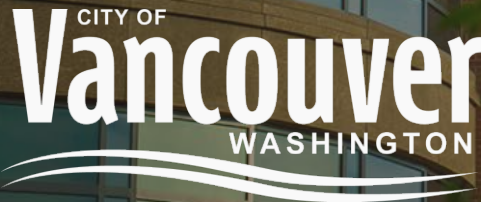


Block 10 Draft Disposition and Development Agreement



City Council Workshop
September 24, 2018

Chad Eiken, CED Director
Barry Cain, Gramor Development

Presentation Overview

- Block 10 Background
- Developer Selection Process
- Proposed Project Scope
- About Gramor Development
- Key Elements in Draft Agreement
- Proposed Next Steps



Block 10 Background

- Vacant block, 41,681 s.f.
- Owned by City; zoned CX
- Last remaining undeveloped brewery block
- Purchased in early 1990's
- Held for future redevelopment as others developed



Block 10 Background



Developer Selection Process

- 2013: Leland Group Study recommendations for disposition
- May 2015: RFI issued; no responses
- May 2016; RFP issued; 3 responses received
- Desired project: high density mixed use building with grocer and retail
- Gramor Development selected



About Gramor Development

- Portland/Vancouver real estate developer since 1985
- Specializes in high quality mixed-use retail and office projects
- Successfully completed 65 commercial developments totaling 4.0 million square feet; ~\$1.0 billion valuation
- Primary developer of Vancouver's Waterfront Project
- 25 of completed developments have full-service grocery stores
- Grocery store on Block 10 will serve downtown and Waterfront

Proposed Project Scope

- High density, 11 stories/150' tall
- 200-275 market-rate apt. units
- Full-service grocery store
 - 15,000-30,000 s.f.
 - Open 10 hrs./day, 7 days/week
 - City ability to consent to lessee
- Ground floor retail
- Above ground structured parking



Key Elements of Draft Agreement

- Purchase Price: \$3.33 million cash due on closing
- \$160,000 earnest money (\$60K upfront; \$100K following due diligence period) – City keeps percentage as milestones reached
- Summary of project scope (# units, stories, uses, etc.)
- Timing of grocer lease; permits; construction
- Retail on at least three sides (Columbia, 8th, Washington)
- Quality of design and materials; architectural rendering

Key Elements of Draft Agreement (cont.)

- Use of multi-family tax abatement (8 yr. market rate); public amenities TBD
- Frontage improvements/undergrounding utilities
- Coordination re. use of block for Vancouvercenter 4th Tower construction staging
- Use of 9th St. for loading, short term parking which requires removal of drive-up ATM

Key Elements of Draft Agreement (cont.)

Proposed Timing:

- Pre-application conference (30 days from DDA approval)
- Signed grocer lease by 5/5/19 (180 days after DDA approval)
- Submit Type 1 site plan application – 6/14/19
- Type I site plan approval – 10/9/19
- Building permit approval – 3/20/20
- Transfer of ownership – 4/20/20
- Construction complete; occupancy permit issued – 10/20/21

Proposed Next Steps

- CCRA Review of Draft DDA 10/18/18; recommendation to City Council
- Council First Reading on DDA 11/26/18
- Council Public Hearing 12/3/18



Questions

VANCOUVER
CITY HALL

Chad Eiken, Community and Economic Development Director

chad.eiken@cityofvancouver.us

Barry Cain, Gramor Development

barry@gramor.com



September 24, 2018

City Council Workshop

Mark Brown and Brian Enslow

- Getting Ready for 2019
- Our approach
- Present Preliminary Agenda
- Final agenda presented October 15
- Handout review

Handouts

- Today's Power Point
- City's 2018 State Legislative Agenda
- AWC Preliminary Top Tier items for 2019
- 2018 CCTA Policy Statement

2019 Agenda Approach

- Be Flexible/things change
- Look for Vancouver specific items
- Identify issues impacting all/most cities that are a priority for the City of Vancouver
- Use 2018 to set stage for 2019
- Consider priorities of affiliates like AWC

Policy holdovers to pursue in 2019

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

(*AWC supported/priority)

Budget holdovers

- Capital – None
- Transportation – None

Capital Budget – new items for 2019

-WWRP-Local parks grants

- George & Hazel Stein NP - \$235,415 (Acq.) (ranked 2 of 91)
- North Image NP - \$500,000 (Dev.)(ranked 22 of 91)

-Heritage grants

- Officer Row roofs - \$153,350 (ranked 6 of 36)

Capital Budget – news items for 2019

-Member Request/Local Community Projects

- Fourth Plain Forward Commons (\$?)
- Center for Arts, Culture and Innovation (VSD/FVRL/City partnership) (\$?)

Capital Budget – new items

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

Transportation Budget – new items

- Bike/Ped safety grant - Devine Rd from Mill Plain to 18th (\$489,000)
- Safe Routes to Schools – Four components near Franklin Elem. Sch. (\$500,000)
- “Mini” transportation package???

Affiliate requests

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

Affiliate requests

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

Affiliate requests

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

Next steps

- CCGAR and CCTA meeting– October 15
- City Council workshop – October 15
- Pre Session lunch with legislators - November 29
- CREDC/ICC/GVCC breakfast - December 7
- 2019 Session begins January 14, 2019
- CCTA Lobby Day – February 5, 2019 (tentative)
- AWC Lobby Days – February 13-14, 2019

Questions and Comments

Brian Enslow

(360) 489-8121

brian@arbutusllc.com

Mark Brown

(360) 790-4427

markobrown@comcast.net

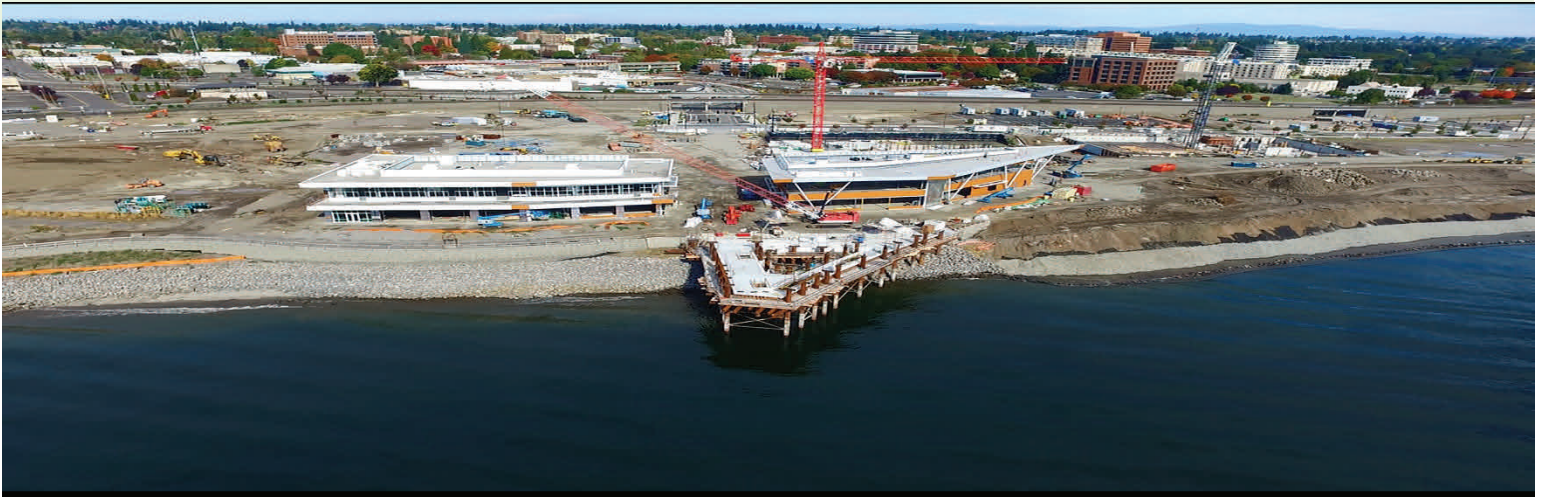
CITY OF VANCOUVER 2018 STATE LEGISLATIVE PRIORITIES



SESSION PRIORITIES SUMMARY

- ★ **Capital Budget**
- ★ **Homelessness/Affordable Housing**
- ★ **Property Tax Cap**
- ★ **Enhance WSP License Investigation Unit**
- ★ **Eligibility for Water Quality Grants**
- ★ **Support Clark County Transportation Alliance**
- ★ **Association of Washington Cities' Top Priorities**

We oppose any preemption of local control or the imposition of any unfunded or underfunded mandates.



CAPITAL BUDGET

The City is hoping for quick action on the 2017-2018 Capital Budget. We are requesting a \$300,000 Local/Community Projects grant to fund needed accessibility and HVAC improvements at the Clark County Historical Museum. The City is also supporting the requests from:

- CDM Caregiving Services for their Adult Day Services Center
- Vancouver Housing Authority for the Bridgeview Education and Employment Resource Center
- Clark County Parks & Recreation for upgrades to the Harmony Sports Field complex

The City also requests that the Capital Budget authorize the current Public Works Assistant Account project list which includes a City of Vancouver project and a Clark County project.

HOMELESSNESS/AFFORDABLE HOUSING

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

- A construction sales tax reimbursement pilot project to attract new multi-family housing;
- Additional flexibility with existing tools such as making the optional sales tax authority for affordable housing a councilmanic action;
- New revenue tools such as REET 3, affordable housing impact fees and authority for investment of utility reserves.

PROPERTY TAX CAP

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

ENHANCE WSP LICENSE

INVESTIGATION UNIT IN VANCOUVER

The City is asking local legislators to allocate additional resources to help expand Washington State Patrol License Investigation Unit efforts in our region.

ELIGIBILITY FOR WATER QUALITY GRANT PROGRAMS

The City is joining forces with other publicly-owned wastewater treatment facility operators to seek legislative support to expand existing eligibility to allow these types of facilities to compete for DOE managed grant programs including Water Pollution Revolving Fund and Centennial Clean Water Fund.

SUPPORT CLARK COUNTY TRANSPORTATION ALLIANCE

The City supports the 2018 Policy Statement of the Clark County Transportation Alliance including support for implementation of SSB 5806 and other actions to address I-5 bridge replacement and I-5 corridor enhancements; support for public transit; support for Ports and Freight; enhance infrastructure and economic development and facilitating Connecting Washington funded projects in the region.

ASSOCIATION OF WASHINGTON CITIES' TOP PRIORITIES

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

- Preserve state shared revenues and increase law enforcement training funds;
- Enhance economic development tools and programs that foster business development in cities;
- Increase direct funding to mental health, chemical dependency and social safety net programs;
- Strengthen city tools to help address housing conditions in our cities.

FUTURE SESSION PRIORITIES

SURPLUS PROPERTY AND SUPPLIES

The City is seeking modifications to RCW 35.94.040 to eliminate an unnecessary and costly process associated with surplusing of low value equipment and supplies.

LID AMENDMENT

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



FOR MORE INFORMATION

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Connections Public Affairs

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Brian Enslow, Lobbyist

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

jan.bader@cityofvancouver.us | 360-487-8606

To: AWC Legislative Priorities Committee

From: Candice Bock, Government Relations Director

RE: Summary of the August 24 Legislative Priorities Committee Meeting

Thank you to all of the members of the Committee for your input and commitment the process of developing AWC's legislative priorities. The Committee met on August 24 to consider the recommendations of the various subcommittees and make a recommendation to the AWC Board of Directors for AWC 2019 Legislative priorities.

At the meeting on the 24th, the Committee reviewed the 13 issues that came forward from the subcommittees. These included some staff recommendations in addition to the issues the subcommittees generated. After review and discussion of all of the issues, the Committee members present had the opportunity to vote on the issues that they wanted to see as priorities for 2019. Five issues rose to the top through this process and the general consensus of the Committee was to submit those five items to the Board for consideration as AWC's 2019 priorities.

Additionally, staff shared that the issues that did not raise to the level of priorities, noting that they would still be part of AWC's larger legislative agenda. Each session, AWC staff works on a large number of issues beyond those selected as priorities. The other items will continue to be important and we will look for opportunities to continue to advance cities' interests in those areas.

Here are the five issues recommended to the Board for the consideration at their September 28 meeting:

Criminal Justice Training Center (CJTC) Funding

- Cities need a responsive funding model to ensure newly hired law enforcement officers and corrections officers have timely access to basic training.
- Seek sufficient funding for CJTC to provide at least 19 Basic Law Enforcement Academy classes per year.
- Seek sufficient funding for CJTC to provide at least seven Corrections Officers Academy classes per year.

Infrastructure

- Continue to advocate for programs like the Public Works Assistance Account (PWAA) and CERB.
- Focus on retaining existing funding for the PWAA through loan repayments and the 2% of dedicated REET.
- Seek to reinstate the diverted PWAA funding to support infrastructure projects that are aligned with housing availability related development.
- PWAA should continue to focus on funding traditional infrastructure and should not be diverted to fund other types of projects.

Affordable Housing

- Continue to support new resources for subsidized affordable housing both at the state and local level. Examples include:
 - Funding the state Housing Trust Fund;
 - Passing new local revenue options like **HB 2437, HB 1797**.
 - Other proposals that may emerge that support city interests.
- Provide greater flexibility and refinement of existing programs that support affordable housing. Examples include:
 - Extending the authority to use REET for affordable housing.
 - Expanding and refining the Multifamily Tax Exemption Program; providing greater authority or backfill resources to exempt affordable housing projects from impact fees or other development charges.
 - Enhancing the city role in decision-making for the use of existing and potential new resources provided to the counties to address housing and homelessness in cities.
- Develop and support proposals to encourage voluntary densification and infill development.
- Explore opportunities for shared housing and addressing issues around condominium liability to expand housing options.

Economic Development

- Create a sales tax value capture tool like the Building Business Ecosystems from 2018, including exploring opportunities to broaden the proposal to make it applicable to a variety of cities.
- Continue to pursue traditional tax increment financing using property tax as a long-term goal.

City Culverts

- Secure ongoing and significant funding for upgrading city culverts to address fish passage impacts in collaboration with the state's legal obligation to upgrade its culverts.

As a reminder, the other issues that were put forward by the subcommittees, but not selected by the full Committee were the following. Please note these are shortened descriptions. For the full subcommittee recommendations, please refer to the packet of materials from the meeting).

Transportation

Enhance transportation funding and tools including:

- Inter-city transit services
- Transportation Benefit Districts
- Local projects funding exchange
- Rail/Road improvements
- Local regulatory authority for emerging technologies

Fiscal

- Protect Local Revenue and Regulatory Authority

Annexation

- Pursue streamlining of the annexation process for unincorporated islands/peninsulas

Conservation & Restoration Funding for Natural Resiliency Benefits

- Continue through our normal budget advocacy to support these programs as they are currently constructed
- If a new priority includes a program to support relocation of houses facing natural disasters, research the need and develop a case to advocate for a standalone program to support these needs and work on the scope of such a program

Urban Growth Area

- Ask to broaden the list of factors eligible for consideration by counties for UGA expansions beyond just population forecasts

Behavioral Health

- Extend or make permanent state funding for the mental health co-response team grant program

Small Cell

- Retain Local Authority to Site Small Cell Facilities

Public Records

- Work to extend (or make permanent) the local government assistance grant program established by **HB 1594**
- Focus on streamlining the reporting requirements created by **HB 1594**

Thank you again for all of your input and time that you put into this process. Your voices and expertise resulted in a strong list of issues for consideration as well as thoughtful discussions. The AWC Board will meet on September 28 to consider your recommendations and we will share the results of their decision with the Committee. Again, on behalf of the Government Relations team, thank you for being part of this process.

Clark County Transportation Alliance

2018 Policy Statement



Sponsoring Organizations:

- Battle Ground Chamber of Commerce

Building Industry Association of Clark County

Camas-Washougal Chamber of Commerce

City of Battle Ground

City of Camas

City of La Center

City of Ridgefield

City of Vancouver

City of Washougal

Clark College

Clark County

Clark County Association of Realtors

Columbia River Econ. Dev. Council

Columbia River Steamship Operators' Assn.

C-TRAN
- East Vancouver Business Association

Evergreen Public Schools

Greater Portland 2020

Greater Portland, Inc.

Greater Vancouver Chamber of Commerce

Hazel Dell/Salmon Creek Business Assn.

Identity Clark County

IBEW Local 48

Labor Roundtable of SW WA

Legacy Salmon Creek Medical Center

Neighborhood Traffic Safety Alliance

Pacific Building Trades

Pacific Northwest Waterways Association

Partners in Careers

PeaceHealth Columbia Network
- Port of Camas-Washougal

Port of Portland

Port of Ridgefield

Port of Vancouver

Portland Business Alliance

Regional Transportation Council

SW WA Central Labor Council

SW WA Contractors Association

SW WA High Technology Council

The Historic Trust

The Vancouver Clinic

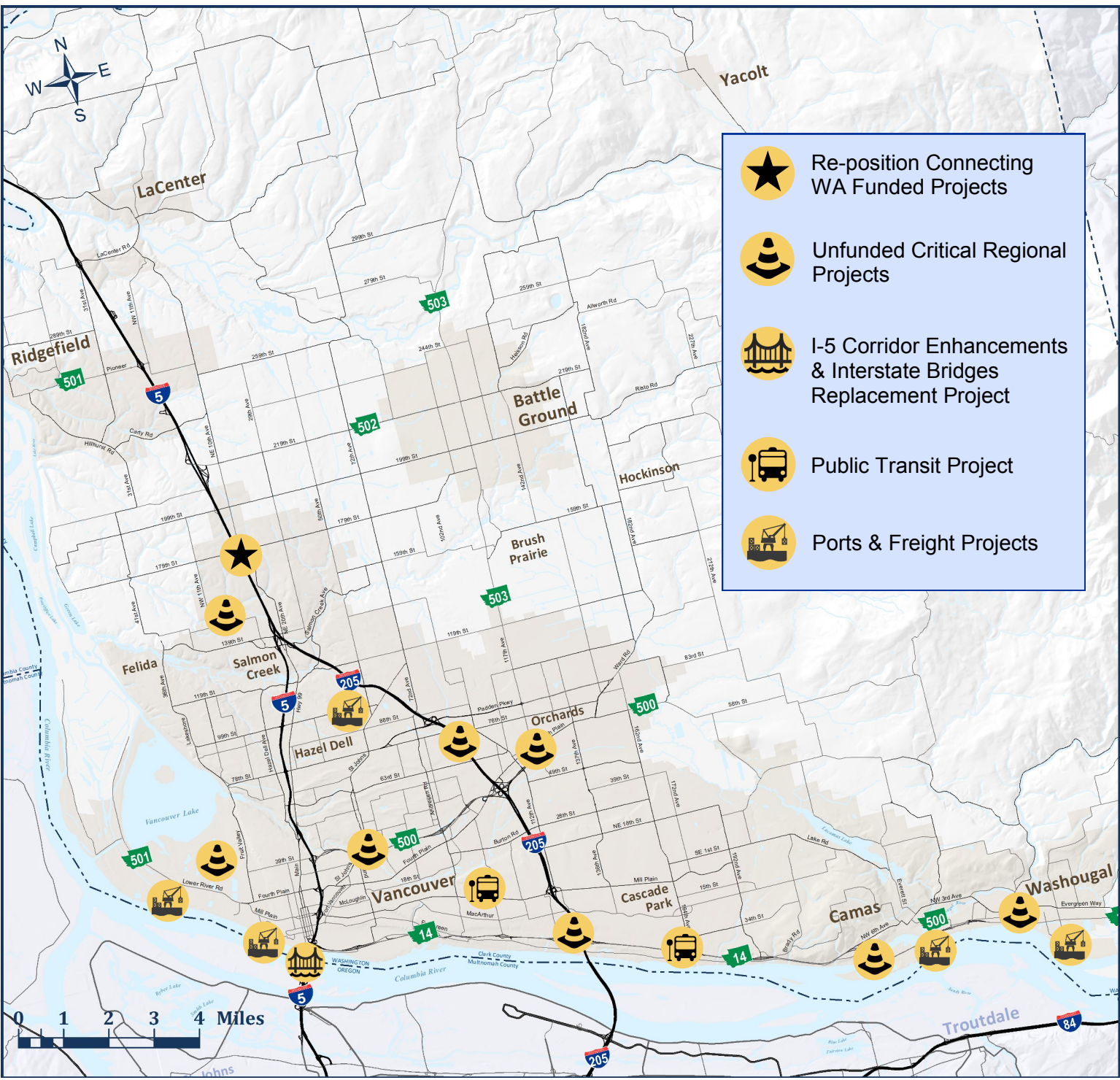
Vancouver's Downtown Association

Visit Vancouver USA

Washington State University Vancouver

Clark County Transportation Alliance

2018 Policy Statement



A CALL TO FURTHER ACTION

Clark County’s residents, employers and guests are experiencing serious transportation constraints from rapid growth and urbanization. These constraints will only become more challenging as southwest Washington expects 116,000 more residents and 78,000 jobs (RTC), and Portland expects to add 260,000 residents and 140,000 jobs (PBT), by 2035. As the second-largest metropolitan area in the Pacific Northwest, our top priority remains addressing deficiencies in the I-5 corridor, including its outdated, chronically congested and accident-prone bridges.

We urge our local, state and federal legislators to be our champions in addressing specific needs described in this policy statement.



I-5 Bridge Replacement and Corridor Enhancements

The Clark County Transportation Alliance (CCTA) fully supports replacement of the I-5 bridges and related corridor improvements. The I-5 spans are functionally obsolete and fast approaching large mechanical upgrades to remain operational. The process framework established in SSB 5806 is an important initial step to delivering practical project solutions.

A bi-state approach focused on finding significant, practical solutions through this primary freight, commerce and commuter corridor is imperative, in keeping with the I-5 Corridor Strategic Plan (2002). We applaud efforts by the Oregon legislature to fund projects that address I-5 corridor deficiencies, especially the I-5/I-84 interchange (a.k.a. “The Rose Quarter”) in downtown Portland. Just seven miles apart, the Rose Quarter and I-5 Bridge rank among the nation’s 50 worst chokepoints (ATRI).

We also place high priority on long-range transportation corridor planning, given steadily rising population and commerce forecasts. The Portland-Vancouver metro area suffers as the nation’s 12th worst congested commute among 240 cities (Inrix). Regional data (RTC) indicates

slow travel below 30 mph is now experienced seven hours a day for the nearly 300,000 trips between Oregon and Washington, and just 9 mph on I-5 during peak hours.



Connecting WA-funded Projects

We appreciate our legislators’ success in shifting funding for an SR-14 project improving the Camas Slough Bridge to an even more urgent SR-14 widening project east of I-205, and in advancing planning funds for the I-5/Mill Plain interchange.

We encourage financing innovations that will allow local agencies to accelerate planning and construction with confidence that the state will reimburse local agency expenditures as funds become available. This would help the I-5/179th St. interchange project, where early project construction will facilitate economic opportunities.



Pursue Funding for Critical Regional Projects

We ask our elected officials to help find funding for these “regionally critical” projects as defined by RTC:

- **I-5 Bridge and Corridor:** see previous section
- **I-205/SR-500 to Padden Expressway (\$30M):** add auxiliary lanes
- **SR-500 Intersections at 42nd Ave and 54th Ave (\$80M):** capacity and safety improvements
- **NE 10th Ave from 149th to 164th St/Whipple Creek (\$15M):** alternative north-south corridor for I-5
Note: this project was awarded a \$7M PWTF loan, which was subsequently swept.
- **SR-14 Phase 2 Access Improvements (\$44M):** road improvements, connectors and rail over/underpass at 15th St, 32nd St, 27th St, and Index St.

- **SR-500/Fourth Plain/SR-503 (\$59M):** intersection improvement
- **SR-14 Camas Slough Bridge (\$35M):** parallel bridge structure for westbound traffic
- **NW 32nd Ave Industrial Corridor (\$3M):** planning, environmental review for north-south arterial
- **I-5/179th St. Interchange:** accelerated planning and construction (see previous section)
- **I-205/SR-14 (TBD):** interchange and operational improvements



Public Transit

Public transit is a vital component of our region’s transportation network. In 2017, C-TRAN successfully launched the Vine, the Portland-Vancouver metro area’s first Bus Rapid Transit (BRT) line. It opened on time, under budget and ridership along the corridor is growing.

Building upon that success, C-TRAN’s board has authorized planning for its next BRT corridor along Mill Plain Blvd. We seek state funding for planning and capital costs to help complete this important next initiative in our public transportation network, and encourage further exploration of lower-cost solutions such as additional Bus on Shoulder projects.



Ports and Freight

We appreciate the legislature’s broad support to create jobs and freight-dependent economic development along the Clark County-owned Chelatchie Prairie Railroad. Infrastructure investment in our freight, ports and rail system brings jobs and direct economic benefit to our region.

We urge continued attention to the following:

- Preserve and modernize the Chelatchie Prairie Railroad for improved freight service and economic opportunity.
- Support the Port of Vancouver’s efforts to replace its Terminal 1 dock which serves as a

key riverboat cruise ship terminal on the Columbia River and a seismic disaster relief staging area.

- Support initiatives to secure funding through state and federal competitive grant programs aimed at funding freight-related improvements and at-grade railroad intersection projects.
- Maintain strategic improvements in marine access by ensuring adequate dredged channel maintenance activities.



Infrastructure Financing and Economic Development

Southwest Washington’s economic future is tied to strong and efficient investment in infrastructure projects. There is imminent need for a broader array of infrastructure financing methods, including tax increment financing, design-build, public/private partnerships (P3), and continued Public Works Trust Fund and CERB funding. These tools can support development of employment centers throughout the region.



Embracing Technology, Safety and Accessibility for all Users

We encourage legislators to actively explore smart regulations which enable public and private sector innovations and emerging technologies that could ease pressures on our transportation grid and increase safety for all users. Examples include autonomous vehicle integration and better traffic flow techniques such as electronic signage and ramp meters.

Safety and accessibility improvements are needed in both urban and rural areas, including safe pathways, sidewalks and street crossings throughout the transportation network. Increased funding for grant programs will improve safety and accessibility for everyone who relies upon our roadways.



Staff Report 142-18

TO: Mayor and City Council

FROM: Eric Holmes, City Manager

DATE: 9/24/2018

SUBJECT Interlocal Services Agreement between Clark County and the City of Vancouver to provide for a coordinated fall leaves disposal program for residents

Key Points

- For more than ten years the City of Vancouver and Clark County have coordinated a seasonal program to assist residents with the disposal of leaves.
- The City of Vancouver maintains contracts with disposal sites, designs and distributes disposal coupons, and promotes the availability of the services. Clark County Public Works coordinates with the City to offer promotion and cover the costs of disposal for county residents and administration of the program.
- This coordinated effort is an efficient way for both organizations to offer leaves disposal options to residents and help prevent costly localized flooding associated with leaves blocking stormwater drainage.
- The past agreement between the agencies was a part of the Grounds Equipment and Maintenance Interlocal Agreement. To help keep this program separate, this individual Interlocal Agreement is proposed as its own stand-alone program.

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

For more than ten years the City of Vancouver and Clark County have coordinated efforts to offer free leaves disposal to residents using a coupon issued through various methods. Since 2015, the City and County have made use of the Grounds Equipment and Maintenance Services Intergovernmental Agreement as the instrument for this program. To track costs associated specifically with the fall leaves program and maintain a separate agreement, the City and County are seeking to establish an Interlocal Agreement specifically for the fall leaves.

Advantage(s)

1. The program will remain in place and the costs associated with it will be tracked to this interlocal agreement, not combined with the other services and expenses in the Grounds Equipment and Maintenance Services agreement.
2. The ILA provides for a written understanding of what each agency is expected to provide for the program and helps each agency budget for the services.
3. The fall leaves disposal coupon provides residents with a method to keep leaves out of streets where they may cause localized flooding due to blocking storm drains.

Disadvantage(s)

None

Budget Impact

The costs associated with this program are established in the Solid Waste Budget and are a part of the annual solid waste programs.

Prior Council Review

None

Action Requested

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

Tanya Gray, Solid Waste Supervisor, 487-7163

ATTACHMENTS:

- ▣ Interlocal Agreement

**INTERLOCAL SERVICES AGREEMENT
BETWEEN CLARK COUNTY AND THE CITY OF VANCOUVER
FOR
FALL LEAVES DISPOSAL PROGRAM**

THIS IS AN INTERLOCAL SERVICES AGREEMENT, entered into under the authority of the Interlocal Cooperation Act, RCW 39.34.080, between Clark County, a political subdivision of the State of Washington, (the “County”) and the City of Vancouver, a municipal corporation of the State of Washington, (the “City”).

WHEREAS, the City of Vancouver and Clark County share a common desire to protect and maintain the public infrastructure that safely drains rain water from streets, to protect the quality of water that runs off the urban landscape through the public infrastructure and into the regional rivers and streams, and to encourage composting of organic waste over disposal in a landfill; and

WHEREAS, each fall when deciduous trees drop their leaves there is an increased need to maintain the storm water drainage infrastructure to prevent localized flooding and to collect and process a larger load of organic materials that collect in the infrastructure; and

WHEREAS, encouraging support from residents to keep leaves raked up and out of the street helps prevent localized flooding, and providing residents with free disposal coupons is an incentive to help them control both their own individual disposal costs and the City and County Public Works program costs; and

WHEREAS, for the last 18 years, the City has provided administrative services for this coupon program and the County has reimbursed the City for disposal costs of leaves collected from County residents under a Grounds Equipment and Maintenance Interlocal Agreement; and

WHEREAS, both the City and County desire to continue this collaborative relationship in order to ensure a consistent and easy-to-use service is available for all residents regardless of which vendor they choose or which jurisdiction they live in; and

WHEREAS, the City and County wish to enter a separate Interlocal Agreement specific to the fall leaves disposal program so that costs can be better tracked to the program, rather than combined with the other services and expenses in the Grounds Equipment and Maintenance Services agreement; and

WHEREAS, city staff dedicates time and resources to the procurement, contract management and communications associated with the fall leaves coupon program and processes the coupons to determine whether leaves have come from County residents or City residents; and

WHEREAS, pursuant to RCW 39.34.080 (Interlocal Cooperation Act), one or more

INTERLOCAL SERVICES AGREEMENT
FALL LEAVES DISPOSAL PROGRAM

public entities may contract with one another to perform government services which each is by law authorized to perform; and

NOW, THEREFORE,

THE COUNTY AND THE CITY agree as follows:

SECTION 1. PURPOSE. The purpose of this Agreement is to formalize the regional approach to offering fall leaves disposal coupons throughout Clark County.

SECTION 2. TERM. The term of this Agreement is from October 1, 2018, through December 31, 2023 subject to earlier termination pursuant to Sections 3 and 6 of this Agreement. The agreement may be extended by mutual agreement for up to two one-year terms. The City Manager is authorized to approve and execute such extensions without further authorization of the Vancouver City Council.

SECTION 3. TERMINATION. Either party may choose to terminate this Agreement by notifying the other party in writing with at least 60 days' notice and 120 days' notice if the notice or the termination date falls within the actual program dates of October 1 through December 31 in any given year. If such notice is given, the parties may each opt to coordinate individual programs. The City shall notify its residents and disposal contractors of changes to the program, but shall not be responsible for notifying County residents of program changes.

SECTION 4. SCOPE OF SERVICES. The City agrees to manage and maintain contracts with vendors that can accept loads of leaves from residents who present coupons. The vendors will then bill the City at the agreed upon rate. City staff will review and approve invoices each month. The City agrees to provide a monthly invoice to the County with copies of the vendor invoices attached for review and payment. The City will maintain actual receipts (redeemed coupons) with resident information on file if needed for auditing purposes. Disposal costs for leaves collected from County residents will be a pass through to the County. Clark County agrees to reimburse the City of Vancouver for the disposal costs associated with coupons redeemed by County residents plus an administration fee of 20%, calculated on the total disposal costs for coupons redeemed by County residents. The County also agrees to help promote the program by posting the coupon on its website.

The City will design, print and distribute the coupons, including an online coupon, for use by all County residents. Costs for these services are included in the administration fee and will not be charged separately.

SECTION 5. HOLD HARMLESS/INDEMNIFICATION. Each party agrees to hold the other party harmless from any and all bodily injury claims brought by employees of that party in connection with the activities covered by this Interlocal Agreement and expressly waives its immunity under the Industrial Insurance Act as to such claims which are brought against the other

INTERLOCAL SERVICES AGREEMENT
FALL LEAVES DISPOSAL PROGRAM

party; provided, that if City and Clark County are both found to be negligent, each party's duty to indemnify shall be limited to the extent of each party's own negligence.

SECTION 6. ASSIGNMENT/SUBCONTRACTING. Neither party shall transfer or assign, in whole or in part, any or all of its respective rights or obligations under this Agreement without the prior written consent of the other.

SECTION 7. NO THIRD PARTY BENEFICIARY. The County and City do not intend there be any third-party beneficiary to this Agreement.

SECTION 8. APPLICABLE LAW; VENUE. This Agreement is governed by and construed according to the laws of the State of Washington. Each Party may file suit to enforce the terms of this Agreement only in the Superior Court of Clark County, Washington.

SECTION 9. NOTICE . Any notices to be given under this Agreement shall at minimum be delivered, postage prepaid and addressed to:

To the City:

CITY OF VANCOUVER
SOLID WASTE
P.O. Box 1995
Vancouver, Washington 98668-1995
Attention: Tanya Gray
360-487-7163

To Clark County:

CLARK COUNTY
PUBLIC WORKS
P.O. Box 9810
Vancouver, Washington 98666-9810
Attention: Scott Wilson
360-397-2121 x1626

The name and address to which notices shall be directed may be changed by either the County or City giving the other notice of such change as provided in this section.

SECTION 10. WAIVER. No waiver by either party of any term or condition of this Agreement incorporated in this Agreement shall be deemed or construed to constitute a waiver of any other term or condition or of any subsequent breach, whether of the same or different provision.

SECTION 11. ADMINISTRATION. This Interlocal Agreement does not establish or create a separate legal or administrative entity or a joint board to accomplish the purposes hereof. The parties shall each be responsible for administering the performance of their respective duties. The parties will not acquire any jointly-owned real or personal property in connection with performance of this Interlocal Agreement. The parties shall each be responsible for their own individual financial costs of performance of this Interlocal Agreement. Any property used or acquired by the parties in connection with performance of this Interlocal Agreement shall be disposed of by that party as it shall determine in its discretion.

INTERLOCAL SERVICES AGREEMENT
FALL LEAVES DISPOSAL PROGRAM

SECTION 12. INTERLOCAL COOPERATION ACT COMPLIANCE. This is an interlocal services agreement entered into pursuant to RCW 39.34.080. Its purpose is set forth in Section 1, its duration is set forth in Section 2, and the means of termination are set forth in Section 3. Administration and financial provisions are set forth in Section 11.

SECTION 13. ENTIRE AGREEMENT. This Agreement contains all of the agreements of the parties with respect to the subject matter covered or mentioned therein, and no prior Agreements shall be effective to the contrary.

SECTION 14. AMENDMENT. Sections of this Agreement may be amended with the mutual written consent of the parties that have signed below.

SECTION 15. DOCUMENT EXECUTION AND POSTING. The County and City agree that there shall be two (2) signed originals of this Agreement procured and distributed for signature by the necessary officials of the County and City. Upon execution, one executed original of this Agreement shall be retained by the Vancouver City Clerk and one executed original shall be provided to Clark County by the Vancouver City Clerk for the County's records. Clark County shall with file a copy with the County auditor or shall cause a copy of this Agreement to be posted on the County website pursuant to Chapter 32, Laws of Washington 2006 (RCW 39.34.040). Upon execution of the originals and filing or posting of a copy, each such duplicate original shall constitute an agreement binding upon all parties.

SECTION 16. RATIFICATION. Acts taken in conformity with this Agreement prior to its execution are hereby ratified and affirmed.

SECTION 17. SEVERABILITY. If any section or part of this Agreement is held by a court to be invalid, such action shall not affect the validity of any other part of this Agreement.

IN WITNESS WHEREOF, the County and City have caused this Agreement to be executed in their respective names by their duly authorized officers and have caused this Agreement to be dated as of the _____ day of _____, 2018.

CITY OF VANCOUVER

CLARK COUNTY

Eric Holmes, City Manager

Shawn Hennessee, County Manager

APPROVED AS TO FORM:

APPROVED AS TO FORM:

INTERLOCAL SERVICES AGREEMENT
FALL LEAVES DISPOSAL PROGRAM

E. Bronson Potter, City Attorney

Attest:

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

Bill Richardson,
Attorney

Attest:

Rebecca Tilton, Clerk to the Board

INTERLOCAL SERVICES AGREEMENT
FALL LEAVES DISPOSAL PROGRAM



Staff Report 143-18

TO: Mayor and City Council

FROM: Eric Holmes, City Manager

DATE: 9/24/2018

SUBJECT Interlocal agreement with Clark County for receipt and disbursement of Registered Sex Offender Monitoring Verification Program grant funding

Key Points

- State funding from the Washington Association of Sheriffs and Police Chiefs supports law enforcement monitoring of registered sex offenders.
- The City and County must co-apply for funding.
- Clark County serves as the fiscal agent and disburses grant funding to the City of Vancouver.
- There are no substantive changes to this agreement, which has been in place since 2008.

Strategic Plan Alignment

Goal 2: Provide effective, innovative and well-resourced police, fire and emergency medical services.

Present Situation

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

Law enforcement monitoring and address verification programs reduce and prevent crime in two

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

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

Advantage(s)

1. Funding will support the Vancouver Police Department in meeting Washington State requirements for sex offender monitoring, registry updates and community notification.
2. The 12-month grant requires no cash match, retention or local funding. The grant may be renewed annually if Washington State makes additional funding available.
3. Program funding enhances police monitoring of registered kidnapping and sex offenders, enforcing a zero-tolerance message for registry violations and serving as a deterrent for future crimes. Police monitoring also provides updated information for the searchable public website established by the State of Washington to enhance community notification.

Disadvantage(s)

None

Budget Impact

There is no local funding match or ongoing costs required, and no net impact to the General Fund. The appropriation of revenues and budget for expenditures associated with this grant will come forward as part of the City's next Supplemental Budget Appropriation process.

Prior Council Review

None

Action Requested

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

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

ATTACHMENTS:

- Interlocal Agreement

To be posted on City of Vancouver website pursuant to Chapter 39, Laws of Washington 2006 (RCW 39.34.040).

RETURN ADDRESS

City of Vancouver
City Clerk's Office
PO Box 1995
Vancouver, WA 98668-1995

CONTRACT NO. _____

**THE STATE OF WASHINGTON
COUNTY OF CLARK**

**INTERLOCAL AGREEMENT
BETWEEN THE COUNTY OF CLARK, WA AND THE CITY OF VANCOUVER, WA
2018 WASPC REGISTERED SEX OFFENDER MONITORING PROGRAM AWARD**

This Agreement is made and entered into effective July 1, 2018, by and between the County of Clark, hereinafter referred to as the COUNTY, acting by and through its Sheriff; and the City of Vancouver, a first class city of the state of Washington, hereinafter referred to as the CITY, acting by and through its governing body, the Vancouver City Council, witnesseth:

WHEREAS, this Agreement is made under the authority of RCW 39.34.080; and

WHEREAS, the Washington Association of Sheriffs and Police Chiefs (WASPC) as the administering organization of the Registered Sex Offender Monitoring Address and Residency Verification Program (SOM) has allocated funding for local law enforcement to verify the residency and address of registered sex offenders and kidnapping offenders under RCW 9A.44.130; and

WHEREAS, WASPC has designated the Clark County Sheriff's Office to serve as fiscal agent for the aggregate of SOM funds available to law enforcement agencies in Clark County; and

WHEREAS, each governing body, in performing governmental functions or in paying for the performance of governmental functions hereunder, shall make that performance or those payments from current revenues legally available to that party.

NOW THEREFORE, the COUNTY and CITY agree as follows:

Section 1. County agrees to act as fiscal agent for the aggregate \$246,405.52 of SOM funds.

Section 2. County agrees to provide City with \$94,297.00 of aggregate WASPC SOM funds, based on the number of registered sex offenders residing in its jurisdiction, to be used for monitoring of registered kidnap and sex offenders living within the City's jurisdiction. County will make payments quarterly to City following completion of performance and after funding is received from WASPC. Payment amounts may change if the total amount to be received from WASPC is changed.

Section 3. City agrees to timely comply with all performance and reporting obligations required by grant program terms. City agrees to provide face-to-face verification at place of residency for each sex offender residing within its jurisdiction:

1. For level I offenders, once every twelve months;
2. For level II offenders, once every six months; and
3. For level III offenders, once every three months.

In addition, City agrees to use funding from this program to send at least one staff person to at least one WASPC Offender Watch User Group meeting and/or the WASPC Registered Sex Offender Coordinator Conference during the award program year.

Section 4. City agrees to monitor registered sex offenders residing within its jurisdiction during the time frame for which WASPC SOM funds are received by taking the action set forth in this Agreement.

Section 5. This Agreement shall be effective for the program year defined by the program award as July 1, 2018 through June 30, 2019. The term of this Agreement may be extended up to two (2) times administratively in one (1) year increments by mutual written agreement of both parties, subject to availability of WASPC SOM Program funding. The Clark County Sheriff or his designee shall be the agent of the County for approving extensions of this Agreement on behalf of the County; and the Vancouver City Manager or his designee shall be the agent of the City for approving extensions of this Agreement on behalf of the City.

Section 6. No new legal entity is being created by this Agreement.

Section 7. County and City agree to cover their own administrative overhead costs associated with receipt of WASPC SOM funds.

Section 8. Each party to this Agreement will be responsible for its own actions in providing services under this Agreement and shall not be liable for any civil liability that may arise from the furnishing of the services by the other party.

Section 9. The parties to this Agreement do not intend for any third party to obtain a right by virtue of this Agreement.

Section 10. By entering into this Agreement, the parties do not intend to create any obligations express or implied other than those set out herein; further, this Agreement shall not create any rights in any party not a signatory hereto.

Section 11. Either party may terminate this Agreement by providing thirty (30) days written notification to the other party. In the event of early termination, County will pro-rate the City's final quarterly payment based on the date of termination.

CITY OF VANCOUVER

CLARK COUNTY

Eric Holmes, City Manager

Chuck Atkins, Sheriff

Date

Date

Approved as to form only:

E. Bronson Potter, City Attorney

Attest:

City Clerk

* By law, the City Attorney's Office and Prosecuting Attorney's Office may only advise or approve contracts or legal documents on behalf of their respective clients. They may not advise or approve a contract or legal document on behalf of other parties. Their review of this document was conducted solely from the legal perspective of their respective clients. Their approval as to form of this document was offered solely for the benefit of their respective clients. Other parties should not rely on this approval and should seek review and approval by their own respective attorney(s).



Staff Report 144-18

TO: Mayor and City Council

FROM: Eric Holmes, City Manager

DATE: 9/24/2018

SUBJECT Amendment to Intergovernmental Agreement with City of Portland for Regional Justice Information Network (RegJIN) Participation

Key Points

- The current police reporting/records management system known as the Regional Joint Information Network (RegJIN) utilized by the Vancouver Police has not met performance expectations.
- The Vancouver Police Department (VPD) identified the need for the replacement of RegJIN by conducting an internal needs assessment and selecting an alternative police reporting records management system through a competitive request for proposal (RFP) process.
- The RMS Replacement Project Executive Steering Committee determined that there was a business necessity to develop and publish an RFP for the RMS Replacement.
- The Portland RegJIN Interlocal Agreement required a six-month notice of withdrawal from the RegJIN system to be provided by June 30, 2018, with an effective withdrawal date of January 1, 2019, or a negotiated date thereafter.
- On June 19, 2018, the City of Vancouver notified the RegJIN User Board of our intent to withdraw from RegJIN effective January 1, 2019.
- This proposed amendment to the interlocal agreement would provide for a month-by-month extension agreement with the RegJIN User Board until the City's selection and implementation of a new RMS for VPD is in place.

Strategic Plan Alignment

Goal 2: Provide effective, innovative and well-resourced police, fire and emergency medical services.

Present Situation

On June 19, 2018, the City of Vancouver notified the RegJIN User Board of VPD's intent to withdraw from RegJIN effective January 1, 2019. The selection and implementation of the new

RMS is expected to occur in 2019, but not before January 1, 2019. An extension in the RegJIN system is needed to bridge the gap between selecting and implementing the new RMS and the withdrawal from RegJIN.

Advantage(s)

No budgetary impact. User fees are currently budgeted in 2018 and will be address in the requested 2019-20 biennium budget.

Disadvantage(s)

None

Budget Impact

Continue paying user fees on a month-to-month basis as set by the RUB (RegJIN User Board).

Prior Council Review

- On August 25, 2014, the Council was briefed on the RegJIN system as part of a general update on VPD initiatives.
- RegJIN system was included in the 2015-16 biennial budget, reviewed and adopted by Council fall of 2014.
- The City Council approved an Interlocal Agreement with the City of Portland for participation in the RegJIN network on March 23, 2015.
- In addition, development of the RegJIN system, and the City's participation in it, has been underway since 2009, including the City's receipt of a \$1 million federal appropriation in 2009-10 fiscal year to support establishment of the system.
- The City Council approved staff report 127-17 recommendations to contract with PRI Management Group for the Police RMS Replacement Project on November 6, 2017.
- On June 18, 2018, the City Council approved staff report 090-18 recommendations to withdrawal from RegJIN effective January 1, 2019. The staff report noted, "Due to the withdrawal notification requirements with the Portland Police Bureau, the compressed timeline may create a business necessity to negotiate an extended withdrawal date to accommodate the Vancouver Police RMS Project timeline. Discussions with the Portland Police Bureau indicate that an extension request is not anticipated to be a problem."

Action Requested

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

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

ATTACHMENTS:

- RegJIN IGA Amendment No. 1

CITY OF PORTLAND

AMENDMENT No. 1

FOR

**RegJIN PARTICIPANT INTERGOVERNMENTAL AGREEMENT
REGIONAL PARTNER AGENCY – FULL ENTRY**

This Amendment is made and entered into this 5th day of September 2018 between the City of Portland, a municipal corporation of the State of Oregon, by and through the Portland Police Bureau and the City of Vancouver, Vancouver Police Department (“Regional Partner Agency”, “RPA” or “Vancouver”). This Amendment may refer to the City and RPA individually as a Party or collectively as the Parties.

Recitals:

Whereas, RegJIN Master IGA, Section 11F provides that RPA may only withdraw from the RMS on January 1 of each year and must provide a minimum of 180 days written notice of their intention to withdraw; and

Whereas, RegJIN Master IGA, Section 20 provides that the terms of the RegJIN Master Agreement may only be changed, modified, or amended by unanimous vote of all Entry RPA; and

Whereas, Vancouver submitted a withdrawal letter on June 19, 2018, but is unable to remove all of its data from the System by January 1, 2019 as required, and has requested an extension to remain in the System; and

Whereas, the RegJIN User Board (“RUB”) met on September 4th, 2018 and voted to permit Vancouver to remain in the System past the prescribed 180 days, so long as Vancouver pays User Fees as prescribed by the RUB; and

NOW THEREFORE, the Parties agree to amend the Participant IGA as follows.

- A. Vancouver is permitted to remain in the System on a month to month basis until no later than December 31, 2019.
- B. Vancouver will continue to pay User fees as set by the RUB.
- C. Vancouver will not be a voting member.
- D. Vancouver may terminate prior to December 31, 2019 with a minimum of 30 calendar days’ notice, and the effective date of such termination shall be effective for the first day of the following month.

All other terms and conditions of the Participant IGA shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the Parties hereto have caused this Amendment to be executed. This Amendment may be signed in two (2) or more counterparts, each of which shall be deemed an original, and which, when taken together, shall constitute one and the same IGA Amendment.

The Parties agree the City and Vancouver may conduct this transaction by electronic means, including the use of electronic signatures.

CITY OF PORTLAND

CITY OF VANCOUVER

Chief Procurement Officer Date

Authorized Signature Date

Approved as to Form

Printed Name and Title

Address: _____

Phone: _____

Fax: _____

Office of the City Attorney Date



Staff Report 145-18

TO: Mayor and City Council

FROM: Eric Holmes, City Manager

DATE: 9/24/2018

SUBJECT Amendments to City Council Policies

Key Points

- Periodic updates to Council policies and procedures are necessary to reflect changes in City policies and practices and state law.
- Updates are proposed to Council Policies 100-06: Council appointment of Citizens to Boards, Commissions, Advisory Committees and Task Forces; 100-32: City Council Meetings, 100-33: City Council Appointments to Boards and Commissions, 100-35: Miscellaneous Procedures; and 100-38: Filling Council Vacancies.
- Adoption of a new policy is proposed: 100-41: Health Insurance Opt-Out Payment.

Strategic Plan Alignment

N/A

Present Situation

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

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

In addition, a new policy providing for Mayor and Councilmember receipt of payment if they choose to opt out of the City's health insurance benefit is proposed. Adoption of this policy would rescind Resolution M-3734, which prohibits the making of an opt-out payment to Councilmembers not participating in the City's health insurance program.

Revisions to Council policies must be made by resolution.

Advantage(s)

1. Provides clarification and process details pertaining to recruitment and appointment to citizen boards, commissions committees, and task forces, as well as oversight and administration of the City's boards and commissions program
2. Improves overall formatting of the Council Meetings policy to increase coherence of the structure of the policy
3. Provides clarity and guidance related to the triggering, notification and treatment of Council Special Meetings
4. Provides for a deliberative process for determining Councilmember assignments to boards and commissions in the event of conflicts
5. Adds guidelines pertaining to the Council Sunshine Fund
6. Provides for a detailed and updated process for filling Council vacancies
7. Provides for Mayor and Councilmembers with the ability to receive compensation in lieu of participating in City health care benefits
8. Updates policy language throughout to align policies and procedures with current practice and law

Disadvantage(s)

None

Budget Impact

None

Prior Council Review

Council workshops held on:

- August 20, 2018
- August 27, 2018
- September 10, 2018
- September 17, 2018

Action Requested

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

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

ATTACHMENTS:

- ▣ Resolution
- ▣ 100-06 Boards and Commissions
- ▣ 100-32 Council Meetings

- ▣ 100-33 Council Appointment to Boards and Commissions
- ▣ 100-35 Miscellaneous Procedures
- ▣ 100-38 Council Vacancies
- ▣ 100-41 Insurance Opt-Out Payment
- ▣ Clean Versions of Policies

09/24/18

RESOLUTION NO. M-3980

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

NOW, THEREFORE,

BE IT RESOLVED BY THE CITY OF VANCOUVER:

Section 1. That as recommended in SR 145-18, the Policy and Procedure entitled “Council Appointment of Citizens to Boards, Commissions, Advisory Committees and Task Forces,” No.100-06 attached hereto, last modified January 3, 2011, by Resolution M-3730, is hereby adopted. Such policy establishes the procedure for the appointment of citizens to boards, commissions, advisory committees and task forces.

Section 2. That as recommended in SR 145-18, the Policy and Procedure entitled “City Council Meetings,” No. 100-32 attached hereto, last modified November 14, 2016, by Resolution M-3912, is hereby adopted. Such policy establishes formal procedures for the conduct of City Council meetings.

Section 3. That as recommended in SR 145-18, the Policy and Procedure entitled “City Council Appointments to Boards and Commissions,” No. 100-33 attached hereto, last modified December 15, 2014, by Resolution M-3844, is hereby adopted. Such policy establishes formal procedures for appointing City Councilmembers to Boards and Commissions.

Section 4. That as recommended in SR 145-18, the Policy and Procedure entitled “Miscellaneous Procedures,” No. 100-35 attached hereto, adopted January 3, 2011, by Resolution M-3730, is hereby adopted. Such policy establishes a process for endorsing political

candidates, the making of the State of the City Report and retreat report, answering identical letters addressed to councilmembers, and the maintenance of a Sunshine Fund.

Section 5. That as recommended in SR 145-18, the Policy and Procedure entitled “Filling Council Vacancies,” No. 100-38 attached hereto, adopted January 3, 2011, by Resolution M-3730, is hereby adopted. Such policy establishes a formal process for making appointment to a vacant City Council seat.

Section 6. That as recommended in SR 145-18, a new Policy and Procedure entitled “Health Insurance Opt-Out Payment,” No. 100-41 attached hereto, is hereby adopted. Such policy establishes formal procedures for City Councilmember receipt of payment in lieu of participating in the City’s health insurance program.

Section 7. That as recommended in SR 145-18, Section 2 of Resolution M-3734 prohibiting the making of an opt-out payment to a councilmember not participating in the City’s health insurance program is hereby rescinded.

ADOPTED at regular session of the Council of the City of Vancouver, this 24th day of September, 2018.

Anne McEnery-Ogle, Mayor

Attest:

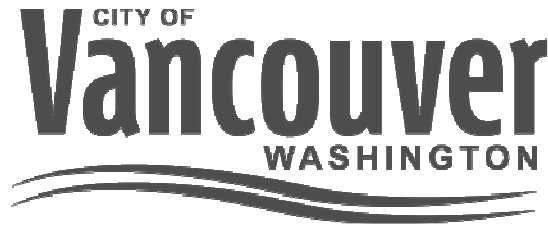
Natasha Ramras, City Clerk
By: Carrie Lewellen, Deputy City Clerk

Approved as to form:

E. Bronson Potter, City Attorney

Attachments:

- Council Policy 100-06
- Council Policy 100-32
- Council Policy 100-33
- Council Policy 100-35
- Council Policy 100-38
- Council Policy 100-41



POLICY AND PROCEDURE

CITY OF VANCOUVER WASHINGTON		INDEX		
		Administrative/Council/City Manager		
Subject	Number	Rev.	Effective Date	Page
	100-06	CD	1/4/11 9/24/18	1 of 913
Council Appointment of Citizens to Boards, Commissions, Advisory Committees and Task Forces	Supersedes	Prepared by:		Approved by:
	4/16/07 1/4/11	[City Manager]		[Mayor]

1.0 Purpose

The purpose of this policy is to establish policies and procedures for selection of citizens to serve on city boards, commissions, advisory committees and task forces.

2.0 Organizations Affected

All boards, commissions, and committees.

3.0 References

Resolution No. M-1751, March 25, 1974
Resolution No. M-2386, February 2, 1984
Memorandum to Mayor and City Council, April 15, 1998
Resolution No. M-3179, June 15, 1999
Resolution No. M-3254, November 22, 1999
Resolution No. M-3298, July 3, 2000
Resolution No. M-3347, June 25, 2001
Resolution No. M-3460, July 12, 2004
Resolution No. M-3607, April 16, 2007
Resolution No. M-3730, January 3, 2011
Resolution No. M-_____, September 24, 2018

4.0 Declaration of Policy

The City of Vancouver's boards, commissions, committees and task forces provide an invaluable service to the City. Their advice on a variety of subjects aids the Mayor and

Councilmembers in the decision-making process. Effective citizen participation is an invaluable tool for local government.

City regulatory and advisory bodies provide an opportunity for citizens who want to participate in public service to be involved in governmental boards, commissions, committees and task forces. These bodies can also serve as a training ground or stepping-stone for qualified persons who are interested in seeking public office.

4.1 Authority

The City Council of the City of Vancouver is specifically empowered by state law, City Charter, and ordinance to fill by appointment all boards and commissions established by such state law, charter or ordinance, or such other advisory boards or commissions as the Council deems necessary or advisable. In the exercise of this power, it is the desire of the City Council to establish a consistent policy in its decision-making role to fairly select citizens of the community who desire to serve on boards or commissions. To this end, this policy has been created, and it shall remain in effect until such time as the City Council desires to amend or modify it in part or revoke it in whole.

The City Manager is responsible for the oversight and administration of the process by which the advisory boards and commission program is managed. The City Manager shall assign primary coordination of the Boards and Commissions program to a staff member within the City Manager's Office.

4.2 Length of Service for Boards and Commission Members

Appointees serving in a three- (3) year term may be reappointed twice for a maximum of three (3) terms.

Appointees serving in a four- (4), five- (5), or six- (6) year term may be reappointed once for a maximum of two (2) terms.

Appoint~~ment~~~~sees~~ ~~of less than two (2) years chosen to fill to~~ an unexpired term ~~of less than half the length of the full term, up to two (2) years,~~ shall not be considered as a term in ~~this~~ ~~these~~ criteria. Appointments ~~for any length over this over two (2) years~~ shall be considered a full term.

If a candidate is selected to fill the remainder of an unexpired term of six (6) months or less, ~~then~~ their appointment shall be for the unexpired term plus the next full term.

Specific boards and commissions may have different term lengths and term limits that are exceptions to the general rule above.

4.3 Established Terms Years per Term

Aviation Advisory Committee	3
Building – Fire Codes Commission Board of Appeals	6
Charter Review Committee	Meets every 5 years
City/County Telecommunications Commission	3
Lodging Tax Advisory Committee	2
Civil Service Commission	6
Clark County Arts Commission	4
Clark County Public Health Advisory Council	3
Clark County Mosquito Control District Board of Trustees	2
Clark County Public Facilities District Board	3
City Center Redevelopment Authority Board (concurrent with DRA)	4
Cultural Commission (inactive)	3
Design Review Committee (inactive)	4
Downtown Redevelopment Authority Board (concurrent with the CCRA)	4
Fort Vancouver Regional Library Board	7
Lodging Tax Advisory Committee	2
Parking Advisory Committee	4
Parks and Recreation Advisory Commission	3
Planning Commission	4
Port of Portland Citizens Noise Advisory Committee	2 or 3
Private for Hire Transportation Commission (inactive)	4
Public Facilities District Board	4
Salary Review Commission	4
Urban Forestry Commission	4
Vancouver Housing Authority Board (no limit on number of terms)	5

4.34 Initial Appointment Criteria

It shall be the policy of the City Council to evaluate each applicant for appointment on an objective basis, utilizing the following criteria:

Residency - Appointments to certain boards and commissions must, by state law or local ordinance, be limited to residents of the City of Vancouver. It is preferable that all appointments be filled by city residents. However, persons living outside the City of Vancouver may be considered and appointed to positions not legally restricted to city residents when determined appropriate by the Council. City employees will not be appointed to City boards, committees, and commissions, and task forces, but they may apply and be considered appointment to non-City bodies. The City Council may choose to nominate a City staff member to serve as the City representative on the Clark County Solid Waste Advisory Commission.

Contributive Potential – City Council shall evaluate the potential contribution that each applicant may make if appointed to a board or commission. Factors to guide Council in its evaluation of this could include:

- a) Desire to perform public service.
- b) Ability to express ideas, concepts or philosophies.
- c) Experience in the community on other boards and committees.
- d) Special knowledge important to a particular board or commission.

Time Available to Serve – City Council will need to be assured that the candidate will be available to serve at the scheduled meetings.

Sectional Composition - Maintaining geographic balance of community representation is recognized as a desirable goal in the appointment of boards and commissions when applicable.

4.45 Reappointment

Incumbents who wish to be reappointed and who are eligible for reappointment in accordance with the provisions of section 4.2 shall ~~notify~~ provide a Letter of Continued Interest to the Mayor's Office within ~~690~~ days prior to the expiration of their term. There is not a vested right to reappointment for any position.

~~An incumbent seeking reappointment will be evaluated by the appropriate chair and City staff. The evaluation and their recommendation shall be given to the Council interview committee. This committee will also evaluate the candidate using the following performance criteria:~~ The board or commission Staff Liaison and Chair will provide an overview of the prior service for any incumbent seeking reappointment. This memo will accompany the incumbent's Letter of Continued interest and include the following information:

- a) Regularity of attendance. ~~If the incumbent has less than 75% attendance, the position may be advertised.~~
- b) Understanding of committee or commission function.
- c) Effectiveness.
- d) Demonstrated contribution during past term of office on issues, programs, policies, etc., of the advisory board, committee or commission.
- e) Number of terms served.

Once a Letter of Continued Interest has been received and City staff has determined the incumbent seeking reappointment is eligible to continue service, the position will be advertised as a position whose incumbent member is seeking reappointment and in accordance with Section 4.5. Incumbents seeking reappointment will be interviewed by the ~~The Council interview committee shall either conduct an interview of the incumbent and along with any other eligible candidates who submit applications during the recommend reappointment by forwarding their recommendation to the full council for consideration, or decide to conduct an~~ open recruiting process in accordance with section 4.65.

4.5 Recruitment and Appointment Timeline

4.5.1 Announcement Determination of Vacancy

At such time as a vacancy occurs ~~that requires an open recruitment process~~ in a city board, commission or committee, or 90 days prior to the expiration of a term of office, it shall be the policy of the City Council to determine whether an incumbent member is interested in and eligible for reappointment in accordance with the provisions of Section 4.5. If so, City staff will request a Letter of Continued Interest from the applicant.

4.5.2 Announcement of Position Recruitment

60 days prior to the expiration of a term, staff in the City Manager's Office will:

- a) Schedule a tentative consent item on a future Council meeting agenda for appointment or reappointment for the subject recruitment;
- b) Accept a Letter of Continued Interest from incumbent, if applicable;
- c) Contact the Council subcommittee assigned to reviewing the subject recruitment to provide information pertinent to the recruitment and schedule a tentative date for the subcommittee to conduct candidate interviews;
- d) Establish a 30-day minimum filing period and publicly announce recruitment for the position ~~recruitment~~ by news release and other City communication methods;
- e) Notify ~~previous~~ applicants who have expressed an interest in being considered for the subject board or committee and who have ~~with~~ valid applications (less than one year old) of the upcoming recruitment.

Subject to section 4.3, any interested resident of the community who is not at that time a member of that board or commission may submit an application and resume for consideration of appointment during the announced application filing period. Applications will remain active for one year from the date received by the City Manager's Office.

4.5.3 Assessment of Applicant Pool

30 days prior to the expiration of a term, and upon closure of the application filing period, staff in the City Manager's Office will:

- a) Confirm the date of the Council meeting agenda on which the subject appointment or reappointment will appear;
- b) Request from the subject board or commission Staff Liaison a Status Summary Memo to be provided as reference for the Council subcommittee assigned to evaluate candidates. Such memo should not include specific recommendations from the staff member but should rather include general information pertaining to the board or commission's work over the past year, the current environment, future goals, and other general information as appropriate;
- c) Assess the applicant pool and advance the process as follows:

- a. If no qualified applications have been received, the recruitment will be reposted for an additional 30 days;
- b. If 10 or fewer qualified applications have been received, all applications and Letters of Continued Interest will be provided to the assigned Council subcommittee, and all applicants and incumbents (if applicable) will be scheduled for interviews;
- c. If 10 or more qualified applications have been received, all applications and Letters of Continued Interest will be provided to the assigned Council subcommittee, and the Council subcommittee will collectively review applicants and identify candidates to be interviewed. All incumbents and the candidates identified by the Council subcommittee will be scheduled for interviews.

4.5.4 Confirmation of Interview Process

Three weeks prior to expiration of term, staff in the City Manager's Office will:

- a) Confirm with the Council subcommittee members if they would like to meet with the subject board or commission Staff Liaison prior to candidate interviews, and if so, schedule such meeting immediately prior to the first candidate interview;
- b) Finalize the interview date and block of time with the Council subcommittee;
- c) Schedule interviews with candidates selected in accordance with the provisions of Section 4.5.3.
 - a. In-person interviews are preferred, but interviews via ~~conference call~~ available audio or video conferencing technology are acceptable and may be scheduled when a candidate is unable to come in person.
 - b. Applicants unable to accommodate an ~~in-person or phone~~ interview on the scheduled date and time will not be considered for the current position, but such applicants will be notified of future board and commission openings for up to one year from the application submission date.

4.5.5 Distribution of Recruitment Packet

Two weeks prior to expiration of term, staff in the City Manager's Office will distribute the recruitment packet to the Council subcommittee evaluating candidate via email. Such packet will include the following:

- Interview schedule
- News release
- Status summary from board or commission staff member
- Current board or commission roster
- Individual applications of those candidates scheduled for interview and any Letter(s) of Continued Interest, if applicable

4.6 Interview and Selection

~~Council Interview Period~~—In accordance with Section 4.5.3, aAll candidates will be interviewed by the Council subcommittee assigned to the subject recruitment unless an exceptionally large number of applications is ~~are~~ received and the committee decides, after screening the applications, to interview a smaller number of applicants. If insufficient applications are received, the committee may decide to ~~re-advertise~~re-open the application period.

The Council subcommittee will conduct interviews at City Hall during the timeframe previously scheduled by staff in the City Manager's Office. Council subcommittee members will conduct individual interviews and utilize a standard list of interview questions and a Rater Panel Notes template to capture relevant information.

Upon conclusion of all interviews, the Council subcommittee will deliberate and complete an Interview Outcome Form, which will be provided to the City Manager's staff along with all interview notes for recordkeeping purposes.

Upon conclusion of all interviews, the Council subcommittee members will notify the City Manager's staff as to which candidate(s) they wish to recommend to the full Council for appointment and/or reappointment

4.7 Council Appointment

Council subcommittee recommendations are brought forward for consideration by the full City Council at a Council meeting. The appointment or reappointment will appear on the Council's Consent Agenda for the scheduled meeting date.

Upon recommendation of the Council subcommittee evaluating the subject recruitment, the City Manager's staff will prepare an appointment memo to be included in the advance packet provided to the full City Council for the scheduled Council meeting date.

Members of all boards and commissions will be appointed by a majority vote of the Council.

~~After each applicant or member has been interviewed, the committee shall forward a recommendation to the full council for consideration.~~

4.8 Notification of Council Decision –

Each applicant shall be notified by email of the decision of the Council within three (3) business days of the Council action on the proposed appointment(s) at a Council meeting.

The appointed applicant shall be provided information regarding next steps. A confirmation letter from the Mayor will be sent to the appointment applicant.

Applicants who were interviewed but not appointed will be notified via email and provided information regarding any upcoming potential opportunities to serve. A letter from the Mayor will also be sent.

The City Manager's Office will also notify the chairperson Staff Liaison assigned to support of the subject advisory board, committee or commission concerned of the Council decision shall also be advised.

4.98 Records

The ~~Mayor's~~ City Manager's Office shall maintain records of persons who have applied for a vacancy on a given board, commission or committee for one (1) year after each filing period. If another appointment shall become available within that year, all such applicants shall be notified thereof by mail so that such persons can file for such new appointment.

The City Manager's Office shall collect and maintain Council subcommittee interview notes, including all Interview Outcome Forms completed upon conclusion of subcommittee deliberations.

4.109 Recognition

The Mayor will send a certificate of appreciation and letter of thanks to each member of a board or commission upon the completion of a term.

5.0 Definitions

5.1 Public Development Authority/ Public Corporation

A public development authority is an independent legal entity established pursuant to state statute (RCW 35.21.730 - .755) to administer and execute federal grants or programs and to receive and administer other public and private funds in order to accomplish a public purpose. Authorities include the Downtown Redevelopment Authority and the City Center Redevelopment Authority.

5.2 Board

A semi-autonomous body established pursuant to federal or state statute or authority or city ordinance. Actions of a board are usually appealable to designated courts of law. Boards related to city affairs include, Building - Fire Codes Board of Appeals, Vancouver Public Facilities District Board, Vancouver Housing Authority Board, and Fort Vancouver Regional Library District Board and Clark County Mosquito Control District Board of Trustees.

5.32 Commission

A body established by city ordinance to study and recommend action to the City Council. Authority of commissions is delegated from Council or, in the case of telecommunications and solid waste, in conjunction with the County Commissioners.

With the exception of the Civil Service Commission, some actions of commissioners are appealed directly to City Council. Commissions established by city ordinances include: City/County Telecommunications Commission, Cultural Commission, Civil Service Commission, Parks and Recreation Commission, Planning Commission, Private For-Hire Transportation Commission, Salary Review Commission, and Urban Forestry Commission.

5.43 Committee

A body appointed by Council with a specified task or function. Committee action ordinarily will be subjected to review and/or appeal to City Council or to a commission established by Council. City of Vancouver committees include the Aviation Advisory Committee, Charter Review Committee, Lodging Tax Advisory Committee, Parking Advisory Committee, Port of Portland Citizen Noise Advisory Committee, and the Design Review Committee.

5.54 Ad Hoc Task Force

A body appointed by Council to study or work on a particular subject or problem. A task force will cease to exist upon completion of its charge as given by the Council. Examples of previously appointed task force bodies are the Water/Sewer Rate Task Force and the Cruising Task Force.

6.0 Formation and Dissolution of Committees

6.1 Establishment

These advisory bodies originate from different sources. Some are established by ordinance while others are established by motion of the City Council. It is at the discretion of the Council as to whether or not any advisory body should be established by ordinance. See Section [16.04.2](#) for the current list of City Advisory Committees.

6.2 Statement of Purpose and Function

Every advisory body, when it is formed, will have a specific statement of purpose and function, which will be re-examined periodically by City Council to determine its effectiveness. This statement of purpose is made available to all citizen members when they are appointed.

6.3 Size

The size of each advisory group is determined by City Council and the size is related to its duties and responsibilities. Another determination to be made prior to formation is the cost impact for City staffing a proposed advisory body.

6.4 Periodic Review~~Audit of Effectiveness~~

Every ~~five~~ four years, all established boards, commissions and committees will be evaluated on a regular cycle by the City Manager in consultation with the Mayor and Mayor Pro Tem. The schedule of review of each body will be staggered in a rational manner to prevent all bodies from being under review simultaneously. Review will examine ~~necessity and~~ the bodies' purpose and compliance with their respective bylaws, Vancouver Municipal Code, Council policy, and other pertinent governing documents and legislation. The system of ~~audit~~ evaluation will be determined by the City Manager in consultation with the Mayor and Mayor Pro Tem. The purpose of such audit is to determine whether an advisory body remains necessary to the work of the City and City Council and whether it continues to function as intended. The City Manager shall prepare a report to the Council summarizing the review, including any recommended actions.

Upon Council direction, such evaluation of an individual board, commission, or committee may take place outside of the regular four-year cycle if the Council deems it necessary to do so.

Size

The size of each advisory group is determined by City Council and the size is related to its duties and responsibilities. Another determination to be made prior to formation is the cost impact for City staffing a proposed advisory body.

6.54 Dissolution

City Council may dissolve any advisory body that, in their opinion, ~~has completed its working function~~ is no longer necessary to the work of the city, is not ~~functioning as intended~~ or for any other reason.

7.0 Mayor~~al Authority in Evaluating Candidates and Making Appointments~~ Members for Vancouver Housing Authority Board of Directors and Recommends Appointments to the Charter Review Committee, and the Private for Hire Transportation Commission

7.1 Vancouver Housing Authority Board of Directors

The Mayor shall ~~evaluate review~~, interview and appoint members to the Vancouver Housing Authority (VHA) Board of ~~Commissioners Directors~~, in accordance with and as directed by RCW 35.82.040). ~~and~~,

7.2 Charter Review Committee and Salary Review Commission

The Mayor shall appoints members to the Charter Review Committee (City Charter Section 11.17) and the Salary Review Commission (City Charter Section 2.18) ~~and the Private For Hire Transportation Commission (VMC 5.76.210)~~, subject to City Council confirmation. The Mayor has discretion as to the process by which candidates for these bodies are evaluated prior to Council confirmation.

8.0 City Council Authority in Evaluating Candidates for Appointment Council Committee Recommends Members for all Boards and Commissions

The Mayor, with the concurrence of Council, shall appoint two subcommittees consisting of three Councilmembers each to review, interview and recommend appointments to all boards and commissions, except as provided for under Section 7.0 the VHA Board of Commissioners. See Section 4.2, listing the current boards and commissions.

The Council Committee assignments will be reviewed following the change of Councilmembers based on elections or appointments or at the beginning of the calendar year and in accordance with Council Policy 100-33. The Council Committee will be chaired by the most senior Councilmember, unless the most senior Councilmember chooses not to chair the subcommittee. In this event, the subcommittee will select an alternative Councilmember to serve as chair.

9.0 Council Concerns about Recommendations

Councilmembers should raise any concerns about any recommendation with the Mayor prior to the City Council meeting that is scheduled for the approval of the appointment.

10.0 Appointment of Members

Appointees to ~~advisory committees~~ citizen boards, commissions, committees and task forces should serve on only one committee, unless qualified applicants cannot be identified or other special circumstances are identified.

Members of all advisory bodies are appointed by a majority vote of the Council during a regularly scheduled meeting.

11.0 Removal of Members

Council may terminate any Council-confirmed appointment ~~Members may be removed from any advisory committee~~ prior to the expiration of ~~their~~ that member's term of office

by a majority vote of the City Council if the Council finds cause for removal, unless otherwise provided for in governing bylaws, and city, state or federal law applicable to the City board, commission, advisory committee, or task force at issue.

12.0 Overlapping Terms Intended

Lengths of terms vary from one advisory body to another, but in all cases, overlapping terms are intended. On special work task forces, where a specific project is the purpose, there need not be terms of office.

13.0 Committee Operation

City Council expects new members will be oriented to the roles and responsibilities of their appointment.

14.0 Yearly Report to Meeting with City Council

Each Committee should make a report to City Council each year. This report need not be presented in person.

15.0 Lobbying Efforts Consistent with City Policy

Lobbying efforts by any advisory bodies on legislative or political matters should first be checked for consistency with existing City policy by contacting the City Manager's office. In the event a position is taken that differs from that of the City's policy, an advisory body acting as an official body of the City of Vancouver cannot represent that position before another body, i.e., the State Legislature or the Clark County Board of Commissioners. An individual member is free to voice a position, oral or written, on any issue as long as it is made clear that he or she is not speaking as a representative of the City of Vancouver, or as a member of his or her commission, committee or task force.

16.0 City Advisory Committees Appointed by Council Current Boards, Committees, Commissions and Task Forces

16.1 Appointments Made by Council

Council appointments are subject to the provisions of Section 8.0.

	<u>Term</u>	<u>Governing Legislation</u>
Aviation Advisory Committee	<u>3 years</u>	VMC 10.05.020; Resolution M-545
Building-Fire Code <u>Commission Board of Appeals</u>	<u>6 years</u>	VMC 17.08.040(€)

City/County Telecommunications Commission	<u>3 years</u>	VMC 5.19.300(a)
Lodging Tax Advisory Committee	<u>2 years</u>	RCW 67.28.1817
Civil Service Commission	<u>6 years</u>	VMC 2.57.010
City Center Redevelopment Authority <u>Board</u>	<u>4 years</u>	VMC 2.71.010
Cultural Commission (inactive)	<u>3 years</u>	VMC 2.88.010 (A) and 020(A)
Downtown Redevelopment Authority <u>Board</u>	<u>4 years</u>	VMC 2.73.080
Parking Advisory Committee	<u>4 years</u>	VMC Section 2.6362.020(a)
Vancouver-Clark Parks and Recreation Advisory Commission	<u>3 years</u>	VMC 2.16.020 -070 , Vancouver City Charter Section 8.054
Planning Commission	<u>4 years</u>	Vancouver City Charter 8.01 (authorization); VMC 20.220.010 18.04.010
Urban Forestry Commission	<u>4 years</u>	VMC 12.02.010 030
Vancouver Public Facilities District Board	<u>4 years</u>	RCW 35.57

16.2 Appointments Made by Mayor Subject to Council Confirmation

Mayoral appointments are subject to the provisions of Section 7.0.

	<u>Term</u>	<u>Governing Legislation</u>
Charter Review Committee	<u>Length of service;</u> <u>Meets every 5 years</u>	Charter Section 11.17
<u>Salary Review Commission</u>	<u>4 years</u>	<u>Vancouver City Charter Section 2.18</u>

16.3 Appointments Made by Mayor

Appointments made by the Mayor and are subject to the provisions of Section 7.0.

	<u>Term</u>	<u>Governing Legislation</u>
Vancouver Housing Authority Board of Commissioners	<u>5 years</u>	RCW 35.82.040; Charter Section 8.03; VHA Resolution #2477

16.4 Non-City Boards, Commissions, Committees, and Task Forces

The City has the opportunity to nominate representatives to sit on boards, commissions, committees and task forces outside of City jurisdiction. City Council shall evaluate candidates and take action on nominations for appointment to these positions in accordance with the provisions of this policy, unless otherwise directed by the subject body's governing agency.

	<u>Term</u>	<u>Governing Legislation</u>
Clark County Arts Commission	<u>4 years</u>	Clark County Resolution # 2010-03-07
<u>Clark County Historic Preservation Commission</u>	<u>3 years</u>	<u>County Code 40.250.030;</u> <u>Ord. M-3673;</u> <u>VMC 20.220.050</u>
Clark County Mosquito Control District Board of Trustees	<u>2 years</u>	RCW 17.28.110
Clark County Public Health Advisory Council	<u>3 years</u>	Clark County Resolution 2003
Clark County Public Facilities District	<u>3 years</u>	Clark County Code 2.19.010
Fort Vancouver Regional Library Board of Trustees	<u>7 years</u>	RCW 27.12.190, City Charter Section 8.05
PDX Citizen Noise Advisory Committee	<u>3 years</u>	Port of Portland Port Executive Director

- ~~▪ Aviation Advisory Committee (VMC 10.05.020; Resolution M-545)~~
- ~~▪ Building Fire Code Board of Appeals (VMC 17.08.040(C))~~
- ~~▪ City/County Telecommunications Commission (VMC 5.19.300(a))~~
- ~~▪ Lodging Tax Advisory Committee (RCW 67.28.1817)~~
- ~~▪ Civil Service Commission (VMC 2.57.010)~~
- ~~▪ Clark County Arts Commission (Clark County Resolution # 2010-03-07)~~
- ~~▪ Clark County Mosquito Control District Board of Trustees (RCW 17.28.110)~~
- ~~▪ Clark County Public Health Advisory Council (Clark County Resolution 2003)~~
- ~~▪ Clark County Public Facilities District (Clark County Code 2.19.010)~~
- ~~▪ City Center Redevelopment Authority (VMC 2.71.010)~~
- ~~▪ Cultural Commission (VMC 2.88.010(A) and 020(A))~~
- ~~▪ Design Review Committee (VMC 20.61.200)~~
- ~~▪ Downtown Redevelopment Authority (VMC 2.73.080)~~
- ~~▪ Fort Vancouver Regional Library Board of Trustees (RCW 27.12.190, Charter Section 8.05)~~
- ~~▪ PDX Citizen Noise Advisory Committee (Port of Portland Port Executive Director)~~
- ~~▪ Parking Advisory Committee (VMC Section 2.62.020(a))~~
- ~~▪ Planning Commission (Vancouver City Charter 8.01 (authorization); VMC 18.04.010.)~~

- ~~Private For Hire Transportation Commission (VMC 5.76.205)~~
- ~~Salary Review Commission (Vancouver City Charter Section 2.18)~~
- ~~Urban Forestry Commission (VMC 12.02.030)~~
- ~~Vancouver Clark Parks and Recreation Advisory Commission (VMC 2.16.020-070, Vancouver City Charter Section 8.04)~~
- ~~Vancouver Public Facilities District Board (RCW 35.57)~~
- ~~Clark County Arts Commission (Clark County Resolution # 2010-03-07)~~
- Mayor's Appointments
- ~~Vancouver Housing Authority Board (RCW 35.82.040; Charter Section 8.03, VHA Resolution #2477)~~

Mayor's Appointments Subject to Council Confirmation

- ~~Charter Review Committee (Charter Section 11.17)~~
- ~~Private For Hire Transportation Commission (VMC 5.76.205)~~
- ~~Salary Review Commission (Vancouver City Charter Section 2.18)~~

100-06 Council Appointment of Citizens to Boards, Commissions, Advisory Committees and Task Forces



POLICY AND PROCEDURE

CITY OF VANCOUVER WASHINGTON	INDEX			
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City Council Meetings	Supersedes 12/15/1411/14/16	Prepared by: // SIGNED //	Approved by: // SIGNED //	

1.0 Purpose

The purpose of this policy is to establish formal procedures for the conduct of City Council meetings.

2.0 Organizations Affected

City Council/City Manager

3.0 References

City Council Resolution M-3239, August 9, 1999
City Council Resolution M-3258, November 22, 1999
City Council Resolution M-3350, July 23, 2001
City Council Resolution M-3412, December 12, 2002
City Council Resolution M-3607, April 16, 2007
City Council Resolution M-3737, March 21, 2011
City Council Resolution M-3844, December 15, 2014
City Council Resolution M-3912, November 14, 2016
City Council Resolution M-____, September 24, 2018

4.0 Presiding Officer

~~4.1. Presiding Officer~~

The Presiding Officer at all meetings of the Council is the Mayor, and in the absence of the Mayor, the Mayor Pro Tempore will act in that capacity. If both the Mayor and Mayor Pro Tempore are absent, the ~~next ranking~~ most senior member in attendance shall act in that capacity.

4.12. Choosing Mayor Pro Tempore

The Mayor Pro Tempore shall be chosen according to *Section 2.04 of the Vancouver City Charter and Roberts Rules of Order*.

4.23. Obligations of Presiding Officer

The Presiding Officer shall:

- (1) Preserve order and decorum in the Council chambers in accordance with Section 10.15;
- (2) Observe and enforce all rules adopted by the Council;
- (3) Decide all questions on procedure and order, in accordance with these rules, subject to appeal by a Councilmember;
- (4) Recognize Councilmembers in the order in which they request the floor, giving every Councilmember who wishes an opportunity to speak. The Presiding Officer, as a Councilmember, shall have only those rights, and shall be governed in all matters and issues by the same rules and restrictions as other Councilmembers.
- (5) From time to time, appoint Councilmembers to serve on ad hoc committees.

5.0 Council Meetings General Information

5.1. Meetings Schedule

City Council meetings are held on the first, second, third, and fourth Mondays of a month in the City Council Chambers, 415 West 6th Street, Vancouver, Washington. Meetings are not scheduled on the fifth Monday of a month.

The Vancouver City Charter requires that Council conduct two “regular” meetings each month. Regular Council meetings will be scheduled on the first and third Mondays of each month, beginning at 7 p.m.; Consent Agenda meetings will be scheduled on the second and fourth Mondays of each month, beginning at 6:30 p.m. All Regular and Consent Agenda meetings will begin at 6:30 p.m., unless otherwise advertised, and will adjourn no later than 11 p.m. To continue past this time, a majority of the Council must concur.

5.4 — Council Meeting Scheduled on Holiday

In the event a City-recognized holiday occurs on Monday, the Council meeting shall not meet be cancelled. The Vancouver City Charter requires that Council conduct two “regular” meetings each month. Therefore, wWhen such a holiday falls on a first or third Monday (~~Regular Council meeting nights~~), a Regular Council meeting will be scheduled on the following Monday (second or fourth), thereby pre-empting the Consent Agenda Meeting that would typically fall on that Monday under the normal schedule described above.

The City Manager's Office will develop the next year's annual Council meeting schedule by December 1 each year. The meeting calendar will be presented for Council approval at the first meeting in December.

The adopted annual schedule ~~for the entire year~~ will be ~~sent~~distributed to Council, the media, and all City departments, and will placed on the City's website ~~and distributed to all City departments~~ before January 1 of each year. City Council may, at any time, add, cancel or change a meeting date and/or time by a majority vote of the Council and proper notification to the press. Special meetings not included in the adopted annual meeting schedule may be called in accordance with Section 9.0.

5.2. Quorum

At all meetings of the Council, a majority of the Council (~~four members, or five members for budget items and appropriations~~) constitutes a quorum for the transaction of business, but a lesser number may adjourn from day to day or until the time of the next regular meeting and may compel the attendance of absent members in such manner and under such penalties as the City Council shall prescribe. (*Section 2.1002 of Vancouver City Charter*)

7.05.3 Councilmember Attendance at Absences from Meetings

Councilmembers shall inform the Mayor or City Manager, as well as Council Assistant, if they are unable to attend any Council meeting, or if they will be late to any meeting. A majority vote is required following the initial meeting roll call to excuse any Councilmember absence as outlined per Section 10.1.

5.43. Council Seating

The Presiding Officer and six elected Councilmembers sit on a dais facing the public with the Presiding Officer seated in the middle. The Councilmembers are seated based on seniority, with the most senior Councilmember seated on the Presiding Officer's left side and continuing in decreasing seniority away from the Presiding Officer. Maintaining order, exceptions may be made to balance seating on the dais, to the end of the dais. The order is continued at the far opposite side of the dais and progressing toward the Presiding Officer's right side, resulting in the least senior Councilmember seated on the Presiding Officer's right side.

8.05.5 Council Meeting Staffing

The City Manager shall attend all meetings of the Council. In the event of the City Manager's absence, the Deputy City Manager shall attend, unless excused. At the discretion of the City Manager, the ~~Assistant Deputy~~ City Manager, department heads, and other staff members shall attend. The City Manager may make recommendations to

the Council and shall have the right to take part in the discussions of the Council but shall have no vote.

5.65 Recording Proceedings

The City Clerk or delegate shall maintain minutes ~~an account~~ of all ~~proceedings of the Regular, Consent, Special Meetings and Workshops of the~~ Council in accordance with statutory requirements and ~~such account shall be entered into a minute book constituting the official record of the Council according to~~ Section 2.11 of the Vancouver City Charter. Such minutes shall be open to public inspection and will also be posted on the City's website. City Council meeting minutes can be corrected if in error but shall not be revised without a majority affirmative vote of the Council at a regularly scheduled Council meeting.

5.6.25.7 Broadcasting

Regular and Consent Agenda meetings, including workshops, are cablecast live and replayed on CVTV-23 and CVTV-323, and streamed live at www.cvtv.org, whenever reasonable use of technology allows.

9.05.8 Media Representation at Council Meetings

All public meetings of the City Council and its advisory committees shall be open to the media, freely subject to recording by radio, television, electronic, and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meeting.

5.6. 6.0 Order of Business

Regular and Consent Agenda meetings shall follow a general order of business to ensure consistency and enhance public expectations as to the general format of the agenda.

Modifications to the order of business and meeting format as provided for in Sections 6.1 and 6.2 may occur in the event of scheduling necessities or by Council action.

6.1. Regular Meetings

The order of the agenda for Regular Council meetings will be as follows:

- Pledge of Allegiance
- Call to Order and Roll
- Approval of Minutes

- Proclamations and Special Presentations
- Citizen Communication
- Consent Agenda
- Public Hearings
- New Business
- Unfinished Business
- Communications
 - From the Council
 - From the Mayor
 - From the City Manager
- Adjournment

6.2 Consent Agenda Meetings

The order of the agenda for Consent Agenda Council meetings will be as follows:

- Pledge of Allegiance
- Call to Order and Roll
- Proclamations and Special Presentations
- Citizen Communication
- Consent Agenda
- Public Hearings*
- Citizen Forum (per Section 10.11)
- Adjournment

*Public hearings should typically appear on Regular Meeting agendas unless it is impractical to do so due to scheduling concerns. In such cases, they may be scheduled for a Consent Agenda Meeting, subject to the provisions of Section 10.6.

5.9-7.0 Workshops

At the discretion of Council, Council workshops are held Mondays from 4 to 6 p.m. Occasionally, the Mayor and City Manager may extend workshops beyond this timeframe as needed. Workshop times will be published on the final agenda, and Councilmembers will be given as much advance notice as possible if a workshop is scheduled to fall outside this normal timeframe.

During these meetings, items needing in-depth discussion are introduced and reviewed. No formal action is taken at workshops. Formal action is defined as a collective positive or negative decision following an actual vote by a majority of the Council upon a resolution, order or ordinance. ~~Workshops are open to the public. Workshops are cablecast live and replayed on CVTV-23 and CVTV-323, and streamed live at www.etvttv.org.~~

Council will, on a regular basis, be provided with an on-going preview of upcoming workshops.

5.10.8.0 Executive Sessions

An Executive Session is a council meeting or portion of a council meeting that is closed except to the Council, City Manager and authorized staff members and/or consultants authorized by the City Manager. The public is restricted from attendance. Executive Sessions may be held during Regular, Consent Agenda, Workshops or Special council meetings and will be announced by the Mayor. Before convening an Executive Session, the Mayor shall announce the purpose of the meeting and the anticipated time when the session will be concluded. Should the session require more time, a public announcement shall be made that the meeting is being extended and the duration of the extension. Executive Sessions shall be held in accordance with the provisions of the Washington State Open Meetings Act. Council Regular Meetings, Consent Agenda Meetings, and Workshops are both “regular meetings” as that term is defined by RCW 42.30.075 and used in RCW 42.30.110(1) from which Council may convene into executive session.

5.119.0 Special Meetings

The city clerk shall call special public meetings of the City Council upon the approval of the Mayor or a majority of the Councilmembers. Any request shall state the subjects to be considered at such special meeting and no other subject shall there be acted upon. (Section 2.10 of the Vancouver City Charter)

Notice of every special meeting shall be given in writing personally, by fax or email to every Councilmember, to the City Manager, to the City Attorney, and to all local news media representatives who have on file with the city clerk a request for such notices. The notice shall be posted on the City’s website, prominently displayed at the main entrance to City Hall and the meeting site if the meeting is not being held at City Hall. The notice must be delivered or posted personally, by mail, or otherwise, so as to be received at least 24 hours before the meeting. The notice shall state the place and time of the meeting and the business to be conducted. The Council shall not make final disposition of any matter not included in the notice.

Councilmembers are active in their community and attend many meetings and events. The citizens of Washington have declared that all meetings of a public agency shall be open and public. When a quorum of the council is present at a meeting where action is taken, the meeting is subject to the Open Public Meetings Act. A “meeting” of the council occurs “when a majority of its members gathers with the collective intent of transacting the governing body's business.”¹ “Action” is broadly defined as the transaction of the official business of an agency including “deliberations, discussions, considerations, reviews, [and] evaluations” and receipt of testimony.² If councilmembers plan to attend an event or meeting with the intent of transacting city business, they should notify the City Manager’s Office so that it can be determined if a quorum of the council

¹ Citizens All. for Prop. Rights Legal Fund v. San Juan County, 184 Wn.2d 428, 444, 359 P.3d 753, 761, 2015 Wash. LEXIS 1146, *18

² RCW 42.30.020

will be present. If a quorum will be present the City Manager's Office will provide a notice of a special meeting of the council. In order to prepare and give notice of the meeting, councilmembers need to notify the City manager's Office at least one week before the meeting.

If a quorum of Council is present at an event or meeting without notice having been provided, Councilmembers shall "self-police" by either having members leave to avoid a quorum or by not sitting together and not discussing city business. In the absence of an agreement otherwise, the Councilmember(s) whose arrival triggered the quorum shall leave the event or meeting.

10.0 Council Meeting Protocol

5.6.3.210.1 Call to Order and Roll Call

The Presiding Officer shall call the meeting to order and request the Council Assistant call roll of Councilmember attendance. The Presiding Officer will announce the attendance of Councilmembers and indicate any Councilmember who is not in attendance. Lack of response by a Councilmember at the time of roll call will indicate the absence of that Councilmember. A majority vote is required to excuse any Councilmember absence. Councilmembers should provide advance notice of absences whenever possible, as provided for in Section 5.3.

5.6.3.310.2 Changes to Agenda Item Order

The Presiding Officer may, with the concurrence of the Councilmembers, take agenda items out of order or change the order of the agenda.

5.6.3.410.3 Approval of Minutes

Meeting minutes shall be approved by a majority vote of the Council. Councilmembers who were absent from the meeting may either vote on approval of those minutes or may choose to abstain from voting.

5.6.3.510.4 Formal Proclamations and Special Presentations

A proclamation is ~~defined as~~ an official announcement or recognition as defined and signed by the Mayor regarding a non-controversial event which will have a major citywide impact. The issuance of a proclamation at a Council meeting shall be at the discretion of the Mayor.

Proclamations will be briefly summarized by the Mayor and presented to the recipient(s). The recipient(s) will be allowed to make brief comments.

Special presentations include, but are not limited to, retirements, commendations and recognition by the Mayor and City Council.

~~5.6.3.6~~10.5 Citizen Communications on Agenda Items

Members of the public are invited to speak for approximately three minutes each about any item on that evening's Council Agenda that is not already scheduled for public hearing or which otherwise allows for public testimony. Such public comment regarding any item on that evening's Agenda is taken at the beginning of the meeting under Citizen Communication and is subject to the provisions of Section 10.14. ~~Comments are limited to approximately three minutes per speaker.~~

Item numbers to be considered under Citizen Communications shall be indicated on the agenda. Testimony taken under Citizen Communications shall follow protocol set forth in Section 10.14.

~~5.6.3.8~~10.6 Consent Agenda

These Items appearing on the Consent Agenda are routine items voted on by a single motion. Typical items include payment of bills, awarding contracts, adoption of resolutions that do not require a public hearing, and first reading of ordinances. Any Councilmember may remove any item from the consent agenda for discussion and separate action. Councilmembers should indicate which items they wish to pull from the Consent Agenda prior to the Council's vote on the full Consent Agenda.

~~5.6.3.8~~10.7 Ordinances for First Reading

First readings of ordinances shall follow the provisions provided for in the City of Vancouver Charter, Section 2.13. The City Manager presents information on a proposed new city law or practice, or a change to an existing law or practice. The Mayor shall read into the record the title of any ordinance appearing for first reading at the time of its consideration on the agenda. Council then sets a date for second reading and public hearing.

~~5.6.3.9~~10.8 Public Hearings

Public hearing items are those specific items being considered by Council on which citizens are invited to present their views on specific issues being considered by Council. Certain item types may be required by law to be scheduled as a public hearing. Speakers are asked to limit their testimony to approximately three minutes. The Presiding Officer will state the public hearing procedures before each public hearing.

All public hearings ~~on proposed ordinances~~ are advertised in The Columbian at least three days in advance, or as required by law, and information is posted on the City's website. In an emergency, a most public hearings can be called within 24 hours with proper media notification, unless longer notice is required by law.

Public testimony on public hearing items is subject to the provisions of Section 10.14.

~~5.6.3.10~~10.9 Ordinances for Second Reading and Public Hearing

Citizens are invited to present their views on proposed ordinances before a final vote by Council. All public hearings on proposed ordinances are advertised in accordance with Section 10.8. The ~~Columbian~~ at least three days in advance and information is posted on the City's website. (In an emergency, a public hearing can be called within 24 hours with proper media notification.) Public testimony is subject to the provisions of section ~~5.6.3.78~~.

The Mayor shall read into the record the title of any ordinance appearing for second reading at the time of its consideration on the agenda. Second readings of ordinances shall follow the provisions provided for in the City of Vancouver Charter, Sections 2.14 and 2.15.

~~5.6.3.11~~10.10 Council and City Manager Communications

City Councilmembers, Mayor and the City Manager make special announcements or provide updates on current issues or items of Council interest.

Councilmembers, the Mayor and the City Manager may also present new proposals and seek feedback on such at this time.

~~5.8~~10.11 Citizen Forum

A Citizen Forum will be held at the end of ~~the first and second~~ Consent Agenda meetings ~~of the month~~. A Citizen Forum includes up to ninety (90) minutes of public testimony or less depending on the number of speakers. Citizens may speak on any issue of concern or interest, provided that speakers may not use this opportunity to speak in favor of or opposition to any ballot measure or candidate for elected office. Speakers are asked to fill out testimony cards as provided for in Section 10.14 and to limit their comments to approximately three minutes. Each speaker shall have one opportunity to address the Council. During Citizen Forum, Councilmembers have the ability to ask questions and reply to speakers.

10.12 New Business

Matters that do not appear on the agenda may be raised as new business.

~~5.6.3.12~~10.13 Unfinished Business

Council discusses ongoing issues or items continued from earlier meetings.

~~11.12~~ **New Proposals and Reports**

~~These are presented by the Councilmembers for a brief discussion. They can include policy changes, new laws, regulations and resolutions. Action is not taken on items at this time.~~

~~5.6.3.7~~ **10.14 Public Testimony and Conduct to Council**

Speakers who wish to testify before the City Council ~~either during citizen communication on agenda items or as part of a scheduled public meeting or public hearing or during the Citizen Forum portion of the Council meeting as set forth in Section 5.8~~ are required to complete a “Testimony Registration Form” which ~~provides requests the speaker’s~~ their name, address, agency or group ~~they~~ represented, the item ~~they~~ the speaker wishes to testify on, and their position on the subject. Distinct cards will be identified to be used for either agenda item or Citizen Forum testimony.

At the appropriate time, speakers are requested by the Presiding Officer to step up to the podium place designated for testimony, give their name for the record, and ~~asked to~~ limit ~~their~~ remarks to approximately three minutes. (Council prefers lengthy written testimony to be submitted at least a week prior, so Council has a chance to fairly consider the comments.) All remarks will be addressed to the Council as a whole. Each person who addresses the Council shall do so in an orderly manner and shall not make slanderous or profane remarks to any member of the Council, staff or the general public. Any person who makes such remarks or who becomes boisterous, threatening or personally abusive while addressing the Council and which disrupts or otherwise impedes the orderly conduct of any Council meeting may be requested to leave the meeting.

The Presiding Officer and City Manager have the authority to preserve order at all meetings of the Council, to cause the removal of any person from any meeting for disorderly conduct as described herein and which disrupts or otherwise impedes the orderly conduct of a Council meeting and to enforce the Rules of the Council. The Presiding Officer and City Manager may command assistance of any peace officer of the City to enforce all lawful orders to restore order at any meeting.

~~10.0~~ **10.15 Council Discussion**

All Council discussion shall be governed by Robert’s Rules of Order, Newly Revised. The City Attorney is the Parliamentarian. Every Councilmember shall be provided with a copy of Robert’s Rules of Order, Newly Revised when first joining the Council.

~~11.0~~ **10.16 Voting**

~~11.1~~ **10.16.1 Roll Call Votes**

The ~~City Clerk~~Council Assistant will take a roll call vote, if requested by the Presiding Officer, a Councilmember, or as required by law. The roll call vote shall be by seniority with the least senior member voting first.

~~11.2~~10.16.2 Tie Vote

The passage of a Motion, Resolution or Ordinance is lost by a tie vote, provided that the question may be brought forward again at the request of any member at the same meeting or at the next meeting when any members who were absent or disqualified at the time of the tie vote are present.

~~11.3~~10.16.3 Votes on Questions

Each member present shall vote on all questions put to the City Council except on matters on which he or she has been disqualified for a conflict of interest or under the Appearance of Fairness Doctrine. Such a member shall disqualify himself or herself prior to any discussion of the matter. If abstaining, the Councilmember must state the reasons for abstaining, identifying one or more of the following: (1) an excused absence from the prior council meeting and/or (2) a conflict of interest and/or (3) an Appearance of Fairness issue. See Policy 100-39. A Councilmember, who abstains but fails to identify the absence, conflict of interest and/or Appearance of Fairness issue, will be considered to have voted for the majority's position in respect to questions before the council and have their vote so recorded. When disqualification of a member or members results, or would result, in the inability of the Council to act on a matter on which it is required by law to take action, any member who is absent or who is disqualified under the Appearance of Fairness Doctrine may subsequently participate, provided such member first shall have reviewed all materials and listened to all tapes of the proceedings in which the member did not participate.

~~5.6.3.14~~10.17 Adjournment

There being no further business, the Presiding Officer adjourns the meeting.

~~6.0~~11.0 Agenda Preparation

~~6.1~~11.1 General Information

The City Manager's office will prepare an agenda for each Council meeting specifying the time and place of the meeting and set forth a brief general description of each item to be considered by the Council. The agenda is subject to approval by the Mayor and the City Manager.

~~5.6.3.11~~11.2 Placing Item on the Agenda

An item may be placed on a Council meeting agenda by any of the following methods:

- (1) By any two (2) or more Councilmembers
- (2) By the City Manager, or
- (3) By the Mayor.

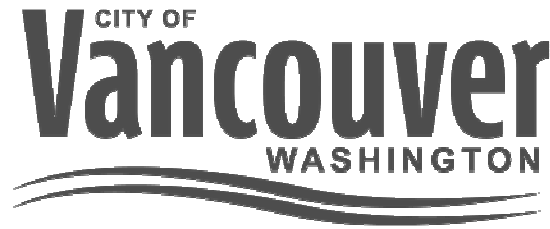
6.211.3 Adding an Item to a Published Agenda

An item may be ~~placed on~~ added to a ~~Regular or Consent~~ meeting agenda, per Section 11.2, after the agenda is closed and the notice published if an amended agenda is published, provided to the Mayor and City Councilmembers and posted on the City's website prior to the subject meeting date.

An item may be added to a Regular or Consent meeting agenda on the subject Council meeting date as a walk-on item if the Councilmember or City Manager requesting the addition of the item explains the necessity and receives a majority vote of the Council to amend the agenda at the public meeting.

6.311.4 Agenda Finalization Schedule

Agenda materials will be available at City Hall and on the City's website for City staff, the media and public ~~on by Friday-Wednesday~~ prior to the meeting. Agenda materials will be available for Councilmembers ~~on by Thursday-Tuesday~~ prior to the meeting.



POLICY AND PROCEDURE

CITY OF VANCOUVER WASHINGTON	INDEX			
	Administrative/Council/City Manager			
Subject	Number 100-33	Rev. CD	Effective Date 12/15/14 9/24/18	Page 1 of 3
City Council Councilmember Appointment to Boards and Commissions	Supersedes 01/03/11 12/15/14		Prepared by:	Approved by: [Mayor]

1.0 Purpose

The purpose of this policy is to establish formal procedures for making appointments of City Councilmembers as representatives to boards and commissions.

2.0 Organizations Affected

City Council/City Manager

3.0 References

City Council Resolution M-3255, November 22, 1999
City Council Resolution M-3299, July 3, 2000
City Council Resolution M-3607, April 16, 2007
City Council Resolution, M-3730, January 3, 2011
City Council Resolution, M-3844, December 15, 2014
City Council Resolution, M-____, September 24, 2018

4.0 Process for Making Appointments

At the beginning of the biennium following an election, the Mayor shall confer with each Councilmember in order to solicit information from Councilmembers as to those boards and commissions on which they wish to serve. Following these meetings, Council shall meet in a setting open to the public to discuss and approve final appointment assignments. At such public meeting, the Mayor shall lead a discussion of potential appointments to each position. ~~Conflicts shall be resolved by giving the appointment to the most senior member desiring the appointment.~~ For appointments where there is only one Councilmember expressing interest, the Council will vote on the appointments as a slate. For positions where there are two or more Councilmembers expressing interest, the

Council shall vote on appointments individually. A majority vote of the Council is required to approve all appointments.

5.0. Appointment Limits

The Council values continuity on boards and commissions, providing experience to the boards and commissions, and providing learning opportunities for the growth of new Councilmembers. There shall be no limit to the number of terms any Councilmember may serve on any board or commission.

6.0 Councilmembers Representing an Official City Position

Individual Councilmembers serving on appointed boards and commissions represent the Council as a whole. Once the City Council has taken a position on an issue, either through a majority vote or consensus, all official City correspondence regarding that issue will reflect the Council's adopted position.

The Mayor is authorized to send letters stating the City's official position to appropriate officials. Councilmembers shall receive copies of all such letters. If a member of the City Council appears before another governmental agency or organization either as an appointed member of that agency or as a guest to give a statement regarding an issue affecting the City on which the City Council has taken a position, the Councilmember shall indicate the majority position of the Council. Personal opinions, minority positions and comments contrary to the majority position may be expressed only if the Councilmember clarifies that such statements do not reflect the official position of the City Council.

Councilmembers have a responsibility to bring significant policy decisions back to the whole Council for discussion and decision whenever possible.

7.0. Boards and Commissions: Council Participation Required

Council participation in the following boards and commissions is required ~~by law~~:

- Bi-State ~~Transportation~~ Coordination Committee (Interlocal Agreement)
- C-TRAN (RCW 36.57A.050; Bylaws Section 3.1)
- Child Abuse Intervention Executive Board (Children's Justice Center) (Bylaws, Section 2(b))
- Lodging Tax Advisory Committee (RCW 67.28.1817)
- Metro Policy Advisory Committee ((MPAC) Bylaws, Article III, Section 1(b)(e))
- Southwest Clean Air Agency (RCW 70.94.100)
- Southwest Washington Regional Transportation Council (RCW 47.80.020; 1992 Interlocal Agreement)
- Clark County Elder Justice Center Executive Board (2012 Interlocal Agreement, Section IV(A)(2))

- Clark Regional Wastewater District Oversight Committee (2010 Coordination of Services Agreement, Article 12)

8.0 Boards and Commissions: Council Participates by Choice or invitation

Council has decided Councilmembers will participate on the following, although not required ~~by law~~:

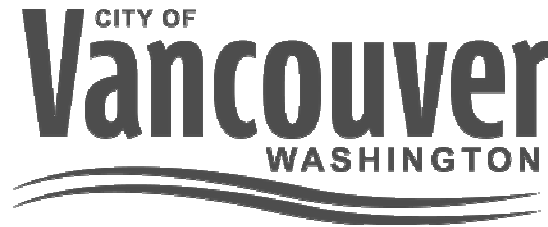
- Joint Policy Advisory Committee on Transportation ((JPACT) Bylaws, IV(f))
- Clark County Community Action Advisory Board (Bylaws require 3 local elected officials)
- ~~Clark County Solid Waste Advisory Commission (RCW 24.16.040)~~
- Columbia River Economic Development Council (Bylaws)
- Council for the Homeless (Intergovernmental Cooperation Agreement between City, County and the Housing Authority, approved December 18, 1989)
- Regional Disaster Preparedness Organization (RDPO) Policy Committee (interlocal agreement)
- Safe Communities Task Force (voluntary membership).

9.0 Boards and Commissions: Mayor/Mayor pro Tempore Participation Required

The following boards and commissions require participation by the Mayor or the Mayor and Mayor Pro Tempore:

- Police Pension Board - (RCW 41.20.010) Mayor Pro Tempore participation required. The Mayor may appoint a designate representative who is an elected official.
- Fireman's Pension Board (RCW 41.16.020) The Mayor may appoint a designated representative who is an elected official.
- City Audit Committee
- Strategic Plan Oversight Committee – Mayor Pro Tempore participates as committee chairperson

Procedure 100-33 Appointment to Boards & Comm (~~12/15/14~~)



POLICY AND PROCEDURE

CITY OF VANCOUVER WASHINGTON	INDEX			
	Administrative/Council/City Manager			
Subject	Number 100-35	Rev. <u>B</u>	Effective Date 1/4/11 <u>9/24/18</u>	Page 1 of 2
City Council Miscellaneous Procedures	Supersedes 12/13/99 <u>1/4/11</u>	Prepared by: [City Manager]	Approved by: [Mayor]	

1.0 Purpose

The purpose of this policy is to establish formal procedures for endorsing or supporting political candidates, the State of the City Report, retreat reports, ~~and~~ answering identical letters addressed to a majority of Councilmembers, and the Council Sunshine Fund.

2.0 Organizations Affected

City Council/City Manager

3.0 References

City Council Resolution M-3266, December 13, 1999.

City Council Resolution M-3730, January 3, 2011.

City Council Resolution M-____, September 24, 2018

4.0 Endorsing or Supporting Political Candidates

The Mayor and Council, as private citizens, are entitled to support any political candidates or support or oppose any ballot measure; however, such action might have an adverse affect on the City and/or the City Council and the Mayor and Council should consider the potential consequences prior to taking such action. Caution should be exercised in raising these issues at council meetings since State law prohibits the use of public facilities to support or oppose political candidates or ballot measures subject to certain exceptions as set forth in RCW 42.17.130.

5.0. State of City Report

The Mayor will make an annual State of the City report at a public meeting during the first quarter of each year. A written report will be made available to the public at the time of the meeting.

6.0. Retreat Report

The City Manager will provide an Executive Summary following each City Council retreat. A written report shall be made available to the public as soon as possible.

7.0. Answering Identical Letters Addressed to a Majority of Councilmembers

If a substantially similar letter, e-mail or other type of correspondence is sent to four or more Councilmembers, the Mayor's office will, in a timely manner, develop a response to the correspondence that shall be reviewed and approved by the Mayor prior to being sent to the constituent. discuss the correspondence with the Council at the next available Council meeting and reply with a written response summarizing the Council's position.

A copy of the reply and original letter will, in a timely manner, be provided to all Councilmembers. At their discretion, individual Councilmembers may provide a follow-up reply. after the Mayor's letter has been sent.

8.0 Council Sunshine Fund

A fund has been established to allow Councilmembers to acknowledge individuals and events, as appropriate. The Sunshine Fund is an account independent from all City of Vancouver funds and accounts and is to be managed by existing Councilmembers.

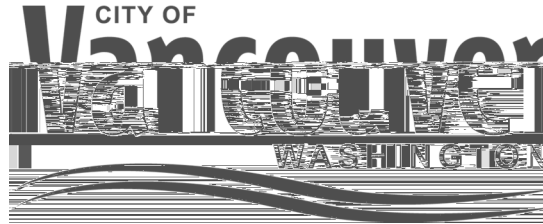
The Sunshine Fund is Council-supported and intended to cover expenses that cannot be paid for by City funds, which may relate to:

- Gifts for dignitaries;
- Acknowledgment of significant events and other personal issues among Council or staff.
- Other expenses as deemed appropriate by Council.

The Sunshine Fund account is co-owned by two active Councilmembers serving as double signatories on a voluntary basis. Each Councilmember is encouraged to donate \$300 annually.

In the event there is an ending balance in the Sunshine Fund bank account at the end of a calendar year, the Council may decide to:

- Roll the balance forward into the next year
- Make a group cash donation to a project or fund of the Council's choice



POLICY AND PROCEDURE

CITY OF VANCOUVER WASHINGTON		INDEX		
		Administrative/Council/City Manager		
Subject	Number 100-38	REV. BC	Effective Date 1/4/11 9/24/18	Page 1 of 46
Filling City Council Vacancies	Supersedes 1/3/00 1/4/11	Prepared by:		Approved by:

1.0 Purpose

The purpose of this policy is to provide guidance to City Council when a Vancouver Councilmember position becomes vacant before the expiration of the official's elected term of office. Pursuant to state law, a vacancy shall be filled only to serve the remainder of the unexpired term until the next regular ~~municipal~~ election.

2.0 Organizations Affected

City Council/City Manager

3.0 References

Vancouver City Charter – Sections 2.01 Terms; 2.02 Qualifications; 2.06 Vacancies Defined; 2.08 Vacancies in Council

RCW 29A.60.270 Beginning of terms; RCW 29A.60.280 Term of office; RCW 35A.13.020 – Vacancies – Filling of Vacancies in Council/Manager Form of Government; 42.30.110(h) – Executive Session Allowed to Consider Qualifications of a Candidate for Appointment of Elective Office; RCW 42.30.060 – Prohibitions on Secret Ballots; RCW 42.12 – Vacant Position

City Council Resolution M-3274, January 3, 2000
City Council Resolution, M-3730, January 3, 2011
City Council Resolution M-____, September 24, 2018

4.0 Appointment Notification Process

A Council position shall be officially declared vacant upon the occurrence of any of the causes of vacancy set forth in City of Vancouver Charter, Section 2.06, including resignation, recall, forfeiture, written intent to resign, or death of a Councilmember. The

Councilmember who is vacating his or her position cannot participate in the appointment process.

Vacancies in the City Council shall be filled by a majority vote of the remaining members of the City Council. ~~but~~ Such appointee shall hold office only until the next regular general election, at which time ~~a person shall be elected~~ the appointee may run to serve ~~for~~ the remainder of the unexpired term.

City Council shall direct staff to begin the Councilmember appointment process and establish an interview and appointment schedule so that the position is filled at the earliest opportunity. In the case of a councilmember submitting an intent to resign, the application process may commence prior to the effective date of the resignation. The overall length of the process timeline should allow for the expedient conclusion of the appointment process, but also sufficient time for Council evaluation of candidates. The City Manager's Office will propose an appointment schedule to the Council prior to advertisement of the vacancy.

The City ~~Clerk's~~ Manager's Office shall prepare and submit a display advertisement to The Columbian , Oregonian and Daily Insider, posted on the City's website and social media site, distributed via the City's internal and external newsletter services (Currents, Emma, Office of Neighborhoods, etc.), and distributed to all current members of Vancouver advisory boards, commissions, committees, and task forces (per Council policy 100-06) via email to the staff of those bodies with ~~courtesy~~ copies to ~~all~~ other local media outlets, which announces the vacancy consistent with the requirements necessary to hold public office: that the applicant be a registered-qualified elector¹ ~~voter of the City of Vancouver;~~ have a two-year continuous period of residency in the City of Vancouver; and hold no other public office; ~~or~~ and have no employment under the city government.

This display advertisement shall be published once each week for two consecutive weeks. This display advertisement shall contain other information, including, but not limited to; time to be served in the vacant position; election information, including qualifications of an elected official; salary information; Councilmember powers and duties; complete list of materials required to apply for appointment; the deadline date and time for submitting applications; interview and appointment schedules; and such other information that the City Council deems appropriate. ~~Information about the vacancy will also be posted on the City's website and will be distributed through other electronic media.~~

5.0 Application Process

5.1 The Application

¹ To be a "qualified elector" a person must be at least 18; a citizen of the United States; have lived in the city for at least 30 days prior to the election at which they offer to vote; have not been convicted of a felony unless their civil rights have been restored. Washington State Constitution Article VI, Section 1.

The City ~~Clerk's~~Manager's Office shall prepare an application form which requests appropriate information for City Council consideration of the applicants. The application form will request the following information from the applicant: ~~include, among other requests for information, the question,~~

- Pertinent contact information
- Confirmation the applicant is a qualified elector¹
- Answers to the following:
 1. Is there anything in your background that would attract heightened public scrutiny if undisclosed and later discovered ~~bring discredit to this city if appointed?~~
 2. Please give a brief summary of your background and experience, including education, work history and civic engagement activities.
 3. Why are you seeking appointment to the City Council? What do you feel your qualifications are for the position?

Applications will be available at City of Vancouver offices, on the City's website and such other locations that the City Council deems appropriate.

5.2 Supplemental Materials

In addition to the application form, ~~t~~The applicants will also be ~~requested~~required to provide a completed Washington State PDC form F-1 and a current resume. The F-1 form must be provided directly to the City Manager's Office. It should not be submitted on the Washington PDC website. ~~Applications will be available at City of Vancouver offices, on the City's website and such other locations that the City Council deems appropriate. Copies of the display advertisement will be provided to current members of City of Vancouver commissions, committees, task forces and other City sponsored citizen groups.~~

In addition to the required supplemental materials, candidates may also submit additional supportive information, such as a list of endorsements, up to three (3) letters of reference, and other pertinent materials. Endorsements and letters of reference should include contact information for the person(s) supporting the candidate.

5.3 Conclusion of Application Period

The application period shall be open for at least two weeks and no more than 30 days following the announcement of the vacancy and details of the appointment process. The length of the application period will be included in the proposed appointment schedule, as set forth in section 4.0.

Applications received by the deadline date and time will be copied and circulated by the City ~~Clerk's~~Manager's Office to the Mayor and City Council within one (1) business day following the deadline. ~~Packets may also contain additional information received such as endorsements, letters of reference and other pertinent materials. Candidates who submit completed application packets by the deadline will be required to also submit information~~

necessary for the City to conduct a criminal background check, the results of which will be provided to the City Council.

All completed candidate application packets will be posted on the City's website following the application deadline and delivery of the packets to the City Council. Applicant materials will be redacted for non-disclosable information prior to being made public.

6.0 Council Evaluation of Candidates

City Councilmembers, individually, will conduct an initial review of all completed applications within three (3) business days of receiving the packets.

Council will meet in executive session at the next Council meeting to discuss applicant qualifications. It is permissible to meet in executive session to "evaluate the qualifications of a candidate for appointment to elective office."² The City Manager's Office will provide Council with the results of the candidate criminal background checks during this executive session.

In the event the City receives more than 10 completed applications, each City Councilmember will submit to the Council Assistant an unranked list of names of the candidates the Councilmember wishes to move forward in the process. Each Councilmember's list should contain no more than 15 names. The Council Assistant shall aggregate all Councilmember lists into one unranked master list of the 10-15 candidates most commonly preferred selected among the individual lists provided by Council as a whole. The list shall be arranged in alphabetical order and shall only include the names of the candidates. This aggregated list shall be provided to the Council during the executive session held prior to the interview meeting.

Immediately following executive session, Council shall meet in public session to select which candidates to invite to participate in an interview at the next City Council meeting. The decision as to which applicants to interview will be based on the information contained in the application forms and Council's evaluation of the qualifications of the candidates. The decision as to which candidates will be interviewed will be at the sole discretion of the City Council.

The decision as to which applicants to interview will be based on the information contained in the application forms and council's evaluation of the qualifications of the candidates. In the event that more applications are received than the City Council wishes to interview, it may determine the number to interview. The decision as to which candidates will be interviewed will be at the sole discretion of the City Council. The City Clerk's Manager's Office shall notify applicants selected for interview of the location, date and time and format (per Section 7.0) of City Council interviews. In the event Council does not select all applicants to move forward to the interview, staff in the City

² RCW 42.30.110(1)(h).

Manager's Office will notify those candidates not selected of their status. Information about the interview meeting and those applicants selected for an interview will be announced to the public via a news release and posted on the City's website after all applicants have been contacted.

Prior to the date and time of the interview meeting, ~~the Mayor shall accept~~ each Councilmember shall submit one interview question and one back-up question to the Mayor and Council Assistant ~~from each Councilmember~~. If two or more Councilmembers submit the same primary question, the Mayor shall choose whose to accept, and the back-up question(s) from the other Councilmember(s) will be used. The final list of questions will be provided to all of Council prior to the interview meeting. Each Councilmember will ask his or her question during the interviews.

~~Prior to the interview meeting, the City Manager will provide Council with the results of a Criminal Background Check for each applicant.~~

6.0 7.0 Interview Meeting

An interview meeting shall be scheduled for a regularly scheduled Council meeting. The meeting will be open to the public and broadcast and live streamed by CVTV.

At the opening of the interview meeting, the Mayor shall provide an overview of the format and ground rules for the meeting. The applicant's order of appearance also shall be determined at this time by a random lot drawing performed by the Council Assistant.

In order to ensure each candidate has a fair and equal opportunity to speak with Council, all candidates shall be sequestered at City Hall for the duration of all candidate interviews. Access to electronic devices shall be prohibited during sequestration. Candidates will be ushered to and from the City Council Chambers by a member of City staff in order to participate in their interview at the pre-determined time. Candidates will be released from sequestration upon conclusion of the final interview and may observe the remainder of the public portion of the Council meeting.

Each ~~candidate~~ interview ~~of an applicant/candidate~~ shall be no more than 30 minutes in length. The Council may reduce the 30-minute interview time if the number of applicants exceeds six candidates. Each interview shall follow the following format: as follows:

- The applicant shall present his or her credentials to the City Council (up to 10 minutes).
- The City Council shall ask the predetermined set of questions, one question per Councilmember, which must be responded to by the applicant. Each applicant will be asked and will answer the same set of questions and will have two (2) minutes to answer each question (up to 14 minutes)
- An informal question-and-answer period ~~in~~ during which Councilmembers may ask and receive answers to miscellaneous or follow-up questions (~~10 minutes remainder of time~~).

~~The applicant's order of appearance will be determined by a random lot drawing performed by the City Clerk.~~

~~The Council may reduce the 30-minute interview time if the number of applicants exceeds six candidates, or alternatively, the Council may elect not to interview all of the applicants if the number exceeds six candidates.~~

~~Vacancies in the City Council shall be filled by a majority vote of the remaining members of the City Council, but such appointee shall hold office only until the next regular general election, at which time a person shall be elected to serve for the remainder of the unexpired term.~~

7.0 8.0 Voting

Upon completion of the interviews, Councilmembers may convene into Executive Session to further discuss evaluate the qualifications of the ~~applicants~~candidates; however, all interviews, nominations and votes taken by the Council shall be in open public session.

~~The new Councilmember shall be chosen according to Roberts Rules of Order.~~

Balloting will continue until a nominee receives a majority of ~~four~~ votes.

At any time during the balloting process, the City Council may postpone balloting until a date certain or regular meeting if a majority vote has not been received.

Nothing in this policy shall prevent the City Council from reconvening into Executive Session to further discuss the ~~applicant~~/candidate qualifications.

The Mayor shall declare the nominee receiving the majority vote as the new Councilmember and he or she shall be sworn into office ~~by the City Clerk~~ at the earliest opportunity, or no later than the next regularly scheduled City Council Meeting.

C:\C\Procedure 100-38 Council Vacancies (~~1/4/11~~)



POLICY AND PROCEDURE

CITY OF VANCOUVER WASHINGTON	INDEX			
	Administrative/Council/City Manager			
Subject	Number 100-41	Rev. A	Eff. Date 9/24/18	Page 1 of 2
Health Insurance Opt-Out Payment	Supersedes	Prepared by:	Approved by:	

1.0 **Purpose**

The purpose of this policy is to establish the option for a councilmember to receive a payment in lieu of participating in the City's health insurance program.

2.0 **Applicability**

This policy applies to the City Council of the City of Vancouver.

3.0 **References**

Washington State Constitution Article XI, Section 8 – Limitations on Salaries
Washington State Constitution Article XXX, Section 1 – Authorizing Mid-term Compensation Increase
RCW 35.21.015 - Salary Commission
RCW 41.04.190 – Cost of medical insurance not compensation
Resolution 003-11
City Council Resolution _____, September 24, 2018

4.0 **General Policy – Councilmembers Ability to Receive Opt Out Payment**

Councilmembers are able to participate in the City's health insurance programs. However, a councilmember may have health coverage through other employment, a spouse's employment or other benefit provider. This policy is intended to provide councilmembers the option of declining city-provided health coverage and to receive an "opt-out" cash payment while avoiding the prohibition on mid-term adjustment to compensation.

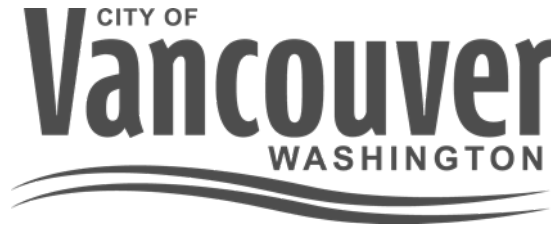
The Washington State Constitution prohibits the mid-term adjustment of compensation of elected officials. It states:

The salary of any county, city, town, or municipal officers except as provided in section 1 of Article XXX or diminished after his election, or during his term of office; nor shall the term of any such officer be extended which he is elected or appointed.

While the cost of a health insurance policy is statutorily exempted from this prohibition, the receipt of an opt-out payment is not. Thus, a councilmember wishing to receive an opt-out payment can only exercise this option prior to their beginning a successive term of office and the increase can only be effective upon the beginning of the new term. An apparent winner of an election to a councilmember position can only exercise this option after the initial election returns and before the election results are certified. An appointee to a councilmember position may only exercise this option this option prior to taking office.

Pursuant to this policy, the City Council hereby approves including in a councilmember's compensation an opt-out payment if a councilmember declines to participate in the City's health plan. The amount of the payment shall be the rate paid to nonrepresented employees at the time that the councilmember exercises their option and it shall not increase nor decrease during their term of office.

Concurrent with the adoption of this policy, the Council rescinded Section 2 of Resolution M-3734 which precluded the ability to be eligible for an opt-out payment.



POLICY AND PROCEDURE

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Council Appointment of Citizens to Boards, Commissions, Advisory Committees and Task Forces	Supersedes 1/4/11	Prepared by: 		Approved by:

1.0 Purpose

The purpose of this policy is to establish policies and procedures for selection of citizens to serve on city boards, commissions, advisory committees and task forces.

2.0 Organizations Affected

All boards, commissions, and committees.

3.0 References

Resolution No. M-1751, March 25, 1974
Resolution No. M-2386, February 2, 1984
Memorandum to Mayor and City Council, April 15, 1998
Resolution No. M-3179, June 15, 1999
Resolution No. M-3254, November 22, 1999
Resolution No. M-3298, July 3, 2000
Resolution No. M-3347, June 25, 2001
Resolution No. M-3460, July 12, 2004
Resolution No. M-3607, April 16, 2007
Resolution No. M-3730, January 3, 2011
Resolution No. M-____, September 24, 2018

4.0 Declaration of Policy

The City of Vancouver's boards, commissions, committees and task forces provide an invaluable service to the City. Their advice on a variety of subjects aids the Mayor and Councilmembers in the decision-making process. Effective citizen participation is an invaluable tool for local government.

City regulatory and advisory bodies provide an opportunity for citizens who want to participate in public service to be involved in governmental boards, commissions, committees and task forces. These bodies can also serve as a training ground or stepping-stone for qualified persons who are interested in seeking public office.

4.1 Authority

The City Council of the City of Vancouver is specifically empowered by state law, City Charter, and ordinance to fill by appointment all boards and commissions established by such state law, charter or ordinance, or such other advisory boards or commissions as the Council deems necessary or advisable. In the exercise of this power, it is the desire of the City Council to establish a consistent policy in its decision-making role to fairly select citizens of the community who desire to serve on boards or commissions. To this end, this policy has been created, and it shall remain in effect until such time as the City Council desires to amend or modify it in part or revoke it in whole.

The City Manager is responsible for the oversight and administration of the process by which the advisory boards and commissions program is managed. The City Manager shall assign primary coordination of the Boards and Commissions program to a staff member within the City Manager's Office.

4.2 Length of Service for Boards and Commission Members

Appointees serving in a three- (3) year term may be reappointed twice for a maximum of three (3) terms.

Appointees serving in a four- (4), five- (5), or six- (6) year term may be reappointed once for a maximum of two (2) terms.

Appointments to an unexpired term of less than half the length of the full term, up to two (2) years, shall not be considered as a term in these criteria. Appointments for any length over this shall be considered a full term.

If a candidate is selected to fill the remainder of an unexpired term of six (6) months or less, their appointment shall be for the unexpired term plus the next full term.

Specific boards and commissions may have different term lengths and term limits that are exceptions to the general rule above.

4.3 Initial Appointment Criteria

It shall be the policy of the City Council to evaluate each applicant for appointment on an objective basis, utilizing the following criteria:

Residency - Appointments to certain boards and commissions must, by state law or local ordinance, be limited to residents of the City of Vancouver. It is preferable that all appointments be filled by city residents. However, persons living outside the City of Vancouver may be considered and appointed to positions not legally restricted to city residents when determined appropriate by the Council. City employees will not be appointed to City boards, committees, commissions, and task forces, but they may apply and be considered appointment to non-City bodies. The City Council may choose to nominate a City staff member to serve as the City representative on the Clark County Solid Waste Advisory Commission.

Contributive Potential – City Council shall evaluate the potential contribution that each applicant may make if appointed to a board or commission. Factors to guide Council in its evaluation of this could include:

- a) Desire to perform public service.
- b) Ability to express ideas, concepts or philosophies.
- c) Experience in the community on other boards and committees.
- d) Special knowledge important to a particular board or commission.

Time Available to Serve – City Council will need to be assured that the candidate will be available to serve at the scheduled meetings.

Sectional Composition - Maintaining geographic balance of community representation is recognized as a desirable goal in the appointment of boards and commissions when applicable.

4.4 Reappointment

Incumbents who wish to be reappointed and who are eligible for reappointment in accordance with the provisions of section 4.2 shall provide a Letter of Continued Interest to the Mayor's Office within 60 days prior to the expiration of their term. There is not a vested right to reappointment for any position.

The board or commission Staff Liaison and Chair will provide an overview of the prior service for any incumbent seeking reappointment. This memo will accompany the incumbent's Letter of Continued interest and include the following information:

- a) Regularity of attendance.
- b) Understanding of committee or commission function.
- c) Effectiveness.
- d) Demonstrated contribution during past term of office on issues, programs, policies, etc., of the advisory board, committee or commission.
- e) Number of terms served.

Once a Letter of Continued Interest has been received and City staff has determined the incumbent seeking reappointment is eligible to continue service, the position will be advertised as a position whose incumbent member is seeking reappointment and in accordance with Section 4.5. Incumbents seeking reappointment will be interviewed by the Council interview committee, along with any other eligible candidates who submit applications during the open recruiting process in accordance with section 4.5.

4.5 Recruitment and Appointment Timeline

4.5.1 Determination of Vacancy

At such time as a vacancy occurs in a city board, commission or committee, or 90 days prior to the expiration of a term of office, it shall be the policy of the City Council to determine whether an incumbent member is interested in and eligible for reappointment in accordance with the provisions of Section 4.5. If so, City staff will request a Letter of Continued Interest from the applicant.

4.5.2 Announcement of Position Recruitment

60 days prior to the expiration of a term, staff in the City Manager's Office will:

- a) Schedule a tentative consent item on a future Council meeting agenda for appointment or reappointment for the subject recruitment;
- b) Accept a Letter of Continued Interest from incumbent, if applicable;
- c) Contact the Council subcommittee assigned to reviewing the subject recruitment to provide information pertinent to the recruitment and schedule a tentative date for the subcommittee to conduct candidate interviews;
- d) Establish a 30-day minimum filing period and publicly announce recruitment for the position by news release and other City communication methods;
- e) Notify applicants who have expressed an interest in being considered for the subject board or committee and who have valid applications (less than one year old) of the upcoming recruitment.

Subject to section 4.3, any interested resident of the community who is not at that time a member of that board or commission may submit an application and resume for consideration of appointment during the announced application filing period. Applications will remain active for one year from the date received by the City Manager's Office.

4.5.3 Assessment of Applicant Pool

30 days prior to the expiration of a term, and upon closure of the application filing period, staff in the City Manager's Office will:

- a) Confirm the date of the Council meeting agenda on which the subject appointment or reappointment will appear;
- b) Request from the subject board or commission Staff Liaison a Status Summary Memo to be provided as reference for the Council subcommittee assigned to evaluate candidates. Such memo should not include specific recommendations from the staff member but should rather include general information pertaining to the board or commission's work over the past year, the current environment, future goals, and other general information as appropriate;
- c) Assess the applicant pool and advance the process as follows:
 - a. If no qualified applications have been received, the recruitment will be reposted for an additional 30 days;
 - b. If 10 or fewer qualified applications have been received, all applications and Letters of Continued Interest will be provided to the assigned Council subcommittee, and all applicants and incumbents (if applicable) will be scheduled for interviews;
 - c. If 10 or more qualified applications have been received, all applications and Letters of Continued Interest will be provided to the assigned Council subcommittee, and the Council subcommittee will collectively review applicants and identify candidates to be interviewed. All incumbents and the candidates identified by the Council subcommittee will be scheduled for interviews.

4.5.4 Confirmation of Interview Process

Three weeks prior to expiration of term, staff in the City Manager's Office will:

- a) Confirm with the Council subcommittee members if they would like to meet with the subject board or commission Staff Liaison prior to candidate interviews, and if so, schedule such meeting immediately prior to the first candidate interview;
- b) Finalize the interview date and block of time with the Council subcommittee;
- c) Schedule interviews with candidates selected in accordance with the provisions of Section 4.5.3.
 - a. In-person interviews are preferred, but interviews via available audio or video conferencing technology are acceptable and may be scheduled when a candidate is unable to come in person.
 - b. Applicants unable to accommodate an interview on the scheduled date and time will not be considered for the current position, but such applicants will be notified of future board and commission openings for up to one year from the application submission date.

4.5.5 Distribution of Recruitment Packet

Two weeks prior to expiration of term, staff in the City Manager's Office will distribute the recruitment packet to the Council subcommittee evaluating candidates via email. Such packet will include the following:

- Interview schedule
- News release
- Status summary from board or commission staff member
- Current board or commission roster
- Individual applications of those candidates scheduled for interview and any Letter(s) of Continued Interest, if applicable

4.6 Interview and Selection

In accordance with Section 4.5.3, all candidates will be interviewed by the Council subcommittee assigned to the subject recruitment unless an exceptionally large number of applications is received and the committee decides, after screening the applications, to interview a smaller number of applicants. If insufficient applications are received, the committee may decide to re-open the application period.

The Council subcommittee will conduct interviews at City Hall during the timeframe previously scheduled by staff in the City Manager's Office. Council subcommittee members will conduct individual interviews and utilize a standard list of interview questions and a Rater Panel Notes template to capture relevant information.

Upon conclusion of all interviews, the Council subcommittee will deliberate and complete an Interview Outcome Form, which will be provided to the City Manager's staff along with all interview notes for recordkeeping purposes.

Upon conclusion of all interviews, the Council subcommittee members will notify the City Manager's staff as to which candidate(s) they wish to recommend to the full Council for appointment and/or reappointment

4.7 Council Appointment

Council subcommittee recommendations are brought forward for consideration by the full City Council at a Council meeting. The appointment or reappointment will appear on the Council's Consent Agenda for the scheduled meeting date.

Upon recommendation of the Council subcommittee evaluating the subject recruitment, the City Manager's staff will prepare an appointment memo to be included in the advance packet provided to the full City Council for the scheduled Council meeting date.

Members of all boards and commissions will be appointed by a majority vote of the Council.

4.8 Notification of Council Decision

Each applicant shall be notified by email of the decision of the Council within three (3) business days of the Council action on the proposed appointment(s) at a Council meeting.

The appointed applicant shall be provided information regarding next steps. A confirmation letter from the Mayor will be sent to the appointment applicant.

Applicants who were interviewed but not appointed will be notified via email and provided information regarding any upcoming potential opportunities to serve. A letter from the Mayor will also be sent.

The City Manager's Office will also notify the Staff Liaison assigned to support the subject advisory board, committee or commission of the Council decision.

4.9 Records

The City Manager's Office shall maintain records of persons who have applied for a vacancy on a given board, commission or committee for one (1) year after each filing period. If another appointment shall become available within that year, all such applicants shall be notified thereof by mail so that such persons can file for such new appointment.

The City Manager's Office shall collect and maintain Council subcommittee interview notes, including all Interview Outcome Forms completed upon conclusion of subcommittee deliberations.

4.10 Recognition

The Mayor will send a certificate of appreciation and letter of thanks to each member of a board or commission upon the completion of a term.

5.0 Definitions

5.1 Public Development Authority/ Public Corporation

A public development authority is an independent legal entity established pursuant to state statute (RCW 35.21.730 - .755) to administer and execute federal grants or programs and to receive and administer other public and private funds in order to accomplish a public purpose. Authorities include the Downtown Redevelopment Authority and the City Center Redevelopment Authority.

5.2 Board

A semi-autonomous body established pursuant to federal or state statute or authority or city ordinance. Actions of a board are usually appealable to designated courts of law. Boards related to city affairs include, Building - Fire Codes Board of Appeals, Vancouver Public Facilities District Board, Vancouver Housing Authority Board, and Fort Vancouver Regional Library District Board and Clark County Mosquito Control District Board of Trustees.

5.3 Commission

A body established by city ordinance to study and recommend action to the City Council. Authority of commissions is delegated from Council or, in the case of telecommunications and solid waste, in conjunction with the County Commissioners.

With the exception of the Civil Service Commission, some actions of commissioners are appealed directly to City Council. Commissions established by city ordinances include: City/County Telecommunications Commission, Cultural Commission, Civil Service Commission, Parks and Recreation Commission, Planning Commission, Private For-Hire Transportation Commission, Salary Review Commission, and Urban Forestry Commission.

5.4 Committee

A body appointed by Council with a specified task or function. Committee action ordinarily will be subjected to review and/or appeal to City Council or to a commission established by Council. City of Vancouver committees include the Aviation Advisory Committee, Charter Review Committee, Lodging Tax Advisory Committee, Parking Advisory Committee, Port of Portland Citizen Noise Advisory Committee, and the Design Review Committee.

5.5 Ad Hoc Task Force

A body appointed by Council to study or work on a particular subject or problem. A task force will cease to exist upon completion of its charge as given by the Council. Examples of previously appointed task force bodies are the Water/Sewer Rate Task Force and the Cruising Task Force.

6.0 Formation and Dissolution of Committees

6.1 Establishment

These advisory bodies originate from different sources. Some are established by ordinance while others are established by motion of the City Council. It is at the discretion of the Council as to whether or not any advisory body should be

established by ordinance. See Section 16.0 for the current list of City Advisory Committees.

6.2 Statement of Purpose and Function

Every advisory body, when it is formed, will have a specific statement of purpose and function, which will be re-examined periodically by City Council to determine its effectiveness. This statement of purpose is made available to all citizen members when they are appointed.

6.3 Size

The size of each advisory group is determined by City Council and the size is related to its duties and responsibilities.

6.4 Periodic Review

Every four years, established boards, commissions and committees will be evaluated on a regular cycle by the City Manager in consultation with the Mayor and Mayor Pro Tem. The schedule of review of each body will be staggered in a rational manner to prevent all bodies from being under review simultaneously. Review will examine the bodies' purpose and compliance with their respective bylaws, Vancouver Municipal Code, Council policy, and other pertinent governing documents and legislation. The system of evaluation will be determined by the City Manager in consultation with the Mayor and Mayor Pro Tem. The City Manager shall prepare a report to the Council summarizing the review, including any recommended actions.

Upon Council direction, such evaluation of an individual board, commission, or committee may take place outside of the regular four-year cycle if the Council deems it necessary to do so.

6.5 Dissolution

City Council may dissolve any advisory body that, in their opinion, is no longer necessary to the work of the city, is not functioning as intended or for any other reason.

7.0 Mayoral Authority in Evaluating Candidates and Making Appointments

7.1 Vancouver Housing Authority Board of Directors

The Mayor shall evaluate, interview and appoint members to the Vancouver Housing Authority (VHA) Board of Commissioners, in accordance with and as directed by RCW 35.82.040).

7.2 Charter Review Committee and Salary Review Commission

The Mayor shall appoint members to the Charter Review Committee (City Charter Section 11.17) and the Salary Review Commission (City Charter Section 2.18), subject to City Council confirmation. The Mayor has discretion as to the process by which candidates for these bodies are evaluated prior to Council confirmation.

8.0 City Council Authority in Evaluating Candidates for Appointment

The Mayor, with the concurrence of Council, shall appoint two subcommittees consisting of three Councilmembers each to review, interview and recommend appointments to all boards and commissions, except as provided for under Section 7.0.

The Council Committee assignments will be reviewed following the change of Councilmembers based on elections or appointments or at the beginning of the calendar year and in accordance with Council Policy 100-33. The Council Committee will be chaired by the most senior Councilmember, unless the most senior Councilmember chooses not to chair the subcommittee. In this event, the subcommittee will select an alternative Councilmember to serve as chair.

9.0 Council Concerns about Recommendations

Councilmembers should raise any concerns about any recommendation with the Mayor prior to the City Council meeting that is scheduled for the approval of the appointment.

10.0 Appointment of Members

Appointees to citizen boards, commissions, committees and task forces should serve on only one committee, unless qualified applicants cannot be identified or other special circumstances are identified.

Members of all advisory bodies are appointed by a majority vote of the Council during a regularly scheduled meeting.

11.0 Removal of Members

Council may terminate any Council-confirmed appointment prior to the expiration of that member's term of office by a majority vote of the City Council if the Council finds cause for removal, unless otherwise provided for in governing bylaws, and city, state or federal law applicable to the City board, commission, advisory committee, or task force at issue.

12.0 Overlapping Terms Intended

Lengths of terms vary from one advisory body to another, but in all cases, overlapping terms are intended. On special work task forces, where a specific project is the purpose, there need not be terms of office.

13.0 Committee Operation

City Council expects new members will be oriented to the roles and responsibilities of their appointment.

14.0 Yearly Report to City Council

Each Committee should make a report to City Council each year. This report need not be presented in person.

15.0 Lobbying Efforts Consistent with City Policy

Lobbying efforts by any advisory bodies on legislative or political matters should first be checked for consistency with existing City policy by contacting the City Manager's office. In the event a position is taken that differs from that of the City's policy, an advisory body acting as an official body of the City of Vancouver cannot represent that position before another body, i.e., the State Legislature or the Clark County Board of Commissioners. An individual member is free to voice a position, oral or written, on any issue as long as it is made clear that he or she is not speaking as a representative of the City of Vancouver, or as a member of his or her commission, committee or task force.

16.0 Current Boards, Committees, Commissions and Task Forces

16.1 Appointments Made by Council

Council appointments are subject to the provisions of Section 8.0.

	Term	Governing Legislation
Aviation Advisory Committee	3 years	VMC 10.05.020; Resolution M-545
Building-Fire Code Commission	6 years	VMC 17.08.040
City/County Telecommunications Commission	3 years	VMC 5.19.300(a)
Lodging Tax Advisory Committee	2 years	RCW 67.28.1817
Civil Service Commission	6 years	VMC 2.57.010
City Center Redevelopment	4 years	VMC 2.71.010

Authority Board		
Cultural Commission (inactive)	3 years	VMC 2.88.010
Downtown Redevelopment Authority Board	4 years	VMC 2.73.080
Parking Advisory Committee	4 years	VMC Section 2.63
Parks and Recreation Advisory Commission	3 years	VMC 2.16.020 Vancouver City Charter Section 8.054
Planning Commission	4 years	Vancouver City Charter 8.01 (authorization); VMC 20.220.010
Urban Forestry Commission	4 years	VMC 12.02.010
Vancouver Public Facilities District Board	4 years	RCW 35.57

16.2 Appointments Made by Mayor Subject to Council Confirmation

Mayoral appointments are subject to the provisions of Section 7.0.

	Term	Governing Legislation
Charter Review Committee	<i>Length of service; Meets every 5 years</i>	Charter Section 11.17
Salary Review Commission	4 years	Vancouver City Charter Section 2.18

16.3 Appointments Made by Mayor

Appointments made by the Mayor and are subject to the provisions of Section 7.0.

	Term	Governing Legislation
Vancouver Housing Authority Board of Commissioners	5 years	RCW 35.82.040; Charter Section 8.03; VHA Resolution #2477

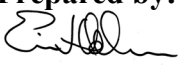
16.4 Non-City Boards, Commissions, Committees, and Task Forces

The City has the opportunity to nominate representatives to sit on boards, commissions, committees and task forces outside of City jurisdiction. City Council shall evaluate candidates and take action on nominations for appointment to these positions in accordance with the provisions of this policy, unless otherwise directed by the subject body's governing agency.

	Term	Governing Legislation
Clark County Arts Commission	4 years	Clark County Resolution # 2010-03-07
Clark County Historic Preservation Commission	3 years	County Code 40.250.030; Ord. M-3673; VMC 20.220.050
Clark County Mosquito Control District Board of Trustees	2 years	RCW 17.28.110
Clark County Public Health Advisory Council	3 years	Clark County Resolution 2003
Clark County Public Facilities District	3 years	Clark County Code 2.19.010
Fort Vancouver Regional Library Board of Trustees	7 years	RCW 27.12.190, City Charter Section 8.05
PDX Citizen Noise Advisory Committee	3 years	Port of Portland Port Executive Director



POLICY AND PROCEDURE

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City Council Meetings	Supersedes 11/14/16	Prepared by: 	Approved by:	

1.0 Purpose

The purpose of this policy is to establish formal procedures for the conduct of City Council meetings.

2.0 Organizations Affected

City Council/City Manager

3.0 References

City Council Resolution M-3239, August 9, 1999
 City Council Resolution M-3258, November 22, 1999
 City Council Resolution M-3350, July 23, 2001
 City Council Resolution M-3412, December 12, 2002
 City Council Resolution M-3607, April 16, 2007
 City Council Resolution M-3737, March 21, 2011
 City Council Resolution M-3844, December 15, 2014
 City Council Resolution M-3912, November 14, 2016
 City Council Resolution M-____, September 24, 2018

4.0 Presiding Officer

The Presiding Officer at all meetings of the Council is the Mayor, and in the absence of the Mayor, the Mayor Pro Tempore will act in that capacity. If both the Mayor and Mayor Pro Tempore are absent, the most senior member in attendance shall act in that capacity.

4.1. Choosing Mayor Pro Tempore

The Mayor Pro Tempore shall be chosen according to *Section 2.04 of the Vancouver City Charter and Roberts Rules of Order*.

4.2. Obligations of Presiding Officer

The Presiding Officer shall:

- (1) Preserve order and decorum in the Council chambers in accordance with Section 10.15;
- (2) Observe and enforce all rules adopted by the Council;
- (3) Decide all questions on procedure and order, in accordance with these rules, subject to appeal by a Councilmember;
- (4) Recognize Councilmembers in the order in which they request the floor, giving every Councilmember who wishes an opportunity to speak. The Presiding Officer, as a Councilmember, shall have only those rights, and shall be governed in all matters and issues by the same rules and restrictions as other Councilmembers.
- (5) From time to time, appoint Councilmembers to serve on ad hoc committees.

5.0 General Information

5.1. Meetings Schedule

City Council meetings are held on the first, second, third, and fourth Mondays of a month in the City Council Chambers, 415 West 6th Street, Vancouver, Washington. Meetings are not scheduled on the fifth Monday of a month.

The Vancouver City Charter requires that Council conduct two “regular” meetings each month. Regular Council meetings will be scheduled on the first and third Mondays of each month. Consent Agenda meetings will be scheduled on the second and fourth Mondays of each month. All Regular and Consent Agenda meetings will begin at 6:30 p.m., unless otherwise advertised, and will adjourn no later than 11 p.m. To continue past this time, a majority of the Council must concur.

In the event a City-recognized holiday occurs on Monday, the Council shall not meet. When such a holiday falls on a first or third Monday, a Regular Council meeting will be scheduled on the following Monday (second or fourth), thereby pre-empting the Consent Agenda Meeting that would typically fall on that Monday under the normal schedule described above.

The City Manager’s Office will develop the next year’s annual Council meeting schedule by December 1 each year. The meeting calendar will be presented for Council approval at the first meeting in December.

The adopted annual schedule will be distributed to Council, the media, and all City departments, and will be placed on the City’s website before January 1 of each year. City

Council may, at any time, add, cancel or change a meeting date and/or time by a majority vote of the Council and proper notification to the press. Special meetings not included in the adopted annual meeting schedule may be called in accordance with Section 9.0.

5.2. Quorum

At all meetings of the Council, a majority of the Council constitutes a quorum for the transaction of business, but a lesser number may adjourn from day to day or until the time of the next regular meeting and may compel the attendance of absent members in such manner and under such penalties as the City Council shall prescribe. (*Section 2.10 of Vancouver City Charter*)

5.3 Councilmember Absences from Meetings

Councilmembers shall inform the Mayor or City Manager, as well as Council Assistant, if they are unable to attend any Council meeting, or if they will be late to any meeting. A majority vote is required following the initial meeting roll call to excuse any Councilmember absence as outlined per Section 10.1.

5.4. Council Seating

The Presiding Officer and six elected Councilmembers sit on a dais facing the public with the Presiding Officer seated in the middle. The Councilmembers are seated based on seniority, with the most senior Councilmember seated on the Presiding Officer's left side and continuing in decreasing seniority away from the Presiding Officer. Maintaining order, exceptions may be made to balance seating on the dais. The order is continued at the far opposite side of the dais and progressing toward the Presiding Officer's right side, resulting in the least senior Councilmember seated on the Presiding Officer's right side.

5.5 Council Meeting Staffing

The City Manager shall attend all meetings of the Council. In the event of the City Manager's absence, the Deputy City Manager shall attend. At the discretion of the City Manager, the Deputy City Manager, department heads, and other staff members shall attend. The City Manager may make recommendations to the Council and shall have the right to take part in the discussions of the Council but shall have no vote.

5.6 Recording Proceedings

The City Clerk or delegate shall maintain minutes of all Regular, Consent, Special Meetings and Workshops of the Council in accordance with statutory requirements and Section 2.11 of the Vancouver City Charter. Such minutes shall be open to public inspection and will also be posted on the City's website. City Council meeting minutes can be corrected if in error but shall not be revised without a majority affirmative vote of the Council at a regularly scheduled Council meeting.

5.7 Broadcasting

Regular and Consent Agenda meetings, including workshops, are cablecast live and replayed on CVTV-23 and CVTV-323, and streamed live at www.cvtv.org, whenever reasonable use of technology allows.

5.8 Media Representation at Council Meetings

All public meetings of the City Council and its advisory committees shall be open to the media, freely subject to recording by radio, television, electronic, and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meeting.

6.0 Order of Business

Regular and Consent Agenda meetings shall follow a general order of business to ensure consistency and enhance public expectations as to the general format of the agenda.

Modifications to the order of business and meeting format as provided for in Sections 6.1 and 6.2 may occur in the event of scheduling necessities or by Council action.

6.1. Regular Meetings

The order of the agenda for Regular Council meetings will be as follows:

- Pledge of Allegiance
- Call to Order and Roll
- Approval of Minutes
- Proclamations and Special Presentations
- Citizen Communication
- Consent Agenda
- Public Hearings
- New Business
- Unfinished Business
- Communications
 - From the Council
 - From the Mayor
 - From the City Manager
- Adjournment

6.2 Consent Agenda Meetings

The order of the agenda for Consent Agenda Council meetings will be as follows:

- Pledge of Allegiance
- Call to Order and Roll

- Proclamations and Special Presentations
- Citizen Communication
- Consent Agenda
- Public Hearings*
- Citizen Forum (per Section 10.11)
- Adjournment

*Public hearings should typically appear on Regular Meeting agendas unless it is impractical to do so due to scheduling concerns. In such cases, they may be scheduled for a Consent Agenda Meeting, subject to the provisions of Section 10.6.

7.0 Workshops

At the discretion of Council, Council workshops are held Mondays from 4 to 6 p.m. Occasionally, the Mayor and City Manager may extend workshops beyond this timeframe as needed. Workshop times will be published on the final agenda, and Councilmembers will be given as much advance notice as possible if a workshop is scheduled to fall outside this normal timeframe.

During these meetings, items needing in-depth discussion are introduced and reviewed. No formal action is taken at workshops. Formal action is defined as a collective positive or negative decision following an actual vote by a majority of the Council upon a resolution, order or ordinance.

Council will, on a regular basis, be provided with an on-going preview of upcoming workshops.

8.0 Executive Sessions

An Executive Session is a council meeting or portion of a council meeting that is closed except to the Council, City Manager and authorized staff members and/or consultants authorized by the City Manager. The public is restricted from attendance. Executive Sessions may be held during Regular, Consent Agenda, Workshops or Special council meetings and will be announced by the Mayor. Before convening an Executive Session, the Mayor shall announce the purpose of the meeting and the anticipated time when the session will be concluded. Should the session require more time, a public announcement shall be made that the meeting is being extended and the duration of the extension. Executive Sessions shall be held in accordance with the provisions of the Washington State Open Meetings Act. Council Regular Meetings, Consent Agenda Meetings, and Workshops are “regular meetings” as that term is defined by RCW 42.30.075 and used in RCW 42.30.110(1).

9.0 Special Meetings

The city clerk shall call special public meetings of the City Council upon the approval of the Mayor or a majority of the Councilmembers. Any request shall state the subjects to

be considered at such special meeting and no other subject shall there be acted upon. (Section 2.10 of the Vancouver City Charter)

Notice of every special meeting shall be given in writing personally, by fax or email to every Councilmember, to the City Manager, to the City Attorney, and to all local news media representatives who have on file with the city clerk a request for such notices. The notice shall be posted on the City's website, prominently displayed at the main entrance to City Hall and the meeting site if the meeting is not being held at City Hall. The notice must be delivered or posted at least 24 hours before the meeting. The notice shall state the place and time of the meeting and the business to be conducted. The Council shall not make final disposition of any matter not included in the notice.

Councilmembers are active in their community and attend many meetings and events. The citizens of Washington have declared that all meetings of a public agency shall be open and public. When a quorum of the council is present at a meeting where action is taken, the meeting is subject to the Open Public Meetings Act. A "meeting" of the Council occurs "when a majority of its members gathers with the collective intent of transacting the governing body's business."¹ "Action" is broadly defined as the transaction of the official business of an agency including "deliberations, discussions, considerations, reviews, [and] evaluations" and receipt of testimony.² If Councilmembers plan to attend an event or meeting with the intent of transacting City business, they should notify the City Manager's Office so that it can be determined if a quorum of the Council will be present. If a quorum will be present the City Manager's Office will provide a notice of a special meeting of the Council. In order to prepare and give notice of the meeting, Councilmembers need to notify the City manager's Office at least one week before the meeting.

If a quorum of Council is present at an event or meeting without notice having been provided, Councilmembers shall "self-police" by either having members leave to avoid a quorum or by not sitting together and not discussing City business. In the absence of an agreement otherwise, the Councilmember(s) whose arrival triggered the quorum shall leave the event or meeting.

10.0 Council Meeting Protocol

10.1 Call to Order and Roll Call

The Presiding Officer shall call the meeting to order and request the Council Assistant call roll of Councilmember attendance. Lack of response by a Councilmember at the time of roll call will indicate the absence of that Councilmember. A majority vote is required to excuse any Councilmember absence. Councilmembers should provide advance notice of absences whenever possible, as provided for in Section 5.3.

¹ Citizens All. for Prop. Rights Legal Fund v. San Juan County, 184 Wn.2d 428, 444, 359 P.3d 753, 761, 2015 Wash. LEXIS 1146, *18

² RCW 42.30.020

10.2 Changes to Agenda Item Order

The Presiding Officer may, with the concurrence of the Councilmembers, take agenda items out of order or change the order of the agenda.

10.3 Approval of Minutes

Meeting minutes shall be approved by a majority vote of the Council. Councilmembers who were absent from the meeting may either vote on approval of those minutes or may choose to abstain from voting.

10.4 Formal Proclamations and Special Presentations

A proclamation is an official announcement or recognition as defined and signed by the Mayor. The issuance of a proclamation at a Council meeting shall be at the discretion of the Mayor.

Proclamations will be briefly summarized by the Mayor and presented to the recipient(s). The recipient(s) will be allowed to make brief comments.

Special presentations include, but are not limited to, retirements, commendations and recognition by the Mayor and City Council.

10.5 Citizen Communications on Agenda Items

Members of the public are invited to speak for approximately three minutes each about any item on that evening's Council Agenda that is not already scheduled for public hearing or which otherwise allows for public testimony. Such public comment is taken at the beginning of the meeting under Citizen Communication and is subject to the provisions of Section 10.14.

Item numbers to be considered under Citizen Communications shall be indicated on the agenda. Testimony taken under Citizen Communications shall follow protocol set forth in Section 10.14.

10.6 Consent Agenda

Items appearing on the Consent Agenda are routine items voted on by a single motion. Typical items include payment of bills, awarding contracts, adoption of resolutions that do not require a public hearing, and first reading of ordinances. Any Councilmember may remove any item from the Consent Agenda for discussion and separate action. Councilmembers should indicate which items they wish to pull from the Consent Agenda prior to the Council's vote on the full Consent Agenda.

10.7 Ordinances for First Reading

First readings of ordinances shall follow the provisions provided for in the City of Vancouver Charter, Section 2.13. The Mayor shall read into the record the title of any ordinance appearing for first reading at the time of its consideration on the agenda. Council then sets a date for second reading and public hearing.

10.8 Public Hearings

Public hearing items are those specific items being considered by Council on which citizens are invited to present their views. Certain item types may be required by law to be scheduled as a public hearing. The Presiding Officer will state the public hearing procedures before each public hearing.

All public hearings are advertised in The Columbian at least three days in advance, or as required by law, and information is posted on the City's website. In an emergency, most public hearings can be called within 24 hours with proper media notification, unless longer notice is required by law.

Public testimony on public hearing items is subject to the provisions of Section 10.14.

10.9 Ordinances for Second Reading and Public Hearing

Citizens are invited to present their views on proposed ordinances before a final vote by Council. All public hearings on proposed ordinances are advertised in accordance with Section 10.8.

The Mayor shall read into the record the title of any ordinance appearing for second reading at the time of its consideration on the agenda. Second readings of ordinances shall follow the provisions provided for in the City of Vancouver Charter, Sections 2.14 and 2.15.

10.10 Council and City Manager Communications

City Councilmembers, Mayor and the City Manager make special announcements or provide updates on current issues or items of Council interest.

Councilmembers, the Mayor and the City Manager may also present new proposals and seek feedback on such at this time.

10.11 Citizen Forum

A Citizen Forum will be held at the end of Consent Agenda meetings. A Citizen Forum includes up to ninety (90) minutes of public testimony or less depending on the number of speakers. Citizens may speak on any issue of concern or interest, provided that speakers may not use this opportunity to speak in favor of or opposition to any ballot

measure or candidate for elected office. Speakers are asked to fill out testimony cards as provided for in Section 10.14 and to limit their comments to approximately three minutes. Each speaker shall have one opportunity to address the Council. During Citizen Forum, Councilmembers have the ability to ask questions and reply to speakers.

10.12 New Business

Matters that do not appear on the agenda may be raised as new business.

10.13 Unfinished Business

Council discusses ongoing issues or items continued from earlier meetings.

10.14 Public Testimony and Conduct

Speakers who wish to testify before the City Council are required to complete a "Testimony Registration Form" which requests the speaker's name, address, agency or group represented, the item the speaker wishes to testify on, and their position on the subject. Distinct cards will be identified to be used for either agenda item or Citizen Forum testimony.

At the appropriate time, speakers are requested by the Presiding Officer to step up to the place designated for testimony, give their name for the record, and limit remarks to approximately three minutes. (Council prefers lengthy written testimony to be submitted at least a week prior, so Council has a chance to fairly consider the comments.) All remarks will be addressed to the Council as a whole. Each person who addresses the Council shall do so in an orderly manner and shall not make slanderous or profane remarks to any member of the Council, staff or the general public. Any person who makes such remarks or who becomes boisterous, threatening or personally abusive while addressing the Council and which disrupts or otherwise impedes the orderly conduct of any Council meeting may be requested to leave the meeting.

The Presiding Officer and City Manager have the authority to preserve order at all meetings of the Council, to cause the removal of any person from any meeting for disorderly conduct as described herein and which disrupts or otherwise impedes the orderly conduct of a Council meeting and to enforce the Rules of the Council. The Presiding Officer and City Manager may command assistance of any peace officer of the City to enforce all lawful orders to restore order at any meeting.

10.15 Council Discussion

All Council discussion shall be governed by Robert's Rules of Order, Newly Revised. The City Attorney is the Parliamentarian. Every Councilmember shall be provided with a copy of Robert's Rules of Order, Newly Revised when first joining the Council.

10.16 Voting

10.16.1 Roll Call Votes

The Council Assistant will take a roll call vote, if requested by the Presiding Officer, a Councilmember, or as required by law. The roll call vote shall be by seniority with the least senior member voting first.

10.16.2 Tie Vote

The passage of a Motion, Resolution or Ordinance is lost by a tie vote, provided that the question may be brought forward again at the request of any member at the same meeting or at the next meeting when any members who were absent or disqualified at the time of the tie vote are present.

10.16.3 Votes on Questions

Each member present shall vote on all questions put to the City Council except on matters on which he or she has been disqualified for a conflict of interest or under the Appearance of Fairness Doctrine. Such a member shall disqualify himself or herself prior to any discussion of the matter. If abstaining, the Councilmember must state the reasons for abstaining, identifying one or more of the following: (1) an excused absence from the prior council meeting and/or (2) a conflict of interest and/or (3) an Appearance of Fairness issue. See Policy 100-39. A Councilmember, who abstains but fails to identify the absence, conflict of interest and/or Appearance of Fairness issue, will be considered to have voted for the majority's position in respect to questions before the council and have their vote so recorded. When disqualification of a member or members results, or would result, in the inability of the Council to act on a matter on which it is required by law to take action, any member who is absent or who is disqualified under the Appearance of Fairness Doctrine may subsequently participate, provided such member first shall have reviewed all materials and listened to all tapes of the proceedings in which the member did not participate.

10.17 Adjournment

There being no further business, the Presiding Officer adjourns the meeting.

11.0 Agenda Preparation

11.1 General Information

The City Manager's office will prepare an agenda for each Council meeting specifying the time and place of the meeting and set forth a brief general description of each item to be considered by the Council. The agenda is subject to approval by the Mayor and the City Manager.

11.2 Placing Item on the Agenda

An item may be placed on a Council meeting agenda by any of the following methods:

- (1) By any two (2) or more Councilmembers
- (2) By the City Manager, or
- (3) By the Mayor.

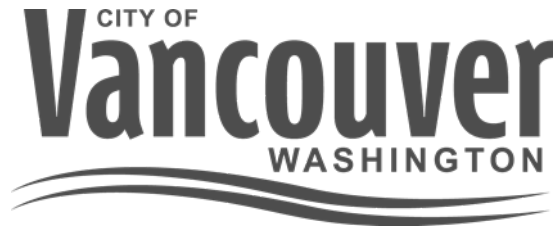
11.3 Adding an Item to a Published Agenda

An item may be added to a Regular or Consent meeting agenda, per Section 11.2, after the agenda is closed and the notice published if an amended agenda is published, provided to the Mayor and City Councilmembers and posted on the City's website prior to the subject meeting date.

An item may be added to a Regular or Consent meeting agenda on the subject Council meeting date as a walk-on item if the Councilmember or City Manager requesting the addition of the item explains the necessity and receives a majority vote of the Council to amend the agenda at the public meeting.

11.4 Agenda Finalization Schedule

Agenda materials will be available at City Hall and on the City's website for City staff, the media and public by Wednesday prior to the meeting. Agenda materials will be available for Councilmembers by Tuesday prior to the meeting.



POLICY AND PROCEDURE

CITY OF VANCOUVER WASHINGTON	INDEX Administrative/Council/City Manager			
Subject	Number 100-33	Rev. D	Effective Date 9/24/18	Page 1 of 3
Councilmember Appointment to Boards and Commissions	Supersedes 12/15/14	Prepared by: 		Approved by:

1.0 Purpose

The purpose of this policy is to establish formal procedures for making appointments of City Councilmembers as representatives to boards and commissions.

2.0 Organizations Affected

City Council/City Manager

3.0 References

City Council Resolution M-3255, November 22, 1999
 City Council Resolution M-3299, July 3, 2000
 City Council Resolution M-3607, April 16, 2007
 City Council Resolution, M-3730, January 3, 2011
 City Council Resolution, M-3844, December 15, 2014
 City Council Resolution, M-____, September 24, 2018

4.0 Process for Making Appointments

At the beginning of the biennium following an election, the Mayor shall confer with each Councilmember in order to solicit information from Councilmembers as to those boards and commissions on which they wish to serve. Following these meetings, Council shall meet in a setting open to the public to discuss and approve final appointment assignments. At such public meeting, the Mayor shall lead a discussion of potential appointments to each position. For appointments where there is only one Councilmember expressing interest, the Council will vote on the appointments as a slate. For positions where there are two or more Councilmembers expressing interest, the Council shall vote

on appointments individually. A majority vote of the Council is required to approve all appointments.

5.0. Appointment Limits

The Council values continuity on boards and commission, providing experience to the boards and commissions, and providing learning opportunities for the growth of new Councilmembers. There shall be no limit to the number of terms any Councilmember may serve on any board or commission.

6.0 Councilmembers Representing an Official City Position

Individual Councilmembers serving on appointed boards and commissions represent the Council as a whole. Once the City Council has taken a position on an issue, either through a majority vote or consensus, all official City correspondence regarding that issue will reflect the Council's adopted position.

The Mayor is authorized to send letters stating the City's official position to appropriate officials. Councilmembers shall receive copies of all such letters. If a member of the City Council appears before another governmental agency or organization either as an appointed member of that agency or as a guest to give a statement regarding an issue affecting the City on which the City Council has taken a position, the Councilmember shall indicate the majority position of the Council. Personal opinions, minority positions and comments contrary to the majority position may be expressed only if the Councilmember clarifies that such statements do not reflect the official position of the City Council.

Councilmembers have a responsibility to bring significant policy decisions back to the whole Council for discussion and decision whenever possible.

7.0. Boards and Commissions: Council Participation Required

Council participation in the following boards and commissions is required:

- Bi-State Coordination Committee (Interlocal Agreement)
- C-TRAN (RCW 36.57A.050; Bylaws Section 3.1)
- Child Abuse Intervention Executive Board (Children's Justice Center) (Bylaws, Section 2(b))
- Lodging Tax Advisory Committee (RCW 67.28.1817)
- Metro Policy Advisory Committee ((MPAC) Bylaws, Article III, Section 1(b)(e))
- Southwest Clean Air Agency (RCW 70.94.100)
- Southwest Washington Regional Transportation Council (RCW 47.80.020; 1992 Interlocal Agreement)
- Clark County Elder Justice Center Executive Board (2012 Interlocal Agreement, Section IV(A)(2))

- Clark Regional Wastewater District Oversight Committee (2010 Coordination of Services Agreement, Article 12)

8.0 Boards and Commissions: Council Participates by Choice or invitation

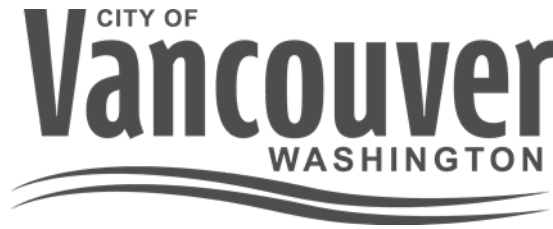
Council has decided Councilmembers will participate on the following, although not required:

- Joint Policy Advisory Committee on Transportation ((JPACT) Bylaws, IV(f))
- Clark County Community Action Advisory Board (Bylaws require 3 local elected officials)
- Columbia River Economic Development Council (Bylaws)
- Council for the Homeless (Intergovernmental Cooperation Agreement between City, County and the Housing Authority, approved December 18, 1989)
- Regional Disaster Preparedness Organization (RDPO) Policy Committee (interlocal agreement)
- Safe Communities Task Force (voluntary membership).

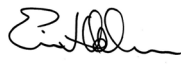
9.0. Boards and Commissions: Mayor/Mayor pro Tempore Participation Required

The following boards and commissions require participation by the Mayor or the Mayor and Mayor Pro Tempore:

- Police Pension Board - (RCW 41.20.010) Mayor Pro Tempore participation required. The Mayor may appoint a designate representative who is an elected official.
- Fireman's Pension Board (RCW 41.16.020) The Mayor may appoint a designated representative who is an elected official.
- City Audit Committee
- Strategic Plan Oversight Committee – Mayor Pro Tempore participates as committee chairperson



POLICY AND PROCEDURE

CITY OF VANCOUVER WASHINGTON	INDEX Administrative/Council/City Manager			
	Number 100-35	Rev. B	Effective Date 9/24/18	Page 1 of 2
Subject City Council Miscellaneous Procedures	Supersedes 1/4/11		Prepared by: 	Approved by:

1.0 Purpose

The purpose of this policy is to establish formal procedures for endorsing or supporting political candidates, the State of the City Report, retreat reports, answering identical letters addressed to a majority of Councilmembers, and the Council Sunshine Fund.

2.0 Organizations Affected

City Council/City Manager

3.0 References

City Council Resolution M-3266, December 13, 1999.
 City Council Resolution M-3730, January 3, 2011.
 City Council Resolution M-____, September 24, 2018

4.0 Endorsing or Supporting Political Candidates

The Mayor and Council, as private citizens, are entitled to support any political candidates or support or oppose any ballot measure; however, such action might have an adverse affect on the City and/or the City Council and the Mayor and Council should consider the potential consequences prior to taking such action. Caution should be exercised in raising these issues at council meetings since State law prohibits the use of public facilities to support or oppose political candidates or ballot measures subject to certain exceptions as set forth in RCW 42.17.130.

5.0. State of City Report

The Mayor will make an annual State of the City report at a public meeting during the first quarter of each year. A written report will be made available to the public at the time of the meeting.

6.0. Retreat Report

The City Manager will provide an Executive Summary following each City Council retreat. A written report shall be made available to the public as soon as possible.

7.0. Answering Identical Letters Addressed to a Majority of Councilmembers

If a substantially similar letter, e-mail or other type of correspondence is sent to four or more Councilmembers, the Mayor's office will, in a timely manner, develop a response to the correspondence that shall be reviewed and approved by the Mayor prior to being sent to the constituent.

A copy of the reply and original letter will, in a timely manner, be provided to all Councilmembers. At their discretion, individual Councilmembers may provide a reply.

8.0 Council Sunshine Fund

A fund has been established to allow Councilmembers to acknowledge individuals and events, as appropriate. The Sunshine Fund is an account independent from all City of Vancouver funds and accounts and is to be managed by existing Councilmembers.

The Sunshine Fund is Council-supported and intended to cover expenses that cannot be paid for by City funds, which may relate to:

- Gifts for dignitaries;
- Acknowledgment of significant events and other personal issues among Council or staff.
- Other expenses as deemed appropriate by Council.

The Sunshine Fund account is co-owned by two active Councilmembers serving as double signatories on a voluntary basis. Each Councilmember is encouraged to donate \$300 annually.

In the event there is an ending balance in the Sunshine Fund bank account at the end of a calendar year, the Council may decide to:

- Roll the balance forward into the next year
- Make a group cash donation to a project or fund of the Council's choice



POLICY AND PROCEDURE

CITY OF VANCOUVER WASHINGTON		INDEX		
		Administrative/Council/City Manager		
Subject	Number	REV.	Effective Date	Page 1 of 6
	100-38	C	9/24/18	
Filling City Council Vacancies		Supersedes	Prepared by:	Approved by:
		1/4/11		

1.0 Purpose

The purpose of this policy is to provide guidance to City Council when a Vancouver Councilmember position becomes vacant before the expiration of the official's elected term of office. Pursuant to state law, a vacancy shall be filled only to serve the remainder of the unexpired term until the next regular election.

2.0 Organizations Affected

City Council/City Manager

3.0 References

Vancouver City Charter – Sections 2.01 Terms; 2.02 Qualifications; 2.06 Vacancies Defined; 2.08 Vacancies in Council

RCW 29A.60.270 Beginning of terms; RCW 29A.60.280 Term of office; 42.30.110(h) – Executive Session Allowed to Consider Qualifications of a Candidate for Appointment of Elective Office; RCW 42.30.060 – Prohibitions on Secret Ballots; RCW 42.12 – Vacant Position

City Council Resolution M-3274, January 3, 2000
City Council Resolution, M-3730, January 3, 2011
City Council Resolution M-____, September 24, 2018

4.0 Notification Process

A Council position shall be officially declared vacant upon the occurrence of any of the causes of vacancy set forth in City of Vancouver Charter, Section 2.06, including resignation, recall, forfeiture, written intent to resign, or death of a Councilmember. The

Councilmember who is vacating his or her position cannot participate in the appointment process.

Vacancies in the City Council shall be filled by a majority vote of the remaining members of the City Council. Such appointee shall hold office only until the next regular general election, at which time the appointee may run to serve the remainder of the unexpired term.

City Council shall direct staff to begin the Councilmember appointment process and establish an interview and appointment schedule so that the position is filled at the earliest opportunity. In the case of a councilmember submitting an intent to resign, the application process may commence prior to the effective date of the resignation. The overall length of the process timeline should allow for the expedient conclusion of the appointment process, but also sufficient time for Council evaluation of candidates. The City Manager's Office will propose an appointment schedule to the Council prior to advertisement of the vacancy.

The City Manager's Office shall prepare and submit a display advertisement to *The Columbian, Oregonian and Daily Insider*, posted on the City's website and social media site, distributed via the City's internal and external newsletter services (*Currents, Emma, Office of Neighborhoods, etc.*), and distributed to all current members of Vancouver advisory boards, commissions, committees, and task forces (per Council policy 100-06) via email to the staff of those bodies with copies to other local media outlets, which announces the vacancy consistent with the requirements necessary to hold public office: that the applicant be a qualified elector¹ and hold no other public office; and have no employment under the city government.

This display advertisement shall be published once each week for two consecutive weeks. This display advertisement shall contain other information, including, but not limited to:; time to be served in the vacant position; election information, including qualifications of an elected official; salary information; Councilmember powers and duties; complete list of materials required to apply for appointment; the deadline date and time for submitting applications; interview and appointment schedules; and such other information that the City Council deems appropriate.

5.0 Application Process

5.1 The Application

The City Manager's Office shall prepare an application form which requests appropriate information for City Council consideration of the applicants. The application form will request the following information from the applicant:

¹ To be a "qualified elector" a person must be at least 18; a citizen of the United States; have lived in the city for at least 30 days prior to the election at which they offer to vote; have not been convicted of a felony unless their civil rights have been restored. Washington State Constitution Article VI, Section 1.

- Pertinent contact information
- Confirmation the applicant is a qualified elector¹
- Answers to the following:
 1. Is there anything in your background that would attract heightened public scrutiny if undisclosed and later discovered?
 2. Please give a brief summary of your background and experience, including education, work history and civic engagement activities.
 3. Why are you seeking appointment to the City Council? What do you feel your qualifications are for the position?

Applications will be available at City of Vancouver offices, on the City's website and such other locations that the City Council deems appropriate.

5.2 Supplemental Materials

In addition to the application form, the applicants will also be required to provide a completed Washington State PDC form F-1 and a current resume. The F-1 form must be provided directly to the City Manager's Office. It should not be submitted on the Washington PDC website.

In addition to the required supplemental materials, candidates may also submit additional supportive information, such as a list of endorsements, up to three (3) letters of reference, and other pertinent materials. Endorsements and letters of reference should include contact information for the person(s) supporting the candidate.

5.3 Conclusion of Application Period

The application period shall be open for at least two weeks and no more than 30 days following the announcement of the vacancy and details of the appointment process. The length of the application period will be included in the proposed appointment schedule, as set forth in section 4.0.

Applications received by the deadline date and time will be copied and circulated by the City Manager's Office to the Mayor and City Council within one (1) business day following the deadline. Candidates who submit completed application packets by the deadline will be required to also submit information necessary for the City to conduct a criminal background check, the results of which will be provided to the City Council.

All completed candidate application packets will be posted on the City's website following the application deadline and delivery of the packets to the City Council. Applicant materials will be redacted for non-disclosable information prior to being made public.

6.0 Council Evaluation of Candidates

City Councilmembers, individually, will conduct an initial review of all completed applications.

Council will meet in executive session at the next Council meeting to discuss applicant qualifications. It is permissible to meet in executive session to “evaluate the qualifications of a candidate for appointment to elective office.”² The City Manager’s Office will provide Council with the results of the candidate criminal background checks during this executive session.

In the event the City receives more than 10 completed applications, each City Councilmember will submit to the Council Assistant an unranked list of names of the candidates the Councilmember wishes to move forward in the process. Each Councilmember’s list should contain no more than 15 names. The Council Assistant shall aggregate all Councilmember lists into one unranked master list of the 10-15 candidates most commonly selected among the individual lists provided. The list shall be arranged in alphabetical order and shall only include the names of the candidates. This aggregated list shall be provided to the Council during the executive session held prior to the interview meeting.

Immediately following executive session, Council shall meet in public session to select which candidates to invite to participate in an interview at the next City Council meeting. The decision as to which applicants to interview will be based on the information contained in the application forms and Council’s evaluation of the qualifications of the candidates. The decision as to which candidates will be interviewed will be at the sole discretion of the City Council.

The City Manager’s Office shall notify applicants selected for interview of the location, date and time and format (per Section 7.0) of City Council interviews. In the event Council does not select all applicants to move forward to the interview, staff in the City Manager’s Office will notify those candidates not selected of their status. Information about the interview meeting and those applicants selected for an interview will be announced to the public via a news release and posted on the City’s website after all applicants have been contacted.

Prior to the date and time of the interview meeting, each Councilmember shall submit one interview question and one back-up question to the Mayor and Council Assistant. If two or more Councilmembers submit the same primary question, the Mayor shall choose whose to accept, and the back-up question(s) from the other Councilmember(s) will be used. The final list of questions will be provided to all of Council prior to the interview meeting. Each Councilmember will ask his or her question during the interviews.

² RCW 42.30.110(1)(h).

7.0 Interview Meeting

An interview meeting shall be scheduled for a regularly scheduled Council meeting. The meeting will be open to the public and broadcast and live streamed by CVTV.

At the opening of the interview meeting, the Mayor shall provide an overview of the format and ground rules for the meeting. The applicant's order of appearance also shall be determined at this time by a random lot drawing performed by the Council Assistant.

In order to ensure each candidate has a fair and equal opportunity to speak with Council, all candidates shall be sequestered at City Hall for the duration of all candidate interviews. Access to electronic devices shall be prohibited during sequestration. Candidates will be ushered to and from the City Council Chambers by a member of City staff in order to participate in their interview at the pre-determined time. Candidates will be released from sequestration upon conclusion of the final interview and may observe the remainder of the public portion of the Council meeting.

Each candidate interview shall be no more than 30 minutes in length. The Council may reduce the 30-minute interview time if the number of applicants exceeds six candidates. Each interview shall follow the following format:

- The applicant shall present his or her credentials to the City Council (up to 10 minutes).
- The City Council shall ask the predetermined set of questions, one question per Councilmember, which must be responded to by the applicant. Each applicant will be asked and will answer the same set of questions and will have two (2) minutes to answer each question (up to 14 minutes)
- An informal question-and-answer period during which Councilmembers may ask and receive answers to miscellaneous or follow-up questions (remainder of time).

8.0 Voting

Upon completion of the interviews, Councilmembers may convene into Executive Session to further evaluate the qualifications of the candidates; however, all interviews, nominations and votes taken by the Council shall be in open public session.

Balloting will continue until a nominee receives a majority of votes.

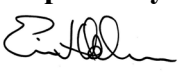
At any time during the balloting process, the City Council may postpone balloting until a date certain or regular meeting if a majority vote has not been received.

Nothing in this policy shall prevent the City Council from reconvening into Executive Session to further discuss the candidate qualifications.

The Mayor shall declare the nominee receiving the majority vote as the new Councilmember and he or she shall be sworn into office at the earliest opportunity, or no later than the next regularly scheduled City Council Meeting.



POLICY AND PROCEDURE

CITY OF VANCOUVER WASHINGTON	INDEX			
	Administrative/Council/City Manager			
Subject	Number 100-41	Rev. A	Eff. Date 9/24/18	Page 1 of 2
Health Insurance Opt-Out Payment	Supersedes	Prepared by: 		Approved by:

1.0 Purpose

The purpose of this policy is to establish the option for a councilmember to receive a payment in lieu of participating in the City's health insurance program.

2.0 Applicability

This policy applies to the City Council of the City of Vancouver.

3.0 References

Washington State Constitution Article XI, Section 8 – Limitations on Salaries
 Washington State Constitution Article XXX, Section 1 – Authorizing Mid-term Compensation Increase
 RCW 35.21.015 - Salary Commission
 RCW 41.04.190 – Cost of medical insurance not compensation
 Resolution 003-11
 City Council Resolution _____, September 24, 2018

4.0 General Policy – Councilmembers Ability to Receive Opt Out Payment

Councilmembers are able to participate in the City's health insurance programs. However, a councilmember may have health coverage through other employment, a spouse's employment or other benefit provider. This policy is intended to provide councilmembers the option of declining city-provided health coverage and to receive an "opt-out" cash payment while avoiding the prohibition on mid-term adjustment to compensation.

The Washington State Constitution prohibits the mid-term adjustment of compensation of elected officials. It states:

The salary of any county, city, town, or municipal officers except as provided in section 1 of Article XXX or diminished after his election, or during his term of office; nor shall the term of any such officer be extended which he is elected or appointed.

While the cost of a health insurance policy is statutorily exempted from this prohibition, the receipt of an opt-out payment is not. Thus, a councilmember wishing to receive an opt-out payment can only exercise this option prior to their beginning a successive term of office and the increase can only be effective upon the beginning of the new term. An apparent winner of an election to a councilmember position can only exercise this option after the initial election returns and before the election results are certified. An appointee to a councilmember position may only exercise this option this option prior to taking office.

Pursuant to this policy, the City Council hereby approves including in a councilmember's compensation an opt-out payment if a councilmember declines to participate in the City's health plan. The amount of the payment shall be the rate paid to nonrepresented employees at the time that the councilmember exercises their option and it shall not increase nor decrease during their term of office.

Concurrent with the adoption of this policy, the Council rescinded Section 2 of Resolution M-3734 which precluded the ability to be eligible for an opt-out payment.



Staff Report 130A-18

TO: Mayor and City Council

FROM: Eric Holmes, City Manager

DATE: 9/24/2018
10/1/2018

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

Key Points

The attached ordinance would repeal and replace the per square foot and per multi-family unit Business License Surcharge (“new surcharges”) currently scheduled to go into effect on 1/1/2019 with a combination of utility tax increase on City-owned utilities and expansion of the per FTE Business License Surcharge and the business license fee. Specifically, this ordinance will:

- Phase in an elimination of the four hundred (400) employee cap on the number of employees subject to the FTE business license surcharge (VMC 5.04.095);
- Reduce exemptions from the business license fee, while maintaining the current exemptions for the business license surcharge for select not-for-profit organizations. (VMC 5.04.075)
- Increase the base business license fee from \$125/year to \$200/year, effective January 1, 2019.
- Repeal provisions related to the indoor space license fee surcharge on retail, commercial, industrial space and residential units, effective January 1, 2019. (VMC 5.04.096)
- Increase the gross receipts tax on water, sewer, storm/surface water and solid waste by 2.4% effective January 1, 2019, and by another 1.6% effective January 1, 2020. (VMC 5.92.010, 5.93.010, and 5.94.030)
- Increase water, sewer, surface water, and solid waste rates to reflect the new utility tax rates, effective January 1, 2019, and January 1, 2020 (VMC 14.04.210, 14.04.230, 14.09.060, 6.12.208, 6.12.209, 6.12.210, 6.12.211 and 6.12.212).

These changes were contemplated as part of the adoption of Ordinances M-4192 and M-4193.

Strategic Plan Alignment

N/A

Present Situation

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

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

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

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

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

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

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

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

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

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

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

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

Advantage(s)

- The proposed changes to funding of the increase in police services would replace the cumbersome and complex to administer BLS per square foot and per multi-family unit with a combination of revenues that are significantly easier to administer for both the City and payers. In addition, the expansion of the base that pays the surcharge adds equity and resilience to this particular revenue stream.
- Not-for-profit 501c(3) organizations will remain exempt from paying a per FTE business license surcharge.
- The proposed replacement revenue will continue to support increased staffing levels in Police.

Disadvantage(s)

- The proposed changes would result in not-for-profit organizations having to pay the annual business license fee.
- In general, the cost of water, sewer, drainage and solid waste will increase due to the increase in the utility tax on these utilities.

Budget Impact

None. The proposal would replace one revenue stream with an alternate stream resulting in no net change in resources.

Prior Council Review

- Council retreat - February 23, 2018
- Council workshop on recommended package - June 18, 2018
- Council workshop on further refinement of the recommendations - September 10, 2018

Action Requested

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

Natasha Ramras, Chief Financial Officer, 487-8484

ATTACHMENTS:

- ▣ Ordinance
- ▣ ESC Recommendation Memo dated June 11, 2018

09/24/18
10/01/18

ORDINANCE M- _____

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

WHEREAS, the City business license fee provided for under VMC 5.04.095 is for purposes of revenue, and not regulatory purposes; and

WHEREAS, the City Council in 2016 appointed a 20-member Community Resource Team (CRT), representing community, business, faith organizations, neighborhoods and the City Council, whose charter was to develop sustainable approach to funding an increase in police service level between 2017 and 2020. The CRT recommended imposing a per square foot business license surcharge on retail, commercial and industrial properties and per multi-family unit business license surcharges on multi-family dwellings over four units to fund a large portion of the new revenue. and

WHEREAS, City Council, pursuant to the recommendations in the report of the CRT, adopted two ordinances M-4192 making changes to the City business license tax ordinance and M-4193 making changes to the City utility tax ordinance; and

WHEREAS, the local businesses and housing community has requested the Council to replace the per square foot license and per multi-family unit surcharge with an alternate revenue source and simplify the business license surcharge tool; and

WHEREAS, after adoption of 2017 business license and utility ordinances, the City Council initiated the Vancouver Strong process to engage the community in a discussion about a comprehensive, long term structural solution to funding the city's capital and service needs; and

WHEREAS, the Vancouver Strong Executive Sponsors Council, reviewed the funding mechanisms approved by the City Council to support police services and recommended a simpler way to raise the needed revenue; and

WHEREAS, the Vancouver Strong Executive Sponsors Council recommended elimination of the per square foot business license surcharges and per multi-family unit business license surcharge and replacement of the lost revenue by an increase in the utility tax and elimination of certain exemptions and limitations to the employee business license surcharge; and

WHEREAS, Council modified the Vancouver Strong Executive Sponsors Council recommendations based on the feedback received; and

WHEREAS, the revenue-raising purpose for businesses license surcharge does not require precision in making classifications but does require a rational basis in establishing fees among different classes of taxpayers; and

WHEREAS, Council has exempted non-profits from paying the business license fee and the surcharge in the past to support such non-profits charitable purpose and because such non-profits are typically small organizations and the surcharge will be an administrative and financial burden on them; and

WHEREAS, Council believes, however, that the non profit organizations should contribute to sharing the costs of enhanced police services.

NOW, THEREFORE,

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF VANCOUVER:

SECTION 1. Legislative Findings. The recitals set forth above are adopted as the legislative findings of the City Council of the City of Vancouver in support of adoption of this ordinance.

SECTION 2. Vancouver Municipal Code Section 5.04.020 as last amended by M-4192 is amended to read as follows:

Section 5.04.020 Definitions.

In construing the provisions of this chapter, except where otherwise declared or clearly apparent from the context, the following definitions shall be applied:

- a. "Tax" or "taxable year" means either the calendar year or the taxpayer's fiscal year when permission is obtained from the Director of Financial & Management Services to use a fiscal year in lieu of the calendar year.
- b. "Person" or "company," herein used interchangeably, means any person, individual, receiver, assignee, trustee in bankruptcy, trust, estate, firm, copartnership, joint venture, club, company, joint stock company, business trust, corporation, association, society, or any group of individuals acting as a unit, whether mutual, cooperative, fraternal, nonprofit or otherwise, and also includes the United States or any instrumentality thereof, provided a valid tax may be levied upon or collected there from under the provisions of this chapter.
- c. "Sale" includes the exchange of property as well as the sale thereof for money; and also includes conditional sales contracts, leases with option to purchase and any other contract

under which possession of the property is given to the purchaser but title is retained by the vendor as security for the payment of the purchase price. It shall also be construed to include the furnishing of food, drink, or meals for compensation, whether consumed upon the premises or not.

- d. "Gross proceeds of sales" means the value proceeding or accruing from the sale of tangible personal property and for services rendered without any deduction on account of the cost of property sold, the cost of materials used, labor costs, interest, discount paid, delivery costs, taxes or any other expense whatsoever paid or accrued and without any deduction on account of losses.
- e. "Gross income of the business" means the value proceeding or accruing by reason of the transaction of the business engaged in and includes gross proceeds of sales, compensation for the rendition of services, gains realized from trading in stocks, bonds, or other evidences of indebtedness, interest, discount, rents, royalties, fees, commissions, dividends and other emoluments however designated, all without any deduction on account of the cost of tangible property sold, the cost of materials used, labor costs, interest, discount, delivery costs, taxes or any other expense whatsoever paid or accrued and without any deduction on account of losses.
- f. "Value proceeding or accruing" means the consideration, whether money, credits, rights or other property expressed in terms of money, actually received or accrued. The term shall be applied, in each case, on a cash receipts or accrual basis according to which method of accounting is regularly employed in keeping the books of the taxpayer. The Director of Financial & Management Services may provide by regulation that the value proceeding or

accruing from sales on the installment plan under conditional contracts of sale may be reported as of the dates when the payments become due.

- g. "Extractor" means every person who, from his own land or from the land of another under a right or license granted by lease or contract, either directly or by contracting with others for the necessary labor or mechanical services, for sale or commercial use, mines, quarries, takes or produces coal, oil, natural gas, ore, stone, sand, gravel, clay, mineral or other natural resource product, or fells, cuts or takes timber or other natural products, or takes, cultivates, or raises fish, shellfish or other sea or inland water foods or products.
- h. "Manufacturer" means every person who, either directly or by contracting with others for the necessary labor or mechanical services, manufactures for sale or for commercial or industrial use from his own materials or ingredients any articles, substances, or commodities. When the owner of equipment or facilities furnishes or sells to the customer prior to manufacture, all or a portion of the materials that become a part or whole of the manufactured article, the Director of Financial & Management Services shall prescribe equitable rules for determining tax liability.
- i. "To manufacture" embraces all the activities of a commercial or industrial nature wherein labor or skill is applied, by hand or machinery, to materials so that as a result thereof a new, different or useful article of tangible personal property is produced for sale or commercial or industrial use and shall include the production or fabrication of special-made or custom-made articles.
- j. "Business" includes all activities, engaged in with the object of gain, benefit or advantage to the taxpayer or to another person or class, directly or indirectly.

k. "Engaging in business" means ~~commencing, conducting or continuing in business, leasing or renting living space to residential tenants, and also the exercise of corporate or franchise powers as well as liquidating a business when the liquidators thereof hold themselves out to the public as conducting such business.~~

1. Commencing, conducting, or continuing in business, and also the exercise of corporate or franchise powers, as well as liquidating a business when the liquidators thereof hold themselves out to the public as conducting such business.
2. This section sets forth examples of activities that constitute engaging in business in the City, and establishes safe harbors for certain of those activities so that a person who meets the criteria may engage in de minimus business activities in the City without having to pay a business license fee. The activities listed in this section are illustrative only and are not intended to narrow the definition of "engaging in business" in subsection (1). If an activity is not listed, whether it constitutes engaging in business in the City shall be determined by considering all the facts and circumstances and applicable law.
3. Without being all inclusive, any one of the following activities conducted within the City by a person, or its employee, agent, representative, independent contractor, broker or another acting on its behalf constitutes engaging in business and requires a person to register and obtain a business license.
 - a) Owning, renting, leasing, maintaining, or having the right to use, or using, tangible personal property, intangible personal property, or real property permanently or temporarily located in the City.

- b) Owning, renting, leasing, using, or maintaining, an office, place of business, or other establishment in the City.
- c) Soliciting sales.
- d) Making repairs or providing maintenance or service to real or tangible personal property, including warranty work and property maintenance.
- e) Providing technical assistance or service, including quality control, product inspections, warranty work, or similar services on or in connection with tangible personal property sold by the person or on its behalf.
- f) Installing, constructing, or supervising installation or construction of, real or tangible personal property.
- g) Soliciting, negotiating, or approving franchise, license, or other similar agreements.
- h) Collecting current or delinquent accounts.
 - i) Picking up and transporting tangible personal property, solid waste, construction debris, or excavated materials.
 - (j) Providing disinfecting and pest control services, employment and labor pool services, home nursing care, janitorial services, appraising, landscape architectural services, security system services, surveying, and real estate services including the listing of homes and managing real property.
- (k) Rendering professional services such as those provided by accountants, architects, attorneys, auctioneers, consultants, engineers, professional athletes, barbers, baseball clubs and other sports organizations, chemists, consultants, psychologists,

court reporters, dentists, doctors, detectives, laboratory operators, teachers,
veterinarians.

- (l) Meeting with customers or potential customers, even when no sales or orders are solicited at the meetings.
 - (m) Training or recruiting agents, representatives, independent contractors, brokers or others, domiciled or operating on a job in the City, acting on its behalf, or for customers or potential customers.
 - (n) Investigating, resolving, or otherwise assisting in resolving customer complaints.
 - (o) In-store stocking or manipulating products or goods, sold to and owned by a customer, regardless of where sale and delivery of the goods took place.
 - (p) Delivering goods in vehicles owned, rented, leased, used, or maintained by the person or another acting on its behalf.
- (4) If a person, or its employee, agent, representative, independent contractor, broker or another acting on the person's behalf, engages in no other activities in or with the City but the following, it need not register and obtain a business license.
- (a) Meeting with suppliers of goods and services as a customer.
 - (b) Meeting with government representatives in their official capacity, other than those performing contracting or purchasing functions.
 - (c) Attending meetings, such as board meetings, retreats, seminars, and conferences, or other meetings wherein the person does not provide training in connection with tangible personal property sold by the person or on its behalf. This provision does not apply to any board of director member or attendee engaging in business such as a member of a board of directors who attends a board meeting.
 - (d) Renting tangible or intangible property as a customer when the property is not used in the City.

(e) Attending, but not participating in a "trade show" or "multiple vendor events".

Persons participating at a trade show shall review the City's trade show or multiple vendor event ordinances.

(f) Conducting advertising through the mail.

(g) Soliciting sales by phone from a location outside the City.

(5) A seller located outside the City merely delivering goods into the City by means of common carrier is not required to register and obtain a business license, provided that it engages in no other business activities in the City. Such activities do not include those in subsection (4).

The City expressly intends that engaging in business include any activity sufficient to establish nexus for purposes of applying the license fee under the law and the constitutions of the United States and the State of Washington. Nexus is presumed to continue as long as the taxpayer benefits from the activity that constituted the original nexus generating contact or subsequent contacts.

- l. "Cash discount" means a deduction from the invoice price of goods or charge for services which is allowed if the bill is paid on or before a specified date.
- m. "Tuition fee" includes library, laboratory, health service and other special fees, and amounts charged for room and board by an educational institution when the property or service for which such charges are made is furnished exclusively to the students or faculty of such institution; provided, that the term "educational institution," as herein used, shall be construed to mean only those institutions created or generally accredited as such by the state and offering to students an educational program of a general academic nature, or those institutions which are not operated for profit and which are privately endowed under a deed of trust to offer instruction in trade, industry and agriculture, but not including specialty schools, business colleges, trade schools or similar institutions.
- n. "Successor" means any person who shall, through direct or mesne conveyance, purchase or succeed to the business, or portion thereof, or the whole or any part of the stock of goods, wares or merchandise or fixtures or any interest therein of a taxpayer quitting, selling out, exchanging or otherwise disposing of his business. Any person obligated to fulfill the terms of a contract

shall be deemed a successor to any contractor defaulting in the performance of any contract as to which such person is surety or guarantor.

- o. "Taxpayer" includes any individual, group of individuals, corporations or associations required to have a business license hereunder, or liable for any license fee or tax, or for the collection of any license fee or tax hereunder, or who engages in any business, or who performs any act, service, or labor receiving wages, salary, commission or other compensation having monetary value.
- p. Words in the singular number include the plural, and the plural include the singular. Words in one gender include the other gender also.
- q. "Quarterly period" means the three-month period beginning on the first day of either the first, fourth, seventh or tenth month of any given year and ending on the last day of the third, sixth, ninth or twelfth month thereof.
- r. "City" means the City of Vancouver.

SECTION 3. Vancouver Municipal Code Section 5.04.075 as last amended by M-4192 is amended to read as follows:

Section 5.04.075 Exemptions - Review by director.

(1) The following persons and organizations shall be exempt from paying the base business license fee and the business license fee surcharge, provided that they seek and obtain review and approval of same from the Director of Financial and Management Services or his or her designate and

are issued a determination of exemption, as set forth in this chapter: ~~VMC 7 of this amendatory ordinance.~~

A. Gross receipts threshold. A person who generates less than twelve thousand (\$12,000) dollars of ~~average~~ annual gross receipts from engaging in business within the city.

B. Governmental entities. A governmental entity engaging the exercise of governmental functions.

C. A nonprofit organization created for fund-raising activities only, that meets all of the following criteria:

(i) An organization exempt from tax under section 501(c) (3), (4), or (10) of the Federal Internal Revenue Code (26 U.S.C. Sec. 501(c) (3), (4), or (10)); and

(ii) The members, stockholders, officers, directors, or trustees of the organization who do not receive any part of the organization's gross income, except as payment for services rendered; and

(iii) The compensation received by any person for services rendered to the organization does not exceed an amount reasonable under the circumstances; and

(iv) The activities of the organization do not include a substantial amount of political activity, including but not limited to influencing legislation and participation in any campaign on behalf of any candidate for political office; and

(iv) The activities of the organization solely include “fund-raising activities”, including soliciting or accepting contributions of money or other property or activities involving the anticipated exchange of goods or services for money between the soliciting organization and the organization or person solicited, for the purpose of furthering the goals of the nonprofit organization.

~~E.~~ D. Casual or isolated sales. A person who engages only in casual and isolated sales, which means a sale made by a person who is not engaged in the business of selling the type of property involved. Persons who hold themselves out to the public as making sales at retail or wholesale are

deemed to be engaged in business, and sales made by them of the type of property which they hold themselves out as selling are not casual or isolated sales even though such sales are not made frequently.

E. For purposes of the license by this chapter, any person or business whose annual value of products, gross proceeds of sales, or gross income of the business in the city is equal to or less than \$12,000, and who does not maintain a place of business within the city, shall submit a business license registration to the Director or designee. The threshold does not apply to regulatory license requirements or activities that require a specialized permit.

(2) The following persons and organizations shall be exempt from paying the business license fee surcharge only, provided that they seek and obtain review and approval of same from the Director of Financial and Management Services or his or her designate and are issued a determination of exemption

A. Nonprofits and certain organizations exempt from federal income tax including but not limited to:

1. Religious. A nonprofit business operated exclusively ~~for a religious purpose~~ as a place of worship.
2. Civic, service and social organizations. Civic groups, service clubs, and social organizations that are not engaged in any profession, trade, calling, or occupation, but are organized to provide civic, service, or social activities.
3. Certain Organizations Exempt from Federal Income Tax. An organization that files with the city a copy of its current IRS 501(c)(3) exemption certificate issued by the Internal Revenue Service and which does not generate revenues from retail sales or services.

F.B State or federal preemption. A person whose business activities are exempt from business licensing due to preemption by state or federal law.

G.C Medicaid funded nursing and boarding homes. Nursing homes licensed under Chapter 18.51 RCW and boarding homes licensed under Chapter 18.20 RCW which provide care under contract with the department of social and health services to persons who are Medicaid recipients.

~~G. Publicly funded multi-family housing, of more than one unit per facility, specifically provided for persons earning less than 60% of the Area Median Income (AMI) calculated annually by the United States Department of Housing and Urban Development for the Portland-Vancouver-Hillsboro metropolitan statistical area and adjusted based on household size, including senior and disabled persons.~~

SECTION 4. Vancouver Municipal Code Section 5.04.090 as last amended by Ordinance M-4091 is amended to read as follows:

Section 5.04.090 Business license required.

Except as provided in this chapter, no person shall engage in any business or activity in the city without having first obtained and being the holder of a valid and subsisting license so to do, to be known as a business license, issued under the provisions of this chapter, as hereinafter provided, and without paying the license fee or tax imposed by this chapter, if any; provided that those Persons exempted by VMC 5.04.075 (1) shall not be required to pay a license fee. Payment of the license fee, shall accompany the application for the license. Such license shall expire on the last day of the month which is one calendar year from the day it was issued. The license may be prorated to match existing expiration dates. A new license and fee shall be required for each year. Application for the license shall be made to and issued by the City Manager or his designee on forms provided by him.

The license shall be personal and nontransferable.

There shall be a separate business license for each separate locate at which business is transacted.

For business licenses issued or renewed on or after January 1, 2007-2019, the annual base business license fee shall be a flat fee of ~~one hundred twenty five (\$125)~~ two hundred (\$200) dollars for each separate location at which business is transacted.

Each license shall be numbered, shall show the name, place and character of business of the taxpayer, such other information as the city manager or his designee deems necessary, and shall at all times be conspicuously posted in the place of business for which it is issued. Where a place of business of the taxpayer is changed, the taxpayer shall return such license to the City Manager or his designee, and a new license shall be issued for the new place of business free of charge.

A Business License Application must be filed with the State Department of Revenue Business Licensing Service to apply for a City business license. Special licenses may be issued by the City of Vancouver Finance Department. A business license does not authorize illegal activities.

No person to whom a license has been issued pursuant to this chapter shall allow any person for whom a separate license is required to operate under or to display his license, nor shall such other person operate under or display such license.

SECTION 5. Vancouver Municipal Code Section 5.04.095 as last amended by Ordinance M-4192 is amended to read as follows:

Section 5.04.095 Business license fee surcharge - calculation.

A. In addition to the annual base business license fee set forth in Section 1 of this ordinance and codified in VMC 5.04.090, there shall be a business license fee surcharge calculated as set forth in this section of this amendatory ordinance. The business license surcharge fee shall apply to business licenses issued or renewed after expiration on or after January 1, 2007.

B. The business license fee surcharge shall be calculated on the basis of ~~fifty~~ninety (\$~~50~~90) dollars per full-time equivalent (FTE) employee up to four hundred (400) employees, and not to exceed a total business license fee surcharge of \$20,000 per business; provided that:

1. Effective January 1, 2019~~6~~, the business license fee surcharge set forth in Subsection B above shall be applied up to a maximum of 799 FTE employees per Taxpayer until January 1, 2020 increased by ~~ten dollars (\$10) per employee, to a total of sixty dollars (\$60) per employee, up to four hundred (400) employees, and not to exceed a total business license fee surcharge of \$24,000 per business; and~~
2. Effective January 1, 2020~~May 1, 2017~~, the business license fee surcharge set forth in Subsection B and Subsection B.1 above shall be applied to all FTE employees of the Taxpayer increased by ~~an additional 20 (\$20) dollars per employee, to a total of eighty dollars (\$80) per employee up to four hundred employees, and not to exceed a total business license fee surcharge of \$32,000 per business. Revenues from this increase shall be used to fund police staffing and associated services consistent with the recommendations from the Community Resource Team, presented to the Council on December 12, 2106~~ 2016.
3. ——— Effective January 1, 2018, the business license fee surcharge set forth in Subsection B

~~and Subsection B.1 above shall be increased by an additional ten dollars (\$10) per employee, to a total of ninety dollars (\$90) per employee, up to four hundred (400) employees, and not to exceed a total business license fee surcharge of \$36,000 per business. Revenues from this increase for the first 400 employees per business shall be used to fund the street initiative. Revenue from this increase for employees in excess of 400 per business shall be used for funding police services.~~

3. The revenue from the business license surcharge set forth in Subsection B above shall be distributed as follows:

a.) \$70 of the surcharge assessed on the first 400 employees of the Taxpayer shall be distributed for transportation funding. The remaining \$20 of the surcharge shall be distributed for police funding;

b.) \$90 of the surcharge assessed on the employees over 400 of the Taxpayer shall be distributed to fund police staffing and associated services consistent with the recommendations from the Community Resource Team, presented to the Council on December 12, 2016.

C. Definition of “employee.” For the purposes of the per employee business license fee surcharge, the term “employee” means and includes each of the following persons who are not required by the city to have a separate city of Vancouver business license:

1. Any person who is on the business’ payroll, and includes all full-time, part-time, and temporary employees or workers; and
2. Self-employed persons, sole proprietors, owners, managers, and partners; and
3. Any other person who performs work, services or labor at the business, except:
 - a. An independent contractor who has a separate City of Vancouver business license;

b. An employee of a temporary employment agency provided that such temporary employment agency has a separate City of Vancouver business license and pays the per employee business license fee surcharge based on its own employees.

D. A person with some business activities or functions that are exempt from the basic business license fee and some that are not exempt shall pay the per employee business license surcharge based on the number of its employees that are involved in the functions or activities that are not exempt.

E. In the event that the taxpayer has a physical location within the city, the per employee business license fee surcharge shall be assessed based upon a rebuttable presumption that all of the taxpayer's employees are working within the city of Vancouver.

F. In the event that the taxpayer has no physical location within the city, the applicable per employee portion of the business license fee surcharge shall be based upon the number of employees working within the city calculated based on the total number of Full Time Equivalent (FTE) employees working within the city or, alternatively, based on the total number of hours worked by employees within the city divided by two thousand eighty (2080). The minimum applicable per employee portion of the business license fee surcharge for such taxpayer shall be the amount for one (1) employee.

G. Calculating the number of employees. In determining the amount of the per employee business license fee surcharge to be paid for the upcoming license year, the number of employees shall be the total of the following:

1. Based upon the number of worker hours or units reportable by the business to the Washington Department of Labor and Industries (L&I) in the last four (4) quarterly reports of the business.

- a. Each employee who worked more than two thousand eighty hours (2080) during the

previous four (4) quarters (including paid time off) shall be counted as one (1) employee.

b. For individual employees who worked less than two thousand eighty (2080) hours during the previous four (4) quarters, the total number of hours worked by all such employees during the previous four (4) quarters shall be added together and divided by two thousand eighty (2080). A fraction of 0.5 or over shall be rounded up.

2. For persons who are defined as employees for business license fee surcharge purposes, but for whom the business is not required to report hours to L & I, including but not limited to sole proprietors, owners, managers or partners:

a. Each such person shall be counted as one (1) employee for surcharge purposes if such person devotes more than two thousand eighty (2080) hours during the previous four (4) quarters to the business; and

b. For such persons who work less than two thousand eighty (2080) hours per year, the total number of hours worked by all such persons during the previous four (4) quarters shall be added together and divided by two thousand eighty (2080). A fraction of 0.5 or over shall be rounded up.

3. The Director of Financial and Management Services may require the business to submit copies of its L & I reports. The businesses that did not file the report may be required to file an affidavit with the City reporting hours worked or the equivalent number of employees.

H. New businesses. The per employee business license fee surcharge for a business that did not submit reports for each of the last four (4) quarters to L & I shall be based on the estimated number of employees of that business. The business shall provide its estimate of the average number of employees for the upcoming four (4) quarters. The city will determine the number of employees

that will be used in calculating the amount of the per employee business license fee surcharge. If, during the license year, the city determines that the actual number of employees is more than twenty (20%) percent different than estimated, then the amount of the per employee business license surcharge will be recalculated for the new business. If the revised per employee business license fee surcharge is higher, the business shall pay the difference within thirty (30) days after notification. If the revised surcharge is lower, then the difference will be refunded.

I. Over-reporting number of employees. A licensee may request that the city refund a portion of the per employee business license fee surcharge overpaid on the basis that the business miscounted the number of employees by more than twenty (20%) percent, resulting in payment of an excess surcharge. The request must be in writing and the city must receive the request and all supporting documentation no later than sixty (60) days after the end of the licensee's business license year in which the error was made. If the city is satisfied that the licensee paid an excess surcharge, then the city will refund the excess surcharge paid by the licensee for the immediately preceding license year.

J. Under-reporting of employees. If the city determines that the number of employees was under-reported by more than twenty (20%) at the time of application or renewal, the business shall pay the balance of the applicable per employee business license fee surcharge together with a penalty of twenty percent (20%) of such balance due. The business shall also reimburse the city for any accounting, legal, or administrative expenses incurred by the city in determining the under-reporting or in collecting the additional amounts. The Director of Financial and Management Services shall mail written notice of the amount to be paid and the business shall pay said amount to the city within thirty (30) days.

K. Waiver of Employee Surcharge. To promote business development, the City Manager may

grant a waiver of the Business License Fee Surcharge provided for herein for businesses which meet the following requirements:

1. The Business License Fee Surcharge may be waived as specified in Table 1 for an initial five-year period from the date of the company's move or the date of expansion of an existing business. For purposes of Table 1, Median Individual Income shall be the median individual income in the Portland-Vancouver Metropolitan Statistical Area. The business owner shall commit, through a Development Agreement approved by City Council, to locate a number of new employees in conformance with the Business License Fee Surcharge Incentive in Table 1. The Development Agreement shall provide that in the event employment declines below the numbers specified in Table 1 that the fee waiver shall be reimbursed to the City.

Table 1 - Business License Fee Surcharge Incentive

Tier	Median Salary of All Business Employees	Number of New Full-Time Equivale	Annual Waiver
1	200% of Median Individual Income	200 - 249	Surcharge Waiver, \$10,000 - \$12,450 Effective January 1, 2016: Surcharge Waiver, \$12,000 - \$14,940 Effective May 1, 2017: Surcharge Waiver, \$14,000 - \$17,430 Effective January 1, 2018: Surcharge Waiver, \$16,000- \$19,920 Effective January 1. 2019: Surcharge Waiver, \$18,000- \$22,410

2	175% of Median Individual Income	250 - 299	Surcharge Waiver, \$12,500 - \$14,950 Effective January 1, 2016: Surcharge Waiver, \$15,000 - \$17,940 Effective May 1, 2017: Surcharge Waiver, \$17,500 - \$20,930 Effective January 1, 2018: Surcharge Waiver, \$20,000 - \$23,920 Effective January 1, 2019: Surcharge Waiver, \$22,500- \$26,910
3	175% of Median Individual Income	300 - 399	Surcharge Waiver, \$15,000 - \$19,950 Effective 1, 2016: Surcharge Waiver: \$18,000 - \$23,940 Effective May 1, 2017: Surcharge Waiver, \$21,000 - \$27,930 Effective 1, 2018: Surcharge Waiver: \$24,000 - \$31,920 Effective January 1, 2019: Surcharge Waiver, \$27,000- \$35,910
4	150% of Median Individual Income	400 - 499	Surcharge Waiver, \$20,000 capped Effective January 1, 2016: Surcharge Waiver: \$24,000 capped Effective May 1, 2017: Surcharge Waiver: \$28,000 capped Effective January 1, 2018: Surcharge Waiver: \$32,000 capped Effective January 1, 2019: Surcharge Waiver: \$36,000 capped
5	150% of Median Individual Income	500 - 599	Surcharge Waiver, \$20,000 capped Effective January 1, 2016: Surcharge Waiver: \$24,000 capped Effective May 1, 2017: Surcharge Waiver, \$28,000 capped Effective January 1, 2018: Surcharge Waiver \$32,000 capped Effective January 1, 2019: Surcharge Waiver: \$36,000 capped

6	125% of Median Individual Income	600 +	Surcharge Waiver, \$20,000 capped Effective January 1, 2016: Surcharge Waiver: \$24,000 capped Effective May 1, 2017: Surcharge Waiver: \$28,000 capped Effective January 1, 2018: Surcharge Waiver \$32,000 capped Effective January 1, 2019: Surcharge Waiver: \$36,000 capped
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2. For any business specified in 5.04.095(K)(1) that retains the initial additional employment provided for therein and adds 20% or greater of additional new employee-filled positions during the first five-year period, of which 75% must meet the income levels specified in 5.04.095 (K)(1), the business license surcharge shall be waived for a second five-year period; and

3. For any business specified in 5.04.095(K)(2) that retains the initial additional employment provided for in such subsection and adds 20% or greater of additional new employee-filled positions during the second 5-year period, of which 75% must meet the income levels specified in 5.04.095(K)(1), the business license surcharge shall be waived for a third five-year period.

Each business that meets this waiver will be required to apply for, or annually renew their existing business license with the State of Washington Business Licensing Service (BLS), pay their business license fee plus pay for one FTE surcharge fee at the then-current rate. Separately, the business must provide an annual report to the City of Vancouver with backup documentation demonstrating how the business met the requirements of the surcharge waiver. If the business meets the waiver requirements, the \$50 surcharge fee paid at the time of initial application or annual renewal will be refunded.

SECTION 6. Vancouver Municipal Code Section 5.04.096 adopted by Ordinance M-4192 is hereby repealed.

~~Section 5.04.096 — Indoor Space License Fee Surcharge — Calculation.~~

~~A. Any person subject to the license required by VMC 5.04.090 shall pay, in addition to the fee set forth therein and the surcharge codified at 5.04.095, an additional business license fee surcharge as provided for herein. The business license surcharge fee shall apply to business licenses issued or renewed after expiration on or after January 1, 2019.~~

~~B. Definitions. The following definitions shall apply to this section.~~

- ~~1. “Commercial” means any Business activity that is not Industrial, Retail, or Residential.~~
- ~~2. “Indoor Space” means the area of all floors, finish wall to finish wall, included in surrounding walls of a building.~~
- ~~3. “Industrial” means any on-site Business activity that makes, processes, or stores a tangible thing.~~
- ~~4. “Operating” or “Operate” means using directly or leasing to others owned Indoor Space for Business activity.~~
- ~~5. “Net Square Footage” means Commercial, Industrial, or Retail Indoor Space in excess of five thousand (5000) square feet.~~
- ~~6. “Residential” means Indoor Space, of more than one unit, leased or rented as living quarters that include kitchen and bathroom facilities for periods of one month or longer.~~
- ~~7. “Retail” means any Business activity performed through direct on-premises sale to a customer.~~
- ~~8. “Multi-family housing” means building(s) having more than one dwelling unit designed for permanent residential occupancy.~~
- ~~9. “Unit” means a discreet residential area leased or rented to a Residential tenant for consideration.~~

~~C. Calculation.~~

- ~~1. Effective January 1, 2019, a Person Operating Retail Indoor Space shall pay an annual business license surcharge fee of \$.10 per square foot on all the Net Square Footage such person Operates in the City of Vancouver at a single or multiple locations.~~

~~B. On January 1, 2020 this fee shall increase to \$.20 per square foot.~~

~~2. Effective January 1, 2019, a Person Operating Multi Family Residential Indoor Space shall pay an annual business license surcharge fee of \$90.00 per Residential Unit Operated.~~

~~3. Effective January 1, 2019, a Person Operating Commercial Indoor Space shall pay a business license surcharge fee of \$.07 per square foot on all the Net Square Footage such person Operates in the City of Vancouver at a single or multiple locations.~~

~~B. On January 1, 2020 this fee shall increase to \$.15 per square foot.~~

~~4. Effective January 1, 2019, a Person Operating Industrial Indoor Space shall pay an annual business license surcharge fee of \$.05 per square foot on all the Net Square Footage such person Operates in the City of Vancouver at a single or multiple locations.~~

~~B. On January 1, 2020 this fee shall increase to \$.10 per square foot.~~

~~D. Exemptions. The following Persons are exempt from the Indoor Space fee provided under for under this section:~~

~~1. A Person Operating Indoor Space used for less than a consecutive 90 day period during a taxable year.~~

~~2. Any person exempt from the business license pursuant to 5.04.075.~~

~~E. Administrative Provisions.~~

~~1. The Director is authorized to adopt regulations to implement this Section.~~

~~2. The provisions of Chapter 5.87 VMC apply to this Section.~~

SECTION 7. Section 5.92.010 of the Vancouver Municipal Code as last amended by Ordinance M-4193, Section 1 is amended to read as follows:

Section 5.92.010 Tax imposed.

There is levied and there shall be collected from the water-sewer department of the City of Vancouver a tax in the amount of sixteen percent of revenue proceeding or accruing from the customer accounts in such department pursuant to VMC 14.04.210 and 14.04.230; provided, the tax is not

collected from revenue proceeding or accruing by the city from any public sewer district.

(a) The tax imposed under this section shall increase by four percent to twenty percent, effective January 1, 2009.

(b) The tax imposed under this section shall increase by one and one-half percent (1.5%) to twenty-one and one half percent (21.5%), effective January 1, 2016. This additional 1.5% utility tax shall be dedicated to funding transportation improvement projects contained in the transportation plans of the City of Vancouver, which are the City of Vancouver's Capital Facilities Plan, Transportation Improvement Plan, Pavement Management Plan, and Transportation element of the Comprehensive Plan.

(c) In addition to the increase provided for in subsection (b) the tax imposed under this section shall increase on April 1, 2017, to 24.9%. The tax imposed under this subsection 5.92.010(c) shall be used only for the purpose of funding police staffing and associated services in a manner generally consistent with the Community Resource Team recommendations dated December 12, 2016.

(d) In addition to the increase provided for in subsection (c), the tax imposed under this section shall increase on January 1, 2019 by 2.4% to 27.3%. The tax imposed under this subsection 5.92.010(d) shall be used only for the purpose of funding police staffing and associated services in a manner generally consistent with the Community Resource Team recommendations dated December 12, 2016.

(e) In addition to the increase provided for in subsection (d), the tax imposed under this section shall increase on January 1, 2020 by 1.6% to 28.9%. The tax imposed under this subsection 5.92.010(e) shall be used only for the purpose of funding police staffing and associated services in a manner generally consistent with the Community Resource Team recommendations dated December 12, 2016.

SECTION 8. Section 5.93.010 of the Vancouver Municipal Code as last amended by the Ordinance M-4193, Section 2 is amended to read as follows:

Section 5.93.010 Tax Imposed.

There is levied and there shall be collected from the storm water utility of the City of Vancouver a tax in the amount of twenty percent of the revenue proceeding or accruing from discharges into the City's surface water drainage system pursuant to VMC 14.09.060.

~~(a)~~A. The tax imposed under this section shall increase by one and one-half percent (1.5%) to twenty-one and one half percent (21.5%), effective January 1, 2016. This additional 1.5% utility tax shall be dedicated to funding transportation improvement projects contained in the transportation plans of the City of Vancouver, which are the City of Vancouver's Capital Facilities Plan, Transportation Improvement Plan, Pavement Management Plan, and Transportation element of the Comprehensive Plan.

~~(b)~~B. In addition to the increase provided for in subsection (a) the tax imposed under this section shall increase by three and four-tenths percent (3.4%) to twenty-four and nine-tenths percent (24.9%). The tax imposed under this subsection 5.93.101(c) shall be used only for the purpose of funding police staffing and associated services in a manner generally consistent with the Community Resource Team recommendations dated December 12, 2016.

C. In addition to the increase provided for in subsection B, the tax imposed under this section shall increase on January 1, 2019 by an additional 2.4% to 27.3%. The tax imposed under this subsection 5.93.010.C shall be used only for the purpose of funding police staffing and associated services in a manner generally consistent with the Community Resource Team recommendations dated

December 12, 2016 .

D. In addition to the increase provided for in subsection C, the tax imposed under this section shall increase on January 1, 2020 by an additional 1.6% to 28.9 The tax imposed under this subsection 5.93.010.D shall be used only for the purpose of funding police staffing and associated services in a manner generally consistent with the Community Resource Team recommendations dated December 12, 2016 .

SECTION 9. Vancouver Municipal Code Section 5.94.030 as last amended by Ordinance M-4193, Section 3 is hereby amended to read as follows:

Section 5.94.030 Tax Imposed

A. In addition to the other business and license fees required by the ordinances of the city, there is levied upon all persons engaging in or carrying on a business of providing solid waste collection services, a tax equal to twenty (20%) percent of the gross income from such business in the city during the tax year as described in subsection B. herein.

1. The tax imposed under this section shall increase by one and one-half percent (1.5%) to twenty-one and one half percent (21.5%), effective January 1, 2016. This additional 1.5% utility tax shall be dedicated to funding transportation improvement projects contained in the transportation plans of the City of Vancouver, which are the City of Vancouver's Capital Facilities Plan, Transportation Improvement Plan, Pavement Management Plan, and Transportation element of the Comprehensive Plan.

2. In addition to the increase provided for in subsection (A)(1) the tax imposed under this section shall increase on April 1, 2017, to 24.9%. The tax imposed under this subsection 5.94.030(A)(2) shall be used only for the purpose of funding police staffing and associated

services in a manner generally consistent with the Community Resource Team recommendation dated December 12, 2016.

3. In addition to the increase provided for in subsection (2), the tax imposed under this section shall increase on January 1, 2019 by 2.4% to 27.3%. The tax imposed under this subsection 5.94.010(3) shall be used only for the purpose of funding police staffing and associated services in a manner generally consistent with the Community Resource Team recommendations dated December 12, 2016 .

4. In addition to the increase provided for in subsection (d), the tax imposed under this section shall increase on January 1, 2020 by 1.6% to 28.9%. The tax imposed under this subsection 5.94.010(4) shall be used only for the purpose of funding police staffing and associated services in a manner generally consistent with the Community Resource Team recommendations dated December 12, 2016 .

B. In computing the tax provided in subsection (A), the taxpayer may deduct from total gross income the following items:

1. The actual amount of credit losses and uncollectibles sustained by the taxpayer.
2. Any amount collected for services other than the collection of “solid waste” as defined in VMC section 5.94.010. Including, but not limited to, pass through disposal charges.
3. Any customer late fees authorized to be charged by the taxpayer.
4. Income derived from transactions in interstate and foreign commerce which the city is prohibited from taxing under the laws and Constitution of the United States.

SECTION 10. Vancouver Municipal Code Section 14.04.210 as last amended by Ordinance M-4193, Section 4 is hereby amended to read as follows:

Section 14.04.210 Water service--User charges.

A. Base charge, all customer classes.

1. For all water customers, each customer shall pay a monthly base charge as follows:
Effective January 1, 2017

<u>Meter Size</u>		<u>Base Charge</u>	<u>Base Charge</u>
		<u>Inside City Limits</u>	<u>Outside City Limits</u>
a. 5/8 x 3/4 inch and under	per month	7.17	10.76
b. 3/4 inch	per month	9.50	14.24
c. 1 inch	per month	14.51	21.76
d. 1 1/2 inch	per month	26.98	40.47
e. 2 inch	per month	41.81	62.72
f. 3 inch	per month	76.65	114.97
g. 4 inch	per month	126.29	189.45
h. 6 inch	per month	250.60	375.91
i. 8 inch	per month	399.73	599.59
j. 10 inch	per month	598.44	897.66
k. 12 inch	per month	1,162.82	1,744.23

Effective April 1, 2017

<u>Meter Size</u>		<u>Base Charge</u>	<u>Base Charge</u>
		<u>Inside City Limits</u>	<u>Outside City Limits</u>
a. 5/8 x 3/4 inch and under	per month	7.49	11.25
b. 3/4 inch	per month	9.93	14.89
c. 1 inch	per month	15.17	22.75
d. 1 1/2 inch	per month	28.20	42.30
e. 2 inch	per month	43.70	65.56
f. 3 inch	per month	80.12	120.18
g. 4 inch	per month	132.01	198.03
h. 6 inch	per month	261.95	392.94
i. 8 inch	per month	417.84	626.75
j. 10 inch	per month	625.55	938.32
k. 12 inch	per month	1,215.50	1,823.24

Effective January 1, 2018

<u>Meter Size</u>		<u>Base Charge</u>	<u>Base Charge</u>
		Inside City Limits	Outside City Limits
a. 5/8 x 3/4 inch and under	per month	7.86	11.81
b. 3/4 inch	per month	10.43	15.63
c. 1 inch	per month	15.93	23.89
d. 1-1/2 inch	per month	29.61	44.42
e. 2 inch	per month	45.89	68.84
f. 3 inch	per month	84.13	126.19
g. 4 inch	per month	138.61	207.93
h. 6 inch	per month	275.05	412.59
i. 8 inch	per month	438.73	658.09
j. 10 inch	per month	656.83	985.24
k. 12 inch	per month	1,276.28	1,914.40

Effective January 1, 2019

Effective January 1, 2019

		<u>Base Charge</u>	<u>Base Charge</u>
		Inside City Limits	Outside City Limits
a. 5/8 x 3/4 inch and under	per month	8.25 <u>8.53</u>	12.40 <u>12.79</u>
b. 3/4 inch	per month	10.95 <u>11.31</u>	16.41 <u>16.97</u>
c. 1 inch	per month	16.73 <u>17.28</u>	25.08 <u>25.92</u>
d. 1-1/2 inch	per month	31.09 <u>32.12</u>	46.64 <u>48.18</u>
e. 2 inch	per month	48.18 <u>49.78</u>	72.28 <u>74.67</u>
f. 3 inch	per month	88.34 <u>91.26</u>	132.50 <u>136.88</u>
g. 4 inch	per month	145.54 <u>150.35</u>	218.33 <u>225.53</u>
h. 6 inch	per month	288.80 <u>298.35</u>	433.22 <u>447.52</u>
i. 8 inch	per month	460.67 <u>475.89</u>	690.99 <u>713.84</u>
j. 10 inch	per month	689.67 <u>712.46</u>	1,034.50 <u>1068.70</u>
k. 12 inch	per month	1,340.09 <u>1384.38</u>	2,010.12 <u>2076.57</u>

Effective January 1, 2020

<u>Meter Size</u>		<u>Base Charge</u>	<u>Base Charge</u>
		<u>Inside City Limits</u>	<u>Outside City Limits</u>
a. 5/8 x 3/4 inch and under	per month	8.66 <u>9.15</u>	13.02 <u>13.73</u>
b. 3/4 inch	per month	11.50 <u>12.15</u>	17.23 <u>18.22</u>
c. 1 inch	per month	17.57 <u>18.55</u>	26.33 <u>27.83</u>
d. 1-1/2 inch	per month	32.64 <u>34.48</u>	48.97 <u>51.72</u>
e. 2 inch	per month	50.59 <u>53.44</u>	75.89 <u>80.16</u>
f. 3 inch	per month	92.76 <u>97.97</u>	139.13 <u>146.96</u>
g. 4 inch	per month	152.82 <u>161.42</u>	229.25 <u>242.12</u>
h. 6 inch	per month	303.24 <u>320.31</u>	454.88 <u>480.46</u>
i. 8 inch	per month	483.70 <u>510.92</u>	725.54 <u>766.37</u>
j. 10 inch	per month	724.15 <u>764.90</u>	1086.23 <u>1147.35</u>
k. 12 inch	per month	1407.09 <u>1486.27</u>	2110.63 <u>2229.41</u>

2. The monthly base charge set in (1) does not include any charge for consumption of water.

3. The monthly base charge for any single family residential customer shall not exceed the charge set in (b) above.

B. Volume Charge (uniform volume).

1. In addition to the monthly base charge in subsection A(1), each customer shall pay the following additional charge on his/her bill, based upon the amount of water consumed per each billing period:

~~Effective January 1, 2017~~

Customer Class	Inside City Limits	Outside City Limits
Single Family:	2.02/CCF	3.03/CCF
Multi Family:	1.74/CCF	2.62/CCF
Non-Profit Shelters:	0.45/CCF	0.69/CCF
Commercial⁺ and Industrial⁺:	1.74/CCF	2.62/CCF
Government⁺:	1.55/CCF	2.33/CCF

~~Effective April 1, 2017~~

Customer Class	Inside City Limits	Outside City Limits
Single Family:	2.11/CCF	3.17/CCF
Multi-Family:	1.82/CCF	2.74/CCF
Non-Profit Shelters:	0.47/CCF	0.72/CCF
Commercial ⁺ and Industrial ⁺ :	1.82/CCF	2.74/CCF
Government ⁺ :	1.62/CCF	2.44/CCF

Effective January 1, 2018

Customer Class	Inside City Limits	Outside City Limits
Single Family:	2.22/CCF	3.33/CCF
Multi-Family:	1.91/CCF	2.88/CCF
Non-Profit Shelters:	0.49/CCF	0.76/CCF
Commercial ¹ and Industrial ¹ :	1.91/CCF	2.88/CCF
Government ¹ :	1.70/CCF	2.56/CCF

Effective January 1, 2019

Customer Class	Inside City Limits	Outside City Limits
Single Family:	2.33/CCF <u>2.41/CCF</u>	3.50/CCF <u>3.61/CCF</u>
Multi-Family:	2.01/CCF <u>2.07/CCF</u>	3.02/CCF <u>3.11/CCF</u>
Non-Profit Shelters:	0.51/CCF <u>0.53/CCF</u>	0.80/CCF <u>0.80/CCF</u>
Commercial ¹ and Industrial ¹ :	2.01/CCF <u>2.07/CCF</u>	3.02/CCF <u>3.11/CCF</u>
Government ¹ :	1.79/CCF <u>1.84/CCF</u>	2.69/CCF <u>2.77/CCF</u>

Effective January 1, 2020

Customer Class	Inside City Limits	Outside City Limits
Single Family:	2.45/CCF <u>2.59/CCF</u>	3.68/CCF <u>3.88/CCF</u>
Multi-Family:	2.11/CCF <u>2.22/CCF</u>	3.17/CCF <u>3.34/CCF</u>
Non-Profit Shelters:	0.54/CCF <u>0.57/CCF</u>	0.84/CCF <u>0.86/CCF</u>

Commercial ¹ and Industrial ¹ :	2.11/CCF <u>2.22/CCF</u>	3.17/CCF <u>3.34/CCF</u>
Government ¹ :	1.88/CCF <u>1.98/CCF</u>	2.82/CCF <u>2.97/CCF</u>

Note ¹: As this use is classified under Vancouver Municipal Code Title 20

2. All volume charges are computed per hundred cubic feet (CCF).

3. "Single family customer" class shall include single dwelling unit with one meter, mobile homes either on individual lots or in mobile home parks. This definition is for utility billing purposes only.

4. "Multi-family customer" class shall apply to customers with two or more living units per meter. This definition is for utility billing purposes only.

5. "Non-profit Shelter" For the purpose of applying the rates as set forth in subsection B(1) above, the term non-profit shelters shall be defined to mean a facility operated by a non-profit organization that provides clients with on site food, beds or shelter for free or at significantly below market rates.

C. Charges for Cutting Off and Restoring Service.

1. Service cut off.

a. Cutting off service for non payment. There shall be a forty dollar (\$40) charge to cut off service for nonpayment. There shall be no additional charge for restoring service after such cut-off.

b. Emergencies - cut off. No cut-off charge shall be made if service is cut off to meet an actual emergency.

c. Customer request. No cut-off charge shall be made if service is cut off at customer's request for the first such request.

2. Starting or Restoring Service.

a. For starting or restoring service at the customer's request, the charge shall be no charge for the first such request during regular working hours, and a fee of fifty dollars for each such request outside of regular office hours.

b. Altered service. If the meter or service has been altered without the written authorization of the Director Public Works or designee, the charge shall be fifteen dollars additional to all other charges in this section.

c. Multiple cut off/restoration requests. For customers who require more than one trip to the service address to cut off or restore service at their request, there shall be a fee of twenty-five dollars per each additional trip during office hours.

D. Testing Meters - Customer's Request. Schedule of meter test charges for test of a meter at the request of a customer where meter is found not defective:

1 inch and under	\$50.00
1-1/2 inch	\$60.00
2 inch	\$60.00
3 inch	\$80.00
4 inches or more	At Cost
Meter Resets	\$50.00

Meters tested and found to be defective will be replaced at no cost to the customer for testing or for replacement.

E. Testing Meters - Other Than at Customer's Request. The city reserves the right to test meters at any time. No charge will be made to the customer for meters tested pursuant to this subsection.

F. Temporary Water Use from Hydrant fees shall be set by the Director pursuant to VMC 14.04.100.L.

SECTION 11. Vancouver Municipal Code Section 14.04.230 as last amended by Ordinance M-4193, Section 5 is hereby amended to read as follows:

Section 14.04.230 Sanitary sewer service--User charges.

A. Monthly User Charges.

~~1.~~ Residential customers. Each residential customer shall pay a monthly user charge as follows: ~~Effective~~

~~January 1, 2017~~

Customer Class	Inside City Limits	Outside City Limits
a. Single Family Residential	\$48.10 per mo. or \$4.81 CCF	\$72.20 per mo. or \$7.22 per CCF
b. Multi Family Residential	\$38.48 per mo. or \$4.81 per CCF	\$57.76 per mo. or \$7.22 per CCF
c. Non Profit Shelter	\$1.30 per CCF	\$1.95 per CCF

~~Effective April 1, 2017~~

Customer Class	Inside City Limits	Outside City Limits
a. Single Family Residential	\$50.30 per mo. or \$5.03 CCF	\$75.50 per mo. or \$7.55 per CCF

b. Multi-Family Residential	\$40.24 per mo. or \$5.03 per CCF	\$60.40 per mo. or \$7.55 per CCF
e. Non-Profit Shelter	\$1.36 per CCF	\$2.04 per CCF

Effective January 1, 2018

Customer Class	Inside City Limits	Outside City Limits
a. Single-Family Residential	\$51.80 per mo. or \$5.18 CCF	\$77.80 per mo. or \$7.78 per CCF
b. Multi-Family Residential	\$41.44 per mo. or \$5.18 per CCF	\$62.24 per mo. or \$7.78 per CCF
c. Non-Profit Shelter	\$1.40 per CCF	\$2.10 per CCF

Effective January 1, 2019

Customer Class	Inside City Limits	Outside City Limits
a. Single-Family Residential	\$53.40 per mo. or \$5.34 per CCF <u>\$55.12 per mo. or \$5.51 CCF</u>	\$80.10 per mo. or \$8.01 per CCF <u>\$82.67 per mo. or \$8.27 per CCF</u>
b. Multi-Family Residential	\$42.72 per mo. or \$5.34 per CCF <u>\$44.09 per mo. or \$5.51 per CCF</u>	\$64.08 per mo. or \$8.01 per CCF <u>\$66.14 per mo. or \$8.27 per CCF</u>
c. Non-Profit Shelter	\$1.44 per CCF <u>\$1.49 per CCF</u>	\$2.16 per CCF <u>\$2.23 per CCF</u>

Effective January 1, 2020

Customer Class	Inside City Limits	Outside City Limits
a. Single-Family Residential	\$55.00 per mo. or \$5.50 per CCF <u>\$58.04 per mo. or \$5.80 CCF</u>	\$82.50 per mo. or \$8.25 per CCF <u>\$87.06 per mo. or \$8.71 per CCF</u>
b. Multi-Family Residential	\$44.00 per mo. or \$5.50 per CCF <u>\$46.43 per mo. or \$5.80 per CCF</u>	\$66.00 per mo. or \$8.25 per CCF <u>\$69.65 per mo. or \$8.71 per CCF</u>
c. Non-Profit Shelter	\$1.48 per CCF <u>\$1.57 per CCF</u>	\$2.22 per CCF <u>\$2.35 per CCF</u>

2. Sewer charges for each single-family or multifamily residential customer shall be based upon that customer's water usage, either in the previous November/January billing period or in the previous December/February billing period provided each customer, other than qualifying low-income seniors as defined in subsection 2(E), is subject to a minimum volume charge of 3 CCF per month.

A. Single-family or multi-family residential customers who have "a complete two-month water consumption history" in either of the two billing periods specified above, shall be charged the applicable inside city or outside city rate per CCF for sewer as set forth in section 1 above. For new accounts in which the two month water consumption history has not been established, an interim rate may be established by the Director of Public Works in accordance with department policies. The Director of Public Works shall approve a written policy for the setting of this interim rate that will include, but not be limited to, how the interim rate is calculated.

B. The applicable inside city or outside city flat rate set forth in section 1 above shall be used as the monthly sewer billing rate for any customer for whom for any reason the provisions of this subsection cannot be used.

C. The Utilities Division shall develop written rules consistent with this subsection and this ordinance for the fair and efficient administration of such sewer rate.

D. For the purpose of applying the rates as set forth in subsection A(1)(c) above, the term non-profit shelters shall be defined to mean a facility operated by a non-profit organization that provides clients with on site food, beds or shelter for free or at significantly below market rates.

E. For the purpose of applying the low income senior minimum sewer flow waiver as set forth in

subsection A(2) above, applicants shall meet the following:

1. Applications shall be obtained from and filed with the Public Works director, or his or her designee. The application shall be on a form prescribed by the Public Works director, and shall contain the information necessary to evaluate the applicant's qualification for the low income senior minimum sewer flow waiver.

a. Submission of an application for a utility discount shall constitute a verification by the applicant that all information provided in such application is true and correct to the best of the applicant's knowledge.

b. Once approved by the department, the application shall become effective the next billing cycle after approval of the application.

c. Each application is effective for 12 months commencing the first month the reduced rate becomes effective for the applicant. It shall be the sole responsibility of the applicant to re-apply for successive 12-month periods of eligibility.

d. The rate reduction shall only apply to utility charges for service to a residence. The residence for which the rate reduction is requested must be the applicant's principal place of residence.

e. The applicant must be the head of the household for the residence for which the rate reduction is requested.

f. The utility account must be in the applicant's name or the name of the applicant's

spouse.

2. For purposes of this section, the term low income senior shall be defined as follows:

a. Be 62 years of age or older at all times during any period for which a minimum sewer flow waiver is requested; and

b. Have been a sewer customer of the city at all times during any period for which a minimum sewer flow waiver is requested; and

c. Have an income during the calendar year or portion thereof for which a minimum sewer flow waiver is requested, from all sources whatsoever, either (1) not exceeding two hundred (200) percent of the Federal Poverty Guidelines for a household of any size as published by the Secretary of Housing and Urban Development or (2) not exceeding the income qualification for low-income seniors set forth in RCW 84.36.381(5)(a), whichever is greater.

3. Commercial, industrial, electronics and government customers. Each such customer shall pay a monthly user charge per hundred cubic feet (CCF) as follows; provided, each such customer is subject to a minimum user charge equal to the applicable inside or outside city flat monthly rate for one single-family service set forth in subsection A.1. above:

~~Effective January 1, 2017:~~

Customer Class	Inside City Limits	Outside City Limits
a. Commercial	\$5.63 per CCF	\$8.46 per CCF

b. Government	\$3.44 per CCF	\$5.16 per CCF
e. Industrial	\$5.84 per CCF	\$6.06 per CCF
d. Electronics	\$4.30 per CCF ⁷	\$4.45 per CCF ⁸

Notes for Electronic Customer Class—Effective January 1, 2017—December 31, 2017:

⁷ For monthly average flows above 2.88 million gallons per day, the rate shall be \$3.44 per CCF.

⁸ For monthly average flows above 2.88 million gallons per day, the rate shall be \$3.55 per CCF.

Effective April 1, 2017:

Customer Class	Inside City Limits	Outside City Limits
a. Commercial	\$5.89 per CCF	\$8.84 per CCF
b. Government	\$3.60 per CCF	\$5.39 per CCF
e. Industrial	\$6.10 per CCF	\$6.33 per CCF
d. Electronics	\$4.49 per CCF ⁹	\$4.65 per CCF ¹⁰

Notes for Electronic Customer Class—Effective January 1, 2017—December 31, 2017:

⁹ For monthly average flows above 2.88 million gallons per day, the rate shall be \$3.60 per CCF.

¹⁰ For monthly average flows above 2.88 million gallons per day, the rate shall be \$3.71 per CCF.

Effective January 1, 2018:

Customer Class	Inside City Limits	Outside City Limits
a. Commercial	\$6.07 per CCF	\$9.11 per CCF
b. Government	\$3.71 per CCF	\$5.55 per CCF
c. Industrial	\$6.28 per CCF	\$6.52 per CCF
d. Electronics	\$4.62 per CCF ¹¹	\$4.79 per CCF ¹²

Notes for Electronic Customer Class - Effective January 1, 2018 - December 31, 2018:

¹¹ For monthly average flows above 2.88 million gallons per day, the rate shall be \$3.71 per CCF.

¹² For monthly average flows above 2.88 million gallons per day, the rate shall be \$3.82 per CCF.

Effective January 1, 2019:

Customer Class	Inside City Limits	Outside City Limits
a. Commercial	\$6.25 per CCF <u>\$6.46 per CCF</u>	\$9.38 per CCF <u>\$9.69 per CCF</u>
b. Government	\$3.82 per CCF <u>\$3.95 per CCF</u>	\$5.72 per CCF <u>\$5.92 per CCF</u>
c. Industrial	\$6.47 per CCF <u>\$6.68 per CCF</u>	\$6.72 per CCF <u>\$10.02 per CCF</u>
d. Electronics	\$4.76 per CCF¹¹ <u>\$4.92 per CCF¹³</u>	\$4.93 per CCF¹² <u>\$7.37 per CCF¹⁴</u>

Notes for Electronic Customer Class - Effective January 1, 2019 - December 31, 2019:

~~¹¹ For monthly average flows above 2.88 million gallons per day, the rate shall be \$3.82 per CCF.~~

~~¹² For monthly average flows above 2.88 million gallons per day, the rate shall be \$3.93 per CCF.~~

~~¹³ For monthly average flows above 2.88 million gallons per day, the rate shall be \$3.93 per CCF.~~

¹⁴ For monthly average flows above 2.88 million gallons per day, the rate shall be \$5.90 per CCF.

Effective January 1, 2020:

Customer Class	Inside City Limits	Outside City Limits
a. Commercial	\$6.44 per CCF <u>\$6.80 per CCF</u>	\$9.66 per CCF <u>\$10.20 per CCF</u>
b. Government	\$3.93 per CCF <u>\$4.16 per CCF</u>	\$5.89 per CCF <u>\$6.24 per CCF</u>
c. Industrial	\$6.66 per CCF <u>\$7.04 per CCF</u>	\$6.92 per CCF <u>\$10.56 per CCF</u>
d. Electronics	\$4.90 per CCF ¹³ <u>\$5.18 per CCF</u> ¹⁵	\$5.08 per CCF ¹⁴ <u>\$7.77 per CCF</u> ¹⁶

Notes for Electronic Customer Class - Effective January 1, 2020 - December 31, 2020:

¹³ ~~For monthly average flows above 2.88 million gallons per day, the rate shall be \$3.93 per CCF.~~

¹⁴ ~~For monthly average flows above 2.88 million gallons per day, the rate shall be \$4.05 per CCF.~~

¹⁵ For monthly average flows above 2.88 million gallons per day, the rate shall be \$4.14 per CCF.

¹⁶ For monthly average flows above 2.88 million gallons per day, the rate shall be \$6.21 per CCF.

4. The rate for discharging septage at the City's Publicly Owned Treatment Works (POTW) as provided for in VMC 5.72 effective January 1, 2013, shall be \$125.00 for each one thousand (1,000) gallons, or fraction thereof discharged in to POTW. If required, there shall also be added to such charge a tipping fee as determined by the Clark County Public Health District to support the Department's Septic System Preventive Maintenance Program.

5. INDUSTRIAL CUSTOMER is defined as an industrial user of the public sewer system who:

a. Has a discharge flow of ten thousand gallons or processed wastewater or more per average work day; or

b. Has a concentration of biochemical oxygen demand (BOD) and suspended solids (SS) in excess of two hundred milligrams per liter per average work day; or

c. Is found by the city, State Department of Ecology or U.S. Environmental Protection Agency to have potential for a significant impact on the wastewater treatment system.

6. ELECTRONICS USER is defined as an industrial user of the public sewer system who:

a. Has a discharge flow of five hundred thousand gallons or more per average work day; and

b. Has a concentration of biochemical oxygen demand (BOD) and suspended solids (SS) less than two hundred milligrams per liter per average work day.

B. Liquids Not Originating From City Water System.

Any person discharging into the city sanitary sewerage system sewage which has in it liquids which did not originate from the city water system shall meter or measure by some method approved by the Director of Public Works all water used in the premises, whether the water is obtained from the municipal water supply system or from wells, private water systems or other sources.

C. Used Water Not Flowing Into Sewer System.

Where the user of water is such that a portion of all of the water used does not flow into a city sewer but is lost by evaporation or is used in manufacture or processes such as ice, beverages, foods or the like and the person in control provides proof of this fact and installs a meter or other measuring device approved by the Director of Public Works to measure the amount of water so used or lost, no charge shall be made for sewerage because of

water so used or lost.

D. Computation of Utility Rates.

For the purpose of computing water and sewer bills, all residences, regardless of number of units, shall be deemed residential, and each unit therein shall be deemed a residence. All other uses shall be deemed commercial, industrial or government.

SECTION 12. Vancouver Municipal Code Section 14.09.060 as last amended by Ordinance M-4193, Section 6 is hereby amended to read as follows:

Section 14.09.060 Rates for storm and surface water management.

A. Because all real property in the city contributes stormwater runoff to and/or benefits from the city's stormwater system, the owners thereof shall pay monthly charges as set forth in this section. Monthly charges will have two components as follows:

1. Operation and Maintenance. To provide for administrative and field operations, billing, accounting, and for the maintenance, repair and upgrade of existing stormwater facilities.

2. Capital Expenditures. To provide for basin-wide and system master planning and subsequent capital improvement projects as identified in the stormwater capital plan.

B. The water and sewer utility is authorized to establish charges for the use and discharge to

the city's stormwater system. Such charges shall be based on the cost of providing stormwater service to all properties within the city and may be different for properties receiving different classes of service. Monthly charges shall be established as follows:

Effective January 1, 2017

Single Family	Multi-Family	Commercial	Industrial
\$9.23 per month	\$9.23 per 2,500 sq. ft. hard surface per month (\$9.23 minimum)	\$9.23 per 2,500 sq. ft. hard surface per month (\$9.23 minimum)	\$9.23 per 2,500 sq. ft. hard surface per month (\$9.23 minimum)

Effective April 1, 2017

Single Family	Multi-Family	Commercial	Industrial
\$9.65 per month	\$9.65 per 2,500 sq. ft. hard surface per month (\$9.65 minimum)	\$9.65 per 2,500 sq. ft. hard surface per month (\$9.65 minimum)	\$9.65 per 2,500 sq. ft. hard surface per month (\$9.65 minimum)

Effective January 1, 2018

Single Family	Multi-Family	Commercial	Industrial
\$10.13 per month	\$10.13 per 2,500 sq. ft. hard surface per month (\$10.13 minimum)	\$10.13 per 2,500 sq. ft. hard surface per month (\$10.13 minimum)	\$10.13 per 2,500 sq. ft. hard surface per month (\$10.13 minimum)

Effective January 1, 2019

Single Family	Multi-Family	Commercial	Industrial
\$10.64 per month <u>\$10.96 per month</u>	\$10.64 per 2,500 sq. ft. hard surface per month (\$10.64 minimum) <u>\$10.99 per 2,500 sq. ft. hard surface per month (\$10.99 minimum)</u>	\$10.64 per 2,500 sq. ft. hard surface per month (\$10.64 minimum) <u>\$10.99 per 2,500 sq. ft. hard surface per month (\$10.99 minimum)</u>	\$10.64 per 2,500 sq. ft. hard surface per month (\$10.64 minimum) <u>\$10.99 per 2,500 sq. ft. hard surface per month (\$10.99 minimum)</u>

Effective January 1, 2020

Single Family	Multi-Family	Commercial	Industrial
<u>\$11.17 per month</u> <u>\$11.80 per</u> <u>month</u>	<u>\$11.17 per 2,500 sq. ft.</u> <u>hard surface per month</u> <u>(\$11.17 minimum)</u> <u>\$11.80</u> <u>per 2,500 sq. ft. hard</u> <u>surface per month (\$11.80</u> <u>minimum)</u>	<u>\$11.17 per 2,500 sq. ft. hard</u> <u>surface per month (\$11.17</u> <u>minimum)</u> <u>\$11.80 per 2,500 sq.</u> <u>ft. hard surface per month</u> <u>(\$11.80 minimum)</u>	<u>\$11.17 per 2,500 sq. ft.</u> <u>hard surface per month</u> <u>(\$11.17 minimum)</u> <u>\$11.80</u> <u>per 2,500 sq. ft. hard</u> <u>surface per month (\$11.80</u> <u>minimum)</u>

C. "Multi-family Customer" class shall apply to customers with living units that share a common wall.

1. Multi-family customers with two or more living units per meter will be charged the effective rate per 2,500 sq. ft. of impervious surface.

2. Multi-family customers with one water meter per living unit will be charged the prevailing "Single-family customer rate" per unit.

D. State Highway Charge. Pursuant to RCW 90.03.525, the monthly charge for all state highway properties within the city shall be 30% of the charge provided in paragraph B above, unless the city and state agree to a different rate or unless the court of competent jurisdiction holds otherwise.

E. Application to Publicly Owned Properties. Other publicly owned properties shall be charged at the industrial rate as set forth herein.

F. Application to active gravel mining operations and publicly owned streets, alleys and rights of way. Active gravel mining operations, publicly owned streets, alleys and rights of way shall be charged at the State Highway Charge rate provided in paragraph D as set forth herein.

G. Application to certain qualifying properties. For qualifying properties meeting all of the following criteria, the monthly charge shall be 30% of the charge provided in paragraph B above.

1. The qualifying property is subject to a stormwater management program regulated by and in compliance with the requirements for a Secondary Permittee as defined by Special Condition S6 of the NPDES Western Washington Phase II Municipal Stormwater Permit, and as hereafter amended.

2. The qualifying property does not discharge stormwater into the City of Vancouver surface water drainage system.

SECTION 13. Savings. Those sections of the ordinances amended by this ordinance shall remain in full force and effect until the effective date of this ordinance.

SECTION 14. Severability. If any provision of this Ordinance is held invalid, the validity of the Ordinance as a whole, or any portion thereof, shall not be effected.

SECTION 15. Ratification. Acts taken in conformity with this ordinance prior to its effective date are hereby ratified and affirmed.

SECTION 16. Effective Date. This ordinance shall be effective on January 1, 2019.

Read first time:

Ayes: Councilmembers

Nays: Councilmembers

Absent: Councilmembers

Read second time:

PASSED by the following vote:

Ayes: Councilmembers

Nays: Councilmembers

Absent: Councilmembers

SIGNED this _____ day of _____, 2018.

Anne McEnery-Ogle, Mayor

Attest:

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

Approved as to form:

E. Bronson Potter, City Attorney

SUMMARY

ORDINANCE NO. _____

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

The full text of this ordinance will be mailed upon request. Contact Raelyn McJilton, Records Officer at 360-487-8799, or via www.cityofvancouver.us (Go to City Government and Public Records).

MEMORANDUM

DATE: June 11, 2018
TO: Vancouver City Council
FROM: Tim Schauer and Tim Leavitt, Co-Chairs, Vancouver Strong Executive Sponsors Council
RE: **Executive Sponsors Council Workplan Update and Recommendation for Replacement Revenue Sources for VPD funding**

The Vancouver Strong Executive Sponsors Council (ESC) continues to make progress on its work to develop for your review and consideration a long term, sustainable funding strategy that will ensure the future health and prosperity of our city by maintaining quality City services, improving our economy and creating opportunities for all residents.

The purpose of this memo is to request a timeline extension for presenting our final funding strategy recommendation, to deliver a recommendation for replacement revenue sources for Vancouver Police Department funding, and to provide a brief review of the Vancouver Strong initiative, our progress to date and the path forward.

TIMELINE EXTENSION

In February 2018, when the Vancouver Strong Mid-Point Report was provided to City Council, our goal was to present a proposed funding package for City services and capital improvements to City Council by May 2018. Since then, we have determined that additional time is needed to allow for a broad-based community engagement process and to place any elements in the package that would require voter approval on a future election ballot.

We appreciate the Council's concurrence with an extended timeline to deliver our comprehensive funding package recommendation for City service enhancements, capital investments, and policy adjustments to December 2018.

REPLACEMENT REVENUE FOR POLICE FUNDING

There is one aspect of the funding strategy that requires attention well before the end of the year: A recommendation to replace \$6.1 million for police services from a new indoor space license fee surcharge, currently set to go into effect on January 1, 2019.

For Council's review and consideration, our recommendation for replacement sources of revenue is outlined below.

RECOMMENDATION FOR POLICE FUNDING REPLACEMENT REVENUE

During our discussions, we have gained an appreciation of the complexity of the City as a service organization as well as a corporate entity. We have also come to appreciate the extreme difficulty of crafting a funding approach that balances a wide spectrum of competing interests in the community.

The police revenue package adopted in February 2017, provided a multi-year staffing strategy for VPD and included revenue from several sources, including a new indoor space license fee surcharge on retail/commercial/ industrial spaces and multi-family units. This new surcharge is set to become effective as of January 1, 2019, but the police funding revenue package included a contingent clause that would repeal the indoor space surcharge if an equivalent and more preferable method of funding is developed and enacted by the end of 2018 as part of the larger, more comprehensive funding discussion.

The new indoor space surcharge is complex to administer and would require the City to hire additional staff in order to implement. We recommend the new indoor space surcharge be repealed and the \$6.1 million in funding for police services be replaced with the below revenue sources:

Revenue Sources	Dollars generated (\$ millions)	Tax rate increase
Savings due to ease of implementation and revenue collection	\$0.25	
Utility tax increase 2019	\$2.39	2.2%
Utility tax increase 2020	\$2.00	1.8%
Business license surcharge (remove cap on companies with more than 400 FTEs)	\$0.56	
Business license surcharge (apply to not-for-profit companies with four or more employees or with revenue greater than \$12,000 per year)	\$0.90	
TOTAL	\$6.10	

The ESC utilized the following rationale in developing this recommendation:

- **More effectively applies the current business license surcharge to capture the existing base without raising rates.** The current \$90 per employee per year business license surcharge (BLS) is dedicated exclusively to funding improvements to the City's street system and paying off transportation bonds (generating \$2.6 million annually) and increasing capacity in the City's police department (generating \$0.8 million annually). These two services are used – either directly or indirectly - by every citizen, employee and business in the city. Further, the ESC recognizes that the business license surcharge is currently the only broadly applied tax exclusive to business activity in the city.

By eliminating the current cap of 400 employees on large employers, the base to which the business license surcharge applies is expanded in a way that more accurately captures the footprint of larger employers, dedicating this revenue to City services that all employers use.

Approximately 11 employers are anticipated to be impacted by this change. These companies employ an estimated total of 9,685 FTEs, and removing the cap is anticipated to result in the surcharge applying to 1.3 percent of total employment within the city. The adjustment also captures revenue from a measurable segment of employment within the city – the nonprofit sector. There are approximately 10,186 full time equivalent jobs in the city associated with a total of 186 individual nonprofits. Of these, 123 have four or more employees. Notably, the largest of these, PeaceHealth, employs approximately 4,500 FTEs. The ESC recognizes that the nonprofit sector by its very nature endeavors to meet community needs that otherwise may not be met at all. However, as noted above, nonprofit entities contribute to demand for essential services that the BLS is designed to fund. Given recent feedback from stakeholders, Council may want to consider phasing in the new requirement for non-profits and large businesses.

- **Preserves exemptions for the smallest non-profits:** The recommendation preserves the exemption to obtain a business licenses for any business that earns less than \$12,000 per year and for nonprofits with less than four employees.
- **Maintains engagement with the business community in a constructive manner.** The ultimate success of the Vancouver Strong effort will depend in part on the support of the business community. Consequently, there is measurable value in listening to concerns raised by the business community with respect to the new indoor space surcharge.
- **Ease of implementation and administration.** As we looked to replace the adopted, but not yet implemented, ordinance for indoor space and multi-family unit business surcharges, we learned of its complexity for those who would pay it as well as for the City, who would administer and account for it. Because the BLS and the utility tax are currently administered by the City, the recommended adjustments to these will not increase administrative burden for either the payer or the City, minimizing administrative complexity and costs.
- **Avoids new fees/taxes on new construction and multi-family housing.** The recommendation acknowledges the near-term shortage in affordable housing and endeavors not to aggravate this situation in the context of this recommendation for replacement revenue. (However, the ESC notes that the comprehensive service package may contemplate revenue sources that impact the cost of housing in Vancouver.)
- **Preserves flexibility for future adjustments to this revenue.** As we develop a comprehensive service and revenue package, further adjustments and refinements to this revenue may be needed. Consequently, replacement revenue should preserve the maximum flexibility for

refinement in the context of future phases of the Vancouver Strong recommendation while continuing to maintain ease of administration.

VANCOUVER STRONG INITIATIVE

In early 2017, the City, working with a Community Resource Team completed a focused effort to identify service gaps at the Vancouver Police Department and develop a funding package to address them. This effort resulted in the City Council adopting a package of fees and taxes to address the gaps in police service. In response, business and community leaders issued a call for the City to commit to a broad-based community engagement process to develop a structural funding solution that will provide stability and predictability for businesses, residents and for City services.

As a result of that call for action, in March 2017, the City convened a group of business and community leaders to play a key role in developing this structural solution. This group is referred to as the Executive Sponsors Council (ESC) and the initiative as Vancouver Strong.

The ESC has been meeting since May 2017, and through a series of meetings we have gained a thorough understanding of the scope of City services, funding challenges and opportunities, and financial tools. The ESC has come to understand how limited and shallow the revenue tool box is for the City to address growing service needs.

We began our work with an understanding of the City's Strategic Plan and a collective vision for a strong Vancouver. Our challenge is to improve our city by taking action to prevent a state of decline and to make viable the community's aspirations for Vancouver. We believe that through a strategic approach to investing in City services, we can maintain safety and improve livability, vibrancy, and economic vitality for all.

The goal of Vancouver Strong is to develop a long-term, comprehensive, streamlined and sustainable funding package that will enable the City to invest in the capital improvements and services identified in the Strategic Plan and other adopted City plans to serve the Vancouver community. The ESC will be conducting a community engagement process to inform development of a funding package before presenting a proposed funding package to City Council by the end of 2018.

FUTURE GROWTH AND REVENUE CONSTRAINTS

Vancouver is currently experiencing population and economic growth which has increased demand for City resources and services. Since the end of the recession, Vancouver's population has increased by over 3,200 new residents per year and is urbanizing at the fastest pace in a generation. In response, the City has made great strides to address some of our most critical service needs through a disciplined approach to managing resources, including cost containment, efficiency improvements and service reductions as well as a series of focused efforts around core service areas such as fire and emergency

medical services, affordable housing, streets and police. The City provides services to nearly 25,000 more citizens and 3,000 new businesses than it did just 10 years ago – with 110 fewer City employees.

Despite incremental adjustments to the City's revenue structure and an ongoing focus on efficiencies and fiscal discipline, gaps persist in key areas of City services. These gaps are forecast to continue to widen each year due to ongoing demand from a growing population paired with the constraints in the basic revenue structure that funds general City services.

The intricacies of the revenue system in Washington State and the compounded impacts of the City's repeal of the business and occupation tax in the early 1990s, the statewide tax reform initiatives passed in the late 1990s and early 2000s, and the economic impacts of the great recession, have all resulted in the City's general revenues lagging behind inflation and not keeping pace with the growth in demand for services.

The largest three revenues for the City's general fund – property tax, sales tax and utility tax on city owned utilities – make up 73 percent of the total revenues. The City's largest and most stable general revenue – property taxes – is the most constrained, with the revenue base limited to the lower of 1 percent annual growth or inflationary index regardless of how strong or weak the economy is. Sales tax is highly volatile and susceptible to economic swings.

While the near-term forecast for the City indicates financial stability, the impact of the structural imbalance in how core City services are funded will become challenging, and if not proactively addressed now, we will start experiencing declining service levels across all general City services in the very near future.

THE PATH FORWARD

The ESC will continue to meet through November 2018 and has developed a work plan (attached) to develop a final recommendation. This summer City staff, in partnership with ESC members, will implement a public engagement effort to gain broader input on a draft recommendation.

We have identified the following decision-making considerations to use in developing our comprehensive recommendations for City services, capital investments and policy changes:

- Helps retain and/or attract talent to the local community and economy
- Serves as a catalyst to lead and promote private investment
- Prevents problems or proactively addresses cause
- Provides a tangible benefit to residents, especially those who are the most vulnerable or underserved
- Enhances relationships and connections among Vancouver residents
- Promotes social and geographic equity of service delivery and social benefits
- Focuses on services or responsibilities that rest solely or primarily with the City
- Provides opportunities for positive financial or community return on investment
- Reflects stewardship of what we already have
- Has potential to increase city revenue base

- Focused toward the long-term (sustainability and prevention)

Considerations for development of a revenue package to fund new or enhanced services include:

- Fair and holistic: Distributes revenue generation across sectors, users and customers
- Sustainable: Keeps pace with inflation over time to help Vancouver achieve its vision
- Simple: Helps simplify the taxing structure
- Scalable: Can grow with Vancouver
- Stable: Generates reliable and predictable revenue
- Equitable: Results in no disproportionate impacts on certain groups or populations.

Thank you for considering our recommendation for replacement revenue for Vancouver Police Department funding. We believe this recommendation provides a more streamlined and equitable approach to raising the revenues needed for police services.

We look forward to continuing our work on developing a comprehensive funding package for your consideration later this year. We also look forward to engaging with a broad group of community leaders and Vancouver residents to seek feedback as we develop this plan.

We are committed to helping make our community a better place. By developing a comprehensive funding strategy for city services today we can maintain the safety and improve the livability in our city for the future. We believe this work will help to ensure a strong future for Vancouver, a place people are proud to call home.

ATTACHMENT:

- Work plan

VANCOUVER STRONG
Executive Sponsors Council
Work Plan
DRAFT – May 13, 2018

	Meeting	Description	Public outreach
10	March 8	Topics: ESC workplan, revenue decision criteria, phase 1 recommendation Purpose: To move ahead with longer time frame and advance phase 1 recommendations Materials: Draft workplan, draft revenue criteria, revenue scenarios for phase one, calculator	Briefings with stakeholders Website
11	April 12	Topics: Phase 1 recommendation, revenue criteria, outreach plan Purpose: To finalize phase 1 recommendation and revenue criteria, to provide input on outreach and engagement plan Materials: Memo, revised phase 1 scenarios, draft revenue criteria, draft outreach and engagement plan	Website
12	May 24 (Operations center)	Topics: Formalize final initial phase recommendation, capital investments, decision-making framework for long-term investments Purpose: Consider scenarios for capital investments and how recommendations will be made Materials: Capital investment scenarios	Website Email update/social media
13	June 21 Note: 9am – 3pm (Tour of waterfront park)	Topics: Service package scenarios for operating investments, revenue scenarios Purpose: To advance package of investments and revenue package to present for broader public and stakeholder review Materials: Scenarios for operating investments	ESC led briefings with community groups and organizations (City staff provides tool kit of templates and materials) Enhance information sharing: - Newsletter/email - Factsheet - Website
14	July Date TBD (Added meeting)	Topics: Service package scenarios, revenue package scenarios and potential policy changes Purpose: To agree on public review package: operations, capital investments, revenue package and policy changes Materials: Scenarios for revenue enhancements and service enhancements	Information pop-ups and community awareness activities at farmer's market, park events, shopping center ESC led briefings with community groups and organizations (City staff provides tool kit of templates and materials)

	Meeting	Description	Public outreach
	July - Aug	Community Leaders Roundtable / Summit	Online feedback Information pop-ups and community awareness activities - Farmer's Market - Park events - Shopping center booth - information sharing: - Newsletter/email - Factsheet - Website, social media
14	Sept. 13	Topics: Public engagement results, refine recommendations for service package, revenue package and policy changes Purpose: To hear results of public engagement on capital investment package and operating package and refine for final consideration and recommendation to City Council Materials: Public comment report, preferred scenario, report outline	Information sharing: - Newsletter/email - Factsheet - Website, social media
15	Oct. 25	Topics: Recommendation to City Council Purpose: To advance the recommendation(s) and report to City Council Materials: Draft report with recommendations	Email update/social media Website
16	Nov. 7	Topics: Final recommendation to City Council Purpose: To adopt the final recommendation(s) and report to City Council and close out the ESC process Materials: Revised draft report with recommendations	Email update/social media Website
	December	n/a	
	January	ESC recommendations presented to City Council	



Staff Report 131A-18

TO: Mayor and City Council

FROM: Eric Holmes, City Manager

DATE: 9/24/2018
10/1/2018

SUBJECT Garbage, Yard Debris and Recycling Collection Rate Increases for 2019

Key Points

- The comprehensive contract between the City of Vancouver and Waste Connections of Washington includes a rate-setting model that allows for an annual inflation adjustment factor (a combination of consumer price and fuel indices) to rates paid by customers.
- An increase to the tipping fee for waste disposal at the transfer stations also impacts the rate that customers will pay in 2019.
- Rates paid by customers for garbage and recycling collection services were last adjusted for inflation in January of 2018.
- Prior to that, pass-through adjustments in the City-imposed utility tax on the garbage portion of the rate (January 2016 and April 2017) were the only adjustments since 2013. Instead, the contractor's obligatory annual rate adjustment was achieved through reductions in the fee paid to the City's Solid Waste Fund.
- As addressed in Staff Report 130A-18, in accordance with the proposed amendment to VMC 5.94.030, an increase to the gross receipts tax on the solid waste utility by 2.4% effective January 1, 2019 (this requires a 3.3% overall increase in rates charged for garbage collection, but not for recycling services). Future adjustments to the gross receipts tax will be incorporated in the annual rate-setting process for garbage and recycling collection.
- Amend VMC 6.12.208, 6.12.209, 6.12.210, 6.12.211 and 6.12.212, 6.12.213 to provide for increases in solid waste rates (due to both the annual rate-setting process and the increase in gross receipts tax) effective January 1, 2019.

Strategic Plan Alignment

N/A

Present Situation

City Council is the rate-making authority for garbage, residential recycling, and yard debris collection services within the City of Vancouver. The City contracts with a private hauling company, Waste Connections of Washington, to provide comprehensive garbage, recycling and yard debris

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

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

Inflation Adjustment Factor

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

Disposal Tip Fees

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

Recycling Fees

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

City Fee

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

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

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

Advantage(s)

1. Increasing customer rates maintains the City's high level of solid waste services including many different options for curbside collection of garbage, recycling and yard debris (optional).
2. Continues to provide funds for the neighborhood cleanup programs including spring yard debris coupons, Saturday bulky waste collection events, and free Recycling 101 workshops.
3. Ensures funds for addressing solid waste code compliance and litter issues in the City.
4. Provides funds for regional Solid Waste programs for administration of the solid waste transfer and disposal system, long-term solid waste management planning, and education and outreach.

Disadvantage(s)

All customers will pay higher garbage rates. For the average household with 32-gallon per week garbage and every-other-week recycling collection service, the combined monthly rate will increase by 6.5 percent from \$20.87 to \$22.22 or \$1.35 per month. For those with optional yard debris service, the rate for the yard debris service will increase by 3.9 percent from \$7.15 to \$7.43 or \$0.28 per month.

Budget Impact

Increasing the customer rates will provide the Solid Waste fund with an additional \$49,000 per year. It will also increase funds collected to support General Fund programs (including Streets and Police) via the higher utility tax.

Prior Council Review

This is an annual rate-setting process for Council.

Action Requested

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

Tanya Gray, Solid Waste Supervisor, 487-7163

ATTACHMENTS:

- ▣ Ordinance
- ▣ Summary of Proposed Solid Waste Rates

09/24/18
10/01/18

ORDINANCE NO. M- [Ordinance Number]

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

WHEREAS, solid waste collection, residential recycling, and yard debris rates were last changed by adoption of Ordinance M-4220 (November 20, 2017), and current rates became effective January 1, 2018, and

WHEREAS, solid waste collection, residential recycling, and yard debris rates were last changed by adoption of Ordinance M-4220 (November 20, 2017), and current rates became effective January 1, 2018; and

WHEREAS, the City Council is currently considering a proposal to fund additional police services which, if adopted, will require an increase in the solid waste utility tax rate along with other utility tax rates and an increase in the business license surcharge tax; and

WHEREAS, the proposal for such increases is being considered in a different ordinance that the Council may adopt with this ordinance; and

WHEREAS, such changes in the utility tax rate for solid waste will require changes to the solid waste rates which are incorporated in this ordinance; and

WHEREAS, utility taxes are applied to the gross revenues of each utility; and

WHEREAS, utility rates need to be increased to ensure each utility collects the same amount of revenue it did prior to the utility tax increase; and

WHEREAS, the City's contract for solid waste, residential recyclables and yard debris collection services contains provisions for annual adjustments to rates charged by the Contractor based upon changes in the Consumer Price Index (CPI), a Fuel Index, changes in disposal tipping fees, and changes in the City fee as calculated through the contract's Exhibit D rate model, and

WHEREAS, the Inflation Adjustment Factor (IAF) for rates set for the 2019 period has been calculated at 3.91% by combining a 3.605 percent increase in the Seattle-Tacoma-Bellevue CPI-W and a 19.68% percent increase in the Fuel Index (weighted 92 percent and 8 percent respectively) factored at 80 percent as the allowed annual compensation adjustment for the collection contractor, and

WHEREAS, per Clark County contract provisions with the facility operator, disposal fees at transfer stations used to dispose of waste collected by the Contractor under the specifications of the comprehensive collection contract are set to increase by 2.70 percent (75% of the CPI) to \$95.71 per ton of municipal solid waste effective January 1, 2019, and

WHEREAS, the City's comprehensive collection contract also contains provisions for annual adjustments in compensation of rates for recycling and yard debris collection services based on the above noted changes in the IAF, and

WHEREAS, Exhibit D of the contract will be utilized once rates are approved to adjust the monthly City Fee payments for 2019 to accurately balance approved compensation to the contractor.

NOW, THEREFORE,

BE IT ORDAINED BY THE CITY OF VANCOUVER:

Section 1. That part of Section 20 of Ordinance M-2665, last amended by that part of Section 1 of Ordinance M-4220, codified as VMC 6.12.208, is hereby amended to read as follows:

Section 6.12.208 Residential/multifamily cart rates.

The following table lists rates charged for residential/multifamily cart service:

Curb Service:	<u>2018</u>	<u>2019</u>	
32-gallon cart service			
Weekly collection	\$17.97	<u>\$19.22</u>	per month
Each additional cart	17.97	<u>19.22</u>	per month
Every other week	13.48	<u>14.42</u>	per month
Each additional cart	13.48	<u>14.42</u>	per month
Once a month	8.09	<u>8.65</u>	per month
64-gallon cart service			
Weekly collection	\$35.94	<u>\$38.44</u>	per month
Each additional cart	33.94	<u>38.44</u>	per month
Every other week	17.97	<u>19.22</u>	per month
96-gallon cart service			
Weekly collection	\$53.91	<u>\$57.66</u>	per month
Each additional cart	53.91	<u>57.66</u>	per month
20-gallon cart service			
Weekly collection	\$13.48	<u>\$14.42</u>	per month
Every other week	10.78	<u>11.53</u>	per month

Carryout Service:

32-gallon cart service			
Weekly collection	\$26.96	<u>\$28.83</u>	per month
Each additional cart	26.96	<u>28.83</u>	per month
Every other week	20.22	<u>21.63</u>	per month
Each additional cart	20.22	<u>21.63</u>	per month
Once a month	12.14	<u>12.98</u>	per month
64-gallon cart service			
Weekly collection	\$44.93	<u>\$48.05</u>	per month
Every other week	38.19	<u>40.85</u>	per month
96-gallon cart service			
Weekly collection	\$62.90	<u>\$67.27</u>	per month
20-gallon cart service			
Weekly collection	\$20.22	<u>\$21.63</u>	per month
Every other week	16.17	<u>17.30</u>	per month

Special / Optional Services:

Extra 32-gallon or equivalent (or portion thereof)			
Curb	\$7.07	<u>\$7.56</u>	per pick up
Carryout	10.60	<u>11.34</u>	per pick up
Return trip fee	10.39	<u>11.15</u>	per trip
Overweight/overfilled cart	Billed as an extra		
Cart replacement fee	At cost		
Cart delivery, initial	0.00		
Cart delivery, subsequent	13.01	<u>13.86</u>	

Service Stop for Vacation:

Minimum period of two weeks.

Maximum of three vacations per year.

Section 2. That part of Section 21 of Ordinance M-2665, last amended by that part of Section 2 of Ordinance M-4220, codified as VMC 6.12.209, is hereby amended to read as follows:

Section 6.12.209 Commercial cart rates.

The following table lists garbage rates charged for commercial cart service:

Curb service:	<u>2018</u>	<u>2019</u>	
32-gallon cart service			
Weekly collection	\$19.98	<u>\$21.37</u>	per month
Each additional cart	19.98	<u>21.37</u>	per month
Every other week	14.99	<u>16.03</u>	per month
Each additional cart	14.99	<u>16.03</u>	per month
Once a month	8.99	<u>9.62</u>	per month
64-gallon cart service			
Weekly collection	\$39.96	<u>\$42.74</u>	per month
Each additional cart	39.96	<u>42.74</u>	per month
Every other week	19.98	<u>21.37</u>	per month
96-gallon cart service			
Weekly collection	\$59.94	<u>\$64.11</u>	per month
20-gallon cart			
Weekly collection	\$14.99	<u>\$16.03</u>	per month
Every other week	11.99	<u>12.82</u>	per month
Carryout Services:			
32-gallon cart service			
Weekly collection	\$29.97	<u>\$32.06</u>	per month
Each additional cart	29.97	<u>32.06</u>	per month
Every other week	22.49	<u>24.05</u>	per month
Each additional cart	22.49	<u>24.05</u>	per month
Once a month	13.49	<u>14.43</u>	per month
64-gallon cart service			
Weekly collection	\$49.95	<u>\$53.43</u>	per month
Every other week	29.97	<u>32.06</u>	per month
96-gallon cart service	\$69.93	<u>\$74.80</u>	per month
20-gallon cart service			
Weekly collection	\$22.49	<u>\$24.05</u>	per month
Every other week	17.99	<u>19.23</u>	per month

Special / Optional Services:

Extra 32-gallon or equivalent (or portion thereof)

Curb	\$7.84	<u>\$8.38</u>	per pick up
Carryout	11.81	<u>12.63</u>	per pick up
Return trip fee	10.39	<u>11.15</u>	
Overweight/overfilled cart	Billed as an extra		
Cart replacement fee	At cost		
Cart delivery, initial	0.00		
Cart delivery, subsequent	13.00	<u>13.95</u>	

Late Fee:

Late fee: 1.5 percent of balance outstanding at thirty days past due date.

Vacation Allowance:

Minimum period of two weeks.

Maximum of three vacations per year.

Section 3. That part of Section 13 of Ordinance C-33, last amended by that part of Section 3 of Ordinance M-4220, codified as VCM 6.12.210, is hereby amended to read as follows:

Section 6.12.210 Container rates.

The following Table 6.12.210 lists garbage rates charged for container service:

Table 6.12.210 (2018 2019 Rates)**Regular Containers**

Size (In Yards)	Weekly Frequency					
	1	2	3	4	5	6
1	\$122.71	\$245.42	\$368.13	\$490.84	\$613.55	\$736.26
	<u>\$131.24</u>	<u>\$262.48</u>	<u>\$393.72</u>	<u>\$524.96</u>	<u>\$656.20</u>	<u>\$787.44</u>
1.5	153.39	306.78	460.16	613.55	766.94	920.33
	<u>164.05</u>	<u>328.10</u>	<u>492.15</u>	<u>656.20</u>	<u>820.25</u>	<u>984.30</u>
2	184.07	368.13	552.20	736.26	920.33	1,104.39
	<u>196.86</u>	<u>393.72</u>	<u>590.58</u>	<u>787.44</u>	<u>984.30</u>	<u>1,181.16</u>
3	245.42	490.84	736.26	981.68	1,227.10	1,472.52

	<u>262.48</u>	<u>524.96</u>	<u>787.44</u>	<u>1,049.92</u>	<u>1,312.40</u>	<u>1,574.88</u>
4	<u>306.78</u>	<u>613.55</u>	<u>920.33</u>	<u>1,227.10</u>	<u>1,533.88</u>	<u>1,840.65</u>
	<u>328.10</u>	<u>656.20</u>	<u>984.30</u>	<u>1,312.40</u>	<u>1,640.50</u>	<u>1,968.60</u>
5	<u>368.13</u>	<u>736.26</u>	<u>1,104.39</u>	<u>1,472.52</u>	<u>1,840.65</u>	<u>2,208.78</u>
	<u>393.72</u>	<u>787.44</u>	<u>1,181.16</u>	<u>1,574.88</u>	<u>1,968.60</u>	<u>2,362.32</u>
6	<u>429.49</u>	<u>858.97</u>	<u>1,288.46</u>	<u>1,717.94</u>	<u>2,147.43</u>	<u>2,576.91</u>
	<u>459.35</u>	<u>918.68</u>	<u>1,378.02</u>	<u>1,837.36</u>	<u>2,296.70</u>	<u>2,756.04</u>
8	<u>552.20</u>	<u>1,104.39</u>	<u>1,656.59</u>	<u>2,208.78</u>	<u>2,760.98</u>	<u>3,313.17</u>
	<u>590.58</u>	<u>1,181.16</u>	<u>1,771.74</u>	<u>2,362.32</u>	<u>2,952.90</u>	<u>3,543.48</u>

Compactor Containers

Size (in Yards)	Weekly Frequency					
	1	2	3	4	5	6
1	<u>275.43</u>	<u>550.86</u>	<u>826.29</u>	<u>1,101.72</u>	<u>1,377.15</u>	<u>1,652.58</u>
	<u>294.57</u>	<u>589.14</u>	<u>883.71</u>	<u>1,178.28</u>	<u>1,472.85</u>	<u>1,767.42</u>
1.5	<u>344.29</u>	<u>688.58</u>	<u>1,032.86</u>	<u>1,377.15</u>	<u>1,721.44</u>	<u>2,065.73</u>
	<u>368.21</u>	<u>736.43</u>	<u>1,104.64</u>	<u>1,472.85</u>	<u>1,841.06</u>	<u>2,209.28</u>
2	<u>413.15</u>	<u>826.29</u>	<u>1,239.44</u>	<u>1,652.58</u>	<u>2,065.73</u>	<u>2,478.87</u>
	<u>441.86</u>	<u>883.71</u>	<u>1,325.57</u>	<u>1,767.42</u>	<u>2,209.28</u>	<u>2,651.13</u>
3	<u>550.86</u>	<u>1,101.72</u>	<u>1,652.58</u>	<u>2,203.44</u>	<u>2,754.30</u>	<u>3,305.16</u>
	<u>589.14</u>	<u>1,178.28</u>	<u>1,767.42</u>	<u>2,356.56</u>	<u>2,945.70</u>	<u>3,534.84</u>
4	<u>688.58</u>	<u>1,377.15</u>	<u>2,065.73</u>	<u>2,754.30</u>	<u>3,442.88</u>	<u>4,131.45</u>
	<u>736.43</u>	<u>1,472.85</u>	<u>2,209.28</u>	<u>2,945.70</u>	<u>3,682.13</u>	<u>4,418.55</u>
5	<u>826.29</u>	<u>1,652.58</u>	<u>2,478.87</u>	<u>3,305.16</u>	<u>4,131.45</u>	<u>4,957.74</u>
	<u>883.71</u>	<u>1,767.42</u>	<u>2,651.13</u>	<u>3,534.84</u>	<u>4,418.55</u>	<u>5,302.26</u>
6	<u>964.01</u>	<u>1,928.01</u>	<u>2,892.02</u>	<u>3,856.02</u>	<u>4,820.03</u>	<u>5,784.03</u>
	<u>1,031.00</u>	<u>2,061.99</u>	<u>3,092.99</u>	<u>4,123.98</u>	<u>5,154.98</u>	<u>6,185.97</u>
8	<u>1,239.44</u>	<u>2,478.87</u>	<u>3,718.31</u>	<u>4,957.74</u>	<u>6,197.18</u>	<u>7,436.61</u>
	<u>1,325.57</u>	<u>2,651.13</u>	<u>3,976.70</u>	<u>5,302.26</u>	<u>6,627.83</u>	<u>7,953.39</u>

Note: Above rates are for containers supplied by contractor. Rates for compacted solid waste apply only when such waste has been compacted by any mechanical device prior to its pickup by the collector. Loose waste dumped into the collector's packer truck from a container will be subject to the rates for non-compacted material. However, waste that has been compressed or compacted by any mechanical device and then subsequently dumped into a loose yard container to be picked up by the Contractor shall be subject to compacted container rates only upon prior written approval of the Director.

Special Services:

Special pickups shall be charged the extra yard rate multiplied by the size of the container plus the return trip charge.

	<u>2018</u>	<u>2019</u>	
One-time delivery/pickup/disposal of 3-yard "Rent-a-Bin"	\$156.32	<u>\$167.18</u>	
Additional "Rent-a-Bin" pickup	96.87	<u>103.60</u>	
Return trip (blocked container, etc.)	15.21	<u>16.33</u>	
Lock charge (if automatic system used)	\$0.00		
Lock charge (if manual system used)	2.43	<u>2.61</u>	per collection
Subsequent deliveries/moves/replacements	27.70	<u>29.73</u>	per trip
Accessibility charge	3.46	<u>3.71</u>	per collection
Rollout charge			
Greater than 15 feet	3.46	<u>3.71</u>	per collection
Greater than 20 feet	5.54	<u>5.95</u>	per collection
Steam cleaning (customer request or requirement)	41.53	<u>44.48</u>	per container
Overfill/extra yardage (or portion thereof)	15.61	<u>16.69</u>	per event

Overweight charges for container service: If the Contractor identifies that a Customer's disposal weights are consistently in excess of 130 lbs. per loose yard (if charged loose container rates) or 455 lbs. per compacted yard, or per yard of heavy material such as dirt, rock, etc. (if charged compacted container rates) the Contractor may charge a flat overweight surcharge in addition to the regular rates. The surcharges will be equal to the weight in excess of 200 pounds per loose yard or 700 pounds per compacted yard multiplied by the current disposal rates per pound, multiplied by the number of yards serviced per month. The surcharge may also be applied to any extra or special pickups. The Contractor shall not charge the overweight container charge until the on-going overweight account has been brought to the attention of the Director. The Contractor may charge the overweight charge once the Director has investigated the issue and made a written determination as to whether or not the proposed charge is appropriate to the situation.

Late Fee:

Late fee: 1.5 percent of balance outstanding at thirty days past due date.

Service Stops for Vacation:

Minimum period of two weeks.

Maximum of three vacations per year.

Section 4. That part of Section 23 of Ordinance M-2665, last amended by that part of Section 4 of Ordinance M-4220, codified as VCM 6.12.211, is hereby amended to read as follows:

6.12.211 Drop box and compactor rates.

The following table lists garbage rates charged for drop box and compactor service:

Regular Service:	<u>2018</u>	<u>2019</u>	
Initial Placement fee	34.58	<u>37.12</u>	per trip
Moving fee	34.58	<u>37.12</u>	per trip
Steam clean (per customer request or as required)	3.73	<u>4.00</u>	per yard
Minimum	36.20	<u>38.86</u>	min
Plus: pickup and redelivery	34.58	<u>37.12</u>	per trip

Trucking Fee (empty and return - roundtrip haul charge):**Drop Box**

10-yard	135.65	<u>145.61</u>
20-yard	135.65	<u>145.61</u>
30-yard	135.65	<u>145.61</u>
40-yard	135.65	<u>145.61</u>

Compactor

10-yard	150.72	<u>\$161.79</u>
20-yard	150.72	<u>\$161.79</u>
30-yard	150.72	<u>\$161.79</u>
40-yard	150.72	<u>\$161.79</u>

Add disposal pass through at amount of tipping fee and disposal transaction fees or taxes to above charges.

Daily demurrage – Per Day	3.23	<u>\$3.47</u>	per day
Monthly demurrage – Monthly Maximum	97.39	<u>104.54</u>	monthly max
Special/modified box rental (Lid/screen/winch, etc.) – Per Day	4.64	<u>4.98</u>	per day
Monthly Maximum	139.72	<u>149.98</u>	monthly max
Waiting Time (after first 10 minutes) – Charge Per Minute	1.64	<u>1.76</u>	per minute
Mileage charge (over 10)	3.00	<u>3.22</u>	per mile
Locking system Materials plus labor @ per hour	34.58	<u>37.12</u>	per hour
“Check only” service (price per container and per check)	10.37	<u>11.13</u>	
Return trip charge (per container)	27.70	<u>29.73</u>	

Yard debris collection drop box service -Same rate as regular drop box service, except that disposal will be charged at current yard debris processing rate.

Late Fee:

Late fee: 1.5 percent of balance outstanding at thirty days past due date.

Section 5. That part of Section 24 of Ordinance M-2665, last amended by that part of Section 5 of Ordinance M-4220, codified as VCM 6.12.212, is hereby amended to read as follows:

6.12.212 Other rates.

The following table lists garbage rates for types of pickup other than those set out in Sections 6.12.208 through 6.12.211:

Bulky item pickup:	2018	<u>2019</u>	
Stove	15.53	<u>16.67</u>	each
Washing machine	16.99	<u>18.24</u>	each

Dryer	14.07	<u>15.10</u>	each
Water heater	17.27	<u>18.54</u>	each
Refrigerator, freezer	28.09	<u>30.15</u>	each
Sofa	14.07	<u>15.10</u>	each
Chair	11.23	<u>12.05</u>	each
Mattress or box springs	12.71	<u>13.64</u>	each
Tires			
Auto/light pickup	6.69	<u>7.18</u>	each
with rim	10.35	<u>11.11</u>	each
Bus/heavy truck	20.98	<u>22.52</u>	each
with rim	34.61	<u>37.15</u>	each
Other bulky items	14.79	<u>15.88</u>	each

Hourly equipment rental:

Sideloaded compactor truck	94.10	<u>101.01</u>	per hour
Rolloff truck/Front Load Compactor truck	96.91	<u>104.03</u>	per hour
Extra labor	42.91	<u>46.06</u>	per hour
Overtime rate	Extra labor rate X 1.5		

Section 6. Ordinance M-3069, last amended by that part of Section 6 of Ordinance M-4220, codified as VCM 6.12.213, is hereby amended to read as follows:

6.12.213 Residential recycling fees.

The following fees shall be charged for recycling program costs within the city of Vancouver:

- (a) For each dwelling unit in a structure containing from one to four residential dwelling units, ~~\$2.90~~ \$3.01 per month.

(b) Five or more residential dwelling units on a consolidated solid waste collection bill, ~~\$1.29~~ \$1.29 per month per unit.

The following optional fee shall be charged to those residents who voluntarily subscribe for service:

Yard Debris Collection Service	<u>2018</u>	<u>2019</u>	
Basic subscription, with 64-gallon cart	\$7.15	<u>\$7.43</u>	per month
1st additional 32-gallon equivalent (or portion thereof)	\$0.00		per month
Additional 32-gallon equivalent (or portion thereof, per item)	\$3.26	<u>3.39</u>	per pickup
Service restart fee, within one year of last service	\$10.00	<u>10.39</u>	
Subscription service, on-call with no cart	\$5.46	<u>5.67</u>	per pickup
Optional 64-gallon cart rental for on-call customers	\$1.66	<u>1.72</u>	per month
Cart replacement fee	At Cost		
Cart delivery fee, initial	\$0.00		
Cart delivery fee, subsequent	\$13.34	<u>13.86</u>	
32-gallon Wheeled-cart rental (if requested)	\$1.63	<u>1.69</u>	per month

Late fee: 1.5 percent of balance outstanding at 30 days

Vacation allowances in conjunction with garbage service vacations only.

Section 7. Savings. Those ordinances or parts of ordinances which are amended or repealed by this ordinance shall remain in full force and effect until the effective date of this ordinance.

Section 8. Severability. If any clause, sentence, paragraph, section, or part of this ordinance or the application thereof to any person or circumstance shall be adjudged by any court of competent jurisdiction to be invalid, such order or judgment shall be confined in its operation to the controversy in which it was rendered and shall not effect or invalidate the remainder of any parts thereof to any person or circumstances and to this end the provisions of each clause, sentence, paragraph, section or part of this law are hereby declared to be severable.

Section 9. Effective date. This ordinance shall become effective as of January 1, 2019, following the date of final adoption.

Read first time:

Ayes: Councilmembers

Nays: Councilmembers

Absent: Councilmembers

Read second time:

PASSED by the following vote:

Ayes: Councilmembers

Nays: Councilmembers

Absent: Councilmembers

SIGNED this _____ day of _____, 2018.

Anne McEnery-Ogle, Mayor

Attest:

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

Approved as to form:

E. Bronson Potter, City Attorney

SUMMARY

ORDINANCE NO. _____

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

The full text of this ordinance will be mailed upon request. Contact Raelyn McJilton, Records Officer at 360-487-8711, or via www.cityofvancouver.us (Go to City Government and Public Records).

**SUMMARY OF SOLID WASTE COLLECTION RATES
for 1/1/19 as compared to rates in effect since 1/1/18
2.4% Utility Tax Increase**

		Monthly Charge		
Available Service Levels		Jan-18	Jan-19	Change
Residential/Multifamily Curb Service (VMC 6.12.208)				
A	32-gallon cart service			
	weekly collection	\$17.97	\$19.22	7.0%
	each additional	\$17.97	\$19.22	7.0%
	every other week collection	\$13.48	\$14.42	7.0%
	each additional can	\$13.48	\$14.42	7.0%
	once per month collection	\$8.09	\$8.65	6.9%
	64-gallon cart service			
	weekly collection	\$35.94	\$38.44	7.0%
	each additional	\$35.94	\$38.44	7.0%
	every other week collection	\$17.97	\$19.22	7.0%
	96-gallon cart service			
	weekly collection	\$53.91	\$57.66	7.0%
	20-gallon cart service			
	weekly collection	\$13.48	\$14.42	7.0%
	every other week collection	\$10.78	\$11.53	7.0%
Residential Carryout Service				
	32-gallon cart service			
	weekly collection	\$26.96	\$28.83	6.9%
	each additional cart	\$26.96	\$28.83	6.9%
	every other week collection	\$20.22	\$21.63	7.0%
	each additional cart	\$20.22	\$21.63	7.0%
	once per month collection	\$12.14	\$12.98	6.9%
	64-gallon cart service			
	weekly collection	\$44.93	\$48.05	6.9%
	every other week collection	\$38.19	\$40.85	7.0%
	96-gallon cart service			
	weekly collection	\$62.90	\$67.27	6.9%
	20-gallon cart service			
	weekly collection	\$20.22	\$21.63	7.0%
	every other week collection	\$16.17	\$17.30	7.0%
Residential Special/Optional Services				
	Extra Cart (32-gallon equivalent)			
	Curb (per pick-up)	\$7.07	\$7.56	6.9%
	Carryout (per pick-up)	\$10.60	\$11.34	7.0%
	Return Trip fee	\$10.39	\$11.15	7.3%
	Overweight/overfilled can			
	Cart replacement fee			
	Cart Delivery, Initial	\$0.00	\$0.00	
	Cart Delivery, Subsequent	\$13.01	\$13.86	6.5%
Residential Recycling & Yard Debris Collection (VMC 6.12.213)				
B	Single Family EOW Curbside	\$2.90	\$3.01	3.8%
	Multi-Family (per unit/month)	\$1.24	\$1.29	4.0%
C	Yard Debris Collection Service (every other week by subscription)			
	Basic subscription 64-gal.	\$7.15	\$7.43	3.9%
	1st additional 32-gal can	\$0.00	\$0.00	
	Additional 32-gal per pickup	\$3.26	\$3.39	4.0%
	Service restart fee (<1yr)	\$10.00	\$10.39	3.9%
	On-call/No Cart (per pickup)	\$5.46	\$5.67	3.8%
	Optional 64-gal Cart Rental	\$1.66	\$1.72	3.6%
	Cart replacement fee			
	Cart delivery fee, initial	\$0.00	\$0.00	
	Cart delivery, subsequent	\$13.34	\$13.86	3.9%
	32-gallon Wheeled-cart renta	\$1.63	\$1.69	3.7%

Standard Service Level for Residential Customers (A + B)

				Added:
A	32-Gallon Weekly Garbage	\$17.97	\$19.22	7.0%
B	Single Family Weekly Curbside	\$2.90	\$3.01	3.8%
C	Yard Debris Collection (Subscribe)	\$7.15	\$7.43	3.9%
	TOTAL A + B	\$20.87	\$22.23	6.5%
	TOTAL A + B + C (w/ YD)	\$28.02	\$29.66	5.9%

\$X.XX Shaded values indicate adopted changes based on contract.

These changes were heard by Vancouver City Council, SR -18 & Ord M- :

First Reading: 9/24/18

Second Reading/Public Hearing: 10/01/18

The new fees are expected to remain unchanged for at least 12 months (until January 2020).

Questions on the rate changes may be addressed to Tanya Gray (487-7163)

**2.4 % Utility
Tax Increase**

Available Service Levels		Monthly Charge		
		Jan-18	Jan-19	Change
Commercial Curb Service (VMC 6.12.209)				
32-gallon cart service				
weekly collection	\$19.98	\$21.37	7.0%	
each additional cart	\$19.98	\$21.37	7.0%	
every other week collection	\$14.99	\$16.03	6.9%	
each additional can	\$14.99	\$16.03	6.9%	
once per month collection	\$8.99	\$9.62	7.0%	
64-gallon cart service				
weekly collection	\$39.96	\$42.74	7.0%	
every other week collection	\$19.98	\$21.37	7.0%	
96-gallon cart service				
weekly collection	\$59.94	\$64.11	7.0%	
20-gallon cart collection				
weekly collection	\$14.99	\$16.03	6.9%	
every other week collection	\$11.99	\$12.82	6.9%	
Commercial Carryout Service				
32-gallon cart service				
weekly collection	\$29.97	\$32.06	7.0%	
each additional can	\$29.97	\$32.06	7.0%	
every other week collection	\$22.49	\$24.05	6.9%	
each additional can	\$22.49	\$24.05	6.9%	
once per month collection	\$13.49	\$14.43	7.0%	
64-gallon cart service				
weekly collection	\$49.95	\$53.43	7.0%	
every other week collection	\$29.97	\$32.06	7.0%	
96-gallon cart service				
weekly collection	\$69.93	\$74.80	7.0%	
20-gallon cart service				
weekly collection	\$22.49	\$24.05	6.9%	
every other week collection	\$17.99	\$19.23	6.9%	
Commercial Special/Optional Services				
Extra Cart (32-gallon equivalent)				
Curb (per pick-up)	\$7.84	\$8.38	6.9%	
Carryout (per pick-up)	\$11.81	\$12.63	6.9%	
Return Trip fee	\$10.39	\$11.15	7.3%	
Overweight/overfilled cart				
Cart replacement fee				
Cart Delivery, Initial	\$0.00	\$0.00		
Cart Delivery, Subsequent	\$13.00	\$13.95	7.3%	
Container (Commercial) Special Services (VMC 6.12.210)				
Special Pickup - yard rate X yards + return trip charge				
One Time Delivery/Pickup/Disposal				
of 3-yard "Rent-A-Bin"	\$156.32	\$167.18	6.9%	
Additional "Rent-A-Bin"	\$96.87	\$103.60	6.9%	
Return Trip fee	\$15.21	\$16.33	7.4%	
Lock Charge (automatic system)	\$0.00	\$0.00		
Lock Charge (manual system)	\$2.43	\$2.61	7.4%	
Subsequent Deliveries/Moves				
Replacements (per trip)	\$27.70	\$29.73	7.3%	
Accessibility Charge	\$3.46	\$3.71	7.2%	
Rollout Charge (per collection)				
Greater than 15 feet	\$3.46	\$3.71	7.2%	
Greater than 20 feet	\$5.54	\$5.95	7.4%	
Steam Cleaning (requested)	\$41.53	\$44.58	7.3%	
Overfilled/Extra Yardage (portion)	\$15.61	\$16.69	6.9%	
Other Garbage Rates (Bulky Items and Hourly - VMC 6.12.212)				
Stove				
	\$15.53	\$16.67	7.3%	
Washing Machine				
	\$16.99	\$18.24	7.4%	
Dryer				
	\$14.07	\$15.10	7.3%	
Water Heater				
	\$17.27	\$18.54	7.4%	
Refrigerator, Freezer				
	\$28.09	\$30.15	7.3%	
Sofa				
	\$14.07	\$15.10	7.3%	
Chair				
	\$11.23	\$12.05	7.3%	
Mattress or Box Springs				
	\$12.71	\$13.64	7.3%	
Tires				
auto light pickup	\$6.69	\$7.18	7.3%	
with rim	\$10.35	\$11.11	7.3%	
bus/heavy truck	\$20.98	\$22.52	7.3%	
with rim	\$34.61	\$37.15	7.3%	
Other Bulky Items	\$14.79	\$15.88	7.4%	
Hourly Equipment Rental				
Sideloaded compactor	\$94.10	\$101.01	7.3%	
Rolloff truck	\$96.91	\$104.03	7.3%	
Extra labor	\$42.91	\$46.06	7.3%	
Overtime rate	Extra labor rate X 1.5			

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Available Service Levels	Monthly Charge		
	Jan-18	Jan-19	Change

Commercial Container Service (Non Compacted - VMC 6.12.210)

One Yard Container (includes disposal w/in weight limits)			
once per week collection	\$122.71	\$131.24	7.0%
twice per week collection	\$245.42	\$262.48	7.0%
three collections/week	\$368.13	\$393.72	7.0%
four collections/week	\$490.84	\$524.96	7.0%
five collections/week	\$613.55	\$656.20	7.0%
six collections/week	\$736.26	\$787.44	7.0%
1.5 Yard Container (includes disposal w/in weight limits)			
once per week collection	\$153.39	\$164.05	7.0%
twice per week collection	\$306.78	\$328.10	7.0%
three collections/week	\$460.16	\$492.15	7.0%
four collections/week	\$613.55	\$656.20	7.0%
five collections/week	\$766.94	\$820.25	7.0%
six collections/week	\$920.33	\$984.30	7.0%
Two Yard Container (includes disposal w/in weight limits)			
once per week collection	\$184.07	\$196.86	7.0%
twice per week collection	\$368.13	\$393.72	7.0%
three collections/week	\$552.20	\$590.58	7.0%
four collections/week	\$736.26	\$787.44	7.0%
five collections/week	\$920.33	\$984.30	7.0%
six collections/week	\$1,104.39	\$1,181.16	7.0%
Three Yard Container (includes disposal w/in weight limits)			
once per week collection	\$245.42	\$262.48	7.0%
twice per week collection	\$490.84	\$524.96	7.0%
three collections/week	\$736.26	\$787.44	7.0%
four collections/week	\$981.68	\$1,049.92	7.0%
five collections/week	\$1,227.10	\$1,312.40	7.0%
six collections/week	\$1,472.52	\$1,574.88	7.0%
Four Yard Container (includes disposal w/in weight limits)			
once per week collection	\$306.78	\$328.10	7.0%
twice per week collection	\$613.55	\$656.20	7.0%
three collections/week	\$920.33	\$984.30	7.0%
four collections/week	\$1,227.10	\$1,312.40	7.0%
five collections/week	\$1,533.88	\$1,640.50	7.0%
six collections/week	\$1,840.65	\$1,968.60	7.0%
Five Yard Container (includes disposal w/in weight limits)			
once per week collection	\$368.13	\$393.72	7.0%
twice per week collection	\$736.26	\$787.44	7.0%
three collections/week	\$1,104.39	\$1,181.16	7.0%
four collections/week	\$1,472.52	\$1,574.88	7.0%
five collections/week	\$1,840.65	\$1,968.60	7.0%
six collections/week	\$2,208.78	\$2,362.32	7.0%
Six Yard Container (includes disposal w/in weight limits)			
once per week collection	\$429.49	\$459.34	7.0%
twice per week collection	\$858.97	\$918.68	7.0%
three collections/week	\$1,288.46	\$1,378.02	7.0%
four collections/week	\$1,717.94	\$1,837.36	7.0%
five collections/week	\$2,147.43	\$2,296.70	7.0%
six collections/week	\$2,576.91	\$2,756.04	7.0%
Eight Yard Container (includes disposal w/in weight limits)			
once per week collection	\$552.20	\$590.58	7.0%
twice per week collection	\$1,104.39	\$1,181.16	7.0%
three collections/week	\$1,656.59	\$1,771.74	7.0%
four collections/week	\$2,208.78	\$2,362.32	7.0%
five collections/week	\$2,760.98	\$2,952.90	7.0%
six collections/week	\$3,313.17	\$3,543.48	7.0%

Drop Box and Compactor Services (VMC 6.12.211)

Regular Service (pass through amount of tipping fee and transaction fee taxes)

Initial Placement (per trip)	\$34.58	\$37.01	7.0%
Moving Fee (per trip)	\$34.58	\$37.01	7.0%
Steam Clean (per yard)	\$3.73	\$3.99	7.0%
Minimum (Plus P/R)	\$36.20	\$38.75	7.0%
Box placement/move onsite	\$34.58	\$37.01	7.0%
Daily Demurrage	\$3.23	\$3.46	7.1%
Monthly Demurrage (Max.)	\$97.39	\$104.26	7.1%
Special/Modified Box Rent (lid, scrn, winch/day)	\$4.64	\$4.97	7.1%
monthly maximum	\$139.72	\$149.57	7.0%
Waiting Time (per minute)	\$1.64	\$1.76	7.3%
Mileage Charge (over 10/mi)	\$3.00	\$3.21	7.0%
Locking System (materials plus labor @: per hr)	\$34.58	\$37.01	7.0%
"Check Only" (per check)	\$10.37	\$11.10	7.0%
Return Trip Charge	\$27.70	\$29.66	7.1%

Tipping Fee at Columbia Resources Transfer Stations			
Municipal Solid Waste (\$/ ton)	\$93.22	\$95.71	2.7%
Drop Box Waste (\$/ ton)	\$82.78	\$84.98	2.7%
Plus - Transaction Fee (per load)	\$10.00	\$10.00	0.0%

Tipping Fees are set by Clark County.

Available Service Levels	Monthly Charge		
	Jan-18	Jan-19	Change

Commercial Compactor Container Service (VMC 6.12.210)

One Yard Container (includes disposal)			
once per week collection	\$275.43	\$294.57	6.9%
twice per week collection	\$550.86	\$589.14	6.9%
three collections/week	\$826.29	\$883.71	6.9%
four collections/week	\$1,101.72	\$1,178.28	6.9%
five collections/week	\$1,377.15	\$1,472.85	6.9%
six collections/week	\$1,652.58	\$1,767.42	6.9%
1.5 Yard Container (includes disposal)			
once per week collection	\$344.29	\$368.21	6.9%
twice per week collection	\$688.58	\$736.43	6.9%
three collections/week	\$1,032.86	\$1,104.64	6.9%
four collections/week	\$1,377.15	\$1,472.85	6.9%
five collections/week	\$1,721.44	\$1,841.06	6.9%
six collections/week	\$2,065.73	\$2,209.28	6.9%
Two Yard Container (includes disposal)			
once per week collection	\$413.15	\$441.86	6.9%
twice per week collection	\$826.29	\$883.71	6.9%
three collections/week	\$1,239.44	\$1,325.57	6.9%
four collections/week	\$1,652.58	\$1,767.42	6.9%
five collections/week	\$2,065.73	\$2,209.28	6.9%
six collections/week	\$2,478.87	\$2,651.13	6.9%
Three Yard Container (includes disposal)			
once per week collection	\$550.86	\$589.14	6.9%
twice per week collection	\$1,101.72	\$1,178.28	6.9%
three collections/week	\$1,652.58	\$1,767.42	6.9%
four collections/week	\$2,203.44	\$2,356.56	6.9%
five collections/week	\$2,754.30	\$2,945.70	6.9%
six collections/week	\$3,305.16	\$3,534.84	6.9%
Four Yard Container (includes disposal)			
once per week collection	\$688.58	\$736.43	6.9%
twice per week collection	\$1,377.15	\$1,472.85	6.9%
three collections/week	\$2,065.73	\$2,209.28	6.9%
four collections/week	\$2,754.30	\$2,945.70	6.9%
five collections/week	\$3,442.88	\$3,682.13	6.9%
six collections/week	\$4,131.45	\$4,418.55	6.9%
Five Yard Container (includes disposal)			
once per week collection	\$826.29	\$883.71	6.9%
twice per week collection	\$1,652.58	\$1,767.42	6.9%
three collections/week	\$2,478.87	\$2,651.13	6.9%
four collections/week	\$3,305.16	\$3,534.84	6.9%
five collections/week	\$4,131.45	\$4,418.55	6.9%
six collections/week	\$4,957.74	\$5,302.26	6.9%
Six Yard Container (includes disposal)			
once per week collection	\$964.01	\$1,031.00	6.9%
twice per week collection	\$1,928.01	\$2,061.99	6.9%
three collections/week	\$2,892.02	\$3,092.99	6.9%
four collections/week	\$3,856.02	\$4,123.98	6.9%
five collections/week	\$4,820.03	\$5,154.98	6.9%
six collections/week	\$5,784.03	\$6,185.97	6.9%
Eight Yard Container (includes disposal)			
once per week collection	\$1,239.44	\$1,325.57	6.9%
twice per week collection	\$2,478.87	\$2,651.13	6.9%
three collections/week	\$3,718.31	\$3,976.70	6.9%
four collections/week	\$4,957.74	\$5,302.26	6.9%
five collections/week	\$6,197.18	\$6,627.83	6.9%
six collections/week	\$7,436.61	\$7,953.39	6.9%

Drop Box Trucking Fee (empty & return - roundtrip - VMC 6.12.211)

10-yard			
Drop Box	\$135.65	\$145.61	7.3%
Compactor	\$150.72	\$161.79	7.3%
20-yard			
Drop Box	\$135.65	\$145.61	7.3%
Compactor	\$150.72	\$161.79	7.3%
30-yard			
Drop Box	\$135.65	\$145.61	7.3%
Compactor	\$150.72	\$161.79	7.3%
40-yard			
Drop Box	\$135.65	\$145.61	7.3%
Compactor	\$150.72	\$161.79	7.3%

Disposal Fees: (pass through of tipping fee, transaction fee & taxes)

See box at left

Yard Debris Fees: (pass through at current material processing rate)

Other Divertable Materials accepted at local transfer stations:
(pass through at current disposal fee or processing rate)

9/18/2018 15:14



Item #7.

TO: Mayor and City Council

FROM: Natasha Ramras, Chief Financial Officer

DATE: 9/24/2018

SUBJECT Approval of Claim Vouchers

Action Requested

Approve claim vouchers for September 24, 2018.

(Copy available upon request.)

ATTACHMENTS:

▣ Claims 09.24.18

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:

\$ 3,601,615.98 this 24th day of September 2018.

MAYOR


AUDITING OFFICER

COUNCILMEMBER

COUNCILMEMBER

DATE	INCLUSIVE CHECK NUMBERS	CHECK TOTAL
September 11 - September 17	Accounts Payable Checks (see attached)	\$ 3,599,041.18
September 11 - September 17	Visa Refunds (see attached)	\$ 2,574.80
September 11 - September 17	Payroll Checks (see attached)	\$ -
TOTAL		\$ 3,601,615.98

**City of Vancouver
Payroll Council Report
Septemeber 11, 2018 - Septemeber 17, 2018**

[illegible]

\$

INVOICE PAYMENTS REPORT

Check Number	Check Date	Amount	Vendor Name	Description
119831	11-Sep-2018	33,334.64	BLUE CROSS BLUE SHIELD OF OR	***WIRE*** WEEKLY CLAIMS INVOICES WEEK 5 OF AUGUST
119832	11-Sep-2018	699.40	BLUE CROSS BLUE SHIELD OF OR	***WIRE*** SEPT BC COBRA SEPT PREMIUMS
119833	11-Sep-2018	66,892.29	BLUE CROSS BLUE SHIELD OF OR	***WIRE*** WEEKLY CLAIMS INVOICES WEEK 1 OF SEPT
119834	11-Sep-2018	56,235.00	BLUE CROSS BLUE SHIELD OF OR	***WIRE*** SEPT BC MED ADV RETIREE PREMIUMS FOR SEPT
119835	11-Sep-2018	591.80	BLUE CROSS BLUE SHIELD OF OR	***WIRE*** SEPT BC REG RETIREE SEPT PREMIUMS
119836	11-Sep-2018	160.89	KAISER PERMANENTE	***WIRE*** SEPT KAISER COBRA DENTAL PREMIUMS
119837	11-Sep-2018	15,419.23	KAISER PERMANENTE	***WIRE*** SEPT KAISER COBRA MEDICAL PREMIUMS
119838	11-Sep-2018	47,124.96	RELIASTAR LIFE INSURANCE CO	***WIRE*** SEPT STOP LOSS PREMIUMS
119839	11-Sep-2018	1,707.62	WASHINGTON DENTAL SERVICE	***WIRE*** SEPT WDS COBRA DENTAL PREMIUMS
119840	11-Sep-2018	4,482.12	WASHINGTON DENTAL SERVICE	***WIRE*** SEPT WDS RETIREE DENTAL PREMIUMS
119841	11-Sep-2018	21,157.07	BANK OF AMERICA	***WIRE*** UTILITY POSTAGE IMPREST ACCT FOR AUG 2018 - UTILITIES
119842	11-Sep-2018	26,079.42	GALLAGHER BASSETT SERVICES INC	***WIRE*** WORKERS' COMP FUNDING / MESSAGE ID: 42422427
119843	11-Sep-2018	790,538.39	INTERNAL REVENUE SERVICE	***WIRE*** 17 2018 PAYROLL TAXES
119844	11-Sep-2018	6,668.66	BANK OF AMERICA	***WIRE*** 17 2018 PAYROLL HSA
119845	12-Sep-2018	688,165.08	STATE OF WASHINGTON	***WIRE*** 17 2018 PERS/LEOFF
119846	12-Sep-2018	18,388.91	STATE OF OREGON	***WIRE*** 17 2018 OREGON TAXES
119847	11-Sep-2018	117,324.28	US BANK TRUST	***WIRE*** TAX REVENUES - TREASURY
119848	11-Sep-2018	1,231.82	GOVERNMENT REVENUE SOLUTIONS HOLDINGS I LLC	***WIRE*** LTC DISCOVERY SERVICES THRU 08/31/18 - TREASURY
119849	17-Sep-2018	169,921.64	BLUE CROSS BLUE SHIELD OF OR	***WIRE*** WEEKLY CLAIMS WEEK 2 OF SEPT
119850	17-Sep-2018	34,049.09	GALLAGHER BASSETT SERVICES INC	***WIRE*** WORKERS' COMP FUNDING / MESSAGE ID: 42509277
594809	12-Sep-2018	2,960.30	ABATEMENT SERVICES INC	08/16/18 - ASBESTOS ABATEMENT - ABANDONED TRAVEL TRAILER - VPD CASE 5627 - SOLID WASTE
594810	12-Sep-2018	2,580.19	ACCENT BUSINESS SERVICES INC	KELSEY MIKE - W/E 08/18/18 - CONSTRUCTION
594811	12-Sep-2018	17.92	AIRGAS NOR PAC INC	PAYER 2363679 - SHIP TO 2335879 - COMPRESSED GAS - 07/31/18 - FIRE STATION 5
594812	12-Sep-2018	7,512.13	ALBINA FUEL	SUMMARY: CSS-1 TACK OIL - OPS CENTER
594813	12-Sep-2018	77.00	ALLEGIANCE BENEFIT PLAN MANAGEMENT	RETIRED LEOFF FIRE ADMIN CLAIMS FEES - HR
594813	12-Sep-2018	115.50	ALLEGIANCE BENEFIT PLAN MANAGEMENT	RETIRED LEOFF POLICE ADMIN CLAIMS FEES - HR
594814	12-Sep-2018	5,484.60	ALLSTATE INSURANCE CO	SETTLEMENT RE: LAUR GILTON - CLAIM # 0511284713 F5G - DOL: 07/29/18 - RISK
594815	12-Sep-2018	300.00	AMERICAN MEDICAL RESPONSE NORTHWEST INC	TRIPS 5545319-5549033-5552785 - MEDICAL SERVICE/BLOOD DRAW - 18AUG - VPD
594816	12-Sep-2018	78,810.80	APPLIED BUSINESS SOFTWARE INC	ACCT COV6647 - 2018-2019 ANNUAL SOFTWARE MAINTENANCE/LICENSES (15 EA) - TREASURY
594817	12-Sep-2018	219.72	ARAMARK UNIFORM SERVICES INC	SUMMARY: MAT/TOWEL/COVERALL CLEANING - OP CENTER
594818	12-Sep-2018	6,898.58	ARBORSCAPE LTD INC	08/07/18 & 08/29/18 - REMOVE OAK TREE - MARSHALL CTR - OP CENTER
594818	12-Sep-2018	7,388.54	ARBORSCAPE LTD INC	18AUG - VARIOUS TREE REMOVAL SERVICES - PARK HILL CEMETERY - OP CENTER
594819	12-Sep-2018	92.17	ARLYS BORJESSON	50+ TRAVEL DRIVER/ PLANNER REIMBURSEMENT FOR MEALS, PARKING, ADMISSION
594819	12-Sep-2018	94.52	ARLYS BORJESSON	50+ TRAVEL DRIVER/PLANNER REIMBURSEMENT FOR MEALS/ADMISSION/PARKING
594820	12-Sep-2018	785.85	B&L PAPER CO	108"X48"X2" BLUE T-LAM PLANKS - SHIPPED 08/14/17 - OPS CENTER
594821	12-Sep-2018	10,699.06	BDS PLANNING & URBAN DESIGN	18JUL - ASSIST WITH CREATION OF BUSINESS DEVELOPMENT AREA - CED - RECEIPT 136676 BY B THOMAS PER E-MAIL
594822	12-Sep-2018	2,130.68	BOUND TREE MEDICAL LLC	ACCT 109894 - ORDER 100086628 - MEDICAL SUPPLIES - FIRE
594823	12-Sep-2018	313.32	Brum, Teresa L	WEDA CONFERENCE IN PROSSER
594824	12-Sep-2018	10.20	Chamblee, David A	PROSECUTING SEXUAL ASSAULT AND RELATED CRIMES TRAINING

INVOICE PAYMENTS REPORT

Check Number	Check Date	Amount	Vendor Name	Description
594825	12-Sep-2018	601.50	CITY OF VANCOUVER	PLATES, REGISTRATIONS, AND TITLES FOR MULTIPLE FLEET VEHICLES
594826	12-Sep-2018	1,067.00	CITY OF VANCOUVER ADVANCE TRAVEL	REIMBURSE ADVANCE TRAVEL FUND
594827	12-Sep-2018	2,104.00	CITY OF VANCOUVER POLICE TRAVEL FUND	TO REIMB. CHECKS WRITTEN AGAINST POLICE TRAVEL ADVANCE FUNDS.
594828	12-Sep-2018	39.57	CLARK COUNTY	COMMUNITY NOTIFICATION SERVICES OF REGISTERED SEX OFFENDERS - WATCH SYSTEMS - VPD
594828	12-Sep-2018	30.00	CLARK COUNTY	CUST 1811 - FINGERPRINTING SERVICES - 2 EA - 18JUL - LAW
594828	12-Sep-2018	60.00	CLARK COUNTY	CUST 1811 - FINGERPRINTING SERVICES - 4 EA - 18JUL - LAW
594828	12-Sep-2018	1,100.00	CLARK COUNTY	RANGE RENTAL - 18JUL - VPD
594828	12-Sep-2018	7,371.20	CLARK COUNTY	WORK CREW 05 - 18JUL - OP CENTER
594829	12-Sep-2018	23,810.98	CLARK COUNTY	SUMMARY: WORK CREW - 18JUL - OP CENTER
594830	12-Sep-2018	173.70	CLARK COUNTY CAB	ACCT 2012 - 04/26/18-05/22/18 - GUARANTEED RIDE HOME PROGRAM - 4 EA - S YOUNG/S MANDELL II/K MCDONALD/J MIDDOUR - TRANSPORTATION/DRS
594831	12-Sep-2018	2,267.51	CLOUDPWR	2018-2019 ANNUAL SUBSCRIPTION - DOCUSIGN BUSINESS PRO EDITION SEAT SUBSCRIPTION AND SUPPORT - 5 EA - 07/15/18-07/14/19 - INFO TECH - RECEIPT 136720 BY J SCHOESSLER PER E-MAIL
594832	12-Sep-2018	320,096.53	COLUMBIA FORD	SUMMARY: 2018 FORD POLICE UTILITY FOR VPD - EQUIP SERVICES
594833	12-Sep-2018	6,751.73	COLUMBIA RESOURCE COMPANY	ACCT 130625 - 18AUG - LITTER DISPOSAL FEE - OPS CENTER
594834	12-Sep-2018	4,557.50	COMBINED SYSTEMS INC	INERT MB PWD - CS MB PWD - SMOKE GRND - VPD
594835	12-Sep-2018	106.11	COMCAST CABLE COMMUNICATIONS INC	ACCT 8778 10 101 4891815 - 09/01/18-09/30/18 - FOR SERVICE AT 19210 SE 31ST DR - TERRANCE BOOSTER PUMP STATION
594836	12-Sep-2018	111.11	COMCAST CABLE COMMUNICATIONS INC	ACCT 8778 10 101 5095499 - 9/1/18-9/30/18 - FOR SERVICE AT 2103 E RESERVE ST UNIT TOWER PUMP
594837	12-Sep-2018	151.11	COMCAST CABLE COMMUNICATIONS INC	ACCT 8778101014784358 - CURRENT CHARGES AT 2800 NE STAPLETON RD (PENLINK) - 08/25/18-09/24/18 - VPD
594838	12-Sep-2018	241.11	COMCAST CABLE COMMUNICATIONS INC	ACCT 8778 10 101 3575690 - 9/10/18-10/9/18 - FOR SERVICE AT 415 W 6TH ST
594839	12-Sep-2018	741.13	CONSOLIDATED SUPPLY CO	CUST 23132 - OPERATING SUPPLIES - OPS CENTER
594840	12-Sep-2018	8,182.33	COPIERS NORTHWEST	ACCT 343871-P - MONTHLY COPIER LEASES - MULTIPLE CITY LOCATIONS - 08/15/18-09/14/18 - INFO TECH
594841	12-Sep-2018	6,579.51	CORE & MAIN LP	ACCT 110866 - OPERATING SUPPLIES - OPS CENTER
594842	12-Sep-2018	60.00	CRAIG MENDENHALL DBA AMERICAN SANI-CAN	07/16/18-08/12/18 - WEEKLY PUMPING SERVICES - CUSTOMER-OWNED UNIT - GREENWAY - OP CENTER
594842	12-Sep-2018	60.00	CRAIG MENDENHALL DBA AMERICAN SANI-CAN	07/16/18-08/12/18 - WEEKLY PUMPING SERVICES - CUSTOMER-OWNED UNIT - STREETS - OP CENTER
594843	12-Sep-2018	768.44	CUES INC	SO 000664634 - REPAIR SERVICES - REPAIR KIT 12 PIN - CABLE RESTRAINT #120825 - ORDER DATE 08/14/18 - OP CENTER - RECEIPT 136800
594844	12-Sep-2018	20.00	DAVID JACKY	50+ TRAVEL DRIVER/PLANNER REIMBURSEMENT FOR MEALS/ADMISSION/PARKING
594845	12-Sep-2018	46.60	DEPT OF LABOR AND INDUSTRIES	2018-2020 BI-ANNUAL INSPECTION/CERTIFICATION FEE - VPD - 605 E EVERGREEN - MULTIPLE VESSELS - OP CENTER
594846	12-Sep-2018	425.70	DKS ASSOCIATES	PROJ 16117-007 - VANCOUVER MILL PLAIN SIGNAL TIMING - THRU 07/31/18 - TRANSPORTATION - RECEIPT 136686 BY L JONES
594847	12-Sep-2018	3,794.00	EARTHWORKS EXCAVATING	SCIP CONTRACTOR PMT - CARLSON (12120 NE 80TH ST)
594848	12-Sep-2018	275.00	ERF COMPANY INC	18SEP - WEATHER FORECASTING SERVICES - OP CENTER - RECEIPT 136804 BY P NEWTON PER E-MAIL
594849	12-Sep-2018	3,751.25	ERIC LANCAULT ARCHITECT	06/29/18-07/28/18 - DESIGN/ENGINEERING SERVICES - TASK ORDER 37 - CRANE LOADING ANALYSES - OP CENTER/FACILITIES - RECEIPT 137123 BY S TURK PER E-MAIL
594850	12-Sep-2018	500.00	EUROFINS EATON ANALYTICAL INC	FOLDER 753428 - SAMPLE TESTING SERVICES - 08/02/18 - MP ENG
594851	12-Sep-2018	12,885.67	FIRE SYSTEMS WEST	SUMMARY: CUST VANC - 2018 ANNUAL INSPECTION/TESTING/CERTIFICATION

INVOICE PAYMENTS REPORT

Check Number	Check Date	Amount	Vendor Name	Description
594852	12-Sep-2018	108.32	FIRE SYSTEMS WEST INC	PERMIT WITHDRAWN
594853	12-Sep-2018	11,000.00	FOURTH PLAIN FORWARD	2018 SUPPORT FOR THE FOURTH PLAIN MULTICULTURAL FESTIVAL - THRU 08/22/18 - DRS
594854	12-Sep-2018	2,089.35	GALLS LLC	ACCT 1001096190 - FIRE UNIFORM - FIRE
594855	12-Sep-2018	46.84	GARY PRESTHUS	50+ TRAVEL DRIVER/PLANNER REIMBURSEMENT FOR MEALS/ADMISSION/PARKING
594856	12-Sep-2018	48.00	Gelsinger, Lee A.	REIMBURSE EMPLOYEE FOR OUT OF POCKET EXPENSES.
594857	12-Sep-2018	1,965.76	GENUINE PARTS COMPANY	CUST 7970 - 18AUG - PARTS FOR VEHICLE AND EQUIPMENT REPAIRS - EQUIP SERVICES
594858	12-Sep-2018	153.60	GEORGE ELEVATOR SERVICE LLC	08/14/18 - ADJUST ELEVATOR DOOR - FIRSTENBURG COMM CTR - OP CENTER
594858	12-Sep-2018	240.11	GEORGE ELEVATOR SERVICE LLC	08/15/18 - REPLACE 2ND FLOOR CALL BUTTON - MARSHALL CTR - OP CENTER
594859	12-Sep-2018	1,143.02	GORDON TRUCK CENTERS	CUST 96056 - 18AUG - PARTS FOR VEHICLE AND EQUIPMENT REPAIR - EQUIP SERVICES
594860	12-Sep-2018	36.00	GREGORY GLASS	50+ TRAVEL DRIVER/ PLANNER REIMBURSEMENT FOR MEALS, PARKING, ADMISSION
594861	12-Sep-2018	4,589.23	HALBERT CONSTRUCTION LLC	INV 714-89229-9 - DISTINCTIVE LANDSCAPE - EST 8 - THRU 08/13/18
594861	12-Sep-2018	2,642.08	HALBERT CONSTRUCTION LLC	INV 715-90123-2 - OPERATIONS CENTER FENCE REPAIR PROJECT - EST 2 - THRU 08/17/18
594862	12-Sep-2018	6,947.10	HARPER HOUF PETERSON RIGHELLIS INC	PROJ VAN-64-C - WATERFRONT INSPECTION - THRU 07/20/18 - CONSTRUCTION - RECEIPT 136836 BY L PETERSEN PER E-MAIL
594862	12-Sep-2018	3,062.11	HARPER HOUF PETERSON RIGHELLIS INC	PROJ VAN-64-E - WATER TOWER SEISMIC IMPROVEMENTS - THRU 07/20/18 - CONSTRUCTION - RECEIPT 136835 BY L PETERSEN PER E-MAIL
594862	12-Sep-2018	542.95	HARPER HOUF PETERSON RIGHELLIS INC	PROJ VAN-66 - PETERSON CHANNEL PHASE III - THRU 07/20/18 - MP ENG - RECEIPT 136968 BY L JONES
594862	12-Sep-2018	261.97	HARPER HOUF PETERSON RIGHELLIS INC	PROJ VAN-69 - 18TH ST DRAINAGE - THRU 07/20/18 - MP ENG - RECEIPT 136967 BY L JONES
594863	12-Sep-2018	4,932.64	HD FOWLER CO	ORDER O6001700 - OPERATING SUPPLIES - OPS CENTER
594863	12-Sep-2018	991.43	HD FOWLER CO	ORDER O6001813 - OPERATING SUPPLIES - OPS CENTER
594864	12-Sep-2018	7,826.90	HDR ENGINEERING INC	PROJ 10080977 - RIGHT OF WAY ACQUISITION SERVICES-EVERGREEN HWY & 102ND CRT CULVERT REPLACEMENT - THRU 08/04/18 - MP ENG - RECEIPT 136890 BY L JONES
594864	12-Sep-2018	8,796.63	HDR ENGINEERING INC	PROJ 10107594 - 32ND AVE/IND ACCESS FEASIBILITY STUDY - THRU 08/04/18 - CED - RECEIPT 136807 BY B THOMAS PER E-MAIL
594864	12-Sep-2018	10,625.15	HDR ENGINEERING INC	TRANSPORTATION SYSTEM SAFETY ANALYSIS - THRU 08/04/18 - CDD - RECEIPT 137051 BY B THOMAS PER E-MAIL
594865	12-Sep-2018	5,171.62	HERRERA ENVIRONMENTAL CONSULTANTS	PROJ 14-05818-004 - BURNT BRIDGE CREEK 2018 WATER QUALITY MONITORING - THRU 07/27/18 - MP ENG - RECEIPT 136751 BY L JONES
594866	12-Sep-2018	5,527.94	IMPERIAL HOMES	2017 UNCLAIMED PROPERTY FOR SEWER AND WATER REIMBURSEMENTS
594867	12-Sep-2018	11,370.00	INNOVA ARCHITECTS INC	PROJ P17024.00 - FIRSTENBURG POOL PLASTER ASSESSMENT - THRU 07/25/18 - PARKS ADMIN
594868	12-Sep-2018	1,570.00	INVINTUS MEDIA INC	SYSTEM MAINTENANCE AGREEMENT/PERSISTENT STREAMING/HOSTING OF CVTV WEBSITE - THRU 07/31/18 - MEDIA SERVICES
594869	12-Sep-2018	1,500.00	JAMES E LINGEMAN OWNER/CHIEF APPRAISER	ASSIGNMENT 2018-121 - REVIEW OF FENTON PARCEL - THRU 08/15/18 - PARKS
594870	12-Sep-2018	4,500.00	JCI JONES CHEMICALS INC	ORDER 564886 - CHLORINE 150 LB CYLINDERS - 18 EA - OP CENTER
594871	12-Sep-2018	2,760.00	JENSEN HUGHES INC	PROJ 1CWC16004.002 - VANCOUVER FD PLAN REVIEW - THRU 07/27/18 - FIRE
594872	12-Sep-2018	396.09	K F JACOBSEN & CO INC	ACCT 13866 - FINE MIX ASPHALT - 5.22 TON - OPS CENTER
594872	12-Sep-2018	470.46	K F JACOBSEN & CO INC	ACCT 13866 - FINE MIX ASPHALT - 6.2 TON - OPS CENTER

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

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INVOICE PAYMENTS REPORT

Check Number	Check Date	Amount	Vendor Name	Description
594873	12-Sep-2018	177.75	KATHY MILLER DBA BODYWELL MASSAGE	07/16/18-08/13/18 - MASSAGE SERVICES - FIRSTENBURG COMM CTR
594874	12-Sep-2018	306.78	Kennedy, Patrick Joseph	IACP 1ST LINE SUPER; PA
594875	12-Sep-2018	24.28	KEVIN PAFF	50+ TRAVEL DRIVER/ PLANNER REIMBURSEMENT FOR MEALS, PARKING, ADMISSION
594875	12-Sep-2018	24.76	KEVIN PAFF	50+ TRAVEL DRIVER/PLANNER REIMBURSEMENT FOR MEALS/ADMISSION/PARKING
594876	12-Sep-2018	15.00	Kipp, Jeffery Douglas	NDAA TRAINING
594877	12-Sep-2018	450.00	KRONOS INCORPORATED	PROJ 34946 - VANCOUVER CITY POLICE - SOLUTION CONSULTING - THRU 03/27/18 - INFO TECH - RECEIPT 137150 BY J SCHOESSLER PER E-MAIL
594877	12-Sep-2018	2,250.00	KRONOS INCORPORATED	PROJ 34946 - VANCOUVER CITY POLICE - SOLUTION CONSULTING - THRU 06/27/18 - INFO TECH - RECEIPT 137151 BY J SCHOESSLER PER E-MAIL
594878	12-Sep-2018	105,498.86	LAKESIDE INDUSTRIES	SUMMARY: ASPHALT - ORCHARDS ASPHALT SALES - OPS CENTER
594879	12-Sep-2018	300.00	LAURA WEBB	SETTLEMENT RE: LAURA WEBB - DOL: 07/20/18 - RISK
594880	12-Sep-2018	28.60	LEONORA OFTENDAHL	50+ TRAVEL DRIVER/PLANNER REIMBURSEMENT FOR MEALS/ADMISSION/PARKING
594881	12-Sep-2018	46.47	LINDA THOMPSON	50+ TRAVEL DRIVER/PLANNER REIMBURSEMENT FOR MEALS/ADMISSION/PARKING
594882	12-Sep-2018	113.67	Maginnis, Ashley C	FACEBOOK ADS REIMBURSEMENT
594883	12-Sep-2018	84.25	Metevia, Sean A	BLEEA AUGUST
594884	12-Sep-2018	183.12	Michelson, Tammy L	NDAA: PROSECUTING SEXUAL ASSAULT & RELATED CRIMES
594885	12-Sep-2018	10,602.97	MISCELLANEOUS	SUMMARY: CITY UTILITIES REFUNDS, PARKS REFUNDS & OTHER MISC REFUNDS
I				
594911				
594912	12-Sep-2018	1,470.00	MOTUS RECRUITING & STAFFING INTL	MOORE ALAN - W/E 08/12/18 - PAYROLL WORK DAY PROJ
594913	12-Sep-2018	312.19	MUNNELL AND SHERRILL INC	CUST 3364 - DOC 012326 - OPERATING SUPPLIES - WAREHOUSE
594914	12-Sep-2018	39,605.20	NORTHWEST STAFFING RESOURCES	CITY WIDE TEMPORARY SERVICES - W/E 08/19/18
594915	12-Sep-2018	5,020.78	NW NATURAL	SUMMARY: 18AUG GAS USAGE
594916	12-Sep-2018	1,279.33	Olinger, Kristine A	STORMCON 2018 POST TRAVEL
594917	12-Sep-2018	271.00	ORCHARDS TOWING	07/21/18 - TOWING - WHITE PALOMINO - LIC NOT SPECIFIED - FROM 156TH AVE & SE 1ST ST TO VENDOR LOT - CASE UNSPECIFIED - VPD
594918	12-Sep-2018	1,232.50	OTAK INC	PROJ 017867.A00 - VANCOUVER COUNTRY CLUB VILLAGE LID RETROFIT - THRU 07/27/18 - MP ENG - RECEIPT 136893 BY L JONES PER E-MAIL
594919	12-Sep-2018	7,380.00	OVERTON SAFETY TRAINING INC	07/06/18-07/18/18 - ON-SITE SERVICE TRUCK CRANE OPERATOR QUALIFICATION - OP CENTER - RECEIPT 137193 BY P NEWTON PER E-MAIL
594920	12-Sep-2018	490.16	PACIFIC FURNISHINGS	ORDER 15477 - RECEIVE/DELIVERY/INSTALLATION - HERMAN MILLER FURNISHINGS - THRU 08/16/18 - CITY HALL/BLDG PLANS - PROPERTY SERVICES
594921	12-Sep-2018	1,950.00	PACIFIC TALENT INC	2018 ENTERTAINMENT - WATERFRONT PARK GRAND OPENING (09/29/18)/OLD APPLE TREE FESTIVAL (10/06/18) - PARKS
594922	12-Sep-2018	325.00	PAMELA LYNN LARSEN	3-HR WORKSHOP ON STI & CELILO FALLS CURRICULUM - WREC
594923	12-Sep-2018	6,850.00	PARKEON	CUST 0030328P - SO P73554 - PARKFOLIO LEVEL 3 FEES - 137 EA - 18JUL - PARKING
594924	12-Sep-2018	1,010.26	Penner, Elizabeth Michelle (Liz)	WORKDAY TRAINING - POST TRAVEL
594925	12-Sep-2018	2,038.81	PETTY CASH CUSTODIAN	SUMMARY: PETTY CASH REPLENISHMENT
I				
594929				
594930	12-Sep-2018	424.59	PORTER W YETT CO	CUST 20408 - JOB #SCALE 1 - CRUSHED ASPHALT - 47.44 TON - OPS CENTER

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Check Number	Check Date	Amount	Vendor Name	Description
594931	12-Sep-2018	249.43	PRAXAIR DISTRIBUTION INC	CUST 73769060 - CO2 LIQUID BULK TANK 460# - THRU 08/14/18 - PARKS & REC FIRSTENBURG POOL
594932	12-Sep-2018	7,765.00	PWL PARTNERSHIP LANDSCAPE ARCHITECTS INC	PROJ 17095-WATERFRONT PARK INTERPRETIVE SIGNAGE/PARK SIGNAGE - THRU 07/27/18 - PARKS - RECEIPT 137133 BY C VOGELZANG PER E-MAIL
594933	12-Sep-2018	89.43	RENTOKIL NORTH AMERICA INC	CUST 247117 - MONTHLY PEST CONTROL MAINTENANCE - 08/13/18 - ESTHER SHORT PARK/PUMP HOUSE - RECEIPT 136852 BY P NEWTON PER E-MAIL
594933	12-Sep-2018	89.43	RENTOKIL NORTH AMERICA INC	CUST 247118 - MONTHLY PEST CONTROL MAINTENANCE - 08/13/18 - SLOCUM HOUSE - RECEIPT 136854 BY P NEWTON PER E-MAIL
594934	12-Sep-2018	13,951.08	REXEL INC	CUST 893595 - OPERATING SUPPLIES - OPS CENTER
594935	12-Sep-2018	225.00	RICHARD RITCHEY DBA REPTILE MAN	08/17/18 - REPTILE PRESENTATION - PARKS
594936	12-Sep-2018	14.30	ROGER ROHWEDDER	50+ TRAVEL DRIVER/PLANNER REIMBURSEMENT FOR MEALS/ADMISSION/PARKING
594937	12-Sep-2018	666.00	ROTSCHY INC	CLIENT 59 - VAC TRUCK DUMP - OPS CENTER
594938	12-Sep-2018	48.00	RYAN PRESTON	REIMBURSE CCSO EMPLOYEE FOR OUT OF POCKET EXPENSES.
594939	12-Sep-2018	7,328.25	SALVATION ARMY	PROJ 601702 - GUIDING LIGHT SALVATION ARMY - 18AUG - HOME FUNDING
594939	12-Sep-2018	3,846.58	SALVATION ARMY	PROJECT 414736 - GUIDING LIGHT HOUSING SERVICES - 18AUG - CDBG FUNDING
594940	12-Sep-2018	115.99	Schubert, Beverly J	50+ TRAVEL DRIVER/ PLANNER REIMBURSEMENT FOR MEALS, PARKING, ADMISSION
594940	12-Sep-2018	80.28	Schubert, Beverly J	50+ TRAVEL DRIVER/PLANNER REIMBURSEMENT FOR MEALS/ADMISSION/PARKING
594941	12-Sep-2018	56,649.76	SHARE INC	PROJ 2017-AHF-221302 - HOUSING CONSORTIUM - 18JUL - CDBG
594942	12-Sep-2018	200.00	SHELDON WONG	08/19/18 - SUNDAY DANCE - MUSICAL ENTERTAINMENT - PARKS
594943	12-Sep-2018	312.62	SHRED IT USA LLC	SUMMARY: ON-SITE DOCUMENT DESTRUCTION - FACILITIES
594944	12-Sep-2018	3,040.00	SIERRA-CEDAR INC	CUST 109266 - PROJ CITYVNCW_AMS_01 - HANSEN UTILITY BILLING SUPPORT - THRU 08/15/18 - INFO TECH - RECEIPT 137135 BY S COOLEY PER E-MAIL
594944	12-Sep-2018	8,149.80	SIERRA-CEDAR INC	CUST 109266 - PROJ CITYVNCW_IMP_01 - WORKDAY IMPLEMENTATION SERVICES - EXPENSE REIMBURSEMENT - THRU 08/15/18 - INFO TECH - RECEIPT 137137 BY S COOLEY PER E-MAIL
594944	12-Sep-2018	135,094.42	SIERRA-CEDAR INC	CUST 109266 - PROJ CITYVNCW_IMP_01 - WORKDAY IMPLEMENTATION SERVICES - THRU 08/15/18 - INFO TECH - RECEIPT 137136 BY S COOLEY PER E-MAIL
594945	12-Sep-2018	567.44	SOFTWARE HOUSE INTERNATIONAL SHI	CUST 1072078 - SO S48138700 - ACROBAT NEW LIC-CLP-L2/PROFESSIONAL V2017 NEW LICENSE - 1 EA - AGREEMENT 4600014240 - INFO TECH
594945	12-Sep-2018	226.75	SOFTWARE HOUSE INTERNATIONAL SHI	CUST 1072078 - SO S48170415 - ACROBAT NEW LICENSE CLP L2 MULTIPLE PLATFORMS - 1 EA - AGREEMENT 4600014240 - IT - RECEIPT 136819 BY J SCHOESSLER PER E-MAIL
594946	12-Sep-2018	500.00	SOUTHWEST WASHINGTON CHAPTER OF ICC	2018 - 13TH ANNUAL FALL SEMINAR REGISTRATION - 10/08/18-10/11/18 - MICHAEL SHRUM - OP CENTER
594947	12-Sep-2018	18,851.04	SP PLUS CORPORATION	18JUL - PARKING SERVICES
594948	12-Sep-2018	3,838.25	STANTEC CONSULTING SERVICES	PROJ 2002006056 - CUST 93668 - ON-CALL SANITARY SEWER PLANNING/DESIGN - THRU 08/10/18 - MP ENG - RECEIPT 136891 BY L JONES
594949	12-Sep-2018	39.78	STATE OF WASHINGTON	CUST 1042631 - REF 0009130747 - FOREST LAND ASSESSMENT - FFPA FPA FUND - FINANCE (SEND TO B POTTER IN FUTURE YEARS)
594950	12-Sep-2018	235.77	STATE OF WASHINGTON	ER PORTION OF MEMBER'S OPTIONAL BILL 01299070
594951	12-Sep-2018	348.17	STATE OF WASHINGTON	ER PORTION OF MEMBER'S OPTIONAL BILL 01299069
594952	12-Sep-2018	945.75	STATE OF WASHINGTON	ER PORTION OF MEMBER'S OPTIONAL BILL 01299068
594953	12-Sep-2018	52.67	STERICYCLE INC	CUST 6029888 - 18AUG - MEDICAL WASTE REMOVAL - VPD

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594953	12-Sep-2018	32.54	STERICYCLE INC	CUST 6068464 - 18AUG - MEDICAL WASTE REMOVAL - FIRSTENBURG COMM CTR
594954	12-Sep-2018	573.75	STEVEN J ZERFING DBA MASSAGE DOJO	CHAIR MASSAGES - 51 EA - THRU 08/18/18 - FIRSTENBURG/MARSHALL CENTERS - PARKS - REVISED INV 8.5 FOR \$573.75 - REC'D 08/24/18 BY AP
594955	12-Sep-2018	163.39	Stober, Ty A	TRAVEL EXPENSES REIMBURSEMENT FOR AWC MEETING IN MAY - CMO
594956	12-Sep-2018	31.00	SUSAN ROBINS	50+ TRAVEL DRIVER/ PLANNER REIMBURSEMENT FOR MEALS, PARKING, ADMISSION
594956	12-Sep-2018	45.85	SUSAN ROBINS	50+ TRAVEL DRIVER/PLANNER REIMBURSEMENT FOR MEALS/ADMISSION/PARKING
594957	12-Sep-2018	44.82	SUZAN HEGLIN	50+ TRAVEL DRIVER/ PLANNER REIMBURSEMENT FOR MEALS, PARKING, ADMISSION
594957	12-Sep-2018	49.19	SUZAN HEGLIN	50+ TRAVEL DRIVER/PLANNER REIMBURSEMENT FOR MEALS/ADMISSION/PARKING
594958	12-Sep-2018	440.00	SW WASHINGTON MEDICAL CTR DBA PEACEHEALTH	PAT CNTL H100242545600 - MEDICAL SERVICES - M SMART - 05/02/18 - RISK
594959	12-Sep-2018	3,120.00	TEKSYSTEMS	BAKER MICHAEL - W/E 08/25/18 - INFO TECH - RECEIPT 136989 BY J SCHOESSLER PER E-MAIL
594959	12-Sep-2018	3,200.00	TEKSYSTEMS	LAWSON COREY - W/E 08/25/18 - INFO TECH - RECEIPT 136990 BY J SCHOESSLER PER E-MAIL
594960	12-Sep-2018	108.40	TOWING & RECOVERY SERVICES INC	TOWING - '00 HONDA CIVIC - LIC BGA9156 WA - FROM 8208 VANCOUVER MALL DR TO WEST PRECINCT - VPD
594961	12-Sep-2018	84.75	Tretta, Timothy A	BLEEA; AUGUST 6-17
594962	12-Sep-2018	474.25	TRIPLE J ENTERPRISES	SUMMARY: TOWING - VPD
594963	12-Sep-2018	8,258.15	TYREE OIL, INC	SUMMARY: OPERATING SUPPLIES - EQUIP SERVICES
594964	12-Sep-2018	12.45	UNITED PARCEL SERVICE	18SEP - SHIPPER #856018 - SERVICE CHARGE - OPS CENTER
594965	12-Sep-2018	4,726.83	UNIVAR USA INC	CUST 107817 - ORDER 206345 - CAUSTIC SODA - OPS CENTER
594966	12-Sep-2018	4,941.69	UNIVAR USA INC	CUST 107817 - ORDER 206343 - CAUSTIC SODA - OPS CENTER
594967	12-Sep-2018	58.63	VALERIE DEMING	50+ TRAVEL DRIVER/ PLANNER REIMBURSEMENT FOR MEALS, PARKING, ADMISSION
594967	12-Sep-2018	30.35	VALERIE DEMING	50+ TRAVEL DRIVER/PLANNER REIMBURSEMENT FOR MEALS/ADMISSION/PARKING
594968	12-Sep-2018	63.00	VANCOUVER AIRE LLC DBA FRESH AIRE AIR FRESHENERS	ROUTE 2-3 4 - DEODORIZING SERVICE - THRU 08/14/18 - MARSHALL COMM CTR - RECEIPT 136998 BY P NEWTON PER E-MAIL
594968	12-Sep-2018	63.00	VANCOUVER AIRE LLC DBA FRESH AIRE AIR FRESHENERS	ROUTE 3-2 15 - DEODORIZING SERVICE - THRU 08/14/18 - OP CENTER - RECEIPT 136999 BY P NEWTON PER E-MAIL
594968	12-Sep-2018	52.50	VANCOUVER AIRE LLC DBA FRESH AIRE AIR FRESHENERS	ROUTE 3-2 16 - DEODORIZING SERVICE - THRU 08/14/18 - UTILITIES - RECEIPT 136997 BY P NEWTON PER E-MAIL
594969	12-Sep-2018	7,960.00	VANCOUVER HOUSING AUTHORITY	PROJ 2017-AHF-221301 - AHF RENTAL ASSISTANCE - 18AUG - CDBG
594969	12-Sep-2018	6,086.00	VANCOUVER HOUSING AUTHORITY	PROJ 2017-AHF-221301 - AHF RENTAL ASSISTANCE - 18JUN-18JUL - CDBG
594970	12-Sep-2018	3,825.00	VANCOUVER SLOW PITCH UMPIRES ASSN	18AUG - SPORTS OFFICIATING - PARKS
594971	12-Sep-2018	30.02	VERIZON WIRELESS	ACCT 723202384-00001 - WIRELESS SERVICE - 07/24/17-08/23/18 - UTILITIES
594972	12-Sep-2018	80.02	VERIZON WIRELESS	ACCT 442099140-00001 - MOBILE BROADBAND SERVICES - 07/24/18-08/23/18 - IPADS FOR SIDEWALK PROJECTS - RYAN MILES - OPS CENTER
594973	12-Sep-2018	418.63	VERIZON WIRELESS	ACCT 670557900-00018 - CURRENT CHARGES - 07/24/18-08/23/18 - VPD
594974	12-Sep-2018	426.68	VERIZON WIRELESS	ACCT 242002506-0001 - WIRELESS SERVICE - 07/24/17-08/23/18 - UTILITIES
594975	12-Sep-2018	16,107.90	VERIZON WIRELESS	ACCT 670557900-00007 - CURRENT CHARGES - 07/24/17-08/23/18 - IT
594976	12-Sep-2018	560.16	VERIZON WIRELESS SERVICES LLC	ACCT 342019650-00001 - CURRENT CHARGES - 07/24/17-08/23/18 - CONSTRUCTION
594977	12-Sep-2018	25,360.18	WAGER AUDIO INC	2018 PRODUCTION SERVICES - SUMMER CONCERTS - NOON/SIX TO SUNSET/SUNDAY SOUNDS - PARKS
594978	12-Sep-2018	3,847.59	WALTER E NELSON CO	SUMMARY: JANITORIAL SUPPLIES - OP CENTER

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Check Number	Check Date	Amount	Vendor Name	Description
594979	12-Sep-2018	26,053.38	WASTE CONNECTIONS INC	SUMMARY: 18AUG MONTHLY GARBAGE SERVICES FOR MULTIPLE CITY ACCOUNTS - SOLID WASTE
594980	12-Sep-2018	17,592.61	WILCOX & FLEGEL	FUEL FOR OPS - EQUIP SERVICES
594981	12-Sep-2018	20.00	WILLIAM MAIDEN	50+ TRAVEL DRIVER/ PLANNER REIMBURSEMENT FOR MEALS, PARKING, ADMISSION
594981	12-Sep-2018	60.30	WILLIAM MAIDEN	50+ TRAVEL DRIVER/PLANNER REIMBURSEMENT FOR MEALS/ADMISSION/PARKING
594982	12-Sep-2018	16,664.10	WINTERBAUER & DIAMOND PLLC	ACCT 1987-00M - LEGAL SERVICES - INVOKE VMC 3.05.200(2) - THRU 07/30/18 - RISK
594983	12-Sep-2018	107.88	XPO ENTERPRISE SERVICES INC	WEEKLY POSTAGE SERVICES - THRU 08/11/18 - FINANCE/MAILROOM
20001445	17-Sep-2018	257,269.89	CITY OF VANCOUVER	SUMMARY: INFOR CITY PAYMENTS
	SUBTOTAL	3,599,041.18		
VISA	18-Sep-2018	1,222.67	MISCELLANEOUS	PARKS CLASS REFUNDS - FCC 09/11/18 - 09/17/18
VISA	18-Sep-2018	1,352.13	MISCELLANEOUS	PARKS CLASS REFUNDS - MCC 09/11/18 - 09/17/18
VISA	18-Sep-2018	-	MISCELLANEOUS	PARKS CLASS REFUNDS - SPECIAL EVENTS 09/11/18 - 09/17/18
VISA	18-Sep-2018	-	MISCELLANEOUS	PARKS CLASS REFUNDS - WREC 09/11/18 - 09/17/18
	SUBTOTAL	2,574.80		
	TOTAL	3,601,615.98		