	<i>46%</i>
<i>Core and Main, Vancouver, WA</i>	<i>\$85,496.30</i>	<i>45%</i>
<i>H.D. Fowler, Vancouver WA</i>	<i>\$91,398.23</i>	<i>10%</i>

All bidders were responsive.

This material supply contract was bid using two schedules, schedule "A" for piping and gaskets and schedule "B" for fittings (elbows, bends, tees, valves, etc.). Schedule "A" used typical annual pipe quantities to establish a comparable baseline for evaluation of the bidders. The types and quantities of fittings that the City purchases are highly variable, so schedule "B" required the suppliers to provide a percentage discount off manufacturer's list price for fittings ordered by the City. Ferguson had the lowest responsive bid for both schedule "A" and schedule "B". In the last five-year contract, approximately \$800,000 was spent on both pipe and fittings. In this next five-year contract, expenditures are estimated to be \$1 million. The proposed contract is written as a "not to exceed" \$1 million for the five-year contract term.

Request: On October 1, 2018, authorize the City Manager or his designee to execute a contract for the purchase of ductile iron water pipe, gaskets and fittings to Ferguson of Portland, OR, for a period of five years at a cost not to exceed \$1,000,000.

Tyler Clary, Water Engineering Program Manager, 487-7169

Motion approved the request.

4. Approval of Claim Vouchers

Request: Approve claim vouchers for October 1, 2018

(Copy available upon request.)

Motion approved claim vouchers for October 1, 2018, in the amount of \$2,641,145.07.

Public Hearings (Items 5-7)

5. Proposed Partial Removal of a Development Agreement applying to five contiguous properties at 148th Avenue and Mill Plain Blvd

Staff Report 140-18

Mayor McEnerny-Ogle read the title of the ordinance into the record.

AN ORDINANCE relating to Comprehensive Plan and Zoning for the City of Vancouver and Vancouver Municipal Code (VMC) Title 20; partially rescinding a Development Agreement applying to five contiguous properties zoned Community Commercial (CC) at approximately 148th Avenue and Mill Plain Boulevard, specifically 14799, 14800, 14900, 14930 and 15000 Mill Plain Blvd, parcel numbers 167676000, 164700000, 164699000, 167650000, and 167633000; and authorizing the City Manager to enter into a Develop

Summary

The 2008 DA is derived from a 2002 concomitant rezone agreement which covered two additional properties east of the site, and included additional use restrictions. The site is surrounded by the East Vancouver Police Precinct to the east, a residential subdivision to the north, a credit union to the west and a senior housing facility to the south across Mill Plain Blvd. Within the site the westernmost three of the five properties are undeveloped, while the other two contain a long standing tavern, and a commercial mini-mall built in 2007. Mill Plain Blvd. is a major east-west corridor with existing bus service and planned Bus Rapid Transit improvements, and contains a landscaped center median extending along most of the site frontage

Proposed Amendments:

Based on Council direction, staff recommends amending the DA regarding allowed uses as follows:

- *Continue to prohibit 24-hour uses, car washes, auto body shops, auto sales and rental, manufacturing and production, bulk sales and outdoor sales*
- *Allow self-storage and non-accessory parking only on parcel #164699000, located behind the mini mall and tavern and removed from Mill Plain.*
- *Allow drive through uses and gas stations.*

Other DA provisions would be as recommended by the Planning Commission.

Request: On Monday, October 1, 2018, subject to second reading and public hearing, approve the ordinance.

Bryan Snodgrass, Principal Planner, 487-7946

Mr. Snodgrass provided an overview of the proposal and the site history. Eric Hahn, Senior Civil Engineer, was available to address Council questions.

Mayor McEnerny-Ogle opened the public hearing noted that the City had received several communications from citizens about the proposal and copies of those comments were available. She stated anyone may respond to those comments by testifying. Council received the following testimony:

- Edwin Kawasaki, Vancouver, East Mill Plain Neighborhood Association, stated he is the owner of a self-storage facility in the neighborhood directly adjacent to the subject property. He expressed concerns about the proliferation of self-storage facilities in the area over the last five years, and stated the proposed revisions to the DA would exacerbate that situation.
- Michelle Drake, Vancouver, representing the East Mill Plain Neighborhood Association, spoke in opposition to the proposal, noting that the neighborhood association had unanimously voted in favor of keeping the current DA, especially in regards to the allowed uses for the subject site. She stated she understood the need for developing that site, but there are options to do so under the current allowed uses.
- Stephen Schmidt, Vancouver, spoke in opposition to the proposal, echoing the concerns of the first two testifiers, and expressing a concern about over saturation of self-storage facilities in Vancouver.
- Steve Morasch, representing the applicant, spoke in support of the proposal, stating it is an issue of fundamental fairness in applying the same standards to all property owners. He noted that this was not a commercial corridor when the DA was originally applied to the site, but now all of the surrounding area is zoned commercial and so the same concerns that the City originally had no longer apply. He stated it is in the best interest of the community for the City to apply the development code equally. He stated the applicant would agree to keeping all of the current provisions of the DA if the design restrictions relating to the buffer and set back were removed.

There being no further testimony, Mayor McEnerny-Ogle closed the public hearing.

Councilmember Stober requested staff display a map of the subject site and discussed the challenges of the surrounding street system. Mr. Hahn described the property access points and circulation limitations on that part of Mill Plain Blvd. He noted one of the key issues is cross access, and one of the reasons staff has requested that provision remain in the development agreement.

Councilmember Stober stated it does not seem like the City would be addressing one of the underlying problems with this property with the DA because access will still be encumbered. He stated it is as if this property has been land banked for decades because of the restrictions, and the City and developer are unable to resolve the impediments of development because the City is unable or unwilling to come up with a viable transportation plan. He stated it is the City's responsibility at this point to come up with a plan that will maximize the potential of one of the last green field spaces in this corridor because there is much higher potential for what this part of the City could be.

Councilmember Lebowsky asked if there are any subarea plans within this area. Mr. Snodgrass stated there are not any nearby.

Councilmember Glover stated that the City may be a little late to the table but the Council has expressed an interest in developing a subarea plan in this area. She stated she was satisfied with the current proposal as a fair compromise.

Councilmember Turley stated there is a lot of open land to the east of this site, and therefore sufficient opportunity for mass transit facilities to be added in the future, He stated this seems like a reasonable request.

Mayor McEnerny-Ogle stated it is frustrating there is not a better solution, but noted the Council had asked for a compromise on this development agreement and stated she was satisfied with the current proposal.

Motion by Councilmember Turley, seconded by Mayor McEnerny-Ogle, and carried 5-1, to approve Ordinance M-4238. Councilmember Stober voted no.

6. Vancouver Police Department 2016-2020 Staffing Plan – Revenue replacement plan
Staff Report 130A-18

Mayor McEnerny-Ogle read the title of the ordinance into the record.

AN ORDINANCE amending Vancouver Municipal Code (VMC) Sections 5.04.020, 5.04.075, 5.04.090, 5.04.095, 5.92.010, 5.93.010, 5.94.030, 14.04.210, 14.14.230, and 14.09.060 to amend business license fee limitations and exemptions; to increase water, sewer, and stormwater rate and taxes; and to increase solid waste taxes to fund additional police protection services; and repealing Section 5.04.096 business license fees based on square footages for commercial, industrial, and multi-family residential rental properties; providing for savings, severability, ratification, and an effective date.

Summary

In February 2017 the City Council adopted a revenue and staffing package (herein referred to as “resourcing package”) to support an increase in sworn and civilian positions that would close identified gaps in key service areas of the Vancouver Police Department (VPD). The resourcing package is intended to add 42 sworn and 19 civilian positions to VPD by 2020.

The package was designed to be implemented over a 5-year period, with staffing increases generally matched with a concurrently phased in set of revenues. The package was adopted based on Community Resource Team recommendations, which were developed through a broad-based, inclusive community engagement effort over the preceding 10 months.

This revenue package adopted by City Council included a \$20 increase in the existing per FTE business license surcharge (to a total of \$90 per FTE per year), a 3.4% increase to the utility tax rate on City-owned utilities (sewer, water, drainage, garbage) and a new indoor space business license fee surcharge for retail, commercial and industrial businesses and a per-unit surcharge for leased multi-family residential units. The new business license surcharges (per square foot and per multi-family unit) were approved to become effective on 1/1/2019, while other funding components of the package have already been implemented. Of the total combined resources dedicated to police, the new business license surcharges represent \$6.1 million in annual revenue. This dollar amount included the costs for the City to administer the new tax, which was estimated to be approximately \$0.25 million annually; the net revenue dedicated to police would have been approximately \$5.8 million.

The Council action to adopt a multi-year funding package for police included legislative intent to consider alternative funding sources to the new surcharges in the context of a larger, more comprehensive plan for sustainable, stable and streamlined resourcing for all City services.

As a result, the City initiated an extensive community engagement effort in the spring of 2017 referred to as Vancouver Strong. Central to the Vancouver Strong engagement efforts is the Executive Sponsors Council (ESC), a nine-member advisory group composed of leaders from business, not-for-profit, diverse and volunteer communities. Since May 2017 the ESC has been engaged in developing a recommended comprehensive, long-term, streamlined funding solution to close identified gaps in core City services and to more fully implement the City’s strategic plan. The first actionable component of their work is the replacement revenue source for the business license surcharge portion of the original police resourcing package.

In June of 2018, the ESC presented at a Council workshop their recommendation for replacement revenue to fund police. The ESC recommendation includes replacing the per square foot and per multi-family unit surcharge with a combination of increased utility tax on water, sewer, drainage and solid waste and an expansion of the per FTE business license surcharge to cover the not-for-profit organizations, as well as eliminating the 400 FTE cap per business. Their recommendation included a recognition that Council may wish to consider phasing in implementation of the replacement revenue, as well as take into account the unique considerations of including nonprofits as subject to the FTE surcharge.

While eliminating the 400 FTE cap per business ultimately applies to a relatively small number of all businesses in Vancouver, in some instances the difference between the current cap and actual FTEs subject to the fee is substantial. By providing for a two-year phase out of the cap, the City provides a longer transition period and multiple fiscal periods for effected businesses to plan for and accommodate the change.

At the June workshop, Council expressed an interest in additional engagement with the nonprofit sector to gather feedback on the recommendation to include them as subject to the surcharge. Council was further interested in additional phasing scenarios of the proposed fee and surcharge. On September 10, 2018, three additional scenarios of generating the replacement revenue for the police resourcing package were presented to Council. All three scenarios preserved the main replacement revenue principles as presented by the Vancouver Strong Executive Council. Those principles included:

- Expanding the base of the current business license surcharge to the greatest extent possible;*
- Closing the remaining gap through a utility tax increase; and*
- Considering phasing options to ease implementation.*

Council supported the scenario that increased the business license fee from the current \$125 to \$200 per year, reduced exemptions from the business license fee while maintaining the current exemptions from the business license surcharge, and removed the cap on the number of FTEs per company subject to the business license surcharge over a two year period. The scenario also maintained a utility tax increase of 4% over the two-year time period.

The proposed ordinance reflects changes to the respective ordinances in accordance with the above mentioned scenario: a phasing proposal, with the cap of FTEs per business being increased from 400 to 799 per company in year 2019, and removing the cap in 2020; an increase in the business license fee per company or nonprofit organization per year from \$125 to \$200; and reduction in exemptions from the business license fees. The City would also utilize a combination of its undesignated General Fund in 2019 to offset the lost revenue in 2019. The utility tax increase on water, sewer, drainage and solid waste is recommended at 2.4% in 2019 and an additional 1.6% in 2020.

In addition to the changes above, the 2017 Washington State Legislature passed a law requiring cities with business licenses to administer their business license program through the state's Business Licensing System by 2022 or File Local by 2020 and to adopt the model ordinance by October 17, 2018. The model ordinance includes a mandatory definition of "engaging in business" and a minimum threshold exception to establish when out-of-town or transient businesses are required to be licensed. The City is already administering its business license program through File Local and has current provisions compliant for the most part with the model ordinance. The model ordinance has recommended including a \$2,000 threshold level, or higher, per year for out-of-city businesses. The city's current limit is \$12,000 per year. The proposed ordinance brings the City in compliance with the model ordinance, but does not recommend changing income thresholds

Request: On October 1, 2018, subject to second reading and public hearing, approve ordinance.

City Manager Eric Holmes provided background information and set the context for this item. Ms. Ramras provided an overview of the details of the proposal.

Councilmember Stober stated that staff had previously provided Council with a comparison of business tax rates for municipalities across Washington, and noted that Vancouver was the only one that called out exempt organizations. He asked why that was and for a description of what those exemptions are.

Mr. Holmes explained that the document Councilmember Stober referenced was provided in response to Council's request to see examples of other cities that charge a business license surcharge fee, and noted that the state compiles that list. He explained the list references the nuances of each city's program and that the summary is very basic and is not inclusive of all business license fees for all cities.

Councilmember Stober asked which types of nonprofit entities are exempt from paying a per-FTE business license surcharge and not included under the 501c3 status. Ms. Ramras explained that credit unions may be exempt, though not all are, and it depends on the source of their charter.

City Attorney Bronson Potter explained that the city is federally prohibited from imposing fees on credit unions if they have a federal charter.

Councilmember Stober noted that PeaceHealth also does not pay a per-FTE business license surcharge because of its nonprofit status. He stated this proposal includes two large holes, as some credit unions and PeaceHealth, one of the city's largest employers, do not pay that surcharge. He stated he just wanted to point out these omissions.

Mayor McEnerny-Ogle opened the public hearing received the following testimony:

- Jeanne Kojis, Executive Director of the Nonprofit Network of Southwest Washington, spoke in opposition to the proposal, reading a letter on behalf of the board of directors of the organization. She thanked the Council for listening to the nonprofits and making progress, but stated the \$200 annual business license fee would be a burden for smaller nonprofit organizations.
- JoAnn Crabtree, representing Washington Nonprofits, read a letter on behalf of the executive director of Washington Nonprofits, which opposed the current proposal due to the impact on nonprofit organizations.
- Fred Meurer, Vancouver, stated the City should not impose the fee on nonprofit organizations and instead impose a tax on citizens to pay for police services.

There being no further testimony, Mayor McEnerny-Ogle closed the public hearing.

Councilmember Glover asked how the City would identify the nonprofit organizations to implement the fee. Ms. Ramras stated the City would contact all known nonprofits and request information about their organizations. She stated the organizations would self-report their annual income, which is the process the City uses for all for-profit

organizations as well. Councilmember Glover stated it is a challenge to find a plan that would be as fair as possible but stated she was comfortable with the proposal.

Councilmember Turley stated that police and fire services are provided to all residents and organizations in Vancouver, and the Council is asking the nonprofit organizations to help contribute towards those services.

Councilmember Lebowsky asked if nonprofit organizations are represented on the Executive Sponsors Council. Mr. Holmes confirmed they are.

Councilmember Stober asked where the \$12,000 annual income exemption comes from. Ms. Ramras stated that exemption has always existed in City code, and it is a much higher threshold than the state recommends.

Motion by Councilmember Hansen, seconded by Councilmember Glover, and carried unanimously to approve Ordinance M-4239.

7. Garbage, Yard Debris and Recycling Collection Rate Increases for 2019
Staff Report 131A-18

Mayor McEnerny-Ogle read the title of the ordinance into the record.

AN ORDINANCE relating to the collection of solid waste, recyclable materials and yard debris, and amending certain sections of VMC 6.12 to increase rates and charges consistent with approved utility user taxes and rates and in accordance with current contracts for the coming year; providing for savings, severability and an effective date.

Summary

City Council is the rate-making authority for garbage, residential recycling, and yard debris collection services within the City of Vancouver. The City contracts with a private hauling company, Waste Connections of Washington, to provide comprehensive garbage, recycling and yard debris collection services to residents and businesses within city limits. The contract terms authorize Waste Connections to receive annual adjustments to customer rates based on changing operating conditions including: an inflation adjustment factor tied to a percentage of the CPI and fuel costs, disposal tip fees, the number of customers served and fees paid to the City to support solid waste related programs. All adjustments to rates are made in accordance with Exhibit D of the contract. Garbage rates also include the City's utility tax embedded within them. The City's utility tax does not apply to recycling or yard debris services.

For 2019, Public Works staff updated the model consistent with the contract and the anticipated increase in the utility tax and determined that garbage rates will need to increase by 6.6 percent while recycling and selected other fees, not linked to the disposal tip fee, will need to increase by 4 percent, effective January 1st. Key reasons for this increase are a 3.61 percent increase in the CPI, a 19.68 percent increase in the diesel fuel index, and a 2.7 percent increase in the disposal tip fees.

Inflation Adjustment Factor

Under the contract, collection costs for garbage, recycling and yard debris adjust at 80 percent of a blended and combined CPI (92 percent) and diesel fuel index (8 percent) factor which leads to a 3.91 percent increase for the collection cost component and other miscellaneous fees. New this year, the CPI specified in the contract (Consumer Price Index First Half for the Portland Metropolitan Area for Urban Wage Earners and Clerical Workers, All Items (Revised Series) (CPI-W, 1982-1984=100), prepared and reported in August each year by the United States Department of Labor, Bureau of Labor Statistics) is no longer being calculated by the Bureau of Labor Statistics (BLS). Therefore, the parties have agreed to a replacement index as is permissible under the contract. The new CPI is the First Half for all items in Seattle-Tacoma-Bellevue, WA, urban wage earners and clerical workers, not seasonally adjusted (1982-84=100).

Disposal Tip Fees

On January 1st, the disposal tip fee is scheduled to increase \$2.49 per ton due to growth in the CPI (Waste Connections receives 75 percent of the CPI change). This \$2.49 per ton increase in the tip fee will take the current tip fee at the transfer stations from \$93.22 per ton to \$95.71 per ton (a 2.7 percent increase). The proposed tip fee for 2019 also includes a continuance of \$1.43 per ton surcharge approved by the Clark County Council to make up for a reduction in Department of Ecology grant funds of approximately \$540,000 per year in the 2017-2019 biennium, and an additional 9 cents per ton surcharge for the acquisition and development of private land near the Central Transfer Station to be developed into a drop lane for customers entering the transfer station heading south on SR 503. Those latter improvements were deemed necessary to handle increased traffic at Central Transfer Station.

Recycling Fees

The rates proposed for January 1, 2019, include adjustments to these fees based only on the Inflation Adjustment Factor detailed above. As a result of international recycling market conditions over the past 6 to 9 months, Columbia Resource Company (the designated processor of recyclable materials collected under this contract and a wholly owned subsidiary of Waste Connections of Washington) has requested increased compensation to offset increased processing costs as well as decreased market revenue. No specific strategy or a particular surcharge has been agreed to at this time, however, the City should anticipate that with involvement of Clark County and other cities that contract for recycling collection, some further increase to the recycling fee(s) may be proposed later this year or early in 2019.

City Fee

Garbage rates were last increased in January 2018 after remaining flat since 2013. Customer rates for those operating cost factors were kept stable by offsetting Waste Connections' contractually allowed cost increases using a combination of the Solid Waste Fund's Operating and Rate Stabilization Reserve and a reduction in the franchise fee paid by Waste Connections to the City used to fund the City's solid waste program. Increases to customer rates in January 2016 and April 2017 were a pass through of the City-imposed Utility Tax on garbage services.

These adjustments are in line with the City policy to maintain steady rates to customers with reasonable increases. For 2019, contractual rate adjustments are proposed to be passed on to the customers. The combination of tip fee increases and the inflation adjustment factor results in a proposed rate increase of approximately 7.0 percent for most customer rates. For example, the typical customer with a 32 gallon cart currently

pays \$20.87 per month for garbage and recycling services. With the proposed increase, for 2019 that service would cost \$22.22 per month. Households with subscription yard debris service currently pay \$7.15 per month and with the proposed increase that rate would grow to \$7.43 per month.

Staff recommends increasing customer rates to meet the contractual obligations of adjusting collection services by the defined Inflation Adjustment Factor. Garbage rates, which include disposal costs, will increase 7.0 percent while residential recycling, yard debris and other rates, which do not include disposal costs, will increase by about 4% as detailed on a two-page Proposed Rate Summary for 2019. All adjustments will be effective January 1, 2019.

Request: Approve ordinance on first reading, setting date of second reading and public hearing for Monday, October 1, 2018.

Tanya Gray, Solid Waste Supervisor, 487-7163

Mr. Holmes explained that this item serves two purposes – making rate adjustments as provided for in the City’s solid waste contract, as well as adjusting the rates to cover the utility tax adjustment that was just passed with the action of Item 6.

Tanya Gray, Solid Waste Supervisor, provided an overview of the proposed adjustments, as well as information regarding the solid waste services provided by the City and its vendor.

Mayor McEnerny-Ogle opened the public hearing and received the following testimony:

- Fred Meurer, Vancouver, stated Vancouver has some of the highest solid waste rates he’s seen on the west coast.

There being no further testimony, Mayor McEnerny-Ogle closed the public hearing.

Motion by Councilmember Stober, seconded by Councilmember Lebowsky, and carried unanimously to approve Ordinance M-4240.

Communications

A. From the Council

B. From the Mayor

C. From the City Manager

Adjournment

8:40 p.m.

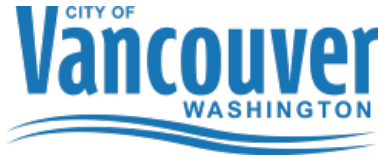
Anne McEnery-Ogle, Mayor

Attest:

Natasha Ramras, City Clerk

By: Carrie Lewellen, Deputy City Clerk

Meetings of the Vancouver City Council are electronically recorded on audio and videotapes. The audio tapes are kept on file in the office of the City Clerk for a period of six years.



CITY COUNCIL MEETING MINUTES

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Anne McEnerny-Ogle, Mayor
Bart Hansen • Bill Turlay • Alishia Topper • Ty Stober • Linda Glover • Laurie Lebowsky

September 24, 2018

WORKSHOPS

Vancouver City Hall - 415 W 6th Street, Vancouver WA

Mayor McEnerny-Ogle was absent; Mayor Pro Tem Bart Hansen presided.

4:00-4:30 p.m. Block 10 Update

*Presenters: Chad Eiken, Community & Economic Development Director, 487-7882;
Barry Cain, Gramor Development*

Summary

Staff provided Council with an update on the status of the development of Block 10 in downtown Vancouver; the developer of the site provided an overview of current plans.

4:30-5:30 p.m. Review of Draft 2019 State Legislative Agenda

Presenters: Mark Brown and Brian Enslow, Governmental Affairs Liaisons

Summary

The City's governmental affairs liaisons provided Council with an overview of the draft 2019 state legislative agenda.

Council attended a reception from 5:30-6:30 p.m. in the lobby of City Hall recognizing Mr. Brown's retirement

COUNCIL CONSENT AGENDA MEETING

Pledge of Allegiance

Call to Order and Roll Call

The consent meeting of the Vancouver City Council was called to order at 6:34 p.m. by Mayor Anne McEnerny-Ogle in the Council Chambers of City Hall, 415 W. 6th Street, Vancouver, Washington.

Present: Councilmembers Lebowsky, Glover, Stober, Topper, Turlay, Hansen
Absent: Mayor McEnerny-Ogle

Motion by Councilmember Topper, seconded by Councilmember Turlay, and carried unanimously to excuse Mayor McEnerny-Ogle.

Proclamation: Clark County Poet Laureate Month

Mayor Pro Tem Hansen read and presented a proclamation to LaRae Zawodny, Chair of the Poet Laureate Program for the Clark County Arts Commission, Toni Luna, wife of outgoing Poet Laureate Chris Luna, and Gwendolyn Morgan, incoming Poet Laureate, proclaiming October as Clark County Poet Laureate Month in Vancouver.

Proclamation: Deaf Awareness Week

Mayor Pro Tem Hansen read and presented a proclamation to Jared Redford, president of the Junior National Association for the Deaf, proclaiming September 23-30, 2018, as Deaf Awareness Week.

Citizen Communication (Items 1-7)

Mayor Pro Tem Hansen opened Citizen Communication and, receiving no testimony, closed Citizen Communication.

Consent Agenda (Items 1-7)

Council requested Items 4 and 6 be pulled from the Consent Agenda for separate consideration.

Motion by Councilmember Topper, seconded by Councilmember Glover, and carried unanimously to approve Items 1-3, 5 and 7 of the Consent Agenda.

- 1. Interlocal Services Agreement between Clark County and the City of Vancouver to provide for a coordinated fall leaves disposal program for residents**
Staff Report 142-18

Summary

For more than ten years the City of Vancouver and Clark County have coordinated efforts to offer free leaves disposal to residents using a coupon issued through various

methods. Since 2015, the City and County have made use of the Grounds Equipment and Maintenance Services Intergovernmental Agreement as the instrument for this program. To track costs associated specifically with the fall leaves program and maintain a separate agreement, the City and County are seeking to establish an Interlocal Agreement specifically for the fall leaves.

Request: Authorize the City Manager or his designee to sign the interlocal agreement with Clark County for a coordinated fall leaves disposal program for residents.

Tanya Gray, Solid Waste Supervisor, 487-7163

Motion approved the request.

2. Interlocal agreement with Clark County for receipt and disbursement of Registered Sex Offender Monitoring Verification Program grant funding
Staff Report 143-18

Summary

In July 2018, the Washington Association of Sheriffs and Police Chiefs allocated \$246,405.52 in State funding to Clark County and its cities to enhance law enforcement monitoring of registered kidnapping and sex offenders required by state law (RCW 9A.44.130). Law enforcement officers must provide face-to-face verification at a registered sex offender's place of residence every 3-12 months, based on the level of offense. The Clark County Sheriff's Office coordinates and maintains the sex offender registry and database entries for the public website for all sex offenders within the county. Vancouver Police is responsible for monitoring registered sex offenders and kidnapping offenders who live within the city of Vancouver. Washington State reports 580 registered sex offenders living in the city of Vancouver, requiring Vancouver Police to conduct more than 650 monitoring contacts each year.

Law enforcement monitoring and address verification programs reduce and prevent crime in two ways. First, police monitoring serves as a deterrent for future crimes, as registry violations may result in arrest, prosecution, and sentencing for any new offenses. Second, police monitoring provides updated information for Washington State's registry database and public website, providing tools to enhance public safety through community awareness and notification.

The Clark County Sheriff's Office has provided an interlocal agreement with the City of Vancouver effective July 1, 2018 –June 30, 2019, disbursing \$94,297.00 for police overtime, training and equipment to support sex offender monitoring and compliance with State law.

Request: Authorize the City Manager or his designee to execute an interlocal agreement with Clark County for disbursement of grant funds by Clark County for Vancouver Police overtime, training and equipment to support sex offender monitoring and compliance with State law.

James McElvain, Vancouver Police Chief, 487-7473; Michael Githens, Police Finance & Logistics Supervisor, 487-7498

Motion approved the request.

3. Amendment to Intergovernmental Agreement with City of Portland for Regional Justice Information Network (RegJIN) Participation
Staff Report 144-18

Summary

On June 19, 2018, the City of Vancouver notified the RegJIN User Board of VPD's intent to withdraw from RegJIN effective January 1, 2019. The selection and implementation of the new RMS is expected to occur in 2019, but not before January 1, 2019. An extension in the RegJIN system is needed to bridge the gap between selecting and implementing the new RMS and the withdrawal from RegJIN.

Request: Approve and authorize the City Manager or his designee to sign the Amendment No. 1 for RegJIN Participant Intergovernmental Agreement Regional Partner Agency – Full Entry

James McElvain, Vancouver Police Chief, 487-7476; Chris Sutter, Assistant Police Chief, 487-7421

Motion approved the request.

4. Amendments to City Council Policies
Staff Report 145-18

A RESOLUTION relating to City Council policies regarding the City Manager evaluation process, Council meeting procedures, Councilmember representation on boards and commissions, and the social media policy; amending City Council Policies 100-06, 100-32, 100-33, 100-35, 100-38; adopting new City Council Policy 100-41; and rescinding Section 2 of Resolution M-3734.

Summary

The City Council's operating policies and procedures were originally adopted in 1999. Periodic review and updates to the policies are necessary in order to reflect changes in City policy and practices as well as changes in state law.

After recent review of the Council policies with City Council, staff recommends the revisions as reflected in the redlined versions of the policy documents attached to this staff report. The updates primarily reflect common practices for certain operations and procedures that have evolved since the previous policy review, clarifications to processes and protocols, requests from Council, as well as some routine text changes.

In addition, a new policy providing for Mayor and Councilmember receipt of payment if they choose to opt out of the City's health insurance benefit is proposed. Adoption of this

policy would rescind Resolution M-3734, which prohibits the making of an opt-out payment to Councilmembers not participating in the City's health insurance program.

Revisions to Council policies must be made by resolution.

Request: Adopt a resolution amending City Council Policies 100-06, 100-32, 100-33, 100-35, 100-38, and adopting new Council Policy 100-41.

E. Bronson Potter, City Attorney, 487-8500; Amanda Delapena, Assistant to City Council, 487-8605

Councilmember Stober noted that the resolution title (above) incorrectly identified the policies being amended. City Attorney Bronson Potter stated the operative parts of the resolution are correct, and the title could be amended to remove the descriptions of the policies in the title, as follows, to reconcile it with the action of the resolution:

A RESOLUTION relating to City Council policies amending City Council Policies 100-06, 100-32, 100-33, 100-35, 100-38; and rescinding Section 2 of Resolution M-3734.

Motion by Councilmember Stober, seconded by Councilmember Lebowsky, and carried unanimously to amend the title as stated above and adopt Resolution M-3980.

5. Vancouver Police Department 2016-2020 Staffing Plan – Revenue replacement plan

Staff Report 130A-18

Mayor Pro Tem Hansen read the title of the ordinance into the record.

AN ORDINANCE amending Vancouver Municipal Code (VMC) Sections 5.04.020, 5.04.075, 5.04.090, 5.04.095, 5.92.010, 5.93.010, 5.94.030, 14.04.210, 14.14.230, and 14.09.060 to amend business license fee limitations and exemptions; to increase water, sewer, and stormwater rate and taxes; and to increase solid waste taxes to fund additional police protection services; and repealing Section 5.04.096 business license fees based on square footages for commercial, industrial, and multi-family residential rental properties; providing for savings, severability, ratification, and an effective date.

Summary

In February 2017 the City Council adopted a revenue and staffing package (herein referred to as “resourcing package”) to support an increase in sworn and civilian positions that would close identified gaps in key service areas of the Vancouver Police Department (VPD). The resourcing package is intended to add 42 sworn and 19 civilian positions to VPD by 2020.

The package was designed to be implemented over a 5-year period, with staffing increases generally matched with a concurrently phased in set of revenues. The package was adopted based on Community Resource Team recommendations, which were developed through a broad-based, inclusive community engagement effort over the preceding 10 months.

This revenue package adopted by City Council included a \$20 increase in the existing per FTE business license surcharge (to a total of \$90 per FTE per year), a 3.4% increase to the utility tax rate on City-owned utilities (sewer, water, drainage, garbage) and a new indoor space business license fee surcharge for retail, commercial and industrial businesses and a per-unit surcharge for leased multi-family residential units. The new business license surcharges (per square foot and per multi-family unit) were approved to become effective on 1/1/2019, while other funding components of the package have already been implemented. Of the total combined resources dedicated to police, the new business license surcharges represent \$6.1 million in annual revenue. This dollar amount included the costs for the City to administer the new tax, which was estimated to be approximately \$0.25 million annually; the net revenue dedicated to police would have been approximately \$5.8 million.

The Council action to adopt a multi-year funding package for police included legislative intent to consider alternative funding sources to the new surcharges in the context of a larger, more comprehensive plan for sustainable, stable and streamlined resourcing for all City services.

As a result, the City initiated an extensive community engagement effort in the spring of 2017 referred to as Vancouver Strong. Central to the Vancouver Strong engagement efforts is the Executive Sponsors Council (ESC), a nine-member advisory group composed of leaders from business, not-for-profit, diverse and volunteer communities. Since May 2017 the ESC has been engaged in developing a recommended comprehensive, long-term, streamlined funding solution to close identified gaps in core City services and to more fully implement the City's strategic plan. The first actionable component of their work is the replacement revenue source for the business license surcharge portion of the original police resourcing package.

In June of 2018, the ESC presented at a Council workshop their recommendation for replacement revenue to fund police. The ESC recommendation includes replacing the per square foot and per multi-family unit surcharge with a combination of increased utility tax on water, sewer, drainage and solid waste and an expansion of the per FTE business license surcharge to cover the not-for-profit organizations, as well as eliminating the 400 FTE cap per business. Their recommendation included a recognition that Council may wish to consider phasing in implementation of the replacement revenue, as well as take into account the unique considerations of including nonprofits as subject to the FTE surcharge.

While eliminating the 400 FTE cap per business ultimately applies to a relatively small number of all businesses in Vancouver, in some instances the difference between the current cap and actual FTEs subject to the fee is substantial. By providing for a two-year phase out of the cap, the City provides a longer transition period and multiple fiscal periods for effected businesses to plan for and accommodate the change.

At the June workshop, Council expressed an interest in additional engagement with the nonprofit sector to gather feedback on the recommendation to include them as subject to the surcharge. Council was further interested in additional phasing scenarios of the proposed fee and surcharge. On September 10, 2018, three additional scenarios of generating the replacement revenue for the police resourcing package were presented to Council. All three scenarios preserved the main replacement revenue principles as presented by the Vancouver Strong Executive Council. Those principles included:

- *Expanding the base of the current business license surcharge to the greatest extent possible;*
- *Closing the remaining gap through a utility tax increase; and*
- *Considering phasing options to ease implementation.*

Council supported the scenario that increased the business license fee from the current \$125 to \$200 per year, reduced exemptions from the business license fee while maintaining the current exemptions from the business license surcharge, and removed the cap on the number of FTEs per company subject to the business license surcharge over a two year period. The scenario also maintained a utility tax increase of 4% over the two-year time period.

The proposed ordinance reflects changes to the respective ordinances in accordance with the above mentioned scenario: a phasing proposal, with the cap of FTEs per business being increased from 400 to 799 per company in year 2019, and removing the cap in 2020; an increase in the business license fee per company or nonprofit organization per year from \$125 to \$200; and reduction in exemptions from the business license fees. The City would also utilize a combination of its undesignated General Fund in 2019 to offset the lost revenue in 2019. The utility tax increase on water, sewer, drainage and solid waste is recommended at 2.4% in 2019 and an additional 1.6% in 2020.

In addition to the changes above, the 2017 Washington State Legislature passed a law requiring cities with business licenses to administer their business license program through the state's Business Licensing System by 2022 or File Local by 2020 and to adopt the model ordinance by October 17, 2018. The model ordinance includes a mandatory definition of "engaging in business" and a minimum threshold exception to establish when out-of-town or transient businesses are required to be licensed. The City is already administering its business license program through File Local and has current provisions compliant for the most part with the model ordinance. The model ordinance has recommended including a \$2,000 threshold level, or higher, per year for out-of-city businesses. The city's current limit is \$12,000 per year. The proposed ordinance brings the City in compliance with the model ordinance, but does not recommend changing income thresholds.

Request: Approve the ordinance on first reading, setting the date of second reading and public hearing for Monday, October 1, 2018.

Natasha Ramras, Chief Financial Officer, 487-8484

Motion approved the request.

6. Garbage, Yard Debris and Recycling Collection Rate Increases for 2019 Staff Report 131A-18

Mayor Pro Tem Hansen read the title of the ordinance into the record.

AN ORDINANCE relating to the collection of solid waste, recyclable materials and yard debris, and amending certain sections of VMC 6.12 to increase rates and charges

consistent with approved utility user taxes and rates and in accordance with current contracts for the coming year; providing for savings, severability and an effective date.

Summary

City Council is the rate-making authority for garbage, residential recycling, and yard debris collection services within the City of Vancouver. The City contracts with a private hauling company, Waste Connections of Washington, to provide comprehensive garbage, recycling and yard debris collection services to residents and businesses within city limits. The contract terms authorize Waste Connections to receive annual adjustments to customer rates based on changing operating conditions including: an inflation adjustment factor tied to a percentage of the CPI and fuel costs, disposal tip fees, the number of customers served and fees paid to the City to support solid waste related programs. All adjustments to rates are made in accordance with Exhibit D of the contract. Garbage rates also include the City's utility tax embedded within them. The City's utility tax does not apply to recycling or yard debris services.

For 2019, Public Works staff updated the model consistent with the contract and the anticipated increase in the utility tax and determined that garbage rates will need to increase by 6.6 percent while recycling and selected other fees, not linked to the disposal tip fee, will need to increase by 4 percent, effective January 1st. Key reasons for this increase are a 3.61 percent increase in the CPI, a 19.68 percent increase in the diesel fuel index, and a 2.7 percent increase in the disposal tip fees.

Inflation Adjustment Factor

Under the contract, collection costs for garbage, recycling and yard debris adjust at 80 percent of a blended and combined CPI (92 percent) and diesel fuel index (8 percent) factor which leads to a 3.91 percent increase for the collection cost component and other miscellaneous fees. New this year, the CPI specified in the contract (Consumer Price Index First Half for the Portland Metropolitan Area for Urban Wage Earners and Clerical Workers, All Items (Revised Series) (CPI-W, 1982-1984=100), prepared and reported in August each year by the United States Department of Labor, Bureau of Labor Statistics) is no longer being calculated by the Bureau of Labor Statistics (BLS). Therefore, the parties have agreed to a replacement index as is permissible under the contract. The new CPI is the First Half for all items in Seattle-Tacoma-Bellevue, WA, urban wage earners and clerical workers, not seasonally adjusted (1982-84=100).

Disposal Tip Fees

On January 1st, the disposal tip fee is scheduled to increase \$2.49 per ton due to growth in the CPI (Waste Connections receives 75 percent of the CPI change). This \$2.49 per ton increase in the tip fee will take the current tip fee at the transfer stations from \$93.22 per ton to \$95.71 per ton (a 2.7 percent increase). The proposed tip fee for 2019 also includes a continuance of \$1.43 per ton surcharge approved by the Clark County Council to make up for a reduction in Department of Ecology grant funds of approximately \$540,000 per year in the 2017-2019 biennium, and an additional 9 cents per ton surcharge for the acquisition and development of private land near the Central Transfer Station to be developed into a drop lane for customers entering the transfer station heading south on SR 503. Those latter improvements were deemed necessary to handle increased traffic at Central Transfer Station.

Recycling Fees

The rates proposed for January 1, 2019, include adjustments to these fees based only on the Inflation Adjustment Factor detailed above. As a result of international recycling market conditions over the past 6 to 9 months, Columbia Resource Company (the designated processor of recyclable materials collected under this contract and a wholly owned subsidiary of Waste Connections of Washington) has requested increased compensation to offset increased processing costs as well as decreased market revenue. No specific strategy or a particular surcharge has been agreed to at this time, however, the City should anticipate that with involvement of Clark County and other cities that contract for recycling collection, some further increase to the recycling fee(s) may be proposed later this year or early in 2019.

City Fee

Garbage rates were last increased in January 2018 after remaining flat since 2013. Customer rates for those operating cost factors were kept stable by offsetting Waste Connections' contractually allowed cost increases using a combination of the Solid Waste Fund's Operating and Rate Stabilization Reserve and a reduction in the franchise fee paid by Waste Connections to the City used to fund the City's solid waste program. Increases to customer rates in January 2016 and April 2017 were a pass through of the City-imposed Utility Tax on garbage services.

These adjustments are in line with the City policy to maintain steady rates to customers with reasonable increases. For 2019, contractual rate adjustments are proposed to be passed on to the customers. The combination of tip fee increases and the inflation adjustment factor results in a proposed rate increase of approximately 7.0 percent for most customer rates. For example, the typical customer with a 32 gallon cart currently pays \$20.87 per month for garbage and recycling services. With the proposed increase, for 2019 that service would cost \$22.22 per month. Households with subscription yard debris service currently pay \$7.15 per month and with the proposed increase that rate would grow to \$7.43 per month.

Staff recommends increasing customer rates to meet the contractual obligations of adjusting collection services by the defined Inflation Adjustment Factor. Garbage rates, which include disposal costs, will increase 7.0 percent while residential recycling, yard debris and other rates, which do not include disposal costs, will increase by about 4% as detailed on a two-page Proposed Rate Summary for 2019. All adjustments will be effective January 1, 2019.

Request: Approve ordinance on first reading, setting date of second reading and public hearing for Monday, October 1, 2018.

Tanya Gray, Solid Waste Supervisor, 487-7163

Tanya Gray, Solid Waste Supervisor, provided staff comments.

Councilmember Topper noted that a portion of the action of this item relates to the police funding plan outlined in Item 5, but a portion also relates to the normal rate adjustments written into the contract with the City's solid waste vendor, Waste Connections, and the City is in the process of negotiating the future of that vendor contract. She asked if the Waste Connections contract expires at the end of 2019. Ms. Gray explained the current

contract is set to expire at the end of 2020. Councilmember Topper stated she has concerns about the City going out for an RFP on this contract prior to the exhaustion of the contract and any extensions and stated she would prefer the Council to direct staff to continue to negotiations on the current contract.

Councilmembers Hansen and Glover agreed with that direction.

Councilmember Stober noted that staff had recently presented to Council an update on this contract and provided the reasons why the City was contemplating issuing an RFP for this service at this time.

City Manager Eric Holmes stated that the current rate adjustment under consideration would be under the terms of the current contract and in relation to the adjustments made under the police resourcing plan outlined in Item 5. He noted this action is independent from the discussions related to any competitive process for the solid waste contract. He stated staff had addressed that matter under Communications at a previous meeting and outlined a recommendation to initiate a competitive process for the contract. He stated the current contract with Waste Connections does have provisions for extension through direct negotiation. He stated when staff last spoke to Council about this matter there was an interest from Council to conduct a competitive process, but staff could continue conversations with the current vendor about terms of a potential extension if directed by Council to do so.

Councilmember Topper stated she did not believe the current vendor was aware that negotiations for extension of the contract had been concluded. She noted it would be a significant transition for residents if the vendor was changed and the City owes it to the citizens to attempt to negotiate an extension, given that the current vendor has demonstrated exceptional service. She noted this item gave her an opportunity to bring this matter up.

Motion by Councilmember Topper, seconded by Councilmember Glover, and carried unanimously to approve the ordinance on first reading, setting second reading and public hearing for Monday, October 1, 2018.

Mr. Holmes stated staff could either come back soon in a workshop format to further discuss potential solid waste contract options, including both negotiation of extension of the current contract and options for a competitive process, or staff could exhaust potential negotiation for extension on the current contract first, if it is the desire of the Council, and staff could report back to the Council with the results of that.

Council confirmed they would like staff to continue negotiations with the current vendor on a potential contract extension.

7. Approval of Claim Vouchers

Request: Approve claim vouchers for September 24, 2018

(Copy available upon request.)

Motion approved claim vouchers for September 24, 2018, in the amount of \$3,601,615.98.

Citizen Forum

Mayor Pro Tem Hansen opened the Citizen Forum and received the following testimony:

- Hiedi Lee, Vancouver, expressed concerns about crimes and threats to safety in the downtown area attributed to people who are homeless, and frustrations with the response she had received from the City related to this issue.
- Dan Mitchell, Vancouver, expressed concerns about crimes and threats to safety in the downtown area attributed to people who are homeless, and stated he is looking for opportunities to move his business out of downtown.
- Carmen Caraballo, Vancouver, expressed concerns about crimes and threats to safety in the downtown area attributed to people who are homeless, and stated there needed to be better stakeholder engagement to discuss how to address these issues.
- Tom Sawyer, Vancouver, expressed concerns about crimes and threats to safety in the downtown area attributed to people who are homeless, especially as it pertains to children who are unable to enjoy the amenities in Esther Short Park because of these issues.
- Beverly Theuris, Vancouver, expressed concerns about crimes and threats to safety in the downtown area attributed to people who are homeless, and stated the City should be doing more to enforce its laws in and around Esther Short Park.
- Helga Mattei, Vancouver, expressed concerns about crimes and threats to safety in the downtown area attributed to people who are homeless.
- Cheryl Aichele, Vancouver, encouraged the Council and the public to visit the Parkside Neighborhood and see its heritage trees.
- Jane Wilson, Vancouver, expressed concerns regarding discussions about changing on-street parking along McLoughlin Blvd to improve bike facilities in the corridor.
- Fred Meurer, Vancouver, expressed concerns about litter throughout Vancouver, especially related to homeless camps and also political or advertising signs in the right-of-way.
- Greg Thares, Vancouver, expressed concerns about crimes and threats to safety in the downtown area attributed to people who are homeless, as well concerns about traffic speeds around Esther Short Park.

There being no further testimony, Mayor McEnerny-Ogle closed the Citizen Forum.

Adjournment

7:50 p.m.

Anne McEnery-Ogle, Mayor

Attest:

Natasha Ramras, City Clerk
By: Carrie Lewellen, Deputy City Clerk

Meetings of the Vancouver City Council are electronically recorded on audio and videotapes. The audio tapes are kept on file in the office of the City Clerk for a period of six years.

October 15, 2018
City Council Workshop
Brian Enslow

- Our approach
- Final agenda
- Handout review

Handouts

- Today's Power Point
- Vancouver Draft 2019 Legislative Agenda
- AWC Legislative Agenda for 2019
- 2019 CCTA Policy Statement

2019 Agenda Approach

- Be Flexible/things change
- Look for Vancouver specific items
- Identify issues impacting all/most cities that are a priority for the City of Vancouver
- Consider priorities of affiliates like AWC

Policy holdovers to pursue in 2019

- Massage/Reflexology photo identification
- ULID/Parking*
- Housing/homelessness*
- Surplussing low value property (2020)

(*AWC supported/priority)

Capital Budget – new items for 2019

-WWRP-Local parks grants

- George & Hazel Stein NP - \$235,415 (Acq.)
- North Image NP - \$500,000 (Dev.)

-Heritage grants

- Officer Row roofs - \$153,350 (ranked 2 of 36)

Capital Budget – news items for 2019

- Member Request/Local Community Projects
 - Fourth Plain Forward Commons (\$1.0 M) - Senator Frockt/Senator Cleveland Tour 9/26

Capital Budget – new items

- Cap. Budget grants for others we support-
 - The Trust/Heritage/Academy Bldg. - \$490,000
(11 of 36 ranking)

Transportation Budget – new items

- Replacement Bridge – Senate Transportation Vancouver Work session and Tour 10/4
- Bike/Ped safety grant - Devine Rd from Mill Plain to 18th (\$489,000)
- Safe Routes to Schools – Four components near Franklin Elem. Sch. (\$500,000)
- “Mini” transportation package

Issues Raised during September Workshop

- Preemption Language
- Strong Support for BLEA
- Tax Abatement for Parking Structures
- “Just Cause” Notification Provisions
- Lewis and Clark Trail

Affiliate requests

- AWC top five
 - Economic Development
 - CJTC BLEA and COA funding
 - Infrastructure funding
 - Affordable Housing
 - Culverts

Affiliate requests

- WASPC top priority
CJTC funding
- WWRC
\$130 million WWRP funding level
- WRPA
new local park funding options

Affiliate requests

- Clark County Transportation Alliance 2019 Policy Statement
 - Replacement bridge
 - Local unfunded priority projects
 - Public Transit
 - Freight/Ports

Upcoming Events

- Pre Session lunch with legislators November 29
- CREDC/ICC/GVCC breakfast December 7
- 2019 Session begins January 14, 2019
- CCTA Lobby Day – February 5, 2019 (tentative)
- AWC Lobby Days – February 13-14, 2019

Questions and Comments

Brian Enslow

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CITY OF VANCOUVER 2019 STATE LEGISLATIVE PRIORITIES



SESSION PRIORITIES SUMMARY

- ★ **Capital Budget**
- ★ **Transportation Grants**
- ★ **Homelessness/Affordable Housing**
- ★ **LID Statute Reform**
- ★ **Massage/Reflexology Enforcement**
- ★ **Property Tax Cap**
- ★ **Support Clark County Transportation Alliance**
- ★ **Association of Washington Cities' Top Priorities**

We oppose any imposition of any unfunded or underfunded mandates.



CAPITAL BUDGET

Fourth Plain Community Commons—the City is requesting approximately \$1 million from the state capital budget to create a community center in the underserved Fourth Plain Corridor that would include meeting space, a small business incubator, a commercial kitchen and a satellite farmers market location.

Heritage—The City has applied for a Washington State Historical Society capital grant for \$150,350 to assist with replacing roofs on three buildings on historic Officers Row including the O.O. Howard House. The City is also supporting the request of The Historic Trust for \$490,000 for repair of the porches at the Providence Academy.

Local Parks Grants—the City has applied for \$235,415 to assist with property acquisition for the George and Hazel Stein Neighborhood Park and \$500,000 for development of North Image Neighborhood Park (ranked 22/91).

WSDOT Transportation Grants

Bike & Pedestrian Safety—a \$489,000 grant for bike and pedestrian improvements on Devine Road from Mill Plain to 18th Street which will add bike lanes, sidewalks and a protected pedestrian crossing.

Safe Routes to School—a \$500,000 grant focused on creating safe routes for students near Franklin Elementary School.

HOMELESSNESS/AFFORDABLE HOUSING | Policy Item

The City is seeking a variety of tools to address the problems of homelessness and affordable housing including:

- Create new local authority options, similar to 2018's HB 2437, providing construction sales tax reimbursement for new multi-family housing;
- Expand authority to use REET for affordable housing;
- Expand and refine Multi-Family Tax Exemption Program;
- Strengthening city decision making authority in allocating resources provided to counties to address housing and homelessness in cities.



LID AMENDMENT | Policy

The City is seeking changes to RCW 35.86.030 that would allow cities to extinguish deed restrictions associated with aged Local Improvement Districts (LID).

MASSAGE AND REFLEXOLOGY | Policy

The City will continue to pursue efforts at both the State and local level to enhance enforcement tools associated with illegal massage and reflexology practices.

PROPERTY TAX CAP | Policy

The City supports changes to the existing 1% property tax cap to allow for factoring in both population growth and inflation.

SUPPORT CLARK COUNTY TRANSPORTATION ALLIANCE

The City supports the 2019 Policy Statement of the Clark County Transportation Alliance including support for the I-5 bridge replacement; support for a “mini” transportation package to address local, unfunded priority projects; support for public transit; and support for Ports and Freight.

ASSOCIATION OF WASHINGTON CITIES' TOP PRIORITIES

The City supports the Association of Washington Cities' top priorities including:

- **Economic development** – Develop a value capture tool that can help fund public investment that supports economic development.
- **Criminal Justice Training Commission funding** – Seek sufficient funding for at least 19 Basic Law Enforcement Academy classes and at least seven Corrections Officers Academy classes per year.
- **Infrastructure funding** – Advocate for critical infrastructure funding programs including the Public Works Assistance Account.
- **Affordable housing** – Continue to support new resources for subsidized affordable housing.
- **Culverts** – Secure ongoing and significant funding for city culvert repair/replacement in recognition of the state's obligation to address culverts that impede fish passage.



FOR MORE INFORMATION

Brian Enslow, Lobbyist

Connections Public Affairs

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Jeanette (Jan) Bader, Program & Policy Development Manager, City of Vancouver

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Strong cities make a great state. Cities house 65 percent of the state's residents, drive its economy, and provide the most accessible government. The continued success of cities depends on adequate resources and community-based decision-making to best meet the needs of our residents. Preserving local decision-making continues to be one of our core principles.



Support economic development tools to encourage job creation and economic growth

Washington's cities need additional economic development tools that assist in maintaining, expanding, and modernizing local infrastructure to help spur local private sector investment. By supporting value capture financing, the Legislature can partner with cities and towns to advance our shared goals of building a robust and diverse economy for communities around the state.



Keep the Public Works Trust Fund in working order

Cities support ongoing investment in the various infrastructure funding programs sponsored by the state. In particular, the Public Works Trust Fund (PWTF) is a crucial funding partner in our efforts to provide the necessary infrastructure for our communities. We seek full funding for the Public Works Board's \$217 million budget, funded from the current stream of loan repayments and the 2 percent of REET dedicated to the account. Additionally, we look to expand the program by ending REET fund diversions from the account now instead of waiting until 2023.



Invest in affordable housing

Communities around the state are facing a housing affordability crisis. Cities support an ongoing \$200 million capital budget investment in the Housing Trust Fund, a \$20 million per year local government revenue sharing proposal, and \$1.5 million per year for reinvestment of the sales tax from the construction of multifamily development. In addition, cities support proposals that remove barriers to affordable housing, including voluntary density and infill development solutions, opportunities for creating shared housing, and addressing condominium liability to expand housing choices.



Fund a systems approach to correct fish-blocking culverts

AWC and state agency partners are focused on developing and funding a comprehensive statewide approach to fix salmon-blocking culverts. In order to achieve meaningful salmon and orca recovery, cities need ongoing and significant funding to upgrade city culverts. This critical investment will support fish passage by maximizing collaboration with the state's legal obligation to upgrade its culverts, while also addressing other critical needs like stormwater and water quality. Cities support creating a permanent framework to fund systemwide corrections that begins with fully funding the Fish Barrier Removal Board this biennium, including capacity for a grant program in the second half of the biennium. An effective framework also includes a commitment to future investment.



Provide responsive funding for the Criminal Justice Training Commission (CJTC)

Cities need a responsive funding model for the CJTC to ensure that newly-hired law enforcement officers and corrections officers have timely access to basic training. Cities seek funding for at least 19 Basic Law Enforcement Academy (BLEA) classes per year and at least seven Corrections Officer Academy classes per year in order to meet our public safety needs.



Address a failing behavioral health system

Cities are experiencing the ramifications of an overwhelmed mental health and drug abuse response system. The state needs to make investments sufficient to improve access to these systems and their success across the state. Cities will work with the state to pursue enhancements and reforms to the behavioral health delivery systems including engaging with mental health transformation proposals, the *Trueblood* settlement, making permanent the mental health co-responder program, and supporting comprehensive opioid response legislation.

Contact:

Candice Bock

Director of Government Relations
candiceb@awcnet.org • 360.753.4137



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 Actuals	2018 Budget	2019 Baseline	2019 Submitted Budget	2019 Recommended Budget	2020 Baseline	2020 Submitted Budget	2020 Recommended Budget
Recreation Services								
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
Total	7,999,976	8,735,321	8,465,078	9,563,077	9,455,615	8,544,382	9,715,593	9,606,958
FTE Total	27.00	27.00	27.00	27.75	27.75	27.75	27.75	27.75
Tennis Center								
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
Total	1,141,802	2,110,817	399,579	1,017,574	1,017,574	402,967	1,034,478	1,034,478
FTE Total	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 Actuals	2018 Budget	2019 Baseline	2019 Submitted Budget	2019 Recommended Budget	2020 Baseline	2020 Submitted Budget	2020 Recommended Budget
City Council								
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
Total	626,492	661,652	601,940	792,694	792,244	618,013	773,488	773,022
FTE Total	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 Actuals	2018 Budget	2019 Baseline	2019 Submitted Budget	2019 Recommended Budget	2020 Baseline	2020 Submitted Budget	2020 Recommended Budget
Cable TV								
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
Total	1,158,805	1,387,700	948,056	1,160,756	1,159,732	956,528	1,172,505	1,171,474
FTE Total	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
City Managers Office								
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
Total	3,062,396	3,334,495	2,959,850	5,140,368	4,632,073	3,004,267	4,841,501	4,333,157
FTE Total	14.00	15.00	15.00	17.00	17.00	17.00	17.00	17.00

	2017 Actuals	2018 Budget	2019 Baseline	2019 Submitted Budget	2019 Recommended Budget	2020 Baseline	2020 Submitted Budget	2020 Recommended Budget
PEG Fund								
Materials Services	64,680	-	-	-	-	-	-	-
Intergovernmental Charge	580,902	1,090,488	628,000	900,000	900,000	628,000	900,000	900,000
Total	645,582	1,090,488	628,000	900,000	900,000	628,000	900,000	900,000
Senior Messenger								
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
Total	262,468	357,150	357,789	347,599	347,503	359,175	349,027	348,929
Tourism								
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
Total	1,959,617	1,907,696	1,940,702	1,927,226	1,927,226	2,040,702	2,027,226	2,027,226
VNHR Properties								
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
Total	574,182	656,382	555,823	750,053	750,053	555,623	750,418	750,418

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 Actuals	2018 Budget	2019 Baseline	2019 Submitted Budget	2019 Recommended Budget	2020 Baseline	2020 Submitted Budget	2020 Recommended Budget
Airport General Obligation Debt								
Total Principal & Interest	68,753	69,065	-	-	-	-	-	-
Total	68,753	69,065	-	-	-	-	-	-
 Airport Operation								
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
Total	829,023	1,285,051	523,221	534,316	534,114	527,835	541,433	541,224
 FTE Total	1.00	1.00	1.00	2.00	2.00	2.00	2.00	2.00

General Governmental

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

Department Program Information

General Government

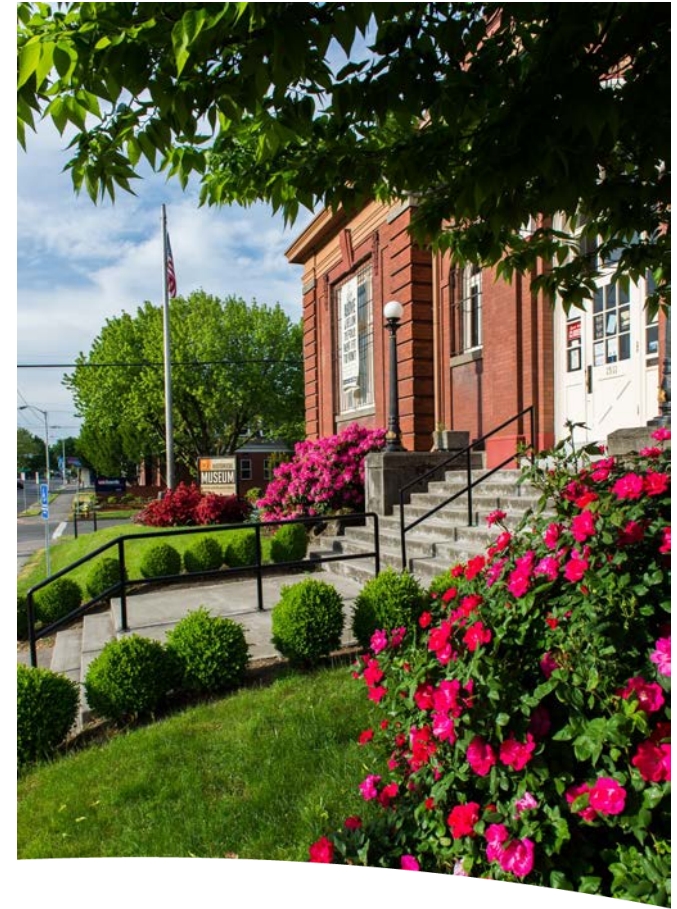
The General Government department includes a variety of contracts with other entities. A variety of public services is efficiently carried out through contractual agreements with other government or non-governmental agencies and businesses. In addition, interfund transfers to support other funds within 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 Actuals	2018 Budget	2019 Baseline	2019 Submitted Budget	2019 Recommended Budget	2020 Baseline	2020 Submitted Budget	2020 Recommended Budget
General Government								
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
Total	76,234,456	85,832,520	75,268,801	83,250,803	83,190,803	68,567,846	75,205,596	75,145,596



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 Actuals	2018 Budget	2019 Baseline	2019 Submitted Budget	2019 Recommended Budget	2020 Baseline	2020 Submitted Budget	2020 Recommended Budget
Financial & Management Services								
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
Total	5,260,971	6,170,229	5,687,702	6,810,601	6,449,348	5,763,817	6,607,336	6,321,730
FTE Total	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 Actuals	2018 Budget	2019 Baseline	2019 Submitted Budget	2019 Recommended Budget	2020 Baseline	2020 Submitted Budget	2020 Recommended Budget
Self Insurance-Risk Management								
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
Total	5,450,085	5,276,044	3,791,742	6,262,842	6,261,746	3,801,035	6,184,975	6,183,872
FTE Total	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 Actuals	2018 Budget	2019 Baseline	2019 Submitted Budget	2019 Recommended Budget	2020 Baseline	2020 Submitted Budget	2020 Recommended Budget
Fire Pension								
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
Total	1,350,794	1,810,973	1,831,168	1,826,045	1,826,003	1,831,837	1,826,716	1,826,673
 Human Resources								
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
Total	1,761,377	2,194,126	1,995,605	2,662,699	2,559,700	2,045,039	2,608,345	2,605,294
 FTE Total	 15.55	 16.05	 14.55	 15.55	 15.55	 15.55	 15.55	 15.55

	2017 Actuals	2018 Budget	2019 Baseline	2019 Submitted Budget	2019 Recommended Budget	2020 Baseline	2020 Submitted Budget	2020 Recommended Budget
Police Pension								
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
Total	950,854	1,091,440	1,191,601	1,191,667	1,191,627	1,192,233	1,191,261	1,191,220

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
Total	10,680,143	11,953,850	14,261,348	14,289,533	14,289,533	14,951,337	14,979,522	14,979,522

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
Total	7,208,702	7,105,927	9,327,155	9,370,114	9,370,114	9,938,824	9,981,784	9,981,784

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 Actuals	2018 Budget	2019 Baseline	2019 Submitted Budget	2019 Recommended Budget	2020 Baseline	2020 Submitted Budget	2020 Recommended Budget
Information Technology								
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
Total	5,755,513	6,603,716	5,954,258	6,963,678	6,642,272	6,028,491	7,164,205	6,838,603
FTE Total	31.75	31.75	28.75	35.75	33.75	33.75	34.75	34.75
Technology Repair & Replacement								
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
Total	3,076,258	5,853,478	681,014	4,787,260	4,737,260	681,014	3,475,027	3,340,027

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.

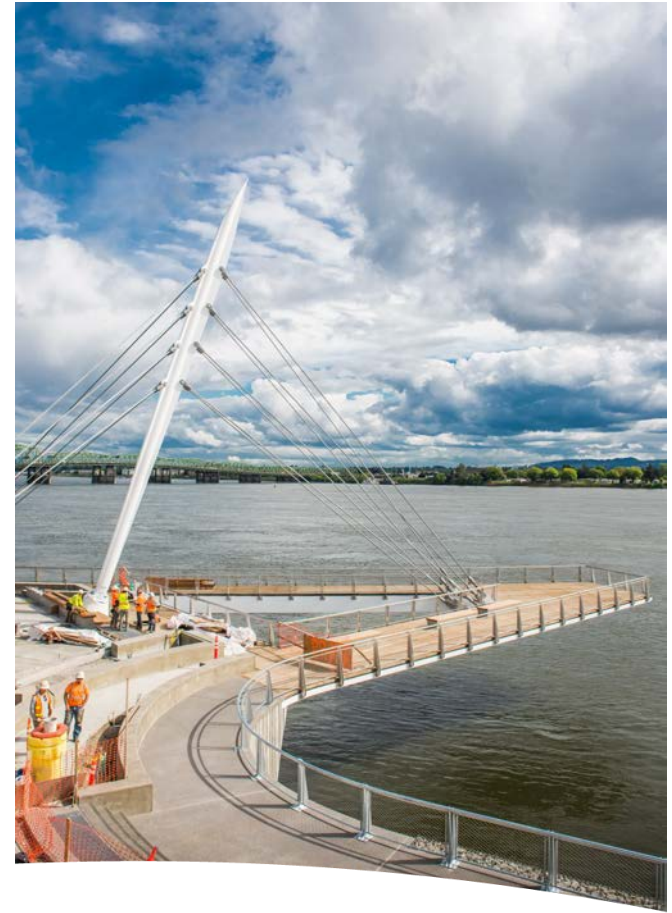
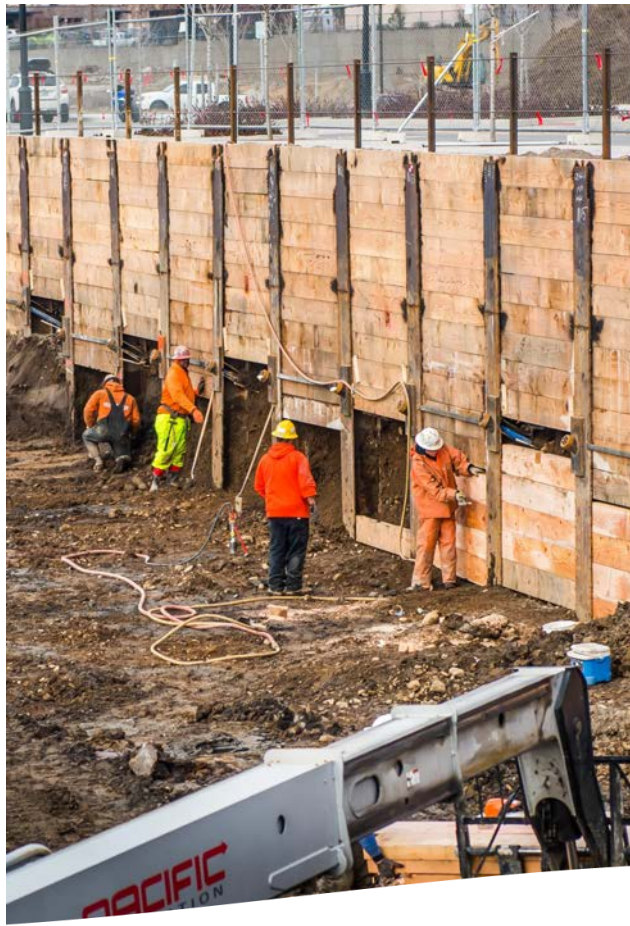


Civil Proceedings

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 Actuals	2018 Budget	2019 Baseline	2019 Submitted Budget	2019 Recommended Budget	2020 Baseline	2020 Submitted Budget	2020 Recommended Budget
Legal Service - Civil								
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
Total	-	-	2,003,707	2,216,198	2,212,879	2,056,682	2,266,421	2,263,057
FTE Total	-	-	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 6th 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 138th Avenue, and NE 18th Street to NE 28th 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

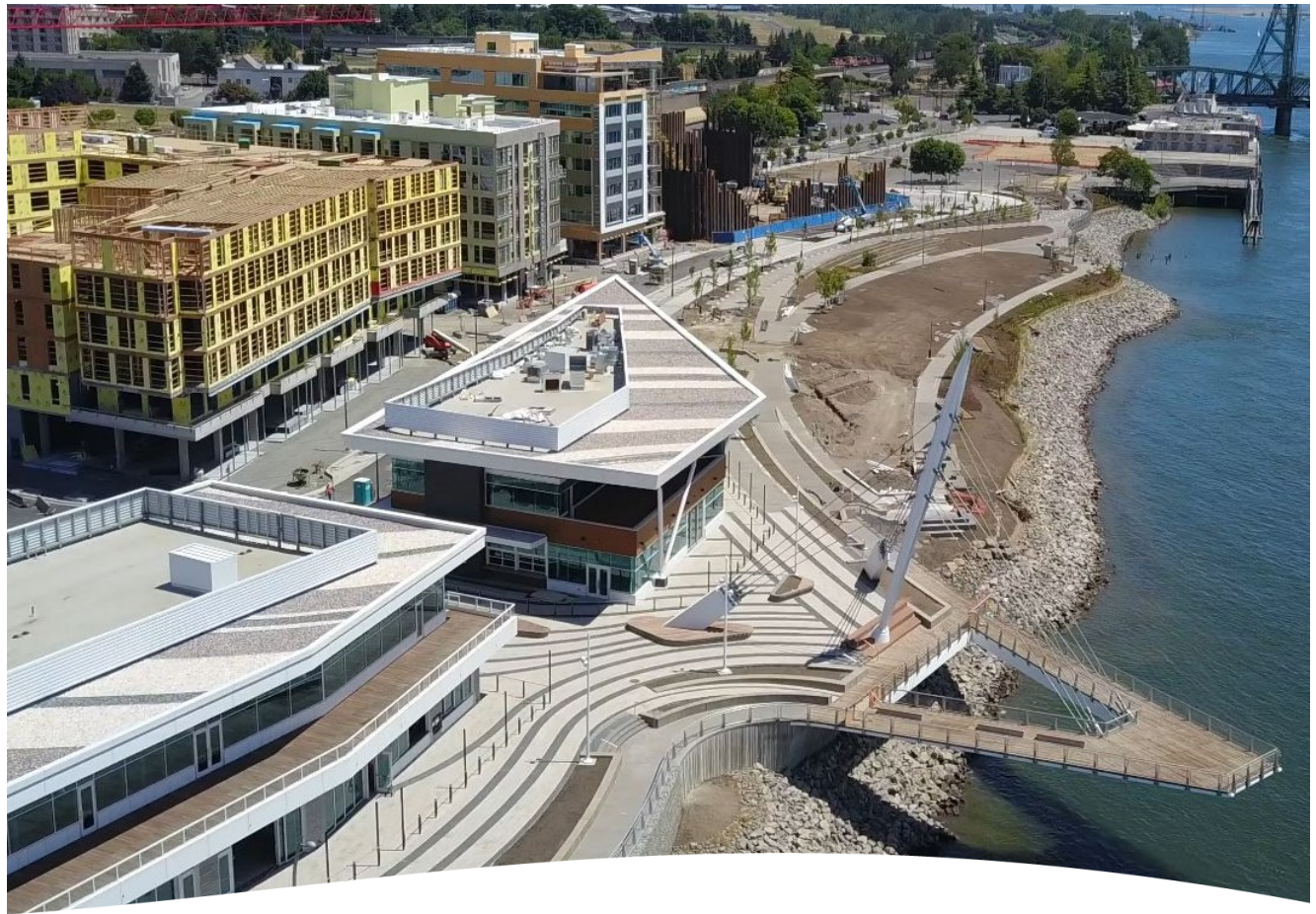
This summary level program was established to budget for debt service payments for the City of Vancouver's outstanding Revenue Bond issue.

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



Capital Planning

Five Year Capital Plan by Department

	2019 Recommended Budget	2020 Recommended Budget	2021 Projected Budget	2022 Projected Budget	2023 Projected Budget
General					
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 Recommended Budget	2020 Recommended Budget	2021 Projected Budget	2022 Projected Budget	2023 Projected Budget
General					
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	-	-	-	-
Total General	22,004,871	5,361,700	3,772,700	1,977,700	532,700
Parks					
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	-	-	-	-
Total Parks	7,984,522	609,500	-	-	-
Transportation/Streets					
Mill Plain Blvd - 104th to NE Chkalov Dr.	3,000,000	-	-	-	-
SE 20th ST at 176th AVE & 183rd AVE	19,840	-	-	-	-

	2019 Recommended Budget	2020 Recommended Budget	2021 Projected Budget	2022 Projected Budget	2023 Projected Budget
Transportation/Streets					
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	-	-	-	-
Total Transportation/Streets	14,625,880	2,350,000	-	-	-
Street Funding Initiative					
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	-	-	-
Total Street Funding Initiative	2,730,016	1,285,000	-	-	-
Wastewater					
SCIP					
Demand Response - SCIP	250,000	250,000	250,000	250,000	250,000
Evergreen Airpark North (30 homes)	30,000	-	-	-	-

	2019 Recommended Budget	2020 Recommended Budget	2021 Projected Budget	2022 Projected Budget	2023 Projected Budget
Wastewater					
SCIP					
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	-	-	-	-
Total SCIP	5,173,490	3,250,000	3,350,000	3,350,000	350,000
Collection & Treatment					
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 Recommended Budget	2020 Recommended Budget	2021 Projected Budget	2022 Projected Budget	2023 Projected Budget
Wastewater					
Collection & Treatment					
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 Recommended Budget	2020 Recommended Budget	2021 Projected Budget	2022 Projected Budget	2023 Projected Budget
Wastewater					
Collection & Treatment					
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	-
Total Collection & Treatment	16,986,742	15,450,000	22,040,000	21,902,303	20,250,000
Total Wastewater	22,160,232	18,700,000	25,390,000	25,252,303	20,600,000
Surfacewater					
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 Recommended Budget	2020 Recommended Budget	2021 Projected Budget	2022 Projected Budget	2023 Projected Budget
Surfacewater					
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	-	-	-	-
Total Surfacewater	2,782,774	1,799,000	4,194,000	284,000	3,037,000
Water					
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 Recommended Budget	2020 Recommended Budget	2021 Projected Budget	2022 Projected Budget	2023 Projected Budget
Water					
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
Total Water	22,674,732	26,172,080	14,278,000	21,622,000	14,786,000

Capital Expenses by Project and Revenue by Source

	2019 Recommended Budget	2020 Recommended Budget
General Fund		
Projects		
VDA Public Art (funded by Columbia Art Center Reserve)	871,757	-
Total Project Expenses	871,757	-
Funding Sources		
Columbia Art Center Reserve Cash Balance	871,757	-
Total Revenue	871,757	-
Airport Fund		
Projects		
Pearson Field - Pavement Rehab Construction Project	1,815,000	-
Pearson Field - Capital Design Project	350,000	-
Total Project Expenses	2,165,000	-
Funding Sources		
Dept Transportation - Federal Highway Administration - Federal Direct Grant	1,948,500	-
WA St, Dept of Transportation	17,500	-
Cash Balance	199,000	-
Total Revenue	2,165,000	-
Fire Fund		
Projects		
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 Recommended Budget	2020 Recommended Budget
Fire Fund		
Projects		
Fire Station 7	-	170,000
Fire Station 8	206,250	-
Fire Station 9	-	335,000
Fire Station 10	-	135,000
Total Project Expenses	11,133,419	1,160,500
Funding Sources		
Interfund Transfer from Fund 151	898,108	640,518
Interfund Transfer from Fund 501	301,000	844,000
Fire Fund Cash	9,934,311	-
Total Revenue	11,133,419	1,484,518
Capital Improvement Fund		
Projects		
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	-
Total Project Expenses	7,834,695	4,201,200

	2019 Recommended Budget	2020 Recommended Budget
Capital Improvement Fund		
Funding Sources		
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	-
Total Revenue	7,834,695	4,291,200
Parks Construction Fund		
Projects		
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	-
Total Project Expenses	7,984,522	609,500

	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	-
Total Revenue	7,984,522	609,500

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 Recommended Budget	2020 Recommended Budget
Transportation Capital Fund		
Projects		
NE 18th St - 97th Ave to 107th Ave	3,168,240	-
Total Project Expenses	14,625,880	2,350,000
Funding Sources		
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	-
Total Revenue	14,625,880	2,760,000
Street Funding Initiative		
Projects		
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

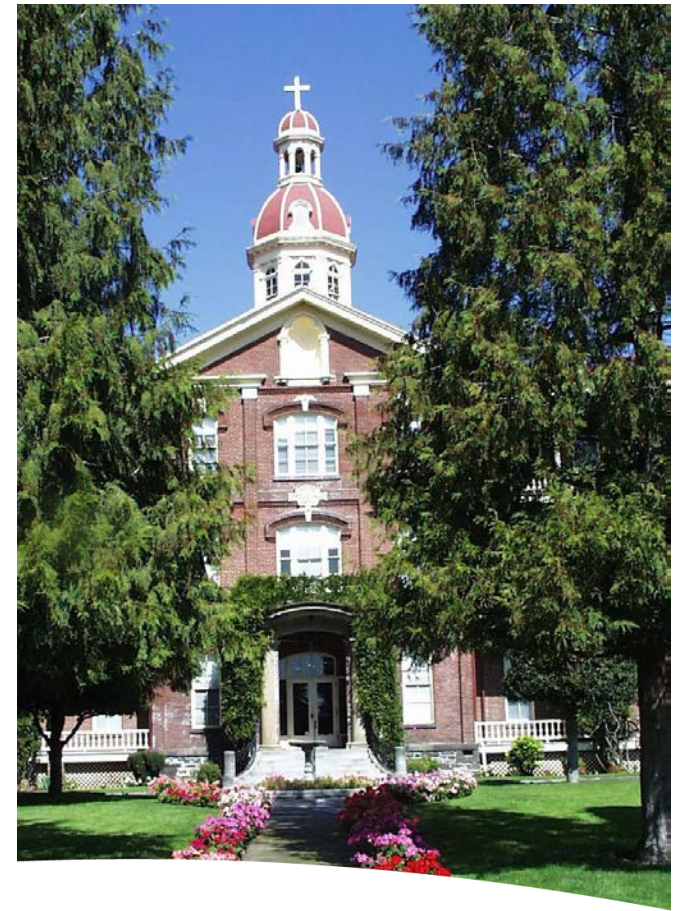
	2019 Recommended Budget	2020 Recommended Budget
Street Funding Initiative		
Projects		
NW Neighborhood Connectivity (NW 43rd Street to NW 53rd Street_Lincoln Sidewalks)	100,000	-
2019 Neighborhood Traffic Management Program	270,000	-
2020 Neighborhood Traffic Management Program	-	270,000
Total Project Expenses	2,730,016	1,285,000
Funding Sources		
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
Total Revenue	2,730,016	1,285,000
Wastewater/Sewer Construction Fund		
Projects		
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 Recommended Budget	2020 Recommended Budget
Wastewater/Sewer Construction Fund		
Projects		
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	-
Total Project Expenses	22,160,232	18,700,000

	2019 Recommended Budget	2020 Recommended Budget
Wastewater/Sewer Construction Fund		
Funding Sources		
Interfund Transfer from Fund 475	17,150,000	17,445,000
Sewer Construction Fund Cash	5,010,232	1,255,000
Total Revenue	22,160,232	18,700,000
Surfacewater/Drainage Construction Fund		
Projects		
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	-
Total Project Expenses	2,782,774	1,799,000

	2019 Recommended Budget	2020 Recommended Budget
Surfacewater/Drainage Construction Fund		
Funding Sources		
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	-
Total Revenue	2,782,774	2,002,500
Water Construction Fund		
Projects		
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 Recommended Budget	2020 Recommended Budget
Water Construction Fund		
Projects		
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
Total Project Expenses	22,674,732	26,172,080
Funding Sources		
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
Total Revenue	22,674,732	26,172,080



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.

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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

001 - General Fund	Revenue	On Going	\$0	\$1,200	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

001 - General Fund	Revenue	On Going	\$2,361,192	\$2,008,487	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

001 - General Fund	Expense	On Going	(\$3,000)	(\$3,000)	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

001 - General Fund	Expense	On Going	\$11,214	\$1,863	0.00	0.00
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IT00139 506 Allocations

Recommended

Allocates 506 Baseline and DPs not paid for out of the fund balance.

Fund Name			2019 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

001 - General Fund	Expense	One Time	\$42,860	\$0	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

001 - General Fund	Expense	One Time	\$100,000	\$0	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

001 - General Fund	Expense	One Time	\$406,200	\$21,200	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

001 - General Fund	Expense	On Going	(\$72)	(\$72)	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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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
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

001 - General Fund	Expense	On Going	\$35,000	\$35,000	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

001 - General Fund	Expense	On Going	\$36,000	\$19,000	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

001 - General Fund	Expense	On Going	\$242,000	\$242,000	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

001 - General Fund	Expense	On Going	\$42,295	\$42,850	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

001 - General Fund	Expense	On Going	\$102,901	\$104,250	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

001 - General Fund	Expense	On Going	(\$105,886)	(\$106,860)	0.00	0.00
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PW00124 Waterfront Park Irrigation and Lighting

Recommended

Increase baseline for water and lighting for the Waterfront park.

Fund Name			2019 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

001 - General Fund	Expense	On Going	\$424	\$447	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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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
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

001 - General Fund	Expense	On Going	\$13,706	\$2,277	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

001 - General Fund	Expense	One Time	\$35,000	\$0	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

001 - General Fund	Expense	On Going	\$3,623,388	\$3,618,078	0.00	0.00
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PL00121 VPD Shift Differential Pay with Benefits

Recommended

Department shift differential pay and associated benefits estimated using 2018 actuals.

Fund Name			2019 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

102 - Street Fund	Expense	On Going	\$1,290	\$1,310	0.00	0.00
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CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

Fund Name			2019 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
102 - Street Fund	Expense	One Time	\$203,480	\$0	0.00	0.00

TR00120 331-71 Traffic Signal Sustainability

Recommended

Fund Name			2019 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

102 - Street Fund	Expense	On Going	\$25,800	\$25,800	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

102 - Street Fund	Expense	On Going	\$7,476	\$1,242	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

102 - Street Fund	Expense	One Time	\$60,000	\$0	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

102 - Street Fund	Expense	One Time	\$5,000	\$0	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

102 - Street Fund	Expense	On Going	\$316,421	\$316,421	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

102 - Street Fund	Expense	On Going	\$310	\$2,128	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

102 - Street Fund	Expense	On Going	\$17,482	\$14,435	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

103 - Street Funding Initiative - Operating Fund	Expense	On Going	\$40,133	\$42,340	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

103 - Street Funding Initiative - Operating Fund	Expense	On Going	\$603	\$498	0.00	0.00
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IT00139 506 Allocations

Recommended

Allocates 506 Baseline and DPs not paid for out of the fund balance.

Fund Name			2019 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

103 - Street Funding Initiative - Operating Fund	Expense	On Going	\$4,548	\$3,755	0.00	0.00
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IT00139 506 Allocations

Recommended

Allocates 506 Baseline and DPs not paid for out of the fund balance.

Fund Name			2019 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

103 - Street Funding Initiative - Operating Fund	Expense	On Going	(\$1,490)	(\$1,490)	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

108 - CED Grant Fund	Expense	On Going	(\$62,479)	(\$62,479)	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

111 - Affordable Housing Fund	Expense	On Going	\$6,358	\$6,441	0.00	0.00
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IT00139 506 Allocations

Recommended

Allocates 506 Baseline and DPs not paid for out of the fund balance.

Fund Name			2019 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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City of Vancouver 2019-20 Biennium Budget

Submitted Decision Packages by Type

151 - Fire Fund	Expense	On Going	\$61,742	\$62,306	0.00	0.00
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CW00116 City Hall Rent and O&M

Recommended

Allocates the rent and O&M for City Hall.

Fund Name			2019 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

151 - Fire Fund	Expense	One Time	\$180,000	\$0	0.00	0.00
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FR00105 Peer Support Team

Recommended

Provide ongoing support to achieve sustainability, maintain team numbers, continuing education, and non-clinical assistance.

Fund Name			2019 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff

Submitted Decision Packages by Type

151 - Fire Fund	Expense	One Time	\$7,000	\$0	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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
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TR00105 330-71 SE 20th Street Median

Recommended

Modify existing intersection to improve traffic safety, operations and level of service.

Fund Name			2019 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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
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TR00131 331-71 Non-Programmed Safety

Recommended

Fund Name			2019 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

442 - City Tree Reserve Fund	Expense	On Going	\$3,986	\$3,986	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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
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PW00378 443-83 Fruit Valley Rd Design Carry Forward

Recommended

Carry forward of 2018 funds for Fruit Valley Road design.

Fund Name			2019 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

443 - Drainage Construction Fund	Expense	One Time	\$544,309	\$0	0.00	0.00
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PW00382 443-83 Columbia Slope Culvert - Chelsea Carry Forward

Recommended

Carry forward of 2018 funds for project Columbia Slope Culvert - Chelsea.

Fund Name			2019 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

444 - Surface Water Management Fund	Expense	On Going	\$2,216	\$7,466	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

444 - Surface Water Management Fund	Expense	One Time	\$1,000	\$1,000	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

444 - Surface Water Management Fund	Expense	On Going	(\$1,444)	(\$1,442)	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

444 - Surface Water Management Fund	Expense	On Going	\$192,444	\$158,897	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff

Submitted Decision Packages by Type

444 - Surface Water Management Fund	Expense	On Going	\$10,000	\$10,000	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

444 - Surface Water Management Fund	Expense	On Going	(\$18,423)	(\$18,423)	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

444 - Surface Water Management Fund	Expense	On Going	\$4,143	\$1,036	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

444 - Surface Water Management Fund	Expense	On Going	\$5,524	\$5,525	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

445 - Water Utility Fund	Expense	On Going	\$1,187	\$3,053	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

445 - Water Utility Fund	Expense	One Time	\$5,000	\$5,000	0.00	0.00
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**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.

Fund Name			2019 Budget	2020 Budget	2019 Staff	2020 Staff
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.

Fund Name			2019 Budget	2020 Budget	2019 Staff	2020 Staff
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.

Fund Name			2019 Budget	2020 Budget	2019 Staff	2020 Staff
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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

445 - Water Utility Fund	Expense	On Going	\$2,154	\$2,209	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

445 - Water Utility Fund	Expense	On Going	\$3,738	\$621	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

445 - Water Utility Fund	Expense	On Going	\$13,328	\$11,005	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

445 - Water Utility Fund	Expense	On Going	\$4,984	\$828	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

445 - Water Utility Fund	Expense	On Going	\$3,738	\$621	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

445 - Water Utility Fund	Expense	On Going	\$12,718	\$12,719	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

445 - Water Utility Fund	Expense	On Going	\$154	\$154	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

448 - Water Construction Fund	Expense	One Time	\$0	\$300,000	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff

Submitted Decision Packages by Type

448 - Water Construction Fund	Expense	One Time	\$6,229,080	\$0	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff

Submitted Decision Packages by Type

448 - Water Construction Fund	Expense	One Time	\$2,500,000	\$1,000,000	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff

Submitted Decision Packages by Type

448 - Water Construction Fund	Expense	One Time	\$650,000	\$100,000	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

475 - Sewer Utility Fund	Expense	On Going	\$2,500	\$2,500	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

475 - Sewer Utility Fund	Expense	On Going	\$789	\$651	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

478 - Sewer Construction Fund	Expense	One Time	\$150,000	\$0	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

478 - Sewer Construction Fund	Expense	One Time	\$600,000	\$0	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

478 - Sewer Construction Fund	Expense	One Time	\$400,000	\$0	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

478 - Sewer Construction Fund	Expense	One Time	\$286,920	\$0	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

481 - Airport Fund	Expense	On Going	\$119	\$123	0.00	0.00
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CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

Fund Name			2019 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

483 - Building Inspection Fund	Expense	On Going	\$23,206	\$23,206	0.00	0.00
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CW00116 City Hall Rent and O&M

Recommended

Allocates the rent and O&M for City Hall.

Fund Name			2019 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

483 - Building Inspection Fund	Expense	On Going	\$64,983	\$66,653	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

483 - Building Inspection Fund	Expense	On Going	(\$54,102)	(\$54,103)	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

490 - Solid Waste Fund	Expense	On Going	\$723	\$713	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

490 - Solid Waste Fund	Expense	On Going	\$687	\$567	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

490 - Solid Waste Fund	Expense	On Going	\$610,202	\$610,382	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

491 - Parking Services Fund	Expense	On Going	\$802	\$816	0.00	0.00
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CW00105 Citywide Cost Allocation Plan True-Up

Recommended

2019-20 Cost Allocation Plan developed to spread internal service department costs.

Fund Name			2019 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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City of Vancouver 2019-20 Biennium Budget

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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

491 - Parking Services Fund	Expense	On Going	\$25,000	\$25,000	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
501 - Facilities Asset Mgmt & Replacement Reserve 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 Budget	2020 Budget	2019 Staff	2020 Staff
501 - Facilities Asset Mgmt & Replacement Reserve 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 Budget	2020 Budget	2019 Staff	2020 Staff
501 - Facilities Asset Mgmt & Replacement Reserve 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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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
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

501 - Facilities Asset Mgmt & Replacement Reserve Fund	Expense	One Time	\$20,000	\$0	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

501 - Facilities Asset Mgmt & Replacement Reserve Fund	Expense	One Time	\$550,000	\$0	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

501 - Facilities Asset Mgmt & Replacement Reserve Fund	Expense	One Time	\$0	\$78,500	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
504 - Equipment Services Operations Fund	Revenue	On Going	\$19,996	\$35,452	0.00	0.00

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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

504 - Equipment Services Operations Fund	Revenue	On Going	\$4,752	\$4,752	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff

Submitted Decision Packages by Type

504 - Equipment Services Operations Fund	Revenue	On Going	\$3,852	\$3,852	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

504 - Equipment Services Operations Fund	Expense	One Time	\$0	\$6,220	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

505 - Equipment Services Capital Fund	Expense	One Time	\$286,014	\$0	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

505 - Equipment Services Capital Fund	Revenue	On Going	\$10,625	\$10,625	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff

Submitted Decision Packages by Type

505 - Equipment Services Capital Fund	Revenue	On Going	\$0	\$4,063	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

506 - Computer Repair & Replacement Fund	Revenue	On Going	\$0	\$826	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

506 - Computer Repair & Replacement Fund	Revenue	On Going	(\$2,478)	(\$2,478)	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

506 - Computer Repair & Replacement Fund	Expense	On Going	\$117,750	\$150,250	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 its useful life to assist the IT department in supporting and maintaining street light infrastructure and act as a general IT vehicle.

Fund Name			2019 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

506 - Computer Repair & Replacement Fund	Revenue	On Going	\$1,400	\$1,400	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

506 - Computer Repair & Replacement Fund	Revenue	On Going	\$1,600	\$1,600	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

508 - Grounds and Facilities Services Fund	Expense	On Going	\$3,738	\$621	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

508 - Grounds and Facilities Services Fund	Expense	On Going	\$31,959	\$31,959	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 trues-up the baseline property and liability charges, and appropriates the worker's compensation charges.

Fund Name			2019 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

510 - Internal Administrative Services Fund	Expense	One Time	\$50,000	\$0	0.00	0.00
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FS00108 Temporary Finance Support

Not Recommended

Hire temporary Finance staff during Workday transition process.

Fund Name			2019 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

510 - Internal Administrative Services Fund	Expense	On Going	\$9,539	\$10,015	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

510 - Internal Administrative Services Fund	Expense	On Going	\$100,000	\$100,000	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

510 - Internal Administrative Services Fund	Expense	On Going	\$6,359	\$6,677	0.00	0.00
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IT00138 Oracle Support Staffing Impact

Recommended

Impact of Workday on the Oracle support staff.

Fund Name			2019 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

510 - Internal Administrative Services Fund	Expense	On Going	\$50,000	\$50,000	0.00	0.00
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HR00103 Outside Investigations

Recommended

Management decision to utilize outside investigators to conduct independent investigations of employee relation issues.

Fund Name			2019 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
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Submitted Decision Packages by Type

511 - Benefits Fund	Expense	On Going	(\$12,374)	(\$12,374)	0.00	0.00
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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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 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 Budget	2020 Budget	2019 Staff	2020 Staff
656 - PEG Capital Support Fund - Comcast	Expense	One Time	\$172,000	\$172,000	0.00	0.00

2019-2020 City Manager's Recommended Operating Budget

CITY OF
Vancouver
WASHINGTON

October 15, 2018

Vancouver City Council Workshop

Natasha Ramras, CFO

Presentation Overview

- 2019-2020 Budget Process overview
- Overview of revisions to the Financial Policies
- 2019-2020 Budget overview:
 - Budget framework and assumptions
 - Operating Budget: review major initiatives
- Review accompanying Ordinances:
 - Property Tax Levy Rate Increase
 - Fire Marshal Office and Hazmat Fee Increases

2019-2020 Budget Process Overview

February

Council Retreat:

- Forecast and assumptions review
- Budget Policy direction confirmation

June

2018 Second Supplemental Adopted

July – September Council review/action on:

- Transportation Improvement Plan adoption
- Capital Improvement Plan

May-September

Internal Budget Process

October 1

City Manager's Recommended Budget published



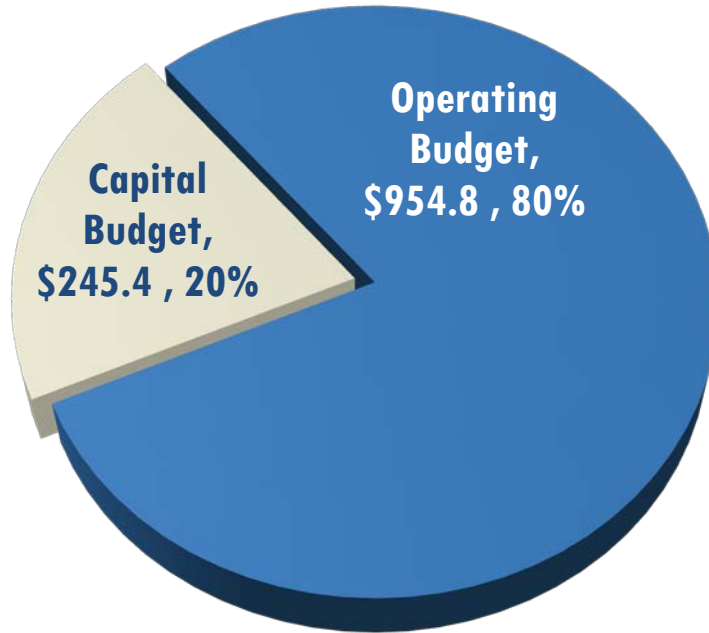
Upcoming Actions

- | | |
|-------------|---|
| October 22 | City Council Workshop - 2019-2020 Capital Budget |
| November 5 | First Reading of the 2019-2020 City Manager's Recommended Budget and Supporting Ordinances |
| November 19 | Public Hearing on the 2019-2020 Budget Ordinances: <ul style="list-style-type: none">• 2019-2020 Budget Ordinance• Property Tax Ordinances• Fire Marshal and Hazmat fee increases |

Overview of Changes to the Financial Policies

- CPI adjusted to use Seattle-Bellevue-Tacoma as Portland CPI is no longer published
- Building Fee cost recovery increased from 90% to 100%

**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**

2019-20 Budget Assumptions

REVENUES:

- 1% property tax increase in each year of the biennium
- Rate adjustment in utility tax rates in each year of the biennium
- A mild recession is anticipated in late 2019 – early 2020, so economy-dependent revenues were adjusted accordingly
- Other revenues are anticipated to remain consistent with historical trends and the forecasted economic environment
- Parking rates increased to achieve full fiscal self-sufficiency



2019-20 Budget Framework

EXPENDITURES:



- Inflation will remain paced at 2% or below
- Salary adjustments remain consistent with labor agreements, inflation and market
- Minimal FTEs added without new associated revenue; limited positions used to pilot new service delivery models
- Zero-based one-time professional services, overtime, and interfund transfers
- No new debt
- Pay-as-you-go approach continues

2019-20 City Manager's Recommended Budget



- Adds 79.5 FTEs
 - General, Street, Fire: 47.25 FTEs
(37.0 FTEs – funded; 6.0 FTEs – LT)
- Balanced, uses \$41.3 M in existing cash (primarily in capital funds) for capital projects and one-time initiatives
- Operating, capital, and General Fund reserves maintained at levels provided for in the City's financial policies

2019-20 City Manager's Recommended Budget

The Recommended Budget continues to:

- Strengthen our foundation and address the largest gaps in the service levels
- Implement current initiatives and invest in our infrastructure
- Advance key strategic projects and programs
- Build capacity and momentum
- Plan for a Stronger Vancouver



2019-20 City Manager's Recommended Budget

Strengthen Our Foundation and Address Service Level Gaps

- 13.0 FTEs added in Fire to support the new Fire Station 11 (funded by FD 5)
- Conversion of SUV pilot project to permanent (4.0 FTEs)
- Increase Fire Marshal Unit to continue regular fire inspections of City commercial and industrial properties (5.0 new FTEs)
- 2.0 FTEs added to continue keeping parks green in 2020
- Pilot: expand parks volunteer program to meet demand
- 7.5 FTEs added to support direct service departments (IT, HR, and Finance)



2019-20 City Manager's Recommended Budget

Strengthen Our Foundation and Address Service Level Gaps (cont'd)

- 17.0 FTEs in Public Works to support Utilities' capital program (funded by current revenues) and support
- 2.0 FTEs in Pavement Management supported by the Street Funding Initiative to support the increasing program
- 1.0 FTE in City Manager's Office as a resource for the City's Cultural Commission, art grants, and public art maintenance
- Affirm 2017-18 staffing levels as baseline and maintain market relevance for compensation and competitiveness



2019-20 City Manager's Recommended Budget

Implement Current Initiatives and Invest in Critical Infrastructure

- 17.0 FTEs added in Police to support VPD's 2020 Plan (funded by the CRT revenues)
- Coordinated response to homelessness as a Pilot Project: a 3.5-person team (a Coordinator position, Code Enforcement, 1.0 Police PST, 0.5 FTE Legal Secretary, some mental health and clean-up resources as well as maintenance and operations support of the new Homeless Day Center)
- Complete Workday system implementation – replacing the outdated Oracle ERP – a backbone of finance and HR



2019-20 City Manager's Recommended Budget

Advance Key Strategic Projects and Programs

- Continue planning and designing a replacement Operations Facility, new Fire Station 11
- Heights District Plan completion, adoption, and implementation
- Re-establish the Arts and Culture program through the Arts and Innovation Campus partnership
- City Center Vision Plan revision
- Transportation System Plan Update completion
- Parks Comprehensive Plan



2019-20 City Manager's Recommended Budget

Build Capacity and Momentum

12% potential staff turnover anticipated by the end of 2020 due to retirements and attrition

- Resources set aside for targeted training and development
- Leadership Training Academy funding
- GIS program expanded citywide
- Microsoft Office 365 conversion



2019-20 City Manager's Recommended Budget

Plan for a Stronger Vancouver

- The last two years have focused on the Stronger Vancouver initiative
- Pilot projects advanced for funding in the City Manager's Recommended Budget:
 - Addressing homelessness
 - Arts and Culture program establishment
 - Increased Parks Maintenance staffing
 - Operations Center



2019-2020 City Manager's Recommended Budget

STAFFING SUMMARY: General, Street and Fire Funds – Additional FTEs

Public Safety

18 VPD Positions

13 VFD Positions

5 Fire Marshal Office
Positions

CED

2 Associate Planners –
Limited Term

1 Code Enforcement
Officer – Limited Term

1 Engineering Tech II

CMO

1 Cultural Svc. Manager

1 Homelessness Response
Coordinator

Streets

1 Engineering Tech II

1 Sr. Engineering Tech

1 Civil Engineer

1.5 FTEs (Admin Asst. ,
Maint. Worker)

Parks & Recreation

1 Community Relations
Specialist

0.25 Customer
Services
Representative

0.5 Recreation
Specialist

0.75 Volunteer
Program Assistant – LT

2019-2020 City Manager's Recommended Budget

STAFFING SUMMARY: All Other Funds – Additional FTEs

17.5 FTEs (1.0 limited term) in utility funds (W/S/D)

1.0 FTE Airport Operations

2.0 FTEs Building Fund; 1.0 is limited-term extension

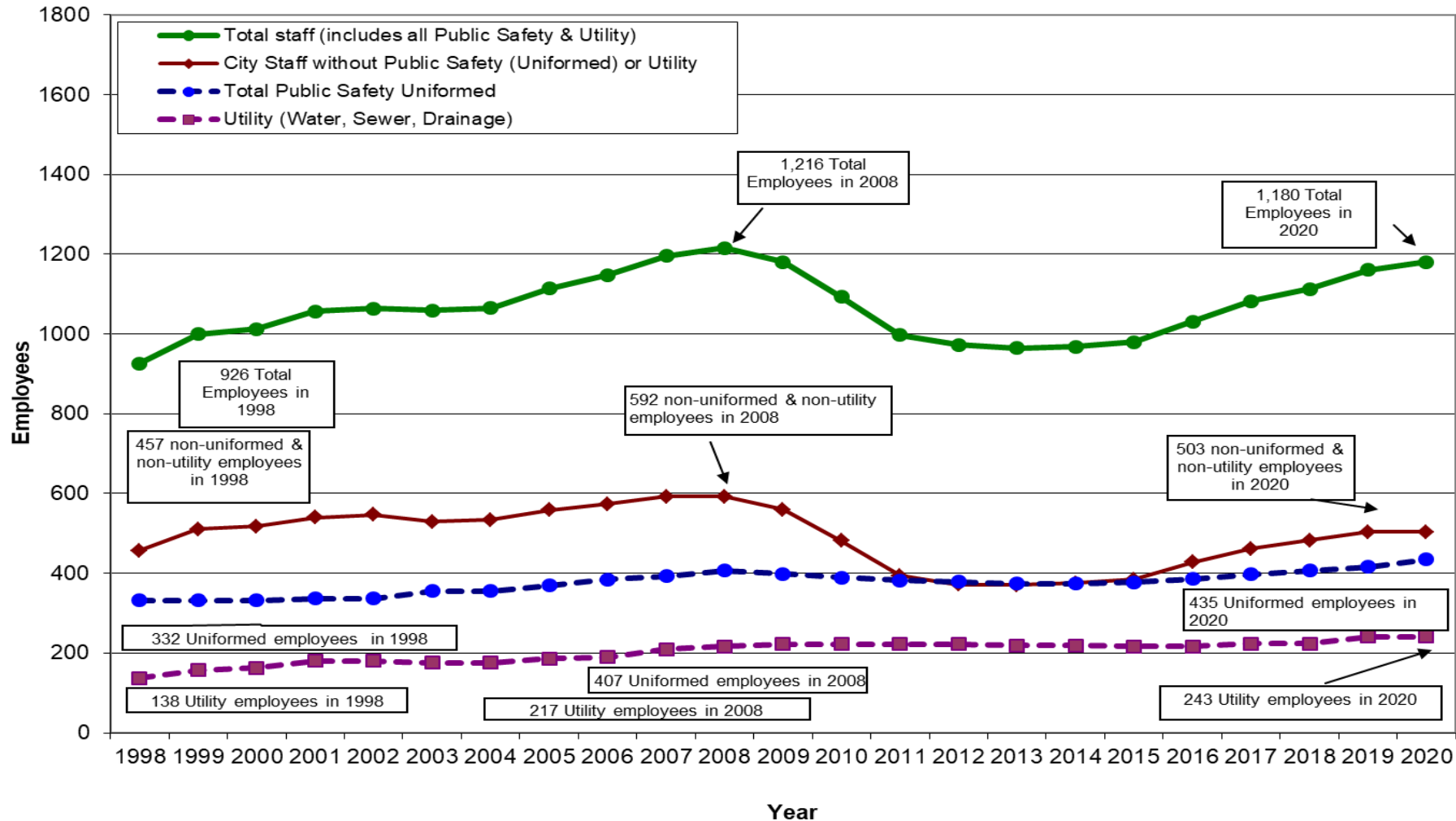
2.0 FTEs Parking Officers in Parking Fund

1.0 FTE Analyst in Solid Waste

4.0 FTEs Grounds and Facilities

7.5 FTEs internal administration services to support direct services

Vancouver City Staffing Over Time



Budget Ordinances

- 2019-2020 Budget Ordinance
- Financial Policies Resolution
- Property Tax Ordinances
- Fire Marshal's and Fire Hazmat Fee Increases



Budget Ordinances

Property Tax Increase

- Proposed 1% levy increase (the Implicit Price Deflator was greater over the last 12 months)
- Levy is anticipated to decrease from the current \$2.61 per \$1,000 in assessed valuation to \$2.37 per \$1,000 in 2019 (\$2.11 GF and \$0.26 AHF)

Budget Ordinances

Fire HazMat Rates Increase

- Has been in effect for more than 10 years
- The rates have never been increased
- On average, approximately \$130K per year is generated, applied to businesses that have hazardous materials utilized in their business processes
- Generated revenue supports training, planning and specialized equipment to augment Fire response to hazardous material incidents
- Recommendation: Increase hazmat fees by 10% in 2019 and 10% in 2020.

Budget Ordinances

Fire Marshal Fee Increases

- Revenue funds maintenance of regular cycle of Fire Inspections of commercial, industrial facilities with the goal of re-inspections every two years
- The rates increased by 5% per year in 2017-2018
- Recommendation:
 - Increase FMO inspection fees by 5% (2019) and 5% (2020)
 - Increase the FMO new construction plans review fees by 5% (2019), 0% (2020)

Upcoming Actions

- | | |
|-------------|--|
| October 22 | Capital Workshop for the 2019-20 City Manager's Recommended Budget |
| November 5 | First Reading of the 2019-20 City Manager's Recommended Budget and Supporting Ordinances |
| November 19 | Public Hearing on the 2019-2020 Budget Ordinances: <ul style="list-style-type: none">• 2019-2020 Budget Ordinance• Property Tax Ordinances• Fire Marshal and Fire Hazmat Rates |

Questions and Discussion

Contact Information:

Natasha Ramras, Chief Financial Officer
(360) 487-8484





Staff Report 150-18

TO: Mayor and City Council

FROM: Eric Holmes, City Manager

DATE: 10/15/2018

SUBJECT Shelter upgrades - Affordable Housing Fund

Key Points

- The Vancouver Housing Authority and Share are requesting \$684,377 from the Affordable Housing Fund to rehabilitate three shelter facilities in Vancouver.
- The three proposals all relate to capital improvement projects that will improve the sanitary conditions, energy efficiency, and building longevity of the shelters.
- A total of \$628,237, (including implementation dollars) is available and has been provisionally allocated to the three shelters in a proportional manner.
- The VHA's proposal for Valley Homestead includes the addition of three rooms.

Strategic Plan Alignment

Goal 3, Objective 3.2: Improve services available to underserved or vulnerable residents

Goal 10, Objective 10.1: Lend the City's support, as appropriate, to assist with the success of community projects.

Present Situation

Three applications have been made for funding through the Affordable Housing Fund for Shelter Purchase, Construction and Preservation Projects. The intent of this allocation of funding is to promote the creation and preservation of shelter space in Vancouver. A total of \$628,237 is available for these projects, which are as follows:

Vancouver Housing Authority – Valley Homestead Improvement Project

- \$252,533 requested to demolish and renovate bathrooms at the Valley Homestead family shelter.
- The proposed bathrooms will be more water and energy efficient, accessible to residents with disabilities, and resistant to damp and mold growth.

Vancouver Housing Authority – SafeChoice Shelter Improvement Project

- \$219,104 has been conditionally approved for improvements to the SafeChoice shelter, which serves victims of domestic violence.
- Improvements will include increased wheelchair accessibility in the kitchen and doorways, as well as improvements to the heating and cooling systems to make the building more energy efficient and extend the lifespan of the roof.

Share House Capital Improvements

- \$156,600 has been conditionally approved for improvements to the Share House men's shelter
- Improvements will include the completion of deferred maintenance to the HVAC and mechanical systems, as well as renovations to the bathroom and shower facilities.

Advantage(s)

1. Increased sustainability of shelters to allow them to continue their mission.
2. Increase the available rooms by three in the Valley Homestead family shelter.

Disadvantage(s)

None anticipated.

Budget Impact

Sufficient budget for the Affordable Housing Fund programs has been included in the 2017-2018 Biennial Budget. No additional appropriation will be necessary.

Prior Council Review

1. Memo on Affordable Housing Fund dated January 25, 2018.
2. Workshop on Affordable Housing Fund on Monday, February 26, 2018.
3. Staff Report on Affordable Housing Fund on March 3, 2018.
4. Staff Report on Affordable Housing Fund on April 2, 2018.

Action Requested

Approve the Affordable Housing Fund awards and authorize the City Manager or his designee to execute contracts with the Vancouver Housing Authority and Share.

Peggy Sheehan, Community Programs Manager, 487-7952

ATTACHMENTS:

- ▣ Contract - Share Shelter
- ▣ Deed - Share Shelter
- ▣ Note - Share Shelter
- ▣ Covenant - Share Shelter
- ▣ Contract - VHA SafeChoice shelter

- ▣ Deed - VHA SafeChoice shelter
- ▣ Note - VHA SafeChoice shelter
- ▣ Covenant - VHA SafeChoice shelter
- ▣ Contract - VHA Valley Homestead shelter
- ▣ Deed - VHA Valley Homestead shelter
- ▣ Note - VHA Valley Homestead shelter
- ▣ Covenant - VHA Valley Homestead shelter



AGREEMENT

BETWEEN

CITY OF VANCOUVER

Affordable Housing Fund

PO Box 1995 • Vancouver • Washington • 98668-1995

(360) 487-7952 • www.cityofvancouver.us/cdbg

AND

Share

2306 NE Andresen Rd • Vancouver • Washington • 98661

Project funded:	Share House Shelter Rehabilitation
Funding Source:	Vancouver Affordable Housing Fund
Agreement Period for Construction:	October 1, 2018 – September 30, 2019
Agreement Number:	2017-AHF-221401
Agreement Amount:	\$156,600
Property Address:	1115 W 13 th Street, Vancouver, WA 98660
Affordability Period:	October 1, 2018 – September 30, 2038
Agency Contact:	Diane McWithey (360) 952-8229 Execdir@sharevancouver.org
City Contact:	Peggy Sheehan (360) 487-7952 peggy.sheehan@cityofvancouver.us

This agreement consists of the following:

- Signature page
- Statement of Work
- Rental Property Requirements
- Line Item Budget
- Timeline
- Authorization Signature Card
- General Terms and Conditions
- Exhibit A: Request for Advance Form
- INCORPORATED BY REFERENCE: Deed, Note, Covenant

IN WITNESS WHEREOF, the parties agree to the terms and conditions of this Agreement and have caused this Agreement to be executed by their respective officers and agents thereunto duly authorized by signing below:

CITY OF VANCOUVER:

Share:

Eric Holmes, City Manager

Diane McWithey, Executive Director

Date:

Date:

ATTEST:

Natasha Ramras, City Clerk or
Carrie Lewellen, Deputy City Clerk

Peggy Sheehan, CDBG/HOME Program
Manager

APPROVED AS TO FORM:

Bronson Potter, City Attorney

PROJECT DESCRIPTION

Share (AGENCY) is operating as a subrecipient for the City of Vancouver (CITY) to complete a project using Affordable Housing Funds. As such, AGENCY must comply with the terms and conditions in this Agreement, including but not limited to the attached Budget and Timeline and documents incorporated by reference, including but not limited to the Deed, Note and Covenant.

The intent of this Agreement is to provide a loan in the amount not to exceed \$156,600 in Affordable Housing Funds to the AGENCY for the Share House Shelter Rehabilitation project.

The project will focus on two areas; the HVAC and mechanical systems and the shower rooms. The project scope includes:

HVAC and Mechanical Systems

- Indoor and outdoor replacement of the motor controls and capacitors, heat pump, and the air conditioning unit.
- Repair the secondary fan in the HVAC system

Two resident shower rooms

- Replace existing exhaust fans
- Replace tile flooring with a resin product
- Replace the urinal and
- Replace showers and re-pipe the floor

Affordable Housing Funds will be used for construction costs. **The project will continue be utilized as an overnight homeless facility serving people earning up to 50% AMI throughout the affordability period.**

PROJECT BUDGET

1. The CITY will provide the AGENCY with a loan in an amount not to exceed \$156,600 for purposes of completing the project described herein. The use of these funds shall be expressly limited to the activities described in this Agreement.
2. Any reduction in the total budget authority will be done after consultation with the AGENCY and will require a modification of this Agreement. Any funds unspent at the end of the Agreement period will be retained by the CITY for allocation to another Affordable Housing Fund project.

PAYMENT PROVISIONS

1. The majority of the CITY advances to the AGENCY will be on a cost reimbursement basis. However, there are times such as property purchase that the CITY will make advances to an escrow account. In most cases, the CITY will make advances to AGENCY *as soon as practicable* but not more than thirty (30) days after the AGENCY submits a Request for Advance. Request for Advance shall include the following:
 - a. A summary of expenses incurred in support of all costs, and accompanied by general ledger detail.
 - For direct costs, detail will include direct costs: vendor names, dates of service and amount;
 - For services that are also funded by a third party, the AGENCY shall provide a detailed cost itemization by cost center and funding source. Detail shall identify which service or work was funded by the CITY and which by other parties.
2. The AGENCY shall designate one or more representatives who will be legally authorized to sign the Request for Advance Form provided and any other forms that may be required. The names of the liaison persons and representatives will be specified on the Authorization Signature Card.
3. AGENCY shall provide supporting documentation to the CITY upon request for any Request for Advance, such as invoices and receipts.

TERM OF AGREEMENT

1. This Agreement is in effect for the period from October 1, 2018 through September 30, 2019, unless terminated as described under the **TERMINATION** section of the General Terms and Conditions.
2. Affordable Housing Funds shall be accounted separately from other funds received by the AGENCY.

LOAN TERMS

The Affordable Housing Funds in the amount of \$156,600 are provided to the AGENCY in the form of a forgivable loan at 0% interest. The loan shall be forgiven on September 30, 2038, provided the facility remains in use as a homeless overnight shelter serving a majority of people with incomes at or below 50% AMI throughout the loan period.

In accordance with the terms of this Agreement, the Deed of Trust, the Note, and the Covenant, if the facility is not operated as required by this Agreement, and the documents incorporated by reference, throughout the affordability period, then the loan becomes due immediately.

PUBLIC NOTIFICATION

The AGENCY will provide information about the project, including location, property owner, contract amount, and number of beneficiaries, to the CITY. The CITY will inform the public about the project through the City of Vancouver website.

DOCUMENTS INCORPORATED BY REFERENCE

Each of the documents listed below are by this reference incorporated into this Agreement as though fully set forth herein, including any amendments, modifications or supplements thereto:

1. AGENCY's proposal submitted July 31, 2018, for Affordable Housing Funds.
2. Current version of Affordable Housing Fund income limits (50% of Area Median Income provided by HUD).
3. Deed, Note and Covenant

NOTICE TO PROCEED

Upon execution of this agreement, the CITY will furnish the AGENCY with a written notice to proceed. No work on the project shall occur prior to the Notice to Proceed without prior written approval from the CITY.

PROJECT COMPLETION

Project completion means that:

1. All necessary title transfer requirements and construction work have been performed;
2. The project complies with the requirements of this Agreement;
3. AGENCY has been advanced all costs; and
4. Project is providing overnight shelter to people who are homeless.

FACILITY REQUIREMENTS

DESIGNATED USE

Share House Shelter Rehabilitation is an overnight homeless facility consisting of shelter beds and a commercial kitchen.

AFFORDABILITY PERIOD

Share House Shelter Rehabilitation located at 1113 W 13th Street, Vancouver, WA 98660 will carry the requirement that it continues to be used as an overnight homeless facility throughout the affordability period and will serve households earning up to 50% of the area median income (AMI) established by HUD. The majority of people who use the facility must have income at or below 50% AMI.

The affordability period dates are October 1, 2018, through September 30, 2038. During the affordability period, all Affordable Housing Fund requirements must be met and the CITY will be required to monitor the facility annually for compliance. The City of Vancouver will ensure the affordability period requirements are met by recording covenant restrictions.

REPORTING

Properties are required to report on Affordable Housing Fund beneficiaries annually in December for the duration of the affordability period. Reports should be submitted to the City of Vancouver Community and Economic Development Department, Attention: Peggy Sheehan using the Excel reporting form provided by the CITY.

Required information:

- Address and name of project
- Total number of beneficiaries
- Income of beneficiaries
- Race and Ethnicity of beneficiaries

INSPECTIONS

The CITY will perform onsite inspections prior to final payment. During the period of affordability, the CITY will perform periodic on-site inspections.

BUDGET

Line Item Costs	Total Cost	Funding Sources				
		City Affordable Housing Funds	State/ Local	Federal	Private	Other
ACQUISITION/CONSTRUCTION/REHAB COSTS						
Land/Building Purchase						
Closing Costs						
Architect/Engineer						
Legal						
Permitting						
Insurance						
Construction Costs	\$162,200	\$156,600				
Equipment						
Taxes and Fees	\$15,800	\$0				
PROJECT TOTALS	\$178,000	\$156,600	\$0	\$0	\$0	\$0

By signing below AGENCY acknowledges the review and approval of the budget listed above.

Name

Date

Title

TIMELINE

ACTIVITIES	July 2018	Aug	Sep	Oct	Nov	Dec	Jan 2019
1. Apply for Funding	X	X					
2. Secure Project Bids			X	X			
3. Design and Permitting					X		
4. Construction					X	X	X

AUTHORIZATION SIGNATURE CARD

Organization Name	Share
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Address	2306 NE Andresen Rd
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City, State, Zip Vancouver, WA 98666

Telephone Number () Fax ()

SIGNATURE OF INDIVIDUALS AUTHORIZED TO SIGN FINANCIAL DOCUMENTS:

An authorized signature is required on financial documents. It is suggested that two or more persons be authorized so that one could sign in the absence of the other(s).

NAME

SIGNATURE

I certify that the signatures above are of the individuals authorized to execute financial documents for Share.

Date _____

Signature of Authorized Official

Title of Authorized Official

**Note: The authorized official may not approve their own signature above*

GENERAL TERMS AND CONDITIONS

1. Fair Housing.

Projects funded with the Affordable Housing Fund are subject to federal fair housing regulations. Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), as amended, prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including children under the age of 18 living with parents or legal custodians, pregnant women, and people securing custody of children under the age of 18), and disability.

2. Prevailing Wage.

If the applicant/recipient receives a loan that is incurring interest, is not forgivable and is required to be repaid in full, such a loan, in and of itself, is not expected to trigger prevailing wage requirements. However, if the applicant/recipient is receiving other public funds including a grant from the City and/or is a public entity, it may be required to pay prevailing wage on the project. A definitive determination regarding the applicability of prevailing wage laws can only be obtained from the Department of Labor and Industry.

3. Order of Precedence.

Where there is a conflict among or between any of these documents, the controlling documents shall be the first listed in the following sequence: Amendments to this Agreement; this Agreement; Purchase Orders; AGENCY's submitted proposal to project request and project request.

4. Relation of Parties.

The AGENCY, its subcontractors, agents and employees are independent AGENCYs performing professional services for CITY and are not employees of CITY. The AGENCY, its subcontractors, agents and employees, shall not, as a result of this Agreement, accrue leave, retirement, insurance, bonding or any other benefits afforded to CITY employees. The AGENCY, subcontractors, agents and employees shall not have the authority to bind CITY in any way except as may be specifically provided herein.

5. E-Verify.

AGENCY 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. AGENCY shall ensure all AGENCY employees and any sub-AGENCY(s) assigned to perform work under this Agreement are eligible to work in the United States. AGENCY shall provide verification of compliance upon City request. Failure by AGENCY to comply with this subsection shall be considered a material breach.

6. Delays and Extensions of Time.

If the AGENCY is delayed at any time from complying with the requirements covered by the Agreement, by any causes beyond AGENCY's control, the time for performance may be extended by such time as shall be mutually agreed upon by AGENCY and CITY and shall be incorporated in a written amendment to this Agreement. Any request for an extension of time shall be made in writing to CITY.

7. Compensation and Schedule of Payments.

CITY shall pay the AGENCY as indicated in the Payment Provisions of the Loan Agreement for work performed under the terms of this Agreement. \$737,550 is the maximum amount to be advanced under this Agreement and it shall not be exceeded without CITY's prior written authorization in the form of a negotiated and executed amendment. The AGENCY shall submit monthly invoices to CITY covering both professional fees and project expenses, if any, for fees and expenses from the previous month. Payments to AGENCY shall be net 30 days.

The CITY reserves the right to correct any invoices paid in error according to the rates set forth in this Agreement. CITY and AGENCY agree that any amount paid in error by CITY does not constitute a rate change in the amount of the contract. The CITY's contract/purchase order (PO) number given on the notice to proceed **must** be referenced on any invoice submitted for payment.

8. Ownership of Records and Documents.

Any and all work product prepared by the AGENCY in the course of performing this Contract shall immediately become the property of the CITY. In consideration of the compensation provided for by this Agreement, the AGENCY hereby further assigns all copyright interests in such work product to the CITY. A copy may be retained by the AGENCY. Previously owned intellectual property of AGENCY, and any know-how, methodologies or processes used by AGENCY to provide the services or project deliverables under this Contract shall remain property of AGENCY.

9. Termination.

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.

In the event this Agreement is terminated prior to the completion of work, AGENCY will only be paid for the hours completed at the time of termination of the Agreement.

10. Evaluation and Compliance with the Law.

The AGENCY shall have the authority to control and direct the performance and details of the work described herein. The AGENCY agrees to comply with all relevant, federal, state and municipal laws, rules and regulations.

11. City Business and Occupation License.

In most cases, AGENCYS will be required to get a business license when contracting with the City of Vancouver, unless allowable exemptions apply. Businesses/AGENCYs 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, to determine whether a business license is required pursuant to VMC Ch. 5.04.

12. Liability and Hold Harmless.

AGENCY 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, of whatsoever kind or nature (including patent infringement or copyright claims) to the extent arising out of, or in connection with, or incident to, the negligent performance or willful misconduct pursuant to this Agreement. This indemnity and hold harmless shall include any claim made against the CITY by an employee of AGENCY or subcontractors or agent even if AGENCY 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 concurrent negligence of both the CITY and the AGENCY, such cost, fees and expenses shall be shared between the CITY and the AGENCY in proportion to their relative degrees of negligence. AGENCY specifically acknowledges the provisions contained herein have been mutually negotiated by the parties and it is the intent of the parties that AGENCY provide the broadest scope of indemnity permitted by RCW 4.24.115. AGENCY is an independent AGENCY and responsible for the safety of its employees.

13. Insurance.

AGENCY shall obtain and keep in force during the entire term of this agreement, liability insurance against any and all claims for damages to person or property which may arise out of the performance of this

Contract whether such work shall be by the AGENCY, subcontractors or anyone directly or indirectly employed by either the AGENCY or subcontractor.

a. **Liability Insurance.** AGENCY shall maintain commercial General Liability insurance with a limit of not less than one million dollars (\$1,000,000) for each occurrence and not less than one million dollars (\$1,000,000) combined single limit automobile liability coverage. The policy shall include coverage for bodily injury, broad form property damage, personal injury, products and completed operation and blanket contractual coverage including, but not limited to, the liability assumed under the indemnification provisions of this Agreement. All liability insurance required herein shall be under a comprehensive or commercial general liability and business, policies.

b. **City Listed as an Additional Insured:** The City of Vancouver, its agents, representatives, officers, directors, officials, and employees must be named as an additional insured on the Commercial General Liability policy and shown on the certificate as an additional insured. A copy of the additional insured endorsement CG 20 10 11 85, or its equivalent CG 20 10 07 04 and CG 20 37 07 04 must be included with the certificate of insurance.

c. The commercial general liability policy must be endorsed to include "Washington Stop Gap" insurance. The limits and aggregates referenced must apply to the Stop Gap coverage as well. This must be indicated on the certificate.

d. **Worker's Compensation.** AGENCY shall carry workers' compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of AGENCY's employees engaged in the performance of the work or services; and, Employer's Liability insurance of not less than one million dollars (\$1,000,000) for each accident, five hundred thousand dollars (\$500,000) for each disease for each employee, and one million dollars (\$1,000,000) for each disease policy limit.

e. **Umbrella Liability.** The AGENCY shall provide Umbrella Liability coverage at limits of not less than five million dollars (\$5,000,000) per occurrence and annual aggregate. This umbrella liability coverage shall apply, at a minimum, to both the Commercial General and Auto insurance policy coverage. This requirement may be satisfied instead through the AGENCY's primary Commercial General and Automobile Liability coverage, or any combination thereof.

f. **Professional Liability.** The AGENCY shall obtain and keep in force during the entire term of this Agreement, professional liability insurance (errors and omissions) against any and all claims for damages to person or property which may arise out of the performance of this Contract whether such work shall be by the AGENCY, sub-contractors or anyone directly or indirectly employed by either the AGENCY or a sub-contractors. The amount of coverage provided by such insurance shall be not less than five hundred thousand dollars (\$500,000) combined single limit.

g. **Fidelity/Employee Dishonesty Bond.** The AGENCY shall obtain and keep in force during the entire term of this Agreement, a Fidelity/Employee Dishonesty Bond against any and all claims which may arise out of the performance of this Contract whether such work shall be by the AGENCY, sub-contractors or anyone directly or indirectly employed by either the AGENCY or a sub-contractors. The amount of coverage provided by such insurance shall be not less than ten thousand dollars (\$10,000).

h. **Employment Security.** The AGENCY shall comply with all employment security laws of the state in which services are provided, and shall timely make all required payments in connection therewith.

i. The City of Vancouver shall be listed on the Certificate as the Certificate Holder.

j. Coverage Trigger: The insurance must be written on a “occurrence” basis. This must be indicated on the certificate. Claims made policies will be accepted for professional liability coverage only.

AGENCY shall provide evidence of all insurance required, at the City’s request, by submitting an insurance certificate to the CITY on a standard “ACORD” or comparable form.

14. Notices.

All notices which are given or required to be given pursuant to this Agreement shall be hand delivered or mailed postage paid as follows:

CITY:

Peggy Sheehan
City of Vancouver
415 W 6th Street
P O Box 1995
Vancouver WA 98668-1995

AGENCY:

Name
Agency
Address
City State ZIP

15. Amendments.

All changes to this Agreement, including changes to the statement of work and loan advances, must be made by written amendment and signed by all parties to this Agreement.

16. Scope of Agreement.

This Agreement incorporates all the agreements, covenants and understanding between the parties hereto and are merged into this written Agreement. 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.

17. Ratification.

Acts taken pursuant to this Agreement but prior to its effective date are hereby ratified and confirmed.

18. Governing Law/Venue.

This Agreement shall be deemed to have been executed and delivered within the State of Washington, and the rights and obligations of the parties hereunder shall be construed and enforced in accordance with, and governed by, the laws of the State of Washington without regard to the principles of conflict of laws. The AGENCY shall have legal authority to enter into this agreement and be at least 18 years of age. Any action or suit brought in connection with this Agreement shall be brought in the Superior Court of Clark County, Washington.

19. Cooperative Purchasing:

The Washington State Inter-local Cooperation Act, Ch. 39.34 RCW, authorizes public agencies to cooperatively purchase goods and services if all parties agree. By having executed this Agreement, the AGENCY agrees that other public agencies may purchase goods and services under this solicitation or contract at their own cost and without the City of Vancouver incurring any financial or legal liability for such purchases. The City of Vancouver agrees to allow other public agencies to purchase goods and services under this solicitation or contract, provided that the City of Vancouver is not held financially or legally liable for purchases and that any public Agency purchasing under such solicitation or contract file a copy of this invitation and such contract in accordance with RCW 39.34.040.

20. Public Disclosure Compliance.

The parties acknowledge that the City is an “agency” within the meaning of the Washington Public Records Act, Ch 42.56 RCW, and that materials submitted by the Sub recipient to the CITY become public record. Such records may be subject to public disclosure, in whole or part and may be required to be released by the CITY in the event of a request for disclosure. In the event the CITY receives a public record request for any data or deliverable that is provided to the CITY and that is licensed from the Sub recipient, the CITY shall notify the Contractor of such request and withhold disclosure of such information for not less than five (5) business days, to permit the Sub recipient 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 Ch.42.17 RCW for withholding or delaying public disclosure of such information.

21. Records.

AGENCY shall ensure that records generated in connection with the project, including but not limited to, financial transactions, are maintained and retrievable pursuant to the applicable CITY retention period. The CITY shall be granted access to any such records it deems necessary to satisfy oversight responsibilities and any other legal requirements, and shall be granted the right to copy any such records necessary to fulfill these obligations. The AGENCY shall provide access to these records upon request in a timely manner.

EXHIBIT A
City of Vancouver Affordable Housing Fund
REQUEST FOR ADVANCE

Date: _____ Project Title: <u>Share - Share House Shelter</u> <u>Rehabilitation</u> Invoice #: _____ AHF Project #: _____	Period Covered: _____ Contact Person: _____ Telephone: _____ Email: _____
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Activity	AHF Budget	Expended This Period	Expended To Date	Balance
a) Construction costs	\$156,600			
b)				
c)				
d) Tax				
e) Other (Specify):				
TOTAL:	\$			

Reimbursement Amount Request \$ _____

☐ Check box when this is a final request.

CERTIFICATION: I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF, THIS REPORT IS CORRECT AND COMPLETE, AND THAT ALL EXPENDITURES ARE FOR THE PURPOSE SET FORTH IN THE GRANT AWARD DOCUMENTS. SUPPORTING DOCUMENTATION IS ATTACHED.

AUTHORIZATION:

 Authorized Signature for Project

 Title

 Date

AHF Program Only

AHF Project No: _____

Initials Drawn By: _____

Date Funds Drawn: _____

 Reviewed and Approved

 Date

Initials Approved By: _____

When Recorded Return To:
City of Vancouver
Affordable Housing Fund
PO Box 1995
Vancouver, WA 98668-1995
Attention: Peggy Sheehan, (360) 487-7952

CITY OF VANCOUVER, WASHINGTON DEED OF TRUST

Grantor/Borrower:	Share
Beneficiary:	City of Vancouver by and through Affordable Housing Fund
Funding Source:	Affordable Housing Fund
Grantee/Trustee:	Clark County Title
Assessor’s Tax ID#:	59420000
Abbreviated Legal Description:	COLUMBIA ADDN LOTS 3 & 4 BLK I
Address:	1115 W 13TH ST, VANCOUVER, 98660
Contract Number:	2017-AHF-221401

THIS DEED OF TRUST is made this ____ day of _____, 2018 between Share, a Washington nonprofit corporation (hereinafter “Borrower”), whose address is 2306 NE Andresen Rd, Vancouver, WA 98661, Clark County Title Corporation (hereinafter “Trustee”); and the City of Vancouver, Washington, a municipal corporation, by and through its Affordable Housing Fund (hereinafter “Beneficiary”), whose address is P.O. Box 1995, Vancouver, WA 98668-1995.

The Borrower, in consideration of Affordable Housing Fund money loaned or credit extended by the Beneficiary, does convey the following real property, situated at 1115 W 13th Street, Vancouver, WA 98660 in the County of Clark, State of Washington, commonly known as Share House and described as follows:

Assessor’s Tax ID and Abbreviated Legal Description:
59420000 - COLUMBIA ADDN LOTS 3 & 4 BLK I
Full legal description attached as Exhibit A.

Together with all of the easements, tenements, hereditaments and appurtenances belonging to that property, including those which may later be found to belong or appertain, all structures and improvements now or hereafter erected on the property, and any and all fixtures upon the property at the time of the execution of this Deed of Trust or at any time during the term of this Deed of Trust (hereinafter “the Property”); to have and to hold the property as so described, until such time as any and all indebtedness represented by the promissory note executed by the Borrower in favor of Beneficiary dated _____, 2018, (“The Note”), is extinguished, all conditions of this Deed of Trust are satisfied, and written acknowledgment of such satisfaction is provided by Beneficiary.

This conveyance is intended to secure: the performance of the obligations, covenants, and conditions set forth herein and in the Note, and payment of the Borrower’s indebtedness of a maximum of one hundred fifty-six thousand and six hundred dollars (\$156,600) according to the terms contained in the Note.

AFFORDABILITY PERIOD

The total affordability period is October 1, 2018 to September 30, 2038, during which the facility must meet the applicable Affordable Housing Fund requirements.

DATE OF MATURITY

The date of maturity of the indebtedness secured by this Deed of Trust is the earliest of the dates of the following: change of the Property’s Use as specified below; failure to meet applicable regulations; the sale or transfer of all or any part of the Property, or any interest in the Property; Borrower’s breach of any covenant or failure to satisfy any condition in either the Note or this Deed of Trust; the cessation of operations by the Borrower; or payment in full of the indebtedness secured by this Deed of Trust.

For these reasons:
THE BENEFICIARY MAY DEMAND PAYMENT IN FULL OR IN PART OF THE PRINCIPAL AMOUNT OF THE NOTE(S) SECURED BY THIS DEED OF TRUST , AND PAYMENT SHALL BE DUE, UNDER

CONDITIONS CONTAINED IN THIS DEED OF TRUST. THE NOTE(S) SECURED BY THIS DEED OF TRUST IS DUE AND PAYABLE IMMEDIATELY UPON THE CHANGE OF USE OF THE PROPERTY OR THE SALE OR TRANSFER OF ALL OR ANY PART OF THE PROPERTY, OR ANY INTEREST IN, THE PROPERTY, OR UPON BORROWER'S BREACH OF ANY COVENANT OR FAILURE TO SATISFY ANY CONDITION IN THE NOTE OR THIS DEED OF TRUST.

TRANSFER, SALE, OR CHANGE IN USE

As used in this Deed of Trust, "interest in the Property" shall mean any legal or beneficial interest in all or any part of the Property. If all or any part of the Property or any interest in the Property is sold or transferred, or if there is a change of use or other transfer, including but not limited to any contract for sale of the Property over time, any assumption of the loan by a transferee of the Borrower, any assignment by Borrower for the benefit of creditors, failure of the Borrower to continue to utilize the Property as a homeless overnight facility serving a majority of households whose incomes do not exceed 50% of AMI adjusted for household size (the "Use"), appointment of a receiver for Borrower, the filing of a petition for voluntary or involuntary bankruptcy of Borrower, a foreclosure of any nature against Borrower, transfer of any interest in the Property for purposes of a gift, or the death or divorce of the Borrower or Borrowers, and if such action or failure to act occurs without prior written consent of Beneficiary, Beneficiary may require immediate payment in full of all sums secured by this Deed of Trust, unless prohibited by applicable law. These terms shall not include any transfer by way of subordinate encumbrance.

Notwithstanding anything to the contrary in this Trust Deed, the following shall not be considered a transfer, sale or change of use and shall not trigger Beneficiary's right to declare any amounts secured by this Trust Deed due and payable:

1. A transfer of a limited partnership interest in the Property by the Borrower or its assigns;
2. The transfer of a security interest in the Property for purposes of financing or refinancing done with the knowledge and consent of the City of Vancouver;
3. A Sale, transfer or assignment of Borrowers interest in the Property to another 501(c)(3) organization or governmental entity reasonably acceptable to the City of Vancouver;
4. Removal by the Borrower's general partner for cause and replacement of the Borrower's general partner with another entity acceptable to the Beneficiary; and
5. The transfer of a leasehold interest to a residential tenant in the ordinary course of Borrower's business.

COVENANTS

The Borrower agrees that the proceeds of the loan will only be used for construction or rehabilitation of a homeless overnight facility.

The Borrower covenants:

1. That Borrower is lawfully seized of the estate hereby conveyed and has the right to grant and convey the Property, is the legal owner of the Property, and now has a valid and unencumbered fee simple title thereto, and that the Borrower will warrant and defend said title against all claims and demands of all other persons.
2. That Borrower will promptly pay the Note and all of its installments as they become due, according to the terms of the Note, and will promptly pay any other indebtedness secured hereby in accordance with its terms. Payments are deemed received by Beneficiary when received at the location designated in the Note or at such other location as may be designated by Beneficiary in writing from time to time.
3. That so long as this Deed of Trust shall remain in force, Borrower will timely pay all taxes, assessments, charges, fines, liens, fees, and other charges or impositions attributable to the Property which can attain priority over this Deed of Trust, or which may be levied or assessed against the Property or this Deed of Trust or the indebtedness hereby secured.
4. That Borrower shall keep the Property in good repair; not permit or commit waste of the Property; complete any building, structure or improvement thereon which may be damaged or destroyed; not move or demolish any of the improvements on the Property without the Beneficiary's written consent; and comply with all laws ordinances, regulations, covenants, conditions and restrictions affecting the Property.

5. That Borrower will keep all existing and hereafter erected structures and improvements that are part of the Property insured against loss or damage by fire, and other hazards included within the term “extended coverage perils,” and any other hazards including, but not limited to earthquakes and floods, by a company or companies acceptable to the Beneficiary and for the benefit of the Beneficiary, in the amount of one hundred percent (100%) of the insurable value of the structure and improvements, and will allow the Beneficiary to examine all policies and renewals upon request
6. That Borrower hereby absolutely and irrevocably assigns to Beneficiary, for the period of this Deed of Trust, all of Borrower’s rights, title, and interest in and to all proceeds from any insurance policy, whether or not required by Beneficiary, that are due, paid or payable with respect to any damage to the Property, whether the policy was in effect before, on, or after the date of this Deed of Trust. In the event of loss or damage to the Property, Borrower shall give prompt written notice to insurance carrier, Beneficiary, and Trustee.
7. That Beneficiary shall have the right to inspect the Property from time to time.
8. That Borrower will comply with all federal, state and local laws prohibiting discrimination on the basis of age, sex marital status, race, creed, color, national origin, handicap, or familial status. These requirements are specified in Section 109 of the Housing and Community Development Act of 1974; Civil Rights Act of 1964, Title VI; Civil Rights Act of 1968, Title VIII; Executive Order 11063; Executive Order 11246; Architectural Barriers Act of 1968; and Americans with Disabilities Act.
9. That, in accordance with applicable law, Beneficiary may from time to time appoint a successor to the Trustee appointed hereunder. Without conveyance of the Property, the successor Trustee shall succeed to all the title, power and duties conferred upon the Trustee herein and by applicable law.

REQUIREMENTS DURING THE AFFORDABILITY PERIOD

During the affordability period the Property must continue to be used as a homeless overnight facility serving households earning up to 50% of the area median income (AMI) established by HUD. The majority of people who use the facility must have income at or below 50% AMI.

RETURNED PAYMENT

If a payment of the indebtedness secured by this Deed of Trust is returned because of insufficient funds or any other reason, Beneficiary may require that any or all subsequent payments due under the Note and this Deed of Trust be made in one or more of the following forms, at Beneficiary’s sole discretion: (a) cash; (b) money order; (c) certified check, bank check, treasurer’s check, or cashier’s check, provided any such check is drawn upon an institution whose deposits are insured by a federal agency; or (d) Electronic Funds Transfer.

PARTIAL PAYMENT

Beneficiary may return any payment or partial payment if the payment or partial payment is insufficient to bring the Borrower current in its obligations under the Note and this Deed of Trust. Beneficiary may accept any payment or partial payment insufficient to bring Borrower’s current in its obligations under the Note and this Deed of Trust without waiver of any rights hereunder or prejudice to its rights to refuse such payment or partial payments in the future, but Beneficiary is not obligated to apply such payments at the time such payments are accepted.

FAILURE TO PERFORM

A failure by the Borrower to perform the covenants or satisfy the conditions in this Deed of Trust shall give to either the Beneficiary or the Trustee the option to declare the unpaid balance due on the Note, and any other indebtedness secured hereby, at once due and payable, and this Deed of Trust may be foreclosed at any time thereafter.

INSURANCE

In the event that Borrower fails to provide or maintain insurance as provided herein, Beneficiary may obtain insurance coverage, at Beneficiary’s option and Borrower’s expense. Beneficiary is under no obligation to purchase any particular type or amount of coverage, therefore such coverage might insure Beneficiary against loss, but might or might not insure Borrower. Any amounts that Beneficiary pays as insurance premiums under this provision shall become additional debt of Borrower secured by this Deed of Trust shall relate back to the original debt, and shall bear interest at the Note rate from the date Beneficiary pays a premium until Borrower repays that amount in full, and shall be payable immediately upon written notice to Borrower from Beneficiary.

HAZARDOUS SUBSTANCES

Borrower shall not cause, allow, or permit the presence, use, disposal, storage, or release of any Hazardous Substances, or threaten to release any Hazardous Substances on or in the Property. As used herein, "Hazardous Substances" are those substances defined as toxic or hazardous substances, pollutants, or wastes by state or federal law and the following substances: gasoline, kerosene, other flammable or toxic petroleum products, toxic pesticides and herbicides, volatile solvents, materials containing asbestos or formaldehyde, and radioactive materials. The preceding requirement does not apply to the presence, use, or storage on the Property of small quantities of Hazardous Substances both of kinds and of amounts that are generally recognized to be appropriate to normal residential uses and to maintenance of the Property, including but not limited to Hazardous Substances commonly found in consumer products. Borrower shall promptly give Beneficiary written notice of any investigation, claim, citation, demand, lawsuit, charge, or any other action that is commenced or threatened against it by any governmental agency or private party concerning Hazardous Substances on the Property.

ACCELERATION AND FORECLOSURE

The Beneficiary is authorized by the Borrower (in accordance with the foregoing) to declare at its option all or any part of the indebtedness secured by this Deed of Trust immediately due and payable upon: (1) the Beneficiary's discovery of either the Borrower's failure to disclose any fact deemed by the Beneficiary to be material to the making of the loan or material to any of the agreements entered into by the Borrower with the Beneficiary (including, but not limited to, the Note and Deed of Trust), or any misrepresentation by, on behalf of, or for the benefit of, the Borrower during the entire term of this Deed of Trust; (2) the change of Use of the Property; (3) the sale or other transfer of all or any part of the Property or of any interest in the Property; or (4) any other material breach of the terms of this Deed of Trust or the Note. This Deed of Trust may be foreclosed by advertisement and sale in accordance with prevailing law of the State of Washington at the time of foreclosure. In the event of such foreclosure, the Beneficiary shall be entitled to recover its reasonable expenses, trustee fees and, as provided herein, attorney fees.

RECONVEYANCE

Upon payment or forgiveness of all sums secured by this Deed of Trust, and Borrower's satisfaction and performance of all conditions and covenants of this Deed or Trust and compliance with all other provisions of the Note and this Deed of Trust, Beneficiary shall request Trustee to reconvey the Property and shall surrender to Trustee this Deed of Trust and the Note evidencing the debt secured by this Deed of Trust. Trustee shall reconvey the Property without warranty to the person or persons legally entitled to it. Beneficiary or Trustee may charge the person or persons legally entitled to the Property a fee for the reconveyance, subject to applicable law.

SUBSTITUTE TRUSTEE

In accordance with applicable law, Beneficiary may from time to time appoint a successor to any Trustee appointed hereunder who has ceased to act as such. Without conveyance of the Property, the successor Trustee shall succeed to all the title, power and duties conferred upon the Trustee herein.

VENUE AND CHOICE OF LAW

This Deed of Trust shall be governed and enforced in accordance with the laws of the State of Washington, not including and notwithstanding rules governing conflicts of law. Jurisdiction over and venue of any suit to enforce, interpret, construe or otherwise in connection herewith may, at Beneficiary's option, be had in Clark County, Washington.

ATTORNEYS' FEES

In the event of any proceeding, suit or action to enforce, interpret, or foreclose this Deed of Trust, and if, and only if Beneficiary prevails in such action, Beneficiary shall be entitled to recover its reasonable attorneys' fees and costs, including without limitation any attorneys' fees incurred by Beneficiary in any bankruptcy proceeding. In the event of any kind of appeal, the losing party on appeal agrees to pay all reasonable costs and fees, including attorneys' fees and costs incurred in connection with the appeal.

EMINENT DOMAIN

Borrower further agrees that in the event any portion or all of the Property is taken under right of eminent domain or condemnation, Beneficiary shall have the right to require that the compensation be paid to Beneficiary and applied, first, to the Beneficiary's reasonable costs and attorney fees and second, to the indebtedness secured by this Deed of Trust.

CONSTRUCTION: TITLES

In construing this Deed of Trust, it is understood that if the context so requires, the singular shall be taken to mean and include the plural, and that references to Beneficiary or Borrower include any transferee, to whatever extent transfer is permitted under this Deed of Trust. The section titles provided herein are meant as references only and for ease of reading, and are not intended to carry any legal significance.

BY SIGNING BELOW, Borrower expressly accepts and agrees to the terms and covenants contained in this Deed of Trust, the Note, and any other documents recorded in conjunction with it, as mentioned herein:

BORROWER:
Share

Signature

Print Name: _____

Title: _____

CORPORATE NOTARY

STATE OF WASHINGTON)
)ss
COUNTY OF CLARK)

On this ____ day of _____, 2018 before me, the undersigned, a Notary Public in and for the State of Washington, personally appeared Diane McWithey, known to me as the Executive Director of Share, a Washington nonprofit corporation, which executed the foregoing instrument, and acknowledged the said instrument to be the free and voluntary act and deed of the said entity, for uses and purposes therein mentioned, and on oath stated that he/she is authorized to execute the said instrument on behalf of the said entity.

WITNESS my hand and official seal hereto the day and year in the certificate above written.

NOTARY PUBLIC in and for the State of _____,
My Commission Expires: _____

Place notary seal centered on page below

REQUEST FOR FULL RECONVEYANCE

To _____, Trustee:

The undersigned, The City of Vancouver Washington, through its Affordable Housing Fund (Beneficiary), is the legal owner and holder of all indebtedness and other obligations evidenced by that certain Promissory Note made on _____, 20__ by Share, a Washington non-profit corporation (Borrower), and secured by that certain Deed of Trust made _____, 20__ by Borrower as grantor in favor of Beneficiary as grantee, recorded as Auditor's fee/file No. _____, records of Clark County, Washington; and pursuant to which you are the Trustee.

YOU ARE HEREBY DIRECTED, on payment to you of any sums owing to you under the terms of said Deed of Trust or pursuant to statute, to reconvey, without warranty, to the party or parties entitled thereto by the terms of said Deed of Trust, the estate now held by you under the same.

All sums due and other obligations secured by said Deed of Trust have been fully paid and satisfied, and you are directed to cancel all evidence of indebtedness secured by said Deed of Trust (which are delivered to you herewith together with said Deed of Trust).

Dated: _____

City Manager, or his designate
City of Vancouver, Washington

STATE OF WASHINGTON)
)ss
COUNTY OF CLARK)

On this ____ day of _____, ____ before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared _____, to me known to be the _____ of the _____, the entity that executed the foregoing instrument, and acknowledged the said instrument to be the free and voluntary act and deed of the said entity, for uses and purposes therein mentioned, and on oath stated that she is authorized to execute the said instrument on behalf of the said entity.

WITNESS my hand and official seal hereto the day and year in the certificate above written.

NOTARY PUBLIC in and for the State of Washington,
My Commission Expires: _____

EXHIBIT A:
PROPERTY LEGAL DESCRIPTION

This EXHIBIT A is attached to and part of the DEED OF TRUST dated as of _____, 2018 between Share, a Washington non-profit entity, as “Borrower”, and the City of Vancouver, Washington, as “Beneficiary”.

Tax ID #: 59420000

Description:

INC #23 OF LOT 8 W 1/2 SHORT DLC #23 BEG AT THE NW COR OF LOT 4 BLK I & RNG TH S ALG W LINE OF SD LOT 4 LOT 4 BLK I & RNG TH S ALG W LINE OF SD LOT 4 100 FT TO THE SW COR THEREOF TH W 18 FT TH N PARALLEL WITH W LINE OF SD LOT 4 100 FT TO THE S LINE OF 13TH ST & TH E 18 FT TO THE PT OF BEG

CITY OF VANCOUVER WASHINGTON PROMISSORY NOTE

Date: _____, 2018, Vancouver, Washington

Grantor/Borrower:	Share
Beneficiary:	City of Vancouver by and through Affordable Housing Fund
Funding Source:	Affordable Housing Fund
Grantee/Trustee:	Clark County Title
Assessor’s Tax ID#:	59420000
Abbreviated Legal Description:	COLUMBIA ADDN LOTS 3 & 4 BLK I
Address:	1115 W 13TH ST, VANCOUVER, 98660
Contract Number:	2017-AHF-221401

FOR VALUE RECEIVED, the undersigned (individually and collectively), Share, a Washington nonprofit corporation (hereinafter “Borrower”) promises to pay to the order of the City of Vancouver, Washington (hereinafter “Beneficiary”) by and through its Affordable Housing Fund, the sum of one hundred fifty-six thousand and six hundred dollars (\$156,600).

The \$156,600 shall be provided as a forgivable loan at 0% interest. The loan shall be forgiven on September 30, 2038 provided the facility remains in use as a homeless overnight shelter serving a majority of people with incomes at or below 50% AMI throughout the loan period.

The loan documented by this Note is for the purpose of assisting the Borrower in the rehabilitation of Share House, a homeless overnight facility in Vancouver Washington. The project is located on certain real property located in Vancouver, Washington, and with the description as follows (the “Property”):

Assessor’s Tax ID# and Abbreviated Legal Description:
59420000 - COLUMBIA ADDN LOTS 3 & 4 BLK I

This loan is also documented by an Agreement between Beneficiary and Borrower (the “Agreement”) and a deed of trust granting a security interest in the Property (the “Deed of Trust”).

Except as otherwise provided for herein, this Note may at the option of the Beneficiary become due and payable upon any actual transfer of ownership of the Property, which shall include but not be limited to voluntary or involuntary transfers, including by operation of law, or upon the cessation of operations, or violation of the Deed of Trust.

- “Actual transfer of ownership” as used in the preceding paragraph shall not include any of the following:
1. A transfer of a limited partnership interest in the Borrower or its assigns; The transfer of a security interest in the Property for purposes of financing or refinancing done with the prior knowledge and consent of Beneficiary;
 2. Sale, transfer or assignment of Borrower’s interest in the Property, done with the prior knowledge and consent of Beneficiary, to another 501(c)(3) organization or governmental entity reasonably acceptable to Beneficiary; and
 3. Any other transfer permitted under the Deed of Trust.

Borrower will repay the loan amount when the property ownership is transferred through a purchase and sale without permission by the City of Vancouver, or when the property is no longer utilized as a homeless overnight facility serving people earning up to 50% AMI during the affordability period.

Said payment shall be made in lawful money of the United States of America at the office of the City of Vancouver, Attn: Affordable Housing Fund, PO Box 1995, Vancouver, WA 98668.

Should Borrower default in the use of the Property, in the payment of any principal or interest as required in this Note, or if any of the makers, endorsers or guarantors hereof becomes insolvent, commences or becomes subject to bankruptcy, reorganization, receivership, liquidation, conservatorship, assignment for the benefit of creditors or similar proceedings, or if the Property is used for any activity other than permitted by the Deed of Trust, or if any notice of sale is given or any sale is made of the Property; or if any material statement or representation made by Borrower to

Beneficiary shall prove to be false or misleading; then the entire indebtedness evidenced hereby shall at the option of Beneficiary become immediately due and payable, without notice or demand. In addition, Borrower agrees, to pay to Beneficiary all costs and expenses of enforcing Beneficiary's rights hereunder, including reasonable attorney's fees and costs, whether or not suit has been filed and including pre-trial, trial, appellate and bankruptcy proceedings.

The Borrower reserves the right to repay at any time all or any portion of the principal amount of this Note in a single payment without the payment of penalties, discount or premiums. Borrower acknowledges that the repayment of the Note shall not release it from its obligations, conditions and covenants pursuant to the Deed of Trust.

Borrower and each maker, endorser, and guarantor hereof waives presentment, demand, protest, and notice of dishonor and agrees to remain bound for payment of this obligation notwithstanding any extension of time, substitution or release of security or any guarantor or any other indulgence granted the maker(s) of any of them, hereby waiving notice of such extension, substitution, release or other indulgence.

Notwithstanding anything to the contrary herein, Borrower shall have no personal liability for payment of the indebtedness evidenced hereby or performance of any other covenants or conditions set forth in this Note in the Deed of Trust, or in the Agreement; the Beneficiary's recourse pursuant to this Note shall be confined to the exercise of its rights under the Deed of Trust.

This Note shall be governed and enforced in accordance with the laws of the State of Washington, not including and notwithstanding rules governing conflicts of law. Jurisdiction over and venue of any action to enforce, interpret, construe or otherwise in connection herewith may, at the City of Vancouver's option, be held in a court located in Clark County, Washington.

IN WITNESS WHEREOF, this Note and the Deed of Trust securing this Note have been duly executed by the undersigned Borrower, as of the date above written.

Diane McWithey, Executive Director

Signature

Print Name

Share
Borrower

2306 NE Andresen Rd, Vancouver, WA 98661
Address

When Recorded Return To:
City of Vancouver
Affordable Housing Fund
PO Box 1995
Vancouver, WA 98668-1995
Attention: Peggy Sheehan, (360) 487-7952

**CITY OF VANCOUVER, WASHINGTON
LOW INCOME FACILITY COVENANT AGREEMENT**

Grantor/Borrower:	Share
Beneficiary:	City of Vancouver by and through Affordable Housing Fund
Funding Source:	Affordable Housing Fund
Grantee/Trustee:	Clark County Title
Assessor’s Tax ID#:	59420000
Abbreviated Legal Description:	COLUMBIA ADDN LOTS 3 & 4 BLK I
Address:	1115 W 13TH ST, VANCOUVER, 98660
Contract Number:	2017-AHF-221401

This Low Income Facility Covenant Agreement (the "Covenant") is made between Share, a Washington nonprofit corporation (hereinafter “Borrower”), whose address is 2306 NE Andresen Rd, Vancouver, WA 98661 and the City of Vancouver, Washington (a municipal corporation)(hereinafter “Beneficiary”), in consideration for the financial assistance provided by the City of Vancouver Affordable Housing Program to Share pursuant to an Affordable Housing Fund Agreement , Contract Number 2017-AHF-221401 (the "Contract"), for the Share House Shelter Rehabilitation at the site described as follows:

Assessor’s Tax ID# and Abbreviated Legal Description:
59420000 - COLUMBIA ADDN LOTS 3 & 4 BLK I
Full legal description attached as Exhibit A.

This Covenant will be filed and recorded in the official public land records of Clark County, Washington and shall constitute a restriction upon the use of the property described herein, subject to and in accordance with the terms of this Covenant, during the City of Vancouver affordability period lasting from October 1, 2018, to September 30, 2038.

The covenants contained herein are to be taken and construed as covenants running with the land and shall pass to and be binding upon the Grantor, their successors and assigns heirs, grantees, or lessees of the Property for the duration of the affordability period. Each and every contract, deed or other instrument covering or conveying the Property, or any portion thereof, shall be conclusively held to have been executed, delivered and accepted subject to such covenants, regardless of whether such covenants are set forth in such contract, deed, or other instruments.

NOW, THEREFORE, it is hereby covenanted, that during the affordability period:

Borrower will preserve this Property as a homeless overnight facility serving a majority of people with income at fifty percent (50%) or less of the median income in Clark County, Washington, adjusted for family size, as estimated from time to time by the United States Department of Housing and Urban Development (HUD). If HUD ceases to provide such estimates of median income, then median income shall mean such comparable figures for Clark County, Washington published or reported by a federal, state, or local agency as the County shall select. Borrower will obtain approval from the City of Vancouver Housing Program staff prior to entering into any agreements for use of the property.

In keeping with the responsibility that accompanies the use of public funds, Borrower shall keep all records and make any reports relating to compliance with this Covenant Agreement that the Beneficiary may reasonably require. In addition, Borrower agrees that Beneficiary, by and through the City of Vancouver staff, may at any reasonable time and upon reasonable notice review Borrower for matters consistent with this Covenant, in accordance with applicable law.

DEFAULT: If a violation of this Covenant occurs, the Beneficiary may, after 30 days notice to the Borrower, institute and prosecute any proceeding at law or equity to abate, default the loan, prevent, or enjoin any such violation or to compel specific performance by the Borrower of its obligations hereunder; provided that, the Borrower shall not be required by any provision herein to evict a residential tenant. No delay in enforcing the provisions hereof as to any breach or violation shall impair, damage, or waive the right of any party entitled to enforce the provisions hereof or to obtain relief against or recover for the continuation or repetition of such breach or violations or any similar breach or violation hereof at any later time.

IN WITNESS HEREOF, Share, a Washington nonprofit corporation, has executed this Covenant on the _____ day of _____, 2018.

BORROWER:

AGENCY

By: _____

Print Name: _____

CORPORATE NOTARY

STATE OF WASHINGTON)
)ss
COUNTY OF CLARK)

On this ____ day of _____, 2018 before me, the undersigned, a Notary Public in and for the State of Washington, personally appeared Diane McWithey, known to me as the Executive Director of Share, a Washington nonprofit corporation, which executed the foregoing instrument, and acknowledged the said instrument to be the free and voluntary act and deed of the said entity, for uses and purposes therein mentioned, and on oath stated that he/she is authorized to execute the said instrument on behalf of the said entity.

WITNESS my hand and official seal hereto the day and year in the certificate above written.

NOTARY PUBLIC in and for the State of _____,
My Commission Expires: _____

Place notary seal centered on page below

EXHIBIT A:
PROPERTY LEGAL DESCRIPTION

This EXHIBIT A is attached to and part of the COVENANT dated as of _____, 2018 between Share, a Washington nonprofit corporation, as “Borrower”, and the CITY OF VANCOUVER, WASHINGTON, as “Beneficiary”.

Tax ID #: 59420000

Description:
INC #23 OF LOT 8 W 1/2 SHORT DLC #23 BEG AT THE NW COR OF LOT 4 BLK I & RNG TH S
ALG W LINE OF SD LOT 4 LOT 4 BLK I & RNG TH S ALG W LINE OF SD LOT 4 100 FT TO THE
SW COR THEREOF TH W 18 FT TH N PARALLEL WITH W LINE OF SD LOT 4 100 FT TO THE S
LINE OF 13TH ST & TH E 18 FT TO THE PT OF BEG



AGREEMENT

BETWEEN

CITY OF VANCOUVER

Affordable Housing Fund

PO Box 1995 • Vancouver • Washington • 98668-1995

(360) 487-7952 • www.cityofvancouver.us/cdbg

AND

HOUSING AUTHORITY OF THE CITY OF VANCOUVER

2500 Main Street • Vancouver • Washington • 98660

Project funded:	SafeChoice Shelter Rehabilitation
Funding Source:	Vancouver Affordable Housing Fund
Agreement Period for Construction:	October 1, 2018 through September 30, 2019
Agreement Number:	2017-AHF-221402
Agreement Amount:	\$219,104
Property Address:	2400 T Street
Affordability Period:	October 1, 2018 through September 30, 2038
Agency Contact:	Jim Davis (360) 993-9512 jdavis@vhausa.com
City Contact:	Peggy Sheehan (360) 487-7952 peggy.sheehan@cityofvancouver.us

This agreement consists of the following:

- Signature page
- Statement of Work
- Rental Property Requirements
- Line Item Budget
- Timeline
- Authorization Signature Card
- General Terms and Conditions
- Exhibit A: Request for Advance Form
- INCORPORATED BY REFERENCE: Deed, Note, Covenant

IN WITNESS WHEREOF, the parties agree to the terms and conditions of this Agreement and have caused this Agreement to be executed by their respective officers and agents thereunto duly authorized by signing below:

CITY OF VANCOUVER:

HOUSING AUTHORITY OF THE CITY OF VANCOUVER:

Eric Holmes, City Manager

Roy Johnson, Executive Director

Date:

Date:

ATTEST:

Natasha Ramras, City Clerk or
Carrie Lewellen, Deputy City Clerk

Peggy Sheehan, CDBG/HOME Program
Manager

APPROVED AS TO FORM:

Bronson Potter, City Attorney

PROJECT DESCRIPTION

HOUSING AUTHORITY OF THE CITY OF VANCOUVER (AGENCY) is operating as a subrecipient for the City of Vancouver (CITY) to complete a project using Affordable Housing Funds. As such, AGENCY must comply with the terms and conditions in this Agreement, including but not limited to the attached Budget and Timeline and documents incorporated by reference, including but not limited to the Deed, Note and Covenant.

The intent of this Agreement is to provide a loan in the amount not to exceed \$219,104 in Affordable Housing Funds to the AGENCY for the SafeChoice Shelter Rehabilitation project. The funding is for the following capital improvements at the SafeChoice Homeless Shelter:

- Accessibility improvements including widening of doorways and reconfiguration of the kitchen layout to increase the turn radius for individuals in wheel chairs and their ability to access appliances.
- HVAC improvements including new insulation in the roof and new eaves vents to increase the flow of fresh air to reduce heat buildup ultimately resulting in energy savings to the YWCA and increasing the lifespan of the roof. In addition new HVAC systems will be installed to efficiently heat and cool the shelter.
- Playground upgrades will be made to the existing playground including installation of a new fence to increase the usable outdoor area.
- A new bathroom fan will be installed with properly sized and controlled exhaust fans in to reduce moisture condensation to lower the potential for indoor mold growth that may yield odors and pose health hazards to residents.

Affordable Housing Funds will be used for construction costs. **The project will continue be utilized as an overnight homeless facility serving people earning up to 50% AMI throughout the affordability period.**

PROJECT BUDGET

1. The CITY will provide the AGENCY with a loan in an amount not to exceed \$219,104 for purposes of completing the project described herein. The use of these funds shall be expressly limited to the activities described in this Agreement.
2. Any reduction in the total budget authority will be done after consultation with the AGENCY and will require a modification of this Agreement. Any funds unspent at the end of the Agreement period will be retained by the CITY for allocation to another Affordable Housing Fund project.

PAYMENT PROVISIONS

1. The majority of the CITY advances to the AGENCY will be on a cost reimbursement basis. However, there are times such as property purchase that the CITY will make advances to an escrow account. In most cases, the CITY will make advances to AGENCY *as soon as practicable* but not more than thirty (30) days after the AGENCY submits a Request for Advance. Request for Advance shall include the following:
 - a. A summary of expenses incurred in support of all costs, and accompanied by general ledger detail.
 - For direct costs, detail will include direct costs: vendor names, dates of service and amount;
 - For services that are also funded by a third party, the AGENCY shall provide a detailed cost itemization by cost center and funding source. Detail shall identify which service or work was funded by the CITY and which by other parties.
2. The AGENCY shall designate one or more representatives who will be legally authorized to sign the Request for Advance Form provided and any other forms that may be required. The names of the liaison persons and representatives will be specified on the Authorization Signature Card.
3. AGENCY shall provide supporting documentation to the CITY upon request for any Request for Advance, such as invoices and receipts.

TERM OF AGREEMENT

1. This Agreement is in effect for the period from October 1, 2018 through September 30, 2019, unless terminated as described under the **TERMINATION** section of the General Terms and Conditions.
2. Affordable Housing Funds shall be accounted separately from other funds received by the AGENCY.

LOAN TERMS

The Affordable Housing Funds in the amount of \$219,104 are provided to the AGENCY in the form of a forgivable loan at 0% interest. The loan shall be forgiven on September 30, 2038 provided the facility remains in use as a homeless overnight shelter serving a majority of people with incomes at or below 50% AMI throughout the loan period.

In accordance with the terms of this Agreement, the Deed of Trust, the Note and the Covenant, if the facility is not operated as required by this Agreement, and the documents incorporated by reference, throughout the affordability period, then the loan becomes due immediately.

PUBLIC NOTIFICATION

The AGENCY will provide information about the project, including location, property owner, contract amount, and number of beneficiaries, to the CITY. The CITY will inform the public about the project through the City of Vancouver website.

DOCUMENTS INCORPORATED BY REFERENCE

Each of the documents listed below are by this reference incorporated into this Agreement as though fully set forth herein, including any amendments, modifications or supplements thereto:

1. AGENCY's proposal submitted July 31, 2018 for Affordable Housing Funds.
2. Current version of Affordable Housing Fund income limits (50% of Area Median Income provided by HUD).
3. Deed, Note and Covenant

NOTICE TO PROCEED

Upon execution of this agreement, the CITY will furnish the AGENCY with a written notice to proceed. No work on the project shall occur prior to the Notice to Proceed without prior written approval from the CITY.

PROJECT COMPLETION

Project completion means that:

1. All necessary title transfer requirements and construction work have been performed;
2. The project complies with the requirements of this Agreement;
3. AGENCY has been advanced all costs; and
4. Project is providing overnight shelter to people who are homeless.

FACILITY REQUIREMENTS

DESIGNATED USE

SafeChoice Shelter Rehabilitation is an overnight homeless facility.

AFFORDABILITY PERIOD

SafeChoice Shelter Rehabilitation located at 2400 T Street, Vancouver, WA 98661 will carry the requirement that it continues to be used as an overnight homeless facility throughout the affordability period and will serve households earning up to 50% of the area median income (AMI) established by HUD. The majority of people who use the facility must have income at or below 50% AMI.

The affordability period dates are October 1, 2018 through September 30, 2019. During the affordability period, all Affordable Housing Fund requirements must be met and the CITY will be required to monitor the facility annually for compliance. The City of Vancouver will ensure the affordability period requirements are met by recording covenant restrictions.

REPORTING

Properties are required to report on Affordable Housing Fund beneficiaries annually in December for the duration of the affordability period. Reports should be submitted to the City of Vancouver Community and Economic Development Department, Attention: Peggy Sheehan using the Excel reporting form provided by the CITY.

Required information:

- Address and name of project
- Total number of beneficiaries
- Income of beneficiaries
- Race and Ethnicity of beneficiaries

INSPECTIONS

The CITY will perform onsite inspections prior to final payment. During the period of affordability, the CITY will perform periodic on-site inspections.

BUDGET

Line Item Costs	Total Cost	Funding Sources				
		City Affordable Housing Funds	State/ Local	Federal	Private	Other
ACQUISITION/CONSTRUCTION/REHAB COSTS						
Construction Costs, Taxes and Fees	\$251,844	\$219,104			\$32,740	
PROJECT TOTALS	\$251,844	\$219,104	\$0	\$0	\$32,740	\$0

By signing below AGENCY acknowledges the review and approval of the budget listed above.

Name

Date

Title

TIMELINE

ACTIVITIES	Oct 2018	Nov	Dec	Jan 2019	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec
1. Obtain service proposals from A&E Teams	X	X													
2.Design			X	X	X										
3.Permitting						X	X								
4.Outreach & Bidding								X	X						
5.Construction										X	X	X			
6.Substantial Completion												X			
7.Final Completion													X		

AUTHORIZATION SIGNATURE CARD

Organization Name HOUSING AUTHORITY OF THE CITY OF VANCOUVER

Address	2500 Main Street
---------	------------------

City, State, Zip Vancouver, WA 98666

Telephone Number () Fax ()

SIGNATURE OF INDIVIDUALS AUTHORIZED TO SIGN FINANCIAL DOCUMENTS:

An authorized signature is required on financial documents. It is suggested that two or more persons be authorized so that one could sign in the absence of the other(s).

NAME

SIGNATURE

I certify that the signatures above are of the individuals authorized to execute financial documents for HOUSING AUTHORITY OF THE CITY OF VANCOUVER.

Date

Signature of Authorized Official

Title of Authorized Official

**Note: The authorized official may not approve their own signature above*

GENERAL TERMS AND CONDITIONS

1. Fair Housing.

Projects funded with the Affordable Housing Fund are subject to federal fair housing regulations. Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), as amended, prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including children under the age of 18 living with parents or legal custodians, pregnant women, and people securing custody of children under the age of 18), and disability.

2. Prevailing Wage.

If the applicant/recipient receives a loan that is incurring interest, is not forgivable and is required to be repaid in full, such a loan, in and of itself, is not expected to trigger prevailing wage requirements. However, if the applicant/recipient is receiving other public funds including a grant from the City and/or is a public entity, it may be required to pay prevailing wage on the project. A definitive determination regarding the applicability of prevailing wage laws can only be obtained from the Department of Labor and Industry.

3. Order of Precedence.

Where there is a conflict among or between any of these documents, the controlling documents shall be the first listed in the following sequence: Amendments to this Agreement; this Agreement; Purchase Orders; AGENCY's submitted proposal to project request and project request.

4. Relation of Parties.

The AGENCY, its subcontractors, agents and employees are independent AGENCYs performing professional services for CITY and are not employees of CITY. The AGENCY, its subcontractors, agents and employees, shall not, as a result of this Agreement, accrue leave, retirement, insurance, bonding or any other benefits afforded to CITY employees. The AGENCY, subcontractors, agents and employees shall not have the authority to bind CITY in any way except as may be specifically provided herein.

5. E-Verify.

AGENCY 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. AGENCY shall ensure all AGENCY employees and any sub-AGENCY(s) assigned to perform work under this Agreement are eligible to work in the United States. AGENCY shall provide verification of compliance upon City request. Failure by AGENCY to comply with this subsection shall be considered a material breach.

6. Delays and Extensions of Time.

If the AGENCY is delayed at any time from complying with the requirements covered by the Agreement, by any causes beyond AGENCY's control, the time for performance may be extended by such time as shall be mutually agreed upon by AGENCY and CITY and shall be incorporated in a written amendment to this Agreement. Any request for an extension of time shall be made in writing to CITY.

7. Compensation and Schedule of Payments.

CITY shall pay the AGENCY as indicated in the Payment Provisions of the Loan Agreement for work performed under the terms of this Agreement. \$737,550 is the maximum amount to be advanced under this Agreement and it shall not be exceeded without CITY's prior written authorization in the form of a negotiated and executed amendment. The AGENCY shall submit monthly invoices to CITY covering both professional fees and project expenses, if any, for fees and expenses from the previous month. Payments to AGENCY shall be net 30 days.

The CITY reserves the right to correct any invoices paid in error according to the rates set forth in this Agreement. CITY and AGENCY agree that any amount paid in error by CITY does not constitute a rate change in the amount of the contract. The CITY's contract/purchase order (PO) number given on the notice to proceed **must** be referenced on any invoice submitted for payment.

8. Ownership of Records and Documents.

Any and all work product prepared by the AGENCY in the course of performing this Contract shall immediately become the property of the CITY. In consideration of the compensation provided for by this Agreement, the AGENCY hereby further assigns all copyright interests in such work product to the CITY. A copy may be retained by the AGENCY. Previously owned intellectual property of AGENCY, and any know-how, methodologies or processes used by AGENCY to provide the services or project deliverables under this Contract shall remain property of AGENCY.

9. Termination.

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.

In the event this Agreement is terminated prior to the completion of work, AGENCY will only be paid for the hours completed at the time of termination of the Agreement.

10. Evaluation and Compliance with the Law.

The AGENCY shall have the authority to control and direct the performance and details of the work described herein. The AGENCY agrees to comply with all relevant, federal, state and municipal laws, rules and regulations.

11. City Business and Occupation License.

In most cases, AGENCYS will be required to get a business license when contracting with the City of Vancouver, unless allowable exemptions apply. Businesses/AGENCYs 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, to determine whether a business license is required pursuant to VMC Ch. 5.04.

12. Liability and Hold Harmless.

AGENCY 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, of whatsoever kind or nature (including patent infringement or copyright claims) to the extent arising out of, or in connection with, or incident to, the negligent performance or willful misconduct pursuant to this Agreement. This indemnity and hold harmless shall include any claim made against the CITY by an employee of AGENCY or subcontractors or agent even if AGENCY 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 concurrent negligence of both the CITY and the AGENCY, such cost, fees and expenses shall be shared between the CITY and the AGENCY in proportion to their relative degrees of negligence. AGENCY specifically acknowledges the provisions contained herein have been mutually negotiated by the parties and it is the intent of the parties that AGENCY provide the broadest scope of indemnity permitted by RCW 4.24.115. AGENCY is an independent AGENCY and responsible for the safety of its employees.

13. Insurance.

AGENCY shall obtain and keep in force during the entire term of this agreement, liability insurance against any and all claims for damages to person or property which may arise out of the performance of this

Contract whether such work shall be by the AGENCY, subcontractors or anyone directly or indirectly employed by either the AGENCY or subcontractor.

a. **Liability Insurance.** AGENCY shall maintain commercial General Liability insurance with a limit of not less than one million dollars (\$1,000,000) for each occurrence and not less than one million dollars (\$1,000,000) combined single limit automobile liability coverage. The policy shall include coverage for bodily injury, broad form property damage, personal injury, products and completed operation and blanket contractual coverage including, but not limited to, the liability assumed under the indemnification provisions of this Agreement. All liability insurance required herein shall be under a comprehensive or commercial general liability and business, policies.

b. **City Listed as an Additional Insured:** The City of Vancouver, its agents, representatives, officers, directors, officials, and employees must be named as an additional insured on the Commercial General Liability policy and shown on the certificate as an additional insured. A copy of the additional insured endorsement CG 20 10 11 85, or its equivalent CG 20 10 07 04 and CG 20 37 07 04 must be included with the certificate of insurance.

c. The commercial general liability policy must be endorsed to include "Washington Stop Gap" insurance. The limits and aggregates referenced must apply to the Stop Gap coverage as well. This must be indicated on the certificate.

d. **Worker's Compensation.** AGENCY shall carry workers' compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of AGENCY's employees engaged in the performance of the work or services; and, Employer's Liability insurance of not less than one million dollars (\$1,000,000) for each accident, five hundred thousand dollars (\$500,000) for each disease for each employee, and one million dollars (\$1,000,000) for each disease policy limit.

e. **Umbrella Liability.** The AGENCY shall provide Umbrella Liability coverage at limits of not less than five million dollars (\$5,000,000) per occurrence and annual aggregate. This umbrella liability coverage shall apply, at a minimum, to both the Commercial General and Auto insurance policy coverage. This requirement may be satisfied instead through the AGENCY's primary Commercial General and Automobile Liability coverage, or any combination thereof.

f. **Professional Liability.** The AGENCY shall obtain and keep in force during the entire term of this Agreement, professional liability insurance (errors and omissions) against any and all claims for damages to person or property which may arise out of the performance of this Contract whether such work shall be by the AGENCY, sub-contractors or anyone directly or indirectly employed by either the AGENCY or a sub-contractors. The amount of coverage provided by such insurance shall be not less than five hundred thousand dollars (\$500,000) combined single limit.

g. **Fidelity/Employee Dishonesty Bond.** The AGENCY shall obtain and keep in force during the entire term of this Agreement, a Fidelity/Employee Dishonesty Bond against any and all claims which may arise out of the performance of this Contract whether such work shall be by the AGENCY, sub-contractors or anyone directly or indirectly employed by either the AGENCY or a sub-contractors. The amount of coverage provided by such insurance shall be not less than ten thousand dollars (\$10,000).

h. **Employment Security.** The AGENCY shall comply with all employment security laws of the state in which services are provided, and shall timely make all required payments in connection therewith.

i. The City of Vancouver shall be listed on the Certificate as the Certificate Holder.

j. Coverage Trigger: The insurance must be written on a “occurrence” basis. This must be indicated on the certificate. Claims made policies will be accepted for professional liability coverage only.

AGENCY shall provide evidence of all insurance required, at the City’s request, by submitting an insurance certificate to the CITY on a standard “ACORD” or comparable form.

14. Notices.

All notices which are given or required to be given pursuant to this Agreement shall be hand delivered or mailed postage paid as follows:

CITY:

Peggy Sheehan
City of Vancouver
415 W 6th Street
P O Box 1995
Vancouver WA 98668-1995

AGENCY:

Name
Agency
Address
City State ZIP

15. Amendments.

All changes to this Agreement, including changes to the statement of work and loan advances, must be made by written amendment and signed by all parties to this Agreement.

16. Scope of Agreement.

This Agreement incorporates all the agreements, covenants and understanding between the parties hereto and are merged into this written Agreement. 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.

17. Ratification.

Acts taken pursuant to this Agreement but prior to its effective date are hereby ratified and confirmed.

18. Governing Law/Venue.

This Agreement shall be deemed to have been executed and delivered within the State of Washington, and the rights and obligations of the parties hereunder shall be construed and enforced in accordance with, and governed by, the laws of the State of Washington without regard to the principles of conflict of laws. The AGENCY shall have legal authority to enter into this agreement and be at least 18 years of age. Any action or suit brought in connection with this Agreement shall be brought in the Superior Court of Clark County, Washington.

19. Cooperative Purchasing:

The Washington State Inter-local Cooperation Act, Ch. 39.34 RCW, authorizes public agencies to cooperatively purchase goods and services if all parties agree. By having executed this Agreement, the AGENCY agrees that other public agencies may purchase goods and services under this solicitation or contract at their own cost and without the City of Vancouver incurring any financial or legal liability for such purchases. The City of Vancouver agrees to allow other public agencies to purchase goods and services under this solicitation or contract, provided that the City of Vancouver is not held financially or legally liable for purchases and that any public Agency purchasing under such solicitation or contract file a copy of this invitation and such contract in accordance with RCW 39.34.040.

20. Public Disclosure Compliance.

The parties acknowledge that the City is an “agency” within the meaning of the Washington Public Records Act, Ch 42.56 RCW, and that materials submitted by the Sub recipient to the CITY become public record. Such records may be subject to public disclosure, in whole or part and may be required to be released by the CITY in the event of a request for disclosure. In the event the CITY receives a public record request for any data or deliverable that is provided to the CITY and that is licensed from the Sub recipient, the CITY shall notify the Contractor of such request and withhold disclosure of such information for not less than five (5) business days, to permit the Sub recipient 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 Ch.42.17 RCW for withholding or delaying public disclosure of such information.

21. Records.

AGENCY shall ensure that records generated in connection with the project, including but not limited to, financial transactions, are maintained and retrievable pursuant to the applicable CITY retention period. The CITY shall be granted access to any such records it deems necessary to satisfy oversight responsibilities and any other legal requirements, and shall be granted the right to copy any such records necessary to fulfill these obligations. The AGENCY shall provide access to these records upon request in a timely manner.

EXHIBIT A
City of Vancouver Affordable Housing Fund
REQUEST FOR ADVANCE

Date: _____ **Period Covered:** _____
HOUSING AUTHORITY OF THE
CITY OF VANCOUVER -
SafeChoice Shelter
Project Title: Rehabilitation **Contact Person:** _____
Invoice #: _____ **Telephone:** _____
AHF Project #: _____ **Email:** _____

Activity	AHF Budget	Expended This Period	Expended To Date	Balance
a) Construction costs, taxes and fees	\$219,104			
b)				
c)				
d) Tax				
e) Other (Specify):				
TOTAL:	\$			

Reimbursement Amount Request \$ _____

☐ Check box when this is a final request.

CERTIFICATION: I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF, THIS REPORT IS CORRECT AND COMPLETE, AND THAT ALL EXPENDITURES ARE FOR THE PURPOSE SET FORTH IN THE GRANT AWARD DOCUMENTS. SUPPORTING DOCUMENTATION IS ATTACHED.

AUTHORIZATION:

Authorized Signature for Project

Title

Date

AHF Program Only

AHF Project No: _____

Initials Drawn By: _____

Date Funds Drawn: _____

Reviewed and Approved

Date

Initials Approved By: _____

When Recorded Return To:
City of Vancouver
Affordable Housing Fund
PO Box 1995
Vancouver, WA 98668-1995
Attention: Peggy Sheehan, (360) 487-7952

CITY OF VANCOUVER, WASHINGTON DEED OF TRUST

Grantor/Borrower:	Housing Authority of the City of Vancouver
Beneficiary:	City of Vancouver by and through Affordable Housing Fund
Funding Source:	Affordable Housing Fund
Grantee/Trustee:	Clark County Title
Assessor’s Tax ID#:	29848000
Abbreviated Legal Description:	#16 OF ROBT ROCKETT DLC .46A M/L
Address:	2400 T ST, Vancouver, WA 98661
Contract Number:	2017-AHF-221402

THIS DEED OF TRUST is made this ____ day of _____, 2018 between the Housing Authority of the City of Vancouver, a Washington public body (hereinafter “Borrower”), whose address is 2500 Main Street, Vancouver, WA 98660, Clark County Title Corporation (hereinafter “Trustee”); and the City of Vancouver, Washington, a municipal corporation, by and through its Affordable Housing Fund (hereinafter “Beneficiary”), whose address is P.O. Box 1995, Vancouver, WA 98668-1995.

The Borrower, in consideration of Affordable Housing Fund money loaned or credit extended by the Beneficiary, does convey the following real property, situated at 2400 T Street, Vancouver, WA 98661 in the County of Clark, State of Washington, commonly known as SafeChoice Shelter and described as follows:

Assessor’s Tax ID and Abbreviated Legal Description:
29848000 - #16 OF ROBT ROCKETT DLC .46A M/L
Full legal description attached as Exhibit A.

Together with all of the easements, tenements, hereditaments and appurtenances belonging to that property, including those which may later be found to belong or appertain, all structures and improvements now or hereafter erected on the property, and any and all fixtures upon the property at the time of the execution of this Deed of Trust or at any time during the term of this Deed of Trust (hereinafter “the Property”); to have and to hold the property as so described, until such time as any and all indebtedness represented by the promissory note executed by the Borrower in favor of Beneficiary dated _____, 2018, (“The Note”), is extinguished, all conditions of this Deed of Trust are satisfied, and written acknowledgment of such satisfaction is provided by Beneficiary.

This conveyance is intended to secure: the performance of the obligations, covenants, and conditions set forth herein and in the Note, and payment of the Borrower’s indebtedness of a maximum of two hundred nineteen thousand, one hundred and four dollars (\$219,104) according to the terms contained in the Note.

AFFORDABILITY PERIOD
The total affordability period is October 1, 2018 to September 30, 2038, during which the facility must meet the applicable Affordable Housing Fund requirements.

DATE OF MATURITY
The date of maturity of the indebtedness secured by this Deed of Trust is the earliest of the dates of the following: change of the Property’s Use as specified below; failure to meet applicable regulations; the sale or transfer of all or any part of the Property, or any interest in the Property; Borrower’s breach of any covenant or failure to satisfy any condition in either the Note or this Deed of Trust; the cessation of operations by the Borrower; or payment in full of the indebtedness secured by this Deed of Trust.

For these reasons:

THE BENEFICIARY MAY DEMAND PAYMENT IN FULL OR IN PART OF THE PRINCIPAL AMOUNT OF THE NOTE(S) SECURED BY THIS DEED OF TRUST , AND PAYMENT SHALL BE DUE, UNDER CONDITIONS CONTAINED IN THIS DEED OF TRUST. THE NOTE(S) SECURED BY THIS DEED OF TRUST IS DUE AND PAYABLE IMMEDIATELY UPON THE CHANGE OF USE OF THE PROPERTY OR THE SALE OR TRANSFER OF ALL OR ANY PART OF THE PROPERTY, OR ANY INTEREST IN, THE PROPERTY, OR UPON BORROWER'S BREACH OF ANY COVENANT OR FAILURE TO SATISFY ANY CONDITION IN THE NOTE OR THIS DEED OF TRUST.

TRANSFER, SALE, OR CHANGE IN USE

As used in this Deed of Trust, "interest in the Property" shall mean any legal or beneficial interest in all or any part of the Property. If all or any part of the Property or any interest in the Property is sold or transferred, or if there is a change of use or other transfer, including but not limited to any contract for sale of the Property over time, any assumption of the loan by a transferee of the Borrower, any assignment by Borrower for the benefit of creditors, failure of the Borrower to continue to utilize the Property as a homeless overnight facility serving a majority of households whose incomes do not exceed 50% of AMI adjusted for household size (the "Use"), appointment of a receiver for Borrower, the filing of a petition for voluntary or involuntary bankruptcy of Borrower, a foreclosure of any nature against Borrower, transfer of any interest in the Property for purposes of a gift, or the death or divorce of the Borrower or Borrowers, and if such action or failure to act occurs without prior written consent of Beneficiary, Beneficiary may require immediate payment in full of all sums secured by this Deed of Trust, unless prohibited by applicable law. These terms shall not include any transfer by way of subordinate encumbrance.

Notwithstanding anything to the contrary in this Trust Deed, the following shall not be considered a transfer, sale or change of use and shall not trigger Beneficiary's right to declare any amounts secured by this Trust Deed due and payable:

1. A transfer of a limited partnership interest in the Property by the Borrower or its assigns;
2. The transfer of a security interest in the Property for purposes of financing or refinancing done with the knowledge and consent of the City of Vancouver;
3. A Sale, transfer or assignment of Borrowers interest in the Property to another 501(c)(3) organization or governmental entity reasonably acceptable to the City of Vancouver;
4. Removal by the Borrower's general partner for cause and replacement of the Borrower's general partner with another entity acceptable to the Beneficiary; and
5. The transfer of a leasehold interest to a residential tenant in the ordinary course of Borrower's business.

COVENANTS

The Borrower agrees that the proceeds of the loan will only be used for construction or rehabilitation of a homeless overnight facility.

The Borrower covenants:

1. That Borrower is lawfully seized of the estate hereby conveyed and has the right to grant and convey the Property, is the legal owner of the Property, and now has a valid and unencumbered fee simple title thereto, and that the Borrower will warrant and defend said title against all claims and demands of all other persons.
2. That Borrower will promptly pay the Note and all of its installments as they become due, according to the terms of the Note, and will promptly pay any other indebtedness secured hereby in accordance with its terms. Payments are deemed received by Beneficiary when received at the location designated in the Note or at such other location as may be designated by Beneficiary in writing from time to time.
3. That so long as this Deed of Trust shall remain in force, Borrower will timely pay all taxes, assessments, charges, fines, liens, fees, and other charges or impositions attributable to the Property which can attain priority over this Deed of Trust, or which may be levied or assessed against the Property or this Deed of Trust or the indebtedness hereby secured.
4. That Borrower shall keep the Property in good repair; not permit or commit waste of the Property; complete any building, structure or improvement thereon which may be damaged or destroyed; not move or demolish any of the improvements on the Property without the Beneficiary's written consent; and comply with all laws ordinances, regulations, covenants, conditions and restrictions affecting the Property.

5. That Borrower will keep all existing and hereafter erected structures and improvements that are part of the Property insured against loss or damage by fire, and other hazards included within the term "extended coverage perils," and any other hazards including, but not limited to earthquakes and floods, by a company or companies acceptable to the Beneficiary and for the benefit of the Beneficiary, in the amount of one hundred percent (100%) of the insurable value of the structure and improvements, and will allow the Beneficiary to examine all policies and renewals upon request
6. That Borrower hereby absolutely and irrevocably assigns to Beneficiary, for the period of this Deed of Trust, all of Borrower's rights, title, and interest in and to all proceeds from any insurance policy, whether or not required by Beneficiary, that are due, paid or payable with respect to any damage to the Property, whether the policy was in effect before, on, or after the date of this Deed of Trust. In the event of loss or damage to the Property, Borrower shall give prompt written notice to insurance carrier, Beneficiary, and Trustee.
7. That Beneficiary shall have the right to inspect the Property from time to time.
8. That Borrower will comply with all federal, state and local laws prohibiting discrimination on the basis of age, sex marital status, race, creed, color, national origin, handicap, or familial status. These requirements are specified in Section 109 of the Housing and Community Development Act of 1974; Civil Rights Act of 1964, Title VI; Civil Rights Act of 1968, Title VIII; Executive Order 11063; Executive Order 11246; Architectural Barriers Act of 1968; and Americans with Disabilities Act.
9. That, in accordance with applicable law, Beneficiary may from time to time appoint a successor to the Trustee appointed hereunder. Without conveyance of the Property, the successor Trustee shall succeed to all the title, power and duties conferred upon the Trustee herein and by applicable law.

REQUIREMENTS DURING THE AFFORDABILITY PERIOD

During the affordability period the Property must continue to be used as a homeless overnight facility serving households earning up to 50% of the area median income (AMI) established by HUD. The majority of people who use the facility must have income at or below 50% AMI.

RETURNED PAYMENT

If a payment of the indebtedness secured by this Deed of Trust is returned because of insufficient funds or any other reason, Beneficiary may require that any or all subsequent payments due under the Note and this Deed of Trust be made in one or more of the following forms, at Beneficiary's sole discretion: (a) cash; (b) money order; (c) certified check, bank check, treasurer's check, or cashier's check, provided any such check is drawn upon an institution whose deposits are insured by a federal agency; or (d) Electronic Funds Transfer.

PARTIAL PAYMENT

Beneficiary may return any payment or partial payment if the payment or partial payment is insufficient to bring the Borrower current in its obligations under the Note and this Deed of Trust. Beneficiary may accept any payment or partial payment insufficient to bring Borrower's current in its obligations under the Note and this Deed of Trust without waiver of any rights hereunder or prejudice to its rights to refuse such payment or partial payments in the future, but Beneficiary is not obligated to apply such payments at the time such payments are accepted.

FAILURE TO PERFORM

A failure by the Borrower to perform the covenants or satisfy the conditions in this Deed of Trust shall give to either the Beneficiary or the Trustee the option to declare the unpaid balance due on the Note, and any other indebtedness secured hereby, at once due and payable, and this Deed of Trust may be foreclosed at any time thereafter.

INSURANCE

In the event that Borrower fails to provide or maintain insurance as provided herein, Beneficiary may obtain insurance coverage, at Beneficiary's option and Borrower's expense. Beneficiary is under no obligation to purchase any particular type or amount of coverage, therefore such coverage might insure Beneficiary against loss, but might or might not insure Borrower. Any amounts that Beneficiary pays as insurance premiums under this provision shall become additional debt of Borrower secured by this Deed of Trust shall relate back to the original debt, and shall bear interest at the Note rate from the date Beneficiary pays a premium until Borrower repays that amount in full, and shall be payable immediately upon written notice to Borrower from Beneficiary.

HAZARDOUS SUBSTANCES

Borrower shall not cause, allow, or permit the presence, use, disposal, storage, or release of any Hazardous Substances, or threaten to release any Hazardous Substances on or in the Property. As used herein, "Hazardous Substances" are those substances defined as toxic or hazardous substances, pollutants, or wastes by state or federal law and the following substances: gasoline, kerosene, other flammable or toxic petroleum products, toxic pesticides and herbicides, volatile solvents, materials containing asbestos or formaldehyde, and radioactive materials. The preceding requirement does not apply to the presence, use, or storage on the Property of small quantities of Hazardous Substances both of kinds and of amounts that are generally recognized to be appropriate to normal residential uses and to maintenance of the Property, including but not limited to Hazardous Substances commonly found in consumer products. Borrower shall promptly give Beneficiary written notice of any investigation, claim, citation, demand, lawsuit, charge, or any other action that is commenced or threatened against it by any governmental agency or private party concerning Hazardous Substances on the Property.

ACCELERATION AND FORECLOSURE

The Beneficiary is authorized by the Borrower (in accordance with the foregoing) to declare at its option all or any part of the indebtedness secured by this Deed of Trust immediately due and payable upon: (1) the Beneficiary's discovery of either the Borrower's failure to disclose any fact deemed by the Beneficiary to be material to the making of the loan or material to any of the agreements entered into by the Borrower with the Beneficiary (including, but not limited to, the Note and Deed of Trust), or any misrepresentation by, on behalf of, or for the benefit of, the Borrower during the entire term of this Deed of Trust; (2) the change of Use of the Property; (3) the sale or other transfer of all or any part of the Property or of any interest in the Property; or (4) any other material breach of the terms of this Deed of Trust or the Note. This Deed of Trust may be foreclosed by advertisement and sale in accordance with prevailing law of the State of Washington at the time of foreclosure. In the event of such foreclosure, the Beneficiary shall be entitled to recover its reasonable expenses, trustee fees and, as provided herein, attorney fees.

RECONVEYANCE

Upon payment or forgiveness of all sums secured by this Deed of Trust, and Borrower's satisfaction and performance of all conditions and covenants of this Deed or Trust and compliance with all other provisions of the Note and this Deed of Trust, Beneficiary shall request Trustee to reconvey the Property and shall surrender to Trustee this Deed of Trust and the Note evidencing the debt secured by this Deed of Trust. Trustee shall reconvey the Property without warranty to the person or persons legally entitled to it. Beneficiary or Trustee may charge the person or persons legally entitled to the Property a fee for the reconveyance, subject to applicable law.

SUBSTITUTE TRUSTEE

In accordance with applicable law, Beneficiary may from time to time appoint a successor to any Trustee appointed hereunder who has ceased to act as such. Without conveyance of the Property, the successor Trustee shall succeed to all the title, power and duties conferred upon the Trustee herein.

VENUE AND CHOICE OF LAW

This Deed of Trust shall be governed and enforced in accordance with the laws of the State of Washington, not including and notwithstanding rules governing conflicts of law. Jurisdiction over and venue of any suit to enforce, interpret, construe or otherwise in connection herewith may, at Beneficiary's option, be had in Clark County, Washington.

ATTORNEYS' FEES

In the event of any proceeding, suit or action to enforce, interpret, or foreclose this Deed of Trust, and if, and only if Beneficiary prevails in such action, Beneficiary shall be entitled to recover its reasonable attorneys' fees and costs, including without limitation any attorneys' fees incurred by Beneficiary in any bankruptcy proceeding. In the event of any kind of appeal, the losing party on appeal agrees to pay all reasonable costs and fees, including attorneys' fees and costs incurred in connection with the appeal.

EMINENT DOMAIN

Borrower further agrees that in the event any portion or all of the Property is taken under right of eminent domain or condemnation, Beneficiary shall have the right to require that the compensation be paid to Beneficiary and applied, first, to the Beneficiary's reasonable costs and attorney fees and second, to the indebtedness secured by this Deed of Trust.

CONSTRUCTION: TITLES

In construing this Deed of Trust, it is understood that if the context so requires, the singular shall be taken to mean and include the plural, and that references to Beneficiary or Borrower include any

transferee, to whatever extent transfer is permitted under this Deed of Trust. The section titles provided herein are meant as references only and for ease of reading, and are not intended to carry any legal significance.

BY SIGNING BELOW, Borrower expressly accepts and agrees to the terms and covenants contained in this Deed of Trust, the Note, and any other documents recorded in conjunction with it, as mentioned herein:

BORROWER:
Housing Authority of the City of Vancouver

Signature

Print Name: _____

Title: _____

CORPORATE NOTARY

STATE OF WASHINGTON)
)ss
COUNTY OF CLARK)

On this ____ day of _____, 2018 before me, the undersigned, a Notary Public in and for the State of Washington, personally appeared Roy Johnson, known to me as the Executive Director of Housing Authority of the City of Vancouver, a Washington public body corporate and politic, which executed the foregoing instrument, and acknowledged the said instrument to be the free and voluntary act and deed of the said entity, for uses and purposes therein mentioned, and on oath stated that he/she is authorized to execute the said instrument on behalf of the said entity.

WITNESS my hand and official seal hereto the day and year in the certificate above written.

NOTARY PUBLIC in and for the State of _____,
My Commission Expires: _____

Place notary seal centered on page below

REQUEST FOR FULL RECONVEYANCE

To _____, Trustee:

The undersigned, The City of Vancouver Washington, through its Affordable Housing Fund (Beneficiary), is the legal owner and holder of all indebtedness and other obligations evidenced by that certain Promissory Note made on _____, 20__ by Housing Authority of the City of Vancouver, a Washington public body corporate and politic, and secured by that certain Deed of Trust made _____, 20__ by Borrower as grantor in favor of Beneficiary as grantee, recorded as Auditor's fee/file No. _____, records of Clark County, Washington; and pursuant to which you are the Trustee.

YOU ARE HEREBY DIRECTED, on payment to you of any sums owing to you under the terms of said Deed of Trust or pursuant to statute, to reconvey, without warranty, to the party or parties entitled thereto by the terms of said Deed of Trust, the estate now held by you under the same.

All sums due and other obligations secured by said Deed of Trust have been fully paid and satisfied, and you are directed to cancel all evidence of indebtedness secured by said Deed of Trust (which are delivered to you herewith together with said Deed of Trust).

Dated: _____

City Manager, or his designate
City of Vancouver, Washington

STATE OF WASHINGTON)
)ss
COUNTY OF CLARK)

On this ____ day of _____, ____ before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared _____, to me known to be the _____ of the _____, the entity that executed the foregoing instrument, and acknowledged the said instrument to be the free and voluntary act and deed of the said entity, for uses and purposes therein mentioned, and on oath stated that she is authorized to execute the said instrument on behalf of the said entity.

WITNESS my hand and official seal hereto the day and year in the certificate above written.

NOTARY PUBLIC in and for the State of Washington,
My Commission Expires: _____

EXHIBIT A:
PROPERTY LEGAL DESCRIPTION

This EXHIBIT A is attached to and part of the DEED OF TRUST dated as of _____, 2018 between the Housing Authority of the City of Vancouver, a Washington public body corporate and politic, as “Borrower”, and the City of Vancouver, Washington, as “Beneficiary”.

Tax ID #: 29848000

Description:

TT IN ROCKETT DLC & IN SEQ SEC 23-2-1E DAF: BEG AT AN IR PI MRKNG SE COR LOT 21 COLUMBIA ORCHARD LOTS VOL A PG 83 TH ALG ELY LI OF T STREET S 00DG 06MIN 00SEC W 51.57 FT TO A BRASS CAPPED CONC MNMNT ON NLY LI OF FOURTH PLN BV TH ALG SD NLY LI N 83DG 07MIN 51SEC W 60.42 FT TO WLY LI OF T ST THE TPOB TH CONTG ALG SD NLY LI N 83DG 06MIN 00SEC W 116.66 FT TH N 06DG 32MIN 34SEC E 97.78 FT TH N 10DG 47MIN 33SEC W 127.34 FT TH S 89DG 54MIN 00SEC E 128.93 FT TO WLY LI OF T ST TH ALG SD WLY LI S 00DG 06MIN 00SEC W 8.80 FT TO A 5/8 IN IR REBAR WI YELLOW PLASTIC CAP LS29959 TH LVNG SD WLY LI N 89DG 54MIN 00SEC W 82.02 FT TO A 5/8 IN IR REBAR WI YELLOW PLASTIC CAP LS29959 TH S 00DG 06MIN 00SEC W 58.02 FT TO A 5/8 IN REBAR WI YELLOW PLASTIC CAP LS29959 TH S 89DG 54MIN 00SEC E 23 FT TO A 5/8 IN IR REBAR WI YELLOW PLASTIC CAP LS 29959 TH S 00DG 06MIN 00SEC W 8 FT TO A 5/8 IN IR REBAR WI YELLOW PLASTIC CAP LS29959 TH S 89DG 54MIN 00SEC E 36.01 FT TO A 5/8 IN IR REBAR WI YELLOW PLASTIC CAP LS29959 TH N 00DG 06MIN 00SEC E 8 FT TO A 5/8 IN IR REBAR WI YELLOW PLASTIC CAP LS29959 TH S 89DG 54MIN 00SEC E 23.01 FT TO A 5/8 IN IR REBAR WI YELLOW PLASTIC CAP LS29959 ON WLY LI OF T STREET TH ALG SD WLY LI S 00DG 06MIN 00SEC W 169.20 FT TO TPOB. EXC PTN DESC IN BLA AFN 5111422

CITY OF VANCOUVER WASHINGTON PROMISSORY NOTE

Date: _____, 2018, Vancouver, Washington

Grantor/Borrower:	Housing Authority of the City of Vancouver
Beneficiary:	City of Vancouver by and through Affordable Housing Fund
Funding Source:	Affordable Housing Fund
Grantee/Trustee:	Clark County Title
Assessor's Tax ID#:	29848000
Abbreviated Legal Description:	#16 OF ROBT ROCKETT DLC .46A M/L
Address:	2400 T ST, Vancouver, WA 98661
Contract Number:	2017-AHF-221402

FOR VALUE RECEIVED, the undersigned (individually and collectively), the Housing Authority of the City of Vancouver (hereinafter "Borrower") promises to pay to the order of the City of Vancouver, Washington (hereinafter "Beneficiary") by and through its Affordable Housing Fund, the sum of two hundred nineteen thousand, one hundred and four dollars (\$219,104).

The \$219,104 shall be provided as a forgivable loan at 0% interest. The loan shall be forgiven on September 30, 2038 provided the facility remains in use as a homeless overnight shelter serving a majority of people with incomes at or below 50% AMI throughout the loan period.

The loan documented by this Note is for the purpose of assisting the Borrower in the rehabilitation of SafeChoice Shelter, a homeless overnight facility in Vancouver Washington. The project is located on certain real property located at 2400 T Street in Vancouver, Washington and with the description as follows (the "Property"):

Assessor's Tax ID# and Abbreviated Legal Description:
29848000 - #16 OF ROBT ROCKETT DLC .46A M/L

This loan is also documented by an Agreement between Beneficiary and Borrower (the "Agreement") and a deed of trust granting a security interest in the Property (the "Deed of Trust").

Except as otherwise provided for herein, this Note may at the option of the Beneficiary become due and payable upon any actual transfer of ownership of the Property, which shall include but not be limited to voluntary or involuntary transfers, including by operation of law, or upon the cessation of operations, or violation of the Deed of Trust.

"Actual transfer of ownership" as used in the preceding paragraph shall not include any of the following:

1. A transfer of a limited partnership interest in the Borrower or its assigns; The transfer of a security interest in the Property for purposes of financing or refinancing done with the prior knowledge and consent of Beneficiary;
2. Sale, transfer or assignment of Borrower's interest in the Property, done with the prior knowledge and consent of Beneficiary, to another 501(c)(3) organization or governmental entity reasonably acceptable to Beneficiary; and
3. Any other transfer permitted under the Deed of Trust.

Borrower will repay the loan amount when the property ownership is transferred through a purchase and sale without permission by the City of Vancouver, or when the property is no longer utilized as a homeless overnight facility serving people earning up to 50% AMI during the affordability period.

Said payment shall be made in lawful money of the United States of America at the office of the City of Vancouver, Attn: Affordable Housing Fund, PO Box 1995, Vancouver, WA 98668.

Should Borrower default in the use of the Property, in the payment of any principal or interest as required in this Note, or if any of the makers, endorsers or guarantors hereof becomes insolvent, commences or becomes subject to bankruptcy, reorganization, receivership, liquidation, conservatorship, assignment for the benefit of creditors or similar proceedings, or if the Property is used for any activity other than permitted by the Deed of Trust, or if any notice of sale is given or any

sale is made of the Property; or if any material statement or representation made by Borrower to Beneficiary shall prove to be false or misleading; then the entire indebtedness evidenced hereby shall at the option of Beneficiary become immediately due and payable, without notice or demand. In addition, Borrower agrees, to pay to Beneficiary all costs and expenses of enforcing Beneficiary's rights hereunder, including reasonable attorney's fees and costs, whether or not suit has been filed and including pre-trial, trial, appellate and bankruptcy proceedings.

The Borrower reserves the right to repay at any time all or any portion of the principal amount of this Note in a single payment without the payment of penalties, discount or premiums. Borrower acknowledges that the repayment of the Note shall not release it from its obligations, conditions and covenants pursuant to the Deed of Trust.

Borrower and each maker, endorser, and guarantor hereof waives presentment, demand, protest, and notice of dishonor and agrees to remain bound for payment of this obligation notwithstanding any extension of time, substitution or release of security or any guarantor or any other indulgence granted the maker(s) of any of them, hereby waiving notice of such extension, substitution, release or other indulgence.

Notwithstanding anything to the contrary herein, Borrower shall have no personal liability for payment of the indebtedness evidenced hereby or performance of any other covenants or conditions set forth in this Note in the Deed of Trust, or in the Agreement; the Beneficiary's recourse pursuant to this Note shall be confined to the exercise of its rights under the Deed of Trust.

This Note shall be governed and enforced in accordance with the laws of the State of Washington, not including and notwithstanding rules governing conflicts of law. Jurisdiction over and venue of any action to enforce, interpret, construe or otherwise in connection herewith may, at the City of Vancouver's option, be held in a court located in Clark County, Washington.

IN WITNESS WHEREOF, this Note and the Deed of Trust securing this Note have been duly executed by the undersigned Borrower, as of the date above written.

Roy Johnson

Signature

Print Name

Housing Authority of the City of Vancouver
Borrower

2500 Main Street, Vancouver, WA 98660
Address

When Recorded Return To:
City of Vancouver
Affordable Housing Fund
PO Box 1995
Vancouver, WA 98668-1995
Attention: Peggy Sheehan, (360) 487-7952

**CITY OF VANCOUVER, WASHINGTON
LOW INCOME FACILITY COVENANT AGREEMENT**

Grantor/Borrower:	Housing Authority of the City of Vancouver
Beneficiary:	City of Vancouver by and through Affordable Housing Fund
Funding Source:	Affordable Housing Fund
Grantee/Trustee:	Clark County Title
Assessor’s Tax ID#:	29848000
Abbreviated Legal Description:	#16 OF ROBT ROCKETT DLC .46A M/L
Address:	2400 T ST, Vancouver, WA 98661
Contract Number:	2017-AHF-221402

This Low Income Facility Covenant Agreement (the "Covenant") is made between the Housing Authority of the City of Vancouver, a Washington public body corporate and politic (hereinafter “Borrower”), whose address is 2500 Main Street, Vancouver, WA 98660 and the City of Vancouver, Washington (a municipal corporation)(hereinafter “Beneficiary”), in consideration for the financial assistance provided by the City of Vancouver Affordable Housing Program to the Housing Authority of the City of Vancouver pursuant to an Affordable Housing Fund Agreement , Contract Number 2017-AHF-221402 (the "Contract"), for the rehabilitation of SafeChoice Shelter at the site described as follows:

Assessor’s Tax ID# and Abbreviated Legal Description:

29848000 - #16 OF ROBT ROCKETT DLC .46A M/L

Full legal description attached as Exhibit A.

This Covenant will be filed and recorded in the official public land records of Clark County, Washington and shall constitute a restriction upon the use of the property described herein, subject to and in accordance with the terms of this Covenant, during the City of Vancouver affordability period lasting from October 1, 2018 to September 30, 2038.

The covenants contained herein are to be taken and construed as covenants running with the land and shall pass to and be binding upon the Grantor, their successors and assigns, heirs, grantees, or lessees of the Property for the duration of the affordability period. Each and every contract, deed or other instrument covering or conveying the Property, or any portion thereof, shall be conclusively held to have been executed, delivered and accepted subject to such covenants, regardless of whether such covenants are set forth in such contract, deed, or other instruments.

NOW, THEREFORE, it is hereby covenanted, that during the affordability period:

Borrower will preserve this Property as a homeless overnight facility serving a majority of people with income at fifty percent (50%) or less of the median income in Clark County, Washington, adjusted for family size, as estimated from time to time by the United States Department of Housing and Urban Development (HUD). If HUD ceases to provide such estimates of median income, then median income shall mean such comparable figures for Clark County, Washington published or reported by a federal, state, or local agency as the County shall select. Borrower will obtain approval from the City of Vancouver Housing Program staff prior to entering into any agreements for use of the property.

In keeping with the responsibility that accompanies the use of public funds, Borrower shall keep all records and make any reports relating to compliance with this Covenant Agreement that the Beneficiary may reasonably require. In addition, Borrower agrees that Beneficiary, by and through the City of Vancouver staff, may at any reasonable time and upon reasonable notice review Borrower for matters consistent with this Covenant, in accordance with applicable law.

DEFAULT: If a violation of this Covenant occurs, the Beneficiary may, after 30 days notice to the Borrower, institute and prosecute any proceeding at law or equity to abate, default the loan, prevent, or enjoin any such violation or to compel specific performance by the Borrower of its obligations hereunder; provided that, the Borrower shall not be required by any provision herein to evict a residential tenant. No delay in enforcing the provisions hereof as to any breach or violation shall impair, damage, or waive the right of any party entitled to enforce the provisions hereof or to obtain relief against or recover for the continuation or repetition of such breach or violations or any similar breach or violation hereof at any later time.

IN WITNESS HEREOF, Housing Authority of the City of Vancouver, a Washington public body, has executed this Covenant on the _____ day of _____, 2018.

BORROWER: **Housing Authority of the City of Vancouver**

By: _____

Print Name: _____

CORPORATE NOTARY

STATE OF WASHINGTON)
)ss
COUNTY OF CLARK)

On this ____ day of _____, 2018 before me, the undersigned, a Notary Public in and for the State of Washington, personally appeared Roy Johnson, known to me as the Executive Director of Housing Authority of the City of Vancouver, which executed the foregoing instrument, and acknowledged the said instrument to be the free and voluntary act and deed of the said entity, for uses and purposes therein mentioned, and on oath stated that he/she is authorized to execute the said instrument on behalf of the said entity.

WITNESS my hand and official seal hereto the day and year in the certificate above written.

NOTARY PUBLIC in and for the State of _____,
My Commission Expires: _____

Place notary seal centered on page below

EXHIBIT A:
PROPERTY LEGAL DESCRIPTION

This EXHIBIT A is attached to and part of the COVENANT dated as of _____, 2018 between the Housing Authority of the City of Vancouver, a Washington public body corporate and politic, as “Borrower”, and the City of Vancouver, Washington, as “Beneficiary”.

Tax ID #: 29848000

Description:

TT IN ROCKETT DLC & IN SEQ SEC 23-2-1E DAF: BEG AT AN IR PI MRKNG SE COR LOT 21 COLUMBIA ORCHARD LOTS VOL A PG 83 TH ALG ELY LI OF T STREET S 00DG 06MIN 00SEC W 51.57 FT TO A BRASS CAPPED CONC MNMNT ON NLY LI OF FOURTH PLN BV TH ALG SD NLY LI N 83DG 07MIN 51SEC W 60.42 FT TO WLY LI OF T ST THE TPOB TH CONTG ALG SD NLY LI N 83DG 06MIN 00SEC W 116.66 FT TH N 06DG 32MIN 34SEC E 97.78 FT TH N 10DG 47MIN 33SEC W 127.34 FT TH S 89DG 54MIN 00SEC E 128.93 FT TO WLY LI OF T ST TH ALG SD WLY LI S 00DG 06MIN 00SEC W 8.80 FT TO A 5/8 IN IR REBAR WI YELLOW PLASTIC CAP LS29959 TH LVNG SD WLY LI N 89DG 54MIN 00SEC W 82.02 FT TO A 5/8 IN IR REBAR WI YELLOW PLASTIC CAP LS29959 TH S 00DG 06MIN 00SEC W 58.02 FT TO A 5/8 IN IR REBAR WI YELLOW PLASTIC CAP LS29959 TH S 89DG 54MIN 00SEC E 23 FT TO A 5/8 IN IR REBAR WI YELLOW PLASTIC CAP LS 29959 TH S 00DG 06MIN 00SEC W 8 FT TO A 5/8 IN IR REBAR WI YELLOW PLASTIC CAP LS29959 TH S 89DG 54MIN 00SEC E 36.01 FT TO A 5/8 IN IR REBAR WI YELLOW PLASTIC CAP LS29959 TH N 00DG 06MIN 00SEC E 8 FT TO A 5/8 IN IR REBAR WI YELLOW PLASTIC CAP LS29959 TH S 89DG 54MIN 00SEC E 23.01 FT TO A 5/8 IN IR REBAR WI YELLOW PLASTIC CAP LS29959 ON WLY LI OF T STREET TH ALG SD WLY LI S 00DG 06MIN 00SEC W 169.20 FT TO TPOB. EXC PTN DESC IN BLA AFN 5111422



AGREEMENT

BETWEEN

CITY OF VANCOUVER

Affordable Housing Fund

PO Box 1995 • Vancouver • Washington • 98668-1995

(360) 487-7952 • www.cityofvancouver.us/cdbg

AND

Housing Authority of the City of Vancouver

2500 Main Street • Vancouver • Washington • 98660

Project funded:	Valley Homestead Shelter Rehabilitation
Funding Source:	Vancouver Affordable Housing Fund
Agreement Period for Construction:	October 1, 2018 through November 30, 2019
Agreement Number:	2017-AHF-221403
Agreement Amount:	\$252,533
Property Address:	4921 NE Hazel Dell Avenue, Vancouver, WA 98663
Affordability Period:	October 1, 2018 through September 30, 2038
Agency Contact:	Victor Caesar (360) 993-9578 vcaesar@vhausa.com
City Contact:	Peggy Sheehan (360) 487-7952 peggy.sheehan@cityofvancouver.us

This agreement consists of the following:

- Signature page
- Statement of Work
- Rental Property Requirements
- Line Item Budget
- Timeline
- Authorization Signature Card
- General Terms and Conditions
- Exhibit A: Request for Advance Form
- INCORPORATED BY REFERENCE: Deed, Note, Covenant

IN WITNESS WHEREOF, the parties agree to the terms and conditions of this Agreement and have caused this Agreement to be executed by their respective officers and agents thereunto duly authorized by signing below:

CITY OF VANCOUVER:

Housing Authority of the City of Vancouver:

Eric Holmes, City Manager

Roy Johnson, Vancouver Housing Authority

Date:

Date:

ATTEST:

Natasha Ramras, City Clerk or
Carrie Lewellen, Deputy City Clerk

Peggy Sheehan, CDBG/HOME Program
Manager

APPROVED AS TO FORM:

Bronson Potter, City Attorney

PROJECT DESCRIPTION

Housing Authority of the City of Vancouver (AGENCY) is operating as a subrecipient for the City of Vancouver (CITY) to complete a project using Affordable Housing Funds. As such, AGENCY must comply with the terms and conditions in this Agreement, including but not limited to the attached Budget and Timeline and documents incorporated by reference, including but not limited to the Deed, Note and Covenant.

The intent of this Agreement is to provide a loan in the amount not to exceed \$252,533 in Affordable Housing Funds to the AGENCY for the Valley Homestead Shelter Rehabilitation project.

The project scope includes:

- Demolition of the concrete slab and partition walls in both the women and men's shower room to accommodate a new shower tub layout. The use of moisture-resistant backing materials such as cement board, fiberglass faced gypsum board or equivalent behind tiled/grouted or multi-piece shower and tub enclosures to further reduce moisture intrusion that could further the growth of mold.
- Installation of more effective exhaust fans in bathrooms to reduce moisture condensation, lowering the potential for indoor mold growth that may yield odors and pose health hazards to residents.
- Installation of new faucets in the bathrooms with single lever anti-scald accessible controls, with a clear knee space under the sink.
- Installation of new counters, lights, sinks, showers, and bathtub fixtures in both the men and women's bathrooms.
- Cosmetic upgrades including new faucets, fixtures, and accessibility features will be made to a standalone bath that will serve as a unisex bathroom.

Affordable Housing Funds will be used for construction costs, taxes and fees. **The project will continue be utilized as an overnight homeless facility serving people earning up to 50% AMI throughout the affordability period.**

AGENCY also received funding in the amount of \$485,435 through the State of Washington Housing Trust Fund Preservation Grant. Below is the scope of work for the State grant that is to be completed at the same time as the CITY-funded project.

- Kitchen Demo and Reconstruction to add energy efficient appliances and improve ADA accessibility
- Upgrades to the Laundry Room to add energy efficient machines and improve ADA accessibility
- Reconfiguration of Main Entrance and Office Space to add (3) new guest rooms
- Reconstruction of closets in existing guest rooms to accommodate all guest
- Replacement of carpet with durable materials
- Increase doorway entrances in common spaces to accommodate a wheelchair

PROJECT BUDGET

1. The CITY will provide the AGENCY with a loan in an amount not to exceed \$252,533 for purposes of completing the project described herein. The use of these funds shall be expressly limited to the activities described in this Agreement.
2. Any reduction in the total budget authority will be done after consultation with the AGENCY and will require a modification of this Agreement. Any funds unspent at the end of the Agreement period will be retained by the CITY for allocation to another Affordable Housing Fund project.

PAYMENT PROVISIONS

1. The majority of the CITY advances to the AGENCY will be on a cost reimbursement basis. However, there are times such as property purchase that the CITY will make advances to an escrow account. In most cases, the CITY will make advances to AGENCY *as soon as practicable* but not more than thirty (30) days after the AGENCY submits a Request for Advance. Request for Advance shall include the following:
 - a. A summary of expenses incurred in support of all costs, and accompanied by general ledger detail.
 - For direct costs, detail will include direct costs: vendor names, dates of service and amount;
 - For services that are also funded by a third party, the AGENCY shall provide a detailed cost itemization by cost center and funding source. Detail shall identify which service or work was funded by the CITY and which by other parties.
2. The AGENCY shall designate one or more representatives who will be legally authorized to sign the Request for Advance Form provided and any other forms that may be required. The names of the liaison persons and representatives will be specified on the Authorization Signature Card.
3. AGENCY shall provide supporting documentation to the CITY upon request for any Request for Advance, such as invoices and receipts.

TERM OF AGREEMENT

1. This Agreement is in effect for the period from October 1, 2019 through November 30, 2019 unless terminated as described under the **TERMINATION** section of the General Terms and Conditions.
2. Affordable Housing Funds shall be accounted separately from other funds received by the AGENCY.

LOAN TERMS

The Affordable Housing Funds in the amount of \$252,533 are provided to the AGENCY in the form of a forgivable loan at 0% interest. The loan shall be forgiven on September 30, 2038 provided the facility remains in use as a homeless overnight shelter serving a majority of people with incomes at or below 50% AMI throughout the loan period.

In accordance with the terms of this Agreement, the Deed of Trust, the Note, and the Covenant, if the facility is not operated as required by this Agreement, and the documents incorporated by reference, throughout the affordability period, then the loan becomes due immediately.

PUBLIC NOTIFICATION

The AGENCY will provide information about the project, including location, property owner, contract amount, and number of beneficiaries, to the CITY. The CITY will inform the public about the project through the City of Vancouver website.

DOCUMENTS INCORPORATED BY REFERENCE

Each of the documents listed below are by this reference incorporated into this Agreement as though fully set forth herein, including any amendments, modifications or supplements thereto:

1. AGENCY's proposal submitted July 31, 2018 for Affordable Housing Funds.
2. Current version of Affordable Housing Fund income limits (50% of Area Median Income provided by HUD).
3. Deed, Note and Covenant

NOTICE TO PROCEED

Upon execution of this agreement, the CITY will furnish the AGENCY with a written notice to proceed. No work on the project shall occur prior to the Notice to Proceed without prior written approval from the CITY.

PROJECT COMPLETION

Project completion means that:

1. All necessary title transfer requirements and construction work have been performed;
2. The project complies with the requirements of this Agreement;
3. AGENCY has been advanced all costs; and
4. Project is providing overnight shelter to people who are homeless.

FACILITY REQUIREMENTS

DESIGNATED USE

Valley Homestead Shelter Rehabilitation is an overnight homeless facility.

AFFORDABILITY PERIOD

Valley Homestead Shelter Rehabilitation located at 4921 NE Hazel Dell Avenue, Vancouver, WA 98663 will carry the requirement that it continues to be used as an overnight homeless facility throughout the affordability period and will serve households earning up to 50% of the area median income (AMI) established by HUD. The majority of people who use the facility must have income at or below 50% AMI.

The affordability period dates are October 1, 2018 through September 30, 2038. During the affordability period, all Affordable Housing Fund requirements must be met and the CITY will be required to monitor the facility annually for compliance. The City of Vancouver will ensure the affordability period requirements are met by recording covenant restrictions.

REPORTING

Properties are required to report on Affordable Housing Fund beneficiaries annually in December for the duration of the affordability period. Reports should be submitted to the City of Vancouver Community and Economic Development Department, Attention: Peggy Sheehan using the Excel reporting form provided by the CITY.

Required information:

- Address and name of project
- Total number of beneficiaries
- Income of beneficiaries
- Race and Ethnicity of beneficiaries

INSPECTIONS

The CITY will perform onsite inspections prior to final payment. During the period of affordability, the CITY will perform periodic on-site inspections.

BUDGET

Line Item Costs	Total Cost	Funding Sources				
		City Affordable Housing Funds	State/ Local	Federal	Private	Other
ACQUISITION/CONSTRUCTION/REHAB COSTS						
Land/Building Purchase						
Closing Costs						
Architect/Engineer						
Legal						
Permitting						
Insurance						
Construction Costs	\$207,488	\$207,488				
Equipment						
Taxes and Fees	\$45,045	\$45,045				
PROJECT TOTALS	\$252,533	\$252,533	\$0	\$0	\$0	\$0

By signing below AGENCY acknowledges the review and approval of the budget listed above.

Name

Date

Title

TIMELINE

ACTIVITIES	Oct 2018	Nov	Dec	Jan 2019	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct
1. Obtain service proposals from A&E Teams	X	X											
2.Design			X	X	X								
3.Permitting						X	X						
4.Outreach & Bidding								X	X				
5.Construction										X	X	X	
6.Substantial Completion												X	
7.Final Completion													X

AUTHORIZATION SIGNATURE CARD

Organization Name Housing Authority of the City of Vancouver

Address	2500 Main Street
---------	------------------

City, State, Zip Vancouver, WA 98666

Telephone Number () Fax ()

SIGNATURE OF INDIVIDUALS AUTHORIZED TO SIGN FINANCIAL DOCUMENTS:

An authorized signature is required on financial documents. It is suggested that two or more persons be authorized so that one could sign in the absence of the other(s).

NAME

SIGNATURE

I certify that the signatures above are of the individuals authorized to execute financial documents for Housing Authority of the City of Vancouver.

Date _____

Signature of Authorized Official

Title of Authorized Official

**Note: The authorized official may not approve their own signature above*

GENERAL TERMS AND CONDITIONS

1. Fair Housing.

Projects funded with the Affordable Housing Fund are subject to federal fair housing regulations. Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), as amended, prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including children under the age of 18 living with parents or legal custodians, pregnant women, and people securing custody of children under the age of 18), and disability.

2. Prevailing Wage.

If the applicant/recipient receives a loan that is incurring interest, is not forgivable and is required to be repaid in full, such a loan, in and of itself, is not expected to trigger prevailing wage requirements. However, if the applicant/recipient is receiving other public funds including a grant from the City and/or is a public entity, it may be required to pay prevailing wage on the project. A definitive determination regarding the applicability of prevailing wage laws can only be obtained from the Department of Labor and Industry.

3. Order of Precedence.

Where there is a conflict among or between any of these documents, the controlling documents shall be the first listed in the following sequence: Amendments to this Agreement; this Agreement; Purchase Orders; AGENCY's submitted proposal to project request and project request.

4. Relation of Parties.

The AGENCY, its subcontractors, agents and employees are independent AGENCYs performing professional services for CITY and are not employees of CITY. The AGENCY, its subcontractors, agents and employees, shall not, as a result of this Agreement, accrue leave, retirement, insurance, bonding or any other benefits afforded to CITY employees. The AGENCY, subcontractors, agents and employees shall not have the authority to bind CITY in any way except as may be specifically provided herein.

5. E-Verify.

AGENCY 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. AGENCY shall ensure all AGENCY employees and any sub-AGENCY(s) assigned to perform work under this Agreement are eligible to work in the United States. AGENCY shall provide verification of compliance upon City request. Failure by AGENCY to comply with this subsection shall be considered a material breach.

6. Delays and Extensions of Time.

If the AGENCY is delayed at any time from complying with the requirements covered by the Agreement, by any causes beyond AGENCY's control, the time for performance may be extended by such time as shall be mutually agreed upon by AGENCY and CITY and shall be incorporated in a written amendment to this Agreement. Any request for an extension of time shall be made in writing to CITY.

7. Compensation and Schedule of Payments.

CITY shall pay the AGENCY as indicated in the Payment Provisions of the Loan Agreement for work performed under the terms of this Agreement. \$737,550 is the maximum amount to be advanced under this Agreement and it shall not be exceeded without CITY's prior written authorization in the form of a negotiated and executed amendment. The AGENCY shall submit monthly invoices to CITY covering both professional fees and project expenses, if any, for fees and expenses from the previous month. Payments to AGENCY shall be net 30 days.

The CITY reserves the right to correct any invoices paid in error according to the rates set forth in this Agreement. CITY and AGENCY agree that any amount paid in error by CITY does not constitute a rate change in the amount of the contract. The CITY's contract/purchase order (PO) number given on the notice to proceed **must** be referenced on any invoice submitted for payment.

8. Ownership of Records and Documents.

Any and all work product prepared by the AGENCY in the course of performing this Contract shall immediately become the property of the CITY. In consideration of the compensation provided for by this Agreement, the AGENCY hereby further assigns all copyright interests in such work product to the CITY. A copy may be retained by the AGENCY. Previously owned intellectual property of AGENCY, and any know-how, methodologies or processes used by AGENCY to provide the services or project deliverables under this Contract shall remain property of AGENCY.

9. Termination.

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.

In the event this Agreement is terminated prior to the completion of work, AGENCY will only be paid for the hours completed at the time of termination of the Agreement.

10. Evaluation and Compliance with the Law.

The AGENCY shall have the authority to control and direct the performance and details of the work described herein. The AGENCY agrees to comply with all relevant, federal, state and municipal laws, rules and regulations.

11. City Business and Occupation License.

In most cases, AGENCYS will be required to get a business license when contracting with the City of Vancouver, unless allowable exemptions apply. Businesses/AGENCYs 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, to determine whether a business license is required pursuant to VMC Ch. 5.04.

12. Liability and Hold Harmless.

AGENCY 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, of whatsoever kind or nature (including patent infringement or copyright claims) to the extent arising out of, or in connection with, or incident to, the negligent performance or willful misconduct pursuant to this Agreement. This indemnity and hold harmless shall include any claim made against the CITY by an employee of AGENCY or subcontractors or agent even if AGENCY 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 concurrent negligence of both the CITY and the AGENCY, such cost, fees and expenses shall be shared between the CITY and the AGENCY in proportion to their relative degrees of negligence. AGENCY specifically acknowledges the provisions contained herein have been mutually negotiated by the parties and it is the intent of the parties that AGENCY provide the broadest scope of indemnity permitted by RCW 4.24.115. AGENCY is an independent AGENCY and responsible for the safety of its employees.

13. Insurance.

AGENCY shall obtain and keep in force during the entire term of this agreement, liability insurance against any and all claims for damages to person or property which may arise out of the performance of this

Contract whether such work shall be by the AGENCY, subcontractors or anyone directly or indirectly employed by either the AGENCY or subcontractor.

a. **Liability Insurance.** AGENCY shall maintain commercial General Liability insurance with a limit of not less than one million dollars (\$1,000,000) for each occurrence and not less than one million dollars (\$1,000,000) combined single limit automobile liability coverage. The policy shall include coverage for bodily injury, broad form property damage, personal injury, products and completed operation and blanket contractual coverage including, but not limited to, the liability assumed under the indemnification provisions of this Agreement. All liability insurance required herein shall be under a comprehensive or commercial general liability and business, policies.

b. **City Listed as an Additional Insured:** The City of Vancouver, its agents, representatives, officers, directors, officials, and employees must be named as an additional insured on the Commercial General Liability policy and shown on the certificate as an additional insured. A copy of the additional insured endorsement CG 20 10 11 85, or its equivalent CG 20 10 07 04 and CG 20 37 07 04 must be included with the certificate of insurance.

c. The commercial general liability policy must be endorsed to include "Washington Stop Gap" insurance. The limits and aggregates referenced must apply to the Stop Gap coverage as well. This must be indicated on the certificate.

d. **Worker's Compensation.** AGENCY shall carry workers' compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of AGENCY's employees engaged in the performance of the work or services; and, Employer's Liability insurance of not less than one million dollars (\$1,000,000) for each accident, five hundred thousand dollars (\$500,000) for each disease for each employee, and one million dollars (\$1,000,000) for each disease policy limit.

e. **Umbrella Liability.** The AGENCY shall provide Umbrella Liability coverage at limits of not less than five million dollars (\$5,000,000) per occurrence and annual aggregate. This umbrella liability coverage shall apply, at a minimum, to both the Commercial General and Auto insurance policy coverage. This requirement may be satisfied instead through the AGENCY's primary Commercial General and Automobile Liability coverage, or any combination thereof.

f. **Professional Liability.** The AGENCY shall obtain and keep in force during the entire term of this Agreement, professional liability insurance (errors and omissions) against any and all claims for damages to person or property which may arise out of the performance of this Contract whether such work shall be by the AGENCY, sub-contractors or anyone directly or indirectly employed by either the AGENCY or a sub-contractors. The amount of coverage provided by such insurance shall be not less than five hundred thousand dollars (\$500,000) combined single limit.

g. **Fidelity/Employee Dishonesty Bond.** The AGENCY shall obtain and keep in force during the entire term of this Agreement, a Fidelity/Employee Dishonesty Bond against any and all claims which may arise out of the performance of this Contract whether such work shall be by the AGENCY, sub-contractors or anyone directly or indirectly employed by either the AGENCY or a sub-contractors. The amount of coverage provided by such insurance shall be not less than ten thousand dollars (\$10,000).

h. **Employment Security.** The AGENCY shall comply with all employment security laws of the state in which services are provided, and shall timely make all required payments in connection therewith.

i. The City of Vancouver shall be listed on the Certificate as the Certificate Holder.

j. Coverage Trigger: The insurance must be written on a “occurrence” basis. This must be indicated on the certificate. Claims made policies will be accepted for professional liability coverage only.

AGENCY shall provide evidence of all insurance required, at the City’s request, by submitting an insurance certificate to the CITY on a standard “ACORD” or comparable form.

14. Notices.

All notices which are given or required to be given pursuant to this Agreement shall be hand delivered or mailed postage paid as follows:

CITY:

Peggy Sheehan
City of Vancouver
415 W 6th Street
P O Box 1995
Vancouver WA 98668-1995

AGENCY:

Name
Agency
Address
City State ZIP

15. Amendments.

All changes to this Agreement, including changes to the statement of work and loan advances, must be made by written amendment and signed by all parties to this Agreement.

16. Scope of Agreement.

This Agreement incorporates all the agreements, covenants and understanding between the parties hereto and are merged into this written Agreement. 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.

17. Ratification.

Acts taken pursuant to this Agreement but prior to its effective date are hereby ratified and confirmed.

18. Governing Law/Venue.

This Agreement shall be deemed to have been executed and delivered within the State of Washington, and the rights and obligations of the parties hereunder shall be construed and enforced in accordance with, and governed by, the laws of the State of Washington without regard to the principles of conflict of laws. The AGENCY shall have legal authority to enter into this agreement and be at least 18 years of age. Any action or suit brought in connection with this Agreement shall be brought in the Superior Court of Clark County, Washington.

19. Cooperative Purchasing:

The Washington State Inter-local Cooperation Act, Ch. 39.34 RCW, authorizes public agencies to cooperatively purchase goods and services if all parties agree. By having executed this Agreement, the AGENCY agrees that other public agencies may purchase goods and services under this solicitation or contract at their own cost and without the City of Vancouver incurring any financial or legal liability for such purchases. The City of Vancouver agrees to allow other public agencies to purchase goods and services under this solicitation or contract, provided that the City of Vancouver is not held financially or legally liable for purchases and that any public Agency purchasing under such solicitation or contract file a copy of this invitation and such contract in accordance with RCW 39.34.040.

20. Public Disclosure Compliance.

The parties acknowledge that the City is an “agency” within the meaning of the Washington Public Records Act, Ch 42.56 RCW, and that materials submitted by the Sub recipient to the CITY become public record. Such records may be subject to public disclosure, in whole or part and may be required to be released by the CITY in the event of a request for disclosure. In the event the CITY receives a public record request for any data or deliverable that is provided to the CITY and that is licensed from the Sub recipient, the CITY shall notify the Contractor of such request and withhold disclosure of such information for not less than five (5) business days, to permit the Sub recipient 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 Ch.42.17 RCW for withholding or delaying public disclosure of such information.

21. Records.

AGENCY shall ensure that records generated in connection with the project, including but not limited to, financial transactions, are maintained and retrievable pursuant to the applicable CITY retention period. The CITY shall be granted access to any such records it deems necessary to satisfy oversight responsibilities and any other legal requirements, and shall be granted the right to copy any such records necessary to fulfill these obligations. The AGENCY shall provide access to these records upon request in a timely manner.

EXHIBIT A
City of Vancouver Affordable Housing Fund
REQUEST FOR ADVANCE

Date: _____ **Period Covered:** _____
 Housing Authority of the City of
 Vancouver - Valley Homestead
Project Title: Shelter Rehabilitation **Contact Person:** _____
Invoice #: _____ **Telephone:** _____
AHF Project #: _____ **Email:** _____

Activity	AHF Budget	Expended This Period	Expended To Date	Balance
a) Construction costs	\$207,488			
b) Taxes and fees	\$55,045			
c)				
d) Tax				
e) Other (Specify):				
TOTAL:	\$			

Reimbursement Amount Request \$ _____

☐ Check box when this is a final request.

CERTIFICATION: I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF, THIS REPORT IS CORRECT AND COMPLETE, AND THAT ALL EXPENDITURES ARE FOR THE PURPOSE SET FORTH IN THE GRANT AWARD DOCUMENTS. SUPPORTING DOCUMENTATION IS ATTACHED.

AUTHORIZATION:

 Authorized Signature for Project

 Title

 Date

AHF Program Only

AHF Project No: _____

Initials Drawn By: _____

Date Funds Drawn: _____

 Reviewed and Approved

 Date

Initials Approved By: _____

When Recorded Return To:
City of Vancouver
Affordable Housing Fund
PO Box 1995
Vancouver, WA 98668-1995
Attention: Peggy Sheehan, (360) 487-7952

CITY OF VANCOUVER, WASHINGTON DEED OF TRUST

Grantor/Borrower:	Housing Authority of the City of Vancouver
Beneficiary:	City of Vancouver by and through Affordable Housing Fund
Funding Source:	Affordable Housing Fund
Grantee/Trustee:	Clark County Title
Assessor’s Tax ID#:	101131000
Abbreviated Legal Description:	#56 ALKI HD LOTS .46A
Address:	4921 NE HAZEL DELL AVE, Vancouver, WA 98663
Contract Number:	2017-AHF-221403

THIS DEED OF TRUST is made this ____ day of _____, 2018 between the Housing Authority of the City of Vancouver, a Washington public body (hereinafter “Borrower”), whose address is 2500 Main Street, Vancouver, WA 98660, Clark County Title Corporation (hereinafter “Trustee”); and the City of Vancouver, Washington, a municipal corporation, by and through its Affordable Housing Fund (hereinafter “Beneficiary”), whose address is P.O. Box 1995, Vancouver, WA 98668-1995.

The Borrower, in consideration of Affordable Housing Fund money loaned or credit extended by the Beneficiary, does convey the following real property, situated at 4291 NE Hazel Dell Ave, Vancouver, WA 98663 in the County of Clark, State of Washington, commonly known as Valley Homestead Shelter and described as follows:

Assessor’s Tax ID and Abbreviated Legal Description:
101131000 - #56 ALKI HD LOTS .46A
Full legal description attached as Exhibit A.

Together with all of the easements, tenements, hereditaments and appurtenances belonging to that property, including those which may later be found to belong or appertain, all structures and improvements now or hereafter erected on the property, and any and all fixtures upon the property at the time of the execution of this Deed of Trust or at any time during the term of this Deed of Trust (hereinafter “the Property”); to have and to hold the property as so described, until such time as any and all indebtedness represented by the promissory note executed by the Borrower in favor of Beneficiary dated _____, 2018, (“The Note”), is extinguished, all conditions of this Deed of Trust are satisfied, and written acknowledgment of such satisfaction is provided by Beneficiary.

This conveyance is intended to secure: the performance of the obligations, covenants, and conditions set forth herein and in the Note, and payment of the Borrower’s indebtedness of a maximum of two hundred fifty two thousand, five hundred and thirty three dollars (\$252,533).

AFFORDABILITY PERIOD
The total affordability period is October 1, 2018 to September 30, 2038, during which the facility must meet the applicable Affordable Housing Fund requirements.

DATE OF MATURITY
The date of maturity of the indebtedness secured by this Deed of Trust is the earliest of the dates of the following: change of the Property’s Use as specified below; failure to meet applicable regulations; the sale or transfer of all or any part of the Property, or any interest in the Property; Borrower’s breach of any covenant or failure to satisfy any condition in either the Note or this Deed of Trust; the cessation of operations by the Borrower; or payment in full of the indebtedness secured by this Deed of Trust.

For these reasons:
THE BENEFICIARY MAY DEMAND PAYMENT IN FULL OR IN PART OF THE PRINCIPAL AMOUNT OF THE NOTE(S) SECURED BY THIS DEED OF TRUST , AND PAYMENT SHALL BE DUE, UNDER CONDITIONS CONTAINED IN THIS DEED OF TRUST. THE NOTE(S) SECURED BY THIS DEED

OF TRUST IS DUE AND PAYABLE IMMEDIATELY UPON THE CHANGE OF USE OF THE PROPERTY OR THE SALE OR TRANSFER OF ALL OR ANY PART OF THE PROPERTY, OR ANY INTEREST IN, THE PROPERTY, OR UPON BORROWER'S BREACH OF ANY COVENANT OR FAILURE TO SATISFY ANY CONDITION IN THE NOTE OR THIS DEED OF TRUST.

TRANSFER, SALE, OR CHANGE IN USE

As used in this Deed of Trust, "interest in the Property" shall mean any legal or beneficial interest in all or any part of the Property. If all or any part of the Property or any interest in the Property is sold or transferred, or if there is a change of use or other transfer, including but not limited to any contract for sale of the Property over time, any assumption of the loan by a transferee of the Borrower, any assignment by Borrower for the benefit of creditors, failure of the Borrower to continue to utilize the Property as a homeless overnight facility serving a majority of households whose incomes do not exceed 50% of AMI adjusted for household size (the "Use"), appointment of a receiver for Borrower, the filing of a petition for voluntary or involuntary bankruptcy of Borrower, a foreclosure of any nature against Borrower, transfer of any interest in the Property for purposes of a gift, or the death or divorce of the Borrower or Borrowers, and if such action or failure to act occurs without prior written consent of Beneficiary, Beneficiary may require immediate payment in full of all sums secured by this Deed of Trust, unless prohibited by applicable law. These terms shall not include any transfer by way of subordinate encumbrance.

Notwithstanding anything to the contrary in this Trust Deed, the following shall not be considered a transfer, sale or change of use and shall not trigger Beneficiary's right to declare any amounts secured by this Trust Deed due and payable:

1. A transfer of a limited partnership interest in the Property by the Borrower or its assigns;
2. The transfer of a security interest in the Property for purposes of financing or refinancing done with the knowledge and consent of the City of Vancouver;
3. A Sale, transfer or assignment of Borrowers interest in the Property to another 501(c)(3) organization or governmental entity reasonably acceptable to the City of Vancouver;
4. Removal by the Borrower's general partner for cause and replacement of the Borrower's general partner with another entity acceptable to the Beneficiary; and
5. The transfer of a leasehold interest to a residential tenant in the ordinary course of Borrower's business.

COVENANTS

The Borrower agrees that the proceeds of the loan will only be used for construction or rehabilitation of a homeless overnight facility.

The Borrower covenants:

1. That Borrower is lawfully seized of the estate hereby conveyed and has the right to grant and convey the Property, is the legal owner of the Property, and now has a valid and unencumbered fee simple title thereto, and that the Borrower will warrant and defend said title against all claims and demands of all other persons.
2. That Borrower will promptly pay the Note and all of its installments as they become due, according to the terms of the Note, and will promptly pay any other indebtedness secured hereby in accordance with its terms. Payments are deemed received by Beneficiary when received at the location designated in the Note or at such other location as may be designated by Beneficiary in writing from time to time.
3. That so long as this Deed of Trust shall remain in force, Borrower will timely pay all taxes, assessments, charges, fines, liens, fees, and other charges or impositions attributable to the Property which can attain priority over this Deed of Trust, or which may be levied or assessed against the Property or this Deed of Trust or the indebtedness hereby secured.
4. That Borrower shall keep the Property in good repair; not permit or commit waste of the Property; complete any building, structure or improvement thereon which may be damaged or destroyed; not move or demolish any of the improvements on the Property without the Beneficiary's written consent; and comply with all laws ordinances, regulations, covenants, conditions and restrictions affecting the Property.
5. That Borrower will keep all existing and hereafter erected structures and improvements that are part of the Property insured against loss or damage by fire, and other hazards included

within the term “extended coverage perils,” and any other hazards including, but not limited to earthquakes and floods, by a company or companies acceptable to the Beneficiary and for the benefit of the Beneficiary, in the amount of one hundred percent (100%) of the insurable value of the structure and improvements, and will allow the Beneficiary to examine all policies and renewals upon request

6. That Borrower hereby absolutely and irrevocably assigns to Beneficiary, for the period of this Deed of Trust, all of Borrower’s rights, title, and interest in and to all proceeds from any insurance policy, whether or not required by Beneficiary, that are due, paid or payable with respect to any damage to the Property, whether the policy was in effect before, on, or after the date of this Deed of Trust. In the event of loss or damage to the Property, Borrower shall give prompt written notice to insurance carrier, Beneficiary, and Trustee.
7. That Beneficiary shall have the right to inspect the Property from time to time.
8. That Borrower will comply with all federal, state and local laws prohibiting discrimination on the basis of age, sex marital status, race, creed, color, national origin, handicap, or familial status. These requirements are specified in Section 109 of the Housing and Community Development Act of 1974; Civil Rights Act of 1964, Title VI; Civil Rights Act of 1968, Title VIII; Executive Order 11063; Executive Order 11246; Architectural Barriers Act of 1968; and Americans with Disabilities Act.
9. That, in accordance with applicable law, Beneficiary may from time to time appoint a successor to the Trustee appointed hereunder. Without conveyance of the Property, the successor Trustee shall succeed to all the title, power and duties conferred upon the Trustee herein and by applicable law.

REQUIREMENTS DURING THE AFFORDABILITY PERIOD

During the affordability period the Property must continue to be used as a homeless overnight facility serving households earning up to 50% of the area median income (AMI) established by HUD. The majority of people who use the facility must have income at or below 50% AMI.

RETURNED PAYMENT

If a payment of the indebtedness secured by this Deed of Trust is returned because of insufficient funds or any other reason, Beneficiary may require that any or all subsequent payments due under the Note and this Deed of Trust be made in one or more of the following forms, at Beneficiary’s sole discretion: (a) cash; (b) money order; (c) certified check, bank check, treasurer’s check, or cashier’s check, provided any such check is drawn upon an institution whose deposits are insured by a federal agency; or (d) Electronic Funds Transfer.

PARTIAL PAYMENT

Beneficiary may return any payment or partial payment if the payment or partial payment is insufficient to bring the Borrower current in its obligations under the Note and this Deed of Trust. Beneficiary may accept any payment or partial payment insufficient to bring Borrower’s current in its obligations under the Note and this Deed of Trust without waiver of any rights hereunder or prejudice to its rights to refuse such payment or partial payments in the future, but Beneficiary is not obligated to apply such payments at the time such payments are accepted.

FAILURE TO PERFORM

A failure by the Borrower to perform the covenants or satisfy the conditions in this Deed of Trust shall give to either the Beneficiary or the Trustee the option to declare the unpaid balance due on the Note, and any other indebtedness secured hereby, at once due and payable, and this Deed of Trust may be foreclosed at any time thereafter.

INSURANCE

In the event that Borrower fails to provide or maintain insurance as provided herein, Beneficiary may obtain insurance coverage, at Beneficiary’s option and Borrower’s expense. Beneficiary is under no obligation to purchase any particular type or amount of coverage, therefore such coverage might insure Beneficiary against loss, but might or might not insure Borrower. Any amounts that Beneficiary pays as insurance premiums under this provision shall become additional debt of Borrower secured by this Deed of Trust shall relate back to the original debt, and shall bear interest at the Note rate from the date Beneficiary pays a premium until Borrower repays that amount in full, and shall be payable immediately upon written notice to Borrower from Beneficiary.

HAZARDOUS SUBSTANCES

Borrower shall not cause, allow, or permit the presence, use, disposal, storage, or release of any Hazardous Substances, or threaten to release any Hazardous Substances on or in the Property. As used herein, "Hazardous Substances" are those substances defined as toxic or hazardous substances, pollutants, or wastes by state or federal law and the following substances: gasoline, kerosene, other flammable or toxic petroleum products, toxic pesticides and herbicides, volatile solvents, materials containing asbestos or formaldehyde, and radioactive materials. The preceding requirement does not apply to the presence, use, or storage on the Property of small quantities of Hazardous Substances both of kinds and of amounts that are generally recognized to be appropriate to normal residential uses and to maintenance of the Property, including but not limited to Hazardous Substances commonly found in consumer products. Borrower shall promptly give Beneficiary written notice of any investigation, claim, citation, demand, lawsuit, charge, or any other action that is commenced or threatened against it by any governmental agency or private party concerning Hazardous Substances on the Property.

ACCELERATION AND FORECLOSURE

The Beneficiary is authorized by the Borrower (in accordance with the foregoing) to declare at its option all or any part of the indebtedness secured by this Deed of Trust immediately due and payable upon: (1) the Beneficiary's discovery of either the Borrower's failure to disclose any fact deemed by the Beneficiary to be material to the making of the loan or material to any of the agreements entered into by the Borrower with the Beneficiary (including, but not limited to, the Note and Deed of Trust), or any misrepresentation by, on behalf of, or for the benefit of, the Borrower during the entire term of this Deed of Trust; (2) the change of Use of the Property; (3) the sale or other transfer of all or any part of the Property or of any interest in the Property; or (4) any other material breach of the terms of this Deed of Trust or the Note. This Deed of Trust may be foreclosed by advertisement and sale in accordance with prevailing law of the State of Washington at the time of foreclosure. In the event of such foreclosure, the Beneficiary shall be entitled to recover its reasonable expenses, trustee fees and, as provided herein, attorney fees.

RECONVEYANCE

Upon payment or forgiveness of all sums secured by this Deed of Trust, and Borrower's satisfaction and performance of all conditions and covenants of this Deed or Trust and compliance with all other provisions of the Note and this Deed of Trust, Beneficiary shall request Trustee to reconvey the Property and shall surrender to Trustee this Deed of Trust and the Note evidencing the debt secured by this Deed of Trust. Trustee shall reconvey the Property without warranty to the person or persons legally entitled to it. Beneficiary or Trustee may charge the person or persons legally entitled to the Property a fee for the reconveyance, subject to applicable law.

SUBSTITUTE TRUSTEE

In accordance with applicable law, Beneficiary may from time to time appoint a successor to any Trustee appointed hereunder who has ceased to act as such. Without conveyance of the Property, the successor Trustee shall succeed to all the title, power and duties conferred upon the Trustee herein.

VENUE AND CHOICE OF LAW

This Deed of Trust shall be governed and enforced in accordance with the laws of the State of Washington, not including and notwithstanding rules governing conflicts of law. Jurisdiction over and venue of any suit to enforce, interpret, construe or otherwise in connection herewith may, at Beneficiary's option, be had in Clark County, Washington.

ATTORNEYS' FEES

In the event of any proceeding, suit or action to enforce, interpret, or foreclose this Deed of Trust, and if, and only if Beneficiary prevails in such action, Beneficiary shall be entitled to recover its reasonable attorneys' fees and costs, including without limitation any attorneys' fees incurred by Beneficiary in any bankruptcy proceeding. In the event of any kind of appeal, the losing party on appeal agrees to pay all reasonable costs and fees, including attorneys' fees and costs incurred in connection with the appeal.

EMINENT DOMAIN

Borrower further agrees that in the event any portion or all of the Property is taken under right of eminent domain or condemnation, Beneficiary shall have the right to require that the compensation be paid to Beneficiary and applied, first, to the Beneficiary's reasonable costs and attorney fees and second, to the indebtedness secured by this Deed of Trust.

CONSTRUCTION: TITLES

In construing this Deed of Trust, it is understood that if the context so requires, the singular shall be taken to mean and include the plural, and that references to Beneficiary or Borrower include any transferee, to whatever extent transfer is permitted under this Deed of Trust. The section titles

provided herein are meant as references only and for ease of reading, and are not intended to carry any legal significance.

BY SIGNING BELOW, Borrower expressly accepts and agrees to the terms and covenants contained in this Deed of Trust, the Note, and any other documents recorded in conjunction with it, as mentioned herein:

BORROWER:
Housing Authority of the City of Vancouver

Signature

Print Name: _____

Title: _____

CORPORATE NOTARY

STATE OF WASHINGTON)
)ss
COUNTY OF CLARK)

On this ____ day of _____, 2018 before me, the undersigned, a Notary Public in and for the State of Washington, personally appeared Roy Johnson, known to me as the Executive Director of Housing Authority of the City of Vancouver, a Washington public body corporate and politic, which executed the foregoing instrument, and acknowledged the said instrument to be the free and voluntary act and deed of the said entity, for uses and purposes therein mentioned, and on oath stated that he/she is authorized to execute the said instrument on behalf of the said entity.

WITNESS my hand and official seal hereto the day and year in the certificate above written.

NOTARY PUBLIC in and for the State of _____,
My Commission Expires: _____

Place notary seal centered on page below

REQUEST FOR FULL RECONVEYANCE

To _____, Trustee:

The undersigned, The City of Vancouver Washington, through its Affordable Housing Fund (Beneficiary), is the legal owner and holder of all indebtedness and other obligations evidenced by that certain Promissory Note made on _____, 20__ by Housing Authority of the City of Vancouver, a Washington public body corporate and politic, and secured by that certain Deed of Trust made _____, 20__ by Borrower as grantor in favor of Beneficiary as grantee, recorded as Auditor's fee/file No. _____, records of Clark County, Washington; and pursuant to which you are the Trustee.

YOU ARE HEREBY DIRECTED, on payment to you of any sums owing to you under the terms of said Deed of Trust or pursuant to statute, to reconvey, without warranty, to the party or parties entitled thereto by the terms of said Deed of Trust, the estate now held by you under the same.

All sums due and other obligations secured by said Deed of Trust have been fully paid and satisfied, and you are directed to cancel all evidence of indebtedness secured by said Deed of Trust (which are delivered to you herewith together with said Deed of Trust).

Dated: _____

City Manager, or his designate
City of Vancouver, Washington

STATE OF WASHINGTON)
)ss
COUNTY OF CLARK)

On this ____ day of _____, ____ before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared _____, to me known to be the _____ of the _____, the entity that executed the foregoing instrument, and acknowledged the said instrument to be the free and voluntary act and deed of the said entity, for uses and purposes therein mentioned, and on oath stated that she is authorized to execute the said instrument on behalf of the said entity.

WITNESS my hand and official seal hereto the day and year in the certificate above written.

NOTARY PUBLIC in and for the State of Washington,
My Commission Expires: _____

EXHIBIT A:
PROPERTY LEGAL DESCRIPTION

This EXHIBIT A is attached to and part of the DEED OF TRUST dated as of _____, 2018 between the Housing Authority of the City of Vancouver, a Washington public body corporate and politic, as “Borrower”, and the City of Vancouver, Washington, as “Beneficiary”.

Tax ID #: 101131000

Description:

TN LOT 17 DAF BAAP OF INTERS W LI NEW PAC HW & LI 4.50 CHS N & PLT S LI 15-2-1
RNG TH N ALG W LI SD HY TO SE COR H LOY TT TH W ALG S LI SD TT TO E LI OLD PAC HY
TH SLY ALG E LI SD HY TAP DUE W OF POB TH E TPOB EXC ST HY PER D42-304 EXC PTN
DD TO CO RD PER MF 7907180003 & EX 341769 * * MF 845816 10/30/72 See survey 34-
136

CITY OF VANCOUVER WASHINGTON PROMISSORY NOTE

Date: _____, 2018, Vancouver, Washington

Grantor/Borrower:	Housing Authority of the City of Vancouver
Beneficiary:	City of Vancouver by and through Affordable Housing Fund
Funding Source:	Affordable Housing Fund
Grantee/Trustee:	Clark County Title
Assessor's Tax ID#:	101131000
Abbreviated Legal Description:	#56 ALKI HD LOTS .46A
Address:	4921 NE HAZEL DELL AVE, Vancouver, WA 98663
Contract Number:	2017-AHF-221403

FOR VALUE RECEIVED, the undersigned (individually and collectively), the Housing Authority of the City of Vancouver (hereinafter "Borrower") promises to pay to the order of the City of Vancouver, Washington (hereinafter "Beneficiary") by and through its Affordable Housing Fund, the sum of two hundred fifty two thousand, five hundred and thirty three dollars (\$252,533).

The \$252,533 shall be provided as a forgivable loan at 0% interest. The loan shall be forgiven on September 30, 2038 provided the facility remains in use as a homeless overnight shelter serving a majority of people with incomes at or below 50% AMI throughout the loan period.

The loan documented by this Note is for the purpose of assisting the Borrower in the rehabilitation of Valley Homestead Shelter , a homeless overnight facility in Vancouver Washington. The project is located on certain real property located at 2400 T Street in Vancouver, Washington and with the description as follows (the "Property"):

Assessor's Tax ID# and Abbreviated Legal Description:
101131000 - #56 ALKI HD LOTS .46A

This loan is also documented by an Agreement between Beneficiary and Borrower (the "Agreement") and a deed of trust granting a security interest in the Property (the "Deed of Trust").

Except as otherwise provided for herein, this Note may at the option of the Beneficiary become due and payable upon any actual transfer of ownership of the Property, which shall include but not be limited to voluntary or involuntary transfers, including by operation of law, or upon the cessation of operations, or violation of the Deed of Trust.

- "Actual transfer of ownership" as used in the preceding paragraph shall not include any of the following:
1. A transfer of a limited partnership interest in the Borrower or its assigns; The transfer of a security interest in the Property for purposes of financing or refinancing done with the prior knowledge and consent of Beneficiary;
 2. Sale, transfer or assignment of Borrower's interest in the Property, done with the prior knowledge and consent of Beneficiary, to another 501(c)(3) organization or governmental entity reasonably acceptable to Beneficiary; and
 3. Any other transfer permitted under the Deed of Trust.

Borrower will repay the loan amount when the property ownership is transferred through a purchase and sale without permission by the City of Vancouver, or when the property is no longer utilized as a homeless overnight facility serving people earning up to 50% AMI during the affordability period.

Said payment shall be made in lawful money of the United States of America at the office of the City of Vancouver, Attn: Affordable Housing Fund, PO Box 1995, Vancouver, WA 98668.

Should Borrower default in the use of the Property, in the payment of any principal or interest as required in this Note, or if any of the makers, endorsers or guarantors hereof becomes insolvent, commences or becomes subject to bankruptcy, reorganization, receivership, liquidation, conservatorship, assignment for the benefit of creditors or similar proceedings, or if the Property is used for any activity other than permitted by the Deed of Trust, or if any notice of sale is given or any

sale is made of the Property; or if any material statement or representation made by Borrower to Beneficiary shall prove to be false or misleading; then the entire indebtedness evidenced hereby shall at the option of Beneficiary become immediately due and payable, without notice or demand. In addition, Borrower agrees, to pay to Beneficiary all costs and expenses of enforcing Beneficiary's rights hereunder, including reasonable attorney's fees and costs, whether or not suit has been filed and including pre-trial, trial, appellate and bankruptcy proceedings.

The Borrower reserves the right to repay at any time all or any portion of the principal amount of this Note in a single payment without the payment of penalties, discount or premiums. Borrower acknowledges that the repayment of the Note shall not release it from its obligations, conditions and covenants pursuant to the Deed of Trust.

Borrower and each maker, endorser, and guarantor hereof waives presentment, demand, protest, and notice of dishonor and agrees to remain bound for payment of this obligation notwithstanding any extension of time, substitution or release of security or any guarantor or any other indulgence granted the maker(s) of any of them, hereby waiving notice of such extension, substitution, release or other indulgence.

Notwithstanding anything to the contrary herein, Borrower shall have no personal liability for payment of the indebtedness evidenced hereby or performance of any other covenants or conditions set forth in this Note in the Deed of Trust, or in the Agreement; the Beneficiary's recourse pursuant to this Note shall be confined to the exercise of its rights under the Deed of Trust.

This Note shall be governed and enforced in accordance with the laws of the State of Washington, not including and notwithstanding rules governing conflicts of law. Jurisdiction over and venue of any action to enforce, interpret, construe or otherwise in connection herewith may, at the City of Vancouver's option, be held in a court located in Clark County, Washington.

IN WITNESS WHEREOF, this Note and the Deed of Trust securing this Note have been duly executed by the undersigned Borrower, as of the date above written.

Roy Johnson

Signature

Print Name

Housing Authority of the City of Vancouver
Borrower

2500 Main Street, Vancouver, WA 98660
Address

When Recorded Return To:
City of Vancouver
Affordable Housing Fund
PO Box 1995
Vancouver, WA 98668-1995
Attention: Peggy Sheehan, (360) 487-7952

CITY OF VANCOUVER, WASHINGTON
LOW INCOME FACILITY COVENANT AGREEMENT

Grantor/Borrower:	Housing Authority of the City of Vancouver
Beneficiary:	City of Vancouver by and through Affordable Housing Fund
Funding Source:	Affordable Housing Fund
Grantee/Trustee:	Clark County Title
Assessor’s Tax ID#:	101131000
Abbreviated Legal Description:	#56 ALKI HD LOTS .46A
Address:	4921 NE HAZEL DELL AVE, Vancouver, WA 98663
Contract Number:	2017-AHF-221403

This Low Income Facility Covenant Agreement (the "Covenant") is made between the Housing Authority of the City of Vancouver, a Washington public body (hereinafter “Borrower”), whose address is 2500 Main Street, Vancouver, WA 98660 and the City of Vancouver, Washington (a municipal corporation)(hereinafter “Beneficiary”), in consideration for the financial assistance provided by the City of Vancouver Affordable Housing Program to the Housing Authority of the City of Vancouver pursuant to an Affordable Housing Fund Agreement , Contract Number 2017-AHF-221403 (the "Contract"), for the rehabilitation of Valley Homestead Shelter at the site described as follows:

Assessor’s Tax ID# and Abbreviated Legal Description:

101131000 - #56 ALKI HD LOTS .46A
Full legal description attached as Exhibit A.

This Covenant will be filed and recorded in the official public land records of Clark County, Washington and shall constitute a restriction upon the use of the property described herein, subject to and in accordance with the terms of this Covenant, during the City of Vancouver during the City of Vancouver affordability period lasting from October 1, 2018 to September 30, 2038.

The covenants contained herein are to be taken and construed as covenants running with the land and shall pass to and be binding upon the Grantor, his successors and assigns heirs, grantees, or lessees of the Property for the duration of the affordability period. Each and every contract, deed or other instrument covering or conveying the Property, or any portion thereof, shall be

conclusively held to have been executed, delivered and accepted subject to such covenants, regardless of whether such covenants are set forth in such contract, deed, or other instruments.

NOW, THEREFORE, it is hereby covenanted, that during the affordability period:

Borrower will preserve this Property as a homeless overnight facility serving a majority of people with income at fifty percent (50%) or less of the median income in Clark County, Washington, adjusted for family size, as estimated from time to time by the United States Department of Housing and Urban Development (HUD). If HUD ceases to provide such estimates of median income, then median income shall mean such comparable figures for Clark County, Washington published or reported by a federal, state, or local agency as the County shall select. Borrower will obtain approval from the City of Vancouver Housing Program staff prior to entering into any agreements for use of the property.

In keeping with the responsibility that accompanies the use of public funds, Borrower shall keep all records and make any reports relating to compliance with this Covenant Agreement that the Beneficiary may reasonably require. In addition, Borrower agrees that Beneficiary, by and through the City of Vancouver staff, may at any reasonable time and upon reasonable notice review Borrower for matters consistent with this Covenant, in accordance with applicable law.

DEFAULT: If a violation of this Covenant occurs, the Beneficiary may, after 30 days notice to the Borrower, institute and prosecute any proceeding at law or equity to abate, default the loan, prevent, or enjoin any such violation or to compel specific performance by the Borrower of its obligations hereunder; provided that, the Borrower shall not be required by any provision herein to evict a residential tenant. No delay in enforcing the provisions hereof as to any breach or violation shall impair, damage, or waive the right of any party entitled to enforce the provisions hereof or to obtain relief against or recover for the continuation or repetition of such breach or violations or any similar breach or violation hereof at any later time.

IN WITNESS HEREOF, Housing Authority of the City of Vancouver, a Washington public body, has executed this Covenant on the _____ day of _____, 2018.

BORROWER: **Housing Authority of the City of Vancouver**

By: _____

Print Name: _____

CORPORATE NOTARY

STATE OF WASHINGTON)
)ss
COUNTY OF CLARK)

On this ____ day of _____, 2018 before me, the undersigned, a Notary Public in and for the State of Washington, personally appeared Roy Johnson, known to me as the Executive Director of Housing Authority of the City of Vancouver, which executed the foregoing instrument, and acknowledged the said instrument to be the free and voluntary act and deed of the said entity, for uses and purposes therein mentioned, and on oath stated that he/she is authorized to execute the said instrument on behalf of the said entity.

WITNESS my hand and official seal hereto the day and year in the certificate above written.

NOTARY PUBLIC in and for the State of _____,
My Commission Expires: _____

Place notary seal centered on page below

EXHIBIT A:
PROPERTY LEGAL DESCRIPTION

This EXHIBIT A is attached to and part of the COVENANT dated as of _____, 2018 between the Housing Authority of the City of Vancouver, a Washington public body corporate and politic, as “Borrower”, and the City of Vancouver, Washington, as “Beneficiary”.

Tax ID #: 101131000

Description:

TN LOT 17 DAF BAAP OF INTERS W LI NEW PAC HW & LI 4.50 CHS N & PLT S LI 15-2-1 RNG
TH N ALG W LI SD HY TO SE COR H LOY TT TH W ALG S LI SD TT TO E LI OLD PAC HY TH
SLY ALG E LI SD HY TAP DUE W OF POB TH E TPOB EXC ST HY PER D42-304 EXC PTN DD
TO CO RD PER MF 7907180003 & EX 341769 * * MF 845816 10/30/72 See survey 34-136



Item #2.

TO: Mayor and City Council

FROM: Eric Holmes, City Manager

DATE: 10/15/2018

SUBJECT Appointment to PDX Citizen Noise Advisory Committee

Action Requested

Appoint John Pusieki to the PDX Citizen Noise Advisory Committee, term beginning immediately and expiring November 30, 2021.

Council Committee 2 (Turlay, Topper, Lebowsky)

ATTACHMENTS:

- ▢ Appointment Memo



MEMORANDUM

DATE: October 15, 2018

TO: Mayor and City Councilmembers

FROM: Council Committee II (Lebowsky, Topper, and Turlay)

RE: **RECOMMENDATIONS FOR APPOINTMENT TO THE PDX CITIZEN NOISE ADVISORY COMMITTEE (PDX CNAC)**

CC: Eric J. Holmes, City Manager
Michelle Bartley, Boards & Commissions
Emerald Bogue, Regional Affairs Manager, Port of Portland
Danny Garcia, Meeting Staff, Port of Portland

The Portland International Airport Citizen Noise Advisory Committee (PDX CNAC) acts on behalf of local jurisdictions to address PDX noise concerns, monitors plan implementation, develops ideas and recommends proposals for consideration in future airport noise plans, and participates in advisory committees involved in long-range airport facilities and capital improvement planning. The City of Vancouver has two citizen representatives on the CNAC.

Council Committee II recently interviewed five candidates for one mid-term position on the PDX Airport Citizen Noise Advisory Committee (PDX CNAC) and recommends that John Pusieski be appointed to the mid-term vacancy, which expires Nov. 30, 2018, and will also serve a subsequent full term, expiring in November 2021.

If there are no objections, Committee II would like to recommend making this mid-term appointment at the **Monday, October 15, 2018**, Council meeting.

Attachments:
Current Roster
Application



Item #3.

TO: Mayor and City Council

FROM: Natasha Ramras, Chief Financial Officer

DATE: 10/15/2018

SUBJECT Approval of Claim Vouchers

Action Requested

Approve claim vouchers for October 15, 2018.

(Copy available upon request.)

ATTACHMENTS:

- ▯ 10.15.18 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:

\$ 1,484,011.35 this 15th day of October 2018.

MAYOR

COUNCILMEMBER


AUDITING OFFICER

COUNCILMEMBER

DATE	INCLUSIVE CHECK NUMBERS	CHECK TOTAL
October 2 - October 8	Accounts Payable Checks (see attached)	\$ 1,482,468.53
October 2 - October 8	Visa Refunds (see attached)	\$ 1,542.82
October 2 - October 8	Payroll Checks (see attached)	\$ -
TOTAL		\$ 1,484,011.35

INVOICE PAYMENTS REPORT

Check Number	Check Date	Amount	Vendor Name	Description
119884	02-Oct-2018	20,668.78	BANK OF AMERICA	***WIRE*** UTILITY POSTAGE IMPREST ACCT FOR SEP 2018 - UTILITIES
119887	04-Oct-2018	39,627.79	GALLAGHER BASSETT SERVICES INC	***WIRE*** WC TPA FUNDING / 42796411
119888	04-Oct-2018	34,365.35	GALLAGHER BASSETT SERVICES INC	***WIRE*** WC TPA FUNDING / 42776196
119889	05-Oct-2018	584.85	GOVERNMENT REVENUE SOLUTIONS HOLDINGS I LLC	***WIRE*** LTC DISCOVERY SERVICES THRU 09/30/18 - TREASURY
595365	04-Oct-2018	1,563.00	A-CHECK AMERICA INC	CUST 00178340-0000 - 18AUG - EMPLOYMENT SCREENING SERVICES - HR
595366	04-Oct-2018	448.76	A LINE ASPHALT MAINTENANCE INC	SUMMARY: 18AUG - MAINTENANCE RATED SWEEP - PARKING
595367	04-Oct-2018	54,874.79	ABM ON-SITE SERVICES WEST INC	JOB 31062242 - CUST 6631793 - EXTRA JANITORIAL SERVICES - MULTIPLE CITY LOCATIONS - THRU 08/31/18 - OP CENTER - PO 89208/ RECEIPT 137731 BY P NEWTON PER E-MAIL
595367	04-Oct-2018	652.00	ABM ON-SITE SERVICES WEST INC	JOB 31062242 - CUST 6631793 - EXTRA JANITORIAL SERVICES - TOWN PLAZA - THRU 08/28/18 - OP CENTER - RECEIPT 137119 BY P NEWTON PER E-MAIL
595368	04-Oct-2018	2,394.57	ACCENT BUSINESS SERVICES INC	KELSEY MIKE - W/E 09/01/18 - CONSTRUCTION
595369	04-Oct-2018	4,586.49	ACTION TECHNOLOGY SYSTEMS	ACCT 3177 - MULTIPLE SERVICE TICKETS - MULTIPLE LOCATIONS - THRU 08/14/18 - OP CENTER
595370	04-Oct-2018	18.58	ADVANCE STORES CO INC	SUMMARY: CUST 071370 - PARTS FOR REPAIR AND MAINTENANCE - EQUIP SERVICES
595371	04-Oct-2018	217,140.00	ADVANCED POOL COATINGS	FIRSTENBURG POOL - EST 2 - THRU 09/05/18
595372	04-Oct-2018	25.00	ALEASHA AMMONS	REF OVERPMT PKG CIT 7200807239
595373	04-Oct-2018	40.00	ALEX / MARINA MAGALYUK	REF ALARMS
595374	04-Oct-2018	300.00	ALLEGIANCE BENEFIT PLAN MANAGEMENT	RETIRED LEOFF 1 POLICE MEDICAL CLAIMS
595375	04-Oct-2018	4,100.00	ALPHA MEDIA INC	08/31/18-09/03/18 - ADVERTISING - VPD
595376	04-Oct-2018	2,691.69	ALVAREZ & MARSAL VALUATION SERVICES LLC	18JUN-18JUL - EXPERT WITNESS/RELATED SERVICES - RE: TRACY ET AL V COV - RISK
595377	04-Oct-2018	215.00	AMPERDASH EDITING LLC	REF BUS LIC
595378	04-Oct-2018	243.90	ANNAS CONSULTANTS INC	RECALIBRATE CO2 MONITORS - THRU 09/05/18 - FIRE 5 & 4
595379	04-Oct-2018	196.16	ARAMARK UNIFORM SERVICES INC	SUMMARY: MAT/COVERALL CLEANING - THRU 09/10/18 - OP CENTER
595380	04-Oct-2018	7,315.37	ARBORSCAPE LTD INC	SUMMARY: TREE REMOVE/TREE TRIMMING - OP CENTER
595381	04-Oct-2018	100.00	ARNADA NEIGHBORHOOD ASSN	2018 PARTICIPATION IN THE RESOURCE CONSERVATION CHALLENGE - SOLID WASTE
595382	04-Oct-2018	25.00	ARTHUR GALLAGHER RISK MANAGEMENT SERVICES	ACCT VEBATRU-02 - 2018-2019 FIDUCIARY LIABILITY POLICY PREMIUM - THRU 10/31/19 - HR
595383	04-Oct-2018	475.00	ASIAN REPORTER PUBLICATIONS INC	LEGAL ADVERTISING - INVITATION TO BID #18-12 - SIDEWALK INFILL/PEDESTRIAN SIGNAL UPGRADE - BRT FORT VANCOUVER WAY & E MCLOUGHLIN BLVD - PROCUREMENT
595384	04-Oct-2018	102.96	AT&T MOBILITY II LLC	ACCOUNT # 287238238360 - 08/17/18-09/16/18 - IT
595385	04-Oct-2018	44.22	AUTO WHEEL SERVICE INC	CUST 02554 - REF 919688 - PARTS FOR VEHICLE REPAIRS - EQUIP SERVICES
595386	04-Oct-2018	20.00	BLAIN/CHERYL COWLEY	REF ALARMS
595387	04-Oct-2018	1,373.43	BOUND TREE MEDICAL LLC	ACCT 109894 - ORDER 100135916 - MEDICAL SUPPLIES - FIRE
595388	04-Oct-2018	45.79	Bowman, Obadiah B (Obie)	STATION MOVES
595389	04-Oct-2018	640.00	BRENDAN ADDIS & LORRAINE RAU	08/16/18-08/28/18 - WREC HABITAT/WATER MONITORING PROGRAM/CONGRESS - CITY - WREC
595390	04-Oct-2018	8,250.00	BURLINGTON NORTHERN SANTA FE	CONTR 40400085 - LEASE - LONGITUDINAL PIPELINE & CROSS @ VANCOUVER WA EVERGREEN ESTATES - 10/01/18-09/30/19 - MP ENG
595391	04-Oct-2018	686.00	CALE AMERICA INC	ACCT VANC000001 - SRO X000010055 - CALE WEB OFFICE SUPPORT FOR PAY STATIONS - 14 EA - 18AUG - PARKING
595392	04-Oct-2018	25.00	CAMERON VAN BLOKLAND	REF OVERPMT PKG CIT 7200808710

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INVOICE PAYMENTS REPORT

Check Number	Check Date	Amount	Vendor Name	Description
595393	04-Oct-2018	4,895.20	CASCADE CENTERS INC	PROJ EAP AB - MONTHLY EMPLOYEE ASSISTANCE PROGRAM - 18OCT - HR - RECEIPT 137137723 BY A BAFUS PER E-MAIL
595394	04-Oct-2018	5,962.00	CASEDAY SERVICES LLC	SCIP CONTRACTOR PMT - DANIEL & SUSAN MERLE (10600 SE 4TH ST)
595395	04-Oct-2018	18.36	CASEY JONES	REF PKG PERMIT (VARIOUS)
595396	04-Oct-2018	511.60	CENTERLINE SOLUTIONS LLC	REF STREET W/O
595397	04-Oct-2018	34,972.72	CH2M HILL INC	CLIENT 003143 - PROJ 663673 - WESTSIDE/MARINE PARK NPDES PERMIT - THRU 02/09/18 - MP ENG - RECEIPT 137590 BY L JONES PER E-MAIL
595398	04-Oct-2018	5.00	CHRISTINA BURLEY	REF ALARMS
595399	04-Oct-2018	612.92	CINTAS CORP NO 2	CUST 3570 - ACCT 03570 - LOC F80 - EXTINGUISHER INSPECTION/PURCHASE/MAINTENANCE - EQUIP SERVICES - RECEIPT 137404 BY J CHICK PER E-MAIL
595400	04-Oct-2018	11.69	CITY OF PORTLAND	ACCT 504443 - TELECOMM SERVICES - 18AUG - VPD
595401	04-Oct-2018	46.00	CITY OF VANCOUVER	CUST 100119 - FIRE ALARM SYSTEM REPORT REVIEW - ITM INSPECTION-18-4360 - LOC ID 2331-0020 - 17408 SE 15TH ST - FIRE STN 9 - 09/21/18 - OP CENTER
595401	04-Oct-2018	46.00	CITY OF VANCOUVER	CUST 100119 - FIRE SPRINKLER SYSTEM REPORT REVIEW - ITM INSPECTION-18-4507 - LOC ID 2331-0020 - 17408 SE 15TH ST - FIRE STN 9 - 09/26/18 - OP CENTER
595401	04-Oct-2018	46.00	CITY OF VANCOUVER	CUST 583741 - FIRE SPRINKLER SYSTEM REPORT REVIEW - ITM INSPECTION-18-4491 - LOC ID 2221-28352 - 3216 NE 112TH AVE - FIRE STN 6 - 09/27/18 - OP CENTER
595401	04-Oct-2018	46.00	CITY OF VANCOUVER	CUST 583772 - FIRE SPRINKLER SYSTEM REPORT REVIEW - ITM INSPECTION-18-4488 - LOC ID 2208-0009 - FIRE EQUIPMENT SERVICES - 09/27/18 - OP CENTER
595401	04-Oct-2018	46.00	CITY OF VANCOUVER	CUST 583773 - FIRE SPRINKLER SYSTEM REPORT REVIEW - ITM INSPECTION-18-4489 - LOC ID 2208-0003 - 7110 NE 63RD ST - FIRE STN 5 - 09/27/18 - OP CENTER
595402	04-Oct-2018	1,604.50	CITY OF VANCOUVER POLICE TRAVEL FUND	TO REIMB. CHECKS WRITTEN AGAINST POLICE TRAVEL ADVANCE FUNDS.
595403	04-Oct-2018	583.49	CITY OF WASHOUGAL	GRANT 620095 - STATEWIDE DUI - 18AUG - VPD
595404	04-Oct-2018	25.00	CLARK COUNTY	REF OVERPMT PKG CIT 7200408095
595405	04-Oct-2018	550.00	CLARK COUNTY	FIRE INSPECTION OF ST #7 & #10 - FIRE
595405	04-Oct-2018	1,400.00	CLARK COUNTY	PUBLIC UTILITY PERMITS - 18AUG - OP CENTER
595405	04-Oct-2018	13,479.26	CLARK COUNTY	WHATLEY TIPPING FEE - 18JUL - OP CENTER
595406	04-Oct-2018	12,000.00	CLARK COUNTY MURAL SOCIETY	MURALS - 4 EA - CED - RECEIPT 137616 BY K HULL PER E-MAIL
595413	04-Oct-2018	125,357.08	CLARK PUBLIC UTILITIES	SUMMARY: ELECTRICITY
595414	04-Oct-2018	117.50	CLARK REGIONAL EMERGENCY SERVICES AGENCY	GRANT 620095 - STATEWIDE DUI - 08/04/18 - K YAGER - VPD - RECEIPT 137593 BY A CARMAN PER E-MAIL
595414	04-Oct-2018	117.50	CLARK REGIONAL EMERGENCY SERVICES AGENCY	GRANT 620095 - STATEWIDE DUI - 08/04/18 - N MYERS - VPD - RECEIPT 137593 BY A CARMAN PER E-MAIL
595414	04-Oct-2018	119.24	CLARK REGIONAL EMERGENCY SERVICES AGENCY	GRANT 620095 - STATEWIDE DUI - 08/04/18 - T WOODRING - VPD - RECEIPT 137593 BY A CARMAN PER E-MAIL
595415	04-Oct-2018	7,533.80	COBBLESTONE HOMES LLC	PROJ 414747 - REHAB LOAN PROGRAM - K SNYDER - 4505 IDAHO ST - 09/25/18 - CDBG FUNDING
595416	04-Oct-2018	1,268.28	COLUMBIA CASCADE COMPANY	2190-R-M METAL BOLLARD - BLACK CASPAX-7 POWDER COATED FINISH - STEEL PIPE
595417	04-Oct-2018	27,059.89	COLUMBIA FORD	2018 FORD FUSION - VIN # 3FA6P0LU4JR278301 - EQUIP SERVICES
595418	04-Oct-2018	13,962.29	COMCAST CABLE COMMUNICATIONS INC	SUMMARY: INTERNET CHARGES AT MULTIPLE LOCATIONS
595421				
595422	04-Oct-2018	7,153.50	COMMUNITY SERVICES NORTHWEST	REF MISC

INVOICE PAYMENTS REPORT

Check Number	Check Date	Amount	Vendor Name	Description
595423	04-Oct-2018	398.62	CORPORATE TRANSLATION SVCS INC	CLIENT ID 15540 - INTERPRETER SERVICES - 18AUG - VPD
595423	04-Oct-2018	265.00	CORPORATE TRANSLATION SVCS INC	PROJECT 103549 - TRANSLATION SERVICES - FALL LEAF COUPON - 18SEP - SOLID WASTE - RECEIPT 137291 BY L JONES PER E-MAIL
595424	04-Oct-2018	310.50	CORWIN BEVERAGE CO	ACCT 16786 - SOFT DRINK DELIVERY - FIRE
595425	04-Oct-2018	20.00	COSTA VIDA LLC	REF ALARMS
595426	04-Oct-2018	5,507.25	D&H FLAGGING INC	SUMMARY: ON-CALL TRAFFIC CONTROL SERVICES - 33RD ST & Y - CDD
595427	04-Oct-2018	12.37	DANIEL SONNENBERG	REF 600 SCIP LOAN
595428	04-Oct-2018	65.00	DAVID ICKERT	18SEP - PARKING STALL RENTAL - MEDIA SERVICES
595429	04-Oct-2018	203.22	Dawson, Tyler J	STATION MOVES
595430	04-Oct-2018	234.80	DEX MEDIA WEST	ACCT #103505100 - ADVERTISING PARK HILL CEMETERY
595431	04-Oct-2018	1,343.28	DKS ASSOCIATES	SUMMARY: THRU 08/31/18 - TRANSPORTATION
595432	04-Oct-2018	20.00	DON/JANICE MACKAY	REF ALARMS
595433	04-Oct-2018	20.00	DONALD KRAUSE	REF ALARMS
595434	04-Oct-2018	69.00	EDWARD JONES BRANCH #15650	REF CIVICGOV
595435	04-Oct-2018	20.00	ELIZABETH VILLIARIMO	REF ALARMS
595436	04-Oct-2018	48.00	EMERGENCY ROOMS PS	08/27/18 - MEDICAL TESTING SERVICES - LAB HANDLE/EBT - 1 EA - HR
595437	04-Oct-2018	39,000.00	EMPLOYMENT SECURITY DEPT	SR # 10587 - 2018-2019 AMERICORP PROGRAM PARTICIPATION FEE - WREC
595438	04-Oct-2018	4,000.00	ENTERCOM PORTLAND LLC	STATION SRD-POR - DIGITAL MARKETING PLAN DISPLAY/SOCIAL MEDIA - 18SEP - FLIGHT DATES 09/01/18-09/15/18 - VPD - RECEIPT 137541 BY A CARMAN PER E-MAIL
595439	04-Oct-2018	17,518.39	EPIC LAND SOLUTIONS INC	SUMMARY: ON-CALL RIGHT-OF-WAY SERVICES - THRU 08/26/18 - TRANSPORTATION
595440	04-Oct-2018	111.00	ESIX SPORTSWEAR INC	PUBLIC WORKS UNIFORMS/PROTECTIVE CLOTHING - OP CENTER
595441	04-Oct-2018	871.74	ESTATE OF CECELIA CHAMBERS	REF COBRA- BLUE CRS
595442	04-Oct-2018	850.00	EXAMWORKS INC	CUST 1-BMWHT - MANDATORY INSURER REPORTING - 18SEP - RISK
595443	04-Oct-2018	33,162.85	FERGUSON ENTERPRISES INC	CUST 46835 - OPERATING SUPPLIES
595444	04-Oct-2018	1,691.04	FIRE SYSTEMS WEST	WO 322220 - CUST VANC - REPLACE FAULTY DUCT DETECTOR IN MAINTENANCE OFFICE - 1 EA - 06/15/18 - CITY HALL - 415 SW 6TH ST - OP CENTER
595444	04-Oct-2018	322.49	FIRE SYSTEMS WEST	WO 326554 - CUST VANC - WALK-IN EXTINGUISHER SERVICE - 1 EA - 08/31/18 - PEARSON AIRFIELD - 101 E RESERVE ST - OP CENTER
595445	04-Oct-2018	40.69	FRONTIER COMMUNICATIONS	ACCT 253-014-5765-032404-5 - 09/25/18-10/24/18 - WESTRIDGE PUMP STATION - OPS CENTER
595445	04-Oct-2018	40.69	FRONTIER COMMUNICATIONS	ACCT 253-014-7406-041100-5 - 08/20/18-09/19/18 - FISHER WATER PUMP STATION - OPS CENTER
595446	04-Oct-2018	6,519.00	GALLAGHER BASSETT SERVICES INC	CONTR 00423500107 - CLIENT C004235000 - MONTHLY CLAIMS ADMIN SERVICE FEE - THRU 10/30/18 - RISK
595447	04-Oct-2018	73.54	GARY BEAGLE	REF PKG PERMIT COV06162
595448	04-Oct-2018	1,385.46	GENUINE PARTS COMPANY	CUST 7970 - 18SEP - PARTS FOR VEHICLE AND EQUIPMENT REPAIRS - EQUIP SERVICES
595448	04-Oct-2018	34.21	GENUINE PARTS COMPANY	CUST 7970 - 18SEP - SHOP SUPPLIES - EQUIP SERVICES
595449	04-Oct-2018	61,679.90	GGLO LLC	PROJ 2018013.01 - CREATE HEIGHTS SUBAREA PLAN - THRU 07/31/18 - LRP - RECEIPT 137645 BY B THOMAS PER E-MAIL
595450	04-Oct-2018	770.00	GLOBAL TRANSPORTATION ENGINEERING CORP	P16-017 - FOURTH PLAIN/NORRIS SIGNAL - THRU 08/31/18 - MP ENG - RECEIPT 137145 BY A POWERS PER E-MAIL
595451	04-Oct-2018	2,109.98	GORDON TRUCK CENTERS	CUST 96056 - 18AUG - PARTS FOR VEHICLE AND EQUIPMENT REPAIR - EQUIP SERVICES
595451	04-Oct-2018	31.85	GORDON TRUCK CENTERS	CUST 96056 - 18SEP - PARTS FOR VEHICLE AND EQUIPMENT REPAIR - EQUIP SERVICES

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INVOICE PAYMENTS REPORT

Check Number	Check Date	Amount	Vendor Name	Description
595452	04-Oct-2018	440.00	H&H WOOD RECYCLERS INC	ACCT 10-000006C - 08/11/18 - YARD DEBRIS DISPOSAL - MP ENG - RECEIPT 137477 BY MP ENG
595453	04-Oct-2018	10,346.14	HALBERT CONSTRUCTION LLC	SLOCUM HOUSE INTERIOR AND EXTERIOR REPAIRS - EST 2 - THRU 09/07/18
595454	04-Oct-2018	253.66	HARRYS KEY SERVICE INC	SERVICE CALL - DRILL/REPLACE LOCKS ON SCHLAGE LEVER - PEARSON AIRPORT - THRU 08/15/18 - OP CENTER
595454	04-Oct-2018	1,976.14	HARRYS KEY SERVICE INC	SERVICE CALL - INSTALLATION OF LOCK PARTS - WATER WORKS PARK - FT VANCOUVER WAY & E FOURTH PLAIN BLVD - THRU 08/23/18 - MP ENG
595455	04-Oct-2018	2,146.88	HD FOWLER CO	ORDER O6026285 - OPERATING SUPPLIES - OPS CENTER
595456	04-Oct-2018	8,605.75	HDR ENGINEERING INC	PROJ 10107594 - 32ND AVE/IND ACCESS FEASIBILITY STUDY - THRU 09/01/18 - CED - RECEIPT 137240 BY B THOMAS PER E-MAIL
595457	04-Oct-2018	154.05	Herzog, Patrick Robert	BOOT REIMBURSEMENT
595458	04-Oct-2018	30.00	HUSTON DEMSKY LLC	REF AALRMS
595459	04-Oct-2018	17,509.24	INTERLOCKED FILTRATION SYSTEMS	COMPLETE OVERHAUL OF POOL AND SPA SAND FILTERS - THRU 08/31/18 - FIRSTENBURG COMM CTR
595460	04-Oct-2018	100.00	IQ CREDIT UNION	REF ALARMS
595461	04-Oct-2018	319.94	JAMES SELLERS	REF PKG PERMIT COV05844
595462	04-Oct-2018	487.80	JASON S SNEEDEN DBA THUMBS UP PLUMBING SERVICE	PROJ 414647 - IDIS 747 - D SALVEY - 3700 THOMPSON AVE - THRU 08/30/18 - CDBG REHAB
595463	04-Oct-2018	2,250.00	JCI JONES CHEMICALS INC	ORDER 566727 - CHLORINE 150 LB CYLINDERS - 9 EA - OP CENTER
595464	04-Oct-2018	40.00	JENNIFER/SCOTT CLARK	REF ALARMS
595465	04-Oct-2018	25.00	JESSICA SARVER	REF OVERPMT PKG CIT 7200808309
595466	04-Oct-2018	25.00	JILL K HILL	REF OVERPMT PKG CIT 7200808109
595467	04-Oct-2018	250.00	K WIRELESS INC	REF ALARMS
595468	04-Oct-2018	345.00	KAISER PERMANENTE	ACCT 11000334 - MEDICAL SERVICES - 5 EA - 05/04/18 & 18AUG - VACCINES - OP CENTER
595469	04-Oct-2018	298.67	LANDMARK FORD	ACCT 5294 - PARTS FOR CITY EQUIPMENT - EQUIP SERVICES
595470	04-Oct-2018	78.00	LEGACY LABORATORY SERVICES LLC	ACCT 700005039 - MEDICAL TESTING SERVICES - THRU 08/28/18 - HR
595470	04-Oct-2018	24.15	LEGACY LABORATORY SERVICES LLC	ACCT 700005040 - MEDICAL TESTING SERVICES - THRU 08/28/18 - HR
595471	04-Oct-2018	195.11	Lenahan, Joseph F	CLOTHING ALLOWANCE REIMBURSEMENT FOR JOSEPH LENAHA
595472	04-Oct-2018	10,674.94	LN CURTIS & SONS	SUMMARY: CUST C32902 - FIRE
595473	04-Oct-2018	28,277.76	MACKAY & SPOSITO INC	SUMMARY: RESURFACING/PRESERVATION - THRU 09/01/18 - TRANSPORTATION
595474	04-Oct-2018	4,383.63	MACKENZIE ENGINEERING INC	PROJ 2160446.00 - VANCOUVER OPERATIONS CENTER - THRU 08/16/18 - FACILITIES - RECEIPT 137340 BY S TURK PER E-MAIL
595474	04-Oct-2018	178.95	MACKENZIE ENGINEERING INC	PROJ 2170636.00 - VANCOUVER FACILITIES PROGRAMMING - THRU 08/26/18 - FACILITIES/CITY HALL
595475	04-Oct-2018	102.00	Mahan, Jacob Royce	CDL ENDORSEMENT REIMBURSEMENT
595476	04-Oct-2018	46.00	MAJESTY BAPTIST CHURCH	REF CIVICGOV
595477	04-Oct-2018	150.00	MARIA MATIAS	REFUND PERMIT 5175
595478	04-Oct-2018	19.35	MARK CHRISTIANO	REF PKG PERMIT
595478	04-Oct-2018	103.23	MARK CHRISTIANO	REF PKG PERMIT COV06995
595479	04-Oct-2018	25.00	MARY PAGE	REF OVERPMT PKG CIT 7201003689
595480	04-Oct-2018	5.70	MATTHEW STECKLING	REF PKG PERMIT COV08165
595481	04-Oct-2018	172.95	McGuire, Michael E	BOOT REIMBURSEMENT
595482	04-Oct-2018	45.97	MELISSA BECKLEY	REF PKG PERMIT COV06487
595483	04-Oct-2018	1,900.00	MICHAEL MCCULLOCH ARCHITECTURE LLC	DEVELOPMENT REVIEW/URBAN DESIGN ADVISORY SERVICES - ACADEMY PROJECT - THRU 09/05/18 - DRS - RECEIPT 137282 BY B THOMAS PER E-MAIL
595484	04-Oct-2018	5.25	MICHELLE KEIZER	REF PKG PERMIT
595485	04-Oct-2018	20.00	MIKE EISCHEN/TAMMY PUTNAM	REF ALARMS

INVOICE PAYMENTS REPORT

Check Number	Check Date	Amount	Vendor Name	Description
595486	04-Oct-2018	15,572.09	MISCELLANEOUS	SUMMARY: CITY UTILITIES REFUNDS, PARKS REFUNDS & OTHER MISC REFUNDS
595568				
595569	04-Oct-2018	25.00	MITCHELL MCDANIEL	REF OVERPMT PKG CIT 72201202739
595570	04-Oct-2018	4,025.63	MOHAWK RESOURCES LTD	ORDER 1735 - LIFTING ARMS FOR MOHAWK TP16 HOIST IN THE MOWER SHOP - EQUIP SERVICES
595571	04-Oct-2018	10,070.00	MOSS ADAMS LLP	SUMMARY: CLIENT 628026 - CLAIMS AUDIT OF HEALTHSMART - HR - PO 90882
595572	04-Oct-2018	1,159.10	MUNICIPAL EMERGENCY SERVICES INC	CUST C63793 - POINT BLANK AXIIA AND ACCESSORIES - VPD
595573	04-Oct-2018	1,452.55	NET TRANSCRIPTS	CUST 20-VANCOUVERPD - TRANSCRIPTION SERVICES - 08/15/18-08/31/18 - VPD - RECEIPT 137709 BY A CARMAN PER E-MAIL
595574	04-Oct-2018	25.00	NICCOLE WOLLAM	REF PKG CIT 7200208711
595575	04-Oct-2018	500.00	NOAH CARTNER	REF CIVICGOV
595576	04-Oct-2018	27,498.24	NORTHWEST STAFFING RESOURCES	CITY WIDE TEMPORARY SERVICES - W/E 09/09/18
595577	04-Oct-2018	10.00	NW IRON & STEEL SPECIALTIES	REF OVERPMT PKG CIT 0095829
595578	04-Oct-2018	300.00	OLIVE GARDEN ITALIAN RESTUARANT #1780	REF ALARMS
595579	04-Oct-2018	135.50	OREGON COMMERCIAL HEATING LLC	05/07/17 - SERVICE CALL - CLEAN NOZZLE FOR REZNOR FURNACE - EQUIP SERVICES - RECEIPT 137339 BY J MAHAN PER E-MAIL
595580	04-Oct-2018	705.26	ORION MEDICAL SUPPLY INC	EMT MEDICAL SUPPLIES - FIRE
595581	04-Oct-2018	308.00	OTAK INC	PROJ 017867.A00 - VANCOUVER COUNTRY CLUB VILLAGE LID RETROFIT - THRU 08/24/18 - MP ENG - RECEIPT 137474 BY L JONES PER E-MAIL
595582	04-Oct-2018	20.00	PACIFIC COAST SHREDDING INC	REF ALARMS
595583	04-Oct-2018	1,937.32	PACIFIC FURNISHINGS	ORDER 15803 - RECEIVE/DELIVERY/PLACEMENT/INSTALLATION - HERMAN MILLER CHAIR - 2 EA - THRU 09/10/18 - VPD/HQ - 605 E EVERGREEN BLVD - PROPERTY SERVICES
595584	04-Oct-2018	115.50	PARKMOBILE USA INC	SUMMARY: CUST 832027 - END USER FEES - PARKING
595585	04-Oct-2018	307.86	Pastor, Andrea	REIMBURSEMENT FOR PRINTING
595586	04-Oct-2018	911.01	PETTY CASH CUSTODIAN	SUMMARY: PETTY CASH REPLENISHMENT
595590				
595591	04-Oct-2018	200.00	PLUS FIVE TRIO	09/09/18 - SUNDAY DANCE - MUSICAL ENTERTAINMENT - PARKS
595592	04-Oct-2018	23.47	Porter, Brooke K	JULY, AUGUST & SEPT 2018 LOCAL MILEAGE EXPENSES
595593	04-Oct-2018	1,458.00	PORTLAND ADVENTIST MEDICAL CENTER	18AUG - MEDICAL TESTING SERVICES - VPD - RECEIPT 137592 BY A CARMAN PER E-MAIL
595594	04-Oct-2018	52,386.51	PORTLAND MECHANICAL CONSTRUCTION INC	SUMMARY: REPAIRS/INSPECTION - OP CENTER
595595	04-Oct-2018	61.13	PRAXAIR DISTRIBUTION INC	CUST 83600654 - CO2 LIQUID BULK TANK 460# - THRU 01/06/18 - PARKS & REC MARSHALL
595596	04-Oct-2018	150.00	PRESTIGE PLAZA LLC	REF CIVICGOV
595597	04-Oct-2018	100.00	PROFESSIONAL CREDIT SERVICE	REF INV 4686 DATED 9-12-18 APPLY TO CLIENT ID 8051
595598	04-Oct-2018	13,380.00	PROFESSIONAL SERVICE INDUSTRIES	CUST 1104830 - PROJ 07022156 - VANC WATER STATIONS 5, 6, & 7 - THRU 08/30/18 - CONSTRUCTION
595599	04-Oct-2018	46.00	PUMP HOUSE - 19025 SE MILL PLAIN BLVD - BLDG	REF CIVICGOV
595600	04-Oct-2018	695.80	QWEST CORP DBA CENTURY LINK	PDX LINES CITYWIDE
595601	04-Oct-2018	6,211.40	QWEST CORP DBA CENTURY LINK	CITYWIDE PHONE LINES
595602	04-Oct-2018	387.53	RENTOKIL NORTH AMERICA INC	SUMMARY: MONTHLY PEST CONTROL MAINTENANCE
595603	04-Oct-2018	233.25	RICHARD HEPPEP	18SEP - WEEK 1 - SENIOR MESSENGER DELIVERY - MEDIA SERVICES
595604	04-Oct-2018	25.00	ROMANA BUTLER	REF PKG CIT 7200902173

INVOICE PAYMENTS REPORT

Check Number	Check Date	Amount	Vendor Name	Description
595605	04-Oct-2018	100.00	ROSE VILLAGE NEIGHBORHOOD	2018 PARTICIPATION IN THE RESOURCE CONSERVATION CHALLENGE - SOLID WASTE
595606	04-Oct-2018	544.00	ROTSCHY INC	CLIENT 59 - VAC TRUCK DUMP, ASPHALT IN - OPS CENTER
595607	04-Oct-2018	91.16	RUSSELL VAN LEUVEN	REF PKG PERMIT COV06654
595608	04-Oct-2018	25.00	RUTH C PHILLIPS	REF PARKING CIT 7201202242
595609	04-Oct-2018	6,883.40	SARKINEN ROOTER & PLUMBING LLC	SCIP CONTRACTOR PMT - JUDIE LANGEVIN (4615 NE 136TH AVE)
595610	04-Oct-2018	59.08	Scharff, Thomas P.U.	FPF IMPLEMENTATION
595611	04-Oct-2018	10,914.00	SEQUENCE GRAPHICS LLC	ADVERTISING SALES COMMISSION FOR SR MESSENGER - 18SEP - MEDIA SERVICES - RECEIPT 137330 BY T LOONEY
595612	04-Oct-2018	4,902.00	SHERWOOD LUMBER CORP	3X10-08' DF #1&BTR S-GRN DET - 1500 FEET - OPS CENTER
595613	04-Oct-2018	18.26	SHRED IT USA LLC	CUST 13630245 - DOCUMENT DESTRUCTION - 0823/18 & 09/20/18 - UTILITIES
595614	04-Oct-2018	100.00	SHUMWAY NEIGHBORHOOD ASSN	2018 PARTICIPATION IN THE RESOURCE CONSERVATION CHALLENGE - SOLID WASTE
595615	04-Oct-2018	12,543.38	SIERRA-CEDAR INC	SUMMARY: CUST 109266 - HANSEN UTILITY BILLING SUPPORT - INFO TECH
595616	04-Oct-2018	4,065.00	SNAP-TEX NORTHWEST INC	INSTALLATION OF FABRIC WALLS - FIRE STATIONS 1 & 2 - THRU 04/14/18 - FIRE
595617	04-Oct-2018	6,412.50	SONIA LOPEZ DBA ACTION ONSITE INC	18AUG - INJURY ASSESSMENT TRAINING - OP CENTER - RECEIPT 137197 BY P NEWTON PER E-MAIL
595618	04-Oct-2018	25.00	STEPHANIE STALEY	REF OVERPMT PKG CIT 7201202530
595619	04-Oct-2018	226.79	STERICYCLE INC	SUMMARY: 18SEP - MEDICAL WASTE REMOVAL - FIRE/VPD
595620	04-Oct-2018	427.50	STEVEN J ZERFING DBA MASSAGE DOJO	CHAIR MASSAGES - 38 EA - THRU 09/06/18 - FIRSTENBURG/MARSHALL CENTERS - PARKS
595621	04-Oct-2018	20.00	SUPER NAILS & SPA VANCOUVER LLC	REF ALARMS
595622	04-Oct-2018	25.00	SURGE ELECTRIC INC	REF PKG CIT 7200409806
595623	04-Oct-2018	1,300.80	T2 SYSTEMS INC	CUST 1359 - 2018-2019 ANNUAL CHECKPAYMENT INTEGRATION - 04/01/18-03/31/19 - PARKING - PO 90938/RECEIPT 137613 BY T PICCHIONI PER E-MAIL
595624	04-Oct-2018	75.00	TAPPED BREW HOUSE	REF CIVICGOV
595625	04-Oct-2018	3,120.00	TEKSYSTEMS	BAKER MICHAEL - W/E 09/15/18 - INFO TECH - RECEIPT 137465 BY J SCHOESSLER PER E-MAIL
595625	04-Oct-2018	2,400.00	TEKSYSTEMS	LAWSON COREY - W/E 09/15/18 - INFO TECH - RECEIPT 137466 BY J SCHOESSLER PER E-MAIL
595626	04-Oct-2018	50.00	TERRY L WOLLAM	REF PKG CIT 7200804681
595627	04-Oct-2018	20.00	TERRY NICHOLSON	REF ALARMS
595628	04-Oct-2018	46.00	THAI TIME	REF CIVICGOV
595629	04-Oct-2018	40.00	THE MEGABITE	REF ALARMS
595630	04-Oct-2018	20.00	THE RED CHAIR SALON AND SPA	REF ALARMS
595631	04-Oct-2018	183.56	Thomas, Jennifer Anne	MILEAGE 8/1-9/25
595632	04-Oct-2018	53,053.40	THOMPSON PUMP CO	CUST VAN18 - ORDER 196311 - 32HPU-DJCST-423M TRAILER MOUNTED 32HPU HYDRAULIC POWER UNIT - EQUIP SERVICES
595633	04-Oct-2018	3,182.50	TIMOTHY KERR	DESIGN/DOCUMENTATION & DEMO OLD EQUIPMENT/INSTALL NEW EQUIPMENT - THRU 09/06/18 - MEDIA SERVICES
595634	04-Oct-2018	20.00	TOM GOLDEN	REF ALARMS
595635	04-Oct-2018	243.90	TOWING & RECOVERY SERVICES INC	SUMMARY: TOWING - CASE NOT SPECIFIED - VPD
595636	04-Oct-2018	507.31	TOWING & RECOVERY SERVICES INC	SUMMARY: TOWING - CASE NOT SPECIFIED - VPD
595637	04-Oct-2018	474.25	TRIPLE J ENTERPRISES	SUMMARY: TOWING - VPD
595638	04-Oct-2018	57,874.00	TURNING POINT INITIATIVES LLC	EDI FOUNDATIONS TRAINING - MONTH 1-6 - THRU 09/07/18 - CMO - RECEIPT 137353 BY K PECK PER E-MAIL
595639	04-Oct-2018	484.42	TYREE OIL, INC	ACCT 0048324 - ORDER 0661622 - OPERATING SUPPLIES - EQUIP SERVICES
595639	04-Oct-2018	493.65	TYREE OIL, INC	ACCT 0048324 - ORDER 0661622A - OPERATING SUPPLIES - EQUIP SERVICES

INVOICE PAYMENTS REPORT

Check Number	Check Date	Amount	Vendor Name	Description
595640	04-Oct-2018	12.45	UNITED PARCEL SERVICE	18SEP - SHIPPER #856018 - SERVICE CHARGE - OPS CENTER
595641	04-Oct-2018	485.00	UNIVERSAL AUTO GLASS TIRES & ACCESSORIES INC	REF BUS LIC
595642	04-Oct-2018	2,500.00	UPTOWN VILLAGE ASSN	2018 SPONSORSHIP - HOLIDAY EVENT SUPPORT - CMO
595643	04-Oct-2018	274.00	VANCOUVER AIRE LLC DBA FRESH AIRE AIR FRESHENERS	SUMMARY: DEODORIZING SERVICE - OP CENTER
595644	04-Oct-2018	7,791.26	VANCOUVER DOWNTOWN ASSOCIATION	BANNER PROJECT FOR DOWNTOWN VANCOUVER - 50% REIMBURSEMENT - BANNER MATERIALS/PACKAGING - THRU 09/20/18 - CMO
595645	04-Oct-2018	100.00	VANCOUVER HEIGHTS NEIGHBORHOOD ASSN	2018 PARTICIPATION IN THE RESOURCE CONSERVATION CHALLENGE - SOLID WASTE
595646	04-Oct-2018	4,854.00	VANCOUVER USA REGIONAL TOURISM OFFICE	2018 LODGING TAX GRANT PROGRAM - REGIONAL TOURISM MARKETING - CMO
595646	04-Oct-2018	48,234.88	VANCOUVER USA REGIONAL TOURISM OFFICE	2018 LODGING TAX GRANT PROGRAM - REGIONAL TOURISM MARKETING WATERFRONT - CMO
595647	04-Oct-2018	3,022.07	VANCOUVERCENTER CONDOMINIUM ASSOCIATION	18JUN - OPERATING EXPENSE REIMBURSEMENT - VANCOUVERCENTER PLAZA - PARKING - RECEIPT 137545 BY T PICCHIONI PER E-MAIL
595648	04-Oct-2018	1,642.22	VERIZON WIRELESS	SUMMARY: WIRELESS SERVICE - OPS CENTER
I	04-Oct-2018			
595653	04-Oct-2018			
595654	04-Oct-2018	50.00	WA STATE PATROL	ACCT VAN311 - MONTHLY BACKGROUND CHECKS - 18AUG - LAW
595654	04-Oct-2018	12.00	WA STATE PATROL	ACCT VAN313 - CPL PROGRAM - MONTHLY BACKGROUND CHECKS - 1 EA - 08/15/18 - VPD
595655	04-Oct-2018	207.00	WALGREENS #9380	REF CIVICGOV
595656	04-Oct-2018	102.00	Walsh, Blaine Edmund	CDL RENEWAL FEE REIMBURSEMENT
595657	04-Oct-2018	3,194.00	WALTER E NELSON CO	SUMMARY: JANITORIAL SUPPLIES - FIRE/OP CENTER
595658	04-Oct-2018	264.43	WASTE CONNECTIONS INC	ACCT 2010-1239134 - 18AUG - DELIVERY, HAULING, DISPOSAL FEE FOR DROP BOX - FIRE STN WEST OF MARINE PARK - SOLID WASTE
595659	04-Oct-2018	38.00	WATERSHED ALLIANCE	REF PKG PERMIT COV07699
595660	04-Oct-2018	2,915.40	WESTERN SYSTEMS INC	ALUMINUM - PEDESTAL BASE - ANCHOR BOLTS - WAREHOUSE
595661	04-Oct-2018	35,136.06	WHITE BEAR WEST INC	2018 GO-4 THREE WHEEL VEHICLE - VIN 2W9M1PM60JW04548 - EQUIP SERVICES
595662	04-Oct-2018	50.00	WILLOWS LIFESTYLE BOUTIQUE LLC	REF ALARMS
595663	08-Oct-2018	1,082.01	UNITED WAY OF THE COLUMBIA WILLAMETTE	PAYROLL
595664	08-Oct-2018	3,612.00	CHAPTER 13 - TRUSTEE	PAYROLL
595665	08-Oct-2018	7,375.72	LIFE INSURANCE CO OF NORTH AMERICA	PAYROLL
595666	08-Oct-2018	9,267.05	AMERICAN FAMILY LIFE ASSURANCE	PAYROLL
595667	08-Oct-2018	765.00	IAM LOCAL #1374	PAYROLL
595668	08-Oct-2018	19,064.02	IAFF LOCAL #452	PAYROLL
595669	08-Oct-2018	14,873.66	VANCOUVER POLICE OFFICER GUILD	PAYROLL
595670	08-Oct-2018	5,220.77	AFSCME LOCAL #307	PAYROLL
595671	08-Oct-2018	910.86	WESTERN METAL IND PENSION FUND	PAYROLL
595672	08-Oct-2018	5,042.33	OPEIU LOCAL #11	PAYROLL
595673	08-Oct-2018	2,670.00	WESTERN CONFERENCE OF TEAMSTERS	PAYROLL
595674	08-Oct-2018	550.00	MFS SERVICE CENTER INC	PAYROLL
595675	08-Oct-2018	672.00	TEAMSTERS LOCAL #58	PAYROLL
595676	08-Oct-2018	332.50	UA LOCAL #290	PAYROLL
595677	08-Oct-2018	72.36	LEGAL SHIELD	PAYROLL
20001448	08-Oct-2018	54,515.04	CITY OF VANCOUVER	SUMMARY: INFOR CITY PAYMENTS
	SUBTOTAL	1,482,468.53		

INVOICE PAYMENTS REPORT

<u>Check Number</u>	<u>Check Date</u>	<u>Amount</u>	<u>Vendor Name</u>	<u>Description</u>
VISA	09-Oct-2018	771.95	MISCELLANEOUS	PARKS CLASS REFUNDS - FCC 10/02/18 - 10/08/18
VISA	09-Oct-2018	770.87	MISCELLANEOUS	PARKS CLASS REFUNDS - MCC 10/02/18 - 10/08/18
VISA	08-Oct-2018	-	MISCELLANEOUS	PARKS CLASS REFUNDS - SPECIAL EVENTS 10/02/18 - 10/08/18
VISA	08-Oct-2018	-	MISCELLANEOUS	PARKS CLASS REFUNDS - WREC 10/02/18 - 10/08/18
	SUBTOTAL	1,542.82		
	TOTAL	1,484,011.35		

City of Vancouver
Payroll Council Report
October 2, 2018 - October 8, 2018

Check No.	Date	Explanation	Amount
		No payroll this period	

\$

Disposition of Real Property

Lincoln & 4th Plain



October 15, 2018

Vancouver City Council Public Hearing

Linda Carlson, Property Management Specialist

Disposition of Real Property

What we are requesting today:

- Adopt a resolution approving disposition of certain real property located at 1111 W. Fourth Plain Blvd., ratify a purchase and sale agreement and authorize City Manager or his designee to execute documents necessary to close this transaction.

Prior Council Review

- August 6, 2018 - Public hearing - Declaration of Real Property as Surplus
- August 20, 2018 - Continuation of public hearing - Declaration of Real Property as Surplus

Disposition of Real Property

4th Plain & Lincoln (1111 W. 4th Plain Blvd)

- Land is a 3,997 SF vacant parcel
- City obtained the property in 2002 as part of the 4th Plain Ramp Project
- City will maintain a Right-Of-Way Dedication of the northern 15' of the parcel that fronts West Fourth Plain Blvd for future sidewalks.
- Highest and best use of the subject site as-vacant is assemblage with adjoining property to the south for commercial office development

Disposition of Real Property

- Current assessed value - \$41,150
- Current appraised value - \$15,000 (The right-of-way dedication area is considered unusable area, therefore the appraisal is based on the remainder of usable property, approximately 2,498 square feet)
- This will allow the parcel to return to the county's tax database
- Proceeds will be applied back into the Transportation Capital Fund
- Staff has determined that, outside of the 15' Right-of-way dedication being maintained, future municipal for this remnant parcel is not feasible



Next Steps/Timeline

- Complete sale of property within 30 days

Questions and Discussion

- Linda Carlson, Property Management Specialist
- 360-487-8423



Staff Report 151-18

TO: Mayor and City Council

FROM: Eric Holmes, City Manager

DATE: 10/15/2018

SUBJECT Disposition of Real Property

Key Points

- Disposition of this property will allow for future potential development.
- Revenue will be generated for the transportation capital fund and the property will be added to the tax rolls.

Strategic Plan Alignment

Goal 1, Objective 1.1: Develop and maintain a safe, balanced and innovative transportation system that will meet the needs of future generations.

Present Situation

The subject parcel is a 3,997 square foot vacant parcel located at the SE corner of West Fourth Plain Boulevard and West Lincoln Avenue (Assessor Parcel 058823-000).

Public Works staff has determined that the City will maintain 15 feet of right-of-way along Fourth Plain Boulevard as part of the disposition. The remaining area of the parcel not subject to the ROW dedication is 2,498 square feet.

The City obtained this parcel in 2002, as part of the 4th Plain Ramp Project (Simpson to "E").

A disposition report and a map is attached. The assessed value of the parcel is \$41,150. The appraised value is \$15,000.

As outlined in VMC 3.30 - Disposition of City-Owned Surplus Real Property, this is the second of a two-step process.

A Purchase and Sale Agreement (attached) has been entered into with the adjoining property owner for the sale of the parcel for \$33,000.00, subject to council ratification.

Advantage(s)

1. Disposition of this parcel will remove a remnant parcel from the City's real property inventory
2. The parcel will return to the county's tax database
3. Revenue from disposition will return approximately \$33,000 to the transportation capital fund.
4. Cost savings to the City of Vancouver for maintenance of a remnant parcel.

Disadvantage(s)

None

Budget Impact

None

Prior Council Review

- August 6, 2018 - Public hearing - Declaration of Real Property as Surplus
- August 20, 2018 - Continuation of public hearing - Declaration of Real Property as Surplus

Action Requested

On October 15, 2018, following a public hearing, adopt a resolution approving disposition of certain real property located at 1111 W. 4th Plain Blvd., ratifying a purchase and sale agreement, and authorizing the City Manager or his designee to execute documents necessary to close this transaction.

Linda Carlson, Property Management Specialist, 487-8423

ATTACHMENTS:

- ▢ Disposition Property Report
- ▢ Disposition Resolution
- ▢ Legal Description
- ▢ Legal Description Remnant
- ▢ Sketch
- ▢ Map
- ▢ Purchase and Sale Agreement

DISPOSITION PROPERTY REPORT

October 15, 2018

The City of Vancouver is requesting that the parcel (Subject parcel) below be approved for disposition by the City as per Ordinance M-3923.

- The parcel up for discussion is Assessor's Parcel 058823-000:
- The subject parcel is a 3,998 square foot vacant parcel located at West Fourth Plain Boulevard and West Lincoln Avenue. A map designating exact location is attached;
- The property is currently vacant. Current 2018 assessed value of the land is \$41,150.00. This parcel has not been on the tax rolls since 2002.
- The City previously procured an appraisal of the Subject Parcel in June of this year. The Subject site is zoned CC (Community Commercial). This zoning district has been designed to provide for a mix of commercial uses, including, but not limited to an office use. The site is generally rectangular in shape and has sloping topography down from West Fourth Plain Boulevard to the south, with good access. The topography shows a possible need for some fill material to bring the grade up for commercial development. The highest and best use of the subject site as-vacant is assemblage with adjoining property to the south for commercial office development. The City will be retaining a right-of-way dedication of the northern 15 feet of the Parcel's frontage along West Fourth Plain Boulevard (1,499 square feet). Therefore the appraisal is based on the remainder of usable property, approximately 2,499 square feet. The appraised value of the property is **\$15,000**.
- There are currently no deed restrictions on the Subject Parcel.
- The City has negotiated a Purchase and Sale Agreement providing for the sale of the Parcel retaining the 15 foot right of way for \$33,000.00 subject to Council's approval.
- The funds utilized to purchase the real property were from the 2002 4th Plain Ramp Project – Simpson to "E". Proceeds from this sale should be utilized for future federally funded transportation projects.
- It has been determined that, outside of the 15' Right-of-way being maintained, no future municipal use for this parcel would be warranted. Declaration of surplus and future disposition of this site would provide the largest return to the City of Vancouver.
- Staff recommends that this Subject Parcel should be disposed of as surplus real property.
- Staff recommends that Council approve of the disposition of this parcel by sale to the abutting property owner as set forth in the Purchase and Sale Agreement. This will put the parcel back on the tax rolls and decrease the City's maintenance responsibilities. Combining this parcel with the abutting parcel to the south will allow the bordering property owner the ability to achieve highest and best use of this Parcel in the future.

10/15/18

RESOLUTION NO. _____

A RESOLUTION of the City of Vancouver authorizing disposition of certain real property located at 1111 West Fourth Plain Boulevard.

WHEREAS, in 2002 the City of Vancouver acquired the real property located at 1111 West Fourth Plain Boulevard described in the attached Exhibit A which is incorporated herein by this reference (hereinafter the “Property”); and

WHEREAS, the Property was declared to be surplus to the needs of the City by Resolution No. M-3976; and

WHEREAS, the Council has determined that the Property should be disposed of;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF VANCOUVER:

The Property is to be disposed of as follows:

The Property is to be sold, subject to the retention of a 15 foot right of way, through a negotiated sale with the abutting property owner as provided for in the Purchase and Sale Agreement is hereby ratified.

Passed by the City Council of the City of Vancouver at its regular meeting on the 15th day of October, 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

EXHIBIT "A"
Legal Description
Right-of-Way dedication-West 4th Plain Boulevard
Portion of Tax Lot 58823000

A portion of that certain parcel described in Statutory Warranty Deed, Smarz to City of Vancouver recorded July 7th, 2002, under Auditor's File Number 3492971, records of Clark County, Washington, lying in the Northeast Quarter of the Southeast Quarter of Section 21, Township 2 North, Range 1 East of the Willamette Meridian, City of Vancouver, Clark County, Washington, more particularly described as follows;

The North 15' of the following described parcel;

Beginning at the intersection of the South right-of-way line of West 4th Plain Boulevard and the East right-of-way of line of West Lincoln Avenue, being 30' south of centerline as shown on Record of Survey Book 56, Page 160, records of Clark County, Washington;

Thence South 87° 07'41" East along said South right-of-way line a distance of 99.93;

Thence South 03° 00'07" West along a distance of 40.00 as shown on said survey;

Thence North 87° 07'41" West a distance of 99.93' to the East right-of way line of West Lincoln Avenue;

Thence North 02° 59'48" East along said East line a distance of 40.00' to the said South right-of way line also being the Point of beginning;

Containing 1,499 square feet more or less.



EXHIBIT "B"
Legal Description
Tax Lot 58823000 parcel

That certain parcel described in Statutory Warranty Deed, Smarz to City of Vancouver recorded July 7th, 2002, under Auditor's File Number 3492971, records of Clark County, Washington, lying in the Northeast Quarter of the Southeast Quarter of Section 21, Township 2 North, Range 1 East of the Willamette Meridian, City of Vancouver, Clark County, Washington, more particularly described as follows;

Beginning at the intersection of the South right-of-way line of West 4th Plain Boulevard and the East right-of-way of line of West Lincoln Avenue, being 30' south of centerline as shown on Record of Survey Book 56, Page 160, records of Clark County, Washington;

Thence South 87° 07'41" East along said South right-of-way line a distance of 99.93;

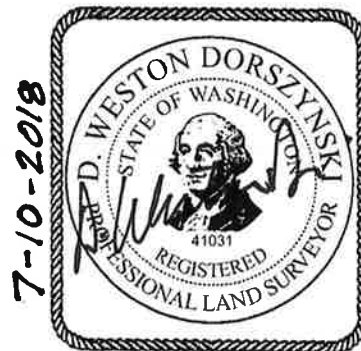
Thence South 03° 00'07" West along a distance of 40.00 as shown on said survey;

Thence North 87° 07'41" West a distance of 99.93' to the East right-of way line of West Lincoln Avenue;

Thence North 02° 59'48" East along said East line a distance of 40.00' to the said South right-of way line also being the Point of beginning;

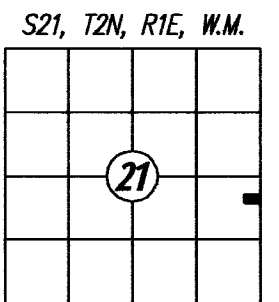
Except the North 15' of the subject parcel, additionally dedicated to the City of Vancouver for public right-of-way purposes;

Containing 2,498 square feet more or less.



RECORD OF SURVEY

IN A PORTION OF THE AMOS SHORT D.L.C. NO. 51
LOCATED IN NE 1/4 OF THE SE 1/4 OF
SECTION 21, T.2N, R.1E, W.M.
CITY OF VANCOUVER, CLARK COUNTY,
WASHINGTON



LEGEND

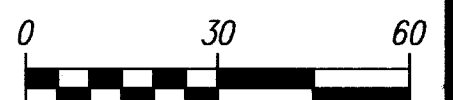
- SET 5/8" x 30" IRON ROD WITH YELLOW PLASTIC CAP STAMPED "PLS 32448" UNLESS OTHERWISE NOTED
- FOUND MONUMENT AS NOTED
- () RECORD DISTANCE R.O.S. BK. 45, PG. 003
- { } RECORD DISTANCE R.O.S. BK. 38, PG. 034
- [] RECORD DISTANCE AF# 3492971
- Y.P.C. YELLOW PLASTIC CAP
- R.O.S. RECORD OF SURVEY
- ⊙ TRAFFIC SIGNAL POLE
- ⊕ POWER POLE

DEED REFERENCE

ROBERT S. SMARZ
TO
THE CITY OF VANCOUVER
AF# 3492971 (7/25/02)

* BASIS OF BEARINGS

THE BEARING OF S87°07'41"E ALONG THE CENTERLINE OF WEST FOURTH PLAIN BOULEVARD LINE, AS SHOWN ON R.O.S. BK. 45, PG. 003 ORIENTED BETWEEN EXISTING MONUMENTS SHOWN AS HELD HEREON. (SEE NARRATIVE)



SCALE: 1" = 30'

SURVEYOR'S CERTIFICATE

THIS MAP CORRECTLY REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECTION IN CONFORMANCE WITH THE REQUIREMENTS OF THE SURVEY RECORDING ACT, AT THE REQUEST OF TIM HALDEMAN WITH THE CITY OF VANCOUVER IN SEPTEMBER, 2006.



AUDITOR'S CERTIFICATE

FILED FOR RECORD THIS 2ND DAY OF November, 2006.
AT 2:59 P.M. IN BOOK 56 OF SURVEYS AT PAGE 160 AT
THE REQUEST OF MACKAY & SPOSITO, INC.

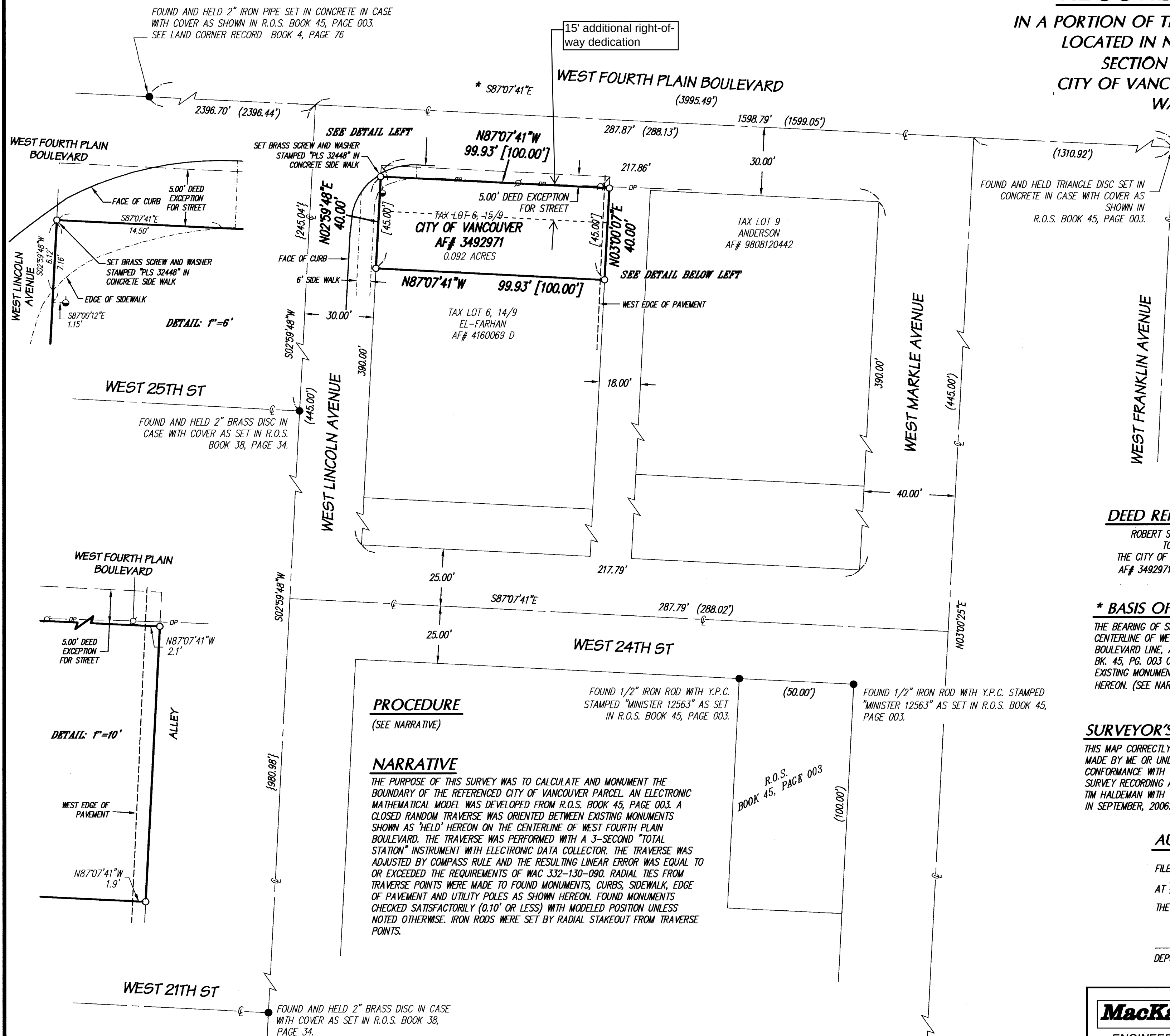
Shane C. Sposito
DEPUTY COUNTY AUDITOR

MacKay & Sposito, Inc.

ENGINEERS SURVEYORS PLANNERS

1325 SE TECH CENTER DRIVE, SUITE 140 VANCOUVER, WA 98683
(360) 695-3411 (503) 289-6726 PTLD FAX (360) 695-0833

CALC. BY: C.C.S. DRAWN BY: C.C.S. JOB NO.: 14518
CHECKED BY: N.J.B. DWG. NAME: 1451BRS1 SHEET 1 OF 1



PROCEDURE

(SEE NARRATIVE)

NARRATIVE

THE PURPOSE OF THIS SURVEY WAS TO CALCULATE AND MONUMENT THE BOUNDARY OF THE REFERENCED CITY OF VANCOUVER PARCEL. AN ELECTRONIC MATHEMATICAL MODEL WAS DEVELOPED FROM R.O.S. BOOK 45, PAGE 003. A CLOSED RANDOM TRAVERSE WAS ORIENTED BETWEEN EXISTING MONUMENTS SHOWN AS 'HELD' HEREON ON THE CENTERLINE OF WEST FOURTH PLAIN BOULEVARD. THE TRAVERSE WAS PERFORMED WITH A 3-SECOND 'TOTAL STATION' INSTRUMENT WITH ELECTRONIC DATA COLLECTOR. THE TRAVERSE WAS ADJUSTED BY COMPASS RULE AND THE RESULTING LINEAR ERROR WAS EQUAL TO OR EXCEEDED THE REQUIREMENTS OF WAC 332-130-090. RADIAL TIES FROM TRAVERSE POINTS WERE MADE TO FOUND MONUMENTS, CURBS, SIDEWALK, EDGE OF PAVEMENT AND UTILITY POLES AS SHOWN HEREON. FOUND MONUMENTS CHECKED SATISFACTORILY (0.10' OR LESS) WITH MODELED POSITION UNLESS NOTED OTHERWISE. IRON RODS WERE SET BY RADIAL STAKEOUT FROM TRAVERSE POINTS.

FOUND 1/2" IRON ROD WITH Y.P.C. STAMPED "MINISTER 12563" AS SET IN R.O.S. BOOK 45, PAGE 003.

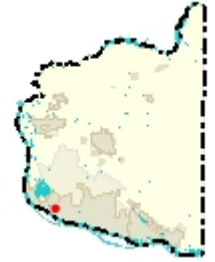
FOUND 1/2" IRON ROD WITH Y.P.C. STAMPED "MINISTER 12563" AS SET IN R.O.S. BOOK 45, PAGE 003.

NOTE: MACKAY & SPOSITO INC. MAKES NO WARRANTIES AS TO MATTERS OF UNWRITTEN TITLE SUCH AS ACQUIESCENCE, ESTOPPEL, ADVERSE POSSESSION, ETC.

BK 56 PG 160



Lincoln & 4th Plain - Parcel 058823-000



Legend

- Building Footprints
- Taxlots
- Cities Boundaries
- Urban Growth Boundaries

Notes:

City of Vancouver will receive 15' Right of Way dedication on 4th Plain frontage for future sidewalk

1: 339



56.5 0 28.24 56.5 Feet

WGS_1984_Web_Mercator_Auxiliary_Sphere
Clark County, WA. GIS - <http://gis.clark.wa.gov>

This map was generated by Clark County's "MapsOnline" website. Clark County does not warrant the accuracy, reliability or timeliness of any information on this map, and shall not be held liable for losses caused by using this information.

1 AGENCY DISCLOSURE (WASHINGTON LAW REQUIRES COMPLETION)

2
3 Selling Licensee: None
4 (Insert names of Licensee and the company name as licensed)

5
6 Represented: None
7 (Insert Seller, Buyer or both Seller and Buyer)

8
9 Listing Agent: None
10 (Insert names of Licensee and the company name as licensed)

11
12 Represented: None
13 (Insert Seller, Buyer or both Seller and Buyer)

14
15 If Selling Licensee and Listing Agent are different sales persons affiliated with the same Broker, then Seller
16 and Buyer confirm their consent to Broker acting as a dual agent. If Selling Licensee and Listing Agent are the same
17 person representing both parties, then Seller and Buyer confirm their consent to that person and his/her Broker
18 acting as dual agents. Both parties confirm receipt of the pamphlet entitled "The Law of Real Estate Agency." Buyer
19 and Seller acknowledge the above confirmations and by their execution of this Agreement, agree to be bound by the
20 consents set forth in this disclosure.

21
22 PURCHASE AND SALE AGREEMENT AND RECEIPT FOR EARNEST MONEY

23
24 Dated: 9/18/2018

25 BETWEEN: City of Vancouver, a Washington municipal corporation ("Seller")
26 Address: 415 W. 6th Street, Vancouver, WA 98660

27
28 AND: Vast Inc., a Washington corporation ("Buyer")
29
30 Address: 2715 Washington St., Vancouver, WA 98680

31
32 Buyer offers to buy and acquire from Seller (i) the real property and all improvements thereon commonly
33 known as Assessor's parcel No. 58823-000 a 3,997 square foot vacant parcel and located at 1111 W. Fourth Plain
34 Blvd., Vancouver, WA 98660 in the City of Vancouver, County of Clark, Washington legally described on Exhibit A,
35 attached hereto and incorporated herein by reference (the "Property") subject to the retention of a right of way in
36 favor of the City along the northern boundary of the Property as described on Exhibit B attached hereto and
37 incorporated herein by this reference.

38
39 1. Purchase Price. The total purchase price is Thirty Three Thousand and 00/100 dollars
40 (\$33,000.00) (the "Purchase Price") payable as follows: all cash at Closing.

41
42 1.1. Earnest Money Deposit. Upon execution of this Agreement, Buyer shall deliver to the
43 Escrow Holder as defined in herein, for the account of Buyer \$3,000.00 as earnest money (the "Earnest Money") in
44 the form of ☐ cash or ☐ check or ☒ promissory note (the "Note"). If the Earnest Money is in the form of a check
45 being held undeposited by the ☐ Listing ☐ Selling Firm, it shall be deposited no later than 5 PM Pacific Time three
46 days after execution of the Agreement by Buyer and Seller in the ☐ Listing ☐ Selling Licensee's Pooled Trust
47 Account (with interest paid to the Washington Housing Fund) ☒ to the Escrow (as hereinafter defined) for depositing
48 in a separate, interest-bearing account. If the Earnest Money is in the form of the Note, it shall be due and payable
49 no later than 5 PM Pacific Time one day ☐ after execution of this Agreement by Buyer and Seller or ☒ after
50 satisfaction or waiver by Buyer of the conditions to Buyer's obligation to purchase the Property set forth in this

1 Agreement or ☐ Other: _____. If the Note is not redeemed and paid in full when due, then (i) the Note shall be
2 delivered and endorsed to Seller (if not already in Seller's possession), (ii) Seller may collect the Earnest Money from
3 Buyer, either pursuant to an action on the Note or an action on this Agreement, and (iii) Seller shall have no further
4 obligations under this Agreement. The purchase and sale of the Property shall be accomplished through an escrow
5 (the "Escrow") which Seller has established or will establish with Fidelity National Title, attn: Melissa Miller (the "Title
6 Company) and the Earnest Money shall be deposited with ☒ Title Company or ☐ Other: _____. The Earnest
7 Money shall be applied to the payment of the purchase price for the Property at Closing. Any interest earned on the
8 Earnest Money shall be considered to be part of the Earnest Money. The Earnest Money shall be returned to Buyer
9 in the event any condition to Buyer's obligation to purchase the Property shall fail to be satisfied or waived through no
10 fault of Buyer.

11
12 2. Conditions to Purchase and Sale. Buyer's obligation to purchase the Property is
13 conditioned on the following: ☐ none or ☒ Buyer's approval of the results of (i) the Property inspection described in
14 Section 3; (ii) the document review described in Section 4; and the review of the title report described in Section 5.

15
16 If for any reason Buyer has not given a written waiver of these conditions, or stated in writing that these
17 conditions have been satisfied by written notice given to Seller within the times set forth in Sections 3, 4 and 5, then
18 the conditions shall be deemed to be waived.

19
20 Seller's obligation to sell is dependent upon the city council's ratification of this agreement within 30 days of
21 Buyer's waiver of the conditions to purchase.

22
23 3. Property Inspection. For a period of 15 days following the full execution of this agreement, Seller
24 shall permit Buyer and its agents, at Buyer's sole expense and risk, to enter the Property at reasonable times after
25 reasonable prior notice to Seller and after prior notice to the tenants of the Property as required by the
26 tenants' leases, if any, to conduct any and all inspections, tests, and surveys concerning the structural
27 condition of the improvements, all mechanical, electrical and plumbing systems, hazardous materials, pest
28 infestation, soils conditions, wetlands, Americans with Disabilities Act compliance, and all other matters affecting the
29 suitability of the Property for Buyer's intended use and/or otherwise reasonably related to the purchase of the
30 Property including the economic feasibility of such purchase. Buyer shall indemnify, hold harmless, and defend
31 Seller from all liens, costs, and expenses, including reasonable attorneys' fees and experts' fees, arising from or
32 relating to Buyer's entry on and inspection of the Property. This agreement to indemnify, hold harmless, and defend
33 Seller shall survive closing or any termination of this Agreement. Buyer shall notify Seller of any objection to the
34 condition of the Property within the 15 day inspection period.

35
36 4. Seller's Documents. Within five days after the Execution Date, Seller shall deliver to Buyer, at
37 Buyer's address shown below, legible and complete copies of the following documents and other items relating to the
38 ownership, operation, and maintenance of the Property, to the extent now in existence and to the extent such items
39 are within Seller's possession or control: any pertinent documents or information in Seller's possession or control
40 related to the ownership, operation, use or maintenance of the Property, and any reports related to the property such
41 as environmental, geotechnical, archaeological, wetlands (to verify that they do not exist on the site), etc. Buyer shall
42 have a period of 10 days to review said documents and state any objection to closing based upon the information in
43 said documents.

44
45 5. Title Insurance. Within 10 days after the Execution Date, Seller shall open the Escrow with the
46 Title Company and deliver to Buyer a preliminary title report from the Title Company (the "Preliminary Commitment"),
47 showing the status of Seller's title to the Property, together with complete and legible copies of all documents shown
48 therein as exceptions to title ("Exceptions"). Buyer shall have 10 days after receipt of a copy of the Preliminary
49 Commitment and Exceptions within which to give notice in writing to Seller of any objection to such title or to any
50 liens or encumbrances affecting the Property. Within 10 days after the date of such notice from Buyer, Seller shall

1 give Buyer written notice of whether it is willing and able to remove the objected-to Exceptions. Within 10 days after
2 the date of such notice from Seller, Buyer shall elect whether to (i) purchase the Property subject to those objected-to
3 Exceptions which Seller is not willing or able to remove or (ii) terminate this Agreement. On or before the Closing
4 Date (defined below), Seller shall remove all Exceptions to which Buyer objects and which Seller agrees Seller is
5 willing and able to remove. All remaining Exceptions set forth in the Preliminary Commitment and agreed to by Buyer
6 shall be deemed "Permitted Exceptions." The title insurance policy to be delivered by Seller to Buyer at Closing shall
7 contain no Exceptions other than the Permitted Exceptions, any Exceptions caused by Buyer and the usual
8 preprinted Exceptions contained in an owner's standard ALTA form title insurance policy.

9
10 6. Default; Remedies. Notwithstanding anything to the contrary contained in this Agreement, in the
11 event Buyer fails to deposit the Earnest Money Deposit in Escrow strictly as and when contemplated under Section
12 1.1 above, Seller shall have the right at any time thereafter to terminate this Agreement and all further rights and
13 obligations hereunder by giving written notice thereof to Buyer. If the conditions, if any, to Buyer's obligation to
14 consummate this transaction are satisfied or waived by Buyer and Buyer nevertheless fails, through no fault of Seller,
15 to close the purchase of the Property, Seller's sole remedy shall be to retain the Earnest Money paid by Buyer. In
16 the event Seller fails, through no fault of Buyer, to close the sale of the Property, Buyer shall be entitled to pursue
17 any remedies available at law or in equity, including without limitation, the remedy of specific performance. In no
18 event shall Buyer be entitled to punitive or consequential damages, if any, resulting from Seller's failure to close the
19 sale of the Property.

20
21 7. Closing of Sale. Buyer and Seller agree the sale of the Property shall be closed ☒ on or before
22 10 days after the city council ratifies this agreement or ☐ _____ days after the Execution Date (the "Closing
23 Date") in the Escrow. The sale shall be deemed "closed" when the document(s) conveying title to the
24 Property is recorded and the Purchase Price (increased or decreased, as the case may be, by the net amount of
25 credits and debits to Seller's account at Closing made by the Escrow Holder pursuant to the terms of this Agreement)
26 is disbursed to Seller. At Closing, Buyer and Seller shall deposit with the Title Company all documents and funds
27 required to close the transaction in accordance with the terms of this Agreement. At Closing, Seller shall
28 deliver a certification in a form approved by Buyer that Seller is not a "foreign person" as such term is defined in the
29 Internal Revenue Code and the Treasury Regulations promulgated under the Internal Revenue Code. If Seller is a
30 foreign person and this transaction is not otherwise exempt from FIRPTA regulations, the Title Company shall be
31 instructed by the parties to withhold and pay the amount required by law to the Internal Revenue Service. At Closing,
32 Seller shall convey fee simple title to the Property to Buyer by ☒ statutory warranty deed or ☐ _____ (the
33 "Deed"). If this Agreement provides for the conveyance by Seller of a vendee's interest in the Property by a contract
34 of sale, Seller shall deposit with the Title Company (or other mutually acceptable escrow) the executed and
35 acknowledged Deed, together with written instructions to deliver such deed to Buyer upon payment in full of the
36 purchase price. At Closing, Seller shall pay for and deliver to Buyer a standard ALTA form owner's policy of title
37 insurance (the "Policy") in the amount of the Purchase Price insuring fee simple title to the Property in Buyer subject
38 only to the Permitted Exceptions and the standard preprinted exceptions contained in the Policy.

39
40 8. Closing Costs; Prorates. Seller shall pay the premium for the Policy. Seller and Buyer shall each
41 pay one-half of the escrow fees charged by the Title Company. Seller shall pay any excise tax, and any transfer tax.
42 Real property taxes for the tax year in which the transaction is closed, assessments (if a Permitted Exception),
43 personal property taxes, rents and other Lessee charges arising from existing Tenancies paid for the month of
44 Closing, interest on assumed obligations, and utilities shall be prorated as of the Closing Date. Prepaid rents,
45 security deposits, and other unearned refundable deposits regarding the Tenancies shall be assigned and delivered
46 to Buyer at Closing. ☒ Seller ☐ Buyer ☐ N/A shall be responsible for payment of all taxes, interest, and
47 penalties, if any, upon removal of the Property from any special assessment or program.

48
49 9. Possession. Buyer shall be entitled to exclusive possession of the Property, subject to the
50 Tenancies existing as of the Closing Date, ☒ on the Closing Date or ☐ _____.

1
2 10. Condition of Property. Seller represents that, to the best of Seller's knowledge without specific
3 inquiry, Seller has received no written notices of violation of any laws, codes, rules, or regulations applicable to the
4 Property ("Laws"), and Seller is not aware of any such violations or any concealed material defects in the Property
5 which cost more than \$_____ to repair or correct. Risk of loss or damage to the Property shall be Seller's until
6 Closing and Buyer's at and after Closing. No agent of Buyer or Seller has made any representations regarding the
7 Property. Except for Seller's representations set forth in this section 10, Buyer shall acquire the Property "as is" with
8 all faults and buyer shall rely on the results of its own inspection and investigation in Buyer's acquisition of the
9 Property. It shall be a condition of Buyer's obligation to close, and of Seller's right to retain the Earnest Money as of
10 Closing, that all of the Seller's representations and warranties stated in this Agreement are materially true and correct
11 on the Closing Date. Seller's representations and warranties stated in this Agreement shall survive Closing for one
12 (1) year.

13
14 11. Personal Property. This sale includes the following personal property:
15 ☒ None or
16 ☐ the personal property located on and used in connection with the Property and owned by Seller which Seller shall
17 itemize in a schedule. Seller shall deliver to Buyer such schedule within _____ days after the Execution Date.
18 Seller shall convey all personal property owned by Seller on or in the Property to Buyer by executing and delivering
19 to Buyer at Closing through Escrow a Bill of Sale substantially in the form of Exhibit C attached hereto and
20 incorporated herein by reference (the "Bill of Sale").

21
22 12. Notices. Unless otherwise specified, any notice required or permitted in, or related to, this
23 Agreement must be in writing and signed by the party to be bound. Any notice will be deemed delivered (i) when
24 personally delivered or delivered by facsimile transmission (with electronic confirmation of delivery), or (ii) on the day
25 following delivery of the notice by reputable overnight courier, or (iii) three (3) days after mailing in the U.S. mails,
26 postage prepaid, by the applicable party in all events, to the address of the other party shown in this Agreement,
27 unless that day is a Saturday, Sunday, or legal holiday, in which event it will be deemed delivered on the next
28 following business day. If the deadline under this Agreement for delivery of a notice or payment is a Saturday,
29 Sunday, or legal holiday, such last day will be deemed extended to the next following business day.

30
31 13. Assignment. Buyer ☐ may not assign ☐ may assign ☒ may assign, only if the assignee is an
32 entity owned and controlled by Buyer (may not assign, if no box is checked) this Agreement or Buyer's rights under
33 this Agreement without Seller's prior written consent. If Seller's consent is required for assignment, such consent may
34 be withheld in Seller's reasonable discretion.

35
36 14. Attorneys' Fees. In the event a suit, action, arbitration, or other proceeding of any nature
37 whatsoever, including without limitation any proceeding under the U.S. Bankruptcy Code, is instituted, or the services
38 of an attorney are retained, to interpret or enforce any provision of this Agreement or with respect to any dispute
39 relating to this Agreement, the prevailing party shall be entitled to recover from the losing party its attorneys',
40 paralegals', accountants', and other experts' fees and all other fees, costs, and expenses actually incurred and
41 reasonably necessary in connection therewith (the "Fees"). In the event of suit, action, arbitration, or other
42 proceeding, the amount of Fees shall be determined by the judge or arbitrator, shall include all costs and expenses
43 incurred on any appeal or review, and shall be in addition to all other amounts provided by law.

44
45 15. Miscellaneous. Time is of the essence of this Agreement. The facsimile transmission of any
46 signed document including this Agreement, in accordance with Paragraph 12, shall be the same as delivery of an
47 original. At the request of either party, the party delivering a document by facsimile will confirm facsimile
48 transmission by signing and delivering a duplicate original document. This Agreement may be executed in two or
49 more counterparts, each of which shall constitute an original and all of which together shall constitute one and the
50 same Agreement. This Agreement contains the entire agreement and understanding of the parties with respect to

1 the subject matter of this Agreement and supersedes all prior and contemporaneous agreements between them with
2 respect thereto. Without limiting the provisions of Section 13 of this Agreement, this Agreement shall be binding
3 upon and shall inure to the benefit of the parties and their respective successors and assigns. The person signing
4 this Agreement on behalf of Buyer and the person signing this Agreement on behalf of Seller each represents,
5 covenants and warrants that such person has full right and authority to enter into this Agreement and to bind the
6 party for whom such person signs this Agreement to the terms and provisions of this Agreement. This Agreement
7 shall not be recorded unless the parties otherwise agree.

8
9 16. Addendums; Exhibits. The following named addendums and exhibits are attached to this
10 Agreement and incorporated within this Agreement: ☒ none or ☐ ____.

11
12 17. Time for Acceptance. Seller has until 5:00 p.m. Pacific Time on September 27, 2018 to accept this
13 offer. Acceptance is not effective until a copy of this Agreement which has been signed and dated by Seller is
14 actually received by Buyer. If this offer is not so accepted, it shall expire and the Earnest Money shall be promptly
15 refunded to Buyer and thereafter, neither party shall have any further right or remedy against the other.

16
17 18. Seller's Acceptance and Brokerage Agreement. By execution of this Agreement, Seller agrees to
18 sell the Property on the terms and conditions in this Agreement. Seller further agrees to pay a commission to N/A
19 ("Broker") in the total amount computed in accordance with (i) the listing agreement or other commission agreement
20 dated ____ between Seller and Broker; or (ii) if there is no written commission agreement, Seller hereby agrees to
21 pay a commission of ☐ ____ percent (____%) of the purchase price or
22 ☐ \$____. Seller and Broker agree that the commission is deemed earned as of the earlier of (i) Closing or (ii) the
23 date Buyer waives all conditions precedent to Closing as set forth in this Agreement. Unless otherwise provided in a
24 separate written agreement, Seller shall cause the Escrow Holder to deliver to Broker the real estate commission on
25 the Closing Date or upon Seller's breach of this Agreement, whichever occurs first. If the Earnest Money is forfeited
26 and retained by Seller in accordance with this Agreement, in addition to any other rights the Broker may have, the
27 Broker shall be entitled to the lesser of (A) fifty percent (50%) of the Earnest Money or (B) the commission agreed to
28 above, and Seller hereby assigns such amount to the Broker. Seller acknowledges receipt of a copy of this
29 Agreement, signed by both parties. Neither Listing Agent, nor Selling Licensee are receiving compensation from
30 more than one party to this transaction unless disclosed on an attached Addendum, in which event, Buyer and Seller
31 consent to such compensation. The Property described in Exhibit A is commercial real estate.

32
33 19. Disclosures. BUYER AND SELLER AGREE THAT EXCEPT AS DISCLOSED IN WRITING TO
34 BUYER OR SELLER, THE REAL ESTATE LICENSEES NAMED IN THIS AGREEMENT HAVE MADE NO
35 REPRESENTATIONS TO ANY PARTY REGARDING (i) THE CONDITION OF THE PROPERTY; (ii) THE
36 OPERATIONS ON OR INCOME FROM THE PROPERTY; (iii) ANY TENANCIES; (iv) THE LEGAL EFFECT OF
37 THIS AGREEMENT; (v) BUYER'S OR SELLER'S FINANCIAL STRENGTH; AND/OR (vi) ANY OTHER ASPECT OF
38 THE PROPERTY, INCLUDING WITHOUT LIMITATION, THOSE CONCERNING ZONING, COMPLIANCE WITH
39 APPLICABLE LAWS (INCLUDING LAWS REGARDING ACCESSIBILITY FOR DISABLED PERSONS), AND
40 HAZARDOUS MATERIALS. SELLER AND BUYER ARE EACH ADVISED TO SEEK INDEPENDENT LEGAL AND
41 TAX ADVICE ON THESE AND OTHER MATTERS RELATED TO THIS AGREEMENT.

42
43 20. Execution Date. The Execution Date is the later of the two dates shown beneath the parties'
44 signatures below.

45
46 21. Governing Law. This Agreement is made and executed under, and in all respects shall be
47 governed and construed by the laws of the State of Washington.

48
49 22. Time of the Essence and Holidays. Time is of the essence of each and every provision hereof. If
50 the final date of any period of time set forth herein occurs on a Saturday, Sunday or legal holiday, then in such event,

1 the expiration of such period of time shall be postponed to the next day which is not a Saturday, Sunday or legal
2 holiday.

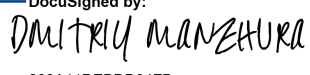
3
4 CONSULT YOUR ATTORNEY. THIS DOCUMENT HAS BEEN PREPARED FOR SUBMISSION TO YOUR
5 ATTORNEY FOR REVIEW AND APPROVAL PRIOR TO SIGNING. NO REPRESENTATION OR
6 RECOMMENDATION IS MADE BY THE COMMERCIAL ASSOCIATION OF REALTORS® OREGON/SW
7 WASHINGTON OR BY THE REAL ESTATE LICENSEES INVOLVED WITH THIS DOCUMENT AS TO THE LEGAL
8 SUFFICIENCY OR TAX CONSEQUENCES OF THIS DOCUMENT.

9
10 THIS FORM SHOULD NOT BE MODIFIED WITHOUT SHOWING SUCH MODIFICATIONS BY REDLINING,
11 INSERTION MARKS, OR ADDENDA.

12
13 Seller: City of Vancouver

Buyer: Vast Inc.

14
15
16
17 By Eric J. Holmes
18 Title City Manager

DocuSigned by:

288A11DEBDD04FB...
By Dmitry Manzhora
Title President

19
20 Execution Date
21 Office Phone 360-487-8640

9/18/2018
Execution Date
Office Phone: 503-367-9868

22
23 Address 415 W. 6th Street
24 Vancouver, WA 98660

Address 2715 Washington St
Vancouver WA 98660

25 Fax No.
26 E-Mail eric.holmes@cityofvancouver.us

Fax No.
E-Mail dmanzhura@gmail.com

27
28 Approved as to form:

Attest:

29
30
31
32 City Attorney

City Clerk

33
34
35 23. Buyer's Receipt. In accordance with the requirements of the laws of the State of Washington, Buyer
36 acknowledges receipt of a Seller-signed copy of this Agreement

37 on _____
38 Date: _____

39
40
41 Signature of Buyer: _____
42

EXHIBIT A

LEGAL DESCRIPTION OF REMAINDER PROPERTY

Tax Lot 58823000 parcel

That certain parcel described in Statutory Warranty Deed, Smarz to City of Vancouver recorded July 7th, 2002, under Auditor's File Number 3492971, records of Clark County, Washington, lying in the Northeast Quarter of the Southeast Quarter of Section 21, Township 2 North, Range 1 East of the Willamette Meridian, City of Vancouver, Clark County, Washington, more particularly described as follows;

Beginning at the intersection of the South right-of-way line of West 4th Plain Boulevard and the East right-of-way of line of West Lincoln Avenue, being 30' south of centerline as shown on Record of Survey Book 56, Page 160, records of Clark County, Washington;

Thence South $87^{\circ}07'41''$ East along said South right-of-way line a distance of 99.93; Thence South

$03^{\circ}00'07''$ West along a distance of 40.00 as shown on said survey;

Thence North $87^{\circ}07'41''$ West a distance of 99.93' to the East right-of way line of West Lincoln Avenue;

Thence North $02^{\circ}59'48''$ East along said East line a distance of 40.00' to the said South right-of way line also being the Point of beginning;

Except the North 15' of the subject parcel, additionally dedicated to the City of Vancouver for public right-of-way purposes;

Containing 2,498 square feet more or less.

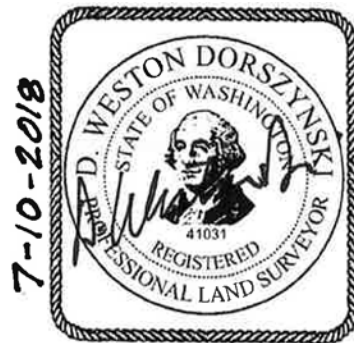


EXHIBIT B

LEGAL DESCRIPTION OF DEDICATED PROPERTY

**Right-of-Way dedication-West 4th Plain Boulevard
Portion of Tax Lot 58823000**

A portion of that certain parcel described in Statutory Warranty Deed, Smarz to City of Vancouver recorded July 7th, 2002, under Auditor's File Number 3492971, records of Clark County, Washington, lying in the Northeast Quarter of the Southeast Quarter of Section 21, Township 2 North, Range 1 East of the Willamette Meridian, City of Vancouver, Clark County, Washington, more particularly described as follows;

The North 15' of the following described parcel;

Beginning at the intersection of the South right-of-way line of West 4th Plain Boulevard and the East right-of-way of line of West Lincoln Avenue, being 30' south of centerline as shown on Record of Survey Book 56, Page 160, records of Clark County, Washington;

Thence South $87^{\circ} 07'41''$ East along said South right-of-way line a distance of 99.93; Thence South $03^{\circ} 00'07''$ West along a distance of 40.00 as shown on said survey;

Thence North $87^{\circ} 07'41''$ West a distance of 99.93' to the East right-of way line of West Lincoln Avenue;

Thence North $02^{\circ} 59'48''$ East along said East line a distance of 40.00' to the said South right-of way line also being the Point of beginning;

Containing 1,499 square feet more or less.





Staff Report 151-18

TO: Mayor and City Council

FROM: Eric Holmes, City Manager

DATE: 10/15/2018

SUBJECT Disposition of Real Property

Key Points

- Disposition of this property will allow for future potential development.
- Revenue will be generated for the transportation capital fund and the property will be added to the tax rolls.

Strategic Plan Alignment

Goal 1, Objective 1.1: Develop and maintain a safe, balanced and innovative transportation system that will meet the needs of future generations.

Present Situation

The subject parcel is a 3,997 square foot vacant parcel located at the SE corner of West Fourth Plain Boulevard and West Lincoln Avenue (Assessor Parcel 058823-000).

Public Works staff has determined that the City will maintain 15 feet of right-of-way along Fourth Plain Boulevard as part of the disposition. The remaining area of the parcel not subject to the ROW dedication is 2,498 square feet.

The City obtained this parcel in 2002, as part of the 4th Plain Ramp Project (Simpson to "E").

A disposition report and a map is attached. The assessed value of the parcel is \$41,150. The appraised value is \$15,000.

As outlined in VMC 3.30 - Disposition of City-Owned Surplus Real Property, this is the second of a two-step process.

A Purchase and Sale Agreement (attached) has been entered into with the adjoining property owner for the sale of the parcel for \$33,000.00, subject to council ratification.

Advantage(s)

1. Disposition of this parcel will remove a remnant parcel from the City's real property inventory
2. The parcel will return to the county's tax database
3. Revenue from disposition will return approximately \$33,000 to the transportation capital fund.
4. Cost savings to the City of Vancouver for maintenance of a remnant parcel.

Disadvantage(s)

None

Budget Impact

None

Prior Council Review

- August 6, 2018 - Public hearing - Declaration of Real Property as Surplus
- August 20, 2018 - Continuation of public hearing - Declaration of Real Property as Surplus

Action Requested

On October 15, 2018, following a public hearing, adopt a resolution approving disposition of certain real property located at 1111 W. 4th Plain Blvd., ratifying a purchase and sale agreement, and authorizing the City Manager or his designee to execute documents necessary to close this transaction.

Linda Carlson, Property Management Specialist, 487-8423

ATTACHMENTS:

- ▢ Disposition Property Report
- ▢ Disposition Resolution
- ▢ Legal Description
- ▢ Legal Description Remnant
- ▢ Sketch
- ▢ Map
- ▢ Purchase and Sale Agreement

DISPOSITION PROPERTY REPORT

October 15, 2018

The City of Vancouver is requesting that the parcel (Subject parcel) below be approved for disposition by the City as per Ordinance M-3923.

- The parcel up for discussion is Assessor's Parcel 058823-000:
- The subject parcel is a 3,998 square foot vacant parcel located at West Fourth Plain Boulevard and West Lincoln Avenue. A map designating exact location is attached;
- The property is currently vacant. Current 2018 assessed value of the land is \$41,150.00. This parcel has not been on the tax rolls since 2002.
- The City previously procured an appraisal of the Subject Parcel in June of this year. The Subject site is zoned CC (Community Commercial). This zoning district has been designed to provide for a mix of commercial uses, including, but not limited to an office use. The site is generally rectangular in shape and has sloping topography down from West Fourth Plain Boulevard to the south, with good access. The topography shows a possible need for some fill material to bring the grade up for commercial development. The highest and best use of the subject site as-vacant is assemblage with adjoining property to the south for commercial office development. The City will be retaining a right-of-way dedication of the northern 15 feet of the Parcel's frontage along West Fourth Plain Boulevard (1,499 square feet). Therefore the appraisal is based on the remainder of usable property, approximately 2,499 square feet. The appraised value of the property is **\$15,000**.
- There are currently no deed restrictions on the Subject Parcel.
- The City has negotiated a Purchase and Sale Agreement providing for the sale of the Parcel retaining the 15 foot right of way for \$33,000.00 subject to Council's approval.
- The funds utilized to purchase the real property were from the 2002 4th Plain Ramp Project – Simpson to "E". Proceeds from this sale should be utilized for future federally funded transportation projects.
- It has been determined that, outside of the 15' Right-of-way being maintained, no future municipal use for this parcel would be warranted. Declaration of surplus and future disposition of this site would provide the largest return to the City of Vancouver.
- Staff recommends that this Subject Parcel should be disposed of as surplus real property.
- Staff recommends that Council approve of the disposition of this parcel by sale to the abutting property owner as set forth in the Purchase and Sale Agreement. This will put the parcel back on the tax rolls and decrease the City's maintenance responsibilities. Combining this parcel with the abutting parcel to the south will allow the bordering property owner the ability to achieve highest and best use of this Parcel in the future.

10/15/18

RESOLUTION NO. M-3982

A RESOLUTION of the City of Vancouver authorizing the acquisition of certain real estate located at 1111 (West) 6th Avenue.

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EXHIBIT "A"
Legal Description
Right-of-Way dedication-West 4th Plain Boulevard
Portion of Tax Lot 58823000

A portion of that certain parcel described in Statutory Warranty Deed, Smarz to City of Vancouver recorded July 7th, 2002, under Auditor's File Number 3492971, records of Clark County, Washington, lying in the Northeast Quarter of the Southeast Quarter of Section 21, Township 2 North, Range 1 East of the Willamette Meridian, City of Vancouver, Clark County, Washington, more particularly described as follows;

The North 15' of the following described parcel;

Beginning at the intersection of the South right-of-way line of West 4th Plain Boulevard and the East right-of-way of line of West Lincoln Avenue, being 30' south of centerline as shown on Record of Survey Book 56, Page 160, records of Clark County, Washington;

Thence South $87^{\circ} 07' 41''$ East along said South right-of-way line a distance of 99.93;

Thence South $03^{\circ} 00' 07''$ West along a distance of 40.00 as shown on said survey;

Thence North $87^{\circ} 07' 41''$ West a distance of 99.93' to the East right-of way line of West Lincoln Avenue;

Thence North $02^{\circ} 59' 48''$ East along said East line a distance of 40.00' to the said South right-of way line also being the Point of beginning;

Containing 1,499 square feet more or less.



EXHIBIT "B"
Legal Description
Tax Lot 58823000 parcel

That certain parcel described in Statutory Warranty Deed, Smarz to City of Vancouver recorded July 7th, 2002, under Auditor's File Number 3492971, records of Clark County, Washington, lying in the Northeast Quarter of the Southeast Quarter of Section 21, Township 2 North, Range 1 East of the Willamette Meridian, City of Vancouver, Clark County, Washington, more particularly described as follows;

Beginning at the intersection of the South right-of-way line of West 4th Plain Boulevard and the East right-of-way of line of West Lincoln Avenue, being 30' south of centerline as shown on Record of Survey Book 56, Page 160, records of Clark County, Washington;

Thence South 87° 07'41" East along said South right-of-way line a distance of 99.93;

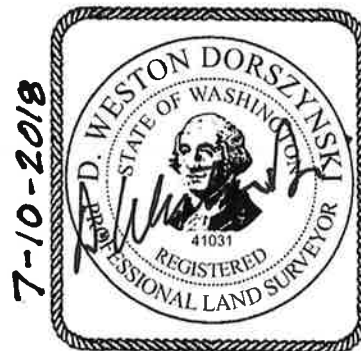
Thence South 03° 00'07" West along a distance of 40.00 as shown on said survey;

Thence North 87° 07'41" West a distance of 99.93' to the East right-of way line of West Lincoln Avenue;

Thence North 02° 59'48" East along said East line a distance of 40.00' to the said South right-of way line also being the Point of beginning;

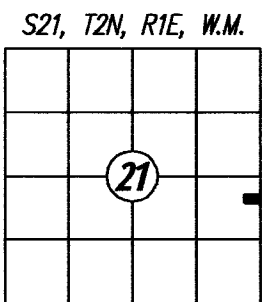
Except the North 15' of the subject parcel, additionally dedicated to the City of Vancouver for public right-of-way purposes;

Containing 2,498 square feet more or less.



RECORD OF SURVEY

IN A PORTION OF THE AMOS SHORT D.L.C. NO. 51
LOCATED IN NE 1/4 OF THE SE 1/4 OF
SECTION 21, T.2N, R.1E, W.M.
CITY OF VANCOUVER, CLARK COUNTY,
WASHINGTON



LEGEND

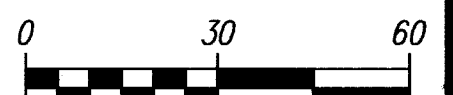
- SET 5/8" x 30" IRON ROD WITH YELLOW PLASTIC CAP STAMPED "PLS 32448" UNLESS OTHERWISE NOTED
- FOUND MONUMENT AS NOTED
- () RECORD DISTANCE R.O.S. BK. 45, PG. 003
- { } RECORD DISTANCE R.O.S. BK. 38, PG. 034
- [] RECORD DISTANCE AF# 3492971
- Y.P.C. YELLOW PLASTIC CAP
- R.O.S. RECORD OF SURVEY
- ⊙ TRAFFIC SIGNAL POLE
- ⊕ POWER POLE

DEED REFERENCE

ROBERT S. SMARZ
TO
THE CITY OF VANCOUVER
AF# 3492971 (7/25/02)

* BASIS OF BEARINGS

THE BEARING OF S87°07'41"E ALONG THE CENTERLINE OF WEST FOURTH PLAIN BOULEVARD LINE, AS SHOWN ON R.O.S. BK. 45, PG. 003 ORIENTED BETWEEN EXISTING MONUMENTS SHOWN AS HELD HEREON. (SEE NARRATIVE)



SCALE: 1" = 30'

SURVEYOR'S CERTIFICATE

THIS MAP CORRECTLY REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECTION IN CONFORMANCE WITH THE REQUIREMENTS OF THE SURVEY RECORDING ACT, AT THE REQUEST OF TIM HALDEMAN WITH THE CITY OF VANCOUVER IN SEPTEMBER, 2006.



AUDITOR'S CERTIFICATE

FILED FOR RECORD THIS 2ND DAY OF November, 2006.
AT 2:59 P.M. IN BOOK 56 OF SURVEYS AT PAGE 160 AT
THE REQUEST OF MACKAY & SPOSITO, INC.

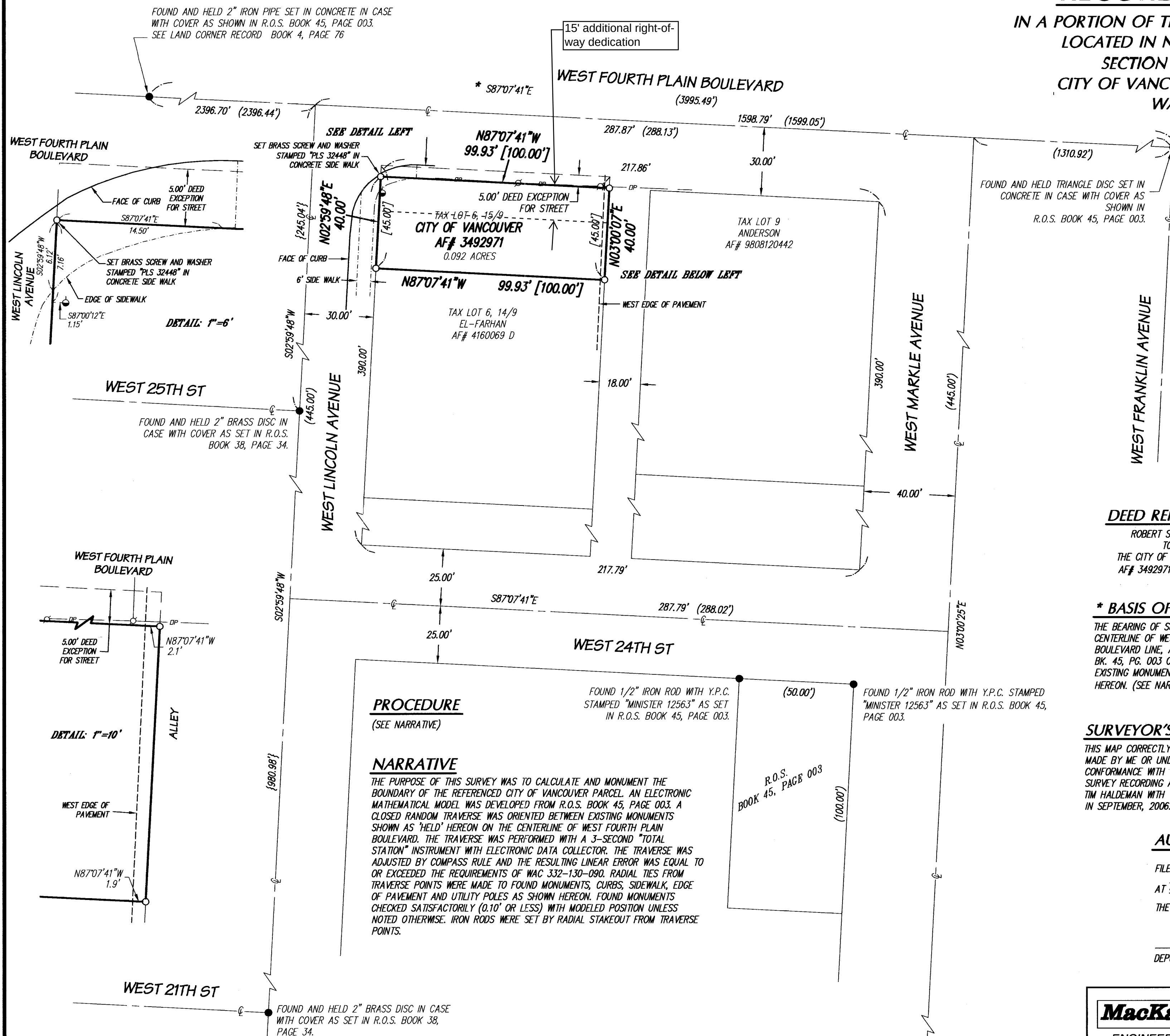
Shane C. Sposito
DEPUTY COUNTY AUDITOR

MacKay & Sposito, Inc.

ENGINEERS SURVEYORS PLANNERS

1325 SE TECH CENTER DRIVE, SUITE 140 VANCOUVER, WA 98683
(360) 695-3411 (503) 289-6726 PTLD FAX (360) 695-0833

CALC. BY: C.C.S. DRAWN BY: C.C.S. JOB NO.: 14518
CHECKED BY: N.J.B. DWG. NAME: 1451BRS1 SHEET 1 OF 1



PROCEDURE

(SEE NARRATIVE)

NARRATIVE

THE PURPOSE OF THIS SURVEY WAS TO CALCULATE AND MONUMENT THE BOUNDARY OF THE REFERENCED CITY OF VANCOUVER PARCEL. AN ELECTRONIC MATHEMATICAL MODEL WAS DEVELOPED FROM R.O.S. BOOK 45, PAGE 003. A CLOSED RANDOM TRAVERSE WAS ORIENTED BETWEEN EXISTING MONUMENTS SHOWN AS 'HELD' HEREON ON THE CENTERLINE OF WEST FOURTH PLAIN BOULEVARD. THE TRAVERSE WAS PERFORMED WITH A 3-SECOND 'TOTAL STATION' INSTRUMENT WITH ELECTRONIC DATA COLLECTOR. THE TRAVERSE WAS ADJUSTED BY COMPASS RULE AND THE RESULTING LINEAR ERROR WAS EQUAL TO OR EXCEEDED THE REQUIREMENTS OF WAC 332-130-090. RADIAL TIES FROM TRAVERSE POINTS WERE MADE TO FOUND MONUMENTS, CURBS, SIDEWALK, EDGE OF PAVEMENT AND UTILITY POLES AS SHOWN HEREON. FOUND MONUMENTS CHECKED SATISFACTORILY (0.10' OR LESS) WITH MODELED POSITION UNLESS NOTED OTHERWISE. IRON RODS WERE SET BY RADIAL STAKEOUT FROM TRAVERSE POINTS.

FOUND 1/2" IRON ROD WITH Y.P.C. STAMPED "MINISTER 12563" AS SET IN R.O.S. BOOK 45, PAGE 003.

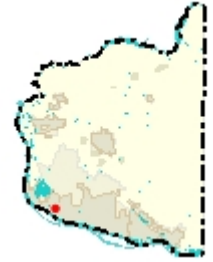
FOUND 1/2" IRON ROD WITH Y.P.C. STAMPED "MINISTER 12563" AS SET IN R.O.S. BOOK 45, PAGE 003.

NOTE: MACKAY & SPOSITO INC. MAKES NO WARRANTIES AS TO MATTERS OF UNWRITTEN TITLE SUCH AS ACQUIESCENCE, ESTOPPEL, ADVERSE POSSESSION, ETC.

BK 56 PG 160



Lincoln & 4th Plain - Parcel 058823-000



Legend

- Building Footprints
- Taxlots
- Cities Boundaries
- Urban Growth Boundaries

Notes:

City of Vancouver will receive 15' Right of Way dedication on 4th Plain frontage for future sidewalk

1: 339



56.5 0 28.24 56.5 Feet

WGS_1984_Web_Mercator_Auxiliary_Sphere
Clark County, WA. GIS - <http://gis.clark.wa.gov>

This map was generated by Clark County's "MapsOnline" website. Clark County does not warrant the accuracy, reliability or timeliness of any information on this map, and shall not be held liable for losses caused by using this information.

1 AGENCY DISCLOSURE (WASHINGTON LAW REQUIRES COMPLETION)

2
3 Selling Licensee: None
4 (Insert names of Licensee and the company name as licensed)

5
6 Represented: None
7 (Insert Seller, Buyer or both Seller and Buyer)

8
9 Listing Agent: None
10 (Insert names of Licensee and the company name as licensed)

11
12 Represented: None
13 (Insert Seller, Buyer or both Seller and Buyer)

14
15 If Selling Licensee and Listing Agent are different sales persons affiliated with the same Broker, then Seller
16 and Buyer confirm their consent to Broker acting as a dual agent. If Selling Licensee and Listing Agent are the same
17 person representing both parties, then Seller and Buyer confirm their consent to that person and his/her Broker
18 acting as dual agents. Both parties confirm receipt of the pamphlet entitled "The Law of Real Estate Agency." Buyer
19 and Seller acknowledge the above confirmations and by their execution of this Agreement, agree to be bound by the
20 consents set forth in this disclosure.

21
22 PURCHASE AND SALE AGREEMENT AND RECEIPT FOR EARNEST MONEY

23
24 Dated: 9/18/2018

25 BETWEEN: City of Vancouver, a Washington municipal corporation ("Seller")
26 Address: 415 W. 6th Street, Vancouver, WA 98660

27
28 AND: Vast Inc., a Washington corporation ("Buyer")
29
30 Address: 2715 Washington St., Vancouver, WA 98680

31
32 Buyer offers to buy and acquire from Seller (i) the real property and all improvements thereon commonly
33 known as Assessor's parcel No. 58823-000 a 3,997 square foot vacant parcel and located at 1111 W. Fourth Plain
34 Blvd., Vancouver, WA 98660 in the City of Vancouver, County of Clark, Washington legally described on Exhibit A,
35 attached hereto and incorporated herein by reference (the "Property") subject to the retention of a right of way in
36 favor of the City along the northern boundary of the Property as described on Exhibit B attached hereto and
37 incorporated herein by this reference.

38
39 1. Purchase Price. The total purchase price is Thirty Three Thousand and 00/100 dollars
40 (\$33,000.00) (the "Purchase Price") payable as follows: all cash at Closing.

41
42 1.1. Earnest Money Deposit. Upon execution of this Agreement, Buyer shall deliver to the
43 Escrow Holder as defined in herein, for the account of Buyer \$3,000.00 as earnest money (the "Earnest Money") in
44 the form of ☐ cash or ☐ check or ☒ promissory note (the "Note"). If the Earnest Money is in the form of a check
45 being held undeposited by the ☐ Listing ☐ Selling Firm, it shall be deposited no later than 5 PM Pacific Time three
46 days after execution of the Agreement by Buyer and Seller in the ☐ Listing ☐ Selling Licensee's Pooled Trust
47 Account (with interest paid to the Washington Housing Fund) ☒ to the Escrow (as hereinafter defined) for depositing
48 in a separate, interest-bearing account. If the Earnest Money is in the form of the Note, it shall be due and payable
49 no later than 5 PM Pacific Time one day ☐ after execution of this Agreement by Buyer and Seller or ☒ after
50 satisfaction or waiver by Buyer of the conditions to Buyer's obligation to purchase the Property set forth in this

1 Agreement or ☐ Other: _____. If the Note is not redeemed and paid in full when due, then (i) the Note shall be
2 delivered and endorsed to Seller (if not already in Seller's possession), (ii) Seller may collect the Earnest Money from
3 Buyer, either pursuant to an action on the Note or an action on this Agreement, and (iii) Seller shall have no further
4 obligations under this Agreement. The purchase and sale of the Property shall be accomplished through an escrow
5 (the "Escrow") which Seller has established or will establish with Fidelity National Title, attn: Melissa Miller (the "Title
6 Company) and the Earnest Money shall be deposited with ☒ Title Company or ☐ Other: _____. The Earnest
7 Money shall be applied to the payment of the purchase price for the Property at Closing. Any interest earned on the
8 Earnest Money shall be considered to be part of the Earnest Money. The Earnest Money shall be returned to Buyer
9 in the event any condition to Buyer's obligation to purchase the Property shall fail to be satisfied or waived through no
10 fault of Buyer.

11
12 2. Conditions to Purchase and Sale. Buyer's obligation to purchase the Property is
13 conditioned on the following: ☐ none or ☒ Buyer's approval of the results of (i) the Property inspection described in
14 Section 3; (ii) the document review described in Section 4; and the review of the title report described in Section 5.

15
16 If for any reason Buyer has not given a written waiver of these conditions, or stated in writing that these
17 conditions have been satisfied by written notice given to Seller within the times set forth in Sections 3, 4 and 5, then
18 the conditions shall be deemed to be waived.

19
20 Seller's obligation to sell is dependent upon the city council's ratification of this agreement within 30 days of
21 Buyer's waiver of the conditions to purchase.

22
23 3. Property Inspection. For a period of 15 days following the full execution of this agreement, Seller
24 shall permit Buyer and its agents, at Buyer's sole expense and risk, to enter the Property at reasonable times after
25 reasonable prior notice to Seller and after prior notice to the tenants of the Property as required by the
26 tenants' leases, if any, to conduct any and all inspections, tests, and surveys concerning the structural
27 condition of the improvements, all mechanical, electrical and plumbing systems, hazardous materials, pest
28 infestation, soils conditions, wetlands, Americans with Disabilities Act compliance, and all other matters affecting the
29 suitability of the Property for Buyer's intended use and/or otherwise reasonably related to the purchase of the
30 Property including the economic feasibility of such purchase. Buyer shall indemnify, hold harmless, and defend
31 Seller from all liens, costs, and expenses, including reasonable attorneys' fees and experts' fees, arising from or
32 relating to Buyer's entry on and inspection of the Property. This agreement to indemnify, hold harmless, and defend
33 Seller shall survive closing or any termination of this Agreement. Buyer shall notify Seller of any objection to the
34 condition of the Property within the 15 day inspection period.

35
36 4. Seller's Documents. Within five days after the Execution Date, Seller shall deliver to Buyer, at
37 Buyer's address shown below, legible and complete copies of the following documents and other items relating to the
38 ownership, operation, and maintenance of the Property, to the extent now in existence and to the extent such items
39 are within Seller's possession or control: any pertinent documents or information in Seller's possession or control
40 related to the ownership, operation, use or maintenance of the Property, and any reports related to the property such
41 as environmental, geotechnical, archaeological, wetlands (to verify that they do not exist on the site), etc. Buyer shall
42 have a period of 10 days to review said documents and state any objection to closing based upon the information in
43 said documents.

44
45 5. Title Insurance. Within 10 days after the Execution Date, Seller shall open the Escrow with the
46 Title Company and deliver to Buyer a preliminary title report from the Title Company (the "Preliminary Commitment"),
47 showing the status of Seller's title to the Property, together with complete and legible copies of all documents shown
48 therein as exceptions to title ("Exceptions"). Buyer shall have 10 days after receipt of a copy of the Preliminary
49 Commitment and Exceptions within which to give notice in writing to Seller of any objection to such title or to any
50 liens or encumbrances affecting the Property. Within 10 days after the date of such notice from Buyer, Seller shall

1 give Buyer written notice of whether it is willing and able to remove the objected-to Exceptions. Within 10 days after
2 the date of such notice from Seller, Buyer shall elect whether to (i) purchase the Property subject to those objected-to
3 Exceptions which Seller is not willing or able to remove or (ii) terminate this Agreement. On or before the Closing
4 Date (defined below), Seller shall remove all Exceptions to which Buyer objects and which Seller agrees Seller is
5 willing and able to remove. All remaining Exceptions set forth in the Preliminary Commitment and agreed to by Buyer
6 shall be deemed "Permitted Exceptions." The title insurance policy to be delivered by Seller to Buyer at Closing shall
7 contain no Exceptions other than the Permitted Exceptions, any Exceptions caused by Buyer and the usual
8 preprinted Exceptions contained in an owner's standard ALTA form title insurance policy.
9

10 6. Default; Remedies. Notwithstanding anything to the contrary contained in this Agreement, in the
11 event Buyer fails to deposit the Earnest Money Deposit in Escrow strictly as and when contemplated under Section
12 1.1 above, Seller shall have the right at any time thereafter to terminate this Agreement and all further rights and
13 obligations hereunder by giving written notice thereof to Buyer. If the conditions, if any, to Buyer's obligation to
14 consummate this transaction are satisfied or waived by Buyer and Buyer nevertheless fails, through no fault of Seller,
15 to close the purchase of the Property, Seller's sole remedy shall be to retain the Earnest Money paid by Buyer. In
16 the event Seller fails, through no fault of Buyer, to close the sale of the Property, Buyer shall be entitled to pursue
17 any remedies available at law or in equity, including without limitation, the remedy of specific performance. In no
18 event shall Buyer be entitled to punitive or consequential damages, if any, resulting from Seller's failure to close the
19 sale of the Property.
20

21 7. Closing of Sale. Buyer and Seller agree the sale of the Property shall be closed ☒ on or before
22 10 days after the city council ratifies this agreement or ☐ _____ days after the Execution Date (the "Closing
23 Date") in the Escrow. The sale shall be deemed "closed" when the document(s) conveying title to the
24 Property is recorded and the Purchase Price (increased or decreased, as the case may be, by the net amount of
25 credits and debits to Seller's account at Closing made by the Escrow Holder pursuant to the terms of this Agreement)
26 is disbursed to Seller. At Closing, Buyer and Seller shall deposit with the Title Company all documents and funds
27 required to close the transaction in accordance with the terms of this Agreement. At Closing, Seller shall
28 deliver a certification in a form approved by Buyer that Seller is not a "foreign person" as such term is defined in the
29 Internal Revenue Code and the Treasury Regulations promulgated under the Internal Revenue Code. If Seller is a
30 foreign person and this transaction is not otherwise exempt from FIRPTA regulations, the Title Company shall be
31 instructed by the parties to withhold and pay the amount required by law to the Internal Revenue Service. At Closing,
32 Seller shall convey fee simple title to the Property to Buyer by ☒ statutory warranty deed or ☐ _____ (the
33 "Deed"). If this Agreement provides for the conveyance by Seller of a vendee's interest in the Property by a contract
34 of sale, Seller shall deposit with the Title Company (or other mutually acceptable escrow) the executed and
35 acknowledged Deed, together with written instructions to deliver such deed to Buyer upon payment in full of the
36 purchase price. At Closing, Seller shall pay for and deliver to Buyer a standard ALTA form owner's policy of title
37 insurance (the "Policy") in the amount of the Purchase Price insuring fee simple title to the Property in Buyer subject
38 only to the Permitted Exceptions and the standard preprinted exceptions contained in the Policy.
39

40 8. Closing Costs; Prorates. Seller shall pay the premium for the Policy. Seller and Buyer shall each
41 pay one-half of the escrow fees charged by the Title Company. Seller shall pay any excise tax, and any transfer tax.
42 Real property taxes for the tax year in which the transaction is closed, assessments (if a Permitted Exception),
43 personal property taxes, rents and other Lessee charges arising from existing Tenancies paid for the month of
44 Closing, interest on assumed obligations, and utilities shall be prorated as of the Closing Date. Prepaid rents,
45 security deposits, and other unearned refundable deposits regarding the Tenancies shall be assigned and delivered
46 to Buyer at Closing. ☒ Seller ☐ Buyer ☐ N/A shall be responsible for payment of all taxes, interest, and
47 penalties, if any, upon removal of the Property from any special assessment or program.
48

49 9. Possession. Buyer shall be entitled to exclusive possession of the Property, subject to the
50 Tenancies existing as of the Closing Date, ☒ on the Closing Date or ☐ _____.

1
2 10. Condition of Property. Seller represents that, to the best of Seller's knowledge without specific
3 inquiry, Seller has received no written notices of violation of any laws, codes, rules, or regulations applicable to the
4 Property ("Laws"), and Seller is not aware of any such violations or any concealed material defects in the Property
5 which cost more than \$_____ to repair or correct. Risk of loss or damage to the Property shall be Seller's until
6 Closing and Buyer's at and after Closing. No agent of Buyer or Seller has made any representations regarding the
7 Property. Except for Seller's representations set forth in this section 10, Buyer shall acquire the Property "as is" with
8 all faults and buyer shall rely on the results of its own inspection and investigation in Buyer's acquisition of the
9 Property. It shall be a condition of Buyer's obligation to close, and of Seller's right to retain the Earnest Money as of
10 Closing, that all of the Seller's representations and warranties stated in this Agreement are materially true and correct
11 on the Closing Date. Seller's representations and warranties stated in this Agreement shall survive Closing for one
12 (1) year.

13
14 11. Personal Property. This sale includes the following personal property:
15 ☒ None or
16 ☐ the personal property located on and used in connection with the Property and owned by Seller which Seller shall
17 itemize in a schedule. Seller shall deliver to Buyer such schedule within _____ days after the Execution Date.
18 Seller shall convey all personal property owned by Seller on or in the Property to Buyer by executing and delivering
19 to Buyer at Closing through Escrow a Bill of Sale substantially in the form of Exhibit C attached hereto and
20 incorporated herein by reference (the "Bill of Sale").

21
22 12. Notices. Unless otherwise specified, any notice required or permitted in, or related to, this
23 Agreement must be in writing and signed by the party to be bound. Any notice will be deemed delivered (i) when
24 personally delivered or delivered by facsimile transmission (with electronic confirmation of delivery), or (ii) on the day
25 following delivery of the notice by reputable overnight courier, or (iii) three (3) days after mailing in the U.S. mails,
26 postage prepaid, by the applicable party in all events, to the address of the other party shown in this Agreement,
27 unless that day is a Saturday, Sunday, or legal holiday, in which event it will be deemed delivered on the next
28 following business day. If the deadline under this Agreement for delivery of a notice or payment is a Saturday,
29 Sunday, or legal holiday, such last day will be deemed extended to the next following business day.

30
31 13. Assignment. Buyer ☐ may not assign ☐ may assign ☒ may assign, only if the assignee is an
32 entity owned and controlled by Buyer (may not assign, if no box is checked) this Agreement or Buyer's rights under
33 this Agreement without Seller's prior written consent. If Seller's consent is required for assignment, such consent may
34 be withheld in Seller's reasonable discretion.

35
36 14. Attorneys' Fees. In the event a suit, action, arbitration, or other proceeding of any nature
37 whatsoever, including without limitation any proceeding under the U.S. Bankruptcy Code, is instituted, or the services
38 of an attorney are retained, to interpret or enforce any provision of this Agreement or with respect to any dispute
39 relating to this Agreement, the prevailing party shall be entitled to recover from the losing party its attorneys',
40 paralegals', accountants', and other experts' fees and all other fees, costs, and expenses actually incurred and
41 reasonably necessary in connection therewith (the "Fees"). In the event of suit, action, arbitration, or other
42 proceeding, the amount of Fees shall be determined by the judge or arbitrator, shall include all costs and expenses
43 incurred on any appeal or review, and shall be in addition to all other amounts provided by law.

44
45 15. Miscellaneous. Time is of the essence of this Agreement. The facsimile transmission of any
46 signed document including this Agreement, in accordance with Paragraph 12, shall be the same as delivery of an
47 original. At the request of either party, the party delivering a document by facsimile will confirm facsimile
48 transmission by signing and delivering a duplicate original document. This Agreement may be executed in two or
49 more counterparts, each of which shall constitute an original and all of which together shall constitute one and the
50 same Agreement. This Agreement contains the entire agreement and understanding of the parties with respect to

the subject matter of this Agreement and supersedes all prior and contemporaneous agreements between them with respect thereto. Without limiting the provisions of Section 13 of this Agreement, this Agreement shall be binding upon and shall inure to the benefit of the parties and their respective successors and assigns. The person signing this Agreement on behalf of Buyer and the person signing this Agreement on behalf of Seller each represents, covenants and warrants that such person has full right and authority to enter into this Agreement and to bind the party for whom such person signs this Agreement to the terms and provisions of this Agreement. This Agreement shall not be recorded unless the parties otherwise agree.

16. Addendums; Exhibits. The following named addendums and exhibits are attached to this Agreement and incorporated within this Agreement: ☒ none or ☐ _____.

17. Time for Acceptance. Seller has until 5:00 p.m. Pacific Time on September 27, 2018 to accept this offer. Acceptance is not effective until a copy of this Agreement which has been signed and dated by Seller is actually received by Buyer. If this offer is not so accepted, it shall expire and the Earnest Money shall be promptly refunded to Buyer and thereafter, neither party shall have any further right or remedy against the other.

18. Seller's Acceptance and Brokerage Agreement. By execution of this Agreement, Seller agrees to sell the Property on the terms and conditions in this Agreement. Seller further agrees to pay a commission to N/A ("Broker") in the total amount computed in accordance with (i) the listing agreement or other commission agreement dated _____ between Seller and Broker; or (ii) if there is no written commission agreement, Seller hereby agrees to pay a commission of ☐ _____ percent (____%) of the purchase price or ☐ \$_____. Seller and Broker agree that the commission is deemed earned as of the earlier of (i) Closing or (ii) the date Buyer waives all conditions precedent to Closing as set forth in this Agreement. Unless otherwise provided in a separate written agreement, Seller shall cause the Escrow Holder to deliver to Broker the real estate commission on the Closing Date or upon Seller's breach of this Agreement, whichever occurs first. If the Earnest Money is forfeited and retained by Seller in accordance with this Agreement, in addition to any other rights the Broker may have, the Broker shall be entitled to the lesser of (A) fifty percent (50%) of the Earnest Money or (B) the commission agreed to above, and Seller hereby assigns such amount to the Broker. Seller acknowledges receipt of a copy of this Agreement, signed by both parties. Neither Listing Agent, nor Selling Licensee are receiving compensation from more than one party to this transaction unless disclosed on an attached Addendum, in which event, Buyer and Seller consent to such compensation. The Property described in Exhibit A is commercial real estate.

19. Disclosures. BUYER AND SELLER AGREE THAT EXCEPT AS DISCLOSED IN WRITING TO BUYER OR SELLER, THE REAL ESTATE LICENSEES NAMED IN THIS AGREEMENT HAVE MADE NO REPRESENTATIONS TO ANY PARTY REGARDING (i) THE CONDITION OF THE PROPERTY; (ii) THE OPERATIONS ON OR INCOME FROM THE PROPERTY; (iii) ANY TENANCIES; (iv) THE LEGAL EFFECT OF THIS AGREEMENT; (v) BUYER'S OR SELLER'S FINANCIAL STRENGTH; AND/OR (vi) ANY OTHER ASPECT OF THE PROPERTY, INCLUDING WITHOUT LIMITATION, THOSE CONCERNING ZONING, COMPLIANCE WITH APPLICABLE LAWS (INCLUDING LAWS REGARDING ACCESSIBILITY FOR DISABLED PERSONS), AND HAZARDOUS MATERIALS. SELLER AND BUYER ARE EACH ADVISED TO SEEK INDEPENDENT LEGAL AND TAX ADVICE ON THESE AND OTHER MATTERS RELATED TO THIS AGREEMENT.

20. Execution Date. The Execution Date is the later of the two dates shown beneath the parties' signatures below.

21. Governing Law. This Agreement is made and executed under, and in all respects shall be governed and construed by the laws of the State of Washington.

22. Time of the Essence and Holidays. Time is of the essence of each and every provision hereof. If the final date of any period of time set forth herein occurs on a Saturday, Sunday or legal holiday, then in such event,

1 the expiration of such period of time shall be postponed to the next day which is not a Saturday, Sunday or legal
2 holiday.

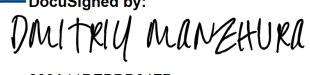
3
4 CONSULT YOUR ATTORNEY. THIS DOCUMENT HAS BEEN PREPARED FOR SUBMISSION TO YOUR
5 ATTORNEY FOR REVIEW AND APPROVAL PRIOR TO SIGNING. NO REPRESENTATION OR
6 RECOMMENDATION IS MADE BY THE COMMERCIAL ASSOCIATION OF REALTORS® OREGON/SW
7 WASHINGTON OR BY THE REAL ESTATE LICENSEES INVOLVED WITH THIS DOCUMENT AS TO THE LEGAL
8 SUFFICIENCY OR TAX CONSEQUENCES OF THIS DOCUMENT.

9
10 THIS FORM SHOULD NOT BE MODIFIED WITHOUT SHOWING SUCH MODIFICATIONS BY REDLINING,
11 INSERTION MARKS, OR ADDENDA.

12
13 Seller: City of Vancouver

Buyer: Vast Inc.

14
15
16
17 By Eric J. Holmes
18 Title City Manager

DocuSigned by:

288A11DEBDD04FB...
By Dmitry Manzhora
Title President

19
20 Execution Date
21 Office Phone 360-487-8640

9/18/2018
Execution Date
Office Phone: 503-367-9868

22
23 Address 415 W. 6th Street
24 Vancouver, WA 98660

Address 2715 Washington St
Vancouver WA 98660

25 Fax No.
26 E-Mail eric.holmes@cityofvancouver.us

Fax No.
E-Mail dmanzhura@gmail.com

27
28 Approved as to form:

Attest:

29
30
31
32 City Attorney

City Clerk

33
34
35 23. Buyer's Receipt. In accordance with the requirements of the laws of the State of Washington, Buyer
36 acknowledges receipt of a Seller-signed copy of this Agreement

37 on _____
38 Date: _____

39
40
41 Signature of Buyer: _____
42

EXHIBIT A

LEGAL DESCRIPTION OF REMAINDER PROPERTY

Tax Lot 58823000 parcel

That certain parcel described in Statutory Warranty Deed, Smarz to City of Vancouver recorded July 7th, 2002, under Auditor's File Number 3492971, records of Clark County, Washington, lying in the Northeast Quarter of the Southeast Quarter of Section 21, Township 2 North, Range 1 East of the Willamette Meridian, City of Vancouver, Clark County, Washington, more particularly described as follows;

Beginning at the intersection of the South right-of-way line of West 4th Plain Boulevard and the East right-of-way of line of West Lincoln Avenue, being 30' south of centerline as shown on Record of Survey Book 56, Page 160, records of Clark County, Washington;

Thence South $87^{\circ}07'41''$ East along said South right-of-way line a distance of 99.93; Thence South

$03^{\circ}00'07''$ West along a distance of 40.00 as shown on said survey;

Thence North $87^{\circ}07'41''$ West a distance of 99.93' to the East right-of way line of West Lincoln Avenue;

Thence North $02^{\circ}59'48''$ East along said East line a distance of 40.00' to the said South right-of way line also being the Point of beginning;

Except the North 15' of the subject parcel, additionally dedicated to the City of Vancouver for public right-of-way purposes;

Containing 2,498 square feet more or less.

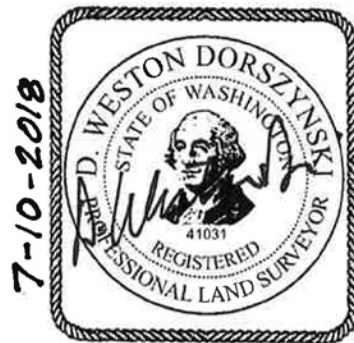


EXHIBIT B

LEGAL DESCRIPTION OF DEDICATED PROPERTY

**Right-of-Way dedication-West 4th Plain Boulevard
Portion of Tax Lot 58823000**

A portion of that certain parcel described in Statutory Warranty Deed, Smarz to City of Vancouver recorded July 7th, 2002, under Auditor's File Number 3492971, records of Clark County, Washington, lying in the Northeast Quarter of the Southeast Quarter of Section 21, Township 2 North, Range 1 East of the Willamette Meridian, City of Vancouver, Clark County, Washington, more particularly described as follows;

The North 15' of the following described parcel;

Beginning at the intersection of the South right-of-way line of West 4th Plain Boulevard and the East right-of-way of line of West Lincoln Avenue, being 30' south of centerline as shown on Record of Survey Book 56, Page 160, records of Clark County, Washington;

Thence South $87^{\circ} 07'41''$ East along said South right-of-way line a distance of 99.93; Thence South $03^{\circ} 00'07''$ West along a distance of 40.00 as shown on said survey;

Thence North $87^{\circ} 07'41''$ West a distance of 99.93' to the East right-of way line of West Lincoln Avenue;

Thence North $02^{\circ} 59'48''$ East along said East line a distance of 40.00' to the said South right-of way line also being the Point of beginning;

Containing 1,499 square feet more or less.

