Financial and Budget Update

September 28

Vancouver City Council Workshop

Natasha Ramras, CFO

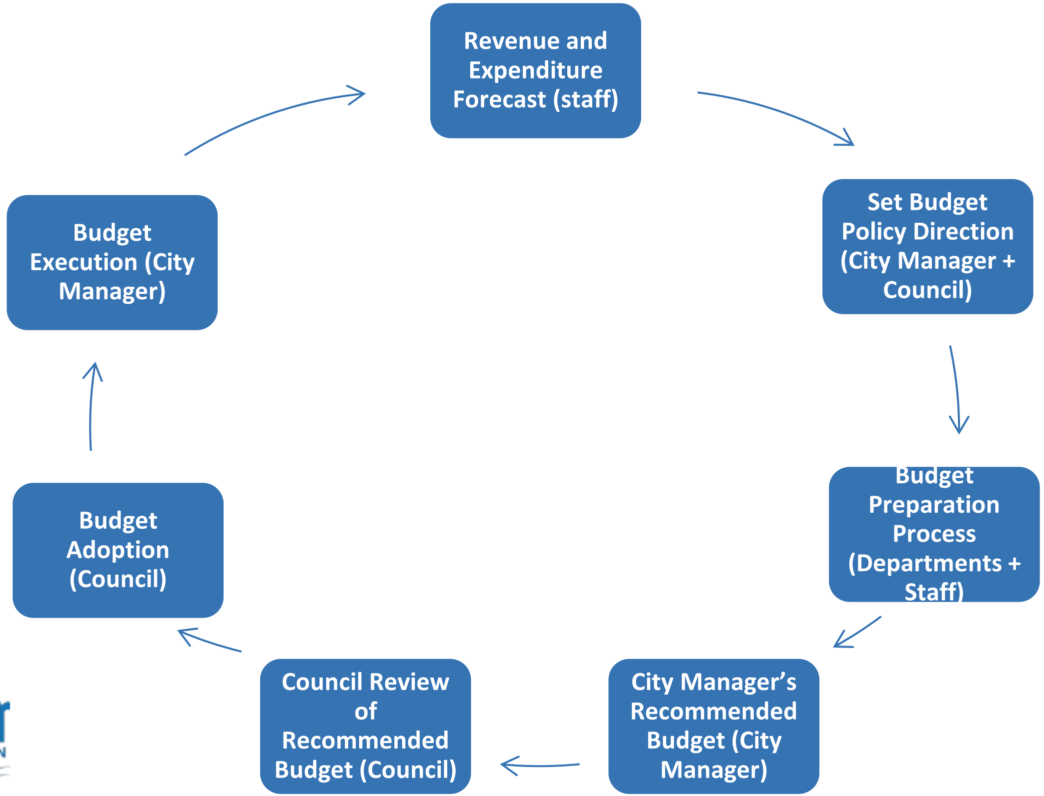
City of Vancouver Washington

Presentation Overview

- Overall Budget Timeline and Direction
- Introduction of Updated Financial Policies
- Introduction of Affordable Housing Sales Tax option
- September Fiscal Update
- No decisions or direction needed from workshop

CITY OF Vancouver WASHINGTON

City of Vancouver Budget Process



CITY OF Vancouver WASHINGTON

Budget Process Timeline

- City Manager's Recommended 2021-2022 Budget will be published October 1
  - PDF format
  - On-line Budget Review Tool
- Series of Workshops for Council October - November
  - Budget Framework, including Financial Policies
  - Major Initiatives and Staffing Changes, Major Capital Projects
- Public Hearing November 16

CITY OF Vancouver WASHINGTON

Budget Workshops

- Budget Framework
- Streets Capital Investment
- General, Street and Fire Funds
- Utility Capital and Rates Update

  Parks Capital
- Budget Packet Overview

Public Outreach Initiatives

- Stronger Vancouver (2019-2020)
- Community Survey
- Budget Prioritization Tool — Underway
- Budget Review Web Tool — October 5
  - Operating
  - Capital

City of Vancouver Washington

Introduction of Draft Revised Financial Policies

- Major Changes:
  - New policy identifying Environmental Sustainability and Social Justice as City priorities
    - The City will measure and report progress annually
    - The City will utilize progress towards this goal in making budget decisions
    - The City will use this framework in guiding it’s Capital Program
  - Reinstated – requirement to reinvest proceeds from sale of city-owned capital assets into public projects facilitating economic development
  - Increased Land Use Fee recovery target from 60% to 75%
  - Recreation Fees: under review in context of program, equity and inclusion objectives

Introduction of Draft Revised Financial Policies

- Next Steps related to Financial Policies:
  - Council review of the suggested changes — Oct. – Nov.
  - First opportunity to suggest changes — October 5
  - Final review of all modification — November 9
  - Financial Policies adoption — November 16

September Financial Update

- Revenues received in August continued the trend of improvement since April-May:
  - Sales Tax - $4.2 million in August;
  - Utility Tax – strong
  - Other revenues as anticipated
- Expenditures remain lower due to the City holding back many of the interfund transfers: pension funds, equipment replacement, asset replacement.

Affordable Housing Sales Tax – Non-Voted/Voted

- HB 1590 added council manic authority for approval of the affordable Housing Sales Tax.
  - Rate: 1/10 of 1%
  - Counties can enact by September 30 of 2020, if not enacted, the authority defaults to the Cities.
  - Annual amount $4 – 4.5 million

Affordable Housing Sales Tax – Non-Voted/Voted

- **Funding Restrictions:**
  - At least 60% of the total has to be used for:
    - Construction of new units for housing;
    - Mental health and behavioral health facilities;
    - Operations and maintenance of the new units of affordable facilities;
  - The remainder, if any, must be spent for the operation, delivery, or evaluation of mental and behavioral health treatment programs and services or housing-related services

City of Vancouver Washington

Affordable Housing Sales Tax – Non-Voted/Voted

- **Additional Funding Considerations:**
  - Up to 50% of the revenue could be bonded for the purpose of constructing the eligible new units or facilities;
  - No more than 10% of the total can supplant existing funding

Affordable Housing Sales Tax – Non-Voted/Voted

- Eligibility:
  - Income threshold <60% of median county
  - AND
    - (i) Persons with behavioral health disabilities;
    - (ii) Veterans;
    - (iii) Senior citizens;
    - (iv) Homeless, or at-risk of being homeless, families with children;
    - (v) Unaccompanied homeless youth or young adults; (vi) Persons with disabilities;
    - (vii) Domestic violence survivors.

Affordable Housing Sales Tax – Select Considerations

Pros	Cons
• Could be an additional or replacement source of funding for affordable housing • In implemented would partially shift funding to visitors	• Could disproportionately impact the lower income population • Could marginally shift sales tax leakage to Oregon, reducing sales tax and negatively impacting Vancouver businesses

CITY OF Vancouver WASHINGTON

Affordable Housing Sales Tax – Non-Voted/Voted

- For Council's Consideration:
  – Should the tax be enacted as pat of the 2021-22 budget?
  – If yes, what would be the desired effective date?

Next Steps/Timeline

• City Manager's Recommended Budget published	October 1
• On-line budget review tool available	October 5
• First Council Workshop on the City Manager's Recommended Budget	October 5
• Continued Recommended Budget Council Review	Oct.-Nov
• First Reading	November 9
• Public Hearing	November 16

Questions and Discussion

- Natasha Ramras, CFO
- Ph. 360-487-8484

City of Vancouver Washington

CITY OF
Vancouver
WASHINGTON

DATE: September 21, 2020

TO: Anne McEnerny-Ogle, Mayor

City Council

FROM: Eric J. Holmes, City Manager

RE: **2021-2020 Biennial budget adoption approach**

The City is approaching budget adoption season. It has been a very unusual year for budget preparation, with significant operational disruption due to the pandemic and resulting high levels of uncertainty in the economy and reliability of the City's revenues. The combine result of this has been a delayed and compressed budget preparation. Despite that, under Washington statute the City Manger's recommended budget is to publish on October 1 and must be adopted no later than December 1.

On September 28, staff will workshop four budget related items with the City Council. The items and target outcome of the discussion of each is as follows:

Subject	Outcome
Overall budget adoption approach and timeline: We have programmed a series of Council workshops with the Council to review the recommended budget and confirm direction and priority on certain projects and initiatives. *A preliminary schedule of workshop and topics leading to budget adoption is attached for Council's reference.*	Shared understanding and commitment to budget adoption approach and schedule.
Introduction of draft revised financial policies: At the July council budget retreat, the Council confirmed a desire to amend the city's Financial Policies to reflect and enhance the values of equity, safety and climate action. A revised draft of the policies is attached for Council's reference. The revised policies are adopted with the final budget document, and the Council can make additional refinements to the policies over the course of budget consideration. *Draft updated policies are attached for Council's reference.*	First touch of revised draft policies Shared understanding of the draft revisions Gather initial observations and feedback from council.
Introduction of affordable housing sales tax: Last session, the legislature adopted HB 1590, which made a previously voter	First touch on revenue potential

authorized sales tax of .1% into a council manic authority. The authority is granted to County's to enact by September 30 of this year, and if they chose not to the authority defaults to the Cities in that county. The County has indicated they do not intend to adopt the revenue, opening the door for the City to enact the tax for these purposes. *A briefing memorandum on this and other sales tax options is attached for Council's reference.*	Shared understanding of policy considerations Gather initial feedback from council on possible levy of tax
September Fiscal update: as a follow on to the August update, staff will provide an update on the City's fiscal status for September, including revenues and expenses. *A summary is attached for Council's reference.*	Shared understating of revenue and expenditure status, trends and ongoing areas of risk.

In addition to the above, Staff will brief preview a budget visualization tool that will be deployed concurrent with publication the 2021-2022 biennial budget.

Attachments:

- Preliminary schedule of workshop and topics leading to budget adoption
- Draft updated financial policies
- Memorandum on sales tax options
- September fiscal update summary

PRELIMINARY 2021-2022 Budget adoption process

		September			October			November		
	Topic	**28**	**5**	**12**	**19**	**26**	**2**	**9**	**16**	**23**
Workshops	• Budget adoption approach overview • September fiscal update • Introduction of affordable housing sales tax • Introduction of draft updated financial policies									
	Overview of total budget									
	Transportation Capital									
	General Fund Operating and Policy Initiatives									
	Utility rates update Capital Improvement Program Parks Capital Program									
	Review 2021-2022 Budget Packet									
First Reading	Property Tax levy Ordinance									
	Ad Velorem Tax Ordinance									
	Declaration of emergency and property tax capacity banking ordinance (?)[1]									
	Utility Rate Ordinances water/sewer/drainage/solid waste									
	Park Impact Fee Ordinance									
	Affordable Housing Sales Tax Ordinance (?)[2]									
	REET Ordinance									
	Fee ordinance(s)									
	Budget Ordinance									
	Public hearing & adoption for all ordinances									

[1] If Council elects to enact the affordable housing sales tax, a separate ordinance will be required.

[2] If the Implicit Price Deflator is below 1% and consequently the maximum levy is below 1%, the City Council may choose to "bank" the difference between the IPD and the maximum 1% levy. If this is the circumstance, a separate ordinance would be required to "bank" the marginal capacity for future years.

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.

~~4.~~ 5. Progress towards **climate and social justice** will be measured annually. Equity and environmental sustainability lenses will be developed and utilized to support budgetary decisions. Status of key performance measures will be reported to council annually.

5.

~~5.~~6. **Service levels will be defined and measured** in a manner that is based on results, including improving equity in the community, (e.g. units of service delivered, service quality & customer satisfaction) rather than resources allocated to provide the service.

~~6.~~7. 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.~~8. **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.

Formatted: Font: 12 pt, Font color: Text 2

Formatted: Font: Bold

Formatted: Right: 0", Line spacing: single, Tab stops: Not at 0.57" + 0.57"

Formatted: Font color: Text 2

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, … + Start at: 1 + Alignment: Left + Aligned at: -0.43" + Indent at: 0.07"

Formatted: List Paragraph

Formatted: Font color: Text 2

~~8.~~9. **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.~~10. On a regular basis, the City will conduct **cost of service studies** to identify the full cost of providing services funded with fees as well as the equity and affordability resulting from the cost recovery structures. The calculation of full cost will include all reasonable and justifiable direct and indirect cost components.

~~10.~~11. 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 (2020~~10~~): 75~~60~~%
- Development Review Fees in Transportation Target: 75~~60~~%
- Recreation Fees Cost Recovery Target (2011): ~~72%~~ under review in context of program, equity and inclusion objectives

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

~~11.~~12. **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~~18~~ 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 maintenance costs of the building).

~~12.~~13. **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.

Formatted: Font color: Text 2

Formatted: Font color: Text 2

Formatted: Font color: Text 2

Formatted: Font color: Text 2

Formatted: Space Before: 0.35 pt

Formatted: List Paragraph, Indent: Left: 0.57", Tab stops: 0.57", Left + 0.57", Left

~~13.~~14. **Grants** that support city objectives and are consistent with high priority needs, including those helping to address climate and social justice, 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.

Formatted: Font color: Text 2

~~14.~~15. **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.~~16. 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.~~17. 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 and adoption.

~~17.~~18. **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.~~19. 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.~~20. 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.~~21. 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.~~22. 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.~~23. 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.~~24. 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.

Formatted: Font: Bold

~~24.~~25. 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.~~26. **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.~~27. **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.~~28. 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.~~29. 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.~~30. **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.~~31. **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.~~32. 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.

Formatted: Indent: Left: 0", First line: 0"

Capital Planning and Asset Management

Formatted: Indent: Left: 0"

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.

Formatted: Right: 0.38", Space Before: 6.1 pt, Line spacing: Multiple 1.2 li

33. In pursuit of an asset management strategy that prioritizes safety, equity and climate action, the City will:

Formatted: Indent: Left: 0", Numbered + Level: 1 + Numbering Style: 1, 2, 3, … + Start at: 1 + Alignment: Left + Aligned at: -0.43" + Indent at: 0.07"

- Consider the climate impacts of asset investments and pursue asset management strategies that reduce its contribution to climate change over time.
- Consider equity impacts of capital projects and asset management strategies and prioritize investments that improve equity within the City.
- Consider the potential improvements to community safety associated with capital investments and prioritize investments that improve community safety, particularly in the transportation system.

Formatted: Bulleted + Level: 1 + Aligned at: 0.5" + Indent at: 1"

~~32.~~34. 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.~~35. **Asset inventory** will be maintained with maintenance, repair and deferred maintenance costs identified and updated on an annual basis.

~~34.~~36. **Maintenance** of city assets shall be addressed on a current need, rather than deferred into the future.

~~35.~~37. 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

~~2~~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.~~38. 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.~~39. 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.

40. 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.

~~38.~~41. Proceeds from the sale of capital assets of the city in the downtown area are to be reinvested into the public infrastructure projects facilitating further economic development in the downtown.

~~39.~~42. 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.~~43. 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.~~44. 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.~~45. **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.

Formatted: Font: 12 pt

Formatted: Indent: Left: 0.07", Right: 0", Line spacing: single, No bullets or numbering, Tab stops: Not at 0.57" + 0.57"

Formatted: Font color: Text 2

Formatted: Font color: Text 2

Formatted: Font color: Text 2

Formatted: Font color: Text 2

~~43.~~46. 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.~~47. 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.~~48. 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.~~49. The City will conform to all state and local statutes governing the investment of public funds.

~~47.~~50. All investment security transactions will be conducted on a delivery-versus-payment (DVP) basis.

~~48.~~51. 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.~~52. 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.~~53. 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.~~54. The City will issue debt in conformance with the requirements of its statutory general obligation debt limits. The non-voted debt limit is a sub-part of that limit.

~~52.~~55. The City will reserve 10% of its non-voted debt capacity as a contingency against unforeseen emergencies requiring the issuance of debt.

~~53.~~56. The City shall not exceed 85% of the non-voted legal debt limit, excluding the 10% reserved for emergency purposes.

~~54.~~57. The City's annual debt service payments will not exceed 10% of the total General Fund annual expenditure appropriation.

~~55.~~58. 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.~~59. The City will adhere to all post-debt-issuance compliance policies as described in Exhibit B – Debt Management Policy.

CITY OF Vancouver WASHINGTON

MEMORANDUM

DATE: September 21, 2020

TO: Eric Holmes

FROM: Aaron Lande, Senior Policy Analyst, City Manager's Office

RE: **Survey of Sales Tax options**

When considering the newly authorized council manic affordable housing sales tax, the Council may wish to consider this revenue tool & purpose in the context of other possible sale tax tools that may come under consideration in the future. This memorandum provides a basic overview of other sales tax increments available for the Council to consider in addition to the "Basic/First Half-Cent" and "Optional/Second Half-Cent" sales taxes. The range of sales taxes available to the City is listed below, beginning with the affordable housing tax.

Affordable Housing and Related Services Sales Tax – HB 1590 - COUNCILMANIC
Any city or town may levy a sales tax up to 0.1% for affordable housing, as long as the county has not done so first. This option originally required voter approval, but effective this year voter approval is optional and this revenue source may now be approved by the legislative body with a simple majority vote.

Counties have the "right of first refusal," and the 2020 legislation has reinstated a county deadline of September 30, 2020, after which any city may impose this tax and/or present a ballot measure to the voters as long as the county has not already done so. Failure by the County to enact the tax by the September 30 date does not preclude them from enacting the tax at a future date, although if they chose to do so the tax effectively would not apply inside the City limits of a city that has levied the tax. Clark County has not imposed this tax as of the writing of this memo and as of September 21, has indicated they do not intend to levy the tax.

At least 60% of the revenue must be used for constructing affordable housing, constructing mental and behavioral health-related facilities, or funding the operations and maintenance costs of new units of affordable housing and facilities where housing-related programs are provided. The affordable housing and facilities may only be provided to people within specified population groups whose income is 60% or less of the county median income.

The remaining funds must be used for the operation, delivery, or evaluation of mental and behavioral health treatment programs and services or housing-related services. No more than 10% of the revenue may be used to supplant existing local funds.

If a city chooses to (optionally) submit this sales tax to voters, the ballot measure must be approved by a simple majority of voters and may be submitted at any special, primary, or general election.

Based on 2018 tax collections, the City of Vancouver could generate roughly $4 million annually from this tax.

There are a few broader policy implications to keep in mind as the city weighs whether to impose this Affordable Housing sales tax. Obviously our position as a border city means that any increase to the imposed sales tax runs the risk of driving additional retail down to Oregon.

A larger question is in regards to the regional implications of the city imposing this tax instead of the county. There may be revenue and governance implications of a sales tax such as this levied by Vancouver or other individual cities. Further, there may be implications of levying this tax on the potential renewal of the City's affordable housing fund.

Other dedicated purpose sales tax options:

Cultural Access Program Sales Tax - VOTED
Any city, town, or county may impose a sales tax up to 0.1% for up to seven years to benefit or expand access to nonprofit cultural organizations.

The funds may be used for a number of purposes related to cultural access programs, including start-up funding, administrative and program costs, capital expenditures or acquisitions, technology, and public school programs to increase cultural program access for students who live in the city.

The sales tax must be approved by a simple majority of voters and may be submitted at any special, primary, or general election. It may be re-imposed for one or more additional 7-year periods, but voter approval is required each time.

There are no revenue-sharing provisions. The city retains 100% of the revenue, and unlike most local sales taxes that have a 1% administrative fee withheld by the Department of Revenue, this sales tax must be collected and distributed to the city or town at no cost.

Public Safety Sales Tax - VOTED
Any city or town may impose a sales tax of up to 0.1% for public safety with motor vehicle sales and the first 36 months of motor vehicle leases exempt.

At least one-third of the revenue must be used solely for criminal justice, fire protection purposes, or both. The statute defines "criminal justice purposes" as: [A]ctivities that substantially assist the criminal justice system, which may include circumstances where ancillary benefit to the civil justice system occurs, and which includes domestic violence services such as those provided by domestic violence programs, community advocates, and legal advocates. The remaining two-thirds are unrestricted and may be used for any lawful governmental purpose, but must be spent in accordance with the purpose(s) specified in the ballot measure.

The sales tax may only be submitted at a primary or general election; it may not appear in any February or April special election. The ballot measure must clearly state the purposes for which the tax is to be used and must be approved by a simple majority of the voters.

Because the city is imposing the sales tax, and the county hasn't done so as well, the city retains 85% of the revenues and must share 15% of the revenue with the county.

Transportation Benefit District Sales Tax - VOTED
Any city that has formed a transportation benefit district (TBD) may impose a sales tax up to 0.2% to fund TBD projects. Unlike most sales tax options, the TBD sales tax is limited in duration. A successful ballot measure is only imposed for 10 years, with the ability to place this same sales tax option back before the voters for one additional 10-year period. A TBD sales tax may only exceed 10 years if it is used for the repayment of debt.

The revenues may be used for eligible "transportation improvements" listed in a local, regional, or state transportation plan. Improvements can range from roads and transit service to sidewalks and transportation demand management. Construction, maintenance, and operation costs are eligible.

The sales tax must be approved by a simple majority of voters and may be placed on the ballot at any special, primary, or general election. The proposition must include a specific description of the transportation improvement(s) proposed by the district and the proposed tax to be imposed. If the sales tax will be used for the repayment of debt in excess of 10 years, the ballot measure should state so and provide the length of the tax obligation.

General Fund Financial Monitoring Report | September 2020

This is the second monthly update on the revenues and expenditures in the City's General Fund. Out of all the City funds that receive tax revenue, the General Fund has been the most vulnerable to the economic fluctuations. This report includes data through August.

Revenue collection in August continued the trend observed through July. Sales tax was almost up to the pre-pandemic level of $4.2 million. The August receipts tracked June spending – the month when the federal stimulus payment was distributed to a wide number of households.

Construction activity continued to rebound as consumer purchasing shifted to online purchases. The Federal stimulus, including the cash payments to eligible individuals and the additional $600 weekly unemployment payment available to a broader employee base than before, has likely significantly boosted consumer spending in these past few months and will continue impacting City revenue receipts through the end of September.

The first of the twice yearly property tax payments saw no significant impacts from the pandemic. Most of the escrow accounts have been funded by March- April. The second of this year's property tax payments might still be significantly impacted by the high unemployment rates.

The City has received an additional $2.8 million in federal CARES Act funding, bringing the total grant funding to help alleviate the cost of City's response to the pandemic to $8.4 million. The City started submitting requests for the reimbursement in September. The grant will be spent on additional costs the City incurred resulting from the pandemic, including additional sanitizing of the buildings and equipment; new federal leave costs; unemployment costs related to COVID-19; protective equipment for employees; building modifications to allow for safe return of employees to the workplace when warranted; and the cost of public safety response related to the pandemic, among other expenses.

Expenditures in the General Fund are running a little below what was anticipated, due to an intentional delay in select interfund payments. With the revenues coming in at elevated levels compared to projections, the budgeted interfund payments will be made by the year's end to prevent the City's need to catch up during the next biennium. All of these transfers reflect the City's financial policies, like funding asset replacement. The 2020 General Fund budget remains very tight after the reductions, and no major savings are anticipated at the end of the year.

If the revenues continue coming in consistent with the current trend and the expenditures continue to run consistent with the budget, the City will use approximately $4-5 million in the reserve to fund operations by the end of the year.

Following are the monthly revenue and expenditures monitoring reports for all City funds.

City of Vancouver
August 2020 Revenue Report

Revenue	Revenue Projectioı 2020	Jan Actuals	Feb Actuals	Mar Actuals	Apr Actuals	May Actuals	Jun Actuals	Jul Actuals	Aug Actuals	Actuals Aug 2020	% of Budget
General Fund											
Tax Revenue											
Property Tax	50,413,080	88,016	425,950	3,979,516	16,507,558	5,025,722	1,851,825	676,588	300,750	28,855,925	57%
Sales Tax	45,330,843	3,636,154	4,701,299	3,605,855	3,265,841	3,299,024	3,204,672	3,914,004	4,288,388	29,915,237	66%
Electrical Tax	8,929,392	1,556,694	0	1,654,230	0	1,445,767	0	1,164,553	0	5,821,245	65%
Natural Gas	3,515,250	592,504	67,826	69,764	792,354	70,309	53,812	427,949	9,670	2,084,187	59%
Telephone	3,509,373	127,988	481,876	282,276	83,155	374,181	144,564	201,931	354,112	2,050,083	58%
Cable Franchise Fee	3,000,000	0	472,101	0	0	477,219	0	0	473,779	1,423,098	47%
Water/Sewer/Storm Water	30,731,595	2,353,058	5,319	4,891,712	2,478,882	2,458,638	2,660,083	2,726,180	5,062	17,578,934	57%
Solid Waste Utility Tax	6,546,597	601,898	666,943	666,552	668,914	639,361	650,637	667,411	679,052	5,240,768	80%
Gambling and Leasehold Taxes	780,377	8,917	159,032	4,954	3,519	4,744	24,336	2,807	295,391	503,700	65%
Subtotal Tax Revenues	**152,756,507**	**8,965,228**	**6,980,346**	**15,154,859**	**23,800,224**	**13,794,964**	**8,589,929**	**9,781,423**	**6,406,205**	**93,473,177**	**61%**
Business Licenses	2,220,904	260,233	137,317	269,158	131,753	(84,439)	5,760	3,227	732	723,742	33%
Grants & Entitlements	5,769,200	0	0	0	151,550	8,718	17,893	188,781	5,174	372,116	6%
State Shared Revenues	3,800,000	245,803	0	488,509	285,762	0	488,465	310,318	1,155,794	2,974,651	78%
Parks Contract with Clark County	80,000	5,108	(1,643)	5,108	5,108	5,108	5,250	5,250	5,250	34,540	43%
Charges for Services											
Planning Permits	840,000	137,459	107,066	122,779	89,980	56,094	101,526	67,299	76,976	759,178	90%
Recreation Program Fees	4,661,800	329,436	344,047	30,938	(81,513)	(157)	43,404	1,239	20,352	687,746	15%
Interfund Service Charges	2,238,757	128,699	(0)	238,082	604,043	0	238,082	102,901	102,969	1,414,776	63%
Other Charges & Services	1,060,000	108,049	83,669	86,554	88,388	16,596	19,930	22,638	17,204	443,028	42%
Subtotal Charges for Services	**8,800,557**	**703,643**	**534,781**	**478,353**	**700,899**	**72,533**	**402,943**	**194,077**	**217,500**	**3,304,728**	**38%**
Control Total	8,800,557	703,643	534,781	478,353	700,899	72,533	402,943	194,077	217,500	3,304,728	38%
District Court	2,395,000	130,800	138,272	140,022	115,756	83,159	152,266	78,956	89,315	928,547	39%
Miscellaneous	1,093,887	234,558	167,793	129,822	128,201	30,895	3,441,352	(3,245,983)	28,696	915,334	84%
Lease Revenue (short and long-term)	2,141,633	183,469	167,179	242,385	171,580	137,557	256,806	176,753	187,944	1,523,673	71%
Operating Transfers	2,294,459	0	0	0	0	1,000,000	0	0	0	1,000,000	44%
Total General Fund	**181,452,147**	**10,728,842**	**8,124,046**	**16,908,216**	**25,490,833**	**15,048,495**	**13,360,663**	**7,492,803**	**8,096,610**	**105,250,508**	**58%**
Street Fund											
Motor Vehicle Fuel Tax	3,321,520	298,351	292,519	271,316	280,249	173,554	194,125	245,915	266,172	2,022,202	61%
Operating Transfers	8,704,763	0	0	2,151,982	0	2,151,982	0	2,151,982	0	6,455,945	74%
Permits and Misc.	1,721,189	104,561	129,917	122,682	57,084	83,233	30,481	81,508	230,584	840,050	49%
Total Street Fund	**13,747,472**	**402,912**	**422,436**	**2,545,979**	**337,333**	**2,408,769**	**224,606**	**2,479,404**	**496,757**	**9,318,196**	**68%**
Operating Street Initiative Fund											
Real Estate Excise Tax	3,200,000	414,383	186,405	317,269	349,738	277,114	249,537	495,287	165,993	2,455,726	77%
Business License Surcharge	386,928	78,915	46,432	104,232	55,595	(25,378)	645	460	(60)	260,842	67%
Operating Transfers	6,034,931	122,059	34,616	1,787,185	163,183	2,218,371	171,561	2,233,735	35,245	6,765,955	112%
Motor Vehicle Fuel Tax and Misc.	555,564	14,130	15,174	156,077	8,115	16,720	123,411	16,445	20,781	370,854	67%
Total Operating Street Initiatives F	**10,177,423**	**629,487**	**282,628**	**2,364,763**	**576,631**	**2,486,827**	**545,154**	**2,745,927**	**221,959**	**9,853,376**	**97%**
Operating Fire Fund											
Grant Revenue	1,711,003	0	(18,284)	(1,608)	56,994	0	30,858	0	1,889	69,849	4%
Operating Transfers	34,891,184	0	0	7,515,204	7,472,342	42,862	0	7,515,204	0	22,545,611	65%
Permit/Other Fees and Misc	14,236,112	175,395	162,319	118,715	82,300	214,135	5,808,673	130,416	83,606	6,775,560	48%
Total Operating Fire Fund	**50,838,299**	**175,395**	**144,035**	**7,632,310**	**7,611,636**	**256,996**	**5,839,531**	**7,645,620**	**85,495**	**29,391,020**	**58%**
Fire Equipment Fund	1,729,943	6,996	24,628	21,618	8,321	14,559	13,966	12,373	2,760	105,221	6%
AMR Compliance Fund (New)	740,000	129,370	1,089	191,210	672	64,525	64,419	64,336	132,270	647,890	88%

City of Vancouver
August 2020 Revenue Report

Revenue	Revenue Projectio 2020	Jan Actuals	Feb Actuals	Mar Actuals	Apr Actuals	May Actuals	Jun Actuals	Jul Actuals	Aug Actuals	Actuals Aug 2020	% of Budget
Other Special Revenue Funds											
Drug Enforcement	255,000	112,644	3,610	9,920	16,722	2,819	20,931	65,728	26,208	258,583	101%
Community Development Block Grant	3,406,126	6,402	90,299	148,238	235,681	69,804	112,503	146,981	147,306	957,215	28%
Tourism	3,050,000	198,506	170,978	179,894	151,255	62,231	51,379	86,245	105,848	1,006,336	33%
Affordable Housing	6,050,000	29,285	129,691	442,846	2,042,649	485,110	196,839	86,425	30,427	3,443,273	57%
Criminal Justice/LLEBG	260,000	71,641	1,117	950	71,193	475	354	211,008	308	357,046	137%
Transportation Special Fund	2,740,000	231,103	129,108	304,967	140,725	(48,558)	6,672	5,319	1,433	770,771	28%
Real Estate Excise Tax - I	3,035,000	394,578	181,536	250,734	332,544	213,563	188,686	409,395	365,476	2,336,510	77%
Parks & Recreation Special Revenue	0	310	504	458	26	17	1,213	15	203	2,746	0%
Downtown Initiatives	185,000	14,402	14,375	17,353	14,203	14,117	14,172	3,341,239	15,087	3,444,948	1,862%
VNHR Properties	1,068,800	18,351	18,269	18,120	17,941	74,282	17,681	17,641	17,619	199,904	19%
Senior Messenger	291,000	17,063	17,818	32,610	14,215	10,623	12,525	17,512	41,329	163,694	56%
TIF Funds	1,895,000	358,525	249,950	80,513	35,399	38,261	145,477	259,994	252,108	1,420,228	75%
PIF Funds	12,203,896	240,500	271,111	102,054	40,462	53,434	215,980	228,669	349,728	1,501,939	12%
Parkhill Cemetery Fund	20,000	3,316	2,511	1,124	3,028	2,795	1,121	1,968	2,201	18,065	90%
Affordable Housing Sales Tax Credit	650,000	3	930	0	51,681	0	0	0	289,148	341,762	53%
Debt Service Funds											
G O Debt Service Fund	17,077,438	36,126	0	0	0	1,345,293	0	266,126	0	1,647,545	10%
L I D Fund	0	63	199	50	36	24	19	2,247	16	2,655	0%
Capital Funds											
2011 Bond Capital Fund - Waterfront	30,000	1,619	467	397	277	182	136	46	41	3,166	11%
Transportation Capital Fund	22,232,510	8,189	10,865	2,285	1,718,144	3,187	4,852	5,127,105	81,920	6,956,546	31%
Capital Streets Initiative Fund (NEW)	2,795,265	280,442	16,528	20,305	37,845	15,762	14,736	133,309	26,325	545,252	20%
Capital Improvement Fund	10,350,172	4,330	29,838	3,134	2,170	2,455	1,811	1,414	2,101,449	2,146,601	21%
Fire Acquisition Fund	1,597,299	15,759	14,577	12,378	8,594	5,654	4,201	3,321	2,924	67,408	4%
VNHR Property Capital	145,500	1,779	1,931	1,974	1,375	904	670	528	464	9,625	7%
Parks Construction Fund (Capital Projects only)	5,365,634	2,208	3,145	2,803	1,943	906	83,660	184,293	396,132	675,089	13%
City Tree Reserve Fund	86,250	17,464	9,127	4,703	3,637	2,040	12,733	28,288	3,649	81,643	95%
Drainage Construction Fund	3,915,666	2,483	2,183	(44,829)	1,275	49,425	794	5,309	1,807	18,447	0%
Water/Sewer Capital Reserves	30,000	5,063	4,708	4,006	2,791	1,839	1,371	1,085	958	21,822	73%
Systems Development Reserves	3,316,000	191,031	265,691	262,060	121,782	297,476	693,577	292,190	574,409	2,698,215	81%
Water Construction Fund	11,237,000	86,944	79,496	66,061	44,843	29,138	21,207	16,552	14,339	358,580	3%
SCIP Fund	680,000	82,903	62,577	27,072	40,693	17,781	41,000	82,382	36,240	390,648	57%
Utility Customer Assistance	15,000	1,097	1,501	890	4,527	5,012	3,994	891	747	18,658	124%
Water Revenue Bond Debt Service	78,720	20	26,278	13,168	13,164	13,000	0	0	0	65,630	83%
Sewer Revenue Bond Debt Service	3,857,280	981	1,287,614	645,229	645,056	637,003	1	1	1	3,215,885	83%
Debt Service Reserves	20,000	6,250	4,850	3,339	1,777	809	346	274	242	17,887	89%
Sewer System Development	3,500,000	207,064	309,164	303,964	94,531	254,669	912,337	334,844	622,985	3,039,558	87%
Sewer Construction Fund	17,495,000	12,164	9,316	7,195	4,012	2,239	1,281	686	488	37,382	0%
Enterprise Funds											
Storm Drainage Fees	20,542,626	1,222,638	1,874,098	1,290,864	1,898,168	1,295,445	1,907,960	1,301,234	1,876,662	12,667,068	62%
Private Capital Contributions	0	0	0	0	0	0	0	0	0	0	0%
Miscellaneous	653,709	48,120	25,862	55,450	46,127	16,177	14,358	8,751	9,610	224,456	34%
Total Storm Water Fund	**21,196,335**	**1,270,757**	**1,899,960**	**1,346,314**	**1,944,296**	**1,311,622**	**1,922,318**	**1,309,984**	**1,886,272**	**12,891,525**	**61%**
Water											
Water Sales											

Revenue	Revenue Projection 2020	Jan Actuals	Feb Actuals	Mar Actuals	Apr Actuals	May Actuals	Jun Actuals	Jul Actuals	Aug Actuals	Actuals Aug 2020	% of Budget
Residential Water Sales	31,416,647	2,467,301	1,962,527	2,515,998	2,045,269	2,807,921	2,494,889	3,276,007	3,577,754	21,147,665	67%
Commercial Water Sales	6,752,533	373,131	397,239	388,133	380,429	413,942	521,328	626,099	786,545	3,886,847	58%
Governmental Water Sales	1,290,893	63,963	64,667	23,758	55,736	57,091	74,149	108,801	180,699	628,864	49%
Subtotal Water Sales	**39,460,073**	**2,904,395**	**2,424,433**	**2,927,890**	**2,481,434**	**3,278,955**	**3,090,366**	**4,010,906**	**4,544,998**	**25,663,377**	**65%**
Private Capital Contributions	335,000	22,641	13,415	42,467	8,350	19,120	39,706	22,279	49,231	217,209	65%
Interfund Transfers	3,115,031	0	0	0	0	0	0	0	0	0	0%
Indirect Cost Plan Revenue	2,348,531	186,568	0	249,942	128,989	124,971	124,971	120,663	120,983	1,057,088	45%
Miscellaneous	2,787,124	165,798	92,692	163,637	66,054	27,337	189,630	95,338	106,272	906,757	33%
Total Water Fund	**48,045,759**	**3,279,402**	**2,530,540**	**3,383,936**	**2,684,827**	**3,450,383**	**3,444,672**	**4,249,186**	**4,821,484**	**27,844,430**	**58%**
Sewer											
Sewer Charge											
Residential Sewer Charges	36,807,774	2,745,042	2,911,253	2,866,053	2,969,525	2,857,655	2,925,190	2,863,462	2,919,283	23,057,463	63%
Commercial, Industrial Sewer Charges	14,558,556	1,078,379	1,220,280	1,062,702	1,115,310	996,283	1,126,712	1,146,028	1,329,694	9,075,389	62%
Governmental Sewer Charges	1,513,537	107,616	121,421	111,263	96,237	86,490	117,020	105,701	155,361	901,109	60%
Subtotal Sewer Charges	**52,879,867**	**3,931,037**	**4,252,954**	**4,040,018**	**4,181,072**	**3,940,428**	**4,168,923**	**4,115,191**	**4,404,338**	**33,033,961**	**62%**
Private Capital Contributions	150,000	1,000	12,695	16,284	700	0	10,050	28,054	57,084	125,867	84%
Interfund Transfers	3,300,000	0	0	3,800,000	0	0	0	0	0	3,800,000	115%
Miscellaneous	565,576	83,496	131,275	54,615	90,575	82,545	85,338	60,835	67,292	655,970	116%
Total Sewer Fund	**56,895,443**	**4,015,534**	**4,396,923**	**7,910,917**	**4,272,347**	**4,022,973**	**4,264,310**	**4,204,080**	**4,528,714**	**37,615,798**	**66%**
Building Inspection											
Permits	6,704,626	763,473	746,826	582,514	499,848	537,733	795,823	901,585	618,131	5,445,934	81%
Interfund Services	411,037	0	0	0	81,657	0	0	(1,947)	(1,947)	77,763	19%
Miscellaneous	329,704	31,098	12,635	48,023	25,929	4,928	41,523	21,676	21,664	207,477	63%
Total Building Fund	**7,445,367**	**794,571**	**759,461**	**630,537**	**607,434**	**542,661**	**837,346**	**921,315**	**637,848**	**5,731,174**	**77%**
Solid Waste											
Solid Waste Utility Tax	1,479,450	112,645	225,291	112,645	112,645	112,645	112,645	112,645	112,645	1,013,809	69%
Service Charges-Recycling	790,000	15,775	(7,147)	16,079	33,947	13,243	13,243	12,929	45,372	143,442	18%
Miscellaneous	182,814	4,273	4,113	3,436	2,403	1,540	1,157	90,905	812	108,639	59%
Total Solid Waste Fund	**2,452,264**	**132,693**	**222,258**	**132,160**	**148,995**	**127,429**	**127,045**	**216,480**	**158,830**	**1,265,890**	**52%**
Parking											
Parking Fines	700,000	89,726	66,819	38,726	(3,708)	(5,287)	(9,153)	5,574	22,163	204,860	29%
Parking Meters & Lots	3,405,478	353,314	419,868	286,493	98,215	95,522	145,269	231,888	215,093	1,845,661	54%
Miscellaneous	118,783	42,421	7,409	30,256	10,249	4,747	53,294	12,853	14,453	175,683	148%
Total Parking Fund	**4,224,261**	**485,461**	**494,096**	**355,474**	**104,756**	**94,983**	**189,410**	**250,315**	**251,710**	**2,226,204**	**53%**
Tennis Center											
Membership Fees	1,024,064	0	0	31,447	0	0	0	0	0	31,447	3%
Operating Transfers	35,000	0	0	0	0	0	0	0	0	0	0%
Instruction and Miscellaneous	0	0	0	20,540	0	0	0	0	0	20,542	0%
Total Tennis Center Fund	**1,059,064**	**0**	**0**	**51,987**	**0**	**0**	**0**	**0**	**0**	**51,988**	**5%**
Other Enterprise Funds											
Pearson Airfield	3,262,838	60,994	59,961	87,218	68,881	60,783	57,952	58,908	101,264	555,961	17%
Utility Customer Assistance	15,000	1,097	1,501	890	4,527	5,012	3,994	891	747	18,658	124%
Internal Service Funds											

City of Vancouver
August 2020 Revenue Report

Revenue	Revenue Projection 2020	Jan Actuals	Feb Actuals	Mar Actuals	Apr Actuals	May Actuals	Jun Actuals	Jul Actuals	Aug Actuals	Actuals Aug 2020	% of Budget
Facilities Asset Mgmt & Replacement Reserve Fund	5,976,382	31,137	28,952	578,144	17,648	12,002	8,949	7,084	6,256	690,173	12%
Equipment Services Operations Fund	7,504,267	1,185	1,023,424	570,927	384,914	481,846	636,513	990,859	1,277,917	5,367,587	72%
Equipment Services Capital Fund	8,087,884	34,063	699,942	412,192	14,805	111,013	(43,609)	621,036	30,117	1,879,560	23%
Computer Repair & Replacement	3,986,861	341,639	9,486	669,704	6,416	3,381	2,454	3,226	3,789	1,040,095	26%
Grounds and Facilities Services	15,997,428	1,869	467,247	1,240,422	280,843	2,945,670	1,457	931,811	786,526	6,655,845	42%
Self-Insured Worker's Comp & Liability	6,531,693	642,884	12,644	1,314,197	12,396	14,016	55,811	2,689	2,243	2,056,880	31%
Internal Administrative Services Fund	17,769,040	1,403,743	17,247	2,800,762	1,400,591	1,402,247	1,397,654	1,393,530	1,393,100	11,208,874	63%
Benefits Fund	14,860,370	4,365	3,584	3,539	2,329	1,504	2,976	949	848	20,093	0%
Self-Insured Health Insurance Fund	9,946,000	200,747	418,653	177,454	274,550	204,659	286,254	233,463	385,281	2,181,061	22%
Agency Funds											
SWAT Team	324,905	97,357	155	140	48,544	96	78	48,509	48	194,927	60%
Police Pension	2,083,738	175,948	1,094	347,858	45	16	716	8	0	525,686	25%
Fire Pension	3,076,527	253,496	19,478	482,801	13,636	218,814	7,654	6,698	6,258	1,008,835	33%
Cable TV	1,405,933	3,507	2,796	139,205	135,182	130,893	2,120	130,282	69,104	613,088	44%
PEG Capital Support Fund Comcast	665,000	1,926	187,156	6,749	1,117	186,461	579	452	184,376	568,816	86%
PEG Capital Support Fund Century Link	0	0	0	0	0	0	0	0	0	0	0%
Transportation Benefits District	4,815,000	7,274	7,289	6,820	5,100	3,645	2,884	1,777	1,697	36,488	1%

August 2020 Monthly Expenditure Report

Expenditures	Budget 2020	Jan Actuals	Feb Actuals	Mar Actuals	Apr Actuals	May Actuals	Jun Actuals	Jul Actuals	Aug Actuals	Actuals Jan-Aug	% of Budget
General Fund											
City Council	744,585	53,555	42,973	73,796	49,432	38,153	55,316	51,912	53,144	418,282	56%
City Manager's Office	5,043,932	319,195	356,682	573,385	396,755	352,932	296,459	270,272	344,982	2,910,662	58%
Legal Services	3,368,243	274,808	204,747	314,174	230,829	215,731	218,949	207,798	238,900	1,905,936	57%
Community Economic Development	8,626,918	581,275	603,898	646,455	542,225	477,280	419,261	445,199	674,580	4,390,173	51%
Parks, Trails, & Natural Resources	10,454,348	293,554	416,860	939,998	376,364	1,402,758	202,997	498,711	421,442	4,552,684	44%
Recreation Services	5,217,045	401,123	420,881	315,600	230,428	144,173	137,807	106,085	232,887	1,988,983	38%
Police	57,174,587	4,217,004	3,757,072	4,502,206	4,159,256	4,194,039	3,833,620	4,225,162	4,049,363	32,937,722	58%
Subtotal Non-Gen. Governmental	**90,629,658**	**6,140,515**	**5,803,112**	**7,365,614**	**5,985,288**	**6,825,066**	**5,164,409**	**5,805,138**	**6,015,298**	**49,104,441**	**54%**
General Governmental											
Child Justice Center Support	0	0	0	0	0	0	231,324	115,662	0	346,986	0%
City Cable Programming	515,000	0	0	128,750	0	128,750	0	128,750	0	386,250	75%
Fire District #6	0	0	0	0	0	0	0	0	0	0	0%
Emergency Mgmt (CRESA)	95,040	51,421	0	0	51,421	0	0	51,421	0	154,262	162%
Air Pollution Control Authority	95,936	0	0	0	0	97,005	0	0	0	97,005	101%
Humane Society	326,510	77,785	53,185	29,800	19,265	12,080	16,145	19,095	20,185	247,540	76%
Animal Control	0	0	0	0	122,490	0	0	61,245	0	183,735	0%
Alcoholism Support	0	0	49,983	0	0	0	0	0	0	49,983	0%
Regional Transp Council	48,000	48,901	0	0	0	0	0	0	0	48,901	102%
Election Support	350,000	130,689	256,944	0	0	0	0	0	0	387,633	111%
AWC, Chamber of Commerce	90,000	0	0	88,765	0	0	0	0	0	88,765	99%
Opportunity Reserve	145,059	20,267	9	9	13	20,409	84	59	59	40,910	28%
Miscellaneous	2,244,634	15,297	42,403	145,845	33,593	402,379	(24,961)	124,398	141,544	880,497	39%
Real Estate Transactions	7,336,947	18,523	29,834	104,869	18,038	222,164	31,640	81,897	2,154,302	2,661,268	36%
Public Defender	1,422,500	201,991	121,098	99,050	95,994	106,651	102,209	98,776	104,183	929,953	65%
County Jail Costs	4,410,000	63,377	0	0	0	1,476,688	0	0	0	1,540,065	35%
County Corrections Costs	1,550,000	273,681	141,994	141,507	130,214	0	169,761	105,195	104,596	1,066,948	69%
County District Court Costs	1,600,000	26,546	339,632	914	132	0	23,583	157,613	378,296	926,715	58%
General Obligation Debt Payment	4,187,294	0	56,760	28,380	0	555,497	0	1,370	0	642,007	15%
General Govt Support	10,759,588	51,395	25,138	689,389	58,551	220,701	51,395	94,248	77,304	1,268,120	12%
Street Support	14,603,055	122,059	34,616	3,939,166	163,183	4,370,353	171,561	4,385,716	35,245	13,221,899	91%
Fire Support	34,351,164	0	0	7,472,342	7,472,342	0	0	7,472,342	0	22,417,026	65%
LEOFF Pension Support	4,875,265	406,272	0	812,544	0	0	0	0	0	1,218,816	25%
Subtotal General Governmental	**89,005,992**	**1,508,202**	**1,151,597**	**13,681,331**	**8,165,235**	**7,612,677**	**772,742**	**12,897,786**	**3,015,714**	**48,805,284**	**55%**
General Fund Total	**179,635,651**	**7,586,195**	**6,996,876**	**20,989,524**	**14,150,207**	**14,434,552**	**5,936,674**	**18,702,924**	**9,031,012**	**97,827,963**	**54%**
Special Revenue Funds											
Street	15,956,633	1,119,290	995,644	1,264,223	778,740	1,016,454	837,021	1,313,292	1,094,884	8,419,548	53%
Street Initiative- NEW Fund	10,921,492	95,545	131,025	309,045	151,008	259,335	171,111	173,964	1,518,310	2,809,344	26%
Fire Operating Fund	52,157,653	3,374,843	3,343,108	4,437,640	3,757,890	3,659,017	3,431,873	3,813,416	3,538,304	29,356,091	56%
Fire Capital Fund	3,783,174	0	24,360	85,944	614,035	1,831	27,399	51,170	0	804,739	21%

August 2020 Monthly Expenditure Report

Expenditures	Budget 2020	Jan Actuals	Feb Actuals	Mar Actuals	Apr Actuals	May Actuals	Jun Actuals	Jul Actuals	Aug Actuals	Actuals Jan-Aug	% of Budget
AMR Compliance Fund	825,549	72,580	15,164	59,856	87,580	58,941	16,079	163,605	54,078	527,882	64%
Drug Enforcement and Investigative Funds	360,743	17,992	5,165	3,597	1,167	2,472	70,383	1,476	1,103	103,354	29%
Community Development Block Grant	3,057,689	175,501	241,334	148,614	200,181	107,289	100,644	197,890	101,791	1,273,244	42%
Tourism	2,035,208	121,157	95,047	85,357	87,065	76,549	129,143	124,156	56,487	774,961	38%
Affordable Housing	6,113,609	440,109	173,833	398,611	765,668	231,084	542,713	261,939	305,238	3,119,196	51%
Criminal Justice/LLEBG	210,892	255	0	509	255	255	255	255	255	2,037	1%
Real Estate Excise Tax	1,831,892	11	0	23	11	260,889	11	11	11	260,968	14%
Transportation Special Revenue	2,984,600	1,570	0	3,140	1,570	334,517	1,570	44,057	1,570	387,994	13%
Parks & Recreation Special Revenue	230	19	0	38	19	19	135	19	19	269	117%
Downtown Initiatives	126,887	17,461	8,707	9,463	8,845	10,244	6,824	9,086	9,113	79,742	63%
VNHR Properties	1,300,389	25,629	28,035	16,404	975	58,167	863	7,583	2,519	140,176	11%
Senior Messenger	348,400	23,553	39,135	20,714	12,318	16,361	17,329	29,314	22,955	181,678	52%
Parkhill Cemetery Improvement Fund	2,059	63	39	96	47	78	76	48	64	513	25%
TIF Funds	2,493,985	0	0	0	0	0	0	378,064	0	378,064	15%
PIF Funds	15,185,888	0	0	0	0	497	83,108	0	0	83,605	1%
Debt Service Funds											
G O Debt Service Fund	17,077,437	36,126	0	0	0	0	1,345,293	266,126	0	1,647,545	10%
L I D Debt Fund	17,100	0	0	1,000	0	0	0	0	10,675	11,675	68%
Capital Funds											
2011 Bond Capital Fund - Waterfront	254,887	0	0	0	0	0	0	189,784	0	189,784	74%
Transportation Capital Fund	24,750,998	247,437	697,574	912,705	500,244	842,324	1,712,025	1,071,582	1,317,837	7,301,726	30%
Capital Streets Initiative Fund	3,114,589	72,962	28,779	68,649	66,149	63,824	99,586	45,250	297,702	742,900	24%
Fire Acquisition Fund	11,781,122	76,059	1,800	54,055	6,325	27,508	29,357	1,438	40,505	237,047	2%
Capital Improvement Fund	10,593,836	116,511	133,885	62,906	130,853	29,639	62,638	37,451	219,305	793,188	7%
VNHR Property Capital	957,083	919	0	2,380	2,196	7,202	10,227	6,750	1,809	31,483	3%
2015 Bond Capital Fund - VNHR	0	0	0	0	0	0	0	0	0	0	0%
Parks Construction Fund	5,271,614	97,149	22,938	26,368	24,870	1,007,363	42,300	358,116	337,356	1,916,459	36%
City Tree Reserve Fund	42,525	1,540	7,756	4,172	3,285	1,216	2,105	1,517	1,852	23,441	55%
Drainage Construction Fund	4,987,597	78,192	109,330	40,078	158,604	24,060	14,052	185,420	20,660	630,395	13%
Systems Development Reserves	3,000,000	0	0	0	0	0	0	0	0	0	0%
Water Construction Fund	34,096,020	154,541	1,420,447	2,151,911	292,207	1,791,719	388,037	734,986	1,114,117	8,047,965	24%
SCIP Fund	900,000	0	0	0	0	0	0	0	0	0	0%
Utility Customer Assistance	30,000	1,505	1,224	1,756	1,698	2,012	4,512	3,848	3,647	20,201	67%
Water Revenue Bond Debt Service Fund	78,720	0	0	0	0	0	78,720	0	0	78,720	100%
Sewer Revenue Bond Debt Service Fund	3,857,280	0	0	0	0	0	3,857,280	0	0	3,857,280	100%
Debt Service Reserves	3,936,000	0	1,312,000	656,000	656,000	648,179	0	0	0	3,272,179	83%
Sewer System Development	3,000,000	0	0	0	0	0	0	0	0	0	0%
Sewer Construction Fund	29,898,910	2,091,483	217,594	1,215,403	710,326	915,804	1,195,523	624,680	653,702	7,624,516	26%

August 2020 Monthly Expenditure Report

Expenditures	Budget 2020	Jan Actuals	Feb Actuals	Mar Actuals	Apr Actuals	May Actuals	Jun Actuals	Jul Actuals	Aug Actuals	Actuals Jan-Aug	% of Budget
Enterprise Funds											
Storm Water	20,435,740	1,193,699	903,584	1,982,580	1,313,122	1,181,444	1,330,972	1,481,784	992,867	10,380,052	51%
Water	46,638,342	3,082,521	1,806,962	3,838,294	2,679,566	2,770,951	2,891,814	3,211,718	2,302,566	22,584,392	48%
Sewer	56,610,706	2,160,391	1,934,040	8,423,453	2,857,917	3,227,035	2,694,316	2,951,781	2,017,915	26,266,846	46%
Building Inspection	6,578,718	456,380	401,997	598,933	603,074	440,466	389,618	424,864	502,916	3,818,248	58%
Solid Waste	3,355,482	191,409	150,766	131,673	253,558	105,682	138,191	170,690	144,808	1,286,778	38%
Parking	3,933,723	228,962	160,847	302,854	270,870	128,160	196,898	168,218	231,675	1,688,484	43%
Tennis Center	753,406	0	0	(4,344)	0	0	0	0	226	(4,117)	-1%
Airpark	2,817,934	93,004	54,154	75,141	33,612	649,221	35,266	36,562	48,027	1,024,987	36%
Internal Service Funds											
Facilities Asset Mgmt & Replacement Reserve Fund	8,720,198	34	0	68	34	34	34	34	34	272	0%
Equipment Services Operations Fund	6,788,106	605,718	414,304	722,173	367,313	529,565	550,732	441,733	498,957	4,130,495	61%
Equipment ER&R Capital	11,644,647	763,850	632,495	288,703	215,951	112,815	270,649	514,225	283,287	3,081,976	26%
Technology ER&R	4,060,667	279,332	542,636	385,723	102,423	58,418	264,171	102,234	1,033,306	2,768,243	68%
Grounds & Facilities Services Fund	12,885,773	989,305	943,434	972,434	770,193	717,254	824,987	1,105,597	994,162	7,317,366	57%
Risk Fund	6,515,159	383,088	313,794	336,400	241,682	530,842	202,223	182,019	566,613	2,756,661	42%
Internal Administrative Services Fund											
Finance	5,970,128	518,560	478,760	533,809	443,819	427,767	395,753	361,064	501,876	3,661,407	61%
Information Technology	5,711,900	752,785	505,294	566,903	561,609	392,744	516,067	489,503	92,019	3,876,925	68%
Human Resources	2,511,356	187,139	170,191	183,129	171,323	161,202	197,711	224,167	142,827	1,437,688	57%
Legal: Civil	2,013,449	142,403	128,975	137,672	146,498	130,490	154,512	136,964	157,754	1,135,268	56%
Total Internal Administrative Services	**16,206,833**	**1,600,887**	**1,283,219**	**1,421,513**	**1,323,249**	**1,112,202**	**1,264,043**	**1,211,699**	**894,476**	**10,111,288**	**62%**
Benefits Fund	14,979,522	891,379	865,139	969,363	922,970	893,040	919,630	926,510	886,158	7,274,188	49%
Self Insured Health Insurance	9,361,743	1,185,107	834,277	1,466,113	875,168	628,646	888,722	978,112	1,098,338	7,954,483	85%
Agency Funds											
SWAT Team	259,206	8,997	5,366	15,946	4,511	7,915	15,798	51,600	15,816	125,949	49%
Police Pension	1,191,220	117,870	53,167	69,447	76,075	66,479	61,327	90,724	100,048	635,137	53%
Fire Pension	1,826,673	131,148	89,515	100,078	90,383	88,002	94,644	119,906	93,450	807,126	44%
Cable TV	1,410,746	96,973	127,248	88,648	237,582	46,804	63,309	69,587	68,763	798,913	57%
PEG	1,021,659	0	2,219	8,063	166,086	39,300	19,545	1,321	0	236,533	23%
Transportation Benefits District	2,998,890	0	0	0	0	0	0	2,000,000	0	2,000,000	67%

CITY OF Vancouver WASHINGTON

MEMORANDUM

TO: City Council

FROM: Eric Holmes, City Manager
Chad Eiken, Community and Economic Development Director

DATE: September 28, 2020

SUBJECT: Proposed Revision to the Multi-Family Tax Exemption Program – First Phase

This memo summarizes the background and substantive elements of a proposal to revise the City's multi-family tax exemption (MFTE) program in two key areas. City staff developed the proposal after receiving feedback from City Council, conducting research on MFTE programs in other cities and engaging the City Center Redevelopment Authority (CCRA). The proposal retains and strengthens the linkage between the MFTE program and the City's efforts to expand access to affordable housing that City Council established in 2017 and provides additional flexibility to developers.

Executive Summary

The current set of proposed changes are the first of two phases of possible revisions to the MFTE program and include two key areas which are a high priority, based on recent input from City Council.

Key characteristics of the proposed Phase I of MFTE program refinement include:

- **Revision to affordable rent levels.** Affordable rent levels based on Vancouver median household income instead of Portland metropolitan area median family income.
- **Retention of the current 8, 10 or 12-year exemption terms.** An exemption term of 8, 10 or 12 years will continue to be available in exchange for an owner offering 20% of the units at rents affordable to households earning 100%, 80% or 60% of the revised median income.
- **Removal of the public benefit option.** The option for a developer to provide a public benefit in excess of other required improvements in exchange for an 8-year exemption is removed.
- **Addition of a fee-in-lieu of using an affordable housing option.** A new option is provided that allows a developer to pay a fee in-lieu of providing affordable housing in exchange for an 8-year exemption. The fee would support the city's Affordable Housing Fund (AHF) and the AHF's various affordable housing programs.

Phase II is intended to include:

1. consideration of an expansion of geographic boundaries of program to include Mill Plain Corridor, broaden Fourth Plain Corridor, and expand the Vancouver City Center Vision MFTE boundary; and
2. review the overall efficacy of the program, review and refine policy goals, and adjust the incentive by area as needed to accomplish policy goals.

A brief background of the MFTE program is provided below followed by more specific information on the proposed revisions. Staff will be presenting these options to City Council and will be requesting direction at a City Council workshop on September 28, 2020. After receiving direction from City Council staff will work with the CCRA on specific revisions to the MFTE program to bring back to City Council for final consideration and adoption.

Background

The State of Washington established the MFTE program in 1995 (Revised Code of Washington (RCW) Chapter 84.14) to help cities stimulate residential development in designated urban centers and to assist local governments in meeting density goals to help lower the infrastructure and operating costs associated with local government services. While the purpose of the law includes affordable housing, the program is not exclusively intended to be an affordable housing program. The 1995 MFTE program exempted the value of eligible housing improvements from property taxes for a period of 10 years and had no affordable housing requirement.

In 2007 the state revised the MFTE statute and reduced the 10-year exemption to 8 years and offered a 12-year exemption to projects that included at least 20% of their units as affordable housing at 115% of Area Median Income (AMI). Under the MFTE program land and non-residential improvements are not exempt.

In 2019 the Joint Legislative Audit and Review Committee (JLARC) issued a report assessing the impacts of the program state-wide. That report can be found here. Further resources can be found on the Municipal research Services Center site here.

The City of Vancouver adopted a multi-family tax exemption program in 1997 to stimulate the construction or rehabilitation of multifamily housing as part of the Esther Short Redevelopment Plan and create a more active and vibrant downtown. The MFTE program was a major part of the City's downtown redevelopment strategy and provided an incentive to attract more residents to the downtown area. Currently, the city offers the MFTE program in two designated residential target areas: The Vancouver City Center Vision Area (VCCV) and the Fourth Plain Corridor Subarea (added in 2007).

The Vancouver City Council enacted a modification to the city's MFTE program in January 2017. The city's 2017 modification made the following tax exemption options available to applicants:

- An 8-year exemption for market-rate projects offering public benefits negotiated through a development agreement process.

- An 8-year exemption for projects with 20% of units affordable to households earning up to 100% of area median income (AMI).
- A 10-year exemption for projects with 20% of units affordable to households earning up to 80% AMI.
- A 12-year exemption for projects with 20% of units affordable to households earning up to 60% AMI.

The City has approved 30 MFTE program applications to date representing an estimated $550 million private investment. The table below provides a summary of the approved projects. As shown, the city has approved nearly 2,600 units including 653 affordable units. Of the 653 affordable units 424 are in projects that received Federal tax credit financing support and are required to limit monthly rents to amounts affordable to households earning 60% of the Portland median family income. Another 25 units are affordable due to other financing. The remaining 204 affordable units are in projects that only received a MFTE tax exemption.

Table 1. Summary of Projects and Units under the MFTE Program (2001-Present)

Multi-Family Tax Exemption Program Summary	Completed	In Construction	In Permitting	TOTAL
Approved Projects				
VCCV	17	6	4	**27**
Fourth Plain	2	1	0	**3**
Total Approved Projects	**19**	**7**	**4**	**30**
Total Units				
VCCV	1,266	663	420	**2,349**
Fourth Plain	212	36	0	**248**
Total Units	**1,478**	**699**	**420**	**2,597**
Affordable Units				
VCCV	308	43	82	**433**
Fourth Plain	212	8	0	**220**
Total Affordable Units	**520**	**51**	**82**	**653**
Affordable Units				
Federal Tax Credit Projects	424	0	0	**424**
Other Program Units			25	**25**
MFTE Only Projects	96	51	57	**204**
Total Affordable Units	**520**	**51**	**57**	**653**

<u>Issue 1: Revisions to Affordable Rent Levels</u>

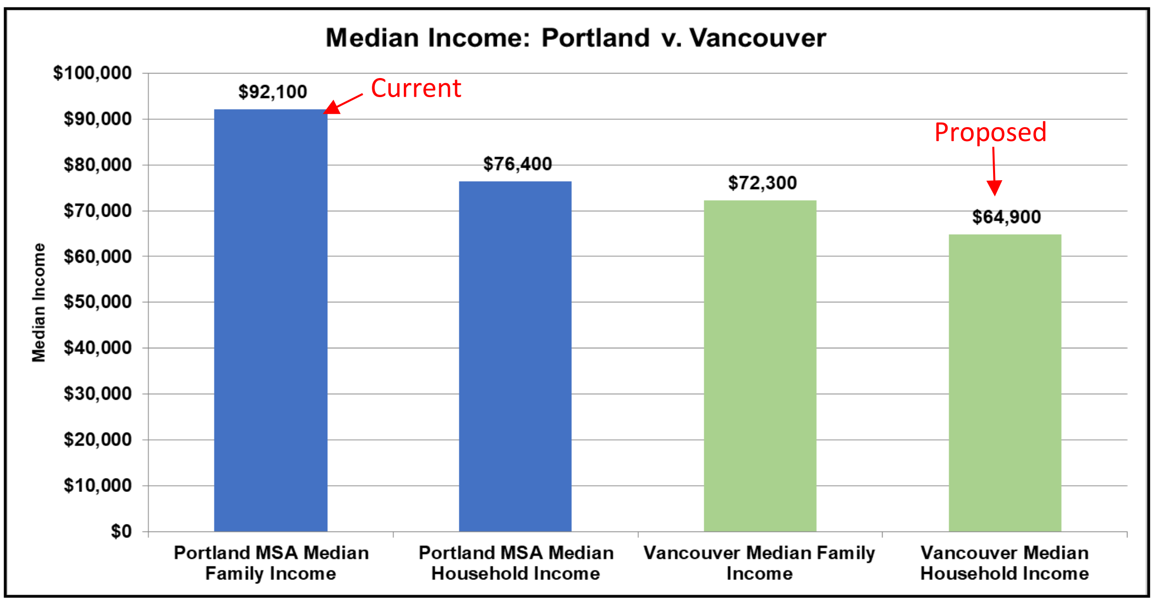
City Council, CCRA board members, city staff, and the public have all commented on the fact that the MFTE program's affordable rent levels are significantly higher than the average rent in Vancouver and Clark County. The city's MFTE program currently defines affordable rent in Vancouver using the Portland metropolitan statistical area (MSA) median family income which is the same source the federal Housing and Urban Development (HUD) program uses for Vancouver Community Development Block Grant (CDBG) programs. As discussed in this memo, City staff recommend using Vancouver's median household income as the basis for establishing affordable rent limits and applying a reduction factor to the Portland MSA Median Family Income index.

Adjusting the MFTE income level based on the Vancouver median household income will provide a more appropriate basis for establishing affordable rents used in the MFTE program. Shortcomings associated with using the Portland MSA's median family income as the base include:

- The U.S. Census Bureau's definition of a "family" includes a group of two people or more related by birth, marriage, or adoption and residing together. It excludes single individuals and non-family households (roommates) which are 35% of the households in Vancouver and 36% of the households in the MSA.
- Vancouver "Families" represent roughly 10% of the total Portland MSA families – meaning Vancouver's families and their incomes are woefully underrepresented in the estimate of Portland MSA median family income.
- Family income is higher than overall household income since it only includes households of two or more persons that are related.

The below table illustrates the difference between incomes in the Portland MSA and City of Vancouver using the median family income or median household income as the basis for the program.

Table 2. Comparison of Median Family Income and Median Household Income (Family of 4).



In addition, the MFTE program's use of median family income to determine affordability is in conflict with the MFTE program's definition of households which includes "…a single person, family or unrelated persons living together." HUD's median family income estimate is based on the U.S. Census Bureau's American Community Survey (ACS) median family income data. The ACS defines a family as "…a group of two people or more (one of whom is the householder) related by birth, marriage, or adoption and residing together." Family households are a subset of total households and exclude single person households or households with unrelated individuals.

The data and methodology for establishing the Vancouver median household income comes from the same source and uses the same method as the Portland MSA median family income. The data source for the 2020 estimate is the Census Bureau's American 2017 Community Survey (ACS) 1-year estimate inflated to 2020 using the Consumer Price Index and the same methodology used by HUD. The 2020 Vancouver median household income estimate can then be converted to income limits for various household sizes and then to affordable rent levels (at 30% of income) for each unit size using the same methodology used by HUD.

Vancouver's 2020 median household income estimate using HUD's methodology is $64,900 and is 29.5% lower than the $92,100 Portland MSA median family income. Despite the smaller sample size, the accuracy of the ACS estimate of Vancouver's median household income is well within the criteria used by HUD.

A table comparing the current MFTE program affordable rent level to the affordable rent level using Vancouver's median household income (adjustment in column 3) is provided below.

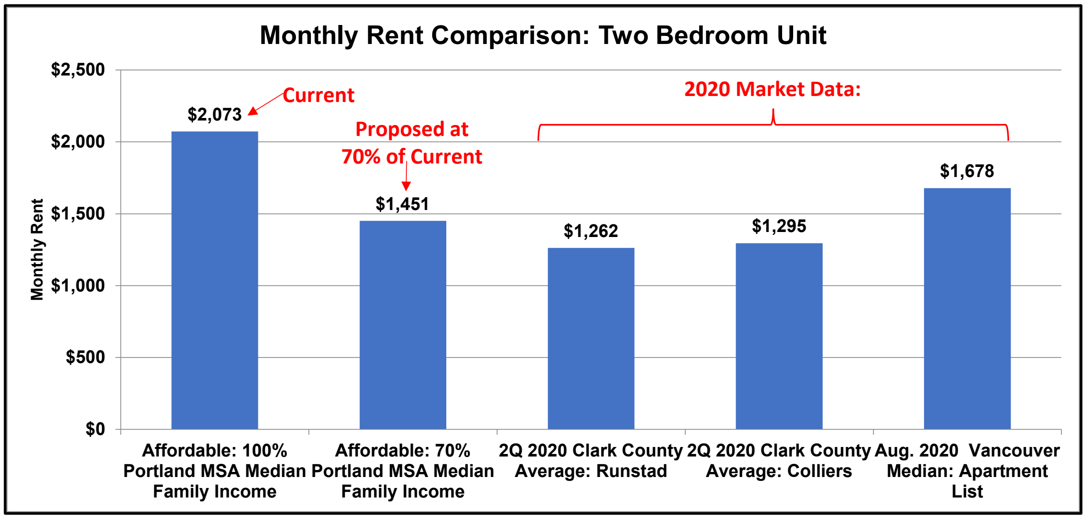
Table 3. Comparison of Rents Using Median Family Income vs. Median Household Income*

Unit Size (#BR)	Current Affordable Rent Using Portland MSA Median Family Income	Proposed Affordable Rent Using 70% Adjustment Factor	Reduction: Dollar Amount	Reduction: Percent
Studio	$1,613	$1,128	-$485	-30%
1	$1,728	$1,209	-$519	-30%
2	$2,073	$1,451	-$622	-30%
3	$2,384	$1,668	-$716	-30%
4	$2,672	$1,870	-$802	-30%

*100% of Area Median Income

As shown, the proposed affordable rent level for a two-bedroom apartment is $1,451 or $622 lower than the rent using the Portland MSA median family income. For context several surveys suggest the proposed affordable rent level is comparable to the current market rent. Data for the average rent in Clark County from the Washington Center for Real Estate Research 2Q Apartment Report and Colliers 2Q 2020 Multi-Family Market Report and data from Apartment List on the median rent in Vancouver suggest the market rent for a two bedroom apartment is between $1,262 and $1,678. The midpoint of this range is $1,470 or $19 (1.3%) higher than the proposed affordable rent using Vancouver median household income.

Table 4. Comparison of Median Income Indices to Actual Rents in Vancouver.



Current MFTE program rules allow an 8, 10 or 12-year exemption for providing 20% of units affordable to households earning 100%, 80% and 60% of Portland MSA median family income respectively. Under the proposed approach, an 8, 10 or 12-year exemption would be available for providing 20% of units affordable at rent levels of 100%, 80% and 60% of Vancouver median household income. A table summarizing the proposed rent levels for each unit size under the three affordable housing options is provided below. Note that the MFTE affordable rent levels would be adjusted annually on April 1 using the HUD methodology and the most recent ACS data on Vancouver median household income.

Table 5. Proposed Rent Levels (8-10-12 Year Exemption) Using Median Household Income.

	8 Year Exemption	10 Year Exemption	12 Year Exemption
Unit Size (#BR)	Affordable at 70% of Portland Median Family Income	Affordable at 55% of Portland Median Family Income	Affordable at 45% of Portland Median Family Income
Studio	$1,128	$886	$725
1	$1,209	$950	$777
2	$1,451	$1,140	$933
3	$1,668	$1,311	$1,072
4	$1,870	$1,469	$1,202

The change to Vancouver's MFTE Program to adjust the Median Family Income threshold by -30 percent (derived from the Vancouver Median Household Income) will result in rents under the 8, 10 and 12-year Affordable Housing Options that are more aligned with actual incomes and rents in Vancouver.

City Council is authorized to adopt adjustments to affordability and income eligibility criteria by RCW 84.14.030(2) as follows: *"The multiple-unit housing must meet guidelines as adopted by the governing authority that may include height, density, public benefit features, number and size of proposed development, parking, income limits for occupancy, limits on rents or sale prices, and other adopted requirements indicated necessary by the city or county."*

Issue 2: Removal of the Public Benefit Option

The city's MFTE program currently allows an applicant to receive an 8-year property tax exemption, without providing 20% of the units as affordable housing, so long as the developer provides other public benefits over and above those required by the city's approval of the project. The Vancouver Municipal Code (VMC) section for the MFTE provides general guidance on what a public benefit is including "…enhanced design, public art, additional parking or structured parking, enhanced landscaping, enhanced infrastructure (e.g. wider sidewalks, undergrounding utilities), homeownership component, energy efficiency…".

The VMC guidance provides examples of the types of public benefit but lacks specific criteria which has made the review and approval process a challenge for applicants, staff, and decision makers. For example, there is no direction on the minimum cost or value of the public improvements, the nexus between the value of the forgone affordable units, or the location and accessibility of the public improvements – all of which has caused confusion.

To-date the city has received four applications using the public benefit approach and city staff have negotiated with each applicant to determine the public benefit to be provided. Each negotiation has required significant staff and developer time. A final agreement regarding the negotiated public benefit is required by the VMC to be memorialized in a development agreement that is approved by City Council. The formal approval process adds cost to applicants and requires an additional investment of time by staff and City Council.

The subjective nature of the public benefit and the lack of guidance on the appropriate value or cost have made negotiations with applicants a challenge for staff and leads to an opaque policy discussion for the City Council when projects come before them for consideration. To address these challenges, staff worked with the CCRA to consider a few options:

Table 6: Possible Options to Revising Public Benefit

Options	Considerations
Option 1: Retain the public benefit requirement but define it more clearly in terms of: • Value (public amenity should approximate $2,000 per unit in value • Proximity to the project site (preference for amenity that is on the project site or within several blocks); and • Type of public improvement (park or trail improvements, public art installation, or transportation improvement beyond typical requirements of development);	• Would add clarity to the definition of public benefit, assuring more consistency between projects. • Maintains flexibility in administration for the public benefit concept based on individual project characteristics. • Retains some ambiguity inherent in the public benefit concept; requires project-by-project negotiation.
Option 2: Eliminate the public benefit option in favor of a fee-in-lieu of the required public benefit to be paid at $2,000 for each unit in the project, at the option of the developer, which could: • Be committed fully to an affordable housing fund, or • Split the fee-in-lieu between affordable housing (directed to the AHF) and a to-be-created public amenity fund (with program administration also to be determined).	• Provides clarity for city and applicant through a quantifiable payment to the City in lieu of taxes; Assures absolute consistency between projects under program administration. • Draws a logical nexus between market rate housing development and support of funding for additional affordable housing. • Splitting the fee between a to-be-created public benefit program and the AHF could "water down" positive impact on affordable housing. • Affordable housing funds derived through a fee in lieu program could be used to support development of income-based housing that would remain affordable for a longer period (up to 20 years) than that allowed under the MFTE program (max 12 years).
Option 3: Eliminate the affordable housing options (100%-80%-60% AMI) and apply the fee-in-lieu ($2,000 per unit) to all MFTE projects • Any project would qualify for the abatement if up-front fee is paid • Fee would be directed to the AHF to increase supply of very low income housing (at or below 50% AMI)	• Streamlines the approval process (no development agreement required). • Eliminates the need for the city to monitor rents and incomes of renters in approved affordable units (new projects only). • Could have an unintended effect of decreasing the number of new projects with moderate income units.

The City Center Redevelopment Authority, which is charged in their bylaws with periodically reviewing the effectiveness of the MFTE Program, recommends that the city's MFTE program provide an option for an applicant to pay a fee in-lieu of providing affordable housing or a public benefit (Option 2 above). The fee-in-lieu option might be appealing to applicants who do not want the administrative burden that comes with offering affordable units. The exemption term associated with the fee-in-lieu option would be limited to eight years.

Under a fee-in-lieu option the applicant would pay a fee of $2,000 per multi-family unit to the city in exchange for the exemption from certain taxes under the program. The staff recommendation is to have the fee go into the city's existing Affordable Housing Fund (AHF). The AHF is funded by a six-year voter approved property tax levy and supports several programs to expand the availability of affordable housing for the most vulnerable households within the city which earn 50 percent or less of the area median income. AHF programs include grants to build and preserve affordable housing in Vancouver, rental assistance and services to help households avoid an eviction or access a rental unit and temporary shelter for people experiencing homelessness. AHF grants require units to be retained as affordable for a full 20 years instead of the 8, 10 or 12 years under the current MFTE program.

<u>Basis for Determining Recommended Fee per Unit</u>

The $2,000 per unit fee amount is based on a June 2019 analysis that looked at:

- Fees on new development related to affordable housing charged by other cities.
- The impact on developer/owner rental income of requiring affordable housing.
- The value of the tax exemption to the developer/owner over the exemption period.

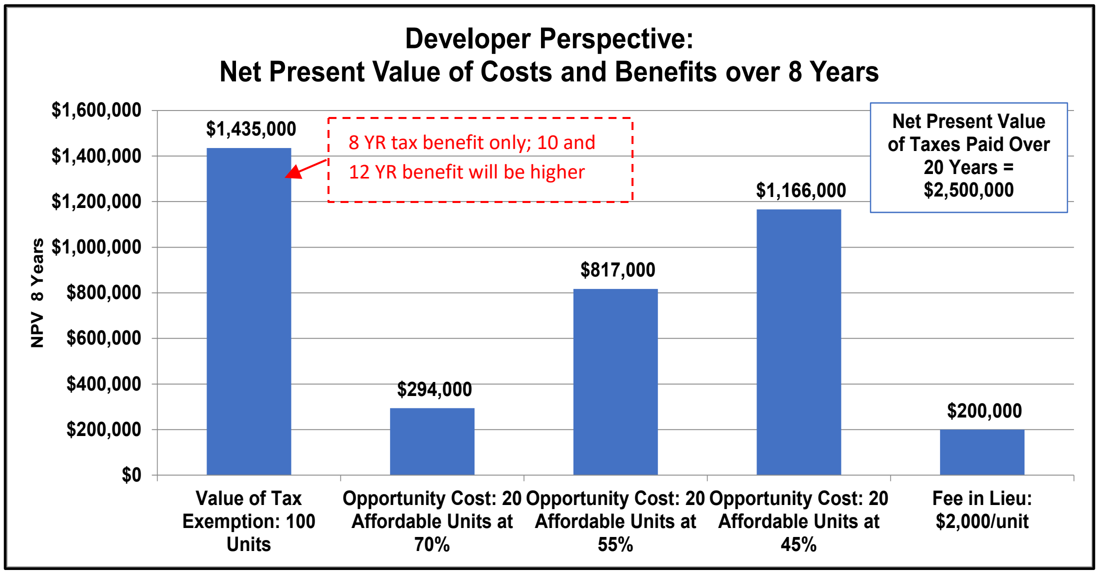
The 2019 affordable housing fee analysis found that fees in some cities ranged up to $20 per square foot or $20,000 for a 1,000 square foot unit. The CCRA recommended a fee of $10,000 per affordable unit (assuming affordable units are 20% of total units) or a fee of $2,000 per unit for all units. For context, the city's AHF provides grants of up to $50,000 per affordable unit for a 20-year affordable housing commitment. The equivalent value for an 8-year commitment to affordability would be $20,000. In addition, the estimated net present value benefit of an 8-year tax exemption to the owner was estimated at just over $50,000 per affordable unit or $10,000 per unit for all units.

The CCRA identified $10,000 per affordable unit as the appropriate fee citing the MFTE program's main goal of encouraging residential housing in targeted areas, the higher cost of developing projects in the two target areas and the other benefits the city receives from the creation of more housing and long term generation of tax revenue in the targeted urban areas.

A fee in lieu requirement in lieu of providing affordable units, in conjunction with elimination of the current "public benefit" requirement, would create a supplemental source of funding for affordable housing which has been identified as a high priority by City Council. The fee in lieu would streamline the review process by eliminating lengthy negotiations over the adequacy of proposed public amenities as well as the need for a development agreement. Further, the fee in lieu would provide greater consistency among market rate MFTE projects.

The below table compares the net present value of the tax benefit for a 100-unit, market rate project (8 years) with the opportunity cost of providing affordable rents to 20% of the project under the 60%, 80% and 100% of AMI options (note that the tax benefit is greater for the 60% and 80% options since the exemption period is 10 and 12 years, respectively). The fee-in-lieu of providing affordable units is also shown for comparison purposes. In the below example, the proposed fee-in-lieu is slightly less than the opportunity cost of affordable units under the 8-year, 100% of AMI option.

Table 7. Value of Tax Exemption vs. Opportunity Costs and Fee-in-Lieu



City Center Redevelopment Authority Input

The CCRA reviewed the currently proposed revisions to the MFTE program at a special meeting on September 21, 2020. The consensus of the CCRA was:

- Support for the proposed 30% reduction in the Portland MSA Median Family Income to better reflect Vancouver income and rents.
- Support for continuing to offer 8, 10 and 12-year exemptions as incentives for additional housing in the target areas as well as incentives for more affordable housing.
- Support for offering a fee in lieu option and a fee of $2,000 per unit seems reasonable and should not adversely affect the role of the incentive; however, they noted that developers should weigh in on this proposal to provide a more complete picture of how this might impact new housing.
- Support for using any MFTE fee in lieu payment to support affordable housing.

Development Stakeholder Outreach

As of the writing of this memo, a meeting with local developers who have utilized the MFTE Program had been scheduled but had not yet occurred. Staff will provide an update on feedback received from the ad hoc Developer Stakeholder group at the Council Workshop.

Multi-Family Tax Exemption Program Changes – Phase 1

September 28, 2020
City Council Workshop

Chad Eiken, CED Director
Peggy Sheehan, Community Services Manager
Paul Lewis, Consultant

CITY OF Vancouver WASHINGTON

Summary of Today's Session

Based on prior feedback from CCRA, City Council, city staff and applicants, the MFTE Program needs refinement to address two priority areas:

1) Ensure that the maximum rents under the 8-10-12 Year options for providing affordable units are in fact affordable, based on actual Vancouver data
2) Refine the public benefit requirement for market rate housing to be tied to the value of the tax incentive and applied consistently from project-to-project.

This will be the first of two phases of proposed changes to the MFTE Program.

Multi-Family Tax Exemption Program Background

- Intent of state program
- Two designated areas in City of Vancouver
- Exemption applies to new or rehabilitated multi-family housing: market-rate, or three levels of affordability
- Property tax exemption applies to multi-family improvements only, not land or non-residential

MFTE Program Background

Four Options for Developers:

Term of Tax Abatement	Program Option
8 Years	Market Rate with Approved Public Benefit
8 Years	20% of units at 100% Area Median Income
10 Years	20% of units at 80% Area Median Income
12 Years	20% of units at 60% of Area Median Income

CITY OF Vancouver WASHINGTON

MFTE Program Background

- Total of 30 projects; 2,600 units approved since 2001
- Estimated $500 million in private investment
- Approximately 25% of total units approved as “affordable”
- Virtually all multi-family projects in the downtown in the past 20 years have utilized the MFTE Program

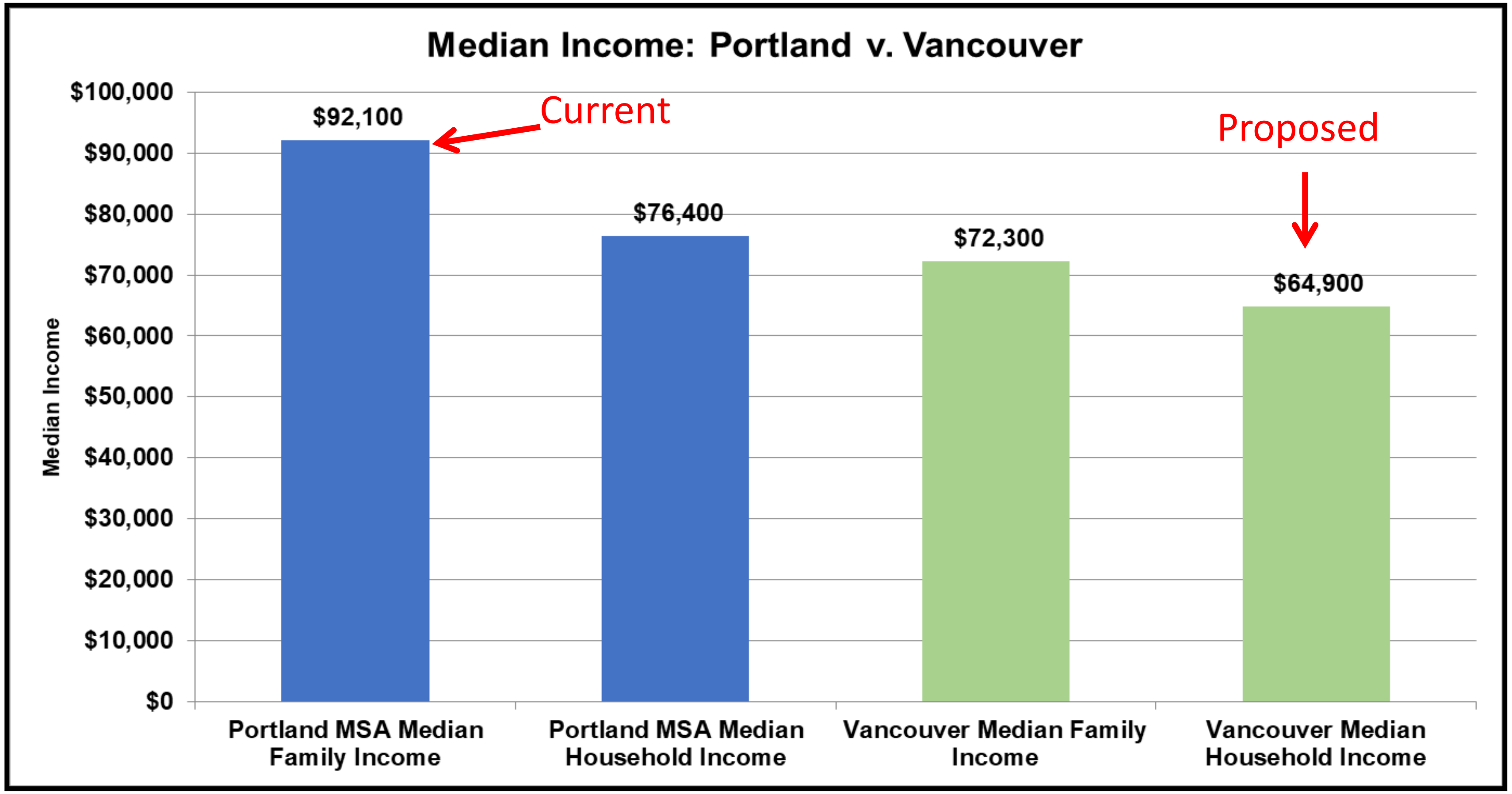
Issue 1: Adjustment to Income/Rent Thresholds

- The city's MFTE program currently defines affordable rent in Vancouver using the Portland metropolitan statistical area's (MSA) *median family income*, which distorts income limits, effectively making the MFTE "affordable" rents **significantly higher** than if based on Vancouver incomes

- City staff recommend changing the definition of MFTE affordable rent to reflect Vancouver's *median household income* to adjust the program so rents are more comparable to actual conditions in Vancouver

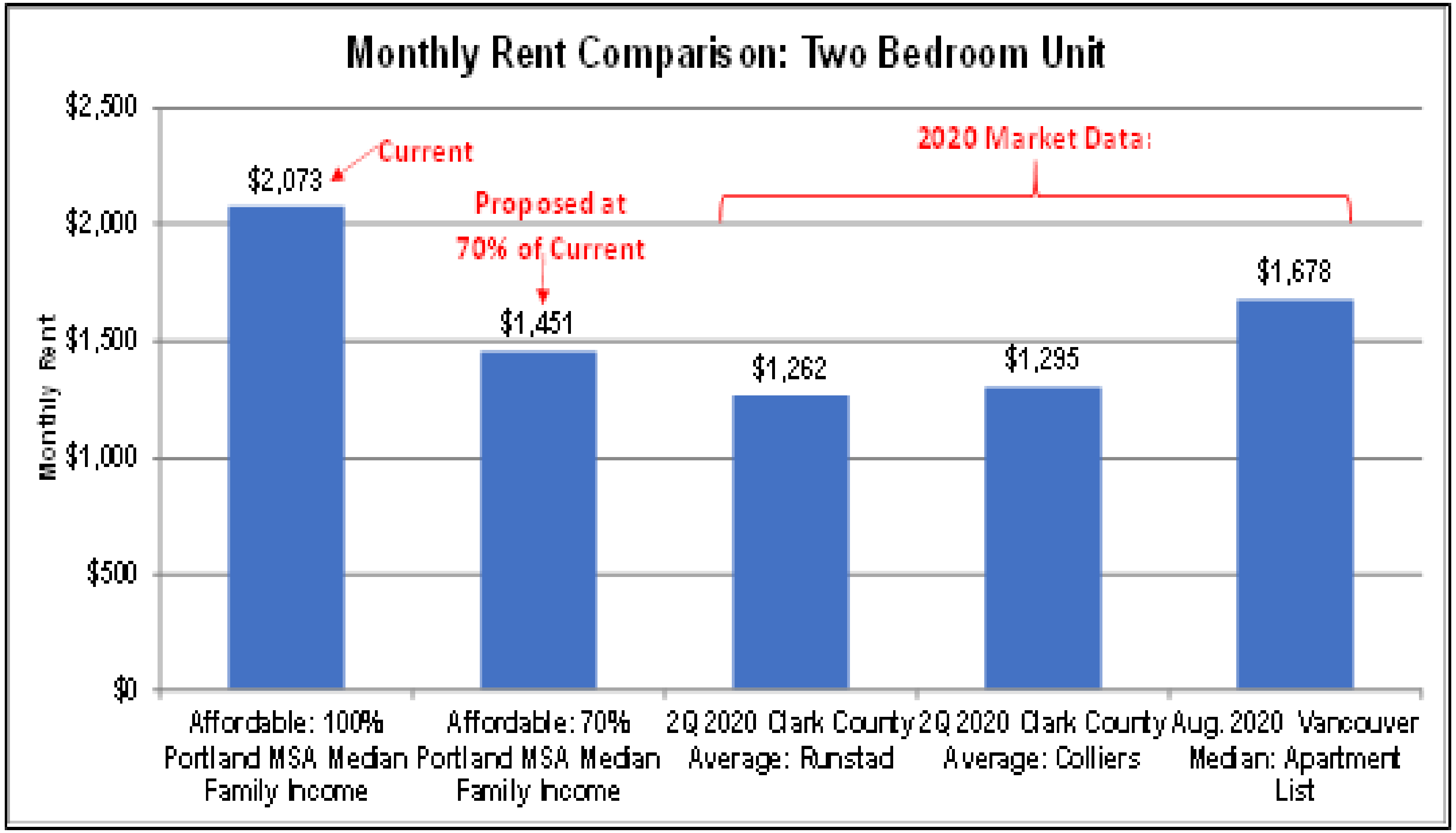
Issue 1: Adjustment to Income/Rent Thresholds

- “Family” income excludes single person and non-family households
- Vancouver “families” roughly 10% of Portland MSA families
- Vancouver Median Household Income is 70% of Portland MSA Median Family Income



Issue 1: Adjustment to Income/Rent Thresholds

- Vancouver Median Household Income is 70% of Portland MSA Median Family Income
- Proposed adjustment factor to MFTE affordable rents using Portland MSA Median Family Income = 70%



CITY OF Vancouver WASHINGTON

Income Adjustment Results in Lower Rent Thresholds

- “Affordable” rent for a 2-bedroom apartment would be $622 less than current program
- The midpoint of the rent for a 2-bedroom unit according to recent market surveys is $1,470

Unit Size (#BR)	Current Affordable Rent Using Portland MSA Median Family Income	Proposed Affordable Rent Using 70% Adjustment Factor	Reduction: Dollar Amount	Reduction: Percent
Studio	$1,613	$1,128	-$485	-30%
1	$1,728	$1,209	-$519	-30%
2	$2,073	$1,451	-$622	-30%
3	$2,384	$1,668	-$716	-30%
4	$2,672	$1,870	-$802	-30%

CITY OF Vancouver WASHINGTON

Income Adjustment Results in Lower Rent Thresholds

- The 70% adjustment factor will also be applied to the affordable rent levels for the 10 and 12 year exemptions
- Proposal to use 55% and 45% adjustment for the 10 and 12 year exemptions for ease of administration for both City and developer

	8 Year Exemption	10 Year Exemption	12 Year Exemption
Unit Size (#BR)	Affordable at 70% of Portland Median Family Income	Affordable at 55% of Portland Median Family Income	Affordable at 45% of Portland Median Family Income
Studio	$1,128	$886	$725
1	$1,209	$950	$777
2	$1,451	$1,140	$933
3	$1,668	$1,311	$1,072
4	$1,870	$1,469	$1,202

CITY OF Vancouver WASHINGTON

City Has Authority to Adjust Program

City Council is authorized to adopt adjustments to affordability and income eligibility criteria by RCW 84.14.030(2) as follows:

"The multiple-unit housing must meet guidelines as adopted by the governing authority that may include height, density, public benefit features, number and size of proposed development, parking, income limits for occupancy, limits on rents or sale prices, and other adopted requirements indicated necessary by the city or county."

Other Jurisdictions Have Adjusted MSA Incomes

City	Exemption Term	Affordability Requirements	Income and Rent Limit Methodology
Burien	8 and 12 year	20% low/moderate	Follows King County's published rent and income limits
Edmonds	12 year	10% low, 10% moderate	Uses Snohomish County income data since Seattle-Bellevue area (King & Snohomish counties) incomes are higher than Edmonds city median
Tacoma	8 and 12 year	20% low	Uses 80% of Pierce County median family income and not Seattle MSA

CITY OF Vancouver WASHINGTON

Issue 2: Public Benefit for Market Rate Apts.

Current broad definition of “public benefit” for 8-year market rate housing projects in exchange for not providing any affordable units has led to inconsistencies and confusion.

- *enhanced design*
- *public art*
- *additional parking or structured parking*
- *enhanced landscaping*
- *homeownership component*
- *energy efficiency*
- *consistency with subarea plan*
- *enhanced infrastructure (e.g. wider sidewalks, undergrounding utilities)*

Options Considered Regarding Public Benefit

- **Option 1:** Retain the public benefit but define it more clearly in terms of: a minimum monetary value/cost of the improvement; where the public benefit should be located in relation to the project; and type of public improvement
- **Option 2:** Eliminate the public benefit and instead, require payment of a fee-in-lieu of $2,000 per unit; to be directed to public projects or AHF
- **Option 3:** Eliminate the three tax exemption options that require maximum income and rent limits in favor of a single 8-year option and required payment in lieu of providing affordable housing units

CITY OF Vancouver WASHINGTON

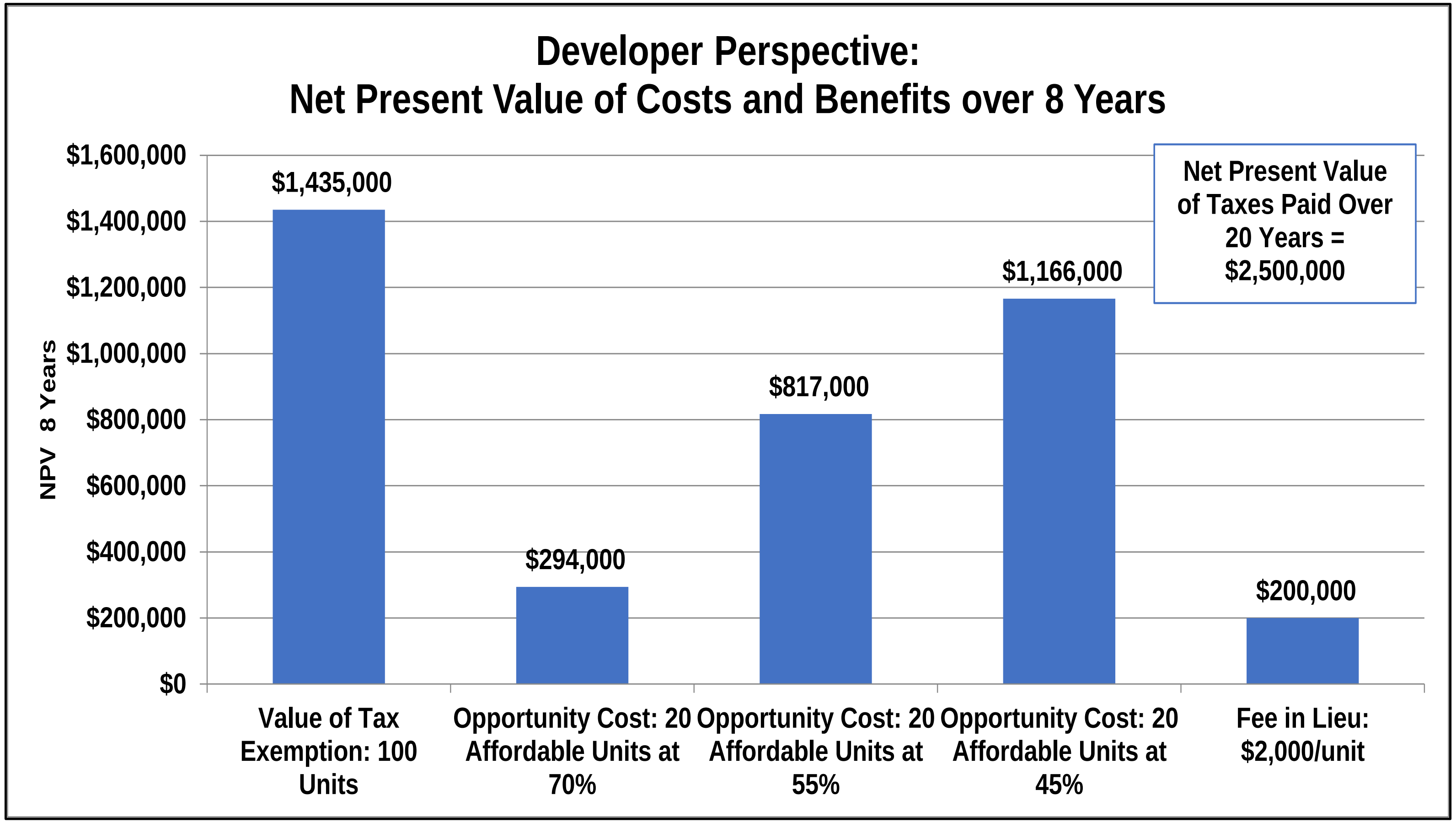
Proposal: Change Public Benefit to “Fee-in-Lieu”

To improve consistency, as well as to target the “public benefit” to improving supply of affordable housing:

- For market rate projects with an 8-year exemption: replace “public benefit” requirement that is negotiated project-by-project with a per unit fee
- Establish a fee of $2,000 per unit; for example, a 100-unit project would pay a fee of $200,000
- Fees would then be directed to the City’s Affordable Housing Fund to leverage affordable units for lower income households for a longer period of time (20 years)

Comparison of Developer Costs/Benefits

- Illustration only: Actual values will depend on project characteristics, rents, etc.
- Using this illustration the proposed fee-in-lieu is roughly comparable to the "cost" of providing affordable units



City Center Redevelopment Authority Input

The CCRA, at a September 21 special meeting, indicated support for the two changes:

1. Revise Vancouver's MFTE Program to base income (and subsequently rent) thresholds on Vancouver Median Household Income instead of the current Portland MSA Family Income.

2. Revise the Public Benefit Requirement of market rate projects to be a Fee-in-Lieu in the amount of $2,000 for each unit, to be directed to the City's Affordable Housing Fund.

Next Steps

- 10/15/2020 CCRA Meeting re. Final Revisions, Implementation
- Nov. 2020 City Council Public Hearing to Adopt Ordinance Changes
- Q1-2 2021 CCRA and Council Meetings to Discuss Phase 2 of MFTE Program Adjustments (to include assessment of efficacy of the program, review specific policy goals, and consider boundary changes to MFTE area)

Questions and Discussion

Chad Eiken, CED Director
Peggy Sheehan, Community Services Mgr.
Paul Lewis, Consultant

Staff Report 136-20

TO: Mayor and City Council

FROM: Eric Holmes, City Manager

DATE: 9/28/2020

SUBJECT Rejection of All Bids for the 2020 Elevator Maintenance Services Project, ITB #20-25

Key Points

- It is recommended that Council reject the 2020 Elevator Inspections and Maintenance bid received on August 18, 2020, and direct staff to re-advertise the project.
- The existing Elevator Inspections and Maintenance Services Contract was set to expire on June 7, 2020, but was extended until September 30, 2020, due to the COVID-19 pandemic to allow additional time to prepare bid documents and obtain bids.
- One bid for the project was received on August 18; it contained several errors and the bid amount was significantly higher than anticipated.
- The existing contract will be extended until new bids are solicited and a contract is awarded, which is anticipated before the end of the year.

Strategic Plan Alignment

Goal 1: Ensure our built urban environment is one of the safest, most environmentally responsible and well maintained in the Pacific Northwest.

Present Situation

On August 18, 2020, the City received one bid for the subject project. The bid was $149,596.54 without any elevator upgrade costs. There were some mathematical errors in the submitted bid. In view of the low number of bidders, Facilities has decided modifications to the bid documents are appropriate to increase clarity and generate interest from a greater number of qualified contractors. The bid received was as follows:

SUMMARY OF BIDS	
BIDDER	**AMOUNT**
Thyssenkrupp Elevator Corporation, Portland, Oregon	$149,596.54

Engineers' Estimate (Depending on required full elevator upgrades costs.)	$50,000.00 to $150,000.00 per year

This contract provides for monthly/yearly maintenance and inspections of all elevators for the City of Vancouver buildings, including performance of monthly preventative maintenance on all of the City elevators and conducting yearly inspections to meet current State of Washington Elevator codes and fire life safety requirements for elevators throughout the City buildings. This contract includes an allowance for new installation/additions or required upgrades to the elevator systems if needed by the City.

Advantage(s)

1. Re-advertising the project will provide opportunity for each contractor to submit a bid.
2. Provides opportunity for the City to evaluate the project and documents to find options to lower the overall costs.

Disadvantage(s)

None

Budget Impact

None

Prior Council Review

None

Action Requested

Reject all the bids for the 2020 Elevator Inspections and Maintenance Services Project and direct staff to re-advertise the project.

Mike Shrum, Facilities Contract Services Supervisor, 360-487-8260; Dan Norfleet Operations Facilities Superintendent, 360-487-8390

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:

$ 10,712,501.09 **this 28th day of September 2020.**

MAYOR

COUNCILMEMBER

AUDITING OFFICER

COUNCILMEMBER

DATE	INCLUSIVE CHECK NUMBERS	CHECK TOTAL
September 08 - September 21	Accounts Payable Checks (see attached)	**$ 7,738,763.74**
September 08 - September 21	Hansen City Payments (see attached)	**$ 11,393.78**
September 08 - September 21	Visa Refunds (see attached)	**$ 1,963.23**
September 08 - September 21	Payroll Checks (see attached)	**$ 2,960,380.34**
TOTAL		**$ 10,712,501.09**

INVOICE PAYMENTS REPORT

Payment Category	Payment Type	Check Number	Payment Date	Payment Amount	Payment Payee	Payment Memo if applicable
Supplier Payment	Manual Wire	No Reference	9/1/2020	1,269.75	Athlactron Holding	
Supplier Payment	Manual Wire	No Reference	9/8/2020	135,779.32	Blue Cross Blue Shield of Oregon	
Supplier Payment	Manual Wire	No Reference	9/8/2020	29,872.70	Gallagher Bassett Services Inc	
Supplier Payment	Manual Wire	No Reference	9/8/2020	404,965.33	Vancouver Firefighters Union Health & Welfare Trust	
Supplier Payment	Manual Wire	No Reference	9/8/2020	8,117.14	VSP Vision Care Inc	
Supplier Payment	Manual Wire	No Reference	9/8/2020	14,959.46	Washington Dental Service	
Supplier Payment	Manual Wire	No Reference	9/8/2020	193,450.00	Western States Health & Welfare Trust	
Supplier Payment	Manual Wire	No Reference	9/9/2020	198.75	Keybank National Association	
Supplier Payment	Manual Wire	No Reference	9/10/2020	75.00	HRA VEBA Plan	
Supplier Payment	Manual Wire	No Reference	9/10/2020	7,302.31	ICMA 401A	
Supplier Payment	Manual Wire	No Reference	9/10/2020	167,838.65	ICMA Corp	
Supplier Payment	Manual Wire	No Reference	9/10/2020	26,219.53	ING	
Supplier Payment	Manual Wire	No Reference	9/10/2020	444.50	Oregon SDU	
Supplier Payment	Manual Wire	No Reference	9/10/2020	939.00	State of Washington Department of Licensing - Remit-To: DOL - Seattle Remit	
Supplier Payment	Manual Wire	No Reference	9/10/2020	57,346.40	State of Washington Department of Retirement System (PERS)	
Supplier Payment	Manual Wire	No Reference	9/10/2020	1,571.23	Vancouver Fire Command Officers	
Supplier Payment	Manual Wire	No Reference	9/10/2020	23,608.92	Vancouver Firefighters Union Health & Welfare Trust	
Supplier Payment	Manual Wire	No Reference	9/10/2020	4,199.76	Washington SDU	
Supplier Payment	Manual Wire	No Reference	9/10/2020	17,700.00	Washington State Firefighters	
Supplier Payment	Manual Wire	No Reference	9/10/2020	16,985.30	Western States Health & Welfare Trust	
Supplier Payment	Manual Wire	No Reference	9/11/2020	833,345.40	Internal Revenue Service	
Supplier Payment	Manual Wire	No Reference	9/11/2020	99.33	State of Arizona	
Supplier Payment	Manual Wire	No Reference	9/11/2020	748,235.88	State of Washington Department of Retirement System (PERS)	
Supplier Payment	Manual Wire	No Reference	9/14/2020	8,501.66	Bank Of America N.A. - Remit-To: Charlotte NC	
Supplier Payment	Manual Wire	No Reference	9/14/2020	304,751.25	Blue Cross Blue Shield of Oregon	
Supplier Payment	Manual Wire	No Reference	9/14/2020	22,916.98	State of Oregon Department of Revenue	
Supplier Payment	Manual Wire	No Reference	9/14/2020	984.20	VSP Vision Care Inc	
Supplier Payment	Manual Wire	No Reference	9/14/2020	17,247.08	Washington Dental Service	
Supplier Payment	Manual Wire	No Reference	9/15/2020	32,751.51	Gallagher Bassett Services Inc	
Supplier Payment	Manual Wire	No Reference	9/15/2020	328,906.38	Kaiser Permanente - Remit-To: Kaiser Permanente	
Supplier Payment	Manual Wire	No Reference	9/15/2020	53,155.26	Symetra Life Insurance Company	
Supplier Payment	Manual Wire	No Reference	9/16/2020	709,137.33	Clark County - Remit-To: Clark County - Treasurer Vancouver	
Supplier Payment	Manual Wire	No Reference	9/21/2020	37,063.16	Gallagher Bassett Services Inc	
Supplier Payment	EFT	EFT-00071269	9/10/2020	12,704.42	Allegiance Benefit Plan Management Inc	
Supplier Payment	EFT	EFT-00071270	9/10/2020	68.12	Legal Shield	
Expense Payment	Direct Deposit	EFT-00071271	9/10/2020	190.00	Robert Block	Employee Reimbursement
Expense Payment	Direct Deposit	EFT-00071272	9/10/2020	190.00	David Chamblee	Employee Reimbursement
Supplier Payment	EFT	EFT-00071273	9/10/2020	6,875.00	JCI Jones Chemicals Inc	
Supplier Payment	EFT	EFT-00071274	9/10/2020	12,891.83	MacDonald-Miller Facility Solutions Inc	
Supplier Payment	EFT	EFT-00071275	9/10/2020	971.25	Allegiance Benefit Plan Management Inc	
Supplier Payment	EFT	EFT-00071276	9/10/2020	616.00	Rotschy Inc	
Supplier Payment	EFT	EFT-00071277	9/10/2020	218.93	Praxair Distribution Inc	

*Please contact Procurement Services if you would like to review the justification for EMERGENCY procurement.

INVOICE PAYMENTS REPORT

Payment Category	Payment Type	Check Number	Payment Date	Payment Amount	Payment Payee	Payment Memo if applicable
Supplier Payment	EFT	EFT-00071278	9/10/2020	10,361.04	Clark County - Remit-To: Clark County - Treasurer Vancouver	
Supplier Payment	EFT	EFT-00071279	9/10/2020	1,483.24	State of Washington Consolidated Technology Services	
Expense Payment	Direct Deposit	EFT-00071316	9/17/2020	174.57	Cody Beebe	Employee Reimbursement
Expense Payment	Direct Deposit	EFT-00071317	9/17/2020	618.00	Anna Dearman	Employee Reimbursement
Expense Payment	Direct Deposit	EFT-00071318	9/17/2020	70.45	Michael Steuben	Employee Reimbursement
Expense Payment	Direct Deposit	EFT-00071319	9/17/2020	152.25	Leo Jochim	Employee Reimbursement
Expense Payment	Direct Deposit	EFT-00071320	9/17/2020	420.53	Dareen Thielbar	Employee Reimbursement
Supplier Payment	EFT	EFT-00071321	9/17/2020	594,161.03	Granite Construction Company	
Supplier Payment	EFT	EFT-00071322	9/17/2020	1,220.00	Community Housing Resource Center	
Supplier Payment	EFT	EFT-00071323	9/17/2020	208,365.04	Lee Contractors LLC	
Supplier Payment	EFT	EFT-00071324	9/17/2020	15,425.86	Second Step Housing	
Supplier Payment	EFT	EFT-00071325	9/17/2020	975.60	Fire Systems West	
Supplier Payment	EFT	EFT-00071326	9/17/2020	552.00	Rotschy Inc	
Supplier Payment	EFT	EFT-00071327	9/17/2020	12,703.03	Clark County - Remit-To: Clark County - Treasurer Vancouver	
Supplier Payment	EFT	EFT-00071328	9/17/2020	400.00	Rapid Response Bio Clean	
Supplier Payment	EFT	EFT-00071329	9/17/2020	138,161.08	Rotschy Inc	
Supplier Payment	EFT	EFT-00071330	9/17/2020	145,083.23	Operations Management International Inc	
Supplier Payment	EFT	EFT-00071331	9/17/2020	11,389.75	MacKay Sposito Inc	
Supplier Payment	Check	16323	9/10/2020	8,680.15	Aflac	
Supplier Payment	Check	16324	9/10/2020	5,393.75	AFSCME Local #307	
Supplier Payment	Check	16325	9/10/2020	1,150.00	Chapter 13 - Trustee	
Supplier Payment	Check	16326	9/10/2020	22,357.73	IAFF Local #452	
Supplier Payment	Check	16327	9/10/2020	682.50	IAM Local #1374	
Supplier Payment	Check	16328	9/10/2020	8,569.59	Life Insurance Company of North America	
Supplier Payment	Check	16329	9/10/2020	575.00	MFS Service Center Inc	
Supplier Payment	Check	16330	9/10/2020	4,296.47	OPEIU Local #11	
Supplier Payment	Check	16331	9/10/2020	576.00	Teamsters Local #58	
Supplier Payment	Check	16332	9/10/2020	332.50	UA Local #290	
Supplier Payment	Check	16333	9/10/2020	890.97	United Way of the Columbia Willamette	
Supplier Payment	Check	16334	9/10/2020	824.45	Vancouver Command Guild	
Supplier Payment	Check	16335	9/10/2020	11,273.05	Vancouver Police Officer Guild	
Supplier Payment	Check	16336	9/10/2020	2,393.70	Western Conference of Teamsters	
Supplier Payment	Check	16337	9/10/2020	1,138.80	Western Metal Industry Pension Plan	
Supplier Payment	Check	16338	9/9/2020	54,921.00	72 Hour LLC	
Supplier Payment	Check	16339	9/9/2020	5,805.00	Action Onsite Inc	
Supplier Payment	Check	16340	9/9/2020	20.67	Advance Stores Company Incorporated - Remit-To: Advance Auto Parts - Atlanta	
Supplier Payment	Check	16341	9/9/2020	798.00	Allegheny Answering Services	
Supplier Payment	Check	16342	9/9/2020	770.62	Allegiance Benefit Plan Management Inc	
Supplier Payment	Check	16343	9/9/2020	8,720.00	Allegis Group Holdings Inc - Remit-To: TekSystems Inc - Atlanta	
Supplier Payment	Check	16344	9/9/2020	121.80	American Sani-Can	
Supplier Payment	Check	16345	9/9/2020	363.62	Aramark Uniform & Career Apparel LLC - Remit-To: Aramark - Pasadena	

*Please contact Procurement Services if you would like to review the justification for EMERGENCY procurement.

INVOICE PAYMENTS REPORT

Payment Category	Payment Type	Check Number	Payment Date	Payment Amount	Payment Payee	Payment Memo if applicable
Supplier Payment	Check	16346	9/9/2020	1,475.16	Archaeological Services LLC	
Supplier Payment	Check	16347	9/9/2020	10,000.00	Artstra	
Supplier Payment	Check	16348	9/9/2020	3,053.06	Bacon Collision	
Supplier Payment	Check	16349	9/9/2020	500.00	BSK Associates - Remit-To: Supplier BSK Associates	
Supplier Payment	Check	16350	9/9/2020	16,385.54	CECO Inc	
Supplier Payment	Check	16351	9/9/2020	295.27	Cellco Partnership - Remit-To: Cellco - Dallas	
Supplier Payment	Check	16352	9/9/2020	814.24	CH2M Hill Inc - Remit-To: CH2M - Dallas	
Supplier Payment	Check	16353	9/9/2020	1,811.82	Chicago Title Company of WA	
Supplier Payment	Check	16354	9/9/2020	4,408.25	Chough Inc	
Supplier Payment	Check	16355	9/9/2020	1,746.25	Cintas	
Supplier Payment	Check	16356	9/9/2020	535.59	Clark Public Utility District No. 1	
Supplier Payment	Check	16357	9/9/2020	236.00	Clark Public Utility District No. 1	
Supplier Payment	Check	16358	9/9/2020	347,292.99	Columbia Ford Inc	
Supplier Payment	Check	16359	9/9/2020	5,462.49	Columbia Resource Company	
Supplier Payment	Check	16360	9/9/2020	5,400.20	Columbia Springs	
Supplier Payment	Check	16361	9/9/2020	108.27	Comcast Holdings Corporation - Remit-To: Comcast Business - City of Industry	
Supplier Payment	Check	16362	9/9/2020	16,688.70	Comcast Holdings Corporation - Remit-To: Comcast Holdings Corporation - Philadelphia	
Supplier Payment	Check	16363	9/9/2020	10,556.48	Consolidated Supply Co	
Supplier Payment	Check	16364	9/9/2020	606.39	Core and Main LP - Remit-To: Core and Main LP	
Supplier Payment	Check	16365	9/9/2020	2,009.02	Cummin Inc	
Supplier Payment	Check	16366	9/9/2020	3,474.13	Eagle Newspaper Inc	
Supplier Payment	Check	16367	9/9/2020	326.00	Esix Sportswear	
Supplier Payment	Check	16368	9/9/2020	11,500.89	Ferguson Enterprises - Remit-To: Ferguson - Dallas	
Supplier Payment	Check	16369	9/9/2020	14,500.00	Gallagher Bassett Services Inc	
Supplier Payment	Check	16370	9/9/2020	685.73	Galls LLC	
Supplier Payment	Check	16371	9/9/2020	4,894.39	Lakeside Industries Inc - Remit-To: Lakeside - LB Seattle	
Supplier Payment	Check	16372	9/9/2020	262.50	Marquam Group LTD	
Supplier Payment	Check	16373	9/9/2020	809.75	Mather and Sons Pump Service Inc	
Supplier Payment	Check	16374	9/9/2020	1,000.00	Message Gears LLC	
Supplier Payment	Check	16375	9/9/2020	749.26	National Safety Inc	
Supplier Payment	Check	16376	9/9/2020	6,234.86	PBS Engineering and Environmental Inc	
Supplier Payment	Check	16377	9/9/2020	4,403.76	PC Specialists Inc - Remit-To: TIG - San Diego	
Supplier Payment	Check	16378	9/9/2020	23,373.64	PPC Solutions Inc	
Supplier Payment	Check	16379	9/9/2020	2,637.25	Quick Caption Inc	
Supplier Payment	Check	16380	9/9/2020	208.67	Rentokil North America Inc	
Supplier Payment	Check	16381	9/9/2020	41,422.36	S&B Inc	
Supplier Payment	Check	16382	9/9/2020	22,733.65	San Diego Police Equipment Co Inc	
Supplier Payment	Check	16383	9/9/2020	4.54	Shred It USA LLC	
Supplier Payment	Check	16384	9/9/2020	3,947.30	Shrums Pest Control	
Supplier Payment	Check	16385	9/9/2020	11,709.86	Stantec Consulting Services Inc - Remit-To: Stantec - Chicago	
Supplier Payment	Check	16386	9/9/2020	2,418.75	State of Washington State Patrol	
Supplier Payment	Check	16387	9/9/2020	10.36	Stericycle Inc	
Supplier Payment	Check	16388	9/9/2020	271.00	Triple J Enterprises	
Supplier Payment	Check	16389	9/9/2020	7,460.89	Walter E Nelson Company	

*Please contact Procurement Services if you would like to review the justification for EMERGENCY procurement.

INVOICE PAYMENTS REPORT

Payment Category	Payment Type	Check Number	Payment Date	Payment Amount	Payment Payee	Payment Memo if applicable
Supplier Payment	Check	16390	9/9/2020	23,104.75	Waste Connections of Washington - Remit-To: Waste Connections - Vancouver	
Supplier Payment	Check	16391	9/9/2020	269.56	White Bear West Inc	
Supplier Payment	Check	16392	9/9/2020	2,282.68	Zayo Group Holding Inc - Remit-To: Zayo Group Holding Inc	
Supplier Payment	Check	16393	9/9/2020	34,771.76	Life Insurance Company of North America	
Supplier Payment	Check	16394	9/9/2020	3,444.87	Northwest Staffing Resources Inc - Remit-To: NW Staffing - Portland	
Supplier Payment	Check	16395	9/9/2020	1,523.33	Qwest Corp - Remit-To: CenturyLink - Phoenix	
Supplier Payment	Check	16396	9/9/2020	6,500.46	Qwest Corp - Remit-To: Qwest Corp- Seattle	
Supplier Payment	Check	16397	9/9/2020	780.00	State of Washington Department of Ecology - Remit-To: State of Washington Department of Ecology	
Supplier Payment	Check	16398	9/9/2020	473,093.40	State of Washington Department of Employment Security - Remit-To: State of Washington Department of Employment Security / Seattle	
Supplier Payment	Check	16399	9/9/2020	607.66	State of Washington Department of Transportation - Remit-To: WADOT - PO Box 47305	
Supplier Payment	Check	16400	9/9/2020	14.45	United Parcel Service	
Supplier Payment	Check	16401	9/9/2020	2,568.50	US Bank - Remit-To: US Bank - St Paul	
Ad Hoc Payment	Check	16402	9/9/2020	71.00	Andrew Rockwell	CMI-286226 refund
Ad Hoc Payment	Check	16403	9/9/2020	123.66	Bobby Carpenter	CMI-286134
Ad Hoc Payment	Check	16404	9/9/2020	157.03	CHAFFEE,JOSEPH	Utility Refunds: 0056081900-05
Ad Hoc Payment	Check	16405	9/9/2020	54.76	Chanthan Keo	RES-286652 refund
Ad Hoc Payment	Check	16406	9/9/2020	101.66	CHRISTOPHER AND SUSAN PETHICK	Utility Refunds: 0056040000-05
Ad Hoc Payment	Check	16407	9/9/2020	25.00	CLark County District Court	Cit 7202300649 Kienholz (Studdert)
Ad Hoc Payment	Check	16408	9/9/2020	273.60	CONNIE YU	VOUCHER 2007931.030
Ad Hoc Payment	Check	16409	9/9/2020	82.68	Elizabeth Gomez and Rogelio Gomez Obando	Utility Refunds: 0000005082-02
Ad Hoc Payment	Check	16410	9/9/2020	63.96	FREITAS,PATTI	Utility Refunds: 0046066300-08
Ad Hoc Payment	Check	16411	9/9/2020	62.76	Gail and Orville Iverson	Utility Refunds: 0101000640-03
Ad Hoc Payment	Check	16412	9/9/2020	3.24	Janie Burt	Utility Refunds: 0141003665-03
Ad Hoc Payment	Check	16413	9/9/2020	20.00	Jimmy Dunn/Debbie Powell	refund alarm overpmt
Ad Hoc Payment	Check	16414	9/9/2020	468.80	JOANNE SUTTON	VOUCHER 2007932.030
Ad Hoc Payment	Check	16415	9/9/2020	179.37	John D Tedrick	Utility Refunds: 0139239600-06
Ad Hoc Payment	Check	16416	9/9/2020	40.00	Judy Moore	refund overpmt pkg cit 0101007
Ad Hoc Payment	Check	16417	9/9/2020	147.03	Kate Pankov	Utility Refunds: 0039078450-02
Ad Hoc Payment	Check	16418	9/9/2020	260.00	KOKKI, TEEMU	COVID-19 MCC Closure Refund 2007736.058, 2007416.058
Ad Hoc Payment	Check	16419	9/9/2020	360.78	Kruz George & Kruz Olga	RES-286896 refund
Ad Hoc Payment	Check	16420	9/9/2020	86.64	Latasha Turner	RES-284737 refund
Ad Hoc Payment	Check	16421	9/9/2020	200.00	LI ANNE MATTHENEY	Utility Refunds: 0054027230-11
Ad Hoc Payment	Check	16422	9/9/2020	290.00	MARGARET G. MOORE, LLC	COVID-19 Bus Lic Fee Refund
Ad Hoc Payment	Check	16423	9/9/2020	1,000.00	Nancy Crepeau and Michelle Lasater	Utility Refunds: 0099049300-05
Ad Hoc Payment	Check	16424	9/9/2020	3,952.41	Northwest Landcare LLC	Inv #208 (Leyva)
Ad Hoc Payment	Check	16425	9/9/2020	5,962.00	Pacific Siteworks LLC	Inv #1317 (Schroeder)
Ad Hoc Payment	Check	16426	9/9/2020	190.00	PCS	Western Exterminator Company -acct #20902
Ad Hoc Payment	Check	16427	9/9/2020	40.00	PCS	Sarah Scroggins - acct #51298
Ad Hoc Payment	Check	16428	9/9/2020	52.01	PETHICK,SUSAN	Utility Refunds: 0056040000-05
Ad Hoc Payment	Check	16429	9/9/2020	30.00	Repman, Vikki Lee	Allegiance refund
Ad Hoc Payment	Check	16430	9/9/2020	31.48	ROBERTS,KEVIN	Utility Refunds: 0049087500-05
Ad Hoc Payment	Check	16431	9/9/2020	20.00	St Pauls Lutheran Church- Daycare	refund alarm overpmt

INVOICE PAYMENTS REPORT

Payment Category	Payment Type	Check Number	Payment Date	Payment Amount	Payment Payee	Payment Memo if applicable
Ad Hoc Payment	Check	16432	9/9/2020	238.72	Strong Construction	RES-285880 refund
Ad Hoc Payment	Check	16433	9/9/2020	359.69	Suzanne Douglas	Membership Cancellation/Prorated Refund
Ad Hoc Payment	Check	16434	9/9/2020	225.00	SW WA Chapter of ICC	Voucher #2000371-082
Ad Hoc Payment	Check	16435	9/9/2020	123.82	The Rawlings Company LLC	Claim Payment - DOL: 09/25/19 - Risk
Ad Hoc Payment	Check	16436	9/9/2020	381.00	THE RICHARD HUNT HOWE ESTATE	Utility Refunds: 0048024900-02
Ad Hoc Payment	Check	16437	9/16/2020	78.34	Aaron Holden	RES-286225
Ad Hoc Payment	Check	16438	9/16/2020	33.14	Albert R and Mary G Sadewasser	Utility Refunds: 0004074600-05
Ad Hoc Payment	Check	16439	9/16/2020	114.03	Allen,Michael G	Utility Refunds: 0030029600-05
Ad Hoc Payment	Check	16440	9/16/2020	45.97	Allen,Michael G, Carolyn D and Gary C	Utility Refunds: 0030029600-05
Ad Hoc Payment	Check	16441	9/16/2020	29.48	Alyson Williams	Prorated Membership Refund
Ad Hoc Payment	Check	16442	9/16/2020	93.11	Annie Colton and Tyson Suver	Utility Refunds: 0061054600-10
Ad Hoc Payment	Check	16443	9/16/2020	80.12	Burkholder Family Trust	Utility Refunds: 0016037904-01
Ad Hoc Payment	Check	16444	9/16/2020	170.00	Burt,Vicky	Utility Refunds: 0089005100-10 Consolidated refund created from multiple refunds
Ad Hoc Payment	Check	16445	9/16/2020	134.74	Carla Watkins	Utility Refunds: 0042025100-06
Ad Hoc Payment	Check	16446	9/16/2020	1,200.00	Clark County Title	Recon-6
Ad Hoc Payment	Check	16447	9/16/2020	239.33	Cosco Fire Protection	FRI-279636 refund
Ad Hoc Payment	Check	16448	9/16/2020	117.00	Dailey,John	Utility Refunds: 0109000322-07 Consolidated refund created from multiple refunds
Ad Hoc Payment	Check	16449	9/16/2020	167.70	Daniels,Kristin	Utility Refunds: 0126006220-02
Ad Hoc Payment	Check	16450	9/16/2020	109.92	David and Sonia Wright	Utility Refunds: 0065025606-02
Ad Hoc Payment	Check	16451	9/16/2020	128.00	David Silva	Utility Refunds: 0074018500-12
Ad Hoc Payment	Check	16452	9/16/2020	247.00	Dean,Chelsea and Richard	Utility Refunds: 0130002568-02
Ad Hoc Payment	Check	16453	9/16/2020	363.20	DENNIS MATHEWS	VOUCHER 2007937.030
Ad Hoc Payment	Check	16454	9/16/2020	114.30	Dennis Shoote	Utility Refunds: 0074073208-03
Ad Hoc Payment	Check	16455	9/16/2020	69.37	Dominique and Tristan Judkins	Utility Refunds: 0085001605-03
Ad Hoc Payment	Check	16456	9/16/2020	249.00	Dominique Judkins	Utility Refunds: 0085001605-03
Ad Hoc Payment	Check	16457	9/16/2020	161.00	Dorothy J Goll	Utility Refunds: 0063100002-02
Ad Hoc Payment	Check	16458	9/16/2020	182.12	Douglas and Kimberly Warner	Utility Refunds: 0057039615-03
Ad Hoc Payment	Check	16459	9/16/2020	200.00	Douglas Warner	Utility Refunds: 0057039615-03
Ad Hoc Payment	Check	16460	9/16/2020	175.63	Eschels,Anne	Utility Refunds: 0150000140-01
Ad Hoc Payment	Check	16461	9/16/2020	100.00	Evergreen Bible Church	refund overpmt CIVICGOV
Ad Hoc Payment	Check	16462	9/16/2020	249.67	Fabian,Ivan and Rebecca	Utility Refunds: 0117052120-04 Consolidated refund created from multiple refunds
Ad Hoc Payment	Check	16463	9/16/2020	20.00	Famous Footwear #1320	refund overpmt alarm
Ad Hoc Payment	Check	16464	9/16/2020	50.00	Fancy Nails & Spa	refund overpmt alarm
Ad Hoc Payment	Check	16465	9/16/2020	5,000.00	First American Property & Casualty Ins. Co.	20200630
Ad Hoc Payment	Check	16466	9/16/2020	72.19	Gadenko,Yelena	Utility Refunds: 0130003506-02
Ad Hoc Payment	Check	16467	9/16/2020	117.81	Gadenko,Yelena and Dmytro	Utility Refunds: 0130003506-02
Ad Hoc Payment	Check	16468	9/16/2020	40.46	Gault,Bruce and Ruthann	Utility Refunds: 0113010070-06
Ad Hoc Payment	Check	16469	9/16/2020	78.75	Goldstein,Brian and Alla	Utility Refunds: 0152002118-01
Ad Hoc Payment	Check	16470	9/16/2020	81.78	Greenbrook Construction LLC	Utility Refunds: 0500003462-01
Ad Hoc Payment	Check	16471	9/16/2020	77.30	Grimes,John and Rebecca	Utility Refunds: 0500001294-02
Ad Hoc Payment	Check	16472	9/16/2020	28.74	Han,Li Ping	Utility Refunds: 0500001919-02
Ad Hoc Payment	Check	16473	9/16/2020	32.46	Harriman,Lynda	Utility Refunds: 0109003710-02
Ad Hoc Payment	Check	16474	9/16/2020	214.08	Held,Justin	Utility Refunds: 0151001000-05
Ad Hoc Payment	Check	16475	9/16/2020	105.00	Holiday Inn Express & Suites	refund overpmt CIVICGOC
Ad Hoc Payment	Check	16476	9/16/2020	56.54	Hollis Endres, Guardian	Utility Refunds: 0066048400-02
Ad Hoc Payment	Check	16477	9/16/2020	212.99	Inman,Cassandra	Utility Refunds: 0113008994-02
Ad Hoc Payment	Check	16478	9/16/2020	95.24	Intrustment Northwest Inc	Utility Refunds: 0077046176-06

*Please contact Procurement Services if you would like to review the justification for EMERGENCY procurement.

INVOICE PAYMENTS REPORT

Payment Category	Payment Type	Check Number	Payment Date	Payment Amount	Payment Payee	Payment Memo if applicable
Ad Hoc Payment	Check	16479	9/16/2020	75.79	Inzerillo,Laura and Adrian	Utility Refunds: 0108002140-04
Ad Hoc Payment	Check	16480	9/16/2020	94.06	Joanna Dumais	Utility Refunds: 0063003200-06
Ad Hoc Payment	Check	16481	9/16/2020	162.47	Jones,Molly	Utility Refunds: 0103000637-02
Ad Hoc Payment	Check	16482	9/16/2020	59.95	Joshua and Grace Williams	Utility Refunds: 0083000718-05
Ad Hoc Payment	Check	16483	9/16/2020	88.08	Just-In-Time Electrical Inc	MPE-286968
Ad Hoc Payment	Check	16484	9/16/2020	67.54	Kathryn J Cordano	Utility Refunds: 0057035574-05
Ad Hoc Payment	Check	16485	9/16/2020	3,120.00	Ken Kraisler	Permit #8084 Refund due to COVID-19
Ad Hoc Payment	Check	16486	9/16/2020	212.15	Kevin Bensel and Trista Zugel Bensel	Utility Refunds: 0121001568-02
Ad Hoc Payment	Check	16487	9/16/2020	76.00	Killian,Marie	Utility Refunds: 0115000276-00
Ad Hoc Payment	Check	16488	9/16/2020	53.45	Klinebriel,Erin	Utility Refunds: 0107002472-07
Ad Hoc Payment	Check	16489	9/16/2020	81.00	Kuburat L Durosimi	Utility Refunds: 0002000112-01
Ad Hoc Payment	Check	16490	9/16/2020	304.85	Laforce Trustees,Sherman and Rhonda	Utility Refunds: 0094002400-15
Ad Hoc Payment	Check	16491	9/16/2020	39.49	Leta Y Wakamatsu	Utility Refunds: 0103010100-05
Ad Hoc Payment	Check	16492	9/16/2020	164.09	Lori Louise Anderson-Benson and,Kenneth Robert Benson Trustees	Utility Refunds: 0034052400-04
Ad Hoc Payment	Check	16493	9/16/2020	54.49	Mercer,Christina M	Utility Refunds: 0108003250-11
Ad Hoc Payment	Check	16494	9/16/2020	58.40	Merritt Cust Homes & Const Inc	MPE-286736 refund
Ad Hoc Payment	Check	16495	9/16/2020	58.40	Merritt Cust Homes & Const Inc	MPE-286737 refund
Ad Hoc Payment	Check	16496	9/16/2020	49.05	Michael Jacques	Utility Refunds: 0071082700-01
Ad Hoc Payment	Check	16497	9/16/2020	23.97	Mitchell,Heather	Utility Refunds: 0115025168-08
Ad Hoc Payment	Check	16498	9/16/2020	46.97	Nathan Alanko and Jihyun Kang	Utility Refunds: 0088037800-13
Ad Hoc Payment	Check	16499	9/16/2020	32.13	Neubauer,Benjamin	Utility Refunds: 0128140400-05
Ad Hoc Payment	Check	16500	9/16/2020	87.01	Noble,Joshua	Utility Refunds: 0113008994-02
Ad Hoc Payment	Check	16501	9/16/2020	143.36	Noonan,Michelle	Utility Refunds: 0108000125-04
Ad Hoc Payment	Check	16502	9/16/2020	113.64	Noonan Jr,Dennis and Michelle	Utility Refunds: 0108000125-04
Ad Hoc Payment	Check	16503	9/16/2020	79.29	Nylund Homes	Utility Refunds: 0089032100-04
Ad Hoc Payment	Check	16504	9/16/2020	132.28	Olga and Yuriy Kushniruk	Utility Refunds: 0071069741-02
Ad Hoc Payment	Check	16505	9/15/2020	20.00	Padden Dental	refund overpmt alarm
Ad Hoc Payment	Check	16506	9/16/2020	40.00	PCS	refund overpmt alarm
Ad Hoc Payment	Check	16507	9/16/2020	70.00	PCS	refund overpmt alarm
Ad Hoc Payment	Check	16508	9/16/2020	140.00	PCS	refund overpmt alarm
Ad Hoc Payment	Check	16509	9/16/2020	210.00	Pittenger,Christopher and Melissa	Utility Refunds: 0108003465-08
Ad Hoc Payment	Check	16510	9/16/2020	344.22	Prime Contractors Inc	RES-282069
Ad Hoc Payment	Check	16511	9/16/2020	222.49	PROFESSIONAL CREDIT SERVICE	Utility Refunds: 0002000111-02
Ad Hoc Payment	Check	16512	9/16/2020	39.49	Rebihic,Emrah	Utility Refunds: 0128000244-05
Ad Hoc Payment	Check	16513	9/16/2020	43.37	Richard Peacock,and Lori Dutra-Peacock	Utility Refunds: 0085045500-01
Ad Hoc Payment	Check	16514	9/16/2020	203.92	Roark,Richard	Utility Refunds: 0500001465-02
Ad Hoc Payment	Check	16515	9/16/2020	31.08	Roark,Richard and Shari	Utility Refunds: 0500001465-02
Ad Hoc Payment	Check	16516	9/16/2020	42.68	Robert and Margaret Jury	Utility Refunds: 0099049935-06
Ad Hoc Payment	Check	16517	9/16/2020	146.20	Roger and Barbara Lepin	Utility Refunds: 0086014200-02
Ad Hoc Payment	Check	16518	9/16/2020	92.49	Rohrbach,Daniel and Patricia	Utility Refunds: 0121001632-02
Ad Hoc Payment	Check	16519	9/16/2020	126.92	Schermerhorn,Luke and Linda	Utility Refunds: 0088080054-02
Ad Hoc Payment	Check	16520	9/16/2020	102.58	Sebastiaan J and Vanessa J Van Klaarbergen	Utility Refunds: 0077056225-04
Ad Hoc Payment	Check	16521	9/16/2020	63.75	Service Communications INC	MPE-287352
Ad Hoc Payment	Check	16522	9/16/2020	5.00	Silver Star Saloon	refund overpmt CIVIC gov
Ad Hoc Payment	Check	16523	9/16/2020	214.00	STACEY ALLINGTON	VOUCHER 2007936.030
Ad Hoc Payment	Check	16524	9/16/2020	314.00	Steven Hartshorn and Judy Parrish	Utility Refunds: 0141005962-02
Ad Hoc Payment	Check	16525	9/16/2020	334.30	Susan Scott	Utility Refunds: 0063000262-02 Consolidated refund created from multiple refunds
Ad Hoc Payment	Check	16526	9/16/2020	95.24	Taylor,John	Utility Refunds: 0099049810-14

INVOICE PAYMENTS REPORT

Payment Category	Payment Type	Check Number	Payment Date	Payment Amount	Payment Payee	Payment Memo if applicable
Ad Hoc Payment	Check	16527	9/16/2020	69.10	The Estate of Patricia Ann Kinch	Utility Refunds: 0099049968-02
Ad Hoc Payment	Check	16528	9/16/2020	295.00	The Estate of Thomas F Malin	Utility Refunds: 0092004418-02 Consolidated refund created from multiple refunds
Ad Hoc Payment	Check	16529	9/16/2020	175.80	The Heirs at Law of Delores J Hibberd	Utility Refunds: 0020047300-00
Ad Hoc Payment	Check	16530	9/16/2020	58.80	The William G Herrick Estate	Utility Refunds: 0097001304-01
Ad Hoc Payment	Check	16531	9/16/2020	112.84	Thompson Trustee,Maralyn	Utility Refunds: 0101000671-01
Ad Hoc Payment	Check	16532	9/16/2020	994.44	Thrift-Andresen Investments LLC	Utility Refunds: 0000004855-01
Ad Hoc Payment	Check	16533	9/16/2020	172.41	Timothy P Burns	Utility Refunds: 0048332516-02
Ad Hoc Payment	Check	16534	9/16/2020	61.58	Trent and Misty Enge	Utility Refunds: 0074073203-10
Ad Hoc Payment	Check	16535	9/16/2020	20.93	Trina Misner and Lorene Vehrs	Utility Refunds: 0161012340-02
Ad Hoc Payment	Check	16536	9/16/2020	21.80	Troy Zea	Utility Refunds: 0065065700-08
Ad Hoc Payment	Check	16537	9/16/2020	185.06	Tso,Horace and Xiang Lee	Utility Refunds: 0111020012-05
Ad Hoc Payment	Check	16538	9/16/2020	211.00	Ursula Henderson	Utility Refunds: 0002000112-01
Ad Hoc Payment	Check	16539	9/16/2020	55.00	Vancouver Heights Neighborhood Association	Permit #R8950 - BBQ refund
Ad Hoc Payment	Check	16540	9/16/2020	9,110.00	Vision Land Mgmt.	SWR-284468 refund
Ad Hoc Payment	Check	16541	9/16/2020	68.75	WA State District 8	Voucher 2000373.082
Ad Hoc Payment	Check	16542	9/16/2020	43.46	Williams,Rodney and Patricia	Utility Refunds: 0097040039-02
Ad Hoc Payment	Check	16543	9/16/2020	180.00	Yabo Wang and Yun Gu	Utility Refunds: 0152002430-04
Ad Hoc Payment	Check	16544	9/16/2020	175.00	Zachary Nye	Voucher 2000372.082
Ad Hoc Payment	Check	16545	9/16/2020	243.00	Zherebnenkov,Dmitriy and Irina	Utility Refunds: 0112014024-05 Consolidated refund created from multiple refunds
Customer Refund	Check	16546	9/16/2020	180.00	SEVENTH GENERATION ELDER CARE	Refund of overpayment
Customer Refund	Check	16547	9/16/2020	576.00	VANCOUVER POINTE SENIOR VILLAGE	Refund of overpayment
Supplier Payment	Check	16548	9/16/2020	642.81	Action Technology Systems	
Supplier Payment	Check	16549	9/16/2020	3,691.86	Anderson Glass Co	
Supplier Payment	Check	16550	9/16/2020	125.70	Aramark Uniform & Career Apparel LLC - Remit-To: Aramark - Pasadena	
Supplier Payment	Check	16551	9/16/2020	193,617.90	B.C.V., Inc	
Supplier Payment	Check	16552	9/16/2020	2,003.85	Cascade Centers Inc	
Supplier Payment	Check	16553	9/16/2020	7,204.62	CECO Inc	
Supplier Payment	Check	16554	9/16/2020	400.10	Cellco Partnership - Remit-To: Cellco - Dallas	
Supplier Payment	Check	16555	9/16/2020	100.00	City of Vancouver - Remit-To: COV Main	
Supplier Payment	Check	16556	9/16/2020	53,956.10	Columbia Ford Inc	
Supplier Payment	Check	16557	9/16/2020	15,431.35	Columbia Resource Company	
Supplier Payment	Check	16558	9/16/2020	109.90	Comcast Holdings Corporation - Remit-To: Comcast Business - City of Industry	
Supplier Payment	Check	16559	9/16/2020	151.10	Comcast Holdings Corporation - Remit-To: Comcast Business - City of Industry	
Supplier Payment	Check	16560	9/16/2020	188.27	Comcast Holdings Corporation - Remit-To: Comcast Business - City of Industry	
Supplier Payment	Check	16561	9/16/2020	101.10	Comcast Holdings Corporation - Remit-To: Comcast Business - City of Industry	
Supplier Payment	Check	16562	9/16/2020	114.90	Comcast Holdings Corporation - Remit-To: Comcast Business - City of Industry	
Supplier Payment	Check	16563	9/16/2020	101.10	Comcast Holdings Corporation - Remit-To: Comcast Business - City of Industry	
Supplier Payment	Check	16564	9/16/2020	109.90	Comcast Holdings Corporation - Remit-To: Comcast Business - City of Industry	
Supplier Payment	Check	16565	9/16/2020	114.90	Comcast Holdings Corporation - Remit-To: Comcast Business - City of Industry	
Supplier Payment	Check	16566	9/16/2020	24.91	Comcast Holdings Corporation - Remit-To: Comcast Business - City of Industry	

INVOICE PAYMENTS REPORT

Payment Category	Payment Type	Check Number	Payment Date	Payment Amount	Payment Payee	Payment Memo if applicable
Supplier Payment	Check	16567	9/16/2020	241.10	Comcast Holdings Corporation - Remit-To: Comcast Business - City of Industry	
Supplier Payment	Check	16568	9/16/2020	109.95	Comcast Holdings Corporation - Remit-To: Comcast Business - City of Industry	
Supplier Payment	Check	16569	9/16/2020	281.27	Corporate Translation Services Inc	
Supplier Payment	Check	16570	9/16/2020	3,242.39	CyberSource Corporation - Remit-To: CyberSource - Los Angeles	
Supplier Payment	Check	16571	9/16/2020	143.01	DKS Associates Inc	
Supplier Payment	Check	16572	9/16/2020	2,626.97	Eagle Newspaper Inc	
Supplier Payment	Check	16573	9/16/2020	260.16	Eric Atwell	
Supplier Payment	Check	16574	9/16/2020	850.00	Examworks Inc - Remit-To: Examworks - Lawrenceville	
Supplier Payment	Check	16575	9/16/2020	10,501.32	Ferguson Enterprises - Remit-To: Ferguson - Dallas	
Supplier Payment	Check	16576	9/16/2020	1,248.00	H&H Wood Recyclers	
Supplier Payment	Check	16577	9/16/2020	756.03	Iron Mountain Inc - Remit-To: Iron Mountain - New York	
Supplier Payment	Check	16578	9/16/2020	948.28	Mallory Safety & Supply LLC	
Supplier Payment	Check	16579	9/16/2020	151.76	Mark IV Enterprises Inc	
Supplier Payment	Check	16580	9/16/2020	15,171.66	Mill Plain Electric	
Supplier Payment	Check	16581	9/16/2020	813.00	Mini Mix Concrete Inc	
Supplier Payment	Check	16582	9/16/2020	5,076.68	Municipal Emergency Services Inc - Remit-To: Municipal Emergency Services - Chicago	
Supplier Payment	Check	16583	9/16/2020	6,334.75	National Park Service - Remit-To: Supplier National Park Service	
Supplier Payment	Check	16584	9/16/2020	32,547.10	Northwest Playground Inc	
Supplier Payment	Check	16585	9/16/2020	173.91	Orion Medical Supply	
Supplier Payment	Check	16586	9/16/2020	1,954.45	OSPInsight International Inc	
Supplier Payment	Check	16587	9/16/2020	9,563.35	PBS Engineering and Environmental Inc	
Supplier Payment	Check	16588	9/16/2020	34,530.93	Physio-Control Inc - Remit-To: Stryker Medical	
Supplier Payment	Check	16589	9/16/2020	2,973.41	PMI Truck Bodies Inc	
Supplier Payment	Check	16590	9/16/2020	3,368.96	Portland Mechanical Construction LLC	
Supplier Payment	Check	16591	9/16/2020	689.99	PPC Solutions Inc	
Supplier Payment	Check	16592	9/16/2020	13,401.57	Proforce Marketing Inc	
Supplier Payment	Check	16593	9/16/2020	167.67	Rapco Industries Inc	
Supplier Payment	Check	16594	9/16/2020	1,111.42	SME Solutions LLC	
Supplier Payment	Check	16595	9/16/2020	9.71	State of Oregon Department of Transportation - Remit-To: OR DMV - Salem	
Supplier Payment	Check	16596	9/16/2020	14,604.17	State of Washington Department of Licensing	
Supplier Payment	Check	16597	9/16/2020	181.00	Structured	
Supplier Payment	Check	16598	9/16/2020	3,081.50	Terracon Consultants Inc	
Supplier Payment	Check	16599	9/16/2020	21,068.00	The F.A. Bartlett Tree Expert Co	
Supplier Payment	Check	16600	9/16/2020	938.22	Towing & Recovering Services Inc	
Supplier Payment	Check	16601	9/16/2020	621.45	Transunion Risk & Alternative Data Solutions Inc	
Supplier Payment	Check	16602	9/16/2020	1,219.50	Triple J Enterprises	
Supplier Payment	Check	16603	9/16/2020	777.58	Walter E Nelson Company	
Supplier Payment	Check	16604	9/16/2020	11,094.00	West Coast Coating Consultants LLC	
Supplier Payment	Check	16605	9/16/2020	7,826.27	Western Equipment Distributors - Remit-To: Western Equipment - Los Angeles	
Supplier Payment	Check	16606	9/16/2020	42,915.08	Wilson Oil Inc	
Supplier Payment	Check	16607	9/16/2020	476,119.91	Clark Public Utility District No. 1	

*Please contact Procurement Services if you would like to review the justification for EMERGENCY procurement.

INVOICE PAYMENTS REPORT

Payment Category	Payment Type	Check Number	Payment Date	Payment Amount	Payment Payee	Payment Memo if applicable
Supplier Payment	Check	16608	9/16/2020	1,586.97	Northwest Natural Gas Company - Remit-To: NW Natural - Portland	
Supplier Payment	Check	16609	9/16/2020	500.00	United States Postal Service - Remit-To: United States Postal Service Caples	
Supplier Payment	Check	16610	9/16/2020	10,164.93	Waste Connections of Washington - Remit-To: Waste Connections - Vancouver	
			SUBTOTAL	**7,738,763.74**		
Hansen			9/15/2020	3,168.41	City Payments	Posted 09-08-20 to 09-14-20
Hansen			9/22/2020	8,225.37	City Payments	Posted 09-15-20 to 09-21-20
			SUBTOTAL	**11,393.78**		
Visa			9/15/2020	769.00	Miscellaneous	Parks Class Refunds - FCC 09-08-20 to 09-14-20
Visa			9/15/2020	152.00	Miscellaneous	Parks Class Refunds - MCC 09-08-20 to 09-14-20
Visa			9/15/2020	0.00	Miscellaneous	Parks Class Refunds - Special Events 09-08-20 to 09-14-20
Visa			9/15/2020	0.00	Miscellaneous	Parks Class Refunds - WREC 09-08-20 to 09-14-20
Visa			9/22/2020	847.23	Miscellaneous	Parks Class Refunds - FCC 09-15-20 to 09-21-20
Visa			9/22/2020	195.00	Miscellaneous	Parks Class Refunds - MCC 09-15-20 to 09-21-20
Visa			9/22/2020	0.00	Miscellaneous	Parks Class Refunds - Special Events 09-15-20 to 09-21-20
Visa			9/22/2020	0.00	Miscellaneous	Parks Class Refunds - WREC 09-15-20 to 09-21-20
			SUBTOTAL	**1,963.23**		
			TOTAL	**7,752,120.75**		

*Please contact Procurement Services if you would like to review the justification for EMERGENCY procurement.

City of Vancouver
Payroll Council Report
September 8, 2020 - Septemeber 21, 2020

Check No.	Date	Explanation	Amount
2705 - 2713	09/10/20	17 2020 Payroll	$ 11,935.30
69406 - 71268	09/10/20	17 2020 Direct Deposits	$ 2,948,445.04

$ 2,960,380.34

Proposed Kitterman Annexation

September 28, 2020
Vancouver City Council

CITY OF Vancouver WASHINGTON

Rebecca Kennedy, Long Range Planning Manager

Bryan Monroe, Associate Planner

Brent Boger, Assistant City Attorney

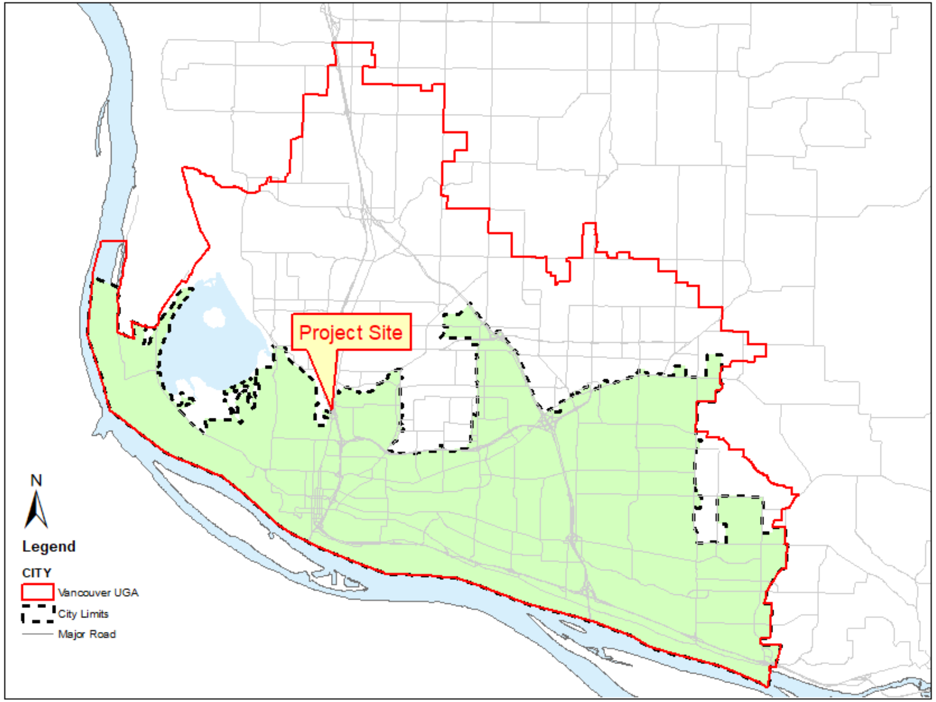
Presentation Overview

- Overview of Proposed Annexation
- Determination of Comprehensive Plan and Zone designation
- Annexation Method
- Annexation Location
- Purpose of 10% Resolution Meeting
- Next Steps

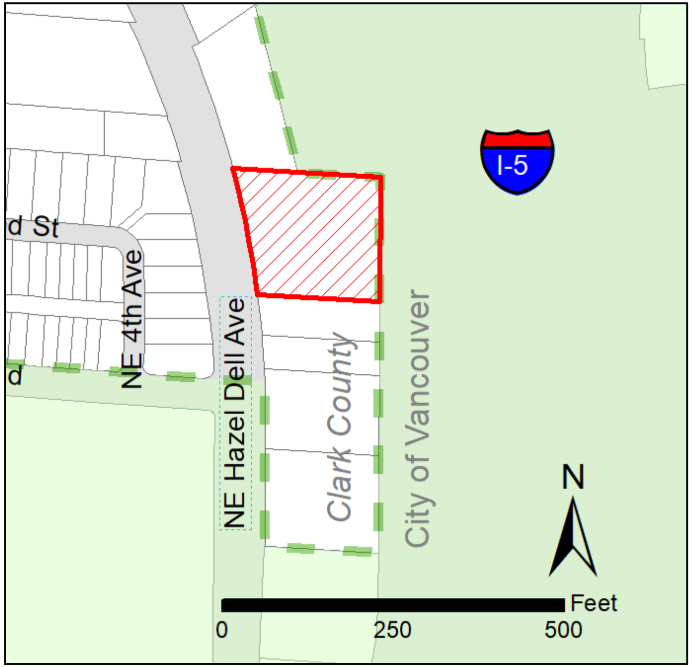
Petition Method of Annexation

- The City will use the Petition Method of annexation for a property owner initiated application.
- The City has a signed annexation covenant from the property owner meeting the requirements of RCW 35.13.125.

General Vicinity Map



Proposed Kitterman Annexation



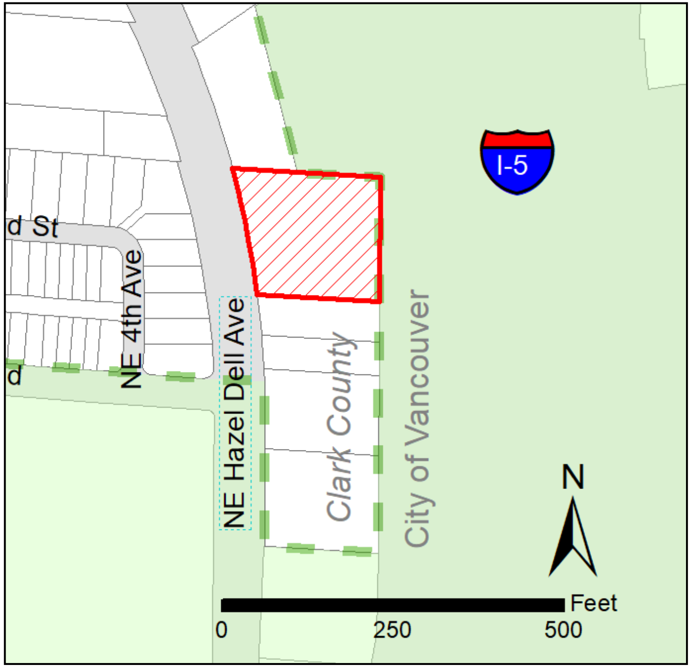
Purpose of the 10% Resolution Meeting

Council to:

- Determine Geographic Area
- Determine Initial Comprehensive Plan and Zoning Designations
- Determine Assumption of Indebtedness for Annexed Area
- Vote on Resolution to Proceed

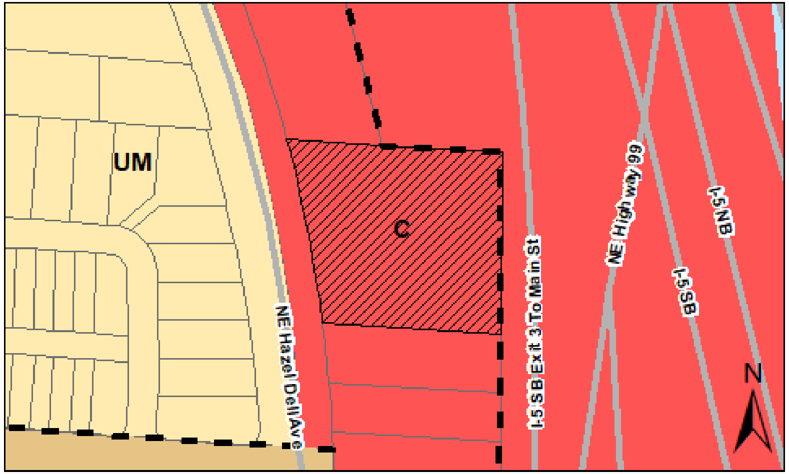
Geographic Area

- .74 acre site
- 5115 NE Hazel Dell Avenue
- West of Interstate 5
- North of Newhouse Road

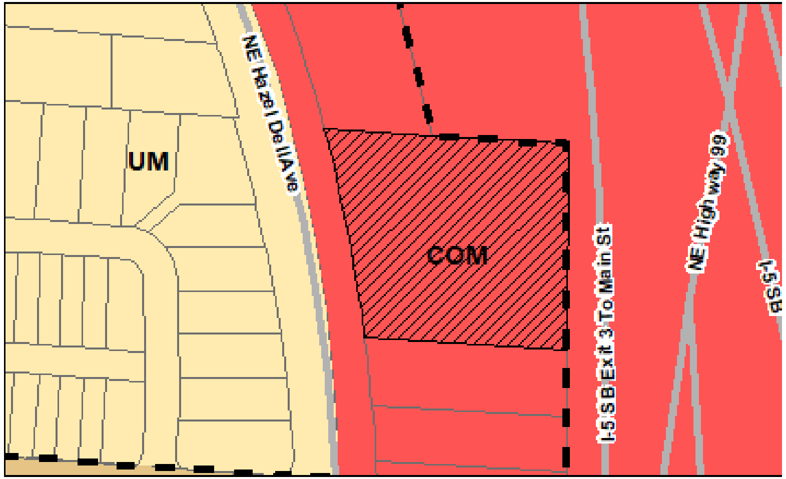


Comprehensive Plan Designations

Clark County Comprehensive Plan – Commercial (C)



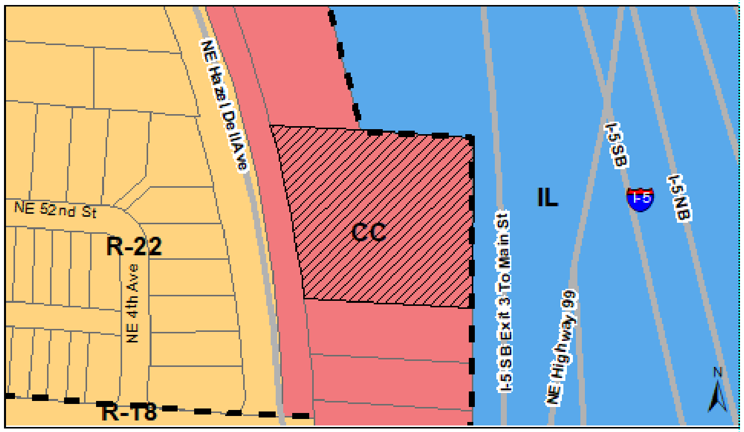
Proposed City of Vancouver Comprehensive Plan – Commercial (COM)



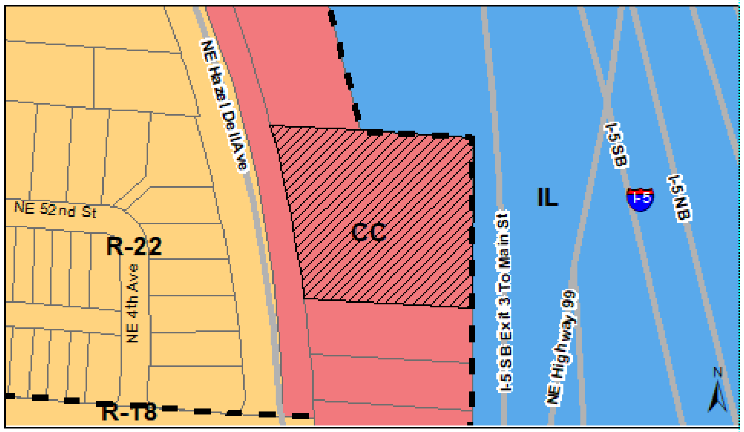
CITY OF Vancouver WASHINGTON

Zoning Designations

County: Current Zoning Designation – Community Commercial



City: Proposed Zoning Designation- Community Commercial



CITY OF Vancouver WASHINGTON

Assumption of Debt

- There is currently no existing City debt to be passed on to the annexed area.

10% Resolution Objective Summary

Council to:

- Determine Geographic Area
- Determine Initial Comprehensive Plan and Zoning Designations
- Determine Assumption of Indebtedness for Annexed Area
- Vote on Resolution to Proceed

Next Steps

- Provide signed covenant to County Auditor’s Office
- Final Ordinance hearing for Annexation Ordinance
- Notice of Annexation sent to property owner, and service providers
- Submit census documents to Washington State Office of Financial Management for final approval.

Questions and Discussion

Bryan Monroe, Associate Planner, bryan.monroe@cityofvancouver.us
Rebecca Kennedy, Planning Manager, rebecca.kennedy@cityofvancouver.us
Brent Boger, Assistant City Attorney, brent.boger@cityofvancouver.us

www.cityofvancouver.us/annexation

Staff Report 137-20

TO: Mayor and City Council

FROM: Eric Holmes, City Manager

DATE: 9/28/2020

SUBJECT Kitterman Annexation

Key Points

- Public meeting to initiate a property owner annexation request
- Property located 5115 NE Hazel Dell Ave
- .74 acre parcel zoned Community Commercial in Clark County

Strategic Plan Alignment

Goal 1: Ensure our built urban environment is one of the safest, most environmentally responsible and well maintained in the Pacific Northwest.

> **Goal 1, Objective 1.2:** Ensure our infrastructure, including buildings and utilities, is safe, environmentally responsible and well maintained.

Present Situation

City staff has received a notice of intent to annex from a singular property owner. The subject site is located at 5115 Hazel Dell Avenue just west of I-5 and north of Newhouse Road. The site is .74 acres in size. Surrounding uses include commercial to the north and south, Interstate 5 to the east, single family homes to the west. The current County Comprehensive Plan designation is Commercial (C) and the current County zoning designation is Community Commercial (CC). The applicant's intent is to annex into the City with the comparable City Comprehensive Plan designation of Commercial (C) and a Community Commercial (CC) zoning designation. The site is within the City water and sewer service districts. City of Vancouver would assume Fire and Police services with the application. The applicant intends to develop the property in the future with a not yet specified mixed use development. Both staff and the applicant have reached out to adjoining properties to inquire about being included in this annexation. No other owners were interested at this time.

The annexation resolution covers three specific areas for Council to consider:

1. The physical boundary of the annexation area.
2. The proposed Comprehensive Plan and zoning designations for the annexed area
3. Consider whether to require the applicant to assume any City indebtedness.

Should the resolution be adopted the petition will be sent to the Clark County Auditor to verify the petition signatures. Once the petition is certified the final ordinance public hearing may be scheduled.

Advantage(s)

1. Supports request of property owner annexation request.
2. Annexes into the City an area where the City is already providing water and sewer services.
3. Ensures future development will conform to City development standards.

Disadvantage(s)

None.

Budget Impact

Police and Fire service will be minimally expanded.

Prior Council Review

Memorandum to Council dated September 9, 2020 (attached).

Action Requested

On Monday, September 28, 2020, adopt the Kitterman annexation resolution affirming the annexation boundary, land use designations, and waiver of the owner assuming any indebtedness.

Bryan Monroe, Associate Planner, 360-487-7958

ATTACHMENTS:

- Kitterman Annexation Memo to Council
- Kitterman Annexation Resolution
- Kitterman Annexation Resolution Exhibits
- Kitterman Annexation Presentation to Council

MEMORANDUM

DATE: September 9, 2020
TO: Mayor and City Council
CC: Eric Holmes, City Manager
FROM: Rebecca Kennedy-Long Range Planning Manager

RE: **Annexation Notice and Process**

The purpose of this memo is to provide early notice of an annexation request and to provide a refresher on the annexation process.

Present Situation:
City staff received a notice of intent to annex from a single property owner. The subject site is located at 5115 Hazel Dell Avenue just west of I-5 and north of Newhouse Road. The site is .74 acres in size. Surrounding uses include commercial to the north and south, Interstate 5 to the east, single family homes to the west. The current County Comprehensive Plan designation is Commercial (C) and the current County zoning designation is Community Commercial (CC). The applicant's intent is to annex into the City with the comparable City Comp Plan Commercial (C) and Community Commercial (CC) zoning designation. Should the annexation application be successful, the applicant intends to develop the property in the future with a not yet specified mixed use development.

Process:
Annexations are subject to the requirements of RCW 35.13. This annexation will use the "direct petition" annexation method. This method requires in two Council actions.

The first action is a public meeting in which Council is introduced to the request and votes on a Resolution to allow the annexation process to proceed. The meeting is scheduled within 60 days of receiving the notice of intent to annex. The notice of intent must include property owners that equal 10% of the value of the property to be annexed. In this case, as a single ownership request, 100% of the property ownership is represented.

The first public meeting is scheduled for September 28, 2020.

At the September 28th meeting staff will present a Resolution to proceed for Council consideration. The resolution covers three specific areas:

1. The physical boundary of the annexation area.
2. The proposed Comprehensive Plan and zoning designations for the annexed area
3. Whether to require the applicant to assume any City indebtedness.

Following the resolution meeting the petition would be sent to Clark County Auditor for signature validation. The the second Council action is a public hearing to consider approving the final annexation ordinance.

Outreach:
The subject site was posted and a notice was published in the Columbian on September 8, 2020.
A courtesy notice has been sent to the County Manager and Assessor.
A courtesy notice has been sent to potentially impacted internal departments (Police, Fire, CED, Parks, et al)
Future notices will be published and posted for the final remaining public hearing.

Attachment(s):

- Notice of Intent to Annex
- Boundary Map
- Vicinity Map

.

To request other formats, please contact:
Department
(360) 487-8605 | WA Relay: 711
Amanda.delapena@cityofvancouver.us

9/28/2020

RESOLUTION NO. _________

A RESOLUTION relating to support of an annexation request (Exhibit "E") using the 60% direct petition method pursuant to RCW 35.13.130; establishing the geographic extent, determining the comprehensive plan and land use designations, and determining whether the property owners will assume all or any portion of existing City indebtedness for the proposed annexation area.

WHEREAS, pursuant to RCW 35.13.005, no city located in a county in which urban growth areas have been designated under RCW 36.70A.110 may annex territory beyond an urban growth area; and,

WHEREAS, pursuant to RCW 36.70A, the City of Vancouver has an urban growth area designated under the Growth Management Act; and,

WHEREAS, the proposed Annexation area is located in Vancouver's urban growth boundary, and is contiguous to the City of Vancouver along the northern border near the NE corner of the intersection of NE Hazel Dell Avenue NE Newhouse Street.

WHEREAS, pursuant to RCW 35.13.125, the owners of real property notified the City of their intent to commence annexation proceedings through submittal of initiation petitions equaling ten percent (10%) or more of the assessed valuation of the proposed annexation area; and

WHEREAS, pursuant to RCW 35.13.125, the Vancouver City Council scheduled and advertised a public meeting with the interested parties to decide whether to accept, reject or geographically modify the proposed annexation area; whether to require simultaneous adoption of comprehensive plan and land use zoning designations as provided for in VMC 20.230.030; and whether to require assumption of all or any portion of the existing city indebtedness by the area to be annexed; and

WHEREAS, the .74 acre site is currently within the City of Vancouver urban growth area and adjacent to the City limits as shown in Exhibit B.

WHEREAS, the site is currently designated as Commercial (C) in Clark County for comprehensive plan and Community Commercial for zoning; and

WHEREAS, the Applicant is not seeking to change the Comprehensive Plan designation or zoning the proposed annexation site would convert under VMC 20.230.030(B) to the City's corresponding COM (Commercial) comprehensive plan designation and CC zoning as depicted in exhibits "C" and "D"; and

WHEREAS, there is no existing indebtedness for the annexation area.

NOW, THEREFORE,

BE IT RESOLVED BY THE CITY OF VANCOUVER:

Section 1. Pursuant to Ch. 35.13 RCW, and as discussed in the associated Staff Report, the proposed annexation area is .74 acres of unincorporated land located in Vancouver's urban growth boundary, and is contiguous to the City of Vancouver along northern border near the NE corner of the intersection of NE Hazel Dell Avenue NE Newhouse Street.

The legal description of the proposed annexation area is set forth in Exhibit "A", attached hereto and incorporated herein. A map of the proposed annexation area is set forth in Exhibit "B", attached hereto and incorporated herein.

Section 2. City Council hereby supports the proposed annexation.

Section 3. Under VMC 20.230.030, a land use plan will be adopted, to become effective in the event the subject area is annexed by the City.

Section 4. Currently there is no City indebtedness for the annexation area to assume therefore assumption of existing debt is not required.

Section 5. This resolution shall become effective immediately upon adoption, and as provided in RCW 35.13.125, is not subject to appeal.

Signed this 28th day of September 2020.

____
Anne McEnerny-Ogle, Mayor

Attest:

____
Natasha Ramras, City Clerk

Approved as to form:

____
Jonathan Young, Acting City Attorney

EXHIBIT A
LEGAL DESCRIPTION

Taxlot 101127000 :

That parcel located in the NE 1/4,S15,T2N,R1E of the Willamette Meridian Clark County Washington more specifically described as:

THAT PORTION OF LOT 18, ALKI HOMESTEAD LOTS, ACCORDING TO THE PLAT THEREOF, RECORDED IN BOOK "A" OF PLATS, PAGE 2, RECORDS OF CLARK COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF THE 10 ACRE TRACT CONVEYED TO G.H. OMAN IN ALKI HOMESTEAD LOTS, SECTION 15, TOWNSHIP 2 NORTH, RANGE 1 EAST OF THE WILLAMETTE MERIDIAN, CLARK COUNTY, WASHINGTON, AS RECORDED IN BOOK 88, PAGE 469, RECORDS OF SAID COUNTY; THENCE EAST 306 FEET TO THE WEST LINE OF THE NEW PACIFIC HIGHWAY, AS NOW LOCATED; THENCE ALONG THE WESTERLY LINE OF SAID NEW PACIFIC HIGHWAY, AS FOLLOWS: SOUTH 6 FEET, MORE OR LESS, SOUTHERLY 176 FEET, MORE OR LESS, TO THE SOUTH LINE OF G.H. OMAN TRACT; THENCE WEST 278 FEET, MORE OR LESS, TO THE CENTER OF PACIFIC HIGHWAY SALMON CREEK ROAD; THENCE NORTHERLY 186.4 FEET ALONG THE CENTER OF SAID PACIFIC HIGHWAY SALMON CREEK ROAD TO THE POINT OF BEGINNING.

EXCEPT THOSE PORTIONS THEREOF CONVEYED TO THE STATE OF WASHINGTON FOR HIGHWAY PURPOSES, AS RECORDED UNDER AUDITOR'S FILE NOS. G 208779 AND G 226131 AND 7908030094 AND 9410310047.

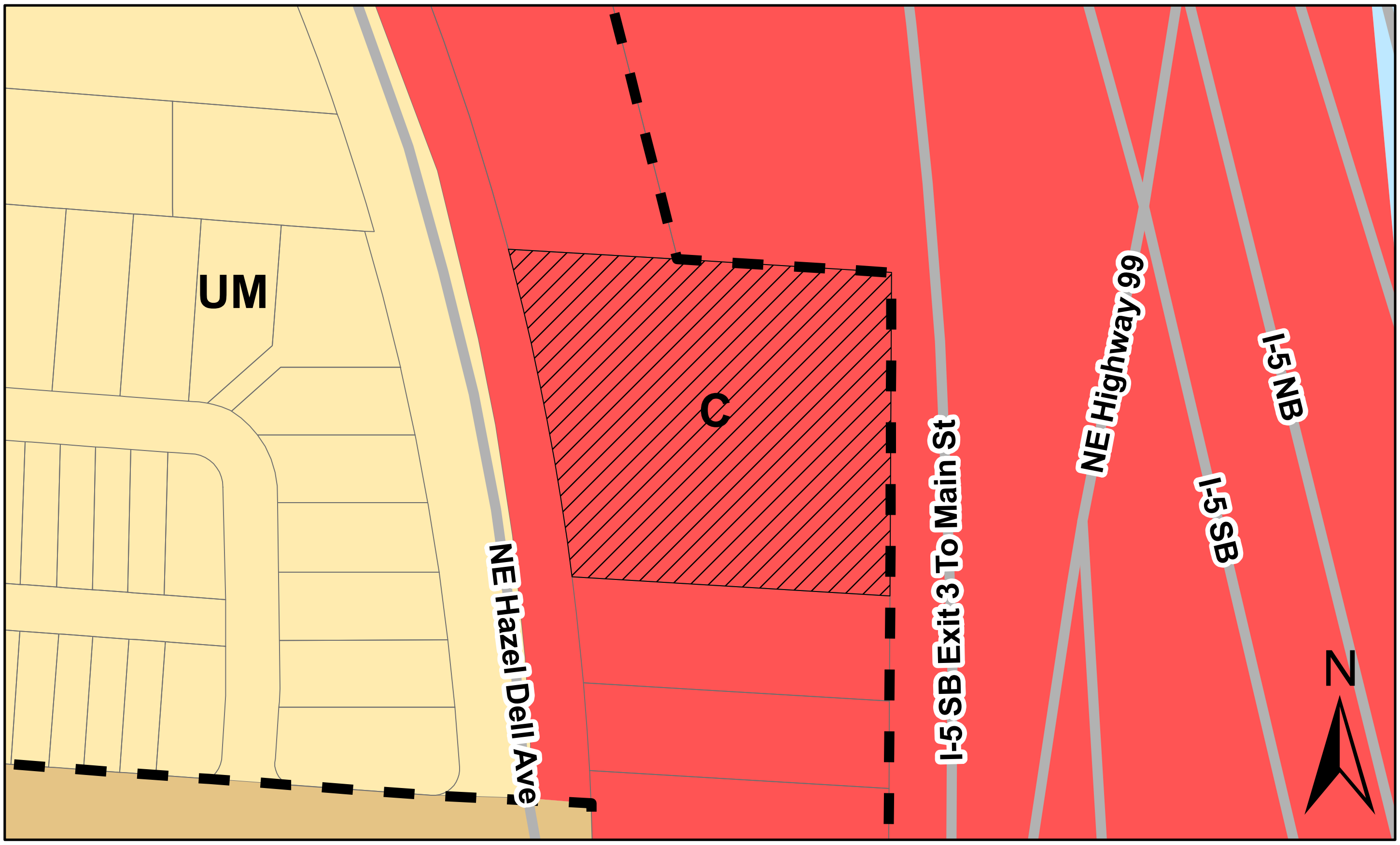
EXCEPT COUNTY AND STATE ROADS.

ALSO EXCEPT THAT PORTION CONVEYED TO CLARK COUNTY BY AUDITOR'S FILE NO. 7908030094.

Exhibit B: Annexation Boundary

Exhibit C
Comprehensive Plan Designation

Current Clark County Comprehensive Plan Designation



Proposed City of Vancouver Comprehensive Plan Designation

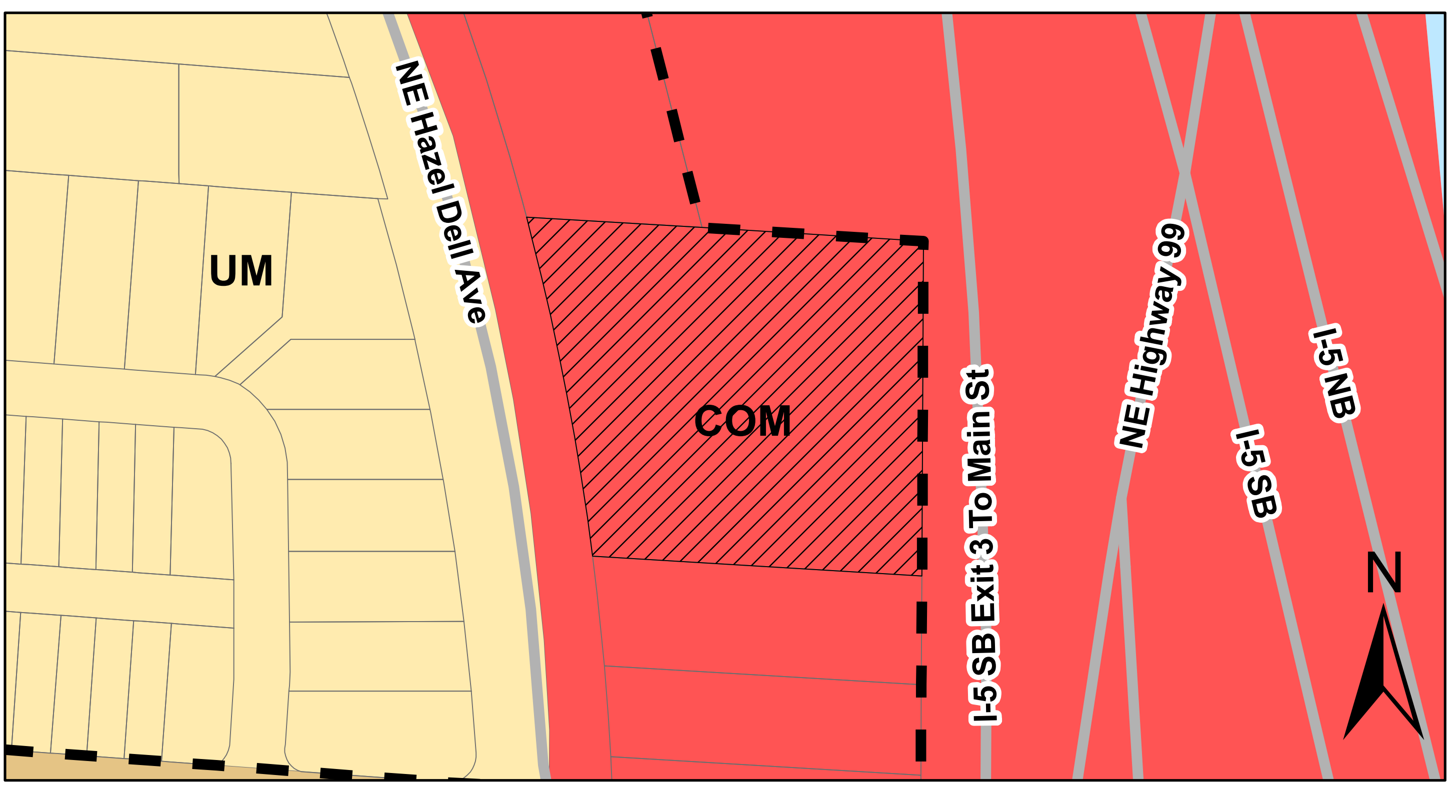
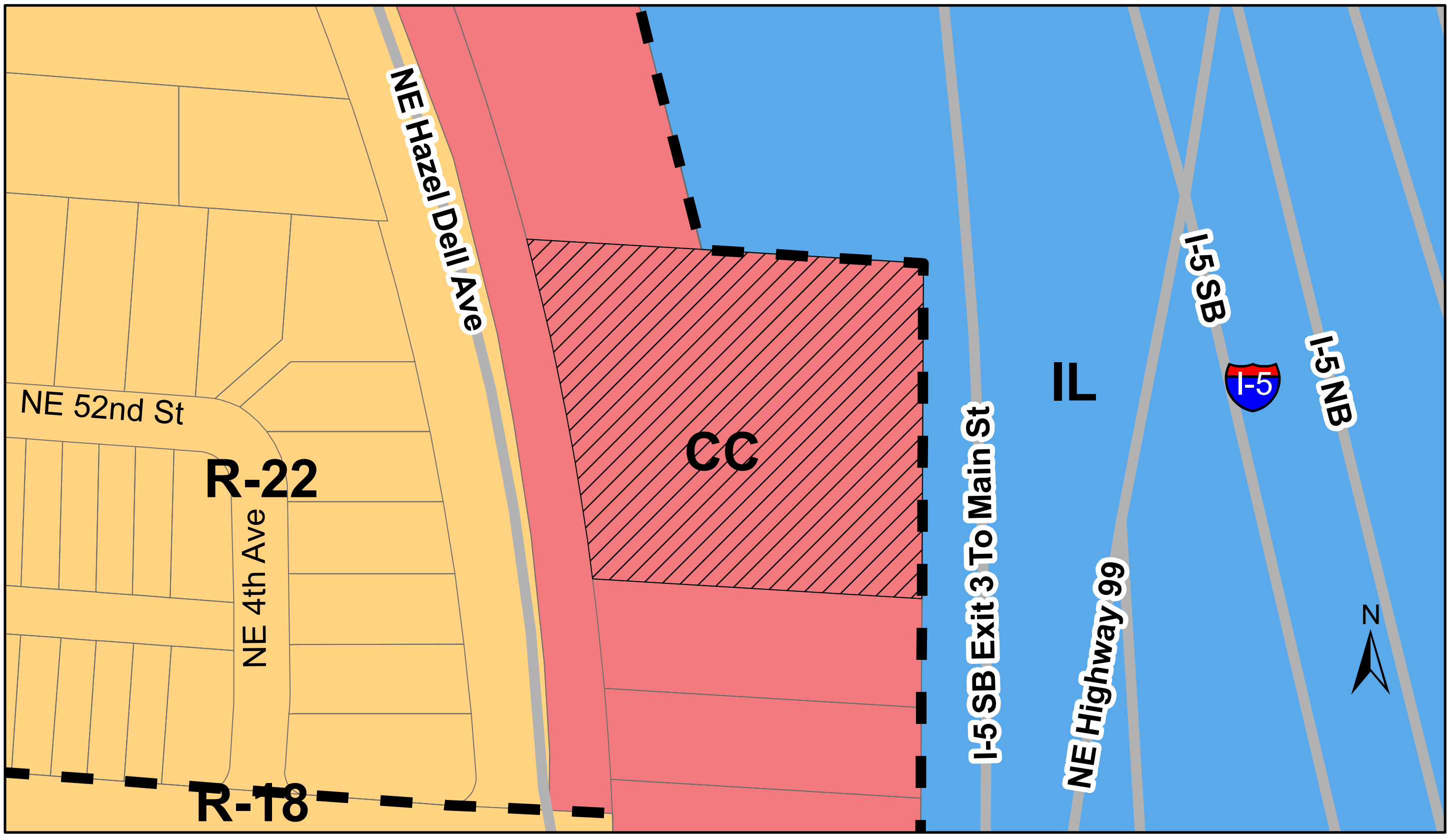


Exhibit D

Current Clark County Zoning Designation



Proposed City of Vancouver Zoning Designation

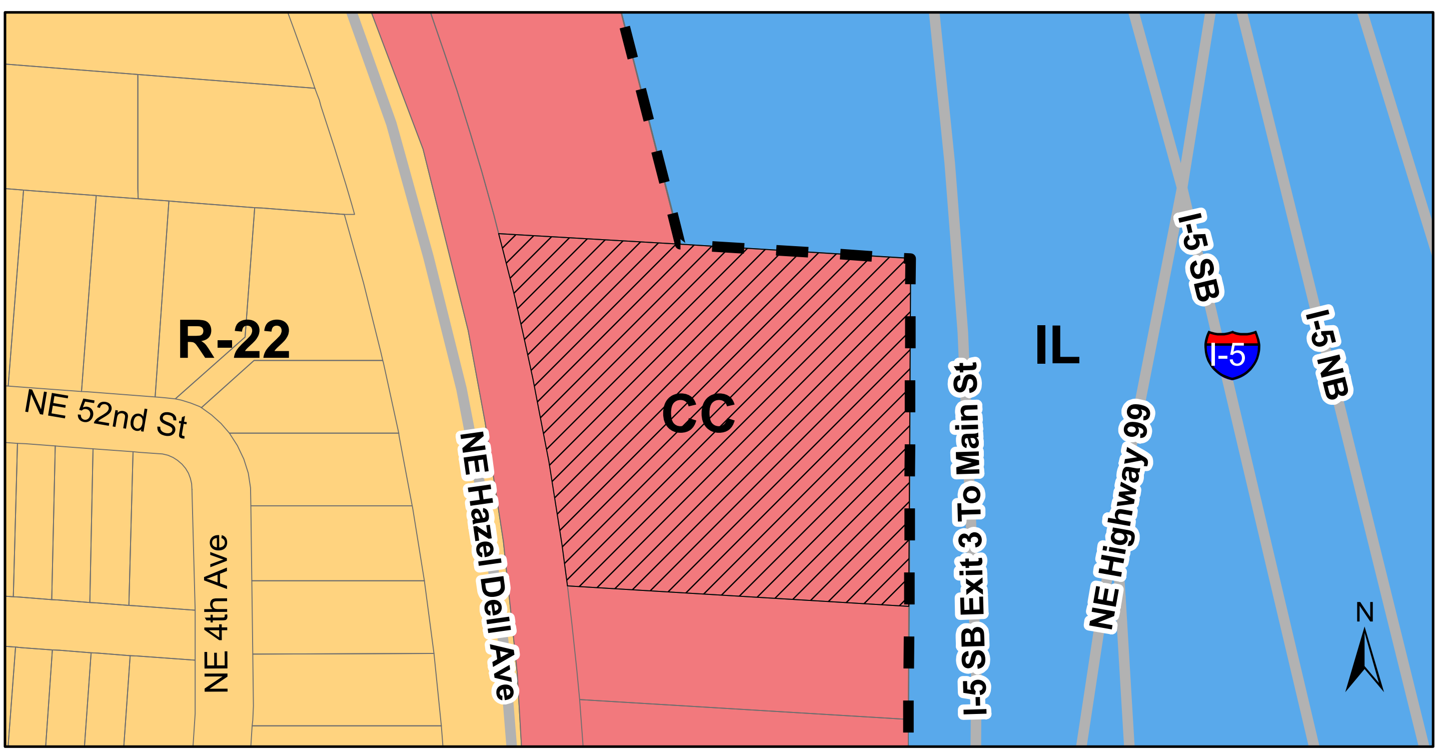


Exhibit E

**NOTICE OF INTENT TO COMMENCE ANNEXATION PROCEEDINGS
TO THE CITY OF VANCOUVER WASHINGTON**

TO: Honorable Mayor Anne McEnerny-Ogle and City Council of Vancouver, Washington
P.O. Box 1995
Vancouver WA 98668

This is a Notice of Intent, submitted to the City Council of Vancouver, Washington, that states the undersigned property owner request that City Council commence annexation proceedings to annex certain property to the City of Vancouver.

This Notice of Intent is presented on behalf of the undersigned property owner who owns real property in the unincorporated Vancouver Urban Growth Area, which is adjacent and contiguous to the City of Vancouver, Washington, and which is legally described in **Exhibit A**. The parties to this Notice of Intent to commence annexation proceedings request annexation of parcels as shown on the map provided as **Exhibit B**. The area proposed to be annexed is approximately .74 acres in size. The undersigned owns more than ten percent of the assessed value of the total area as shown in the database provided as **Exhibit C**. This meets the requirements of RCW 3 5.13.125, the statue under which this Notice of Intent is filed. The City Council of the City of Vancouver, Washington, is hereby requested to proceed under RCW 35.13.125 and to schedule a public meeting to be held within sixty days after the filing of the Notice of Intent and to determine the following:

1. Whether the City of Vancouver will accept this proposed annexation as defined in **Exhibit A** and shown in **Exhibit B**; and,
2. Whether City of Vancouver shall require the simultaneous adoption of comprehensive plan and land use zoning designations; and,
3. Whether the City of Vancouver shall require the assumption of all or any portion of the existing City indebtedness by the area to be annexed.

The undersigned property owners hereby request the following:

1. That the City of Vancouver accept the proposed annexation as defined in **Exhibit A** and shown in **Exhibit B**; and,
2. That the City of Vancouver shall simultaneously adopt the most similar comprehensive plan of Com(commercial and mixed use) and land use zoning designation CC as provided for by Clark County and as defined in VMC Table 20.230.030.1; and,
3. That the City of Vancouver shall not require the assumption of any portion of the existing City indebtedness by the area to be annexed.

Dated this 10 day of June, 20 20

(Signature)

Ian D. McGinnis

(Print Name) Managing Member IDM LLC

STATE OF WASHINGTON)
) **SS**
COUNTY OF CLARK)

I hereby certify that I know or have satisfactory evidence that Ian D McGinnis
(Print Name)
signed this instrument, on oath stated that (she/he) is authorized to execute the instrument as a

Managing Member of IDM LLC
(Position/Title) (Name of Corporation)

and acknowledge it to be (her/his) free and voluntary act of such party for uses and purposes mentioned in the instrument.

NOTARY PUBLIC
STATE OF WASHINGTON
KENNETH M. CLINE
MY COMMISSION EXPIRES
NOVEMBER 10, 2023
COMMISSION # 19631

(Signature of Notary)

Kenneth Cline
(Print Name of Notary)

My Appointment Expires: Nov 10 2023
Notary Public for the State of Washington

EXHIBIT A
LEGAL DESCRIPTION

Taxlot 101127000 :

That parcel located in the NE 1/4,S15,T2N,R1E of the Willamette Meridian Clark County Washington more specifically described as:

THAT PORTION OF LOT 18, ALKI HOMESTEAD LOTS, ACCORDING TO THE PLAT THEREOF, RECORDED IN BOOK "A" OF PLATS, PAGE 2, RECORDS OF CLARK COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF THE 10 ACRE TRACT CONVEYED TO G.H. OMAN IN ALKI HOMESTEAD LOTS, SECTION 15, TOWNSHIP 2 NORTH, RANGE 1 EAST OF THE WILLAMETTE MERIDIAN, CLARK COUNTY, WASHINGTON, AS RECORDED IN BOOK 88, PAGE 469, RECORDS OF SAID COUNTY; THENCE EAST 306 FEET TO THE WEST LINE OF THE NEW PACIFIC HIGHWAY, AS NOW LOCATED; THENCE ALONG THE WESTERLY LINE OF SAID NEW PACIFIC HIGHWAY, AS FOLLOWS: SOUTH 6 FEET, MORE OR LESS, SOUTHERLY 176 FEET, MORE OR LESS, TO THE SOUTH LINE OF G.H. OMAN TRACT; THENCE WEST 278 FEET, MORE OR LESS, TO THE CENTER OF PACIFIC HIGHWAY SALMON CREEK ROAD; THENCE NORTHERLY 186.4 FEET ALONG THE CENTER OF SAID PACIFIC HIGHWAY SALMON CREEK ROAD TO THE POINT OF BEGINNING.

EXCEPT THOSE PORTIONS THEREOF CONVEYED TO THE STATE OF WASHINGTON FOR HIGHWAY PURPOSES, AS RECORDED UNDER AUDITOR'S FILE NOS. G 208779 AND G 226131 AND 7908030094 AND 9410310047.

EXCEPT COUNTY AND STATE ROADS.

ALSO EXCEPT THAT PORTION CONVEYED TO CLARK COUNTY BY AUDITOR'S FILE NO. 7908030094.

EXHIBIT B
PARCEL MAP

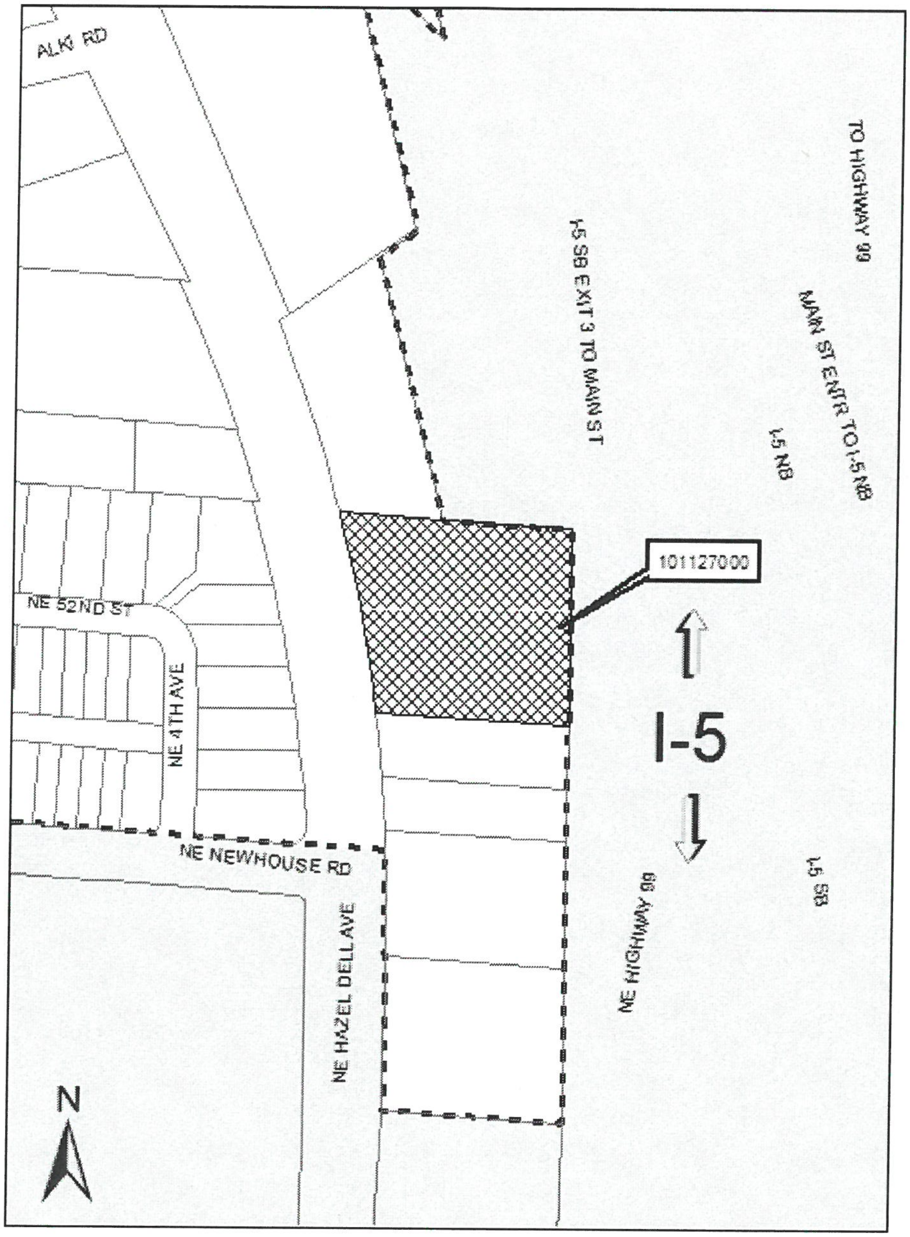


EXHIBIT C
Property Value
KITTERMAN ANNEXATION

Current Owners constitute 100% ownership of proposed annexation area.

OWNERSHIP LIST	SERIAL NUMBER	AREA	2019 TAX VALUE
KITTERMAN LLC & IDM LLC	101127000	.74 ACRES	$248,900