

Charter Review Follow Up



City Council Workshop
August 26, 2019

Jeanette (Jan) Bader, Program & Policy Dev. Mgr.
Brent Boger, Assistant City Attorney

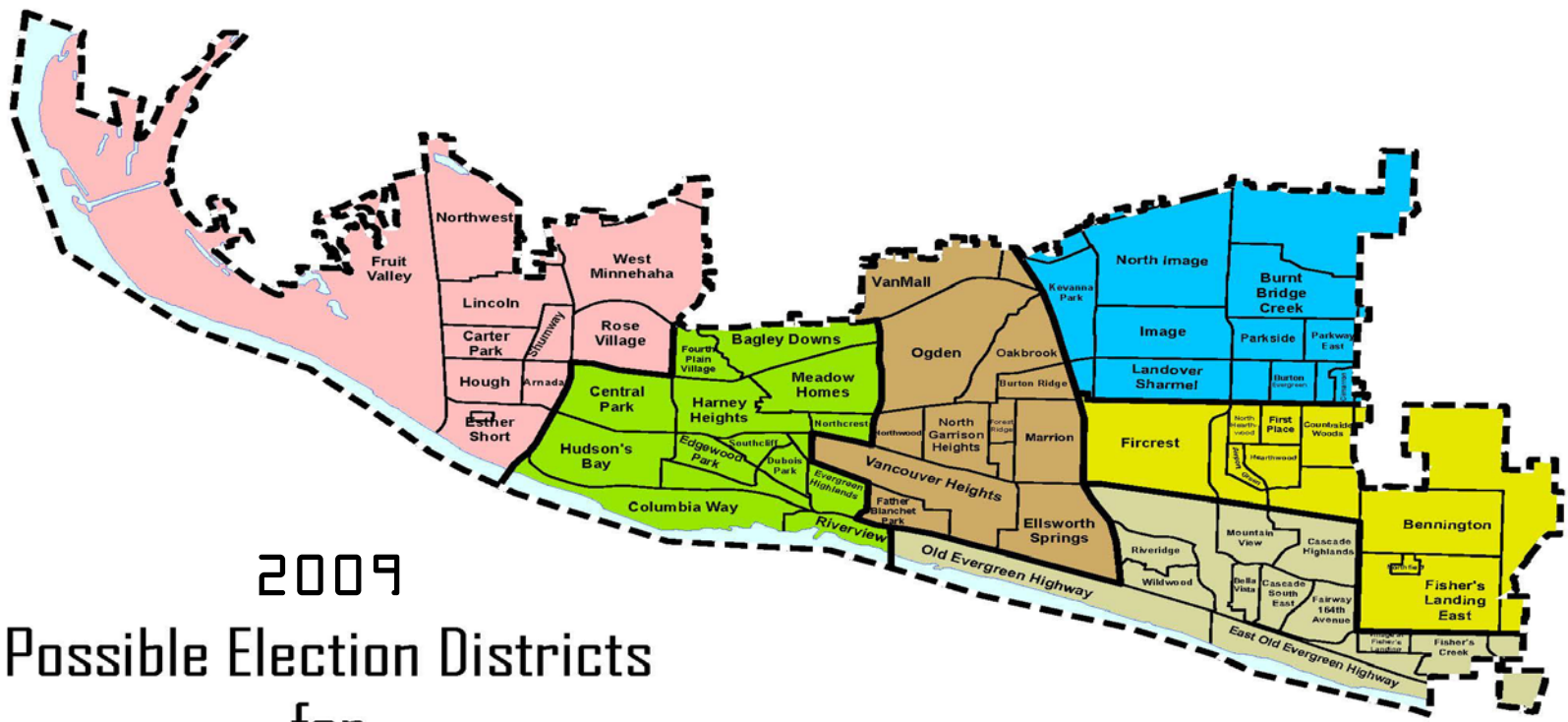
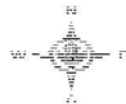
Presentation Overview

- History of Elections by District
- Charter Review Recommendation
- Washington Voter's Rights Act
- Creating Districts
- Pros & Cons
- Options for Nomination by District
- Resign to Run
- Options for Resign to Run



History of Elections by District

- 1994 – Charter Committee discussed election by district but made no recommendation to Council.
- 1999 - Council placed districting advisory vote on the ballot. Vote failed 48.6% to 51.4% and Council took no further action.
- 2009 - Committee adopted resolution recommending Council commission a study of a districting system, completed in time to allow a vote at the November 2011 election. No study was commissioned.



2009
Possible Election Districts
for
City Council



Nomination of Councilmembers by District

Charter Review Committee Recommendation:

- City divided into three districts of generally equal population
- Two council seats in each district, with staggered terms
- Two candidates nominated from each district in primary
- Councilmembers elected at-large in the general election
- Candidates must live in the district to run and must remain residents of the district while in office

Nomination of Councilmembers by District

Charter Review Committee Recommendation:

- Mayor would continue to be elected at-large
- Council would appoint a Districting Commission
- Boundaries of district drawn in 2020 (using 2010 census data) and then again in 2022 with 2020 census data
- Redistricting done every 10 years in conjunction with the census

Washington Voting Rights Act

- Approved by the Legislature in 2018
- Makes it easier for citizens to seek remedies for potential voting rights violations
- Voter(s) challenge existing system and must specify:
 - Identification of protected classes impacted;
 - Reasonable analysis of data showing vote dilution and polarization;
 - Proposed remedies

Washington Voting Rights Act

Upon receipt of citizen(s) challenge, City has 180-days to evaluate proposed change:

- City may accept and implement the proposed change
 - If City opposes the proposed change, citizens can file a lawsuit challenging election methods
- City may also proactively seek to change its election method (being recommended by Charter Review)

Recommendation for Creating the Districts

- Council appoints a seven member districting commission
 - A resident of Vancouver for at least two years;
 - A demonstrated general knowledge of neighborhoods and geography of the city;
 - Reasonable geographic representation;
 - No elected officials, council candidates or employees
- After the districts are in effect, two members of the commission shall be from each district

Recommendation for Creating the Districts

- Districts should be as equal in population as practicable
- Prior to adopting district plan and boundaries, Commission shall conduct public forums
- Out of cycle redistricting would be triggered if the most populous district exceeds the least populous by more than 10%
- Districting plan adopted by the Commission
- Council can only modify districts in the event of an error

Recommendation for Creating the Districts

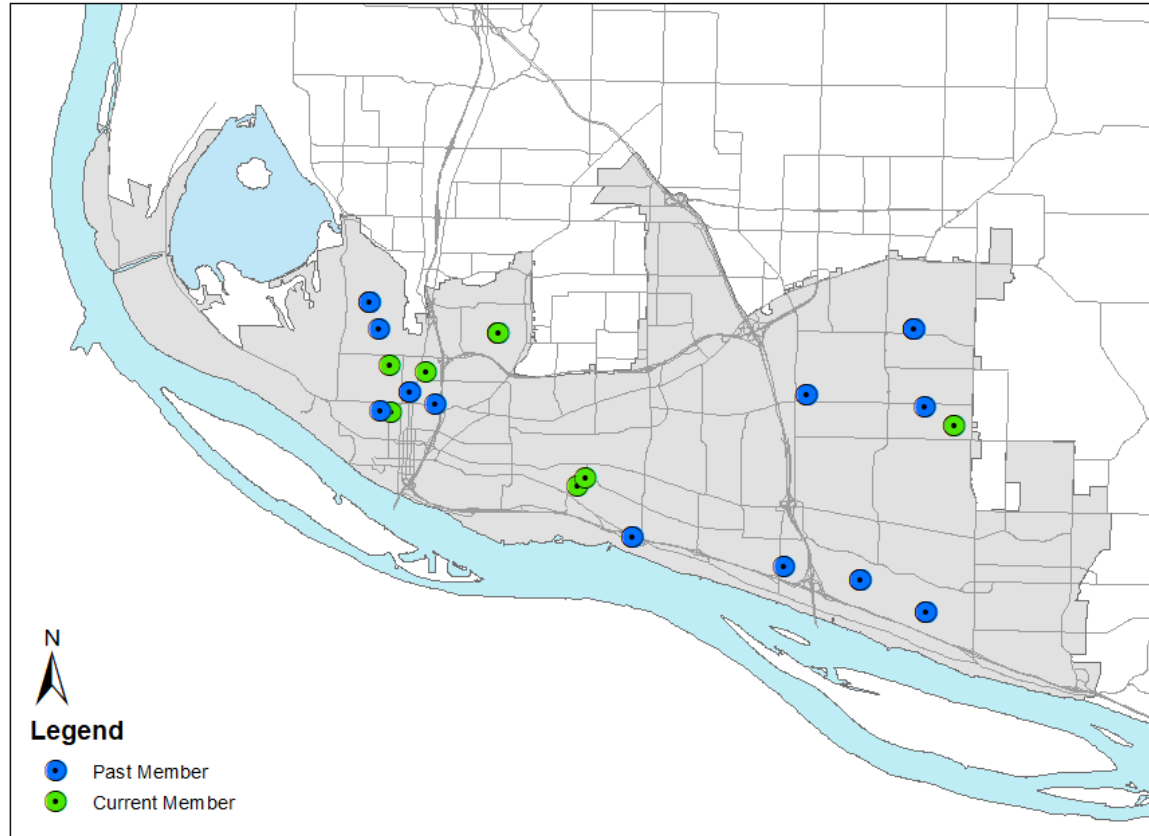
Districting guidelines:

- Preserving identifiable communities of interest;
- Geographically compact;
- Composed of whole census blocks;
- Composed of contiguous territory;
- Should not be drawn to protect incumbents;
- Use natural boundaries, street lines, neighborhoods, etc.
- Should be drawn to promote demographic and economic diversity on the City Council

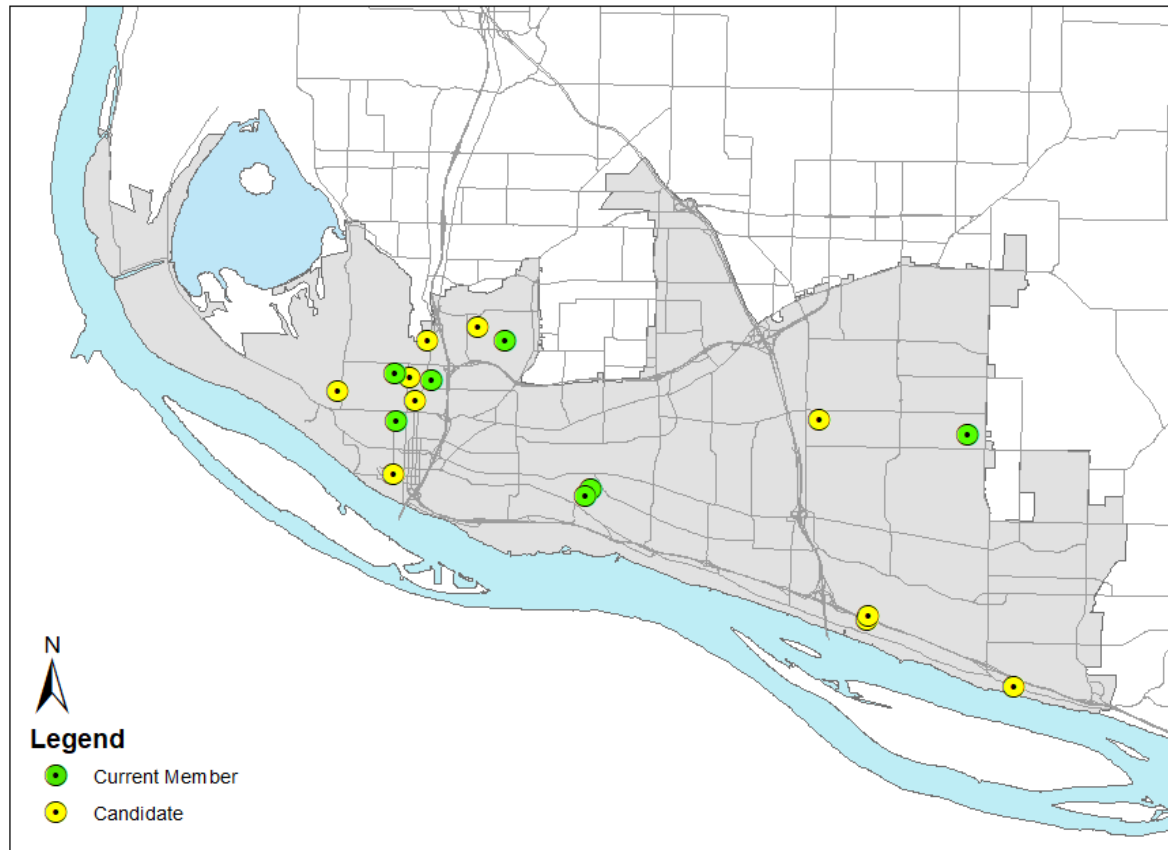
Other Options for Creating Districts

- City Council could determine the districts
- Planning Commission could determine the districts
- City contracts with a “Districting Master” (a trained professional) to set up the districts
- Set by a Districting Commission which could be:
 - Appointed by Council
 - Selected by a panel of retired judges (California)
 - Elected

Council Member Locations 1998-2019



Council Member Locations Current and Candidates

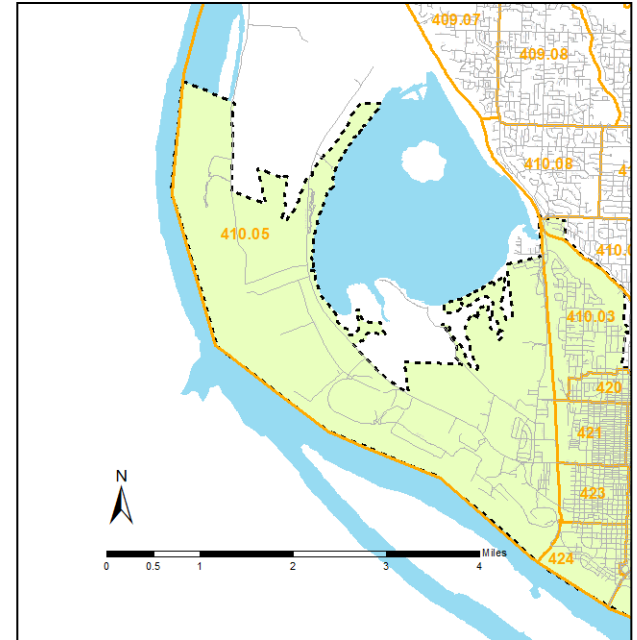


Census Tract Data*

Tract 410.05 (Fruit Valley)

Population:	2,452
Households:	944
Av. Household Size:	2.6
Median Income:	\$35,424
Median House Value:	\$144,200
Non- White:	36%

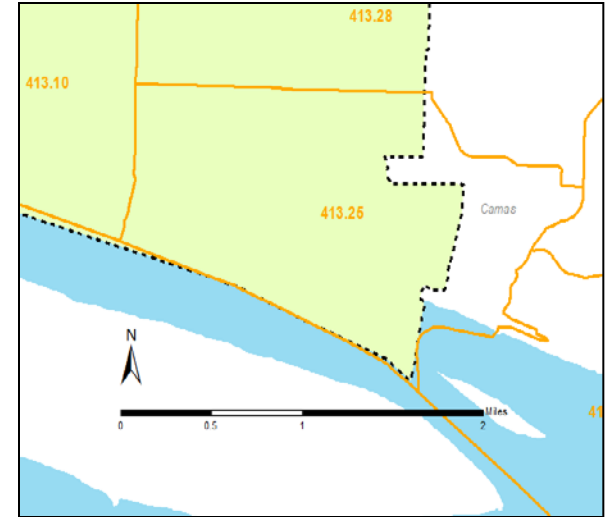
* American Communities Survey 2013-2017



Census Tract Data

Tract 413.25 (Fisher's Creek & Old Evergreen Hwy)

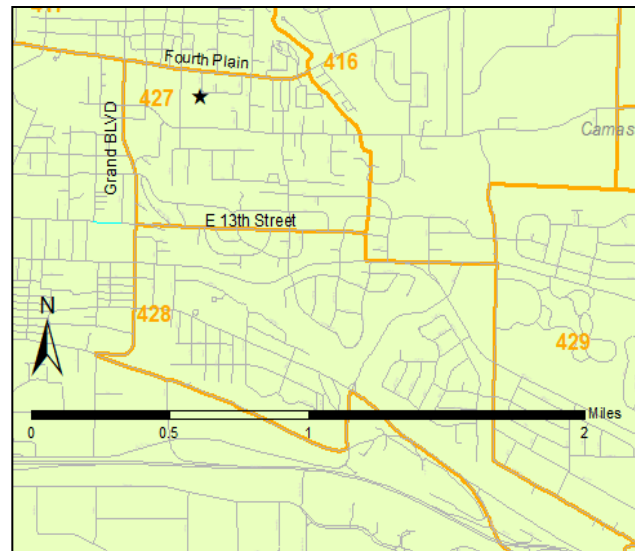
Population:	5,430
Households:	1,901
Av. Household Size:	2.86
Median Income:	\$98,826
Median House Value:	\$344,300
Non- White:	30%



Census Tract Data

Tract 427 (Maplewood and Fourth Plain Village)

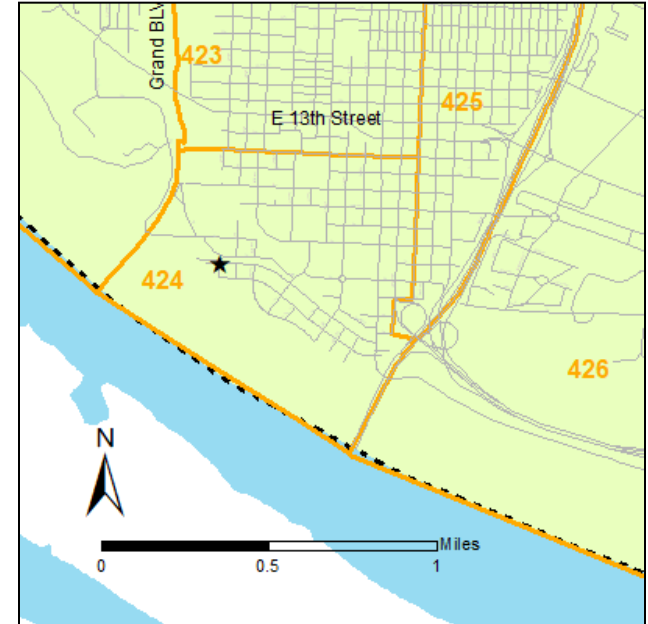
Population:	4,946
Households:	2,139
Av. Household Size:	2.31
Median Income:	\$30,111
Median House Value:	\$193,800
Non- White:	26%



Census Tract Data

Tract 424 (Downtown)

Population:	2,282
Households:	878
Av. Household Size:	2.6
Median Income:	\$32,857
Median House Value:	\$251,600
Non- White:	16%



Census Tract Data – Initial Snapshot

- Areas with larger-than-average protected class residents are spread out across the City
- Each of the three proposed districts would have over 60,000 residents and within the state's legal framework:
 - It would be difficult to create a significantly larger than average protected class percentage district;
 - It would be impossible to create a majority protected class district

Pros of Nomination by Mixed District*

- May provide greater representation of minority groups or viewpoints
- Allows district as well as citywide interests to be advanced
- Campaigns may be less costly to run at the district level
- May decrease the influence of moneyed special interests
- Constituents have the option of approaching either “their” councilmember or one who better supports their issue
- May encourage Councilmembers to be more responsive to their constituents

Cons of Nomination by Mixed District*

- May lead to a focus on smaller parochial issues at the expense of citywide issues
- Political and monetary costs associated with defining districts including potential gerrymandering
- May allow well-funded groups to more easily target candidates they wish to defeat
- May eliminate highly qualified candidates when more than one lives in the same district
- Councilmembers could become “mini-mayors” of their district

*Per Municipal Research & Services Center

Other Options for District Elections

- Require Councilmembers to live in an identified district but still be elected at-large in both primary and general
- Elected by district in both primary and general
- Mix of at-large and district nominated Councilmembers (3 at-large, 3 from districts, etc.)
- Six districts with one councilmember representing each

Proposal from Charter Review is nomination of candidates at the district level and elected at large in the general

District Elections in Washington Charter Cities

City	Council Size	Number Districts	Nominate in District	Elect in District	Who Sets Districts
Aberdeen	12	6	Yes	Yes	Council
Bellingham	7	6	Yes	No	Council
Bremerton	7	7	Yes	Yes	Council
Everett	7	5	Yes	Yes	Commission
Spokane	7	6	Yes	No	Districting Board
Seattle	9	7	Yes	Yes	Commission
<i>Richland</i>	<i>7</i>	<i>0</i>	<i>No</i>	<i>No</i>	<i>No Districts</i>
Tacoma	9	5	Yes	Yes	Council
Yakima	7	7	Yes	Yes	Council

City Council Options- Nomination by District

- Place issue on the ballot for binding vote at the next general election (November 2020)
- Place issue on the ballot for an advisory vote.
If approved, Council can:
 - Place issue on ballot for a binding vote at a future general election
 - Take no action
- Decide not to put the issue on ballot

City Council Options- Nomination by District

- Commission a study and/or appoint a Districting Commission that would:
 - Define and quantify the problem that districting would address;
 - Evaluate the range of options/solutions;
 - Identify organizational impacts including administrative costs;
 - Solicit public feedback on the options
 - Make recommendations to Council

Citizen Options - Nomination by District

- Through an initiative petition process, place issue on the ballot for binding vote at the next general election- November 2020
- Under Washington Voter's Rights Act, file a challenge of the existing system with the City Council. Challenge would need to demonstrate the impact the current system has had on the voting rights of protected classes.

History of Resign to Run

- 2004 charter amendment changed the mayor's term from 2 years to 4 years
- Recommendation from the Charter Review was based on growing complexity of the job
- Unintended consequence:
 - 3 councilmembers on same cycle as the mayor cannot run for mayor without giving up their seat
 - 3 councilmembers can run for mayor and retain their seat on Council if they lose

Resign to Run

Current charter language (adopted in 2015):

- Seated councilmember seeking a different council position, including mayor must:
 - Provide notice of intent to run at least 30 days prior to the filing deadline
 - Resign their position effective as of the end of the calendar year
- All Councilmembers give up their seat if they run for mayor or another council position

Options for Resign to Run

Put one of the following options on the ballot:

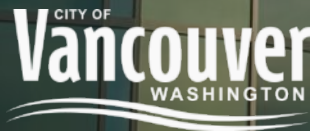
- Repeal resign to run - restoring three “safe” council seats
 - Change mayor’s term back to 2 years
 - Change all council terms including mayor to 2 years
 - Mayor’s election on even years (requires state law change)
 - Change mayor’s term to 6 years
 - Have Councilmembers choose the mayor
- or
- Leave current charter language

Questions?

VANCOUVER
CITY HALL

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MEMORANDUM

DATE: April 9, 2018

TO: Mayor and Council

FROM: Jonathan Young, City Attorney's Office

RE: Washington Voting Rights Act

CC: Eric Holmes, City Manager

Last week, several Councilmembers expressed interest in learning more about the recently passed Washington Voting Rights Act (the Act),¹ including (a) when its obligations are triggered, and (b) what proactive steps the Vancouver City Council could take to avoid disenfranchising minority subsets of our community. A summary of a few key features of the Act follow below:

- In general, the Act will now allow most cities² to change their voting systems for election of their legislative bodies from “at large” elections to district-based elections if needed to remedy potential voting rights violations.
- **A city's obligation to take action is triggered when it receives notice from a voter of a challenge to the existing system.** The citizen notice must be in writing and must provide information demonstrating that the subdivision's elections show polarized voting that dilutes or abridges the right to vote, specifying:
 - Identification of protected class(es) impacted;
 - Reasonable analysis of the data regarding vote dilution and polarized voting; and
 - Proposed remedies.
- Upon receipt of a citizen challenge, a city has 180 days³ to evaluate the challenge and determine whether to accept or oppose the proposed change in election practice. The citizen may not properly file a lawsuit challenging a city's election method until the required notice and evaluation period has been provided. During the evaluation period,

¹ The Washington Voting Rights Act, Laws of 2018, ch. 113, will be effective June 7, 2018. Full text available online: <http://lawfilesexternal.wa.gov/biennium/2017-18/Pdf/Bills/Session%20Laws/Senate/6002-S.SL.pdf#page=1>

² The Act extends to cities as well as other local governments including counties and school districts.

³ 90 days after July 1, 2021.

the city is expected to work in good faith with the voter to evaluate the challenge and proposed remedy.

- A city need not oppose a citizen challenge. If a citizen-initiated change is supported by appropriate data, a city may voluntarily adopt the proposed change subject to ratification by the superior court. Alternatively, a city may defend its existing election method, or propose a different change to the voting method as warranted by all of the available data (that which has been supplied by the petitioner as well as the data gathered by the city).
- The County Superior Court must review all proposed changes to the voting system. In conducting this review, courts look to factors including:
 - Prior election of candidates⁴, ballot measure elections, and elections that affect the rights and privileges of the protected class;
 - Election (or non-election) of candidates who are in the protected class;
 - History and effects of discrimination;
 - Voting practices that diluted protected class votes;
 - Denial of access to election processes; and
 - Use of overt or subtle racial appeals in political campaigns.
- A citizen who prevails in a lawsuit to enforce the Act may be awarded attorney's fees, expert witness fees, and costs.
- In lieu of waiting for a challenge, **a city may proactively seek to change its election method. However, the Act refers to self-initiated changes being permitted if such a change is needed "to remedy a suspected violation of the Act."** This verbiage suggests that proactive modifications should be limited to those necessary to address suspected violations (i.e., objective evidence of polarized voting that dilutes or abridges the rights of citizens to vote).
- Whether self-initiated or in response to a citizen challenge, prior to instituting any change, various notice provisions must be satisfied. These include requirements to notify the public:
 - When a citizen challenge to the voting system has been received;
 - Upon issuance of a court decision involving the Act; and
 - Prior to making any self-initiated changes to address suspected violations of the Act.

While the verbiage of the Act does not encourage proactive changes to a city election system other than to address suspected violations, this is not to suggest that municipalities should not work to increase the transparency and accessibility of their meetings and actions to community members through other avenues. A number of helpful resources can be found online at: <http://mrsc.org/Home/Explore-Topics/Governance/Citizen-Participation-and-Engagement/Guidance-and-Resources-for-Public-Participation.aspx>.

⁴ Pending races may not be considered.

City of Vancouver Charter Review Committee

Meeting #3, March 20, 2019, 4:30 – 6:30 pm, Vancouver City Hall, Aspen Room

ATTENDEES

Committee members present

Daphne Anderson
John Caton
Susan Courtney
Mary Elkin
Barry Hemphill
Marjorie Ledell
Peter Marez
David Olson
Esther Schrader
Heather Sinnott
Noland Hoshino
Lynn Samuels

City of Camas

Shannon Turk, Mayor

Community members

Calley Hair, The Columbian

Staff

Brent Boger, Assistant City Attorney
Jan Bader, Staff Liaison
Amanda Delapena, City Staff
Bridger Wineman, EnviroIssues, Facilitator
Aascot Bohlander, EnviroIssues, Notetaker

Members absent

Melissa Boles
Frank L'Amie

MEETING DOCUMENTS

- Meeting agenda
- Draft minutes of February 27, 2019 meeting
- Ranking of Charter Changes for Discussion – 2019 from Jan Bader
- Memo from Jonathan Young about the Washington Voting Rights Act
- Informational Handout from Jan Bader about the History of Appointments to Vacant City Council Seats
- Informational Handout from Brent Boger about Salary Review Commission approaches and district elections

WELCOME AND OPENING REMARKS

Bridger Wineman, Facilitator, opened the meeting by welcoming attendees and reviewing the agenda.

APPROVAL OF FEBRUARY 27, 2019 MEETING MINUTES

Minutes unanimously accepted as drafted by all members present.

ELECTION BY DISTRICT (CAMAS EXPERIENCE)

Shannon Turk, Mayor of Camas, summarized her city's current district voting system. Her main points follow:

- Camas calls their voting districts 'wards'. There are six wards.
- City council reviews and adopts new wards at regular intervals based on population growth. The last review process was in 2012.
- The mayor is elected at-large.
- During primary elections, only the residents of each candidate's ward can vote on their preferred candidate for their ward. The general election is still a citywide vote.

- There are two positions within each of the six wards. Every two years, the positions up for election alternate (odd/even). There are typically three ‘safe’ councilmembers each election.

The committee asked Mayor Turk the following questions in *italics*. Her responses follow in regular type.

- *How long are your council terms?* Four years.
- *Have you ever had a district without a candidate running for elections?* No. There are some districts that always have opponents. One district has never had an opponent. In Camas, incumbents don’t often face competitors.
- *During the primary election, the candidates must live in the ward, correct?* Correct.
- *Is the population equally distributed between the districts?* It is. That’s what the review process is for. The census informs that decision-making process.
- *How long has Camas had the ward system?* I don’t know. It’s well-entrenched in the city.
- *Have you found it creates a more economically diverse council?* Probably. I don’t know. The council believes, especially the newer members, that they represent their wards. It’s both good and bad that councilmembers care so much about their wards. It provides direct representation for voters, but can also make the interests of individual wards seem more important than the city as a whole.
- *Would you say our voters would be better represented if we elected representatives by ward?* No. I believe anyone that goes into elected office will do what they feel is best for the community as a whole. However, people living in ward system feel they are better represented.
- *If you could change one thing about how councilors are elected in your system, what would it be?* It’s the only system I know. But I wish there was more voter participation.
- *Does your system have term limits?* No.
- *Do you feel like representatives have more contact with residents of their ward than they would if elected at large?* Yes, I believe so. On our website, we promote the ward areas and the councilmembers. Many times, when someone from my ward shares a problem, I know what they’re talking about since I’m there every day. If the problem was in a different part of the city, I might not be as familiar with it.
- *Do you have community or neighborhood meetings?* Camas doesn’t have a robust neighborhood system like Vancouver. We have a state of the community address and we will hold ward meetings later this spring.
- *What is the population of Camas?* About 24,000.

The committee then discussed Mayor Turk’s responses. Committee questions and comments are in *italics*. Attributed responses follow in plain text.

- *Some Vancouver councilmembers participate more than others. District voting might mean the councilmember has more stake in the discussion with individual constituents.* Mayor Turk: Sometimes when you don’t put a face to email, it’s easier to not respond as fast or completely
- *How would Vancouver designate voting districts?* Brent Boger, City Attorney’s Office: It could be done by the Planning Department, likely using census data.
- *Brent, you worked for a city that used district voting. Can you speak to whether you think it’s better or worse?* Boger: It was a different context as the voting districts also had their own public works budgets. It was not a great system in my experience, but that was a larger city.
- *When I think of our existing council, I think they bear in mind the interests of the whole city. Do the Camas councilmembers fight for resources?* Mayor Turk: No, not really. Camas is not big

enough to worry about that. We're currently considering a new community center location and we're just looking at the best property for the least amount of money, not considering who's ward it is in.

PRIORITIZATION OF CHARTER ISSUES

Bridger introduced the prioritized list of topics for the Charter Review Committee, based on members' combined rankings provided via email after the February meeting. Jan Bader, Staff Liaison, explained that ballot titles will cost less to add to the ballot than in previous years because it is also a city council election year.

The committee discussed the prioritization of charter issues. Key discussion points:

- There are essentially two sets of potential ballot titles from the charter review topics: policy issues and more minor housekeeping issues. Some issues require input from other city departments.
- If allowed, there will be one "Housekeeping" ballot title that combines multiple fixes identified for the charter. This will provide for efficiency in terms of cost and for preventing voter fatigue.

ACTION: Brent will confirm multiple small housekeeping items in the charter have "rational unity" which is needed if they are to be combined under a single ballot title.

PUBLIC COMMENT

The facilitator acknowledged there was one public observer at the meeting. No one wished to make public comment.

OPTIONS FOR SALARY REVIEW

Brent introduced an informational handout listing options for city council salary review. One option is to set a cap on salary increases based on inflation.

The committee discussed the salary review process. Their considerations and key discussion points include:

- Options are not mutually exclusive; multiple strategies could be implemented in tandem to work best for Vancouver.
- Brent noted the City cannot decrease a councilor's salary while in-office.
- A desire for an objective process was key for many committee members. Some felt a salary review committee (SRC) in any form was inherently subjective. Some felt subjectivity was unavoidable, citing that even the state legislature's increases were dictated by a committee.
- Some dislike tying salary increases to other entities; they prefer more local control.
- A concern for unintended consequences was considered throughout the discussion.
- The importance of the SRC was considered; is a formal review process really needed when the salary amount is inconsequential in comparison to the whole city budget?
- The possible future need for a full-time council or mayor was raised. This would require a change to the charter.
- SRC members could be randomly selected, like jury duty. The pool could be all registered voters within city limits. Some said this process would not allow for vetting. Such a system might be difficult to administer.

City of Vancouver Charter Review Committee – Meeting summary

- It's important that councilmembers and the mayor are not be part of the SRC member selection process.
 - Some preferred a larger SRC with an application process, minimum qualifications and a review process to narrow down top candidates.
- Abolishing the SRC was considered.
- A cap on the percentage amount salaries can increase annually was suggested, along with a referendum option as a form of course correction if needed.
- Clark County's process, connected to the state legislature's salary review process, was discussed.
 - One committee member pointed out that this process had not recommended a salary increase of more than three percent in the last 15 years.
 - One member said that Vancouver should not give up direct local control of salary adjustments.
- Having the city Council set salaries and holding increases until re-election was considered. Some were concerned that re-instating this would raise the same concerns the SRC was created to resolve.
- Some preferred keeping the SRC with the addition of a cap on annual percentage increases.
 - A three percent cap was suggested. This would amount to about \$6,000 in total additional cost to the City per year. A committee member said this increase would add up over time and could be a burden in the future.
- A member suggested tying salary increases to the median salary of city employees. This may not work because city council dictates city employee salary increases.
- Tying increases to Consumer Price Index (CPI) was discussed. A member raised the concern that increases in the CPI may not track with available budget.

The committee asked the following clarifying questions, listed below in *italics*. Attributed responses follow in plain text.

- *What are the salaries paid city councilors, the Mayor Pro Tem and the Mayor currently?* Amanda Delapena, City Staff: city councilors make \$2,005/month or about \$24,000 annually. The Mayor Pro Tem makes \$2,228/month. The Mayor makes \$2,563/month. They all have the same benefits package as other city employees.
- *When was a part-time council, Mayor Pro Tem and Mayor decided?* Jan added that this was decided when the charter was adopted 60 years ago.
- *Does the SRC do anything with benefits?* Brent: No.

The committee participated in informal polls to gauge members' preferences regarding salary review and inform further discussion. Results are informative and do not represent a final decision:

- There should be a percentage cap of some kind on the salary increases of city councilors.
 - Support: 8
 - Oppose: 1
- We should **keep** the SRC.
 - Support: 3
- We should **abolish** the SRC.
 - Support: 9
- If the SRC is abolished tie salary changes to State Legislature salary adjustments.
 - Support: 10

City of Vancouver Charter Review Committee – Meeting summary

- If the SRC is abolished tie salary changes to the CPI.
 - o Support: 2

As the group did not agree on whether to keep or abolish the SRC, they determined at the next meeting to refine majority and minority opinions around salary review. (Majority: Abolish SRC, replace with annual adjustments tied to State Legislature, not to exceed 3 percent; Minority: Keep SRC and add annual percentage cap.)

The next meeting will also include discussion of district voting. Staff will request schedule preferences for adding a meeting to the committee's workplan to allow more time for discussing the list of prioritized topics.

ADJOURN

Bridger thanked everyone for their time and adjourned the meeting.

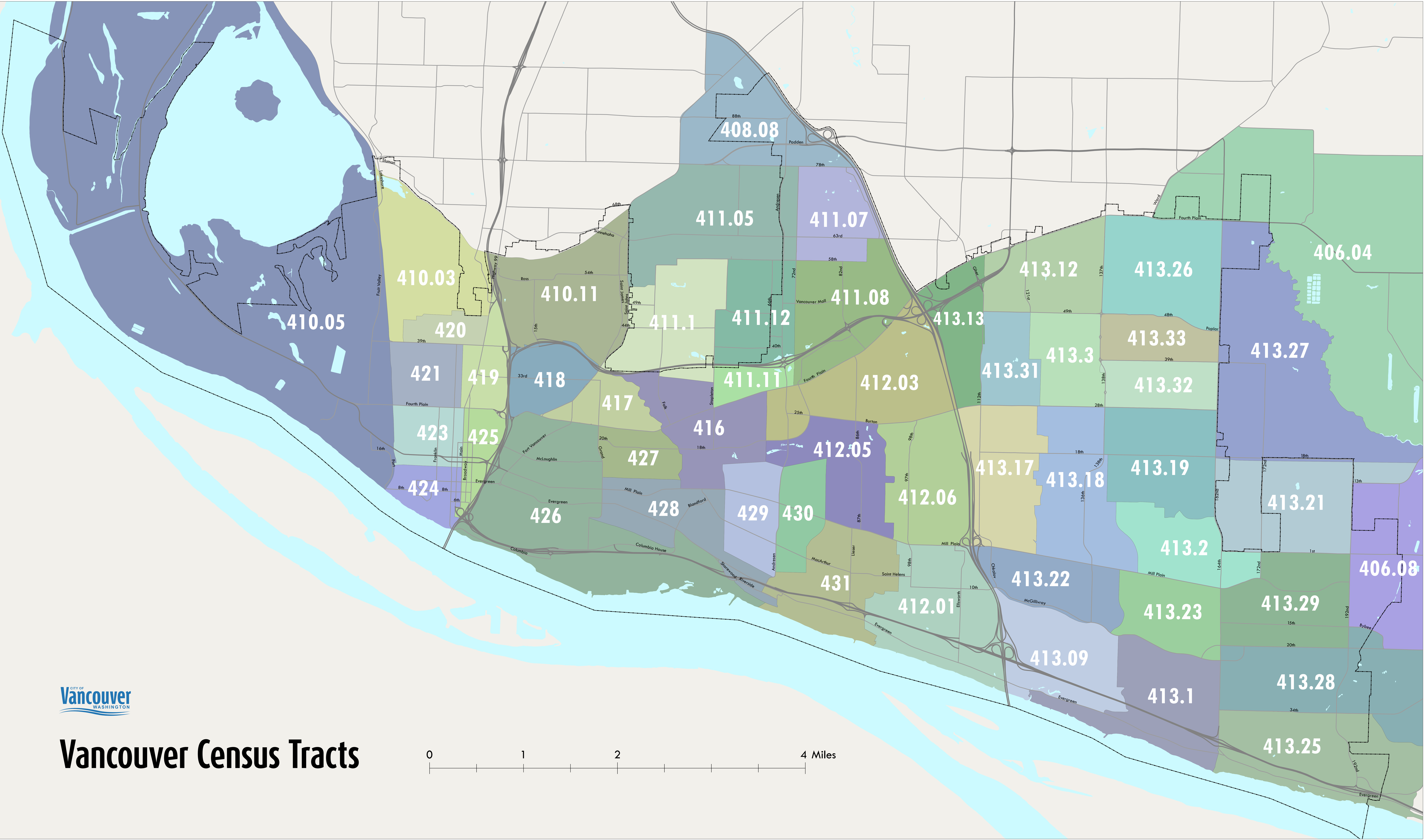
ACTION ITEMS AND INFORMATION REQUESTS

Date assigned	Item	Responsibility	Status
3/20	Confirm multiple small housekeeping items in the charter may be combined under a single ballot title.	City Attorney Office	In progress
3/20	Define the Majority and Minority Opinions around the Salary Review Committee and present potential language for ballot item(s).	City staff	In progress

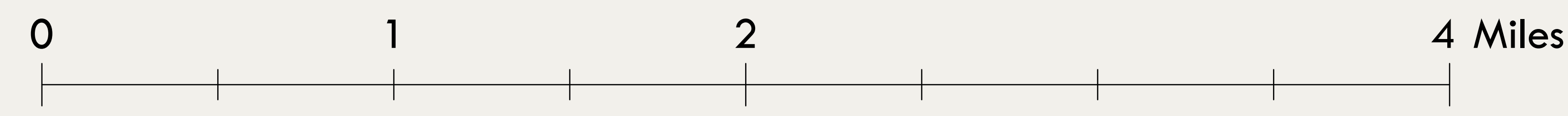
Geography	Households	Total population	Household Size
Census Tract 410.03, Clark County, Washington	1594	3907	2.45
Census Tract 410.05, Clark County, Washington	944	2452	2.60
Census Tract 410.08, Clark County, Washington	1470	4342	2.95
Census Tract 410.09, Clark County, Washington	1615	3899	2.41
Census Tract 410.10, Clark County, Washington	1671	4154	2.49
Census Tract 410.11, Clark County, Washington	1224	2948	2.41
Census Tract 411.08, Clark County, Washington	3055	6038	1.98
Census Tract 411.11, Clark County, Washington	1241	3802	3.06
Census Tract 412.01, Clark County, Washington	2728	6404	2.35
Census Tract 412.03, Clark County, Washington	1871	5288	2.83
Census Tract 412.05, Clark County, Washington	1946	4920	2.53
Census Tract 412.06, Clark County, Washington	1980	4992	2.52
Census Tract 413.09, Clark County, Washington	1913	5444	2.85
Census Tract 413.10, Clark County, Washington	2309	4806	2.08
Census Tract 413.12, Clark County, Washington	1762	4524	2.57
Census Tract 413.13, Clark County, Washington	937	2573	2.75
Census Tract 413.17, Clark County, Washington	2001	4653	2.33
Census Tract 413.18, Clark County, Washington	1903	5127	2.69
Census Tract 413.19, Clark County, Washington	2121	5671	2.67
Census Tract 413.20, Clark County, Washington	2259	6671	2.95
Census Tract 413.21, Clark County, Washington	1109	2877	2.59
Census Tract 413.22, Clark County, Washington	1945	4900	2.52
Census Tract 413.23, Clark County, Washington	2296	5770	2.51
Census Tract 413.25, Clark County, Washington	1901	5430	2.86
Census Tract 413.26, Clark County, Washington	789	2472	3.13
Census Tract 413.29, Clark County, Washington	1759	4322	2.46
Census Tract 413.30, Clark County, Washington	1483	4379	2.95
Census Tract 413.31, Clark County, Washington	974	3041	3.12
Census Tract 413.32, Clark County, Washington	1281	3758	2.93
Census Tract 413.33, Clark County, Washington	1094	3223	2.95
Census Tract 416, Clark County, Washington	1349	3498	2.59
Census Tract 417, Clark County, Washington	1548	3762	2.43
Census Tract 418, Clark County, Washington	1591	3779	2.38
Census Tract 419, Clark County, Washington	957	2046	2.14
Census Tract 420, Clark County, Washington	706	1754	2.48
Census Tract 421, Clark County, Washington	1266	3008	2.38
Census Tract 423, Clark County, Washington	1491	3107	2.08
Census Tract 424, Clark County, Washington	878	2282	2.60
Census Tract 425, Clark County, Washington	737	1211	1.64
Census Tract 426, Clark County, Washington	2626	5044	1.92
Census Tract 427, Clark County, Washington	2139	4946	2.31
Census Tract 428, Clark County, Washington	1276	3176	2.49
Census Tract 429, Clark County, Washington	573	1678	2.93
Census Tract 430, Clark County, Washington	688	1743	2.53
Census Tract 431, Clark County, Washington	1613	3922	2.43

Median income	White	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian and Other Pacific Islander
67391	3482	6	57	81	0
35424	1561	190	19	50	26
78095	3507	34	17	149	19
50762	3401	80	52	59	0
45043	3454	181	0	66	11
64056	2637	59	0	67	48
40068	4848	0	0	188	297
37026	2433	229	48	62	228
52558	5018	121	96	236	15
52257	4276	330	81	252	28
52336	4077	5	0	182	95
68101	4103	0	9	462	0
67596	4286	49	18	315	97
67450	4224	101	12	170	6
54083	3315	84	0	192	188
42140	2113	11	16	46	42
56647	3715	193	0	73	26
61328	4261	0	16	315	0
69886	4749	205	21	331	51
64962	5050	333	25	551	98
68224	2393	21	27	245	1
48652	3835	102	20	91	291
48261	4737	395	41	328	3
98826	3778	63	9	1075	22
75861	1731	190	0	165	90
89293	3396	31	0	561	14
67122	3741	50	26	295	3
59575	2434	9	73	214	0
60625	3032	9	11	195	119
68389	2752	102	0	83	58
34311	2553	221	36	166	72
40912	2758	193	67	118	79
45080	2746	59	113	37	0
46103	1712	81	5	18	25
75000	1582	32	4	33	0
67708	2684	46	0	91	16
38885	2672	120	11	90	0
32857	1919	94	63	29	65
37358	1025	42	0	13	13
45587	4118	76	17	302	88
30111	3658	103	101	221	131
64159	2581	168	10	74	0
65341	1236	17	5	58	51
51458	1475	54	0	63	10
	3271	95	33	236	3

Some other race	Two or more races	Hispanic or Latino	Median gross rent	Median home value
102	179	164	1104	272500
411	195	608	763	144200
449	167	671	1705	297100
152	155	437	956	235000
294	148	602	961	228000
41	96	245	1117	232300
521	184	775	1170	182200
429	373	1130	932	190700
302	616	1028	1070	291700
32	289	160	1101	217600
343	218	603	1099	240200
0	418	611	1142	216200
437	242	833	1146	296900
21	272	73	1257	339100
445	300	849	1102	101000
271	74	690	1030	224000
264	382	554	1210	214800
396	139	776	1154	220100
22	292	295	957	304600
82	532	738	1099	200700
51	139	253	1210	248300
217	344	1173	1088	220500
96	170	764	1124	231000
0	483	222	1689	344300
143	153	285	1527	211800
39	281	146	1420	276800
115	149	394	1354	207100
144	167	433	1167	208700
306	86	798	1350	231800
48	180	289	1441	212000
315	135	857	823	173100
351	196	572	889	172100
276	548	613	862	155400
101	104	127	877	252400
0	103	142	1149	248100
27	144	230	961	250200
59	155	323	784	261600
19	93	140	812	251600
40	78	48	835	297100
265	178	615	851	193800
405	327	1380	793	165800
187	156	420	1060	325700
126	185	206	808	272900
91	50	286	980	232800
82	202	258	1108	258500



Vancouver Census Tracts



Census Tract 410.03

Population: 3,907

Households: 1,594

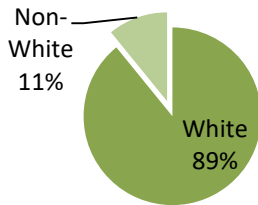
Average Household Size:
2.45

Median Income: \$67,391

Median Rent: \$1,104

Median House Value:
\$272,500

Hispanic: 4%



Census Tract 410.05

Population: 2,452

Households: 944

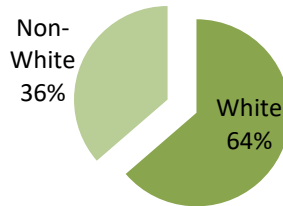
Average Household Size:
2.6

Median Income: \$35,424

Median Rent: \$763

Median House Value:
\$144,200

Hispanic: 25%



Census Tract 410.08

Population: 4,342

Households: 1,470

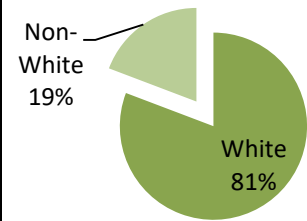
Average Household Size:
2.95

Median Income: \$78,095

Median Rent: \$1,705

Median House Value:
\$297,100

Hispanic: 15%



Census Tract 410.09

Population: 3,899

Households: 1,615

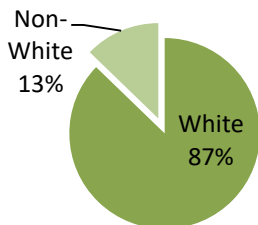
Average Household Size:
2.41

Median Income: \$50,762

Median Rent: \$956

Median House Value:
\$235,000

Hispanic: 11%



Census Tract 410.10

Population: 4,154

Households: 1,671

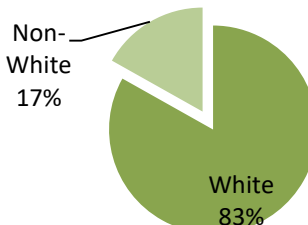
Average Household Size:
2.49

Median Income: \$45,043

Median Rent: \$961

Median House Value:
\$228,000

Hispanic: 14%



Census Tract 410.11

Population: 2,948

Households: 1,224

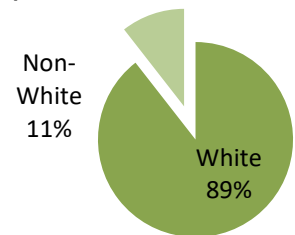
Average Household Size:
2.41

Median Income: \$64,056

Median Rent: \$1,117

Median House Value:
\$232,300

Hispanic: 8%



Census Tract 411.08

Population: 6,038

Households: 3,055

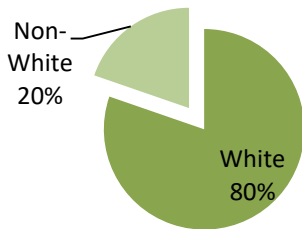
Average Household Size:
1.98

Median Income: \$40,068

Median Rent: \$1,170

Median House Value:
\$182,200

Hispanic: 13%



Census Tract 411.11

Population: 3,802

Households: 1,241

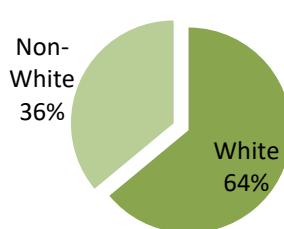
Average Household Size:
3.06

Median Income: \$37,026

Median Rent: \$932

Median House Value:
\$190,700

Hispanic: 30%



Census Tract 412.01

Population: 6,404

Households: 2,728

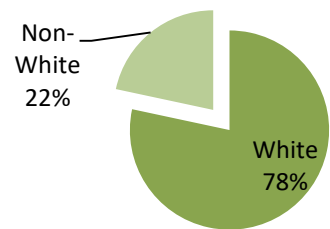
Average Household Size:
2.35

Median Income: \$52,558

Median Rent: \$1,070

Median House Value:
\$291,700

Hispanic: 16%



Census Tract 412.03

Population: 5,288

Households: 1,871

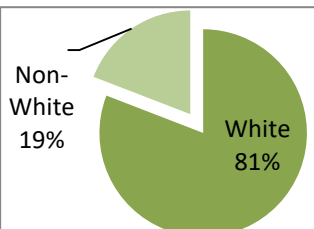
Average Household Size:
2.83

Median Income: \$52,257

Median Rent: \$1,101

Median House Value:
\$217,600

Hispanic: 3%



Census Tract 412.05

Population: 4,920

Households: 1,946

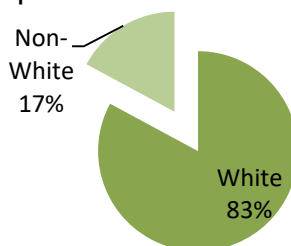
Average Household Size:
2.53

Median Income: \$52,336

Median Rent: \$1,099

Median House Value:
\$240,200

Hispanic: 12%



Census Tract 412.06

Population: 4,992

Households: 1,980

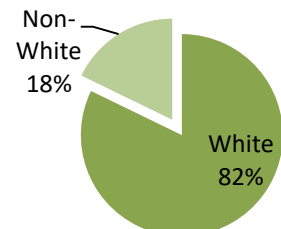
Average Household Size:
2.52

Median Income: \$68,101

Median Rent: \$1,142

Median House Value:
\$216,200

Hispanic: 12%



Census Tract 413.09

Population: 5,444

Households: 1,913

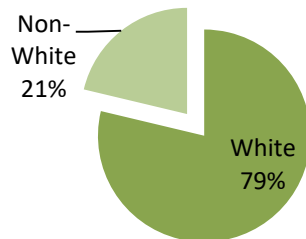
Average Household Size:
2.85

Median Income: \$67,596

Median Rent: \$1,146

Median House Value:
\$296,900

Hispanic: 15%



Census Tract 413.10

Population: 4,806

Households: 2,309

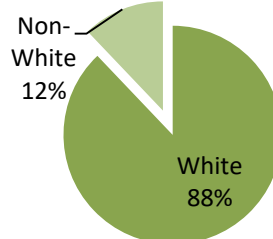
Average Household Size:
2.08

Median Income: \$67,450

Median Rent: \$1,257

Median House Value:
\$339,100

Hispanic: 2%



Census Tract 413.12

Population: 4,524

Households: 1,762

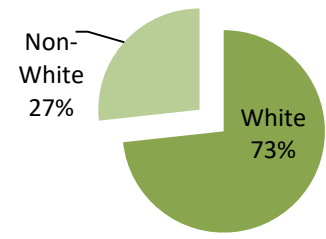
Average Household Size:
2.57

Median Income: \$54,083

Median Rent: \$1,102

Median House Value:
\$101,000

Hispanic: 19%



Census Tract 413.13

Population: 2,573

Households: 937

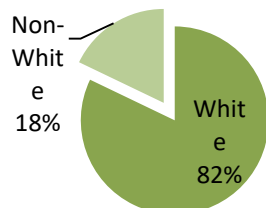
Average Household Size:
2.75

Median Income: \$42,140

Median Rent: \$1,030

Median House Value:
\$224,000

Hispanic: 27%



Census Tract 413.17

Population: 4,653

Households: 2,001

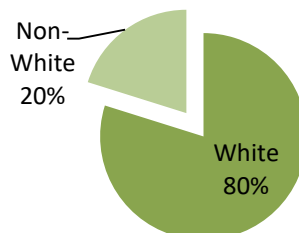
Average Household Size:
2.33

Median Income: \$56,647

Median Rent: \$1,210

Median House Value:
\$214,800

Hispanic: 12%



Census Tract 413.18

Population: 5,127

Households: 1,903

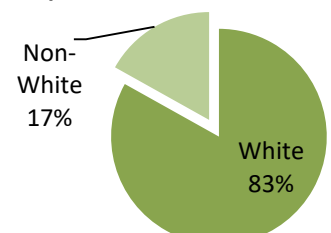
Average Household Size:
2.69

Median Income: \$61,328

Median Rent: \$1,154

Median House Value:
\$220,100

Hispanic: 15%



Census Tract 413.19

Population: 5,671

Households: 2,121

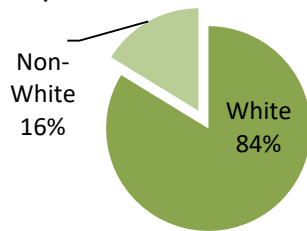
Average Household Size:
2.67

Median Income: \$69,886

Median Rent: \$957

Median House Value:
\$304,600

Hispanic: 5%



Census Tract 413.20

Population: 6,671

Households: 2,259

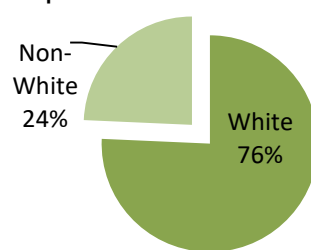
Average Household Size:
2.95

Median Income: \$64,962

Median Rent: \$1,099

Median House Value:
\$200,7000

Hispanic: 11%



Census Tract 413.21

Population: 2,877

Households: 1,109

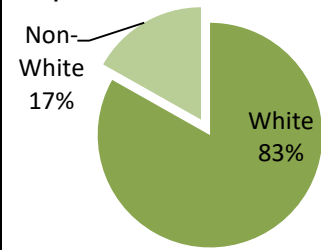
Average Household Size:
2.59

Median Income: \$68,224

Median Rent: \$1,210

Median House Value:
\$248,300

Hispanic: 9%



Census Tract 413.22

Population: 4,900

Households: 1,945

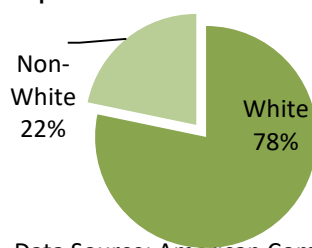
Average Household Size:
2.52

Median Income: \$48,652

Median Rent: \$1,088

Median House Value:
\$220,500

Hispanic: 24%



Census Tract 413.23

Population: 5,770

Households: 2,296

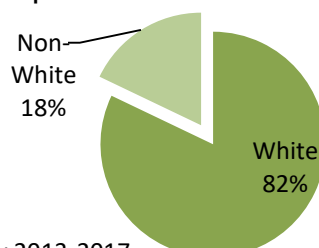
Average Household Size:
2.51

Median Income: \$48,261

Median Rent: \$1,124

Median House Value:
\$231,000

Hispanic: 13%



Census Tract 413.25

Population: 5,430

Households: 1,901

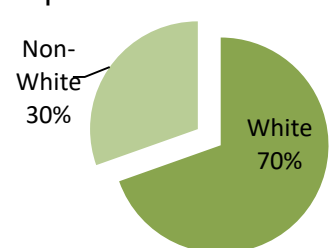
Average Household Size:
2.86

Median Income: \$98,826

Median Rent: \$1,689

Median House Value:
\$344,300

Hispanic: 4%



Data Source: American Communities Survey 2013-2017

Census Tract 413.26

Population: 2,472

Households: 789

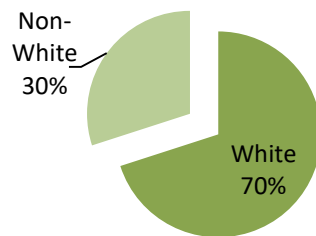
Average Household Size:
3.13

Median Income: \$75,861

Median Rent: \$1,527

Median House Value:
\$211,800

Hispanic: 12%



Census Tract 413.29

Population: 4,322

Households: 1,759

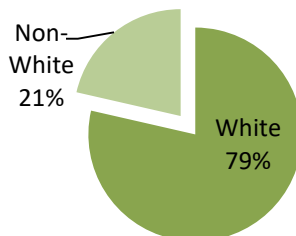
Average Household Size:
2.46

Median Income: \$89,293

Median Rent: \$1,420

Median House Value:
\$306,800

Hispanic: 3%



Census Tract 413.30

Population: 4,379

Households: 1,483

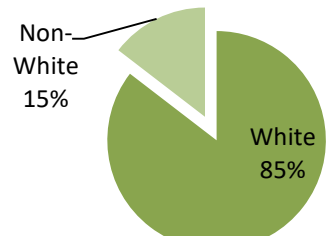
Average Household Size:
2.95

Median Income: \$67,122

Median Rent: \$1,354

Median House Value:
\$207,100

Hispanic: 9%



Census Tract 413.31

Population: 3,041

Households: 974

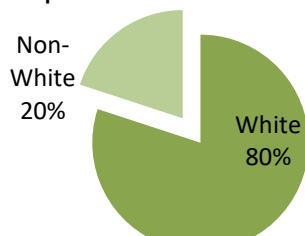
Average Household Size:
3.12

Median Income: \$59,575

Median Rent: \$1,167

Median House Value:
\$208,700

Hispanic: 14%



Data Source: American Communities Survey 2013-2017

Census Tract 413.32

Population: 3,758

Households: 1,281

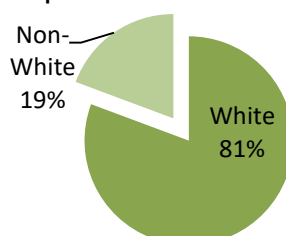
Average Household Size:
2.93

Median Income: \$60,625

Median Rent: \$1,350

Median House Value:
\$231,800

Hispanic: 21%



Census Tract 413.33

Population: 3,223

Households: 1,094

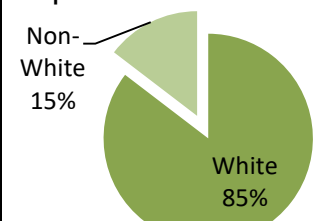
Average Household Size:
2.95

Median Income: \$68,389

Median Rent: \$1,441

Median House Value:
\$212,000

Hispanic: 9%



Census Tract 416

Population: 3,498

Households: 1,349

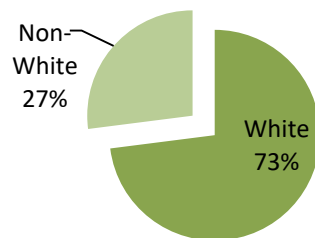
Average Household Size:
2.59

Median Income: \$34,311

Median Rent: \$823

Median House Value:
\$173,100

Hispanic: 24%



Census Tract 417

Population: 3,762

Households: 1,548

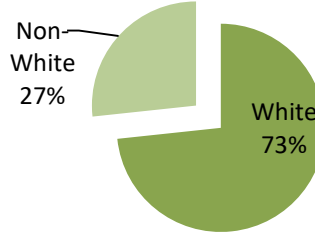
Average Household Size:
2.43

Median Income: \$40,912

Median Rent: \$889

Median House Value:
\$172,100

Hispanic: 15%



Census Tract 418

Population: 3,779

Households: 1,591

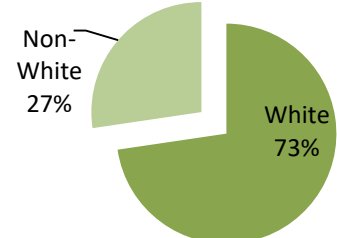
Average Household Size:
2.38

Median Income: \$45,080

Median Rent: \$862

Median House Value:
\$155,400

Hispanic: 16%



Census Tract 419

Population: 2,046

Households: 957

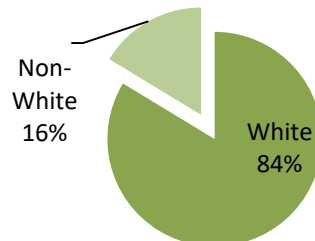
Average Household Size:
2.14

Median Income: \$46,103

Median Rent: \$877

Median House Value:
\$252,400

Hispanic: 6%



Census Tract 420

Population: 1,754

Households: 706

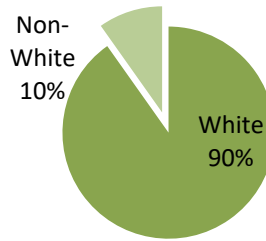
Average Household Size:
2.48

Median Income: \$75,000

Median Rent: \$1,149

Median House Value:
\$248,100

Hispanic: 8%



Census Tract 421

Population: 3,008

Households: 1,266

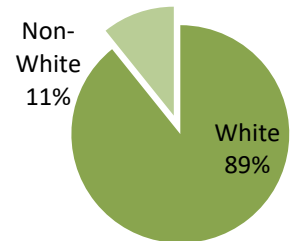
Average Household Size:
2.38

Median Income: \$67,708

Median Rent: \$961

Median House Value:
\$250,200

Hispanic: 8%



Census Tract 423

Population: 3,107

Households: 1,491

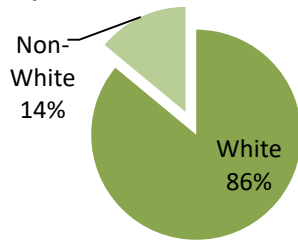
Average Household Size:
2.08

Median Income: \$38,885

Median Rent: \$784

Median House Value:
\$261,600

Hispanic: 10%



Census Tract 424

Population: 2,282

Households: 878

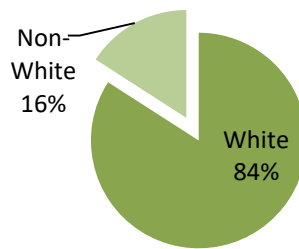
Average Household Size:
2.6

Median Income: \$32,857

Median Rent: \$812

Median House Value:
\$251,600

Hispanic: 6%



Census Tract 425

Population: 1,211

Households: 737

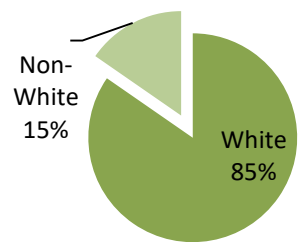
Average Household Size:
1.64

Median Income: \$37,358

Median Rent: \$835

Median House Value:
\$297,100

Hispanic: 4%



Census Tract 426

Population: 5,044

Households: 2,626

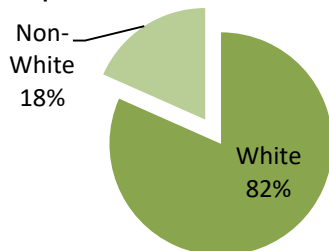
Average Household Size:
1.92

Median Income: \$45,587

Median Rent: \$851

Median House Value:
\$193,800

Hispanic: 12%



Census Tract 427

Population: 4,946

Households: 2,139

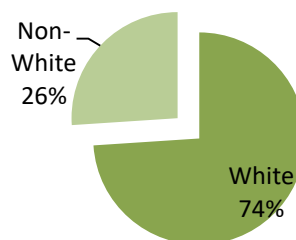
Average Household Size:
2.31

Median Income: \$30,111

Median Rent: \$793

Median House Value:
\$193,800

Hispanic: 28%



Census Tract 428

Population: 3,176

Households: 1,276

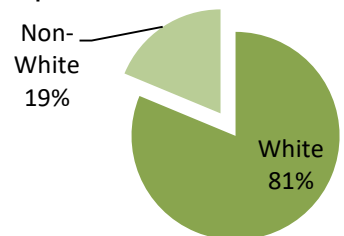
Average Household Size:
2.49

Median Income: \$64,159

Median Rent: \$1,060

Median House Value:
\$325,700

Hispanic: 13%



Census Tract 429

Population: 1,678

Households: 573

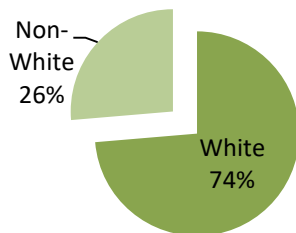
Average Household Size:
2.93

Median Income: \$65,341

Median Rent: \$573

Median House Value:
\$272,900

Hispanic: 12%



Census Tract 430

Population: 1,743

Households: 688

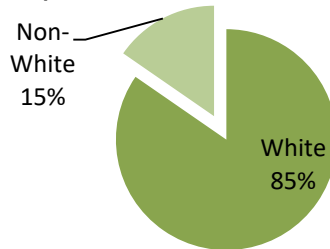
Average Household Size:
2.53

Median Income: \$51,458

Median Rent: \$980

Median House Value:
\$232,800

Hispanic: 16%



Census Tract 431

Population: 3,922

Households: 1,613

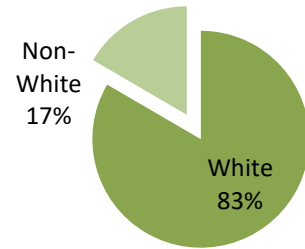
Average Household Size:
2.43

Median Income: \$65,469

Median Rent: \$1,108

Median House Value:
\$258,500

Hispanic: 7%



City of Vancouver Charter Review Committee

Meeting #5, April 25, 2019, 4:30 – 6:30 pm, Vancouver City Hall, Aspen Room

ATTENDEES

Committee members present

John Caton
Susan Courtney
Melissa Boles
Mary Elkin
Frank L'Amie
David Olson
Esther Schrader
Noland Hoshino
Lynn Samuels

Members absent

Daphne Anderson
Peter Marez
Barry Hemphill
Marjorie Ledell
Heather Sinnott

Community members

Barbara Daniels

Staff

Brent Boger, City Attorney
Jan Bader, Staff Liaison
Bridger Wineman, EnviroIssues, Facilitator
Sarah Omlor, EnviroIssues, Notetaker

MEETING DOCUMENTS

- Meeting agenda
- Draft minutes of April 17, 2019 meeting
- Draft Salary Commission Charter Changes Recommendations
- Outdated/Inconsistent Charter Language Handout

WELCOME AND OPENING REMARKS

Bridger Wineman opened the meeting by welcoming attendees back and reviewing the agenda.

APPROVAL OF APRIL 17, 2019 MEETING MINUTES

Minutes accepted as written.

PUBLIC COMMENT

One member of the public was present. She introduced herself as Barbara Daniels, representing herself. Barbara has previously served on both the Salary Review Commission (SRC) and the Charter Review Committee. She said the committee should keep the SRC and set a cap on salary increases. Based on her experience she doesn't feel that people will ever agree, particularly if SRC membership is expanded. She feels that elections will be a natural barrier to keep politicians' salary increases to a minimum.

CONFIRMATION OF SALARY REVIEW COMMISSION

Bridger began the discussion by recapping the informal poll taken at the last meeting. He list the three recommended options and tallied who was in favor of each. He also shared an absent members' preferences among the three options, which they provided to project staff prior to the meeting. This poll does not represent a formal vote.

- Option A: Eliminate SRC – Set cap: **3 members**
- Option B: Eliminate SRC, tie to state salary commission, set cap: **2 members**
- Either A *or* B: **2 members**
- Option C: Retain SRC, set cap: **5 members**

Jan Bader read the *Draft Salary Commission Charter Changes Recommendations* document distributed with the meeting materials. The committee discussed typos and text changes for the draft recommendations document, including:

- Text that accounts for the possibility of deflation and decreasing salary, as well as inflation and salary increases.
- A proposed colon in Recommendation B for clarification around the “lesser of two” language.

The committee further discussed the salary review process. Their considerations and key discussion points were as follows:

- Concerns about a conflict of interest between elected officials and their appointment of SRC members.
 - Because of the SRC system, elected officials may receive a salary adjustment before they are reelected.
 - Suggested putting a restriction in the charter to delay salary adjustments until reelection.
 - Suggested a multiple person hiring committee to appoint SRC members rather than one elected official.
- Concerns with how City Council will interpret and act on Charter Review Committee recommendations.
 - Some members said that giving City Council three recommendations will lead to a lack of action. Giving one recommendation will send a stronger message.
 - Another member suggested the benefit of giving City Council the current three options to show where the committee stands and possibly keep future Charter Review Committees from starting from scratch.
 - Compromises were discussed in the interest of narrowing down the recommendations.
 - Some felt it’s best to recommend a cap on salary increases since all Charter Review Committee members agree, even if consensus is not found on whether to keep or abolish the SRC.
 - A narrow majority of Charter Review Committee members favor eliminating the SRC.
 - Some members who favor eliminating the SRC felt, as the majority, they should not compromise on that position. They suggested the members who favor eliminating the SRC agree upon how to set salaries and combine their options.
 - Staff clarified how an automatic salary adjustment would work without guidance from an SRC. The City budget office would follow a calculation based on the Consumer Price Index. City staff would not influence the salary adjustments but follow an agreed-upon formula.

ELECTION BY DISTRICT

Brent Boger reviewed a memorandum written in 2009 on voting rights issues in the city. The committee discussed district voting for City Council to provide better representation. Their considerations and key discussion points are as follows:

- Voting by district won’t necessarily help increase the diversity of council members because there won’t be a majority non-white population no matter how a district map is drawn. **ACTION:** Brent to share a maps of Vancouver demographics.

City of Vancouver Charter Review Committee – Meeting summary

- Different options and combinations of options were discussed including election by district for the primary, with at-large voting for the general election; election by district for both the primary and general election; and possibilities for the number of districts including three or six.
- Some cities smaller than Vancouver use district voting. Some Charter Review Committee members said they felt it is odd that Vancouver does not use district voting.
- Melissa Boles conducted her own research on district voting and proposed Vancouver use three districts for primary elections.
- Some members would like to see more economic diversity on the City Council to better represent the population.
- Concern that most current City Council members live downtown.
 - Others shared that there have been other times when most City Council members lived in the same area, and therefore it is only a coincidence.
- Some are concerned that Councilors being too spread out leads to infighting because everyone is concerned with their own territory. To mitigate this, fewer districts are better.
- If a councilmember moved to a different district they would have to refile in that district and win election again to remain on City Council.
- Concerns were raised over district lines leading to party politics becoming an issue despite City Council being non-partisan.
- The possibility of drawing district lines east-west rather than north-south was mentioned to create districts with more varied demographic characteristics.
- Clarification on how districts are drawn, i.e. by population and must be equivalent.
- Discussion on the distinction of using ‘district’ or ‘ward.’ These terms are semantic only.

Informal straw poll results are listed below. These polling results are not a formal vote or final decision in the process:

- Should the committee further discuss election by district?
 - Support: 9 (unanimous)
 - Oppose: 0
- Do you currently support voting by district?
 - Support: 8
 - Oppose: 1
- Should Vancouver favor using three or six districts if district voting were enacted?
 - Support three districts: 7
 - Support six districts: 2
- Should Vancouver enact voting by district for primaries and voting at large for the general election?
 - Support: 9 (unanimous)
 - Oppose: 0

ACTION: Jan will send out the 2009 Memorandum about voting rights and some historic data on where City Council members have lived.

HOUSEKEEPING ITEMS

Brent said housekeeping items may be grouped together under a single ballot title only if they are typos and language updates. They must be separate if substantive. For instance, the housekeeping item to update the budget approval process would need to be separate.

FUTURE MEETING SCHEDULE

All meetings are scheduled from 4:30-6:30 p.m. The City Council workshop has been moved from June 10 to June 17.

- May 2, Birch Conference Room, 2nd floor of City Hall
- May 30, Aspen conference Room, 1st floor of City Hall
- June 6, Aspen conference Room, 1st floor of City Hall

ADJOURN

Bridger thanked everyone for their discussion and closed the meeting.

ACTION ITEMS AND INFORMATION REQUESTS

Date assigned	Item	Responsibility	Status
4/25	Provide maps showing distribution of demographics across the city	City Attorney	In progress
4/25	Provide the committee a previously prepared memo regarding voting rights	City staff	In progress
4/25	Provide the committee data about the geographic distribution of councilmembers' residences.	City staff	In progress
4/25	Prepare draft language addressing some of the other substantive items on the Committee's list.	City Attorney	In progress

A map of the San Francisco Bay Area showing sampling locations for the 2010-2011 season. The map includes the San Francisco Peninsula, the East Bay, and the San Joaquin Hills. Yellow dots indicate sampling locations at various points along the coast and inland. A north arrow is located in the bottom left corner.



City of Vancouver Charter Review Committee

Meeting #6, May 2, 2019, 4:30 – 6:30 pm, Vancouver City Hall, Birch Conference Room

ATTENDEES

Committee members present

John Caton
Melissa Boles
Mary Elkin
Barry Hemphill
Frank L'Amie
Marjorie Ledell
David Olson
Esther Schrader
Heather Sinnott
Noland Hoshino
Lynn Samuels

Members absent

Daphne Anderson
Peter Marez
Susan Courtney

Community members

Joel Rubin
Calley Hair, The Columbian

Staff

Brent Boger, City Attorney
Jan Bader, Staff Liaison
Bridger Wineman, EnviroIssues, Facilitator
Sarah Omlor, EnviroIssues, Notetaker

MEETING DOCUMENTS

- Meeting agenda
- Draft minutes of April 25, 2019 meeting
- Council Member Locations (1998-2018) Map
- Census Tract Race Population table and pie charts
- Priority Charter changes packet and updated 'Resign to Run' section

WELCOME AND OPENING REMARKS

Bridger Wineman opened the meeting by thanking attendees and introducing the agenda.

APPROVAL OF APRIL 25, 2019 MEETING MINUTES

Minutes accepted with three changes:

- Brent Boger's name corrected under *Election by District*
- Change "housekeeping" items to "priority items" under *Action Items and Information Requests*
- Clarification that the Salary Review Commission discussion was tabled in the interest of time and the committee will consider the topic again at the next meeting (May 30th).

PUBLIC COMMENT

One member of the public was present, Joel Rubin, representing himself. Joel has recently retired to Vancouver from Santa Rosa, Sonoma County, CA where he was an attorney. As Joel was moving, Sonoma County was transitioning to elections by district. He believes that Clark County is very similar in size to Sonoma County and inevitably will move to district elections too. He warned that it's best to stay ahead of the change by moving forward with a recommendation for district elections now before legal action is taken against Vancouver, which Joel noted has happened in four cities throughout the country so far. He urges the committee to make the recommendation for district elections with a 'blue ribbon task force' to research and make the implementation decisions.

ELECTION BY DISTRICT

Bridger introduced the discussion by recapping straw poll results from last week's meeting. He read comments sent in by members of the public who were for and against district voting. Meeting documents prepared by City staff from last week's information requests were presented, including a

large census tract map on the wall. Based on all the newly provided information, Bridger opened up the floor to discussion. The committee's considerations and key discussion points are as follows:

- Seeing a visual representation of the locations of past council members' residences and census maps was very helpful for everyone.
 - For some, it showed that more than three districts are needed.
 - For others, it showed that three would be enough to properly represent the population.
- Taking into account the lack of agreement between recommending three or six districts, it was suggested to simply recommend election by district and that City Council form a committee to handle the details of implementation.
 - City staff clarified that a recommendation without going straight to a ballot measure is possible, i.e. leaving time for a separate committee to research and decide on the implementation details.
 - Many agree to create a separate committee who will have more time devoted to the issues in detail.
- Most committee members' top priority is better representation of the people hence having more districts, but some are willing to compromise to three to start off with.
 - Some members urged for the reason for districting to be expressly stated in the recommendation, i.e. economic and racial diversity on city council.
- The committee asked the member of the public, Joel, some follow-up questions about how Santa Rosa implemented their district elections and how it worked or didn't work.
 - He shared that Santa Rosa went with six districts for the purpose of keeping campaigns smaller. And that they staggered the implementation of districts to prevent a high turnover of sitting council members.
- One member asked if anyone had considered having representation by district while still voting at large as a solution to more equal representation.
- Questions were asked about the specifics of how the process would be rolled out. Brent explained the current councilmembers would continue in office until the terms to which they were elected expired.
- One member suggested recommending an advisory vote to see if the city wants to move to elections by district, which was done by a past Charter Review Committee. Results were a very slim majority in favor of districting.
 - One member feels that districting isn't necessary yet- it may be in the future but doesn't feel it's needed right now.
 - Most members disagree, believing disparities exist giving cause for districting now
- Concern over the possibility of City Council drawing the district lines, if implemented.
- Clarification on why the choice has to be three or six districts; could it be seven or nine? There are only six council seats, so it has to be divisible by six.
- Discussion on the political popularity of three versus six districts and which will voters prefer allowing bill to pass.
 - Three districts may be easier to swallow because it is a less dramatic change.
 - Three districts will potentially displace less current council members although several of them are currently in the same area.
 - Some are willing to compromise their preference of 6 districts in order to get district elections passed.

Informal straw poll results are listed below These polling results are not a formal vote or final decision in the process:

- Should Vancouver favor using three or six districts if district voting were enacted?

- o Support three districts: 5
- o Support six districts: 6

Most of the committee agreed that they were willing to compromise on the details in the interest of making the recommendation to city council.

DECISION MADE: The committee unanimously agreed on recommending primary elections by district with three districts for the purpose of representation and diversity, with the general election remaining at large. The committee recommends that this go to ballot in 2019 and if passed implementation in 2021. Each district should elect a council member every two years on a staggered schedule.

ACTION: Brent to draft ballot measure recommending elections by district, with three districts.

RESIGN TO RUN

Next the committee discussed the Resign to Run section of the charter. Their considerations and key discussion points are as follows:

- Some members feel that current city council members should not be allowed to run for higher office while sitting on council because it takes their focus away from Vancouver and is not fair to others who would like to be on city council.
 - o One member believes if a council member was neglecting the city to run for higher office, constituents wouldn't vote for them anyway.
 - o It was suggested to require resignation from salaried elected positions only.
- Others disagree, feeling that keeping the Resign to Run section in the charter will deter people who may want to run for higher office from city council and city councilors from running for higher office. Having more elected officials from Vancouver would be a good thing for the city.
- Problems with the current system which result in too many appointed officials.
 - o The time between filing notice of intent to run for higher office and when you can file to run for office is only 30 days.
 - o This is often too short for new candidates to file to run resulting in appointed seats.
 - o Everyone agrees appointed seats are not well representative of the city and they would like to avoid them.
 - o It was suggested that if election by district passes this may not be as big of an issue because at least the appointee will have to be from the district they're representing.
 - o If multiple council members run for a different office, this results in multiple seats needing to be appointed.
- Examples of people who have held two offices at once were discussed.
- Past Charter Review Committees discussed the issue and came to the decision that restricting council members from running for higher office takes away their right to hold office, giving them a disadvantage.
- It was suggested to change the charter to restrict one person from holding two salaried offices.
 - o This wouldn't address concerns of council members running for offices while they are serving on Council.

DECISION MADE: The committee agreed to remove the section from the Charter completely and be silent on the issues, meaning anyone would be allowed to run for other offices, but would need to resign if they are elected. Eight of nine members agreed (Note: two members had to leave early). The committee agrees to make recommendation to remove the Resign to Run Charter section.

MINOR ADMINISTRATIVE CLEAN UP

The committee reviewed the packet of ‘housekeeping’ edits to the charter text.

DECISION MADE: Change 60 to 30 to be consistent throughout section 10.07.

DECISION MADE: Eliminate referral to ‘police judge’ position from charter.

ACTION: Brent to do a text search for all references of ‘police judge’ within the charter.

DECISION MADE: Clarify language in Section 2.02 to make sure two-year residency rule applies to Council appointees as well as those running.

DECISION MADE: Changing the claims process in Section 2.05 to conform to state law.

With so many ‘housekeeping’ edits to recommend, Jan reminded the committee to think about the budget. It is estimated to cost \$16,000 per ballot item.

- The committee feels they should give all of their recommendations to city council who can then make the decision on what is most important to put on the ballot, budget permitting.

The committee ran out of time to review all of the housekeeping items in the packet and will continue with the review at their next meeting.

Brent suggested that a city staff member, Bryan Snodgrass, be invited to attend the next meeting to explain the recommendation regarding allowing ordinance amendments by reference to subsections. .

It was suggested to make the next meeting longer in order to have more time to complete the review of the remaining recommendations including the Salary Review Commission recommendation.

ACTION: Staff will list all agreed on recommendations for next meeting.

ADJOURN

Bridger thanked everyone for their hard work and closed the meeting.

ACTION ITEMS AND INFORMATION REQUESTS

Date assigned	Item	Responsibility	Status
5/2	Draft ballot measure recommending elections by district, with three districts	City Attorney	In progress
5/2	Search the charter text for all references to “police judge”	City Attorney	In progress
5/2	List all agreed on recommendations	City staff	In progress



MEMORANDUM

DATE: May 24, 2019
TO: Charter Review Committee Members
FROM: Brent D. Boger, Assistant City Attorney *BB*
RE: District Elections

At the last Charter Review Committee meeting, staff received direction to proceed with drafting an amendment establishing district elections in Vancouver for the Committee's consideration. The members agreed to: (a) three districts, (b) each district nominating two councilors to staggered terms—one councilor at each municipal election, (c) at-large general elections, (d) each councilor residing in their district, and (e) a districting/redistricting commission establishing the districts. In addition, the Committee indicated a preference to have the system in effect for the 2021 municipal elections.

I have attached a charter amendment proposal that is consistent with the above direction but adding some detail as to how the districting is accomplished and its timing. Those details can be summarized as follows:

1. In order to have districts effective for the 2021 elections, they will have to be established at the end of 2020 at the latest. The expected receipt of the 2020 census data is after that, on April 1, 2021. The draft provides that the districts for the 2021 will be based on the best available information, including the 2010 census.¹
2. The proposal requires the Council to adopt the Districting Commission plan by ordinance except to correct data errors made at the request of the Commission.²

¹ I spoke with Brian Monroe the likely City staff person who would assist the redistricting commission. He told me that, while there is other more recent data, it does not go down to the census block level. The data would have to be that deep to do an accurate districting.

² This is a mix of the Seattle and Everett charters. Seattle has the districting commission's plan becoming effective when the Commission files the plan with the City Clerk. Under this method, the filed plan might not be subject to referendum. Everett's method requires the Commission plan to be adopted without change. The proposed provision then returns to the Seattle provision allowing changes to correct data errors if made by request of the districting provision.

3. The County Auditor called me and requested that the districts do not cross existing precinct lines. I have seen other charters provide for this, so I included this requirement.³
4. There was discussion on how annexations are handled. A provision deals with that issue. Basically, annexed areas are attached to the adjoining city district. If the annexation causes the most populous district to exceed the population of the least populous by ten percent or more, another districting will take place.
5. Council appoints the seven members of the districting commission. Three of the eight first class charter cities in Washington use districting commissions appointed by Council or a combination of the mayor and council. The council redistricts in the other five cities.
6. The proposal sets forth the qualifications to be appointed to the districting commission. Chiefly be at least two-year residents of the City and have knowledge of the geography and neighborhoods of the City.
7. Councilmembers elected at-large in elections prior to the effective date of this change will continue in office as otherwise provided by law.⁴

After reviewing the three charter cities using districting committees, some questions came to mind that the Committee might wish to provide staff direction on:

1. Cities with districting commissions generally provide that independent resources be made available to them including the appointment of a districting master to do the districting technical work.⁵ Does the Committee want a provision like that included?
2. Does the Committee want the proposed amendment to have a provision that establishes criteria for how the districts should be drawn?⁶

³ The proposed language uses the phrase "existing precincts", otherwise the Auditor could unilaterally change the district lines by adjusting the boundaries of the precincts.

⁴ The Charter Review Committee does have the option of having the elections of the entire council take place in one election. Three seats would be for two-year terms and three seats for four-year terms. The Commission should be aware that SB5266 was adopted this year, amending RCW 29A.02.050 which provides that (3) if a political subdivision implements a district-based voting system under RCW 29A.92.040, the plan shall be consistent with the following criteria: (f) All positions must stand for election at the next election. The City Attorney and I have discussed this matter and we both agree that charter cities do not need to rely on the authority of RCW 29A.92.040 to go to district-based voting and thus are not required to have the whole council elected in one election. The provision was added for code cities that have no such authority.

⁵ An example would be a provision such as in Sec. 2.1(c) of the Everett City Charter: "Each Districting Commission shall appoint a districting master within 90 days of the appointment of the Commission. If the Commission is unable to agree upon the appointment of a districting master within that time period, the City Council shall promptly appoint a districting master. A districting master must be, in the Commission's or Council's determination, qualified by education, training and experience to assist the Commission in the development of each districting plan and the drawing of district boundaries."

3. Is the Committee interested in an alternative that provides a method of selecting the districting commission members?⁷

I have includes below an appendix chart that summarizes how each of the eight Washington charter cities using district elections conducts redistricting.

I look forward to the Commission reviewing the draft submitted and providing further direction.

Please do not hesitate to contract me if you have any questions or comments. I can be reached at (360) 487-8503 or brent.boger@cityofvancouver.us

⁶ Most charters do not have district criteria. But a provision could read like the below largely based on the San Diego City Charter: "To the extent it is practical to do so, districts shall: preserve identifiable communities of interest; be geographically compact - populous contiguous territory shall not be bypassed to reach distant populous areas; be composed of whole census units as developed by the United States Bureau of the Census; be composed of contiguous territory with reasonable access between population centers in the district; and not be drawn for the purpose of advantaging or protecting incumbents. Districts formed shall, as far as reasonably possible, be bounded by natural boundaries, by street lines, recognized neighborhood association boundaries and/or by City boundary lines."

⁷ No city in Washington uses this method. Another possibility could be to have the Planning Commission establish the district. The cities of San Diego and Sacramento have provisions generally providing that a panel of three retired judges appoint the commission members in a process administered by the City Clerk. See San Diego City Charter Section 5.1. <https://docs.sandiego.gov/citycharter/Article%20II.pdf>. See Sacramento City Charter Article XII.

https://www.qcode.us/codes/sacramento/view.php?topic=city_of_sacramento_charter-xii&frames=on

APPENDIX

The chart below summarizes how each of the eight Washington cities with district elections handles districting.

City	Council size	Dist. Num.	Nominate in District	Elect in District	Who Districts	District Master?	Charter Ref
Aberdeen	12	6	Yes	Yes	Council	No	Sec. 7
Bellingham	7	6	Yes	No	Council	No	Sec. 2.03
Bremerton	7	7	Yes	Yes	Council	No	Sec. 6, 7
Everett	7	5	Yes	Yes	Commission ⁸	Yes	Sec. 2
Spokane	7	6	Yes	No	Districting Board. ⁹	Yes ¹⁰	Sec. 59, 60
Seattle	9	7	Yes	Yes	Commission. ¹¹	Yes	Art. IV, Sub D
Tacoma	9	5	Yes	Yes	Council.	No	Sec. 5.3
Yakima	7	7	Yes	Yes	Council. ¹²	No	Art. II, Sec. 1 (D)

⁸ "One Districting Commission member shall be nominated by each City Council member and one by the Mayor. The City Council shall appoint eight of the Districting Commission members from those nominated upon a determination of reasonable geographic representation among the nominees". The eight appoint a ninth member.

⁹ "Membership of the districting board shall consist of the council president and one other council member who shall serve as advisory members, and three qualified representatives." The Charter provision does not expressly state who appoints the three members of the Districting Board.

¹⁰ Districting Board "may employ experts, consultants, and attorneys not employed by the City, as necessary to carry out its duties as established in this Charter." Charter Section 59.

¹¹ "A five-member Districting Commission shall be appointed. The Mayor shall appoint two members, and by a two-thirds vote the City Council shall appoint two members. The fifth member shall be appointed by majority vote of the first four members." Seattle Charter Art. IV, Subdivision D.

¹² Yakima amended its charter to comply with an Order of the U.S. District Court (Case No. 12-CV-3018-TOR). The Order required Yakima to adopt a single-member election system and adopted a districting plan. Language in the Order contemplates the Council would adopt future district boundaries.

DISTRICT ELECTION CHANGES BASED ON DIRECTION FROM THE CHARTER REVIEW COMMITTEE ON

Amendment of Section 2.01:

Number, Terms: The council shall have seven members, including a mayor, nominated and elected pursuant to Section 2.19. ~~from the city at large in the manner hereinafter provided:~~
~~Commencing in the 1971 municipal election,~~ Three persons shall be elected to four-year terms as councilmembers at each biennial municipal election and; provided further, commencing in the 2005 biennial municipal election, one person shall be elected to a four-year term as mayor.

If any seated councilmember seeks a different council position, including mayor, that person is required to provide notice of his/her intention to do so and to resign his/her current position effective as of the end of that calendar year. The notice of intent must be filed with the city clerk at least thirty days prior to the filing deadline for the council position being sought. The clerk shall provide a copy of the notice to the Elections Officer of the County Auditor.

The person elected mayor shall have the powers of the mayor as provided in this charter and also all powers of a city councilmember. All incumbent councilmembers shall continue to serve until their successors are elected and qualified. In the event of a tie vote, the election shall be decided by lot.

New Section 2.19 Election of Councilmembers; Councilmember Districts.

A. The City shall be apportioned into three council districts of generally equal population, numbered one through three. Each district shall have two city council positions, numbered one and two.

B. General municipal elections are held in November in odd-numbered years. At the 2021 election there shall be elected the three council members in position number one and every four years thereafter; at the 2023 election, the mayor and the three council members in position number two number shall be elected and every four years thereafter.

C. The members of the City Council shall be nominated and elected as follows: the qualified electors of each district, and they only, shall nominate two candidates for the office of councilmember. The nominee receiving the highest number of votes from the City at large, at the next municipal general election for the office of councilmember for the district in which he or she resides, shall be declared duly elected.

D. City councilmembers and candidates for city council shall be residents of the districts they represent or seek to represent.

E. The boundaries of the city council districts shall be established as follows.

The City Council shall appoint a Districting Commission composed of seven registered voters in the city geographically dispersed. Each Districting Commission member shall have been a resident of the City of Vancouver for at least two years and shall demonstrate a general knowledge of the neighborhoods and geography of the city. For purposes of this section, residence in an area annexed to the city shall be deemed residence within the city.

The Commission shall develop, approve by majority vote, and make public a draft districts proposal and then after public comment, approve by majority vote a final districts plan. Upon adoption, the districting plan shall be filed with the City Clerk. The plan shall become effective upon filing and cannot be amended by the City Council except to correct data errors upon request by the Districting Commission.

Districts shall be established for the 2021 elections based on the best available information, including but not limited to the final 2010 Federal Decennial Census and shall be established not later than December 31, 2020. Districts established for the 2023 elections through the 2031 election, shall be based on the final 2020 Federal Decennial census information and established not later than one year following the release of such census information. Thereafter, the City shall be redistricted at least once every ten years, but not later than one year following the City's receipt of the final Federal Decennial Census information.

In the event that any existing voting precinct established by the Clark County Auditor is located partly within two or more Council Districts, the precincts shall be allocated to the Council district in which the largest number of voters within the precinct resides, and the district boundaries shall be changed accordingly.

Any territory hereafter annexed to the City of Vancouver shall at the time of such annexation or consolidation be added to an adjacent district or districts by an ordinance of the Council. However, if any territory annexed causes more than a ten percent disparity in population among the districts, a subsequent redistricting shall occur and apply to any municipal election occurring more than one year following the effective date of the first annexation causing such disparity.

F. Councilmembers elected or appointed at large prior to the November 2023 municipal general election, shall continue in office until the terms to which they were elected or appointed expire as otherwise provided by law.

CHARTER AMENDMENT PROPOSITION _____, CONCERNING COUNCIL ELECTIONS AND ESTABLISHING COUNCIL DISTRICTS.

Section 2.01 Number, Terms: The council shall have seven members, including a mayor, nominated and elected pursuant to Section 2.19. ~~from the city at large in the manner hereinafter provided:~~
~~Commencing in the 1971 municipal election,~~ Three persons shall be elected to four-year terms as councilmembers at each biennial municipal election and; provided further, commencing in the 2005 biennial municipal election, one person shall be elected to a four-year term as mayor.

If any seated councilmember seeks a different council position, including mayor, that person is required to provide notice of his/her intention to do so and to resign his/her current position effective as of the end of that calendar year. The notice of intent must be filed with the city clerk at least thirty days prior to the filing deadline for the council position being sought. The clerk shall provide a copy of the notice to the Elections Officer of the County Auditor. If the councilmember providing such notice would have a remaining term of office following the end of that calendar year, nominations and elections for such remaining term of office shall be conducted as provided for under state law and the provisions of this Charter.¹

The person elected mayor shall have the powers of the mayor as provided in this charter and also all powers of a city councilmember. All incumbent councilmembers shall continue to serve until their successors are elected and qualified. In the event of a tie vote, the election shall be decided by lot.

New Section 2.19. Election of Councilmembers; Councilmember Districts.

- A. The City shall be apportioned into three council districts of generally equal population, numbered one through three. Each district shall have two city council positions, numbered one and two.²
- B. General municipal elections are held in November in odd-numbered years. At the 2021 election there shall be elected three council members in position number one and every four years thereafter; at the 2023 election the mayor and three council members in position number two shall be elected and every four years thereafter.³

¹ As mentioned during the May 30 meeting, this provision does not expressly state that an election will be conducted for the remaining two years of a holdover resigning councilmember's term . Since the clarification relates to Council elections and involves a Charter Section that needs to be amended for district elections, it would not violate single subject rules if the title is written broadly.

² Language from Spokane City Charter, Section 5(B).

³ Adapted from Spokane City Charter, Section 5(C) with modifications to deal with the precise year these changes are effective and excluding the election of municipal court judges which Spokane has and Vancouver does not.

- C. The members of the City Council shall be nominated and elected as follows: the qualified electors of each district, and they only, shall nominate two candidates for the office of councilmember. The nominee receiving the highest number of votes from the City at large, at the next municipal general election for the office of councilmember for the district in which he or she resides shall be declared elected.⁴
- D. City councilmembers and candidates for city council shall be residents of the districts they represent or seek to represent.⁵
- E. The boundaries of the districts shall be drawn in 2020, then redrawn in 2022, and redrawn every ten (10) years thereafter following each federal decennial census, in accordance with a districting plan prepared by a seven (7)-member Districting Commission, all consistent with applicable state law and this Charter.⁶ The City Council shall appoint the Districting Commission members from those applying upon a determination of reasonable geographic representation among the applicants.⁷ These Commission members must be appointed on or before January 31, 2020, then again on or before January 31, 2022, and on or before January 31, every tenth year thereafter.⁸ Each Districting Commission member shall have been a resident of the City of

⁴ Based on Bellingham Charter Section 2.03 with some modifications—Bellingham is a Mayor-Council system with a council member nominated at-large.

⁵ This language is not pulled directly from another city's charters. Bellingham's charter (Section 2.03) and Tacoma's charter (Section 5.4) have provisions that deal with council residency by including language that the qualified electors shall nominate "from their own number" or "among their own number" candidates for city council. Tacoma later in section 5.4 specifies the requirement of continuing residency in the district. Bellingham's provision in 2.07 provides that the council office is forfeited if the member moves outside of the district and they have more than one year remaining in their term of office. This proposed provision requires residency in the district at all times while seeking the seat and while holding the seat.

⁶ This first paragraph dealing with districting is adapted from the Everett City Charter (Sec. 2.1). If this amendment is adopted, Vancouver would have the same time frame as Everett's implementation. Everett's approach was to base the 2021 election on the 2010 census as this language does. (Sec. 2.1 (c)) See note 12, *infra*, and accompanying text. In November, 2018 Everett adopted district elections (Everett Proposition 1). It presented two options if the voters approved district elections. 4 councilors elected in districts, and 3 at-large, or 5 councilors elected in districts and 2 at-large. The voters chose the 5 and 2 plan. The ballot proposition can be found at page 94 of the Snohomish County Local Voter's Pamphlet.

<https://www.snohomishcountywa.gov/DocumentCenter/View/59654/General-2018-LVP?bidId=>

⁷ Everett's Charter has each councilor nominating a member and requiring geographic dispersal. That might be difficult to implement because the councilmembers cannot discuss in advance who they are appointing without potentially running afoul of the Open Public Meetings Act. Spokane has the Mayor nominating and Council confirming the members with the Mayor and Council President serving as ex officio members. Seattle has the Mayor appointing two members and the Council electing two by a 2/3rd's vote. San Diego and Sacramento have the members appointed by a panel of retired judges selected at random by the City Clerk. In 5 of the 8 Washington charter cities, the Council does the districting. Alternatively, this appointment of the Districting Committee can be handled by not specifying the process how council appoints the members. The advantage to having the Mayor appoint is she is not directly impacted like the other councilors are since she will continue to be elected at-large.

⁸ From the Everett Charter 2.1(c).

Vancouver for at least two years and shall demonstrate a general knowledge of the neighborhoods and geography of the city. For purposes of this section, residence in an area annexed to the city shall be deemed residence within the city.⁹ Commencing with the 2022 redistricting and thereafter the Districting Commission shall have two members from each council district.¹⁰ No person may serve on the Commission who is an elected official (except precinct committee officer), a candidate for elected office, or a City of Vancouver employee.¹¹

The districting plan must be adopted by the Commission initially on or before November 1, 2020, then again on or before November 1, 2022, and every tenth year thereafter. Prior to the adoption of a districting plan and district boundaries the Commission shall conduct public forums. The initial districting plan shall be based on the 2010 decennial census, together with additional population estimates that the Commission deems reliable. In 2022, and every tenth year thereafter, the districting plan shall be based on the most recent decennial census.¹² The City Council must adopt each Districting Commission's districting plan without modification or amendment except to correct data errors upon request by the Districting Commission.¹³

Council districts shall be as equal in population as practicable. In no case shall the most populous district exceed the population of the least populous district by more than ten percent.¹⁴

In the event that any existing voting precinct established by the Clark County Auditor is located partly within two or more Council Districts, the precincts shall be allocated to the Council district in which the largest number of voters within the precinct resides, and the district boundaries shall be changed accordingly; provided that a precinct may be divided if adding the entire precinct would cause the most populous district to exceed the least populous district by more than fifteen percent.¹⁵

⁹ Most city charters do not add a requirement for Districting Committee membership beyond city residency. This adds some additional criteria—two year residency (including annexed areas) and knowledge of city geography, etc.

¹⁰ Added pursuant to discussion at the May 30 meeting.

¹¹ Taken from Everett Charter 2.1(b).

¹² Taken from Everett Charter 2.1(c) because Everett's implementation timeline would be the same as Vancouver's.

¹³ This sentence is mix of the Everett City Charter 2.1(c) which requires the Council to adopt by ordinance Districting Commission plan without exception and Seattle's which allows some adjustment to correct data errors if requested by the Commission. (Seattle City Charter Article IV, Section 2(d)(4)). A question was raised at the May 30th meeting asking what would happen if the City Council refused to adopt the districting plan. A likely remedy would be an aggrieved party filing for a writ of mandamus directing adoption to the Clark County Superior Court.

¹⁴ Congressional district population equality must be closer than a 10% disparity—generally 1%. State and local equality requirements are more lax and a higher disparity might be permitted if there is some reason for the difference. We need confirmation that a disparity of up to 10% is constitutionally permissible. Even so, a disparity that great should be avoided.

¹⁵ The Tacoma City Charter and the San Diego City Charter have similar provisions. Tacoma Section 5.4: "....the territory comprised in any voting precinct of such district shall remain compact and shall not be divided by the lines of said district." San Diego City Charter, Article II, Section 5: " In the event that any voting precinct established is located partly within two or more Council districts, the precinct shall be allocated to the Council district in which a majority of the voters within the precinct resides, and the district boundaries shall be changed accordingly."

The District Commission shall draw districts, to the extent practicable, based on the following guidelines¹⁶.

1. Districts should preserve identifiable communities of interest.
2. Districts should be geographically compact - populous contiguous territory shall not be bypassed to reach distant populous areas.
3. Districts should be composed of whole census blocks as developed by the United States Bureau of Census.
4. Districts should be composed of contiguous territory with reasonable access between population centers in the district,
5. Districts should not be drawn for purposes of protecting incumbents.
6. Districts should be bounded by natural boundaries, by street lines, by neighborhood association boundaries and/or by City boundaries.
7. Districts should be drawn to promote demographic and economic diversity on the City Council.

Any territory annexed to the City of Vancouver shall at the time of such annexation be added to an adjacent district or districts by an ordinance of the Council.¹⁷ However, if any territory annexed causes the most populous district to exceed the population of the least populous district by more than fifteen percent, a subsequent redistricting shall occur and shall apply to any municipal election occurring more than one year following the effective date of the first annexation causing such disparity.

Council may direct that a redistricting be conducted between decennial censuses if the council has reliable new data that the population of the most populous district exceeds the least populous district by more than fifteen percent. Any such redistricting shall occur and shall apply to any municipal election occurring more than one year following Council's direction.¹⁸

¹⁶ Surprisingly most charters do not have criteria for drawing districts. One that does is San Diego from which these criteria are adapted. See Article II, Section 5.1 of the San Diego City Charter. Added to the San Diego criteria are association boundaries to criterion 6 and the addition of a new criterion 7 based on discussion at the May 30 Charter Review meeting.

¹⁷ Adapted from San Diego City Charter Section 5. San Diego's annexation provision is not specific about the size of the deviation from equality caused by the annexation that will trigger a redistricting. As written, this provision specifies 10%.

¹⁸ Vancouver has had some large annexations and has the potential for more. Growth is also not even across the City. The thought here is to give the Council the option of appointing a new Districting Committee to do a mid-census redistricting.

- F. Council members elected or appointed at large prior to the November 2021 municipal general election shall continue in office until the terms to which they were elected or appointed expire as provided by law.¹⁹

¹⁹ There are some Charter provisions that provisionally assign holdover councilors to the newly created districts. That seems more typical in cities with single-member districts. This would add more complexity. In the interim between the 2021 election and the 2023 election, there would be one councilmember from each district and three at-large members. That does not appear to create any particular problem.

City of Vancouver Charter Review Committee

Meeting #7, May 30, 2019, 4:30 – 7:30 pm, Vancouver City Hall, Aspen Room

ATTENDEES

Committee members present

John Caton
Melissa Boles
Mary Elkin
Barry Hemphill
Frank L'Amie
Marjorie Ledell
David Olson
Esther Schrader
Heather Sinnott
Lynn Samuels
Peter Marez

Anne McEnerny-Ogle, Vancouver Mayor
Chad Eiken, Vancouver Community & Economic
Development Director
Greg Kimsey, Clark County Auditor
Diana Perez, League of United Latin American
Citizens

Staff

Brent Boger, City Attorney
Jan Bader, Staff Liaison
Amanda Delapena, Staff
Bridger Wineman, EnviroIssues, Facilitator
Sarah Omlor, EnviroIssues, Notetaker

Members absent

Daphne Anderson
Noland Hoshino
Susan Courtney

Community members

Glen Yung

MEETING DOCUMENTS

- Meeting agenda
- Draft minutes of May 2, 2019 meeting
- Draft district voting amendment
- Draft salary commission charter changes majority and minority positions
- Charter recommendations priority list
- Salary commission compromise proposal from Esther Schrader
- Informational handout on repealing resign to run from Mayor Anne McEnerny-Ogle

WELCOME AND OPENING REMARKS

Bridger Wineman opened the meeting by welcoming attendees and reviewing the agenda.

APPROVAL OF MAY 2, 2019 MEETING MINUTES

Minutes unanimously accepted as written by all present members.

PUBLIC COMMENT

There were five members of the public in attendance. Their comments are as follows;

- Glen Yung, representing himself – Glen came to share his opinion on district elections and salary review. He is concerned about elections by district because of how difficult it would be to be elected for someone who is in the minority political opinion of the district, and because it would exacerbate how difficult it already is to unseat an incumbent Council member. As for salary review, he feels that City Council positions should be served as a public service and not for a living salary.

- Anne McEnerny-Ogle, Mayor, representing herself – Anne came to address the repeal of the resign to run section. She passed out an informational packet and explained that if resign to run is repealed then we will again face the “safe seat run” issue which essentially makes half of Council safe from giving notice that their seat is available for consideration. This leads to more appointments because citizens don’t have time to file to run for the vacating seat. Anne said that appointments are costly from the City staff’s time, and they prevent voters from filling Council seats.

The Committee asked Anne some questions. It was clarified that the last few City Council appointments were from special circumstances and not from a lack of resigning to run, and if she intended for resign to run to only apply to City Council to mayor or all city staff positions. Anne noted she believes it should only apply to City Council to mayor.

- Chad Eiken, Vancouver Community & Economic Development Director – Chad addressed the committee to request a minor change to the charter. As city staff he explained that anytime an ordinance is amended the charter currently requires the City to publish and print the entire ordinance or section of the ordinance that includes the amendment which is costly for the city and time consuming for readers. He asks that ordinances be allowed to be referred to by subsection rather than section for small changes that don’t require the entirety.

Jan noted that this request is listed on the committee’s current list of recommendations.

- Greg Kimsey, Clark County Auditor – Greg came to speak about district elections. If the committee recommends district elections, he asked that they use existing precinct boundaries.
- Diana Perez, representing SW Washington’s League of United Latin American Citizens – Diana came to share her support of district elections because at-large elections can weaken the representation of minority groups. She discussed how Yakima was forced by court order to move to district elections. She wants to ensure all people can be engaged and doesn’t feel that that is possible with at-large elections.

ELECTION BY DISTRICT

Brent began by reviewing the draft amendment that he wrote based on what the committee agreed upon at the last meeting. The committee’s discussion points were as follows:

- Brent explained that the district lines will have to be drawn using the 2010 census data because the 2020 census data will not be available until 2021.
 - Following the example from Bellingham, WA, Brent suggested using this method then redistricting in 2022 with updated census data.
 - Otherwise the amendment would need to be postponed until after 2021.
- Brent explained how adoption of districts could affect a possible referendum.
 - The committee wants to ensure the adoption of districts is a public process that has the possibility of a referendum as a fail-safe.
 - Council will adopt the districts through an ordinance, so it will be subject to referendum if the public disagrees with the districts.

- The Committee discussed adding a line expressly stating that it is subject to referendum.
- The committee asked how annexations are handled and how precincts are adjusted for population parity.
 - Annexations cannot be added to precincts. The auditor will handle precinct boundary adjustments.
 - Greg Kimsey, shared that precincts cannot contain over 15,000 voters. He believes that this overrules census tracts which is why he recommends using existing precinct boundaries.
- The committee has the option to recommend appointing a districting master. This would be a trained professional who would assist with drawing the district lines.
 - This would require budget for staff person.
 - Some committee members thought this would be too complicated of a system to enact as districting is being established for the first time.
 - Some felt that splitting into three districts was not complicated enough to warrant a districting master.
 - Others thought that districting work would be too complicated for a five-person districting committee to do and would be simpler to have one expert assigned the task.
 - Some members would also prefer to have a master appointed so that an independent third party would be drawing the district lines.
 - The committee decided to keep the amendment language as simple as possible by not recommending one way or the other. This will leave the decision up to City Council if they put the district election amendment on the ballot.
- Brent outlined case studies from other cities who adopted district voting and included provisions to prevent gerrymandering. The committee agreed to include this language.
- A committee member pointed out that there was no language in the current draft about the committee's reasoning for recommending district elections, i.e. for better representation through demographic, geographic, and economic diversity.
- The committee discussed who will act as the districting commission, or if a separate commission is created, who will appoint them. Most likely it will be either City Council or the mayor.
 - Brent suggested another option that was done in San Diego: a group of retired judges appointed the commission.
 - The committee agreed that was too complicated and not necessary.
 - Planning Commission was suggested as a third option. It was noted that if the Planning Commission is chosen, then some changes to the Planning Commission section of the charter may be necessary.

The committee discussed the districting commission options until narrowing it down to three. They took a straw poll with the following results. This informal polling result is not a formal vote or final decision in this process:

- City Council acts as districting committee: 0
- Don't specify; leave up to City Council: 10
- Planning Commission acts as districting committee: 1
- Absent: 2

ACTION: Brent to update the amendment draft to include: no districting master will be appointed, an anti-gerrymandering provision, City Council will appoint districting commission, and purpose and intent language in the explanatory text.

REVIEW OF REMAINING CHARTER ISSUES

The committee reviewed their recommendation priority list one by one to see if any minds had changed. It was reiterated that the committee will submit their entire list of recommendations, as previously prioritized by the committee, to City Council. It will be up to the Council to choose what to place on the ballot and when. The main discussion points are as follows:

- Priority #3 Resign to run, Section 2.01 – At the last meeting the committee decided to repeal the section from the charter. Some committee members who were absent for that meeting asked how the group came to that decision.
 - A few members expressed that their minds had changed, or they misunderstood what was being voted on.
 - Some committee members explained the decision was the result of a compromise. Most agreed that the result of the compromise didn't satisfy anyone, so the committee put the issue back on the table.
 - Some members believe that Council members should have to resign to run.
 - The committee discussed the public comment on the issue made by Mayor McEnerny-Ogle.
 - Some thought she made good points.
 - It was noted that Mayor McEnerny-Ogle had to resign her Council seat when she was elected and is still in support of it.
 - One member believes that one's current office has influence during a campaign process, therefore campaigning while seated should be avoided.
 - Some members were for resign to run to prevent appointees by allowing voters enough time to file for vacating seats.
 - Most of the committee agreed that appointments should be prevented.
 - One member was hesitant to repeal something that was so recently adopted.
 - Some members still felt resign to run infringes on the rights of Councilmembers running for higher office.

A straw poll was taken on whether to repeal the amendment. Only one person voted to repeal this time so the group decided to drop the repeal from the recommendations list and leave the section as is.

ACTION: Brent will clean up the language about vacating seats.

The committee reviewed the other amendment change topics and previous recommendations. Committee members' direction on each is indicated below.

- Priority #4 Not permitting Councilmembers to hold another salaried office, Section 2.06 – *Still in agreement.*
- Priority #5 Specifying that the public hearing shall be at the first reading; providing for a possible second public hearing before final passage, Section 2.13-2.15 – *Remove this recommendation as it is not currently an issue.*

- Priority #6 Elaboration of procedures for filling Council vacancies, Section 2.08 – *Still in agreement.*
- Priority #7 Changing claims process to conform to state law, Section 2.05 – *Still in agreement.*
- Priority #8 Clarifying city contracting authority, Section 11.05 – *Still in agreement.*
- Priority #9 Clarifying that the two-year residency requirement applies to Council appointees, Section 2.02 – *Still in agreement.*
- Priority #10 Allowing the city manager to live within the urban growth boundary, Section 3.01 – *The committee agreed to drop this recommendation.*
- New Issue- Allowing ordinance amendments by reference to subsection, Section 2.12 – The committee discussed the public comment about the issue by Chad Eiken. *They agreed to recommend this change.*
- Miscellaneous changes to remove inconsistencies and inapplicable language, multiple sections – *Still in agreement.*

SALARY REVIEW

The last time this issue was discussed the committee was split. There was a slight majority to eliminate the Salary Review Commission (SRC), with two different options on setting a cap, and a minority to retain the SRC while also setting a cap.

Esther Schrader prepared a compromise proposal and explained it to the committee. Their discussion is as follows:

- The proposal is still based on a salary review every two years.
- The proposal still includes setting a salary cap of the lesser of 4% or CPI-W. If the recommendation from the SRC is for a raise larger than 4%/CPI, it would go to a public vote.
- The proposal includes the option for the SRC to do nothing, i.e. no salary increase or decrease.
 - This was a reason that some members were unwilling to eliminate the SRC, because with a fully automated system that is tied to the Consumer Price Index (CPI) it would not be possible to not increase salaries.
- Some members are still concerned with the fact that City Council is choosing the Commission which sets their salary.
 - The committee discussed alternatives but did not present a feasible alternative option on how the SRC is appointed.
 - It was suggested to have the City Manager appoint the SRC as they are farther removed than Council.
 - One member pointed out that there is benefit to Council making the appointments because it is done in a transparent, public process. By having the City Manager make the appointments it could be done behind closed doors.
 - Some felt there are enough parameters set with the cap that they are not concerned.
 - It was proposed to increase the number of SRC members from five to seven.
 - Most are willing to increase the number of members in the interest of further compromise.
 - Most of the committee is satisfied with the compromise proposal.
 - Some members are happy with the local control that would be retained by keeping the SRC.

City of Vancouver Charter Review Committee – Meeting summary

The committee decided to take a straw poll on the compromise proposal and amendment details. The results are as follows:

Should we move forward with the compromise proposal?

- o Support: 11 (unanimous)
- o Oppose: 0
- o Absent: 2

Should the SRC be raised from 5 to 7 members?

- o Support: 11 (unanimous)
- o Oppose: 0
- o Absent: 2

How should the SRC be appointed?

- o City manager: 4
- o City Council (leave as is): 7
- o Absent 2

The committee could not reach a unanimous decision on who appoints the SRC so they will move forward with the compromise proposal as the majority recommendation and a minority opinion about not wanting Council to appoint the SRC. **ACTION:** Staff will prepare the SRC decision in the Elections Office format.

The staff invited the committee to the televised, Council presentation on June 17th at 4:00 pm, although it's not required.

The staff invited members of the committee to form 'pro committees' to write the pro (or con) statements for the voter pamphlet.

The committee suggested in the future, appointing the Charter Review Committee earlier to give them more time to meet before the Council presentation. They also suggested having set meeting dates so that schedule coordination wouldn't be an issue. **ACTION:** Staff will recommend this to Council.

ADJOURN

Bridger thanked everyone for their time and adjourned the meeting.

ACTION ITEMS AND INFORMATION REQUESTS

Date assigned	Item	Responsibility	Status
5/30	Update amendment draft to include new decisions.	City Attorney	In progress
5/30	Clean up language about vacating seats.	City Attorney	In progress
5/30	Prepare the SRC decision in Council format.	City Staff	In progress
5/30	Write recommendation for Charter Review meeting time.	City Staff	In progress

6/24/2019

RESOLUTION M-_____

A RESOLUTION to submit to the voters of the City of Vancouver a proposal to amend Article II, Section 2.01, clarifying when a Councilmember provides notice that they are running for a different council position, including mayor, the intention is that elections for their remaining term in office be held that year and adding Section 2.19 requiring the City Council to appoint a Districting Commission to divide the city into three voting districts of roughly equal population, have voters nominate Councilmembers by district in the primary election and elect Councilmembers citywide in the general election.

WHEREAS, a Charter Review Committee (“Committee”) was appointed by the City Council on December 3, 2018; and

WHEREAS, the Committee held eight meetings between January 24 and June 6, 2019, to review proposed amendments to the City Charter; and

WHEREAS, the Committee presented their recommendations to the City Council on June 17, 2019; and

WHEREAS, the City Council held a duly noticed hearing on the 24th day of June, 2019 and considered the recommendations of the Committee and voted to submit the proposed amendment to the Charter below to the voters.

NOW, THEREFORE,

BE IT RESOLVED BY THE CITY OF VANCOUVER:

Section 1. That the following amendment to Article II, Section 2.01 of the City Charter, as last amended on November 3, 2015, clarifying when a Councilmember provides notice that

they are running for a different council position, including mayor, the intention is that elections for their remaining term in office be held that year and adding Section 2.19 requiring the City Council to appoint a Districting Commission to divide the city into three voting districts of roughly equal population, have voters nominate Councilmembers by district in the primary election and elect Councilmembers citywide in the general election, be submitted to the voters of the City of Vancouver:

(Proposed language to be deleted is shown by ~~striketrough~~. Added language is shown by underline.)

Article II

Section 2.01 Number, Terms: The council shall have seven members, including a mayor, nominated and elected pursuant to Section 2.19. ~~from the city at large in the manner hereinafter provided: Commencing in the 1971 municipal election, t~~ Three persons shall be elected to four-year terms as councilmembers at each biennial municipal election and; provided further, commencing in the 2005 biennial municipal election, one person shall be elected to a four-year term as mayor.

If any seated councilmember seeks a different council position, including mayor, that person is required to provide notice of his/her intention to do so and to resign his/her current position effective as of the end of that calendar year. The notice of intent must be filed with the city clerk at least thirty days prior to the filing deadline for the council position being sought. The clerk shall provide a copy of the notice to the Elections Officer of the County Auditor. If the councilmember providing such notice would have a remaining term of office following the end of that calendar year, nominations and elections for such remaining term of office shall be conducted as provided for under state law and the provisions of this Charter.

The person elected mayor shall have the powers of the mayor as provided in this charter and also all powers of a city councilmember. All incumbent councilmembers shall continue to serve until their successors are elected and qualified. In the event of a tie vote, the election shall be decided by lot.

New Section 2.19. Election of Councilmembers; Councilmember Districts.

- A. The City shall be apportioned into three council districts of generally equal population, numbered one through three. Each district shall have two city council positions, numbered one and two.
- B. General municipal elections are held in November in odd-numbered years. At the 2021 election there shall be elected the mayor and three council members to position number one for each district and every four years thereafter; at the 2023 election there shall be elected three council members in position number two for each district and every four years thereafter.
- C. The members of the City Council shall be nominated and elected as follows: at the municipal primary election, the qualified electors of each district, and they only, shall nominate two candidates for the office of councilmember. At the following municipal general election, the nominee receiving the highest number of votes from the City at large for the office of councilmember for the district in which he or she resides shall be declared elected.
- D. City councilmembers and candidates for city council shall be residents of the districts they represent or seek to represent.
- E. The boundaries of the districts shall be drawn in 2020, then redrawn in 2022, and redrawn every ten (10) years thereafter following each federal decennial census, in accordance with a districting plan prepared by a seven (7)-member Districting Commission, all consistent with applicable state law and this Charter. The City Council shall appoint the Districting Commission members from those applying upon a determination of reasonable geographic representation among the applicants. These Commission members must be appointed on or before January 31, 2020, then again on or before January 31, 2022, and on or before January 31, every tenth year thereafter. Each Districting Commission member shall have been a resident of the City of Vancouver for at least two years and shall demonstrate a general knowledge of the neighborhoods and geography of the city. For purposes of this section, residence in an area annexed to the city shall be deemed residence within the city. Commencing with the 2022 redistricting and thereafter the Districting Commission shall have at least two members from each council district. No person may serve on the Commission who is an elected official (except precinct committee officer), a candidate for elected office, or a City of Vancouver employee.

The districting plan must be adopted by the Commission initially on or before November 1, 2020, then again on or before November 1, 2022, and every tenth year thereafter. Prior to the adoption of a districting plan and district boundaries the Commission shall conduct public forums. The initial districting plan shall be based on the 2010 decennial census, together with additional population estimates that the Commission deems reliable. In 2022, and every tenth year thereafter, the districting plan shall be based on the most recent decennial census. The City Council must adopt each Districting Commission's

districting plan without modification or amendment except to correct data errors upon request by the Districting Commission.

Council districts shall be as equal in population as practicable. In no case shall the most populous district exceed the population of the least populous district by more than ten percent.

In the event that any existing voting precinct established by the Clark County Auditor is located partly within two or more Council Districts, the precincts shall be allocated to the Council district in which the largest number of voters within the precinct resides, and the district boundaries shall be changed accordingly; provided that a precinct may be divided if adding the entire precinct would cause the most populous district to exceed the least populous district by more than ten percent.

The District Commission shall draw districts, to the extent practicable, based on the following guidelines:

1. Districts should preserve identifiable communities of interest.
2. Districts should be geographically compact - populous contiguous territory shall not be bypassed to reach distant populous areas.
3. Districts should be composed of whole census blocks as developed by the United States Bureau of Census.
4. Districts should be composed of contiguous territory with reasonable access between population centers in the district.
5. Districts should not be drawn for purposes of protecting incumbents.
6. Districts should be bounded by natural boundaries, by street lines, by neighborhood association boundaries and/or by City boundaries.
7. Districts should be drawn to promote demographic and economic diversity on the City Council.

Any territory annexed to the City of Vancouver shall at the time of such annexation be added to an adjacent district or districts by an ordinance of the Council. However, if any territory annexed causes the most populous district to exceed the population of the least populous district by more than ten percent, a subsequent redistricting shall occur and shall apply to any municipal election occurring more than one year following the effective date of the first annexation causing such disparity.

Council may appoint a new Districting Commission to conduct a redistricting between decennial censuses if the council has reliable new data that the population of the most populous district exceeds the least populous district by more than ten percent. Any such redistricting shall occur and shall apply to any municipal election occurring more than one year following Council's direction.

- F. Council members elected or appointed at large prior to the November 2021 municipal general election shall continue in office until the terms to which they were elected or appointed expire as provided by law.

ADOPTED at regular session of the Council of the City of Vancouver, this 24th day of June, 2014.

Signed this _____ day of _____, 2019.

Anne McEnery-Ogle, Mayor

Attest:

Natasha Ramras, City Clerk

Approved as to form:

E. Bronson Potter, City Attorney

City of Vancouver Charter Review Committee

Meeting #8, June 6, 2019, 4:30 – 6:30 pm, Vancouver City Hall, Aspen Room

ATTENDEES

Committee members present

John Caton
Barry Hemphill
David Olson
Esther Schrader
Frank L'Amie
Heather Sinnott
Lynn Samuels
Marjorie Ledell
Mary Elkin
Melissa Boles
Noland Hoshino
Peter Marez
Susan Courtney

Members absent

Daphne Anderson

Community members

Glen Yung
Greg Kimsey, Clark County Auditor
Mike Pond

Staff

Brent Boger, City Attorney
Jan Bader, Staff Liaison
Amanda Delapena, Staff
Bridger Wineman, EnviroIssues, Facilitator
Sarah Omlor, EnviroIssues, Notetaker

MEETING DOCUMENTS

- Meeting agenda
- Draft minutes of May 30, 2019 meeting
- Draft charter review recommendations memorandum
- Draft district voting amendment
- Draft amendments 1-9

WELCOME AND OPENING REMARKS

Bridger Wineman opened the meeting by welcoming attendees and reviewing the agenda.

APPROVAL OF MAY 30, 2019 MEETING MINUTES

Minutes approved with two changes.

PUBLIC COMMENT

There were three members of the public in attendance but no one wished to make a comment.

ELECTION BY DISTRICT

Brent presented his district voting amendment draft and asked the committee to weigh in on the final details. Their discussion was as follows:

- Brent is incorporating the County Auditor's request to use existing precinct boundaries, which the committee heard at the last meeting, in order to make the adoption of district elections a smoother process for the County Auditor's office.
 - Brent explained that he had changed the amendment from census tracts to census blocks which are smaller and will be easier to draw districting lines around.
- It is up to the committee to decide on the percentage increase in a district's population that would require an inter-census redistricting. This would allow Council to even out the districts in the event of an annexation or a new development that affects the population of a district in between census years.

- o It was clarified that the population increase is calculated using the total population of a district and not only registered voters. An increase in the total city population would not trigger redistricting so long as the districts are still even.
- o Using the example of Bellingham, Washington, Brent proposed 15% as the maximum. Another alternative is 10%.
 - The committee discussed how many people these percentages would equate to with the current population.
- o When the districts are initially drawn the Auditor will use 10% for the maximum difference between the districts' population.

The committee didn't have strong opinions about what percentage to use. A straw poll was taken with the following results:

- o Redistricting is necessary if the largest district exceeds the population of the smallest district by more than 10%: 12
- o Redistricting is necessary if the largest district exceeds the population of the smallest by more than 15%: 0
- o Absent or didn't vote: 2

Further discussion on district elections was as follows:

- The committee discussed whether it was necessary to include language about when the districting committee dissolves.
 - o Most felt it was obvious that it ends when the districts are completed and additional language is not needed.
- One member pointed out that the amendment doesn't explain where the seventh districting commissioner comes from if there are to be two appointed from each of the three districts. It was recommended that the language pertaining to the membership of the commission be amended to say "at least" two members from each district will be appointed.
- A member pointed out that the amendment doesn't state if another districting committee will be created in the event of an inter-census redistricting. Since the committee voted against City Council acting as the districting committee in past meetings, there is concern about preventing this possibility.
- Purpose and need language is missing from the amendment. The committee wants to include their reasoning for recommending elections by district.

ACTION: Brent will finalize the amendment by including 10% as the inter-census redistricting limit, clarifying how the seventh districting commissioner is appointed, stating that a redistricting committee will be created, and adding purpose and need language.

FINAL REVIEW AND APPROVAL OF CHARTER ISSUES AND MEMO

The committee reviewed each proposed amendment and the memo listing their recommendations to the Council. The final decisions for each recommendation are listed below.

Priority #1:

- City staff suggested that "Mayor Pro Tempore" be replaced with "Deputy Mayor" to be better understood. The committee decided to keep Mayor Pro Tempore because Deputy Mayor can have different meanings.
- Address an inconsistency with the usage of "CPI-W."

City of Vancouver Charter Review Committee – Meeting summary

- Added consistency between the use of “city officer.”
- Minor typo corrections.
- One member pointed out that the minority opinion on this recommendation doesn’t apply to any of the decisions being recommended. Therefore, it is misleading to say that there wasn’t a consensus when in fact the decisions made were unanimous. It was proposed to note the minority opinion in the section addressing other charter issues that were considered or in a footnote of the memo.
 - Those in the minority opinion were concerned that their opinion was being buried, but they understood the reasoning.

Priority #2: Discussed in last section (Election by District)

Priority #3:

- City staff told the committee that a sentence was found in another charter section that prevents Councilmembers from holding another public office. This amendment will be removed from the list.
 - All proposed amendments will move up one number on the priority list.
- Brent proposes to add the word ‘elected’ before public office in the existing language to be more specific.
 - The committee discussed using ‘salaried’ instead, but chose to use elected which is all-encompassing.

Priority #4: No changes needed.

Priority #5: No changes needed.

Priority #6 No changes needed.

Priority #7: No changes needed.

Priority #8: No changes needed.

Priority #9:

- One typo.

ACTION: City staff will make amendment edits and update the priority list after removing Priority #3.

The committee discussed how the memo and amendments will be presented to City Council.

- Esther Schrader will present the recommendations.
 - Esther shared what she plans on saying to the Council and welcomed any feedback and other talking points from the committee. If other committee members email Esther they were asked to also include Jan.

A committee member noted that elections by district is the recommendation with the biggest impact and will be the issue that this committee is remembered for.

- It was proposed to make this recommendation priority #1 and the salary review commission priority #2.
 - The committee unanimously agreed.

PRO & CON COMMITTEES

Jan invited the committee to volunteer for committees that will write the pro and/or con statements that will accompany the ballot titles. She explained the details and timeline of the committees, including:

- There is a word limit;
- The authors' names will be printed on the voter guide;
- If no committee members volunteer then the City will advertise to recruit committee members. If the City is unable to recruit committee members, the Clark County Elections Office will then advertise for committee members. If there are no volunteers, then there will be no pro/con statement in the Voter's Guide.

ADJOURN

Bridger concluded the last meeting by commending the committee on their due diligence. The committee thanked each other and the staff for their work.

ACTION ITEMS AND INFORMATION REQUESTS

Date assigned	Item	Responsibility	Status
6/6	Finalize election by district amendment.	City Attorney	In progress
6/6	Finalize priority list and memo and share with committee members	City Staff	In progress

SALARY REVIEW COMMISSION ISSUES/APPROACHES

1. Do nothing. Salary Review Commission could set salaries unchecked other than the referendum process.
2. Abolish the Commission. In this case Council would set the salaries but would not go into effect for a councilmember until after reelection.
3. Put a cap on the increases.
 - a. Limit to “not more than” an inflation measure like CPI-W, etc., Implicit Price Deflator, etc.
 - b. Tying it to the increases city employees received would involve councilors voting on their salaries and probably would not satisfy the requirements of state law.
4. Tie it to the State Salary Review Commission salary for legislators.
 - a. Possible to abolish the commission.
 - b. Or set the change set by the State Commission as a cap (this might cause some timing issues—I believe these changes take effect in September).
 - c. The County takes this approach.¹
5. Mayor Pro Tem Salary.

DISTRICT ELECTIONS

1. RCW
 - a. Sets forth a process where district elections can be adopted to satisfy voting rights of minorities.
 - b. Vancouver, on the one hand, could have this problem since no racial minority has been elected to the city council, but, on the other it would probably be impossible to draw a majority-minority district in Vancouver since the census tracts with the highest minority population in the city are only 25-30% minority.
2. District Election Options.
 - a. Do nothing.
 - b. Only require councilmember to live in district, otherwise elections are conducted as they are now.
 - c. Have primaries in district and general election citywide (like code counties and Camas).
 - d. Pure district elections.

¹ Clark County Charter Section 5.5: (A)(1) “The salary of council members initially shall be fifty-three thousand dollars (\$53,000), and shall be adjusted based on percentage changes established for state legislators by the Washington State Salary Commission.

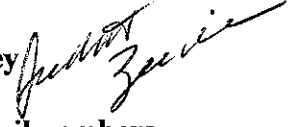
(C) If the Washington State Salary Commission increases legislative salaries to reflect a change from a part-time to full-time legislature, the percent change applied to the Executive Branch of Washington state government shall apply to council members, and other elected officials. (I see a problem here if the State Commission sets a different salary for different state executive offices).

3. Number of Districts
 - a. Three with two councilmembers per district, one voted on at each municipal election.
 - b. Six with one councilmember.
4. Transitional issues need to be considered.

AGENDA ITEM 3-A

2009 CHARTER REVIEW

SUPPLEMENTAL STAFF MEMORANDUM

TO: 2009 Charter Review Committee **DATE:** 05/26/09
FROM: Judith Zeider, Chief Assistant City Attorney 
SUBJECT: Ward or District System for Electing Councilmembers

This is to supplement the materials provided to the Committee for its May 12, 2009, meeting.

Specifically, I am providing background information regarding some of the questions which Charter Review members have posed to Tim Likness, Clark County Auditor's Elections Office.

In addition, attached are materials related to wards and districts from the Municipal Research Services Center (MRSC), the 1994 Charter Review Committee and the 1996 Citizens Advisory Committee on Representation (CACOR).

Questions to Tim Likness:

Information regarding the subject matter of a few of the questions forwarded to Tim Likness is provided immediately after the questions.

- 1. What's broken with our current form of government? Since election by wards/districts has popped up for 25 years of charter review but never been adopted, it appears the present form of government meets our constituents needs.**
- 2. What benefit would our city gain by changing to a ward system similar to Spokane?**

As indicated in materials previously provided to the Committee for its meeting of May 12, 2009, Spokane both nominates (in the primary) and elects (at the general election) by district.

Whether Vancouver would gain by changing to this system or some other ward and district system for electing councilmembers is a political and policy question for the Committee to evaluate.

3. What's the downside/challenge of the ward system?

There are a number of commonly cited pros and cons for ward and district systems. Attachments B and C are materials from MRSC and National League of Cities (NLC) which set forth some of these. These are provided as information, without comment on the validity of these viewpoints.

By way of legal background, there are some basic legal requirements for ward and district systems. RCW 29A.76.010 sets forth the time frames and other details on redistricting by local governments. In brief, cities with ward and district systems must prepare a redistricting plan at least every ten years after the federal decennial census is completed. The governing body of the city (i.e. council) must prepare a plan for redistricting its internal districts or wards. The plan must be consistent with the following criteria:

- (a) Each district shall be as nearly equal in population as possible to each and every other such district comprising the municipal corporation, county, or special purpose district.
- (b) Each district shall be as compact as possible.
- (c) Each district shall consist of geographically contiguous area.
- (d) Population data may not be used for purposes of favoring or disfavoring any racial group or political party.
- (e) To the extent feasible and if not inconsistent with the basic enabling legislation for the municipal corporation, county, or district, the district boundaries shall coincide with existing recognized natural boundaries and shall, to the extent possible, preserve existing communities of related and mutual interest.

The process for adoption of the plan must provide for "full and reasonable public notice" of actions on the plan, and there must be at least one public hearing on the redistricting plan, which must be held at least one week before adoption of the plan.

The statute also provides for a process by which any registered voter residing in an area affected by the redistricting plan may seek review in superior court to challenge the plan's compliance with the criteria of the statute.

4. If we were to switch, what would you recommend as a structure and why?

5. Are all residents of the city eligible to run for Council in any district under the ward system or is this limited to the area in which they reside?

This will depend upon the structure selected for a ward or district system.

Yakima, for example, has four council districts, with one council member elected from each, and three councilmembers who run at large without regard to where they reside in the city. See Attachment A, MRSC's brief description of the ward and district systems in Washington cities.

In regard to *legal* limitations on how a ward or district system is designed, at the time of the 1999 Charter Review, we dealt with a question concerning a state statute which provides that cities with a council manager form of government must allow voters throughout the city to vote on all the council candidates at the general election. Only such cities, which limited voters to voting within their wards at the general election prior to 1994, were allowed to continue this system. RCW 35.18.020(2).

I concluded then and continue to advise now that RCW 35.18.020(2) does not apply to Vancouver as a charter city. For charter cities, RCW 35.22.200 provides that "the mayor and *council* and such other elective officers as may be provided for in such charter *shall be elected* at such times and *in such manner* as provided in Title 29 RCW." (Emphasis added) (Title 29 was repealed and/or recodified 2003 and elections are now governed by Title 29A RCW). RCW 35.22.200 gives charter cities such as Spokane and Vancouver authority to establish ward systems that differ from those of non-charter cities as long as they conform to the general election laws of the state in Title 29A. Thus, Vancouver could, like Spokane, establish a ward system in which voters may only vote for candidates who reside in their wards at both the primary and general elections.

6. **How difficult is it to redraw the ward lines every four years if that is necessary?**
7. **What would redrawing the lines cost? If we change to wards, can we limit the redistricting to every 10 years based on the census as a way to limit the costs?**

As noted the May 12, 2009, staff memorandum on wards/districts, the population of wards and districts must be equally apportioned, so if the population of districts changes more frequently than every ten years, the districts must be rebalanced. Mayor Dennis of Camas alluded to this in his presentation on May 12th – i.e. that Camas had to redraw district lines more frequently as annexations brought in more residents. I will forward another copy of that memorandum for ease of reference.

Additional materials:

In addition to the Attachments mentioned before, I have attached materials from two earlier studies of wards or districts in Vancouver in 1994 and 1996.

There is a wealth of information compiled by other cities which have studied ward or district systems, including Seattle and Vancouver B.C. For now, I hope what is attached will be of assistance for your present needs.

ATTACHMENTS:

- A. Council Ward or Council District Systems Use by Washington Cities - Prepared by MRSC, May 14, 2009.
- B. Email of May 15, 2009, from Joe Levan, MRSC Legal Consultant (which had the above list as one attachment).¹ This sets forth pros and cons commonly given for ward or district systems.
- C. At-Large, District and Mixed-System Elections, National League of Cities, About Cities: Cities 101: Local elections. (*Also one of the references from Mr. Levan*) taken from the NLC website. This is a two page summary of types of city election systems by city size; brief summary of common arguments given by proponents of each system.
- D. From 1996 Citizens Advisory Committee on Representation (CACOR), Staff Report 231-96 to City Council. CACOR was appointed in 1996, prior to the Cascade Park Annexation, to evaluate whether the existing system of electing city councilmembers should be modified. Their proposal to appoint two non-voting ad hoc members to City Council was adopted by Council and implemented. Their proposal to amend the Charter to adopt, among other things, a combined district and at-large system for election of councilmember was not.
- E. From 1994 Charter Review Committee – 8/1/09 – Three Options for District Nomination and/or Election of City Council Members. This has draft resolutions for each of the three options that the 1994 Charter Review Committee was considering at the time. Ultimately, the 1994 Committee voted not to forward a proposal to council.

1. Members may access other materials referenced in Mr. Levan's email via the Internet, or contact staff to provide copies if they do not have Internet access.

Council Ward or Council District System Use by Washington Cities

Prepared by MRSC, May 14, 2009

Current Cities with Ward/District Systems

First Class Cities:

- Aberdeen - 12 councilmembers, 6 wards - two councilmembers elected from each ward.
- Bellingham - 7 councilmembers, 6 wards - one councilmember elected from each ward and one councilmember elected at-large.
- Bremerton - 9 councilmembers, 9 districts - one councilmember elected from each district.
- Spokane - 7 councilmembers, 3 districts - two councilmembers elected from each of three districts - the council president is elected at-large.
- Tacoma - 8 councilmembers, 5 districts - five councilmembers elected to district positions and three at-large.
- Yakima - 7 councilmembers, 4 districts - 1 councilmembers elected to each of 4 district positions, three councilmembers elected at-large.

Second Class Cities:

- Colville - 7 councilmembers, 3 wards - presumably 2 councilmembers elected from each of 3 wards and one elected at-large.
- Ritzville - 7 councilmembers, 5 wards - presumably 1 councilmember elected from each of 5 wards and 2 elected at-large.

Optional Municipal Code Cities:

- Anacortes - 7 councilmembers, 3 wards - 1 councilmember elected from each of 3 wards, 4 councilmembers elected at-large.
- Bainbridge Island - 7 councilmembers, 3 wards - 2 councilmembers elected from each ward, one councilmember elected at-large.
- Blaine (Council-Manager) - 7 councilmembers, 3 wards - 2 councilmembers elected from each ward, 1 councilmember elected at-large.

- Bonney Lake - 7 councilmembers, 5 wards - 1 councilmember elected from each of 5 wards, 2 councilmembers elected at-large.
- Burlington - 7 councilmembers, 6 wards - 1 councilmember elected from each ward, 1 councilmember elected at-large.
- Camas - 7 councilmembers, 3 wards - 2 councilmembers elected from each ward, 1 councilmember elected at-large.
- Centralia (Council-Manager) - 7 councilmembers, 4 wards - 1 councilmember elected from each of 4 wards, 3 council positions elected at-large.
- Chelan - 7 councilmembers, 2 wards - presumably 3 elected from each ward, with one elected at-large.
- Hoquiam - 12 councilmembers, 6 wards - 2 council seats represent each ward.
- Kennewick - 7 councilmembers, 3 wards - 2 councilmembers elected from each ward, one councilmember elected at-large.
- Mount Vernon - 7 councilmembers, 2 wards - 3 councilmembers elected from each ward, 1 councilmember elected at-large.
- Pasco (Council-Manager) - 7 councilmembers, 5 wards - 1 councilmember elected from each ward, 2 councilmembers elected at-large.
- Pullman - 7 councilmembers, 3 wards - 2 councilmembers elected from each ward, 1 elected at-large.
- Puyallup (Council-Manager) - 7 councilmembers, 3 districts - 2 councilmembers elected from each district, 1 councilmember elected at-large.
- Sedro Woolley - 7 councilmembers, 6 wards - 1 councilmember elected from each of 6 wards, 1 councilmember elected at-large.

Ld - 5/14/09

From: Joe Levan [jbl@mrsc.org]
Sent: Friday, May 15, 2009 12:51 PM
To: Zeider, Judy
Cc: Lynne De Merritt
Subject: Research Request

Attachments: Ward-District Systems.doc; Picture (Device Independent Bitmap) 1.jpg

You requested an updated list of Washington cities with ward or district systems. I asked Lynne De Merritt, our Senior Research Consultant, to research this and attached is a list based on information she provided. Lynne also indicated that the only "recent" city that appears to have changed from ward to all at-large election for councilmembers was Snohomish which looks like it might have done so in 2002. Lynne also came across a 1999 Vancouver resolution (M-3241) proposing a nonbinding advisory ballot on a ward system election. Note also the following:

Additional information:

* AT-LARGE, DISTRICT AND MIXED-SYSTEM ELECTIONS, National League of Cities, About Cities: Cities 101: Local elections -
http://www.nlc.org/about_cities/cities_101/168.aspx

* Campaign begun to get Seattle council members elected by districts, By SCOTT SUNDE, SEATTLEPI.COM STAFF (May 13, 2009) -
http://www.seattlepi.com/local/406159_council13.html

* Seattle should stick with electing council members citywide, editorial - The Seattle Times (May 13, 2009) -
http://seattletimes.nwsourc.com/html/editorialsopinion/2009216830_edita14council.html

With respect to your request for information evaluating the pros and cons of election by district or ward vs. at-large, the following information was compiled by Byron Katsuyama, our Public Policy Consultant:

* Seattle - Citizen Advisory Panel on Council Elections - Final Report<<http://www.mrsc.org/govdocs/s42elections.pdf>>, (388 KB) Seattle, WA, August 11, 2003. This report and its appendices document the panel's outreach and efforts to identify and explain a range of electoral options for electing members of the City Council. Included in their study are pros and cons of at-large vs. district elections. A majority of the citizen advisory panel recommended keeping Seattle's current at-large system of electing members of the Seattle City Council.

* "Rationalizations and Repercussions: Evaluating a Hybrid At-Large and Ward Electoral System<http://www.accessmylibrary.com/coms2/summary_0286-33251477_ITM>," National Civic Review, September 22, 2007, by John T. Spence and Michael Margolis - Although this article's main thrust is a "hybrid" system, much of the information is useful.

* "Ward Electoral Systems in Oregon Cities<<http://www.orcities.org/Portals/17/A-Z/wards.Rehfuss.pdf>>," by John Rehfuss, September 2003

**05/26/09 - ATTACHMENT B
WARDS/DISTRICTS
CHARTER REVIEW 2009**

* Hybrid

Elections<<http://www.ncl.org/npp/charter/memos/hybridelections.html>> - National Civic League - Model Charter Revision Project

*

"Should City Councilors be elected by wards? Should Councilors be elected at-large, or by specific position? Pros and Cons<<http://www.ashland.or.us/Page.asp?NavID=2818>>," Ashland, OR, Charter Review Committee

* "Recommendation from the District Representation

Committee<<http://209.85.165.104/search?q=cache:kZx1lXhHFNsJ:www.ci.atlantic-beach.fl.us/archives/60/DRSC%2520Report%2520to%2520Commission%2520on%2520July%25209%25202007%2520Final%2520add%2520Appendices%2520and%2520Table%2520of%2520Contents.doc+hybrid+elections+civic>>," City of Atlantic Beach, FL

The following pro and con arguments have been drawn from a variety of sources and do not necessarily represent the views of MRSC:

At-Large - Pros

* Provides city councilmembers with a broad perspective, allowing citywide interests and regional goals to be considered.

* Under this system, residents from all parts of the city who want access to a councilmember can choose from among all of the members whose election they can influence directly.

* Provides elected officials with a geographically broad perspective, allowing citywide interests and regional goals to be considered.

* May mute the affects of parochial interests influencing elected officials.

* Citywide campaigns offer an excellent education for service as a councilmember.

* May provide the largest pool from which to select candidates.

* Helps maintain an appropriate balance of power and separation of powers between the mayor and the city council (mayor-council cities).

* Most voters have historic experience with this system, and they understand how it works.

* Having all members of the council elected by the whole constituency better ensures attaining the "public interest"

* Employs "universalistic" criteria for candidate recruitment, conduct of the campaign, and public policy.

At-Large - Cons

* May result in elected officials who pay less attention to, and have less familiarity with, some neighborhood concerns.

* May unduly enhance the influence of downtown business interests and other special interests.

* May contribute to the higher cost of elections.

* May reduce the accountability of elected officials by broadening the constituency served.

* May result in less representation of minority groups and/or views (for example, racial and ethnic groups, women, sexual minorities, and economic/political groups).

* Creates large role for special interests organized city-wide.

- * Less campaign activity. Fewer contested elections. More costly campaigns.
- * Advantages "name familiar" candidates.
- * Reduces access. Less direct link to citizens.

District - Pros

- * Better representation for some groups than in at-large systems because the potential pool of constituents is smaller.
- * May result in less costly campaigns for some candidates due to the small geographic area to be covered.
- * May allow elected officials to be more responsive to their constituents.
- * Simple for voters to understand and administer.
- * Depending on housing patterns, may result in greater representation of ethnic and racial minorities.
- * Substitutes "particularistic" for "universalistic" interests of the city.
- * Argues that the interests of the "city as a whole" usually redound to the benefit of the central business district at the expense of diverse communities of interest composing the city.

District - Cons

- * May lead to a focus on smaller parochial issues, at the expense of broad, regional issues.
- * May increase the influence of moneyed special interests.
- * Requires that districts be drawn.
- * Raises issues of gerrymandering.
- * The city may not divide into seven "natural neighborhoods" of equal population.
- * Constituencies that are not defined geographically may not be served.
- * Electing Councilmembers by district could result in councilmembers becoming mini-mayors for their district.
- * Voters can influence the election of only one Councilmember.
- * May eliminate highly qualified candidates when more than one lives in the same district.
- * Tendencies toward cronyism.
- * Replaces the "public interest" with "partial, parochial interests."

Mixed District/At-Large (Primary Nomination by District/General Election Citywide) - Pros

- * Universal and parochial interests are represented, allowing citywide interests and regional goals to be advanced as well as neighborhood interests.
- * Some campaigns may be less costly.
- * May affect a balance between the influence of moneyed special interests and neighborhood interests.
- * May provide for greater representation of minority groups and/or views (for example, racial and ethnic groups, women, sexual minorities, and economic/political groups)
- * Better representation for some groups than in at-large systems because the potential pool of candidates is more representative of neighborhoods.
- * May allow elected officials to be more responsive to their constituents.

- * Provides elected officials with a geographically broad perspective, allowing citywide interests and regional goals to be considered as well as neighborhood interests.
- * Residents from all parts of the city who want access to a councilmember can choose from seven councilmembers whose election they can directly influence.
- * Citywide campaigns offer an excellent education for service as a councilmember.
- * Helps maintain an appropriate balance of power and separation of powers between the mayor and the city council.

Mixed District/At-Large (Primary Nomination by District/General Election Citywide) - Cons

- * May create two classes of elected officials - at-large and district-based councilmembers; the at-large councilmembers may be perceived as more important than the district councilmembers.
- * District elected officials may focus on parochial issues.
- * Political and monetary costs are associated with defining districts.
- * Because an at-large councilmember will also live in a district represented by another district Councilmember, some neighborhoods would have "double" representation and may enjoy a disproportionate amount of power relative to other parts of the city.
- * May allow well-funded groups to more easily target candidates they wish to defeat.
- * May eliminate highly qualified candidates when more than one lives in the same district.
- * May unduly enhance the influence of downtown business interests and other special interests.

Best Regards,

Joe Levan
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 Municipal Research & Services Center
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 Seattle, WA 98121
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 E-mail: jlevan@mrsc.org<<http://www.mrsc.org/>>
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The form of local elections varies from city to city, with several common variations. Some cities elect their local representatives by district, some have at-large elections, and some have both.

AT-LARGE, DISTRICT AND MIXED-SYSTEM ELECTIONS

Election systems in American cities are determined by the nature of the council members' constituency and by the presence or absence of party labels on the ballot (see Partisan vs. Non-partisan Elections). With regard to the first feature, there are two types of constituencies for city council members -- at-large and district.

Breakdown of types of city council elections by city size (2001)*

	Small (25,000-69,999)	Medium (70,000-199,999)	Large (200,000 and up)
At-Large	48.9%	43.7%	16.4%
Mixed-System	25.0	25.4	38.2
District	26.1	31.0	45.5
n=649	100.0	100.0	100.0

*Study based on a mail questionnaire completed by a random sample of 664 council members in cities with population of 25,000 and higher (Svara).

At-Large

All at large members are elected to serve the same constituency -- the population of the city as a whole. At-large election proponents favor having council members elected by the entire city because:

- Council members in an at-large system can be more impartial, rise above the limited perspective of the ward and concern themselves with the problems of the whole community;
- Vote trading and logrolling are minimized; and
- Better-qualified individuals are elected to the council (broader base of candidates).

However, at-large elections can weaken the representation of particular groups, especially if the group does not have a citywide base of operation or is an ethnic/racial group concentrated in a specific ward.

Nearly two-thirds (64%) of all municipalities use at-large elections in some way. At-large elections tend to be more popular in small cities and more affluent areas.

District

District elections select a single council member from a geographical section of the city, or ward. District election proponents favor having council members elected to represent individual wards because:

- District elections give all legitimate groups, especially those with a geographic base, a better chance of being represented on the city council (namely minority groups);
- Ward council members are more sensitive to the small but frequently important problems that people have (i.e.: needed stop signs, trash pick up); and
- District elections reduce voter alienation by bringing city government closer to the people.

However, councils elected by district elections may experience more conflict and be less efficient because of ward specific vs. broader constituency perspective.

Only 14% of all municipalities use strictly district elections. Cities with populations of 200,000 or more are more likely to use district elections.

In addition, quite a few courts have forced jurisdictions to switch from at-large elections to district elections and in most cases the reason was to allow more representation by specific ethnic/racial groups (see Springfield, IL 1987 and Dallas, TX 1990; see also amendments by the U.S. Congress to the Voting Rights Act, 1982).

Mixed-System

Some cities combine these two methods and elect some council members at large and some from districts (21% of municipalities use this approach). An individual council member will either occupy a district or at-large seat on the council. Mixed systems are most likely to be found in parts of the south and central city jurisdictions.

Sources:

MacManus, Susan A. and Charles S. Bullock, III. "The Form, Structure, and Composition of America's Municipalities in the New Millennium." In *Municipal Year Book 2003*. Washington, DC: International City/County Management Association 2003, p.15-16.

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Svara, James H. *Two Decades of Continuity and Change in American City Councils*. Commissioned by the National League of Cities, September, 2003.

National League of Cities

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STAFF REPORT NO. 231-96

TO: Mayor and City Council
FROM: Vernon E. Stuper, City Manager

DATE: 11/18/96

Subject: Public Meeting on City Council Representation.

Summary:

Appointed by the City Council, the Citizens Advisory Committee on Representation was charged with evaluating whether, given the pending city annexation(s), the existing system of electing City councilmembers should remain unchanged or be modified. Recognizing the potential implications of a proposed annexation which could virtually double the size of the City, City Council appointed a thirteen-member committee to evaluate the current process for electing City Council members. The committee was comprised of broad-based group of citizens from throughout the greater Vancouver Urban Area. City Council appointed eight members to the committee; the remaining five members were selected by various interest groups. The members were:

Arch Miller, Chair	1994 Charter Review Commission
Tom Burkholder, Vice Chair	1994 Charter Review Commission
Steve Dearborn	1994 Charter Review Commission
Ceci Ryan- Smith	1994 Charter Review Commission
John Gear	At-Large City Representative
Barb Davis	Cascade Park Business Association
Charles Hoover	East County Neighborhood Advisory Comm.
Sandy Leach	Evergreen School District
Jack Burkman	At-Large Representative
Brian Carlson	At-Large Representative
Lee Kurokawa	Governance Choices Committee
Steve Sanders	New City Committee
Roger Bieber	At-Large Representative

Prior to the first meeting, Mr. Bieber indicated that he could not attend the scheduled meetings. Given the timelines, no replacement was proposed. The committee continued as a twelve-member committee.

The Process:**Assumptions:**

Several overriding assumptions were part of committee discussions:

- Annexation would result in an estimated population of 128,000;
- Elections would continue to be non-partisan;
- No changes in the Council/Manager form of government would be proposed;
- No changes in the election of the Mayor; and
- Any proposed changes should work both in the short- and long-term and be consistent with future annexations.

Public Involvement:

Four public meetings were held with convenient access to citizens throughout the urban area. Meeting locations included:

City Hall Council Chambers
Riverview Elementary
Ben Franklin Elementary
City Hall Council Chambers

All meetings were taped by CVTV and shown on Channel 47. The first and last were broadcast live with a live call-in held as part of the final meeting. Advertising was inserted into *The Columbian* prior to each meeting. Attendance at all four meetings was sparse; there were no attendees at the first meeting. The second meeting had nine attendees, which was the largest turnout of the four. Total attendance for all four meetings was 18. Public comment on the existing structure and the need to change was fairly evenly split.

A newsletter was prepared following each meeting and distributed to a mailing list of approximately 175 contacts. Two members of the committee, Ms. Smith and Mr. Dearborn, appeared on KVAN radio. Committee members also participated in the INTERACT FORUM on Governance Issues. Both *The Columbian* and *The Oregonian* did feature articles on the committee's work. In addition, a presentation was given to the East County Neighborhood Advisory Group, coordinated by Mr. George Burkhardt.

Options:

The committee evaluated the current election system and received background from former City Attorney Jerry King as part of the first two meetings. At the third meeting, the committee reviewed a series of alternatives (SEE ATTACHMENT) and voted to eliminate several options. A subcommittee comprised of Tom Burkholder, Jack Burkman and Charles Hoover was selected to refine the options and present them to the entire committee. At the final meeting the options were presented to and voted on by the committee. The committee eliminated alternatives by voting one option against another and eliminated all but:

District/At-Large Option
Increasing the size of the council from six to eight
Temporary expansion of the Council

Recommendation:

Based on results of the voting and associated public input, the Citizen's Advisory Committee developed an integrated set of advisory recommendations for consideration by City Council. The recommendations are described as follows.

1. That City Council appoint two ad hoc members to City Council from the newly-annexed areas as soon as possible, with appointments effective through December 1997. The positions would be non-voting but would allow for otherwise full Council participation. This action does not require amending the existing City Charter.
2. Propose the following Charter Amendment(s) for citywide election in early (February) 1997, scheduled to allow for such changes to be made for the November 1997 election. The proposed amendments and their votes include:
 - Permanent expansion of City Council from the existing six-member council to an eight-member council.
Passed 8-3
 - A combined district and at-large system for the election of councilmembers with four at-large and four district positions.
Passed 6-5
 - Amend charter to create a special districting committee to implement and maintain district boundaries.
Passed Unanimously

Transition:

The committee discussed how to actually implement the proposed changes and developed the following transition scenario:

1997 Election: Five (5) Council positions and Mayor elections — four, four year Districted Council positions and one, two year at-large Council position.

Mayoral election — no change.

1999 Election of four, four-year at large Council positions.

Future elections would alternate district (2001,2005) and at large positions (1999,2003).

Action Requested:

Accept public comment on recommendations for City Council representation.

Attachments: • Alternatives for Representation

Citizens Advisory Committee on Representation

Alternatives for Representation

Purpose: This committee has been chartered to develop a recommendation for representation as part of the Annexation process. The recommendation will go to the City Council, but is not binding. If accepted by the Council, a majority vote by current City residents would be required to modify the City Charter. Such an election would be held in 1997, following annexation.

The alternatives listed below were presented to the committee at their first meeting on May 22, 1996. All are based on the Council-Manager form of city government.

ALTERNATIVE	DESCRIPTION	COMMENTS
Present, At Large system, (Vancouver City Charter, Sections 2.01 and 2.02)	The council consists of seven members including a mayor. All are nominated and elected at large. The mayor is elected for a two year term and council members for four year terms. Three council members are elected at each biennial municipal election.	The next biennial election is in 1997 when the terms of three councilmembers and the mayor will expire. Terms of the remaining three council members do not expire until 1999 and cannot be terminated prior to that time..
Temporary/Permanent Expansion of Council	Increase the number of council members from the current level of 6 members. The increase could be temporary during the transition period and revert to the original size upon completion or there could be a permanent increase.	• Could provide improved access to newly annexed areas without permanently changing the current system. • Potential to address community oriented focus and address transitional needs. • Could be combined with any of the systems below.
Full Ward system, election by ward	The City would be divided into a number of districts with substantially-equal population. Candidates would be required to be a residents of their district. Nomination and election would be by district. The mayor would be nominated and elected at large. Council members moving out of their district would forfeit office.	• Believed to favor those candidates with a narrower, less community oriented focus • The number of districts and terms of office would be a part of the recommendation. By State law, districts must be: • Geographically contiguous • Not to favor or disfavor any racial group or political party • And, to the extent possible ✓ Have boundaries which follow existing, recognized, natural boundaries ✓ Preserve existing communities of related and mutual interest

ALTERNATIVE	DESCRIPTION	COMMENTS
Full Ward system, election at large	Similar to Full Ward, election by ward. In this system, nomination is by district and election is at large for each councilmember.	Believed to favor those nominees with a more community oriented focus
Partial Ward system	Districts would be established for a portion of the council positions (say 3 or 4 with the present 6 positions). Nomination would be by district or at large based on the position. Election would normally be at large for all nominees.	Some believe that this offers a degree of direct representation while still favoring candidates and nominees with a strong community orientation
Temporary Ward system	Establish either a full or partial ward system, but provide in the Charter amendment for the system to be temporary and revert to a full at large system after a certain number of years	Could assure representation for newly annexed areas until they become fully integrated into the City
"Proportional Representation" or "Preference Voting" system	System where nominees receiving the most votes are elected to the positions being filled..	Avoids the usual winner-take-all approach to elections. <u>However, State law currently requires that Council members have to (run for and) be elected to a specific position. To proceed with proportional representation, the City would have to request that the legislature amend the current law.</u>

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Review

M E M O R A N D U M

TO: 1994 City Charter Review Committee

FROM: Judith Zeider, Chief Assistant City Attorney *Judith Zeider*

RE: Three Options for District Nomination and/or Election of City Council Members

DATE: August 1, 1994

The Committee continued discussion of three options for a ward/districting system for electing City Councilmembers to its August 2, 1994, meeting.

All of the options would continue to have the Mayor nominated and elected at-large.

Attached are numbered, draft resolutions for each of the proposed three options. They are as follows:

Option 1: All Councilmembers would be nominated from three districts, but continue to be elected at large. This was the "B-1" option passed out by John Caton at the July 26th meeting.

Option 2: Three Council positions would be nominated by district, three would continue to be nominated at-large, and all would continue to be elected at-large. This was formerly the "B-2" option passed out by John Caton July 26th.

Option 3: Four Council positions would be nominated and elected by district and two would continue to be nominated and elected at-large. This option was proposed by Arch Miller but not voted on by the Committee.

One issue to be dealt with any of the three options is how to schedule establishment of the districts so as to coincide with the municipal general elections held, by state law, in odd-numbered years. RCW 29.13.020(1). The next two such elections will be in 1995 and 1997, respectively.

If the district system is to be implemented for the 1995 November election, the council district committee will be on a tight timeline, and districts will need to be in place by June 29, 1995. (The filing period for city elective offices is from the fourth Monday in July to the following Friday, i.e. July 25-29, 1995. RCW 29.15.020.)

However, Tim Likeness of the Elections Office advises that in order

for his office to make the necessary adjustments to precinct boundaries for the 1995 election, they would need to have the City's district designations by late April or early May of 1995. Likeness indicates that if the district designations are not adopted until later (say, by the first of June, 1995), the elections office can still prepare ballots, etc., for the primary and general elections, and leave adjusting precinct boundaries until later, but that the process will be more time-consuming for his staff. The City would bear the cost of this. RCW 29.13.045.

I have therefore drafted the resolutions with alternate timelines for a 1995 and 1997 implementation schedule.

If the districting plan is to be in place for the 1995 election, the commission members should be appointed as early as possible and have their district map prepared and submitted to City Council by March 31, 1995. Council would need to adopt the map by ordinance by April 30, 1995. This timeline is reflected in the first, bracketed date shown at each place in the drafts where a deadline is relevant.

If the districting plan is to be in place for the 1997 election, a less tight timeline is possible. A proposed timeline for this is shown in the second bracket at each deadline point in the resolutions.

I hope that these materials are of assistance to the Committee in its continued discussions August 2nd.

Attachments:

cc John F. Fischbach, City Manager

Ted Gathe, City Attorney

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Option #1

08/01/94

(All Council candidates nominated from three districts, but continue to be elected at large. Mayor continue to be nominated and elected at large.)

RESOLUTION NO. M- _____

A RESOLUTION and proposal to add a new Section 2.17 to the City Charter to provide for a citizen's Districting Committee to form the City into three "Council Districts", and to provide that beginning in [1995][1997] candidates for City Council shall be nominated by the voters of the "Council District" in which the candidate is a resident, but for all general elections for councilmember to continue to be city-wide, at-large, elections.

BE IT RESOLVED BY THE CITY OF VANCOUVER:

Section 1. That as recommended by the Charter Review Committee in its report of _____, it is hereby proposed that a new Section 2.17 be added to the City Charter to read as follows:

"The City Council shall have seven members including the Mayor, as provided in Section 2.01. The term for Councilmember shall be four years. Beginning with the [1995][1997] municipal election, all city councilmembers other than Mayor shall be nominated to such office by the voters of the "Council District" in which the candidate is a resident.

"Such Council Districts shall be established as follows: No later than [December 15, 1994][March 1, 1995] the Mayor and City Council shall appoint a panel of five persons to constitute a citizen "Districting Committee". By no later than [March 31, 1995][October 31, 1995], the Committee shall prepare a map showing the City divided or formed into three "Council Districts". Such Districts shall be substantially equal population, and the map shall take account, insofar as reasonably possible, of factors such as topography and neighborhoods. No later than [April 30, 1995][December 31, 1995], the City Council shall adopt such map by an appropriate ordinance which establishes such three Council Districts and whici provides for nominations and elections consistent with this section.

"Thereafter beginning with the municipal election of [1995][1997], any candidate for City Council shall at the time of filing for office be a resident of the district from which he or she seeks to be nominated. At the municipal primary election each voter in such district shall vote for one candidate nad the two persons receivingthe most votes shall be thereby nominated.

"The names of the two persons thus nominated by the voters of each district at the primary election shall be placed upon the general municipal election ballot to be voted upon by the voters of the entire City, and the one of the two who receives the greater vote shall be elected to City

Council.

"The member so elected shall remain a resident of the district from which nominated during his or her term of office in order to remain eligible to hold such office.

"The Districting Committee herein provided for shall be composed of City residents and each member shall serve a five year term; provided, the first appointments shall be for one, two, three, four and five year terms respectively. No member shall be appointed to a succeeding term. The committee shall meet upon call of its chairperson or of the Mayor, but shall meet no less often than every two years to determine whether changes in City population should cause there to be any changes in Council District boundaries. If it does so determine, the Committee shall prepare a new map, as above provided, to be submitted to City council no later than March 31 of any year in which there will be a municipal election, and such new map shall be adopted by City ordinance no later than the following April 30, to be effective for the next municipal election.

"This section shall supersede Section 2.01 of the City Charter but only insofar as Section 2.01 provides for at large nomination and election of City Councilmembers."

ADOPTED at regular session of the Council of the City of Vancouver, at _____ day of _____, 1994.

Bruce E. Hagensen, Mayor

Attest:

H. K. Shorthill, City Clerk

Approved as to form:

Theodore H. Gathe, City Attorney

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Option #2

08/01/94

(Three Council positions to be nominated by district, three continue to be nominated at-large, but all general elections for councilmember to continue be at large. Mayor continue to be nominated and elected at large.)

RESOLUTION NO. M- _____

A RESOLUTION and proposal to add a new Section 2.17 to the City Charter to provide for a citizen's District Committee to form the City into three "Council Districts", and to provide that beginning [1995][1997], three positions for City Council shall be nominated by the voters of the "Council District" in which the candidates for such positions are residents, three positions for City Council and the Mayor shall continue to be nominated at large, but for all general elections for Councilmember to continue to be city-wide, at-large, elections, and the Mayor to continue to be nominated and elected at-large.

BE IT RESOLVED BY THE CITY OF VANCOUVER:

Section 1. That as recommended by the Charter Review Committee in its report of _____, it is hereby proposed that a new Section 2.17a be added to the City charter to read as follows:

"The City Council shall have seven members including the Mayor, as provided in Section 2.01. The term for Councilmember shall be four years. Beginning with the [1995][1997] general municipal election, three city councilmembers other than the Mayor shall be nominated to such

office by the voters of the "Council District" in which the candidate is a resident.

"Such Council Districts shall be established as follows: No later than [December 15, 1994][March 31, 1995] the Mayor and City Council shall appoint a panel of five persons to constitute a citizen "Districting Committee". By no later than [March 31, 1995][October 31, 1995], the Committee shall prepare a map showing the City divided or formed into three "Council Districts". Such Districts shall be of substantially equal population, and the map shall take account, insofar as reasonably possible, of factors such as topography and neighborhoods. No later than [April 30, 1995][December 31, 1995], the City Council shall adopt such map by an appropriate ordinance which establishes such three Council Districts and which provides for nominations and elections consistent with this section.

"Thereafter there shall be three members of Council and the Mayor nominated and elected at-large and three members of Council nominated by district but elected also at-large. Three members shall be nominated by district beginning with the municipal election of [1995][1997] and candidates for such district positions shall at the time of filing for office be a resident of the district from which he or she seeks to be nominated.

"At the municipal primary election each voter in such district shall vote for one candidate and the two persons

receiving the most votes shall be thereby nominated.

"The names of the two persons thus nominated by the voters of each district at the primary election shall be placed upon the general municipal election ballot to be voted upon by the voters of the entire City, and the one of the two who receives the greater vote shall be elected City Council.

"The member so elected shall remain a resident of the district from which nominated during his or her term of office in order to remain eligible to hold such office.

"Beginning in [1995][1997], the remaining three positions for Council shall be nominated and elected at-large, as shall the Mayor.

"The Districting Committee herein provided for shall be composed of City residents and each member shall serve a five year term; provided, the first appointments shall be for one, two, three, four and five year terms respectively. No member shall be appointed to a succeeding term. The committee shall meet upon call of its chairperson or of the Mayor, but shall meet no less often than every two years to determine whether changes in City population should cause there to be any changes in Council District boundaries. If it does so determine, the Committee shall prepare a new map, as above provided, to be submitted to City council no later than March 31 of any year in which there will be a municipal election, and such new map shall be adopted by City ordinance no later than the following April 30, to be effective for the next

municipal election.

"This section shall supersede Section 2.01 of the City Charter but only insofar as Section 2.01 provides for at-large nomination and election of all City Councilmembers."

ADOPTED at regular session of the Council of the City of Vancouver, at _____ day of _____, 1994.

Bruce E. Hagensen, Mayor

Attest:

H. K. Shorthill, City Clerk

Approved as to form:

Theodore H. Gathe, City Attorney

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Option #3

08/01/94

(Four Council positions to be nominated and elected by district, two Council positions to be nominated and elected at large. Mayor to continue to be nominated and elected at large.

RESOLUTION NO. M- _____

A RESOLUTION and proposal to add a new Section 2.17 to the City Charter to provide for a citizen's District Committee to form the City into four "Council Districts", and to provide that beginning [1995][1997], four positions for City Council shall be nominated and elected by the voters of the "Council District" in which the candidates for such positions are residents, but for the elections for the two remaining Council positions and the Mayor to continue to be city-wide, at-large, elections.

BE IT RESOLVED BY THE CITY OF VANCOUVER:

Section 1. That as recommended by the Charter Review Committee in its report of _____, it is hereby proposed that a new Section 2.17 be added to the City charter to read as follows:

"The City Council shall have seven members including the Mayor, as provided in Section 2.01. The term for Councilmember shall be four years. Beginning with the [1995][1997] general municipal election, four city councilmembers other than the Mayor shall be nominated and elected to such office by the voters of the "Council District" in which the candidate is a resident.

"Such Council Districts shall be established as

follows: No later than [December 15, 1994][March 31, 1995] the Mayor and City Council shall appoint a panel of five persons to constitute a citizen "Districting Committee". By no later than [March 31, 1995][October 31, 1995], the Committee shall prepare a map showing the City divided or formed into four "Council Districts". Such Districts shall be of substantially equal population, and the map shall take account, insofar as reasonably possible, of factors such as topography and neighborhoods. No later than [April 30, 1995][December 31, 1995], the City Council shall adopt such map by an appropriate ordinance which establishes such four Council Districts and which provides for nominations and elections consistent with this section.

"Thereafter there shall be four members of Council nominated and elected by District and two members nominated and elected in city-wide, at-large elections. Four members shall be nominated by district beginning with the municipal election of [1995][1997] and candidates for such district positions shall at the time of filing for office be a resident of the district from which he or she seeks to be nominated. At the municipal primary election each voter in such district shall vote for one candidate and the two persons receiving the most votes shall be thereby nominated.

"The names of the two persons thus nominated by the voters of each district at the primary election shall be placed upon the general municipal election ballot to be voted upon by the voters of the district from which the two persons

were nominated, and the one of the two who receives the greater vote shall be elected City Council.

"The member so elected shall remain a resident of the district from which nominated and elected during his or her term of office in order to remain eligible to hold such office.

"Beginning in [1995][1997], the two remaining positions for Council shall be nominated and elected at-large, as shall the Mayor.

"The Districting Committee herein provided for shall be composed of City residents and each member shall serve a five year term; provided, the first appointments shall be for one, two, three, four and five year terms respectively. No member shall be appointed to a succeeding term. The committee shall meet upon call of its chairperson or of the Mayor, but shall meet no less often than every two years to determine whether changes in City population should cause there to be any changes in Council District boundaries. If it does so determine, the Committee shall prepare a new map, as above provided, to be submitted to City council no later than March 31 of any year in which there will be a municipal election, and such new map shall be adopted by City ordinance no later than the following April 30, to be effective for the next municipal election.

"This section shall supersede Section 2.01 of the City Charter but only insofar as Section 2.01 provides for at-large nomination and election of all City Councilmembers."

ADOPTED at regular session of the Council of the
City of Vancouver, at _____ day of _____, 1994.

Bruce E. Hagensen, Mayor

Attest:

H. K. Shorthill, City Clerk

Approved as to form:

Theodore H. Gathe, City Attorney

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MEMORANDUM

DATE: July 24, 2019
TO: Eric Holmes, City Manager
FROM: Brent D. Boger, Assistant City Attorney *BB*
RE: Washington State Resign-to-Run

This memorandum answers the inquiry of whether there are examples of resign-to-run provisions wherein a councilor seeking election to another city office, is compelled to resign his or her council position as is currently required under the Vancouver Charter. It is very unlikely that any other Washington city has a resign-to-run provision.

INTRODUCTION

The Vancouver Charter provision that requires resigning to run for a different city elected position reads as follows:

If any seated councilmember seeks a different council position, including mayor, that person is required to provide notice of his/her intention to do so and to resign his/her current position effective as of the end of that calendar year. The notice of intent must be filed with the city clerk at least thirty days prior to the filing deadline for the council position being sought. The clerk shall provide a copy of the notice to the Elections Officer of the County Auditor.¹

This provision was added to the Charter in 2016. The Charter Review Committee discussed repealing this requirement, but declined to bring the matter forward to Council. Inquiries were made about whether other cities had such a provision. In the State of Washington, it appears that no other city has such a provision.

To answer whether a resign-to-run provision exists in another city in Washington, I consulted Municipal Research Services Center (MRSC) which has no pertinent information. Washington has ten first class cities and one code city operating under charters. As shown below, with the exception of Vancouver, no city with a charter has a resign-to-run provision. To answer this question for the remaining 270 general law cities, requires looking at the state statutes the cities

¹ Vancouver City Charter Section 2.01 (part).

operate under and whether they operate under a form of government that directly elects the mayor.²

First Class Cities

Washington has ten first class cities, eight of which directly elect the mayor: Seattle, Spokane, Tacoma, Vancouver, Everett, Bellingham, Bremerton, and Aberdeen.³ Only Vancouver has a resign-to-run provision among those cities.⁴

1. Seattle (Mayor-Council). Seattle elects nine council members, two at-large, and seven by district. Seven district positions are elected in a different cycle than the mayor. The two at-large positions are elected in the same cycle with the mayor.⁵ There is no resign-to-run provision in the charter.
2. Tacoma (Council-Manager). Tacoma elects five council members by district and three at-large. The mayor sits as a full voting member of the council bringing the council size to nine. The mayor is elected at the same time as one at-large member and three of the district members. In the other cycle, two district councilors and two at-large councilors are elected.⁶ There is no resign-to-run provision in the charter. In fact section 2.4 of the Tacoma Charter expressly provides otherwise “[a] candidate for the office of Mayor shall not be ineligible by reason of holding the office of Council Member.”
3. Spokane (Mayor-Council). In Spokane, the voters directly elect the mayor and council president at the same time. Spokane has three council districts represented by two councilors each. One of the councilors from each district is elected with the mayor and council president. The other three councilors are elected in the other cycle.⁷ There is no resign-to-run provision in the charter.

²Washington cities and towns are classified into these categories under state law: First Class Cities, Second Class Cities, Towns, and Code cities. First class cities have home rule charters. With the exception of Kelso, code cities do not have charters <http://mrsc.org/Home/Explore-Topics/Governance/Classification-of-Washington-Cities/City-and-Town-Classification-Overview.aspx> Towns and second class cities likewise do not have charters.

³ In Yakima and Richland, the mayor is elected by the council, mirroring the processes used in all of the code council-manager cities except Olympia. The RCW provides for a process for code cities to adopt their own charters. (RCW 35A.07.07-.10). Only Kelso has done so. Kelso operates under a council manager form with the council electing the mayor. A resign-to-run provision would serve little purpose, and, not surprisingly the Kelso charter contains no such provision.

⁴ I discuss the composition and the cycles for election of the council and mayor because one of concerns expressed is that councilors whose terms are concurrent with the mayor cannot run for mayor without risking their seats. Other councilors can run for mayor and remain on the council even if they lose the mayoral election. The other city charters have similar cycles with some councilors running for reelection at the same time as the mayor while others run at a different time. Thus these cities would be subject to the same concern.

⁵ Seattle City Charter Art. IV, Sec. 2, Subdivision E.

⁶ Tacoma City Charter, Section 2.4.

⁷ Spokane Charter Section 5.1.

4. Bremerton (Mayor-Council). Bremerton elects seven councilors from districts. Four are elected at the same time as mayor and three in the other cycle. There is no resign-to-run charter provision.⁸
5. Aberdeen (Mayor-Council). Aberdeen elects twelve councilors from six wards. Six councilors are elected in the same cycle with the mayor and six in the other cycle. There is no resign-to-run provision.⁹
6. Everett (Mayor-Council). Everett elects seven councilmembers, five by district and two at large. The Charter expressly allows a councilor or mayor to seek another city office: “Nothing herein shall prevent a district Council member from seeking election to any at-large Council position or to the office of Mayor prior to expiration of that member’s current term. Similarly, an at-large Council member may seek election to any district Council position or to the office of Mayor prior to the expiration of that member’s current term subject to qualification by residents with the district. Nothing herein shall prevent a Mayor from seeking election to any Council position prior to expiration of that Mayor’s current term.”¹⁰ Commencing in 2021, the five district councilors will be elected to four-year terms at the same time as the mayor. In 2023 the two at-large councilors will be elected to four-year terms when the mayor would not be seeking election.¹¹
7. Bellingham (Mayor-Council). Bellingham elects six council members from 3 districts in to staggered terms of four years. A seventh member is elected at large to a two-year term.¹² The Bellingham Charter has no resign-to-run provision.

Code Cities

Washington currently has two forms of government available for code cities, Council-Manager, and Mayor-Council. In all but one Council-Manager code cities, the mayor is elected by the Council.¹³ In such cities, since the Mayor is not elected by the voters, a resign to run provision is not likely to have much of a need. Not surprisingly, there is no provision in the RCW chapter for council manager cities addressing a resignation to run requirement before running for a different city office. Thus, it is highly unlikely any of these cities have a resign-to-run provision.

⁸ Bremerton City Charter, Art. II, Section 6.

⁹ Aberdeen City Charter Section 3.

¹⁰ Everett City Charter Section 2.2.

¹¹ Everett City Charter Section 2.3.

¹² Bellingham City Charter Section 2.03.

¹³ RCW 35A.13.030. The council manager city Olympia directly elects its mayor and a resign-to-run provision would have some application there. The Olympia Municipal Code has no resign-to-run provision.
<https://www.codepublishing.com/WA/Olympia/?OlympiaNT.html>

Code cities operating under the mayor-council form directly elect the mayor.¹⁴ In these cities, there might be some application where a councilmember could run for mayor whose council term of office would continue beyond the commencement of the mayoral term. Even so, there is no provision in the RCW requiring a resignation to run for Mayor (or for a different council position).

It is possible that a code city that does not have a charter could adopt an ordinance requiring a resignation to run because code cities have broad authority in all matters of local concern.¹⁵

Municipal Research Services Center (MRSC) has no information on whether any such ordinance has been adopted. With 147 code cities in Washington operating under the Mayor-Council form (with direct election of Mayor), it would be time-consuming to state with certainty that no city in this state has adopted a resign to run ordinance.¹⁶

CONCLUSION

I reviewed all of the charters of first class cities and the one charter code city for resign-to-run provisions. Vancouver is alone among those cities with such a provision. I also reviewed state statutes establishing the governances of code cities, second-class cities, and towns. There is no such provision existing in state statute.

It is very unlikely that a city that does not directly elect the mayor will have a resign-to-run provision. Towns and second class cities probably do not have the authority to adopt a resign-to-run provision. That leaves the 147 mayor-council code cities where the mayor is directly elected and a resign-to-run provision might have some application. I checked with MRSC and they have no information on such any provision in those cities.

Accordingly, I believe Vancouver's resign-to-run provision is unique in Washington.¹⁷

Please let me know if you need any further information on this matter.

¹⁴ RCW 35A.12.040.

¹⁵ See RCW 35A.11.020 giving the city council of code cities the authority to "adopt and enforce ordinances of all kinds relating to and regulating its local or municipal affairs."

¹⁶ There are also five second-class cities and 68 towns operating in Washington. All are operating under the mayor-council form and they directly elect the mayor. The RCW chapters related to second class cities and towns have no provision for resign-to-run. See Chapters 35.27 and 35.23 RCW. These cities and towns would likely not have the authority to adopt a resign-to-run provision by ordinance because there authority is limited to what is expressly granted by the legislature. <http://mrsc.org/Home/Explore-Topics/Governance/Forms-of-Government-and-Organization/City-and-Town-Forms-of-Government.aspx>

¹⁷ While researching this memorandum, I became aware of resign-to-run provisions in state statutes or the state constitutions in Arizona, Florida, Georgia, Hawaii, and Texas. In addition, the home rule charters of Dallas and Philadelphia contain a resign-to-run provision.

Council Workshop - Charter Review Follow Up

August 26, 2019

QUESTIONS & ANSWERS

In advance of the August 26th Council workshop on nomination of Councilmembers by district and resign-to-run, staff has received questions and requests for clarifications from Councilmembers. Below is a compilation of the information that has been requested.

Nomination of Councilmembers by District

1. Was the Charter Review Commission recommending districts to address the recently passed state voting rights act law? There was initially some confusion among Committee members who thought that the recent law meant the City would be required to change our voting system. A copy of Jonathan Young's briefing paper on the new law was provided to the Committee. Staff explained that while the new law made it easier for citizens to challenge the City's current system, it didn't mean that the City was required to make a change or that we would automatically be sued if we didn't.
2. Did the Committee define their problem with the make-up of the City Council? There was never a clear articulation from the Committee on the problem. There appeared to be an assumption that protected classes were not being adequately represented due to a lack of geographic, demographic and socioeconomic diversity on Council.
3. Did the Committee consider that nomination by district might result in no qualified candidates from a district? They did discuss this both among themselves and with Mayor Shannon Turk from Camas, which has an election by district system. Mayor Turk noted that there were many times when there was only one candidate from a district. Overall, the Committee felt that the benefits gained from nomination by district outweighed the potential that there would be no qualified candidates.
4. What other possible solutions to address diversity on council were discussed? For example, did they consider paying councilors enough money so they could work full-time as Councilors? The Committee did not discuss other solutions; they primarily focused on designing what they felt would be the best districting system.
5. Did the Committee discuss how the upcoming census could impact a districting proposal? There was a suggestion to postpone the implementation of a districting

system until the 2020 census data was available so that it could be developed with the most up-to-date data. But the Committee felt strongly that the City should move to districting immediately even though it would mean a redistricting within two years. The recommendation from the Committee includes a redrawing of the districts with each new census and a provision that would trigger redistricting in the event that the population in the most populous district exceeds the least populous district by 10% (this would most likely occur through annexation but it could be through in-migration as areas like the waterfront develop).

6. Did the Charter Review consider the potential for adding more districts? The Committee felt the City should start with three districts because it would be a less dramatic change and then potentially move to six districts in the future. The feeling was that six districts would provide better representation but the compromise was to recommend three.
7. Did the Committee consider other alternatives for how the districts are drawn? The Committee discussed several options for the mechanism with which the districts are drawn including a districting commission, assigning the task to the Planning Commission and having Council set the districts. There was consensus that they did not want the City Council involved in drawing the districts. The Committee's recommendation included a fairly proscribed process that incorporates the requirements set forth by the state for districting.
8. For Slide #23, could you provide the population sizes of the cities listed in the table? These are all the cities in Washington that are "first class" and therefore have charters that can be amended by a vote of the people.

<u>City</u>	<u>2019 Population Estimate</u>
Aberdeen	16,880
Bellingham	90,110
Bremerton	42,080
Everett	111,800
Richland	56,850
Seattle	747,300
Spokane	222,000
Tacoma	211,400
Yakima	94,440

Resign to Run

1. How many cities in Washington have the Councilmembers, rather than the voters, select the mayor? Per MRSC, there are 53 cities in Washington with a council/manager form of government and only three; Olympia, Tacoma and Vancouver directly elect the mayor. This Charter Committee did not discuss the direct election of the mayor. However, the Charter Review Committee that recommended the mayor's term be increased to four years did discuss this issue and the consensus was that the citizens of Vancouver would prefer to be able to directly elect the mayor.
2. How complicated would it be to change the election of the mayor to even numbered years? It would require a change in state law by the legislature and a change in the City's charter by the voters. State law already allows County's to do even number year elections so this seems like it would be a relatively simple change. But, based on Brent Boger's "Washington State Resign-to Run" memo of July 24, 2019, resign to run is pretty much of a Vancouver only issue so it might be difficult to get interest from other cities in supporting the legislation.

Instant Run-Off Voting

1. The City charter allows ranked-choice or instant run-off voting through an amendment approved by the voters in 1999. How would we implement this section of the charter? Council would adopt an ordinance implementing it. However there are two qualifications to this. First, does state law allow ranked choice voting? It doesn't appear that it does but we would need to do some additional research because Pierce County adopted ranked-choice, used it and then rescinded it which is confusing if state law doesn't allow it. Second, the Auditor has mentioned that there may be some technical issues with the vote tabulation system that would need to be addressed before this could be implemented.



Staff Report 116-19

TO: Mayor and City Council

FROM: Eric Holmes, City Manager

DATE: 8/26/2019

SUBJECT Cascade Highlands Neighborhood Action Plan

Key Points

- Neighborhood Associations are encouraged to complete Neighborhood Action Plans.
- Neighborhood Action Plans are written by the neighbors, approved by the neighborhood association members, and accepted by City Council.

Strategic Plan Alignment

Goal 6, Objective 6.1: Support a strong, active neighborhood program that enhances livability and community connections.

Present Situation

The Vancouver Comprehensive Plan states that "Vancouver is a city of neighborhoods". The plan emphasizes preserving or enhancing the unique character and function of individual neighborhoods, commercial districts and other places, which make Vancouver a special place to live. To help achieve this result, the neighborhood action planning program was started in 1994.

The Cascade Highlands Neighborhood Association was established and recognized by the Vancouver City Council in 1999. The initial neighborhood action plan was adopted by the neighborhood association and accepted by City Council in 2002. Since that time a substantial number of components of the plan were addressed or completed. Over the past year, the neighborhood association action plan committee worked together with neighbors to get input on priorities and update the plan. City staff provided feedback that was considered by the neighborhood action plan committee. The proposed plan was made available to every household in the neighborhood. The updated plan was officially approved and adopted by the Cascade Highlands Neighborhood Association at a general meeting on July 15, 2019.

Advantage(s)

1. This plan provides the Cascade Highlands Neighborhood Association with an opportunity to establish a clear vision and collective priorities for the neighborhood.
2. Encourages individual neighbors to participate in the planning process.
3. Educates both city government and neighborhood residents about one another's concerns and visions for the future.
4. Provides an agenda for the Neighborhood Association and City staff to work on that, if implemented, will improve livability, safety and mobility within the neighborhood.
5. Promotes collaboration between the City and the Neighborhood, achieving a shared sense of responsibility.

Disadvantage(s)

The plan creates an expectation of action, which the Neighborhood may not be able to achieve given the competition for existing City, community and neighborhood resources.

Budget Impact

There is no immediate budget impact. However, City Council should anticipate requests for support for neighborhood improvement projects related to neighborhood appearance and maintenance; disaster preparedness; environmental health and sustainability; traffic mobility and public safety.

Prior Council Review

None

Action Requested

Adopt a resolution to accept the updated Cascade Highlands Neighborhood Action Plan.

Judi Bailey, Neighborhoods Coordinator, 487-8608

ATTACHMENTS:

- ▢ Resolution
- ▢ Cascade Highlands Neighborhood Action Plan
- ▢ Map of Vancouver Neighborhood Associations

8/26/19

RESOLUTION NO. M-_____

A RESOLUTION of the City of Vancouver, Washington relating to neighborhood planning; accepting the revised Neighborhood Action Plan for the Cascade Highlands Neighborhood Association.

WHEREAS, on November 7, 2011, the City of Vancouver adopted the Vancouver Comprehensive Plan Update 2011-2030 providing long-term policy guidance in the areas of community development, economic development, housing, environment, public infrastructure and services, annexation and implementation for the City of Vancouver, under the provisions of Chapter 36.70A of the Revised Code of Washington; and

WHEREAS, the City's Comprehensive Plan specifically states in Policy CD-6 on Neighborhood Livability, "Maintain and facilitate development of stable, multi-use neighborhoods that contain a compatible mix of housing, jobs, stores, and open and public spaces in well-planned, safe pedestrian environment."; and

WHEREAS, the City's Comprehensive Plan also specifically states in Policy IM-1 on Public Participation, "Provide for broad public participation in the development and implementation of the comprehensive plan and associated development regulations and programs."; and

WHEREAS, Neighborhood Action Plans are intended to educate both city government and neighborhood residents about each other's concerns and visions for the future; promote collaboration between the City and the Neighborhood in order to achieve mutual goals and a shared sense of responsibility; initiate change rather than simply react to it by addressing specific issues and opportunities, and strengthen neighborhoods; and

RESOLUTION - 1

WHEREAS, the Cascade Highlands Neighborhood Association adopted a Neighborhood Action Plan in November, 2002, and the plan was accepted by resolution of the Vancouver City Council; and

WHEREAS, substantial components of the Neighborhood Action Plan were addressed or completed; and

WHEREAS, the neighborhood action planning committee of the Cascade Highlands Neighborhood Association prepared an update to the Neighborhood Action Plan. A draft version of the updated plan was advertised and made available for review and comment by all residents of the neighborhood, as well as city staff. After considering and reconciling comments from the residents and city staff, the updated plan was made available to every household in the neighborhood for review and comment prior to neighborhood approval. The plan was adopted by the Cascade Highlands Neighborhood Association in a general association meeting on July 15, 2019; and

WHEREAS, the general policy statements included in the Neighborhood Action Plan may be used by all City appointed commissions and City Council to guide future decisions involving development proposals and plan amendments affecting the neighborhood; and

WHEREAS, it is anticipated that the City will utilize the Neighborhood Action Plan as input when considering projects and establishing city-wide funding priorities. It is recognized that many of the recommendations contained in the action plan are conceptual only and may need to be analyzed in greater detail, both individually and in relationship to other recommendations.

NOW, THEREFORE,

RESOLUTION - 2

BE IT RESOLVED BY THE CITY OF VANCOUVER:

Section 1. City Council accepts the Neighborhood Action Plan for the Cascade Highlands Neighborhood Association attached hereto.

Section 2. This resolution shall take effect and be in force immediately upon its passage.

ADOPTED at a regular session of the Council of the City of Vancouver, this 26th day of August, 2019.

Attest:

Anne McEnerny-Ogle, Mayor

Natasha Ramras, City Clerk

Approved as to form:

Jonathan Young, Acting City Attorney

RESOLUTION - 3



Cascade Highlands

Neighborhood Action Plan

July 2019

Cascade Highlands Neighborhood Action Planning Committee

Mark Johnson, Chairperson
Gary Bohman
Son Do
Shareefah Hoover
Erika Johnson
Jean Kent
Eric Peterson
Dan West

City Council

Anne McEnerny-Ogle, Mayor

Bart Hansen	Linda Glover
Bill Turlay	Laurie Lebowsky
Ty Stober	Erik Paulsen

City of Vancouver

Eric Holmes, City Manager
Jan Bader, Policy and Program Manager
Judi Bailey, Neighborhoods Coordinator

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Bryan Monroe, Community & Economic Development
Natasha Ramras, City Liaison

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Introduction

The purpose of a neighborhood action plan is to identify issues of concern to the residents of the neighborhood and to devise strategies for addressing these concerns. In conjunction with broader policies and implementation measures contained within the city's comprehensive plan, the neighborhood action planning process is intended to protect and enhance the livability within specific neighborhoods as well as help fulfill the overall community vision and create a more livable city. More specifically, neighborhood action plans are intended to:

- Educate both city government and neighborhood residents about each other's concerns and visions for the future.
- Promote collaboration between the city and the neighborhood to achieve mutual goals and a shared sense of responsibility.
- Create a "sense of place" within the community by identifying and developing the assets within each neighborhood.
- Initiate change – rather than simply react to it – by addressing specific issues and opportunities.
- Achieve sensible and coordinated project and program planning within each neighborhood and between all the city's neighborhoods.
- Strengthen neighborhoods.



Relationship to the Comprehensive Plan

In general, a comprehensive plan is intended to provide broad policy direction, which is implemented through more specific development regulations and capital expenditure programs. Comprehensive plans do not, however, typically address the more immediate needs and concerns of individual neighborhoods.

The city's comprehensive plan was adopted in 1994 and updated in 2004 and again in 2011. The plan recognizes that "Vancouver is a city of neighborhoods." It also references the neighborhood action plans as a vehicle for "identifying issues of local concern such as public safety, traffic, housing and land use and recommending solutions." The comprehensive plan outlines that while NAPs are "not formally adopted as part of the Plan, they are consistent with the plan's direction and are submitted for review and acceptance by the Vancouver City Council."

The purpose of the Cascade Highlands Neighborhood Action Plan is to integrate neighborhood needs into the city's budget process; Six-Year Street Improvement Program; Neighborhood Traffic Control Program; Comprehensive Parks, Recreation and Natural Areas Plan; and other planning and funding programs. The general policy statements included in the action plan may also be used by the city council to guide future decisions involving development proposals and plan amendments affecting the neighborhood.

The Neighborhood Action Planning Process

The Cascade Highlands Neighborhood Association, with assistance from the City of Vancouver Office of Neighborhoods, has developed this plan. The actual preparation of this plan has been coordinated by the Cascade Highlands Neighborhood Action Plan Update Committee, whose members were appointed by the neighborhood association to represent the interests of the neighborhood as a whole.

A draft version of this action plan was made available to each household in Cascade Highlands for review and comment by all residents of the neighborhood. After consideration and reconciliation of resident's comments, the plan was endorsed by the neighborhood association according to its bylaws. After neighborhood approval, the plan will be forwarded to Vancouver City Council for consideration and acceptance by resolution.

It is intended that city agencies will use the action plans as input in developing more specific work programs and helping establish citywide funding priorities. It is recognized that many of the recommendations contained in the action plans are only conceptual and may need to be analyzed in greater detail both individually and in relationship to other recommendations. It should also be emphasized that financial resources may not exist for implementing all of the recommendations identified in the plan.



Overview of the Plan

This plan contains four components. The NEIGHBORHOOD PROFILE contains a general description of the current conditions within the neighborhood. The VISION STATEMENT describes the neighborhood's sense of identity and vision for its future. The OBJECTIVES component identifies issues of concern to the residents of the neighborhood. The ACTION STEPS portion includes specific potential strategies for accomplishing the identified objectives. Each action step is prioritized and identifies the parties responsible for implementing those strategies.



Funding and Financial Resources

Having a neighborhood action plan does not ensure funding. The Vancouver City Council does appropriate funding annually via the Neighborhood Traffic Calming Program. Funding for applicable neighborhood projects is also available through the Watersheds Alliance of Southwest Washington, a local nonprofit organization. In addition, the neighborhood may be eligible for many private, federal and state funding programs.

Neighborhood Profile

Cascade Highlands Neighborhood Association (CHNA), one of the larger Vancouver neighborhood associations with a total population of approximately 3,500, is between Southeast McGillivray and Mill Plain boulevards and between Southeast Blairmont Drive/Southeast Park Crest Avenue (including 152nd Court) and Southeast 164th Avenue. It was recognized as the City of Vancouver's 49th neighborhood association on Dec. 20, 1999.

The area is a mix of commercial shopping centers, many smaller specialty retail stores, Homestead Park at 1800 SE 159th Place, two mobile home parks, a nursing home, an assisted living facility, 1,050 units of multi-family apartments in three separate complexes and 978 single-family rentals/owner-occupied homes.

Southeast 164th Avenue and Southeast Mill Plain Boulevard are two extremely busy and heavily traveled thoroughfares. Southeast Blairmont fronts Mountain View High School, which, though not technically within CHNA's boundaries, affects the tenor and ambience of a significant portion of the neighborhood. It's noteworthy that from many places within this association, one can view both the dramatic Mount St. Helens and the spectacular Mount Hood in either snow-clad white brilliance or summer brownish-gray.

Our neighborhood zoning is primarily single and multifamily residential with some commercial and office-residential zoning particularly in the northeastern corner. R-22 is multifamily residential (22 units per acre), OCI is office/commercial/industrial, CC is community commercial and R-9 is single-family residential (one unit per minimum-lot size of everything from 5,000 to 20,000 square feet).

Residents can readily hear Portland International Airport airplane activity, traffic noise from state Route 14, geese flying overhead, occasional speeders and sometimes peaceful quiet.

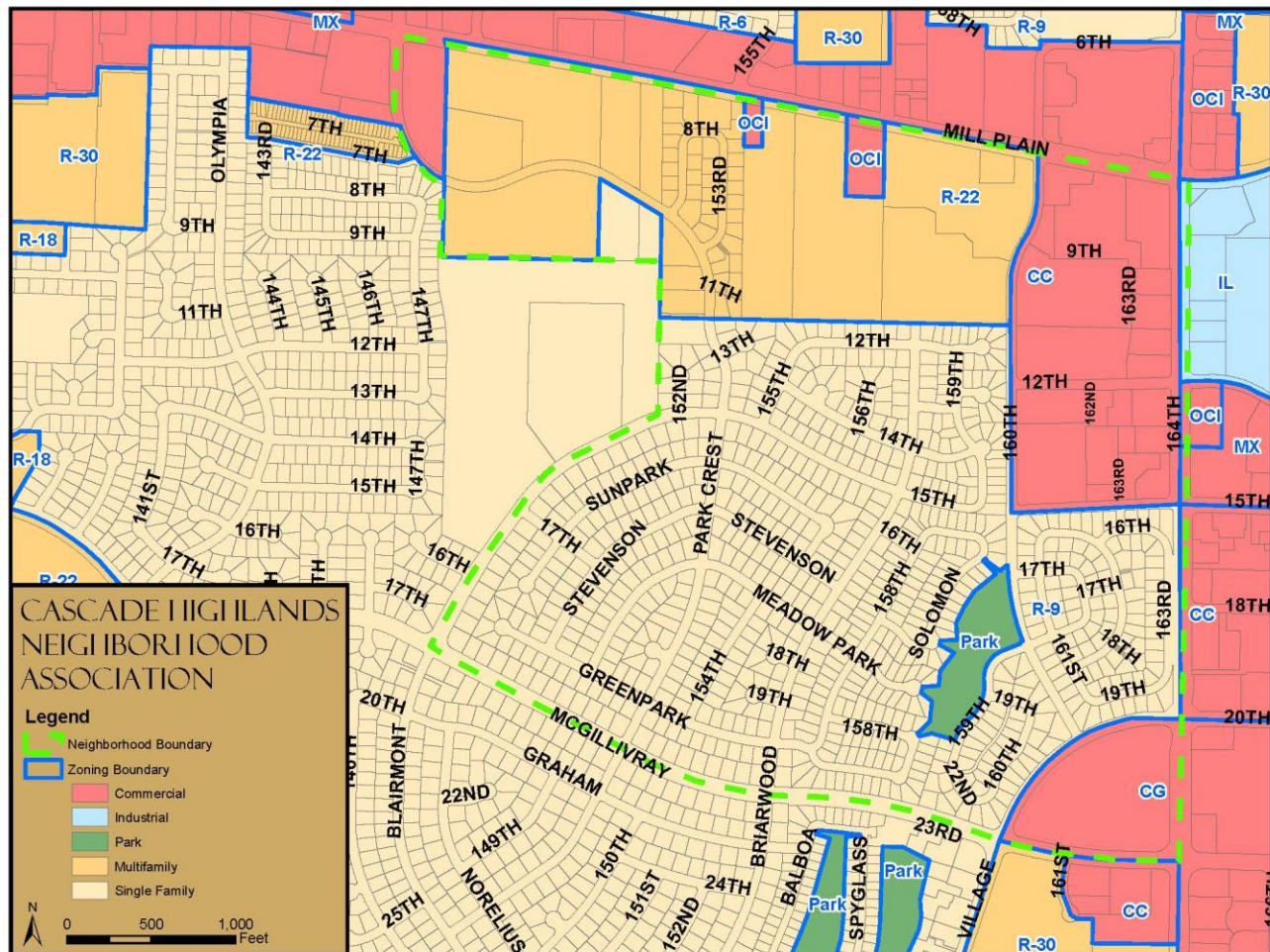
Cascade Highlands neighborhood children attend Mill Plain or Crestline Elementary schools; Wy'east or Shahala middle schools or, rarely, Pacific Middle School; and Mountain View High School or, rarely, Evergreen High School.

CHNA is 375 acres located in Township 2 north, Range 2 east, Section 36 which places us directly in the middle of the traditional Mill Plain, historically a relatively flat and treeless area. That means our soil is composed of sand and gravel-sized deposits along with larger and sometimes huge rocks left from the glacial outbursts from the ancient Lake Missoula, which swirled around Camas' Prune Hill 10,000-plus years ago.

Before about 1900 but after the first settlements were established, the whole section was set aside as school land. Later the area was sold off as "Mill Plain Homestead Lots," most of which were around 20 acres each.

The area just east of what is now Southeast Blairmont Drive was developed in 1979 and called "Cascade Highlands." Next came Mountain View High School (1981); Morningside, which sits just north of McGillivray (1984); Trader's Green (1986); Homestead Place (1988); and Homestead Acres (1989). All land within the association's boundaries has been developed.

Neighborhood Zoning/Comp Map



Vision Statement

The Cascade Highlands Neighborhood Association is a forum, catalyst and advocate for effective and respectful engagement and action among neighbors and with the City of Vancouver, Clark County, community partners and others to maintain a robust, livable, environmentally healthy and value-sustaining neighborhood.

Objectives and Action Steps

The following recommended action items identified as having a high priority are considered by the Neighborhood Association to be most important. Medium priority action steps are somewhat less important. Low priority action steps are considered least important.

Priority has been assigned by the neighborhood association for each action step without regard for the time frame – short range or long range – within which the recommendation can realistically be accomplished and without concern for whether funding sources can be practically identified. Accordingly, it is possible that a high priority item may not be realized for many years. In contrast, some low priority items could be potentially accomplished in a relatively short amount of time without significant capital expense.

Listed below are abbreviations for the various responsible parties used throughout the document:

ABBREVIATIONS:

BC	Business Community
CCVM	Clark County Vegetation Management
CHNA	Cascade Highlands Neighborhood Association
CITY	All Responsible City Departments
CRESA	Clark Regional Emergency Services Agency
CTRAN	Clark County Public Transit Benefit Area Authority (C-TRAN)
FOT	Friends of Trees
NPGA	Nonprofit Granting Agencies
VCC	Vancouver Code Compliance
VCVC	Vancouver City Volunteer Coordination
VPR	Vancouver Parks and Recreation
VFD	Vancouver Fire Department
VON	Vancouver Office of Neighborhoods
VPD	Vancouver Police Department
VPW	Vancouver Public Works
VSWS	Vancouver Solid Waste Services
VUF	Vancouver Urban Forestry
WSUCCE	WSU Clark County Extension

I. Community Maintenance and Appearance

Objective #1

Motivate and mobilize residents, businesses and property owners to maintain reasonable curb appeal of their homes, yards and commercial facades, including abutting rights-of-way such as sidewalks and pass-throughs.

<u>Action Steps</u>	<u>Priority</u>	<u>Responsible Parties</u>
• Encourage the trimming of bushes, raking of leaves, removal of obstacles.	Medium	CHNA
• Publish neighborhood newsletter articles regarding neighbors' responsibility to maintain sidewalks, pass-throughs and other public rights-of-way adjacent to their property.	Medium	CHNA, VCC
• Recruit city code enforcement officials to speak at neighborhood meetings, addressing the scope of their jurisdiction and how neighbors can help prevent and report issues.	Medium	VCC
• Educate residents on permit requirements regarding tree removals (street trees and private trees) to help the neighborhood retain mature, healthy trees and help residents avoid necessary expense.	Medium	VUF
• Educate neighbors on positive connections between property values and curb appeal.	Low	CHNA
• Reach out to businesses to discuss the problem, encourage improvement and determine next steps if their property appears littered, unkempt or bereft of maintenance.	Low	CHNA, VCC

Objective #2

Encourage and help facilitate prevention, reduction and cleanup of litter, graffiti, vandalism and illegal dumping.

<u>Action Steps</u>	<u>Priority</u>	<u>Responsible Parties</u>
• Remind neighbors to immediately report any graffiti, vandalism or illegal dumping to the appropriate authorities.	High	CHNA, VPD
• Host and promote — in collaboration with the City of Vancouver and other partners — an annual neighborhood cleanup to accept yard debris, recyclable metal, food and cash donations for a designated charity, reusable bikes and household junk.	High	CHNA, VSWs
• Publish neighborhood newsletter articles discussing ways to prevent household waste and recycle unwanted materials.	Medium	CHNA, VSWs
• Encourage neighbors to pick up litter they come across in the neighborhood whenever they can safely do so.	Low	CHNA
• Reach out to businesses where illegal dumping appears to occur, discussing key ways to prevent and address it and encouraging the businesses to take those steps.	Low	CHNA, VPW, VPD

Objective #3

Advocate for upkeep of public areas such as Homestead Park.

<u>Action Steps:</u>	<u>Priority</u>	<u>Responsible Parties</u>
• Coordinate with the City of Vancouver and other partners to set up Homestead Park work parties to perform maintenance.	Medium	CHNA, VPR, VCVC
• Replant bare areas using grants for plant purchases and city personnel for tools and support.	Medium	CHNA, VCVC, NPGA
• Advocate to the City of Vancouver as needed to maintain adequate sprinklers; repair and update exercise and play equipment; maintain turf and pathways; and ensure minimum level of regionally appropriate perennials, shrubs and trees in Homestead Park.	Low	CHNA, VCVC
• Coordinate leaf cleanups along Southeast Village Loop, 160th Avenue and McGillivray Boulevard as needed.	Low	CHNA
• Advocate that the City of Vancouver conduct grasscycling at Homestead Park.	Low	CHNA, VPW

II. Disaster Preparedness

Objective #1

Educate, encourage and support neighbors on ways to prepare for and survive disasters.

<u>Action Steps:</u>	<u>Priority</u>	<u>Responsible Parties</u>
Encourage individuals to be Community Emergency Response Team (CERT) trained, with CHNA covering tuition for two residents per year as funds allow.	High	CHNA, CRESA, VFD
Educate residents on stocking supplies for disasters, with the goal of being self-sufficient for two weeks.	High	CHNA, CRESA
Encourage residents to make their house numbers readily visible from the street.	High	CHNA
Publish articles in the neighborhood newsletter describing key ways individual households and neighborhood blocks can boost their disaster preparedness.	Medium	CRESA
Recruit speakers to neighborhood association meetings to advise on household and neighborhood-block preparedness in the event of a disaster.	Medium	CHNA, CRESA, VPD, VFD
Alert Cascade Highlands neighbors to local disaster-preparedness training opportunities.	Medium	CHNA
Encourage smaller areas of the neighborhood to participate in the Map Your Neighborhood program.	Medium	CHNA, CRESA, VON
Work to form a team of trained CERT neighbors that will meet periodically.	Medium	CHNA
Educate and raise awareness on the radon gas hazard, including ways to reduce the risk of radon poisoning.	Medium	CHNA

III. Environmental Health and Sustainability

Objective #1

Improve energy efficiency while eliminating or reducing light pollution within our community.

<u>Action Steps:</u>	<u>Priority</u>	<u>Responsible Parties</u>
• Educate residents on the dangers and adverse effects of the various forms of light pollution, including the benefits and pitfalls of new lighting technologies.	Low	CHNA
• Motivate residential and commercial neighbors to take corrective action to eliminate or reduce light pollution originating from their properties.	Low	CHNA, BC
• Support the establishment by the city of appropriate, reasonable and enforceable standards for outdoor lighting and signage to eliminate or reduce the various forms of light pollution.	Low	CHNA, CITY

Objective #2

Facilitate neighbor awareness and action in contributing to healthy air, water and soil, including on the use of household chemicals, the recycling of materials and the disposal of household hazardous waste.

<u>Action Steps:</u>	<u>Priority</u>	<u>Responsible Parties</u>
• Promote public collection events and other local options for proper recycling and disposal of household hazardous waste.	High	CHNA, VSWs
• Educate and encourage the proper recycling of materials, including use of the RecycleRight app.	High	CHNA, VSWs
• Educate residents on green-cleaning, grasscycling, mulching, sustainable car-washing, composting, tree-planting and other environmentally friendly practices.	Medium	CHNA, VSWs
• Publicize free or publicly sponsored workshops and other events that teach waste reduction or recycling.	Medium	CHNA, VON
• Host guest speakers at neighborhood meetings to discuss ways residents can support clean air, clean water and healthy soil.	Medium	CHNA
• Publicize the regional Don't Drip and Drive program to help reduce polluted runoff from vehicles.	Medium	CHNA, NPGA
• Educate neighbors on proper ways to get rid of items they no longer want and the importance of reporting illegal dumping to law enforcement.	Low	CHNA, VPW, VPD

Objective #3

Encourage and facilitate habitat restoration that enhances neighborhood livability.

<u>Action Steps:</u>	<u>Priority</u>	<u>Responsible Parties</u>
• Educate about proper tree selection, pruning and care and the need for increased tree canopy.	High	CHNA, VUF
• Promote opportunities to collaborate with Friends of Trees or other potential partners and volunteers to expand the neighborhood's tree canopy.	Medium	CHNA, VUF, FOT, NPGA
• Solicit neighborhood and City of Vancouver partners to help ensure English ivy and other invasive plants are removed from or kept out of Homestead Park and area medians.	Low	CHNA, VCVC
• Publish tips to help neighbors identify and remove state- or locally designated noxious weeds or invasive plants from their own property.	Low	CHNA, WSUCCE, CCVM

IV. Traffic Mobility

Objective #1

Motivate residents and businesses to keep their abutting rights-of-way — including sidewalks and pass-throughs — accessible and unobstructed.

<u>Action Steps</u>	<u>Priority</u>	<u>Responsible Parties</u>
• Publish articles explaining (1) the benefits, examples and importance of keeping sidewalks and other rights-of-way unobstructed and (2) whose role it is to keep such areas clear.	Medium	CHNA
• Build awareness of the city's code-enforcement office and ways to report issues.	Medium	CHNA, VCC
• Reach out to businesses if their property poses access problems via obstructive signage or other impediments.	Low	CHNA, BC
• Host speakers at neighborhood meetings to discuss legal responsibilities in keeping sidewalks, pass-throughs and other rights-of-way unobstructed.	Low	CHNA, VCC

Objective #2

Reduce reliance on personal vehicles and encourage the use of feet, bicycles, public transit and other alternative lower-emission forms of transportation.

<u>Action Steps</u>	<u>Priority</u>	<u>Responsible Parties</u>
• Educate neighbors on the local amenities available by foot, bike, wheelchair and other non-car options.	Medium	CHNA, CTRAN
• Build awareness about local and regional bike lanes, bike safety and bike lane infrastructure.	Low	CHNA, VPW
• Promote opportunities to speak at public meetings and other events involving transit and other car-alternative transportation options affecting residents or the neighborhood.	Low	CHNA
• Encourage neighbors to reach out to their favorite businesses whose presence in the neighborhood or in neighborhood-adjacent areas would contribute to local walkability, encouraging the companies to site in or near the neighborhood.	Low	CHNA

Objective #3

Promote legal parking and vehicle registration in accordance with Washington state statutes and city ordinances.

<u>Action Step</u>	<u>Priority</u>	<u>Responsible Parties</u>
• Publish newsletter articles and attachments regarding Washington registration laws and Vancouver parking ordinances.	Medium	CHNA, VON

V. Public Safety

Objective #1

Increase neighborhood safety and security through safety-related volunteerism.

<u>Action Steps:</u>	<u>Priority</u>	<u>Responsible Parties</u>
• Promote proper 311 and 911 usage and ways to report crimes, illegal dumping, streetlight outages, potholes and other concerns.	High	CHNA, CRESA, CITY
• Publicize Community Emergency Response Team (CERT) training.	High	CHNA, VFD, CRESA
• Publicize Neighbors on Watch (NOW) program, including encouraging residents to participate and engage with the program.	Medium	CHNA, VPD

Objective #2

Raise awareness about and help advocate for well-lit streets, sidewalks and front-porch areas.

<u>Action Steps:</u>	<u>Priority</u>	<u>Responsible Parties</u>
• Educate and encourage neighbors to report to the appropriate city department any outages or blockage of city-operated streetlights.	High	CHNA, VPD, CRESA
• Educate on the use of lighting for the purpose of home and neighborhood safety and security.	Medium	CHNA

Objective #3

Facilitate crime-watch education, collaboration and mobilization.

<u>Action Steps:</u>	<u>Priority</u>	<u>Responsible Parties</u>
• Motivate residents to report crimes – no matter how seemingly small – to the appropriate authorities.	High	CHNA
• Invite local law enforcement to answer public safety questions at a neighborhood meeting.	High	CHNA, VPD
• Encourage residents to participate in crime prevention and crime watch activities, including raising awareness regarding opportunities and resources.	Medium	CHNA
• Encourage the establishment of phone trees on a per-block basis to help neighbors look out for each other.	Medium	CHNA

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— Roads
 ■ ■ ■ ■ City Limits
 Water
 No Recognized Neighborhood Association
 Unincorporated Vancouver Urban Growth Area

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Staff Report 116-19

TO: Mayor and City Council

FROM: Eric Holmes, City Manager

DATE: 8/26/2019

SUBJECT Cascade Highlands Neighborhood Action Plan

Key Points

- Neighborhood Associations are encouraged to complete Neighborhood Action Plans.
- Neighborhood Action Plans are written by the neighbors, approved by the neighborhood association members, and accepted by City Council.

Strategic Plan Alignment

Goal 6, Objective 6.1: Support a strong, active neighborhood program that enhances livability and community connections.

Present Situation

The Vancouver Comprehensive Plan states that "Vancouver is a city of neighborhoods". The plan emphasizes preserving or enhancing the unique character and function of individual neighborhoods, commercial districts and other places, which make Vancouver a special place to live. To help achieve this result, the neighborhood action planning program was started in 1994.

The Cascade Highlands Neighborhood Association was established and recognized by the Vancouver City Council in 1999. The initial neighborhood action plan was adopted by the neighborhood association and accepted by City Council in 2002. Since that time a substantial number of components of the plan were addressed or completed. Over the past year, the neighborhood association action plan committee worked together with neighbors to get input on priorities and update the plan. City staff provided feedback that was considered by the neighborhood action plan committee. The proposed plan was made available to every household in the neighborhood. The updated plan was officially approved and adopted by the Cascade Highlands Neighborhood Association at a general meeting on July 15, 2019.

Advantage(s)

1. This plan provides the Cascade Highlands Neighborhood Association with an opportunity to establish a clear vision and collective priorities for the neighborhood.
2. Encourages individual neighbors to participate in the planning process.
3. Educates both city government and neighborhood residents about one another's concerns and visions for the future.
4. Provides an agenda for the Neighborhood Association and City staff to work on that, if implemented, will improve livability, safety and mobility within the neighborhood.
5. Promotes collaboration between the City and the Neighborhood, achieving a shared sense of responsibility.

Disadvantage(s)

The plan creates an expectation of action, which the Neighborhood may not be able to achieve given the competition for existing City, community and neighborhood resources.

Budget Impact

There is no immediate budget impact. However, City Council should anticipate requests for support for neighborhood improvement projects related to neighborhood appearance and maintenance; disaster preparedness; environmental health and sustainability; traffic mobility and public safety.

Prior Council Review

None

Action Requested

Adopt a resolution to accept the updated Cascade Highlands Neighborhood Action Plan.

Judi Bailey, Neighborhoods Coordinator, 487-8608

ATTACHMENTS:

- ▢ Resolution
- ▢ Cascade Highlands Neighborhood Action Plan
- ▢ Map of Vancouver Neighborhood Associations

8/26/19

RESOLUTION NO. M- 4034

A RESOLUTION of the City of Vancouver, Washington relating to neighborhood planning; accepting the revised Neighborhood Action Plan for the Cascade Highlands Neighborhood Association.

WHEREAS, on November 7, 2011, the City of Vancouver adopted the Vancouver Comprehensive Plan Update 2011-2030 providing long-term policy guidance in the areas of community development, economic development, housing, environment, public infrastructure and services, annexation and implementation for the City of Vancouver, under the provisions of Chapter 36.70A of the Revised Code of Washington; and

WHEREAS, the City's Comprehensive Plan specifically states in Policy CD-6 on Neighborhood Livability, "*Maintain and facilitate development of stable, multi-use neighborhoods that contain a compatible mix of housing, jobs, stores, and open and public spaces in well-planned, safe pedestrian environment.*"; and

WHEREAS, the City's Comprehensive Plan also specifically states in Policy IM-1 on Public Participation, "*Provide for broad public participation in the development and implementation of the comprehensive plan and associated development regulations and programs.*"; and

WHEREAS, Neighborhood Action Plans are intended to educate both city government and neighborhood residents about each other's concerns and visions for the future; promote collaboration between the City and the Neighborhood in order to achieve mutual goals and a shared sense of responsibility; initiate change rather than simply react to it by addressing specific issues and opportunities, and strengthen neighborhoods; and

RESOLUTION - 1

WHEREAS, the Cascade Highlands Neighborhood Association adopted a Neighborhood Action Plan in November, 2002, and the plan was accepted by resolution of the Vancouver City Council; and

WHEREAS, substantial components of the Neighborhood Action Plan were addressed or completed; and

WHEREAS, the neighborhood action planning committee of the Cascade Highlands Neighborhood Association prepared an update to the Neighborhood Action Plan. A draft version of the updated plan was advertised and made available for review and comment by all residents of the neighborhood, as well as city staff. After considering and reconciling comments from the residents and city staff, the updated plan was made available to every household in the neighborhood for review and comment prior to neighborhood approval. The plan was adopted by the Cascade Highlands Neighborhood Association in a general association meeting on July 15, 2019; and

WHEREAS, the general policy statements included in the Neighborhood Action Plan may be used by all City appointed commissions and City Council to guide future decisions involving development proposals and plan amendments affecting the neighborhood; and

WHEREAS, it is anticipated that the City will utilize the Neighborhood Action Plan as input when considering projects and establishing city-wide funding priorities. It is recognized that many of the recommendations contained in the action plan are conceptual only and may need to be analyzed in greater detail, both individually and in relationship to other recommendations.

NOW, THEREFORE,

RESOLUTION - 2

BE IT RESOLVED BY THE CITY OF VANCOUVER:

Section 1. City Council accepts the Neighborhood Action Plan for the Cascade Highlands Neighborhood Association attached hereto.

Section 2. This resolution shall take effect and be in force immediately upon its passage.

ADOPTED at a regular session of the Council of the City of Vancouver, this 26th day of August, 2019.

Attest:

Anne McEnerny-Ogle, Mayor

Natasha Ramras, City Clerk

Approved as to form:

Jonathan Young, Acting City Attorney

RESOLUTION - 3



Cascade Highlands

Neighborhood Action Plan

July 2019

Cascade Highlands Neighborhood Action Planning Committee

Mark Johnson, Chairperson

Gary Bohman

Son Do

Shareefah Hoover

Erika Johnson

Jean Kent

Eric Peterson

Dan West

City Council

Anne McEnery-Ogle, Mayor

Bart Hansen

Bill Turlay

Ty Stober

Linda Glover

Laurie Lebowsky

Erik Paulsen

City of Vancouver

Eric Holmes, City Manager

Jan Bader, Policy and Program Manager

Judi Bailey, Neighborhoods Coordinator

Contributing Staff

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Julie Gilbertson, PW Solid Waste Services

Gene Juve, Emergency Management Services

Jordan Macfarlane, Vancouver Police Department

Bryan Monroe, Community & Economic Development

Natasha Ramras, City Liaison

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Introduction

The purpose of a neighborhood action plan is to identify issues of concern to the residents of the neighborhood and to devise strategies for addressing these concerns. In conjunction with broader policies and implementation measures contained within the city's comprehensive plan, the neighborhood action planning process is intended to protect and enhance the livability within specific neighborhoods as well as help fulfill the overall community vision and create a more livable city. More specifically, neighborhood action plans are intended to:

- Educate both city government and neighborhood residents about each other's concerns and visions for the future.
- Promote collaboration between the city and the neighborhood to achieve mutual goals and a shared sense of responsibility.
- Create a "sense of place" within the community by identifying and developing the assets within each neighborhood.
- Initiate change – rather than simply react to it – by addressing specific issues and opportunities.
- Achieve sensible and coordinated project and program planning within each neighborhood and between all the city's neighborhoods.
- Strengthen neighborhoods.



Relationship to the Comprehensive Plan

In general, a comprehensive plan is intended to provide broad policy direction, which is implemented through more specific development regulations and capital expenditure programs. Comprehensive plans do not, however, typically address the more immediate needs and concerns of individual neighborhoods.

The city's comprehensive plan was adopted in 1994 and updated in 2004 and again in 2011. The plan recognizes that "Vancouver is a city of neighborhoods." It also references the neighborhood action plans as a vehicle for "identifying issues of local concern such as public safety, traffic, housing and land use and recommending solutions." The comprehensive plan outlines that while NAPs are "not formally adopted as part of the Plan, they are consistent with the plan's direction and are submitted for review and acceptance by the Vancouver City Council."

The purpose of the Cascade Highlands Neighborhood Action Plan is to integrate neighborhood needs into the city's budget process; Six-Year Street Improvement Program; Neighborhood Traffic Control Program; Comprehensive Parks, Recreation and Natural Areas Plan; and other planning and funding programs. The general policy statements included in the action plan may also be used by the city council to guide future decisions involving development proposals and plan amendments affecting the neighborhood.

The Neighborhood Action Planning Process

The Cascade Highlands Neighborhood Association, with assistance from the City of Vancouver Office of Neighborhoods, has developed this plan. The actual preparation of this plan has been coordinated by the Cascade Highlands Neighborhood Action Plan Update Committee, whose members were appointed by the neighborhood association to represent the interests of the neighborhood as a whole.

A draft version of this action plan was made available to each household in Cascade Highlands for review and comment by all residents of the neighborhood. After consideration and reconciliation of resident's comments, the plan was endorsed by the neighborhood association according to its bylaws. After neighborhood approval, the plan will be forwarded to Vancouver City Council for consideration and acceptance by resolution.

It is intended that city agencies will use the action plans as input in developing more specific work programs and helping establish citywide funding priorities. It is recognized that many of the recommendations contained in the action plans are only conceptual and may need to be analyzed in greater detail both individually and in relationship to other recommendations. It should also be emphasized that financial resources may not exist for implementing all of the recommendations identified in the plan.



Overview of the Plan

This plan contains four components. The NEIGHBORHOOD PROFILE contains a general description of the current conditions within the neighborhood. The VISION STATEMENT describes the neighborhood's sense of identity and vision for its future. The OBJECTIVES component identifies issues of concern to the residents of the neighborhood. The ACTION STEPS portion includes specific potential strategies for accomplishing the identified objectives. Each action step is prioritized and identifies the parties responsible for implementing those strategies.



Funding and Financial Resources

Having a neighborhood action plan does not ensure funding. The Vancouver City Council does appropriate funding annually via the Neighborhood Traffic Calming Program. Funding for applicable neighborhood projects is also available through the Watersheds Alliance of Southwest Washington, a local nonprofit organization. In addition, the neighborhood may be eligible for many private, federal and state funding programs.

Neighborhood Profile

Cascade Highlands Neighborhood Association (CHNA), one of the larger Vancouver neighborhood associations with a total population of approximately 3,500, is between Southeast McGillivray and Mill Plain boulevards and between Southeast Blairmont Drive/Southeast Park Crest Avenue (including 152nd Court) and Southeast 164th Avenue. It was recognized as the City of Vancouver's 49th neighborhood association on Dec. 20, 1999.

The area is a mix of commercial shopping centers, many smaller specialty retail stores, Homestead Park at 1800 SE 159th Place, two mobile home parks, a nursing home, an assisted living facility, 1,050 units of multi-family apartments in three separate complexes and 978 single-family rentals/owner-occupied homes.

Southeast 164th Avenue and Southeast Mill Plain Boulevard are two extremely busy and heavily traveled thoroughfares. Southeast Blairmont fronts Mountain View High School, which, though not technically within CHNA's boundaries, affects the tenor and ambience of a significant portion of the neighborhood. It's noteworthy that from many places within this association, one can view both the dramatic Mount St. Helens and the spectacular Mount Hood in either snow-clad white brilliance or summer brownish-gray.

Our neighborhood zoning is primarily single and multifamily residential with some commercial and office-residential zoning particularly in the northeastern corner. R-22 is multifamily residential (22 units per acre), OCI is office/commercial/industrial, CC is community commercial and R-9 is single-family residential (one unit per minimum-lot size of everything from 5,000 to 20,000 square feet).

Residents can readily hear Portland International Airport airplane activity, traffic noise from state Route 14, geese flying overhead, occasional speeders and sometimes peaceful quiet.

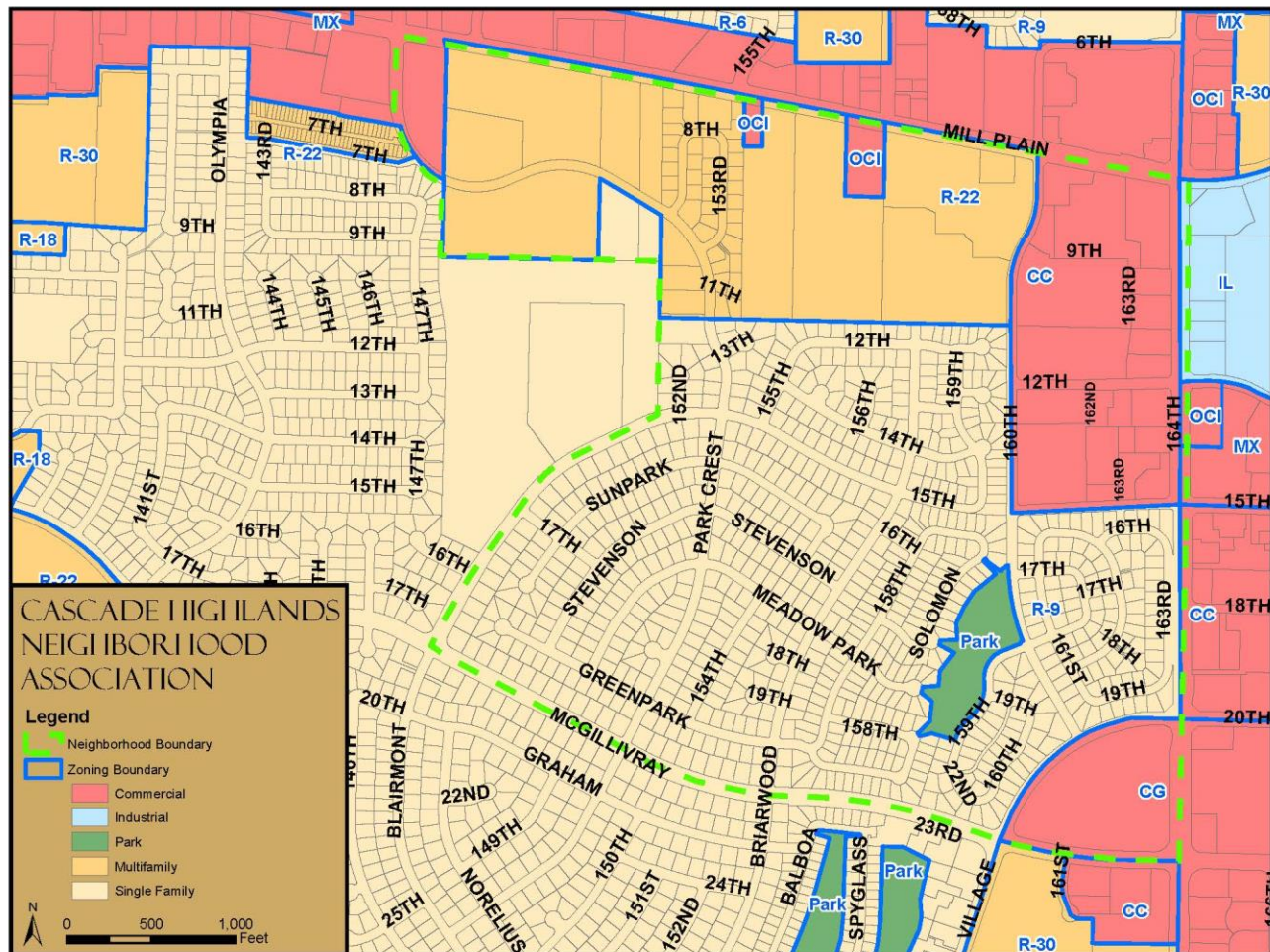
Cascade Highlands neighborhood children attend Mill Plain or Crestline Elementary schools; Wy'east or Shahala middle schools or, rarely, Pacific Middle School; and Mountain View High School or, rarely, Evergreen High School.

CHNA is 375 acres located in Township 2 north, Range 2 east, Section 36 which places us directly in the middle of the traditional Mill Plain, historically a relatively flat and treeless area. That means our soil is composed of sand and gravel-sized deposits along with larger and sometimes huge rocks left from the glacial outbursts from the ancient Lake Missoula, which swirled around Camas' Prune Hill 10,000-plus years ago.

Before about 1900 but after the first settlements were established, the whole section was set aside as school land. Later the area was sold off as "Mill Plain Homestead Lots," most of which were around 20 acres each.

The area just east of what is now Southeast Blairmont Drive was developed in 1979 and called "Cascade Highlands." Next came Mountain View High School (1981); Morningside, which sits just north of McGillivray (1984); Trader's Green (1986); Homestead Place (1988); and Homestead Acres (1989). All land within the association's boundaries has been developed.

Neighborhood Zoning/Comp Map



Vision Statement

The Cascade Highlands Neighborhood Association is a forum, catalyst and advocate for effective and respectful engagement and action among neighbors and with the City of Vancouver, Clark County, community partners and others to maintain a robust, livable, environmentally healthy and value-sustaining neighborhood.

Objectives and Action Steps

The following recommended action items identified as having a high priority are considered by the Neighborhood Association to be most important. Medium priority action steps are somewhat less important. Low priority action steps are considered least important.

Priority has been assigned by the neighborhood association for each action step without regard for the time frame – short range or long range – within which the recommendation can realistically be accomplished and without concern for whether funding sources can be practically identified. Accordingly, it is possible that a high priority item may not be realized for many years. In contrast, some low priority items could be potentially accomplished in a relatively short amount of time without significant capital expense.

Listed below are abbreviations for the various responsible parties used throughout the document:

ABBREVIATIONS:

BC	Business Community
CCVM	Clark County Vegetation Management
CHNA	Cascade Highlands Neighborhood Association
CITY	All Responsible City Departments
CRESA	Clark Regional Emergency Services Agency
CTRAN	Clark County Public Transit Benefit Area Authority (C-TRAN)
FOT	Friends of Trees
NPGA	Nonprofit Granting Agencies
VCC	Vancouver Code Compliance
VCVC	Vancouver City Volunteer Coordination
VPR	Vancouver Parks and Recreation
VFD	Vancouver Fire Department
VON	Vancouver Office of Neighborhoods
VPD	Vancouver Police Department
VPW	Vancouver Public Works
VSWS	Vancouver Solid Waste Services
VUF	Vancouver Urban Forestry
WSUCCE	WSU Clark County Extension

I. Community Maintenance and Appearance

Objective #1

Motivate and mobilize residents, businesses and property owners to maintain reasonable curb appeal of their homes, yards and commercial facades, including abutting rights-of-way such as sidewalks and pass-throughs.

<u>Action Steps</u>	<u>Priority</u>	<u>Responsible Parties</u>
• Encourage the trimming of bushes, raking of leaves, removal of obstacles.	Medium	CHNA
• Publish neighborhood newsletter articles regarding neighbors' responsibility to maintain sidewalks, pass-throughs and other public rights-of-way adjacent to their property.	Medium	CHNA, VCC
• Recruit city code enforcement officials to speak at neighborhood meetings, addressing the scope of their jurisdiction and how neighbors can help prevent and report issues.	Medium	VCC
• Educate residents on permit requirements regarding tree removals (street trees and private trees) to help the neighborhood retain mature, healthy trees and help residents avoid necessary expense.	Medium	VUF
• Educate neighbors on positive connections between property values and curb appeal.	Low	CHNA
• Reach out to businesses to discuss the problem, encourage improvement and determine next steps if their property appears littered, unkempt or bereft of maintenance.	Low	CHNA, VCC

Objective #2

Encourage and help facilitate prevention, reduction and cleanup of litter, graffiti, vandalism and illegal dumping.

<u>Action Steps</u>	<u>Priority</u>	<u>Responsible Parties</u>
• Remind neighbors to immediately report any graffiti, vandalism or illegal dumping to the appropriate authorities.	High	CHNA, VPD
• Host and promote — in collaboration with the City of Vancouver and other partners — an annual neighborhood cleanup to accept yard debris, recyclable metal, food and cash donations for a designated charity, reusable bikes and household junk.	High	CHNA, VSWs
• Publish neighborhood newsletter articles discussing ways to prevent household waste and recycle unwanted materials.	Medium	CHNA, VSWs
• Encourage neighbors to pick up litter they come across in the neighborhood whenever they can safely do so.	Low	CHNA
• Reach out to businesses where illegal dumping appears to occur, discussing key ways to prevent and address it and encouraging the businesses to take those steps.	Low	CHNA, VPW, VPD

Objective #3

Advocate for upkeep of public areas such as Homestead Park.

<u>Action Steps:</u>	<u>Priority</u>	<u>Responsible Parties</u>
• Coordinate with the City of Vancouver and other partners to set up Homestead Park work parties to perform maintenance.	Medium	CHNA, VPR, VCVC
• Replant bare areas using grants for plant purchases and city personnel for tools and support.	Medium	CHNA, VCVC, NPGA
• Advocate to the City of Vancouver as needed to maintain adequate sprinklers; repair and update exercise and play equipment; maintain turf and pathways; and ensure minimum level of regionally appropriate perennials, shrubs and trees in Homestead Park.	Low	CHNA, VCVC
• Coordinate leaf cleanups along Southeast Village Loop, 160th Avenue and McGillivray Boulevard as needed.	Low	CHNA
• Advocate that the City of Vancouver conduct grasscycling at Homestead Park.	Low	CHNA, VPW

II. Disaster Preparedness

Objective #1

Educate, encourage and support neighbors on ways to prepare for and survive disasters.

<u>Action Steps:</u>	<u>Priority</u>	<u>Responsible Parties</u>
Encourage individuals to be Community Emergency Response Team (CERT) trained, with CHNA covering tuition for two residents per year as funds allow.	High	CHNA, CRESA, VFD
Educate residents on stocking supplies for disasters, with the goal of being self-sufficient for two weeks.	High	CHNA, CRESA
Encourage residents to make their house numbers readily visible from the street.	High	CHNA
Publish articles in the neighborhood newsletter describing key ways individual households and neighborhood blocks can boost their disaster preparedness.	Medium	CRESA
Recruit speakers to neighborhood association meetings to advise on household and neighborhood-block preparedness in the event of a disaster.	Medium	CHNA, CRESA, VPD, VFD
Alert Cascade Highlands neighbors to local disaster-preparedness training opportunities.	Medium	CHNA
Encourage smaller areas of the neighborhood to participate in the Map Your Neighborhood program.	Medium	CHNA, CRESA, VON
Work to form a team of trained CERT neighbors that will meet periodically.	Medium	CHNA
Educate and raise awareness on the radon gas hazard, including ways to reduce the risk of radon poisoning.	Medium	CHNA

III. Environmental Health and Sustainability

Objective #1

Improve energy efficiency while eliminating or reducing light pollution within our community.

<u>Action Steps:</u>	<u>Priority</u>	<u>Responsible Parties</u>
• Educate residents on the dangers and adverse effects of the various forms of light pollution, including the benefits and pitfalls of new lighting technologies.	Low	CHNA
• Motivate residential and commercial neighbors to take corrective action to eliminate or reduce light pollution originating from their properties.	Low	CHNA, BC
• Support the establishment by the city of appropriate, reasonable and enforceable standards for outdoor lighting and signage to eliminate or reduce the various forms of light pollution.	Low	CHNA, CITY

Objective #2

Facilitate neighbor awareness and action in contributing to healthy air, water and soil, including on the use of household chemicals, the recycling of materials and the disposal of household hazardous waste.

<u>Action Steps:</u>	<u>Priority</u>	<u>Responsible Parties</u>
• Promote public collection events and other local options for proper recycling and disposal of household hazardous waste.	High	CHNA, VSWs
• Educate and encourage the proper recycling of materials, including use of the RecycleRight app.	High	CHNA, VSWs
• Educate residents on green-cleaning, grasscycling, mulching, sustainable car-washing, composting, tree-planting and other environmentally friendly practices.	Medium	CHNA, VSWs
• Publicize free or publicly sponsored workshops and other events that teach waste reduction or recycling.	Medium	CHNA, VON
• Host guest speakers at neighborhood meetings to discuss ways residents can support clean air, clean water and healthy soil.	Medium	CHNA
• Publicize the regional Don't Drip and Drive program to help reduce polluted runoff from vehicles.	Medium	CHNA, NPGA
• Educate neighbors on proper ways to get rid of items they no longer want and the importance of reporting illegal dumping to law enforcement.	Low	CHNA, VPW, VPD

Objective #3

Encourage and facilitate habitat restoration that enhances neighborhood livability.

<u>Action Steps:</u>	<u>Priority</u>	<u>Responsible Parties</u>
• Educate about proper tree selection, pruning and care and the need for increased tree canopy.	High	CHNA, VUF
• Promote opportunities to collaborate with Friends of Trees or other potential partners and volunteers to expand the neighborhood's tree canopy.	Medium	CHNA, VUF, FOT, NPGA
• Solicit neighborhood and City of Vancouver partners to help ensure English ivy and other invasive plants are removed from or kept out of Homestead Park and area medians.	Low	CHNA, VCVC
• Publish tips to help neighbors identify and remove state- or locally designated noxious weeds or invasive plants from their own property.	Low	CHNA, WSUCCE, CCVM

IV. Traffic Mobility

Objective #1

Motivate residents and businesses to keep their abutting rights-of-way — including sidewalks and pass-throughs — accessible and unobstructed.

<u>Action Steps</u>	<u>Priority</u>	<u>Responsible Parties</u>
• Publish articles explaining (1) the benefits, examples and importance of keeping sidewalks and other rights-of-way unobstructed and (2) whose role it is to keep such areas clear.	Medium	CHNA
• Build awareness of the city's code-enforcement office and ways to report issues.	Medium	CHNA, VCC
• Reach out to businesses if their property poses access problems via obstructive signage or other impediments.	Low	CHNA, BC
• Host speakers at neighborhood meetings to discuss legal responsibilities in keeping sidewalks, pass-throughs and other rights-of-way unobstructed.	Low	CHNA, VCC

Objective #2

Reduce reliance on personal vehicles and encourage the use of feet, bicycles, public transit and other alternative lower-emission forms of transportation.

<u>Action Steps</u>	<u>Priority</u>	<u>Responsible Parties</u>
• Educate neighbors on the local amenities available by foot, bike, wheelchair and other non-car options.	Medium	CHNA, CTRAN
• Build awareness about local and regional bike lanes, bike safety and bike lane infrastructure.	Low	CHNA, VPW
• Promote opportunities to speak at public meetings and other events involving transit and other car-alternative transportation options affecting residents or the neighborhood.	Low	CHNA
• Encourage neighbors to reach out to their favorite businesses whose presence in the neighborhood or in neighborhood-adjacent areas would contribute to local walkability, encouraging the companies to site in or near the neighborhood.	Low	CHNA

Objective #3

Promote legal parking and vehicle registration in accordance with Washington state statutes and city ordinances.

<u>Action Step</u>	<u>Priority</u>	<u>Responsible Parties</u>
• Publish newsletter articles and attachments regarding Washington registration laws and Vancouver parking ordinances.	Medium	CHNA, VON

V. Public Safety

Objective #1

Increase neighborhood safety and security through safety-related volunteerism.

<u>Action Steps:</u>	<u>Priority</u>	<u>Responsible Parties</u>
• Promote proper 311 and 911 usage and ways to report crimes, illegal dumping, streetlight outages, potholes and other concerns.	High	CHNA, CRESA, CITY
• Publicize Community Emergency Response Team (CERT) training.	High	CHNA, VFD, CRESA
• Publicize Neighbors on Watch (NOW) program, including encouraging residents to participate and engage with the program.	Medium	CHNA, VPD

Objective #2

Raise awareness about and help advocate for well-lit streets, sidewalks and front-porch areas.

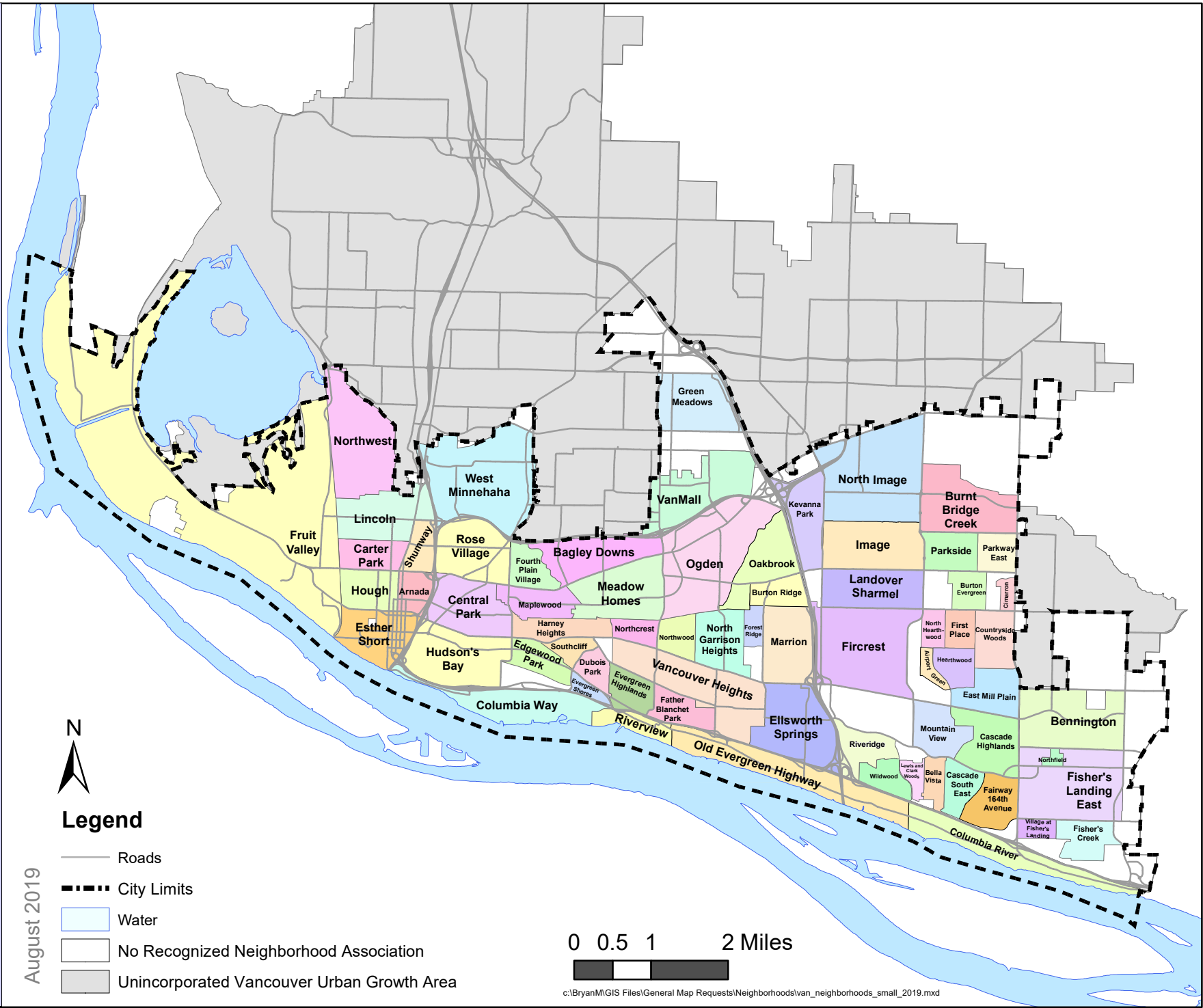
<u>Action Steps:</u>	<u>Priority</u>	<u>Responsible Parties</u>
• Educate and encourage neighbors to report to the appropriate city department any outages or blockage of city-operated streetlights.	High	CHNA, VPD, CRESA
• Educate on the use of lighting for the purpose of home and neighborhood safety and security.	Medium	CHNA

Objective #3

Facilitate crime-watch education, collaboration and mobilization.

<u>Action Steps:</u>	<u>Priority</u>	<u>Responsible Parties</u>
• Motivate residents to report crimes – no matter how seemingly small – to the appropriate authorities.	High	CHNA
• Invite local law enforcement to answer public safety questions at a neighborhood meeting.	High	CHNA, VPD
• Encourage residents to participate in crime prevention and crime watch activities, including raising awareness regarding opportunities and resources.	Medium	CHNA
• Encourage the establishment of phone trees on a per-block basis to help neighbors look out for each other.	Medium	CHNA

City of Vancouver Neighborhoods





Staff Report 117-19

TO: Mayor and City Council

FROM: Eric Holmes, City Manager

DATE: 8/26/2019

SUBJECT Resolution Establishing Joint Executive Board on Homelessness

Key Points

- The proposal is to improve collaboration within the Homeless Crisis Response System by creating a Continuum of Care Joint Executive Board consisting of representatives from the primary funders of the Clark County Homelessness Crisis Response System, which will monitor and evaluate the effectiveness of homelessness-related programs and set priorities for funding toward effective interventions that implement the Clark County Homeless Action Plan;
- Proposed voting members would include: City of Vancouver, Clark County, Vancouver Housing Authority, and Council for the Homeless; a non-voting Board Advisory Seat would be created for the Community Foundation of Southwest Washington, which often directs private donations to homelessness-related programs; and additional members may be appointed if at least \$100,000 per year is provided to support the Clark County homeless crisis response system;
- All Joint Executive Board members entities would commit to aligning their respective funding allocations to projects and programs with a common systemic approach, including requiring: 1) accurate data entry into the local Homeless Management Information System (HMIS), 2) participation in coordinated entry, 3) prioritize those who are most vulnerable within program type, 4) utilize a common assessment tool through coordinated entry, 5) participate in the point-in-time count and Continuum of Care, and 6) advance HEARTH Act, WA Department of Commerce and local outcome measures tied to the Homeless Action Plan;
- The sources of funding that City of Vancouver currently allocates to Homelessness Crisis Response-related programs that would be prioritized by the Joint Board include: 1) Community Development Block Grant (CDBG) program; 2) HOME Tenant-Based Rental Assistance (TBRA) and TBRA Supportive Services; and 3) Affordable Housing Fund Rental Assistance/Shelter & Day Center Services;
- The proposed resolution would allow the City to participate as a member of the newly-created Joint Executive Board on Homelessness, subject to the attached Charter and Memorandum of Agreement.

Strategic Plan Alignment

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

Action 3.2.1: Participate in the development of a coordinated plan for housing the homeless.

Goal 10: Use our influence to support community partners' actions, projects and initiatives that improve our community's livability and prosperity.

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

Present Situation

In November of 2017, in response to growing concerns with an increase in homelessness, the Community Foundation of Southwest Washington convened the funders of local homeless crisis response programs to discuss a possible reorganization of the governance structure to better coordinate allocation of funding to priority initiatives and programs that implement the County's Homeless Action Plan.

Challenges identified with the current Continuum of Care structure include: 1) it is difficult to make adjustments to system priorities; 2) representation required by US Department of Housing and Urban Development (HUD) are not memorialized in the CoC Charter; 3) elected official and high level administrators from funding agencies are not included; 4) the CoC Steering Committee's capacity is consumed by allocation of funding versus assessing the efficacy of the system and adjusting priorities; 5) there is no formal way to engage people with lived experience in decision-making; 6) there is no formal commitment by funders to allocating funds to programs that support a systemic approach to addressing homelessness.

The proposed structure would create a Joint Executive Board on Homelessness whose members will consist of the primary funders of the homelessness crisis response system, such as City of Vancouver (2 seats), Clark County (2 seats), Vancouver Housing Authority (2 seats), and Council for the Homeless (1 seat), with an option to add more members such as small cities if they commit to certain homeless program funding thresholds. An advisory member (non-voting) position would be created for the Community Foundation of SW Washington. Elected officials would no longer be appointed to the Council for the Homeless Board.

The proposed structure would reconstitute the CoC Steering Committee as a technical advisory committee to the Joint Executive Board on Homelessness with a focus on meeting HUD requirements. The currently existing workgroups would still provide information and recommendations to the Steering Committee, including: 1) a System Performance Workgroup that would focus on agency, program and system progress toward meeting outcomes, and 2) a Coordinated Assessment Workgroup that is responsible for overseeing the coordinated entry and assessment and By Name List Groups such as Veterans.

The new structure is anticipated to be created and fully operational by late fall of 2019.

Advantage(s)

1. Engages all major funders (Clark County, City of Vancouver, Vancouver Housing Authority) and the community in a more systematic approach to addressing homelessness in our community;
2. Allows for the overall homelessness system performance to be evaluated in a more comprehensive way, and funding sources to be targeted to programs and projects that will deliver the most successful outcomes for persons experiencing homelessness;
3. Ensures that all funds allocated include requirements for grant recipients to: utilize the same database to assist in reporting, prioritize those who are most vulnerable, utilize a common assessment tool, and to address local, state and federal outcome measures that are identified in the Clark County Homeless Action Plan;
4. The Joint Executive Board will review agency and non-profit reports to determine system efficacy and progress made toward ending homelessness, and determine areas that require additional data gathering and analysis;
5. The new approach will result in the creation of a Continuum of Care Steering Committee which will serve as technical advisors to the Joint Executive Board, with broad representation by government, non-profit, law enforcement, physical health and faith-based organizations to ensure a diversity of perspectives are considered.
6. Overall, the new Joint Executive Board on Homelessness will increase cooperation, consistency and joint decision-making in regard to the community's response to homelessness.

Disadvantage(s)

None.

Budget Impact

No impact to current budget.

Prior Council Review

Council Workshop on July 1, 2019

Action Requested

Adopt a resolution in support of the creation of the Joint Executive Board on Homelessness, authorizing the City Manager or designee to sign the Charter and Continuum of Care Memorandum of Agreement for creation of the Joint Executive Board, and authorizing appointment of Council and City staff representation in the governance of the board.

Chad Eiken, Community and Economic Development Director, 487-7882

ATTACHMENTS:

- ▣ Joint Executive Board Draft Charter
- ▣ Draft Memorandum of Agreement
- ▣ Draft Resolution Approving Joint Executive Board on Homelessness
- ▣ Presentation Joint Executive Board on Homelessness

Exhibit A

JOINT EXECUTIVE BOARD CHARTER FOR VANCOUVER/CLARK COUNTY CONTINUUM OF CARE

The purpose of this Charter (the “Charter”) is to:

- Confirm the vision and principles that will guide the Joint Executive Board (“Board”) toward addressing homelessness through the Clark County Homeless Crisis Response System.
- Establish the membership and responsibilities of the Board.
- Establish the overall scope of responsibility of the Board, including the general limitations of its budgetary and policy-making authority.
- Establish the membership and responsibilities of the CoC Steering Committee.
- Establish the relationship between the Board, the Steering Committee and other CoC work and task groups.

The backbone agency of the CoC will be the local Continuum of Care Collaborative Applicant, currently the Council for the Homeless. This entity will staff and work with the group chairs to guide the CoC groups to meet their purpose. This Charter will be incorporated as Exhibit A into the Continuum of Care Memorandum of Agreement (“MOA”) by and among the chartering entities (City of Vancouver, Clark County, Vancouver Housing Authority, and Council for the Homeless). This Charter will be reviewed annually by the Board. The Board may amend this charter by a two-thirds majority vote of its membership. Capitalized terms used herein without definition have means ascribed to such term in the MOA.

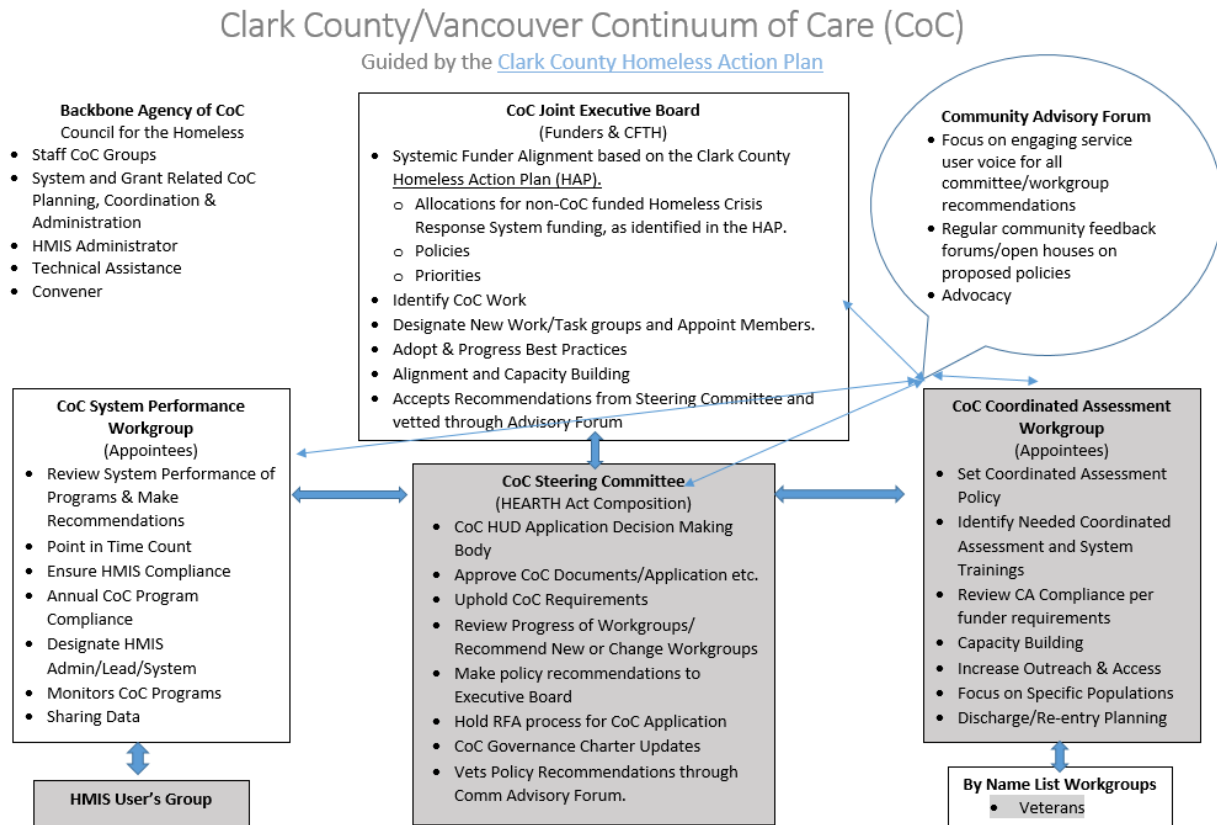
Joint Executive Board

The Joint Executive Board is the collective membership body of the primary funders of the Clark County Homelessness Crisis Response System. This Board exists to coordinate all Homeless Crisis Response System funding toward effective interventions that implement the Clark County Homeless Action Plan.

The funding initially encompassed within the Homeless Crisis Response System includes:

Funder	Funding Name	Funding Source
Clark County	Document Recording Fees (1570, 2163, 1359)	Local
	Emergency Solutions Grant (ESG)	Federal- Housing and Urban Development (HUD)
	Consolidated Homeless Grant (CHG)	State-WA State Department of Commerce
	Community Development Block Grant (CDBG)/HOME Tenant Based Rental Assistance (TBRA) Funds/TBRA Supportive Services	Federal- Housing and Urban Development (HUD)
	Marriage License Fees-Serves Domestic Violence Survivors	Local
City of Vancouver	Community Development Block Grant (CDBG)/HOME Tenant Based Rental Assistance (TBRA) Funds/TBRA Supportive Services	Federal- Housing and Urban Development (HUD)
	Affordable Housing Fund Rental Assistance/Shelter & Day Center Services	Local
Vancouver Housing Authority	VASH (Veterans Affairs Supportive Housing)	Federal- Housing and Urban Development (HUD)
Council for the Homeless	Continuum of Care (CoC) Funding	Federal- Housing and Urban Development (HUD)

The Continuum of Care structure is illustrated below. Grey boxes indicate existing groups in 2018.



u/d 10.7.18

VISION AND PRINCIPLES FOR THE JOINT EXECUTIVE BOARD

Over the past decade, national housing and service resources have gradually diminished. Communities across the county are struggling to help families and individuals experiencing homelessness, return to safe, stable housing. In 2017, a joint meeting was formed by the Southwest WA Community Foundation to bring Homeless Crisis Response System funders together to increase local communication, planning and collaboration. The Joint Executive Board was a result of this group's desire to continue working collaboratively together to reduce homelessness throughout Clark County.

Once formed, the Joint Executive Board will determine the Vision and Principles for the Committee. Discussions thus far have revolved around the following points.

Vision:

A community where no one is experiencing unsheltered homelessness.

A community where no one is experiencing homelessness.

A community where everyone has a safe, stable place to call home.

A community that helps people who are homeless move into housing.

Our principles are to:

- Prioritize vulnerable populations

Homelessness has a significant detrimental effect on everyone, yet there are some whose health and safety are placed at even greater risk of harm without a safe and stable place to call home. These groups include, but are not limited to: children, individuals fleeing domestic violence, and people with disabilities. Strategies to identify and assist the most vulnerable groups will be prioritized.

- Promote social, racial, and ethnic justice.

Many communities of color and LGBTQ2S individuals experience a disproportionate rate of homelessness, therefore strategies that incorporate culturally conscientious and responsive supports, utilize an equity lens, and use trauma informed practice will be prioritized.

- Improve accessible housing options for people with disabilities.
- Use data-driven assessment accountability.
- Engage and involve community
- Strengthen system capacity and increase leveraging opportunities.
- Utilize evidence based and best practices to fidelity in order to achieve local successes.
- A systemic approach to funding results in greater system coordination and efficacy.

GENERAL MEMBERSHIP AND RESPONSIBILITIES OF THE JOINT EXECUTIVE BOARD

All Joint Executive Board entities commit to requiring their funded programs/projects within the Homeless Crisis Response System to align with a systemic approach.

This includes requiring programs/projects to:

- Enter accurate data entry into the local HMIS system
- Participate in coordinated entry
- Prioritize those who are most vulnerable within program type,
- Utilization of a common assessment through coordinated entry.
- Participate in the point-in-time count and Continuum of Care
- Progress HEARTH Act, WA Department of Commerce and local outcome measures tied to the Homeless Action Plan.

Joint Executive Board Leadership:

- The City of Vancouver, Clark County and Vancouver Housing Authority shall appoint one elected/appointed official and one administrative staff member to jointly attend the Board meetings.
 - The agency serving as the local Continuum of Care Collaborative Applicant and HMIS Administrator shall be provided membership on the board, if not already represented through Board membership.
 - Board members without elected leadership shall appoint one administrative staff member as their representative on the Board.
 - The Board may not deny membership of the elected/appointed representatives from each entity.
 - Board Advisory Seats are comprised of non-voting members of the Board.

Joint Executive Board Seats		
Board Entity	Board Elected/Appointed Member	Board Administrative Staff
City of Vancouver	City Council Member	Director of Community Development/Homeless Manager
Clark County	County Council Member	Director of Community Services
Vancouver Housing Authority	VHA Commissioner	Executive Director or Senior Staff
Council for the Homeless	n/a	Executive Director
Board Advisory Seats		
Community Foundation of Southwest Washington	n/a	President or Program Officer

- Additional members or advisory seats representing homeless crisis response system funders shall be appointed through a formalized membership review process facilitated by the Council for the Homeless. Any entity shall only be granted one single seat. The process will consist of a questionnaire to:
 - Determine at least \$100,000 per year is provided to financially support the Clark County homeless crisis response system.
 - Confirm the funder's support of a systemic approach to ending homelessness. This will be done through an assessment of the entity's programs/projects including, but not limited to program(s) structure, funding portfolio and HMIS data entry.
 - If the two requirements above are met, the board may add the additional seat through a two-thirds majority vote.
- Shall consist of no more than eleven (11) members and three advisory seats.

The Board will annually elect the Executive Committee, which is comprised of a Chair, Vice-Chair and Secretary for three-year terms, not to exceed two terms. The initial Executive Committee will be comprised of the Council for the Homeless Executive Director, an elected/appointed official and an administrative staff. After the initial term, the Committee will elect their Executive Team by majority, when quorum is met. The Chair and Vice-Chair will coordinate with the Council for the Homeless staff to develop meeting agendas, necessary meeting documents and coordinate meeting guests. The Secretary role will review minutes and ensure meeting notices and minutes are posted appropriately

Board meetings will be open to the public and will be directed by the Board Chair. The Board Chair may designate other Executive Committee member to direct the meetings, if required due to Chair absence. Regular meetings will be held at least once per quarter. Additional meetings may be called by majority vote. At a duly called meeting of the Board, a majority of the Board or greater than 50% will constitute a quorum with diversity of party representation. Board business will be transacted at a duly called meeting of the Board or by e-mail, when necessary. Meeting dates, locations and agendas will be made public, at least one week in advance of the meeting. Notes from the meeting will be posted publicly.

The Board will strive to make decisions through consensus when a quorum of 51% or more is present. When consensus is not possible and quorum is met, decisions shall be made by a vote of the majority of Board members present. When a Board member is not able to attend a duly called meeting, they may with prior notice to the Board Chair, designate another board member to vote for them by proxy. Designations of proxies to conduct Board business should be rare. If a Board member assigned by chartered role is unable to routinely conduct Board business, their chartering entity should seek to amend the Charter to assign Board representation through another role.

The Council for the Homeless, as the Continuum of Care Collaborative Applicant and HMIS Administrator will serve as the backbone agency to the full Continuum of Care structure. This includes supporting the established CoC groups, providing information/data as requested and available, and working with Executive Committees to progress the identified responsibilities of the Board/group.

Joint Executive Board Responsibilities:

- Remain focused on the homeless crisis response system at a macro-level.
- Annually adopt a prioritized resource allocation plan based on available Homeless Crisis Response System funds and effective interventions, in order to progress the priorities in the Homeless Plan. This process should be inclusive of all CoC, County, VHA and City resources focused on the homeless crisis response system, including those from HUD, Department of Commerce and private entities.
- Ensure all Homeless Crisis Response System funds follow a systemic approach, which includes but is not limited to: thorough data entry into the HMIS system, participation in coordinated entry, prioritizing those who are most vulnerable, utilization of a common assessment, participation in the point-in-time count, and progression toward HEARTH Act, WA Department of Commerce and local outcome measures, identified in the Homeless Action Plan.
- Utilize the Clark County Homeless Action Plan (or future replacement) as the guide to programs/projects funding and achieving community goals.
- Establish the CoC Steering Committee, Community Advisory Forum coordinating team, any associated CoC workgroups (ongoing) or task forces (time-limited), define their membership seats and provide macro-level direction regarding their work.

- End or redefine established workgroups, task groups or the forum, in order to more effectively meet the Boards goals.
- Adopt systemic approaches, as required by funders or identified by CoC groups.
- Review Clark County, WA Department of Commerce and Council for the Homeless reports to determine system efficacy and progress toward ending homelessness.
 - Recommend system course corrections and changes and adjust funding, as needed.
- Determine needs for additional reporting and/or research.
- Consider requests from the backbone agency for additional resources in order to fulfill the role, as specified in the MOA. The backbone agency will submit a budget request to the Joint Executive Board to begin discussions, if additional resources are needed.

COC Steering Committee Composition

The slate of members for the CoC Steering Committee will be appointed by the Joint Executive Board. The Board will appoint a minimum of 11, to a maximum of 17, Committee members made up of multiple sectors or stakeholders. Committee members should be knowledgeable about the Homeless Crisis Response System and agree to the established Committee responsibilities.

The nomination process will be conducted by the Council for the Homeless. Community nominees who represent at least one sector below, will be presented to the Board for consideration and a consensus vote, when quorum is met. A formal review of the membership will be conducted annually to identify and address membership gaps and make sure HEARTH Act board membership requirements are met.

The Board will ensure the committee has membership that is representative of the community and includes at least, two (2) people with current or former homelessness experience. Committee membership is specifically intended to bring broad representation from multiple service delivery systems and areas of expertise within the community. In general, the Committee must include representation from all of the sectors and stakeholders listed below. The Committee may however continue to operate for periods of up to six (6) months in duration during which it does not include representation from all of the sectors stakeholders listed below, provided a good faith effort to recruit is being planned or occurring. To limit the size of the Committee, individual board members may represent multiple sectors or stakeholder.

Clark County	Vancouver Housing Authority
CoC Collaborative Applicant (CFTH)	City of Vancouver
SW WA Community Foundation	Person currently homeless/recently homeless
Employment Provider	Victim Service Provider

Person with lived homelessness experience	Business
Faith-based non-profit	School District
Homeless Advocate	Physical Health Provider
Behavioral Health Provider	Affordable Housing Developer
University/College	Veteran provider
Law Enforcement/Jail	Managed Care Organization Representative
DSHS	Faith-based Entity (e.g., Church, Synagogue, Mosque)
Non-profit provider	Publicly Funded Homeless Housing provider
Publicly Funded Emergency Shelter Service provider	

The Board will initially identify a Chair, Vice-Chair and a Secretary, which makes up the Executive Team of the Committee. At least two of the members of the Executive Team should have working knowledge of the Homeless Crisis Response System and the required performance measures. After initial start-up, the Committee will elect their Executive Team by majority, when quorum is met. The Executive Committee will act as primary liaison between the Committee, the Council for the Homeless and the Board. The Chair and Vice-Chair will coordinate with the Council for the Homeless staff to develop meeting agendas necessary meeting documents and coordinate meeting guests. The Secretary role will review minutes and ensure meeting notices and minutes are posted appropriately.

The Committee Chair may designate an Executive Committee member to direct a Committee meeting if required, due to Chair's absence. Regular meetings will be held at least once per quarter. Additionally meetings may be called by the Executive Committee. At a duly called meeting of the Committee, a majority of the Committee or greater than 50% will constitute a quorum. All business of the Committee will be transacted at a duly called meeting of the Committee or by e-mail, when the Executive Committee deems necessary. Meeting dates, locations and agendas will be made public, at least one week in advance of the meeting. Notes from the meeting will be posted publicly on the Council for the Homeless website.

The Committee will make decisions by a vote of the majority of the Committee members present. A Committee member may designate their proxy vote to another Committee member, with prior notice to the Committee Executive Board. If a Committee member is unable to routinely attend Committee meetings and/or conduct Committee business, an Executive Committee member should seek to request another appointed member from the Board.

Term of Service

Members of the Committee shall serve three-year terms. An individual may not be elected or appointed to serve more than three (3) consecutive terms. Committee members appointed by the Board may have their appointments revoked at any time and at the sole discretion of the

Executive Team and/or the Board. Executive Team members serve for two-years and may be elected by majority up to two times (four years total). Active participation in the CoC Steering Committee is important. After three consecutive absences or three non-current absences in one year, membership is revoked. Members of the Committee who cease to maintain their roles, for which they were appointed, will cease to be on the Committee within six months.

If a seat is specifically tied to a formal position (Executive director, manager, etc.), the associated entity may request in writing that the Executive Committee grant an additional three-year term. Any additional terms provided is at the sole discretion of the Executive Committee.

Committee Responsibilities

The Committee, with oversight by the Executive Committee and staff support through the Council for the Homeless, will be responsible for the following actions:

- Identify gaps in the homeless crisis response system every two years through at least one community engagement method (surveys, forums, one-on-one conversation) and recommend prioritized services to be filled through reallocation of existing resources and/or additional resource development.
- Directly make policy and funding decisions related to the following CoC resources:
 - HUD Continuum of Care Program Funds
- Review the annual Homelessness Action Plan community update and provide feedback.
- Provide input and approve future plans that meet the Department of Commerce homeless plan requirements.
- Approve annual HUD Continuum of Care Program application, including associated strategic goals and ranking of projects.
- Facilitate the Continuum of Care projects monitoring and review process.
- Recommend policies and best practices that should be adopted Continuum of Care-wide.
- Progress the adoption of Continuum of Care policies and practices.
- Formally review the membership of the CoC Steering Committee to ensure HEARTH Act requirements are being met and members are active.

Relationship Between Joint Executive Board and CoC Steering Committee

As a sub-set of the Board, the Committee work beyond serving as the CoC governing board will be directed by the Board. All recommendations made by the Committee and not related to the CoC application, must be forwarded the Board for review. The Council for the Homeless staff serves as the liaison between the two groups.

Whenever possible, the Joint Executive Board and CoC Steering Committee will engage the Community Advisory Forum to gain feedback on policy recommendations, major funding adjustments and systemic changes. The Lead agency will serve as liaison between the Community Advisory Forum and the other boards, committees or workgroups.

The Board, at its sole discretion, must either ratify the recommendation of the Committee (in which case the recommendation stands) or reject the recommendation.

- The Committee will control when recommendations specifically focus on HUD CoC requirements, projects or applications.
- The recommendation of the Board shall control in all other matters.

Continuum of Care Spokesperson

Council for the Homeless Executive Director will serve as the spokesperson of the Continuum of Care, including the Joint Executive Committee, the CoC Steering Committee and the related workgroups and task forces.

The Chair of each group may, with the support of the Council for the Homeless Executive Director serve in an official spokesperson capacity regarding specific initiatives.

Conflict of Interest

No member of the Board or Committee shall participate in or influence discussion or resulting decisions concerning the award of a grant or other financial benefits to the members or the organization that the member represents professionally, as a volunteer or as a board member. Any conflict of interest should be reported to the Executive Team's applicable group and the member should recuse themselves from discussions or resulting decisions on issues where a conflict of interest exists.

All members of the Joint Board, the CoC Steering Committee, workgroups, and task groups will be asked to sign a Conflict of Interest statement.

Transparency of Operations

All meetings related to the Board, Committee, and various workgroups or task groups established by the Board will be public.

The work of the Board and Committee shall be posted on the Council for the Homeless website and relevant updated and announcements shall be distributed through an e-mail distribution list. At least annually, the Committee should convene a general membership meeting of the full CoC Steering Committee. At a minimum, the meeting will include requesting nominations to fill vacancies. Directions to nominate someone will be provided orally and in writing.

Homeless Crisis Response System

The Homeless Crisis Response System is comprised of the programs and activities funded by the Federal, State, and Local Government, and other funds leveraged by these (specifically: the funds and activities listed in the *Annual Housing Inventory Report* to the WA State Department of Commerce and are used to make system performance evaluations), to address homelessness in Clark County.

The Homeless Crisis Response System consists of:

- Local Continuum of Care
- Homeless Outreach, Basic Needs Services and Coordinated Entry
- Prevention and Diversion Programs
- HMIS and System Planning
- Interim Housing: Emergency Shelter and Transitional Housing
- Housing Programs (Rapid Re-Housing, HOME TBRA, Supportive Housing)

City of Vancouver/Clark County/ Vancouver Housing Authority/Council for the Homeless

Continuum of Care Memorandum of Agreement (“MOA”)

This Memorandum of Agreement (this “Agreement”), dated this 31 day of July, 2019, (“Effective Date”) is made and entered into by and among the City of Vancouver, (Vancouver), Clark County (the “County”), Vancouver Housing Authority (“VHA”) and Council for the Homeless (CFTH).

RECITALS

- A. The 1989, Council on Homeless, Intergovernmental Agreement specified, “Homelessness is a serious problem in Clark County and the number of people experiencing homelessness is increasing. The capacity of the current system to house and meet the basic needs of those who are experiencing homelessness is inadequate.” This statement remains true in 2018.
- B. The 1989, Council on Homeless, Intergovernmental Agreement also specified, “No single governmental jurisdiction or entity could resolve the problem of homelessness. Homelessness is caused by a complex set of programs which cannot be effectively addressed by isolated or fragmented efforts.” This statement remains true in 2018.
- C. The 1989, Council on Homeless, Intergovernmental Agreement stated, “The County, VHA and Vancouver desire to work cooperatively toward the common goal of providing leadership to resolve homelessness.” This statement remains true in 2018.
- D. The United States Department of Housing and Urban Development (“HUD”) operates the Continuum of Care (“CoC”), which promotes communitywide investment and collaboration to address homelessness;
- E. The Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act was authorized in May 2009, which regulates the CoC;
- F. The HEARTH Act directs local governments to consolidate and coordinate efforts to address homelessness;
- G. On November 27, 2018, the Clark County Council adopted the 2019-2022 Clark County Homeless Action Plan (“Plan”). The Plan encompasses the full span of the County of Clark.
- H. The Plan calls for a creation of a collaborative local body of Homeless Crisis Response System program funders to oversee implementation of the Plan and to make policy recommendations to local governments. The Plan also calls on funders to coordinate and closely align efforts in a systemic manner to ensure the Plan progresses and to coordinate local efforts with state and federal policies;

- I. HUD recognizes the separate jurisdictional areas within the boundaries of Vancouver, Washougal, Camas, Ridgefield, Battle Ground, Yacolt, La Center and all areas in the County outside of the boundaries of Vancouver as a single geographic area in which a range of services are organized to prevent and end homelessness (collectively, the City of Vancouver/Clark County Continuum of Care);
- J. The governments of Vancouver, the County, and VHA (as the local countywide housing authority) (Collectively, the “Continuum of Care Parties” or “Parties”) are the primary funding and policy making bodies for the Continuum of Care and desire to approach addressing homelessness in a collaborative, coordinated fashion;
- K. The Council for the Homeless was created in 1989 to be the planning and coordinating body to prevent and end homelessness in Clark County. Its work continues today, as the CoC Collaborative Applicant, the facilitator of the new homeless framework and a community convener and educator. As such, the Council for the Homeless will serve as the “Lead Agency” or backbone of the full Continuum of Care structure.
- L. The elected/appointed officials currently appointed to the Council for the Homeless board from the City of Vancouver, Clark County and Vancouver Housing Authority will be transitioned to the new Continuum of Care Joint Executive Board in Fall 2019. All other joint agreements between the Council for the Homeless and the governmental entities remain intact.
- M. Consequently, the Continuum of Care Parties desire to collaborate toward a shared agenda to address homelessness by creating a CoC Joint Executive Board that will serve as coordinated funding body of the City of Vancouver/Clark County Continuum of Care.

AGREEMENT

Now, therefore, in consideration of the mutual promised set forth herein and for the other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

- 1. **PURPOSE:** The purpose of this Agreement is to create the Joint Executive Board (“Board”). The Board is solely an advisory board through which the Parties will collaborate toward a shared agenda to address homelessness, based on the Plan and/or current state recognized planning document. The Governance Charter of City of Vancouver/Clark County/Vancouver Housing Authority/Council for the Homeless Joint Executive Board substantially in the form attached hereto as Exhibit A (the “Charter”), sets forth the vision, principles, responsibility and framework of the Board.
- 2. **TERM:** The Agreement will commence on the Effective Date and will continue unless terminated in accordance with this Agreement.

3. **FUNCTION AND ACTIVITIES:** The Parties will act as the “chartering jurisdictions” as described in the Charter and will perform the functions and activities of the Parties described in the Charter.
4. **APPORTIONMENT OF FUNDING RESPONSIBILITIES:** The Board agrees to adequately fund the Lead Agency for CoC planning and coordination of the CoC structure, as long as it remains the Continuum of Care Collaborative Applicant and Clark County’s planning body regarding homelessness. Adequate funding includes costs related to coordinating, planning and staffing the CoC structure, serving as the Continuum of Care application lead and Homeless Crisis Response System leadership and advocacy.
5. **PERSONNEL/LEAD AGENCY:** The Board itself will not employ personnel and no personnel will transfer from the Parties to the Board. The Council for the Homeless will serve as the “Lead Agency” or backbone agency as described in the Charter and will provide staffing to support the functions and activities of the Board.
 - a. As outlined in the Charter for Joint Executive Board, each party will make available an appropriate administrative level employee, as identified in the Charter, to support their elected or appointed representative on the Board.
6. **REAL OR PERSONAL PROPERTY:** The Board will not possess or hold title to real or personal property belonging to the Joint Executive Board.
7. **NOT AN INTERGOVERNMENTAL ENTITY:** the Parties to this Agreement do not intend to form an intergovernmental entity by the Agreement and no such entity is created by this Agreement.
8. **LIMITATION OF AUTHORITY:** The Board shall only have authority specifically enumerated in the Charter and shall not have the authority to enter into any legally binding agreements, including contracts, agreements, or leases and it shall not have authority to incur any debt, liability, or obligation on its own behalf or on the behalf of any Party to this Agreement.
9. **NO COMPENSATION:** None of the parties will receive compensation in connection with this Agreement.
10. **CHANGE AND CONFLICT RESOLUTION:** The Parties recognize that events and conditions may arise that result in a dispute. In such case, the Parties agree to exercise good faith in expeditiously resolving such dispute in the following manner:
 - a. All conflicts should first be discussed and resolved, if at all possible, by the recognized members of the Board.
 - b. Any conflicts not resolved by the Board may be brought to a certified mediator in order to progress through the impasse and continue to move forward with the Plan.
11. **AGREEMENT WITHDRAWAL:** Good faith efforts should be made by all Parties to resolve disputes related to change or conflict by following the resolution procedure specified in Number 10 of this document. A Party may withdraw their participation in the Agreement at any time by unanimous vote of the Parties or upon six months written notice by one party. Termination under any provision of this paragraph shall not affect any rights,

obligations, or liabilities of the Parties that accrued prior to such termination. At which time a Party withdraws from the Agreement, the current agreement will remain in effect for the other Parties.

12. **INDEMNIFICATION:** Each Party shall be responsible for their own acts and omissions, and the acts and omissions of their agents and employees. Each party to this Agreement shall defend, protect and hold harmless the other party, or any of the other party's agents, from and against any loss and all claims, settlements, judgments, costs penalties, and expenses, including attorney's fees, arising from any willful misconduct, or dishonest, fraudulent, reckless, unlawful, or negligent act or omission of the first party, or agents of the first party, while performing under the terms of this Agreement except to the extent that such losses result from the willful misconduct, or dishonest, fraudulent, reckless, unlawful or negligent act or omission on the part of the second party. Each party agrees to notify promptly the other party, in writing, of any claim and provide the other party the opportunity to defend and settle the claim.
13. **WASHINGTON LAW AND FORUM:** This agreement shall be construed to the laws of the State of Washington. Any action regarding the AGREEMENT of work performed under this Agreement must be filed in Clark County or in the United States District Court for the District of Washington.
14. **NON-DISCRIMINATION:** Each Party shall comply with all requirements of federal and state civil right and rehabilitation statutes and their respective local non-discrimination ordinances.
15. **ACCESS TO RECORDS:** Each Party shall have access to the books, documents and other records related to this Agreement for the purpose of examination, copying and audit, unless otherwise limited by law.
16. **SUBCONTRACTS AND ASSIGNMENT:** No Party may subcontract any part of this Agreement.
17. **SEVERABILITY CLAUSE:** In case any provision of this MOA or its Exhibits shall be removed, invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.
18. **ENTIRE AGREEMENT:** This Agreement and Exhibit A are the entire agreement between the Parties with regard to the subject matter herein. There is no oral or written agreement between the Parties with regard to this subject matter.

8/26/2019

RESOLUTION NO. M- [Resolution Number]

A RESOLUTION expressing the City's support for the creation of a Joint Executive Board on Homelessness; authorizing the City Manager to sign an appropriate Charter and Continuum of Care Memorandum of Agreement for creation of such Joint Executive Board; and authorizing the appointment of a City Councilmember and appropriate City staff representation to participate in the governance of the same.

WHEREAS, the City has previously recognized that a healthy community is one in which the basic needs of all members are met, including access to safe, affordable homes; and

WHEREAS, homelessness continues to be an issue that affects livability for residents and business owners of the City of Vancouver; and

WHEREAS, homelessness is caused by a complex set of issues which cannot be effectively addressed by isolated or fragmented efforts, but instead, requires the strategic cooperation of community leaders, private and public partnerships, in order to leverage necessary funding, resources and ideas; and

WHEREAS, the United States Department of Housing and Urban Development ("HUD") operates the Continuum of Care ("CoC"), which promotes communitywide investment and collaboration to address homelessness; and

WHEREAS, the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act was authorized in May 2009, which regulates the CoC; and

WHEREAS, the HEARTH Act directs local governments to consolidate and coordinate efforts to address homelessness; and

RESOLUTION - 1

WHEREAS, the City Vancouver, Clark County, the Vancouver Housing Authority, and the Council for the Homeless desire to form a Continuum of Care to work cooperatively, draw upon available private and public partnerships, leverage funding, resources, and ideas, and engage a Community Advisory Forum, with the common goal of providing leadership to resolve homelessness.

NOW, THEREFORE,

BE IT RESOLVED BY THE CITY OF VANCOUVER:

Section 1. The City Council hereby expresses the City's support for the creation of a Joint Executive Board on Homelessness.

Section 2. The City Manager is hereby authorized to sign an appropriate Charter and Continuum of Care Memorandum of Agreement substantially in the form set forth in Exhibit "A" so as to create a Joint Executive Board on Homelessness.

Section 4. The City Council will appoint council and staff representation on the Joint Executive Board on Homelessness consistent with the board Charter.

ADOPTED at a Regular Meeting of the Vancouver City Council this _____, of _____, 2019.

Anne McEnery-Ogle, Mayor

Attest:

Natasha Ramras, City Clerk

RESOLUTION - 2

Approved as to form:

Jonathan Young, Acting City Attorney

RESOLUTION - 3

Proposed Homeless Crisis Response System Continuum of Care (CoC) Reorganization



What does CFTH do?

Created in 1989

Advocacy

- Increase Affordable Housing
- Tenant Rights

Solutions

- School Programs
- VHA Partnerships
- Diversion



Council for the Homeless

Leadership- Homeless Crisis Response System

- Engage the community
 - Outreach, education
- Identify and monitor needs
 - Data collection and analysis
- Convene & Collaborate
 - WHO & Severe Weather Shelter
- Continuum of Care Collaborative Applicant
 - Provides Staffing Support to Continuum of Care Meetings
 - Completes and Submits HUD CoC Application



Continuum of Care Proposed Restructuring

➤ November 2017

- Community Foundation of SW WA convened:
 - City of Vancouver
 - Vancouver Housing Authority
 - Clark County
 - Council for the Homeless
- Day Center
- Creating a Collaborative & Informed Group



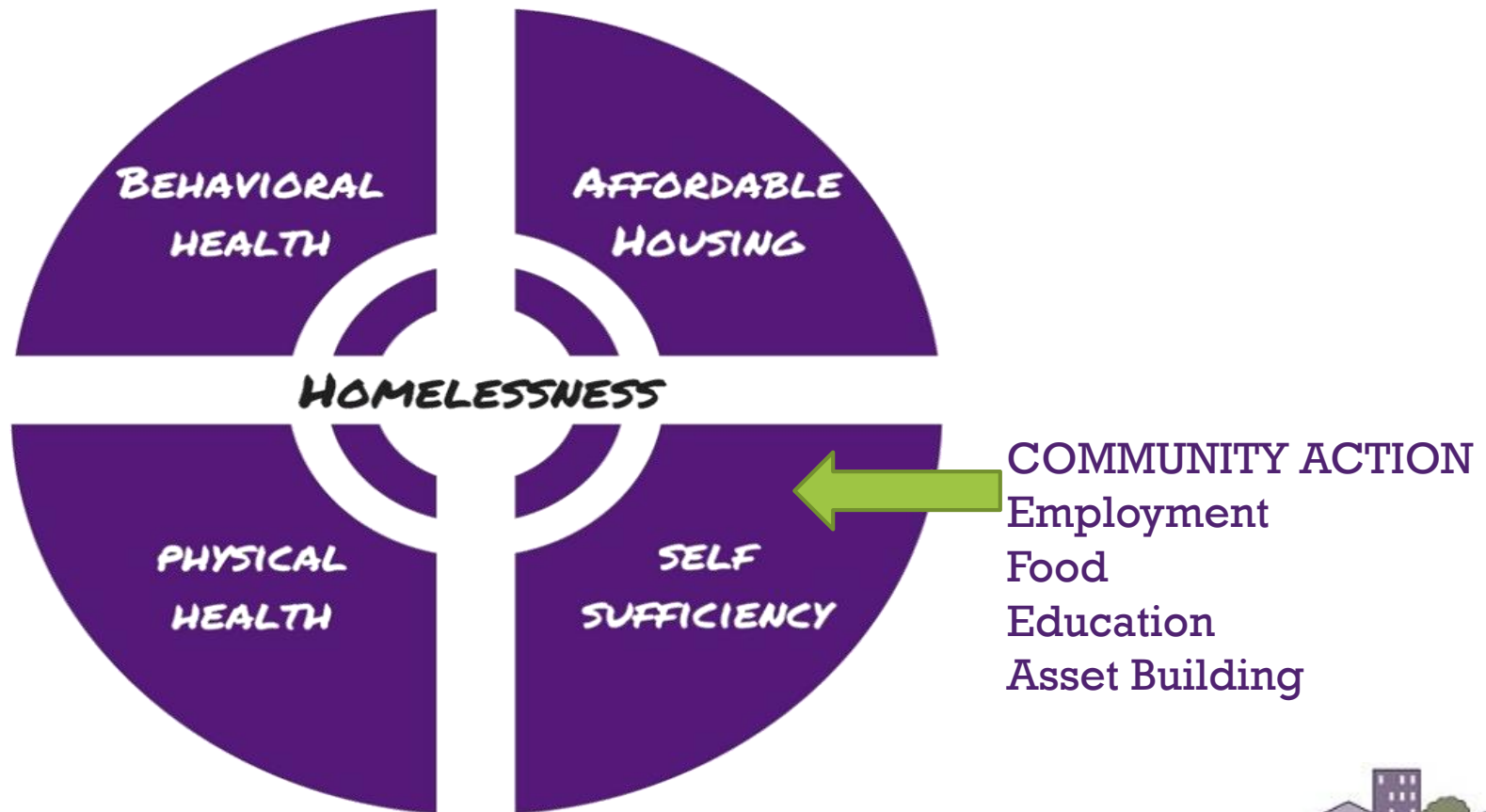
COMPONENTS OF AN EFFECTIVE
HOUSING CRISIS
Response System



HCRS Guiding Principles:

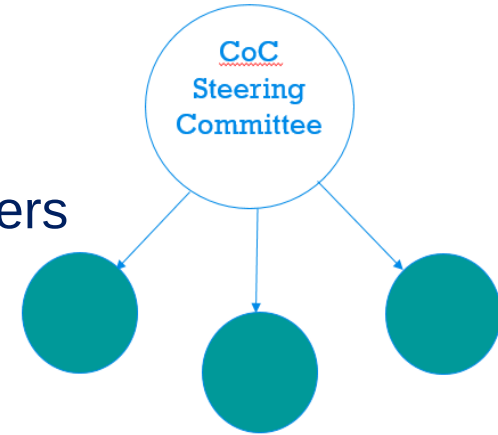
- All people deserve a decent and safe place to live
- Everyone is ready for housing
- Our community has a responsibility to take care of one another
- All interventions must be data-driven, outcome-based and effective

SCOPE OF HOMELESS CRISIS RESPONSE SYSTEM



Current CoC Structure Challenges

- Difficult to make major system changes with players at the table.
- HUD Required seats are not memorialized in Charter.
- Elected officials & high level admin from funders not involved.
- Steering committee dual focus = Heavy Workload
- Elected Officials appointed to CFTH Board are not solely focused on homeless system.
- No formal way to engage those with lived experience in decision making.
- More needs to be done



Continuum of Care Structure

Current Structure

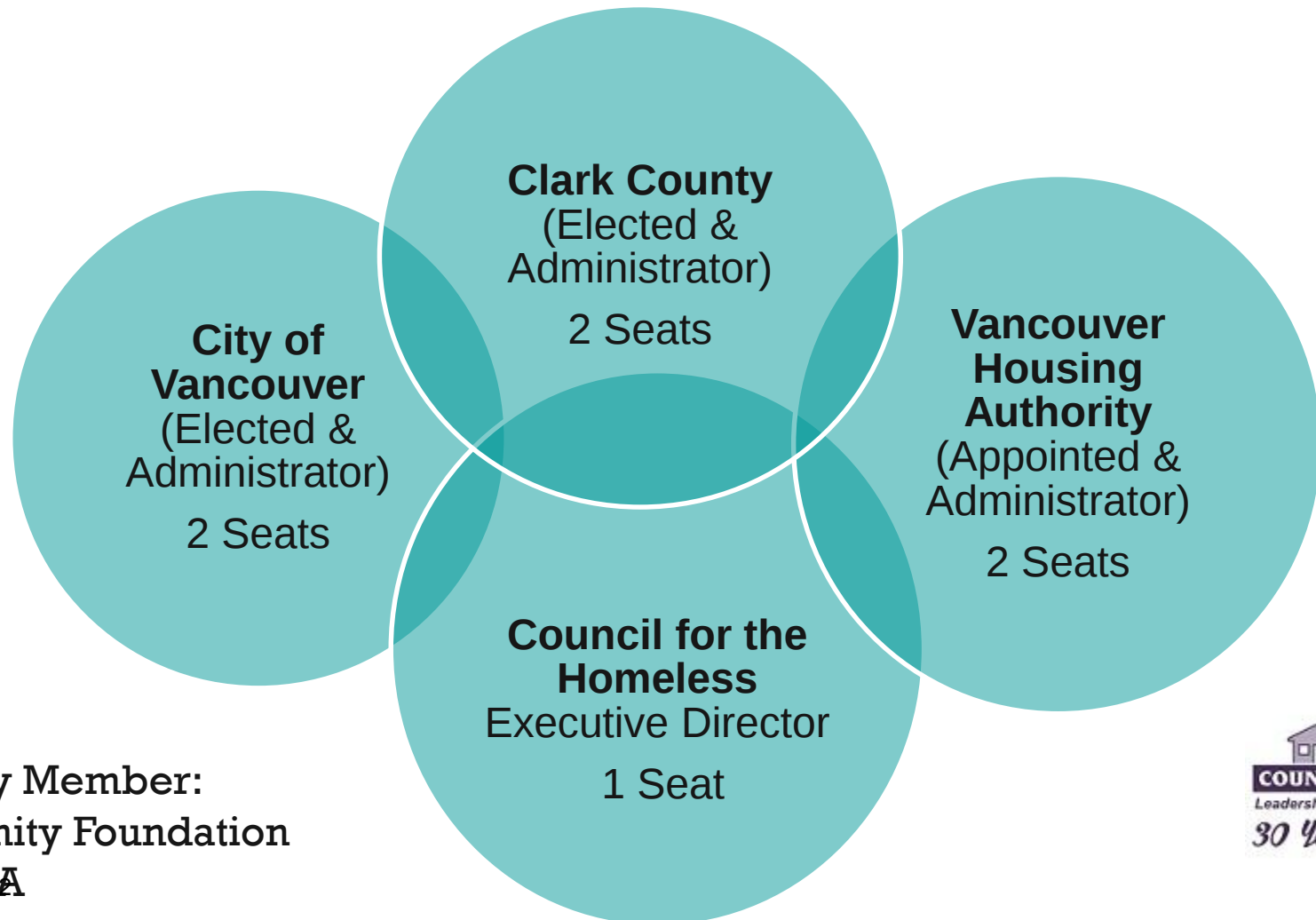


New Proposed Structure



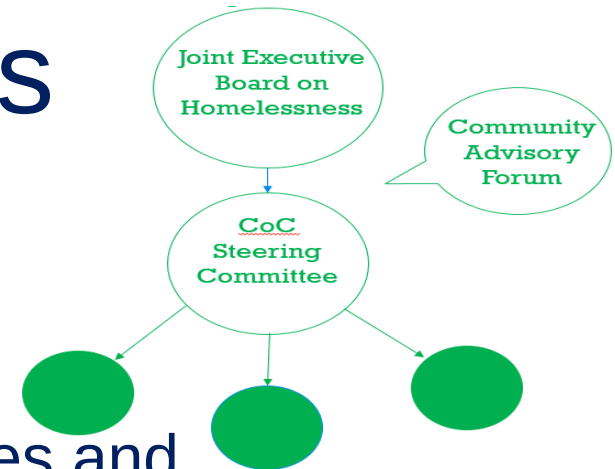
CoC Reorganization

Proposed Joint Executive Board on Homelessness



Proposed CoC Restructuring Opportunities

- Led by elected official & high level administrators
- Creates opportunity to discuss priorities and funding.
- Allows CoC Steering Committee to focus on HUD requirements.
- Memorializes Community Advisory Forum.
- Aligned with other communities across the nation.
- Elected Official move from CFTH Board to Joint Board

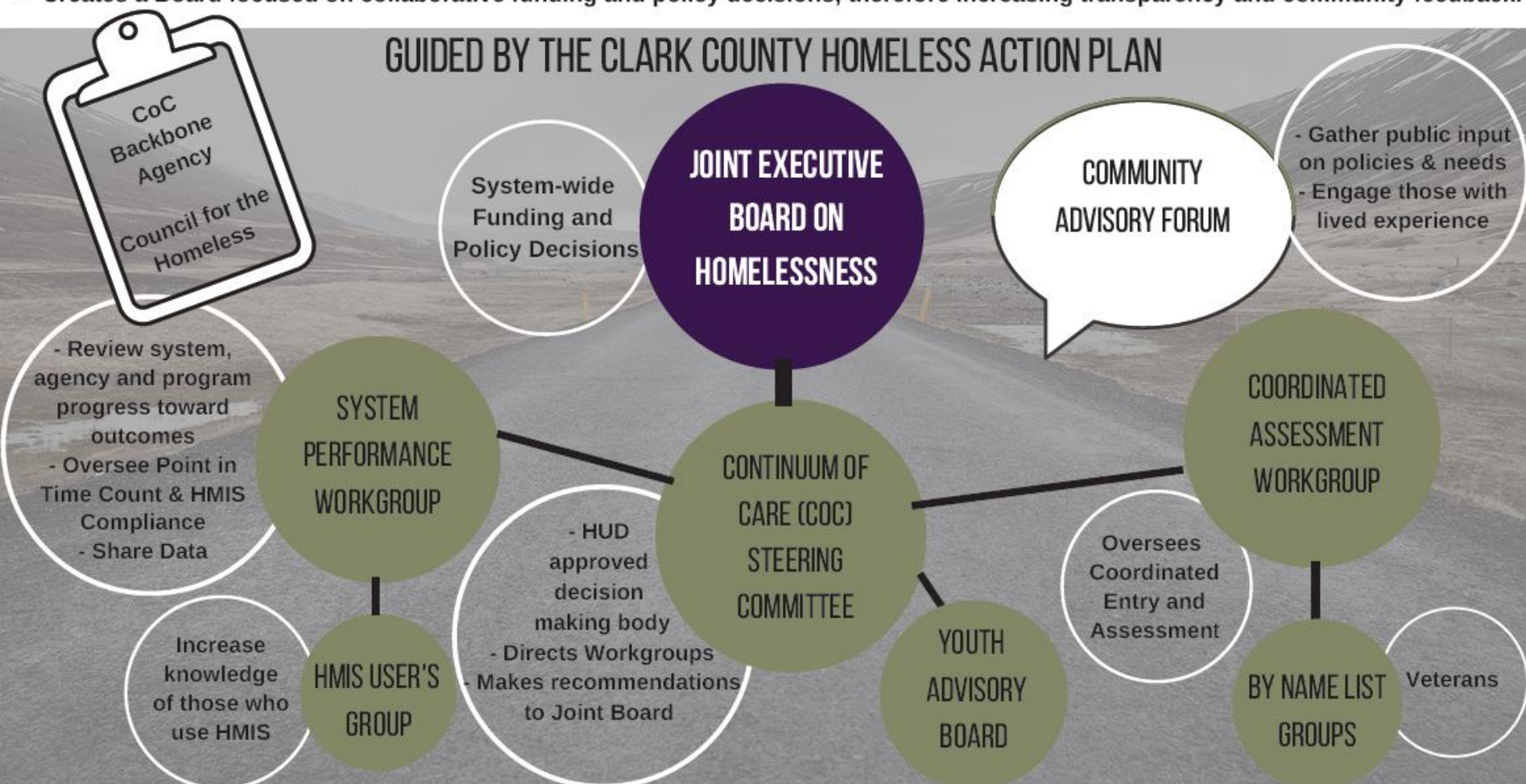


CLARK COUNTY/VANCOUVER CONTINUUM OF CARE (COC)

2019 PROPOSED RESTRUCTURED HOMELESS SYSTEM CONTINUUM OF CARE

- Engages all major funders (Clark County, City of Vancouver & Vancouver Housing Authority) and the community in ending homelessness by making it rare, brief and one-time.
- Coordinates the delivery of service programs to people experiencing homelessness.
- Creates a Board focused on collaborative funding and policy decisions, therefore increasing transparency and community feedback.

GUIDED BY THE CLARK COUNTY HOMELESS ACTION PLAN



Proposed Joint Executive Board on Homelessness

- Moves elected officials off CFTH board.
- Funder decision making bodies (e.g. CAAB, City Priority group) will continue.
- Create a space of learning where everyone is speaking the same language.
- Maximize Leveraging of Private Funding.
- Guided by the Clark County Homeless Action Plan

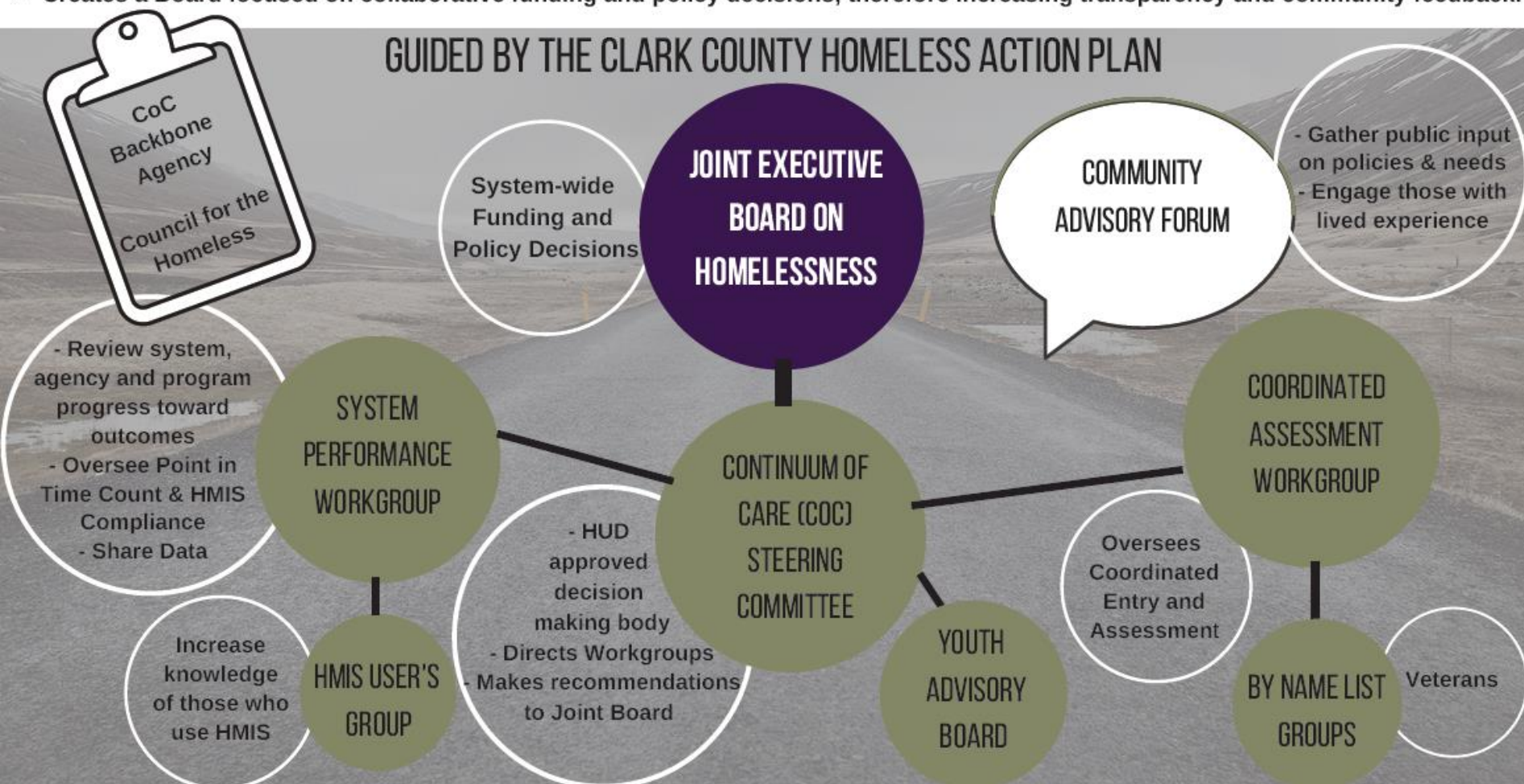


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GUIDED BY THE CLARK COUNTY HOMELESS ACTION PLAN



Continuum of Care Steering Committee

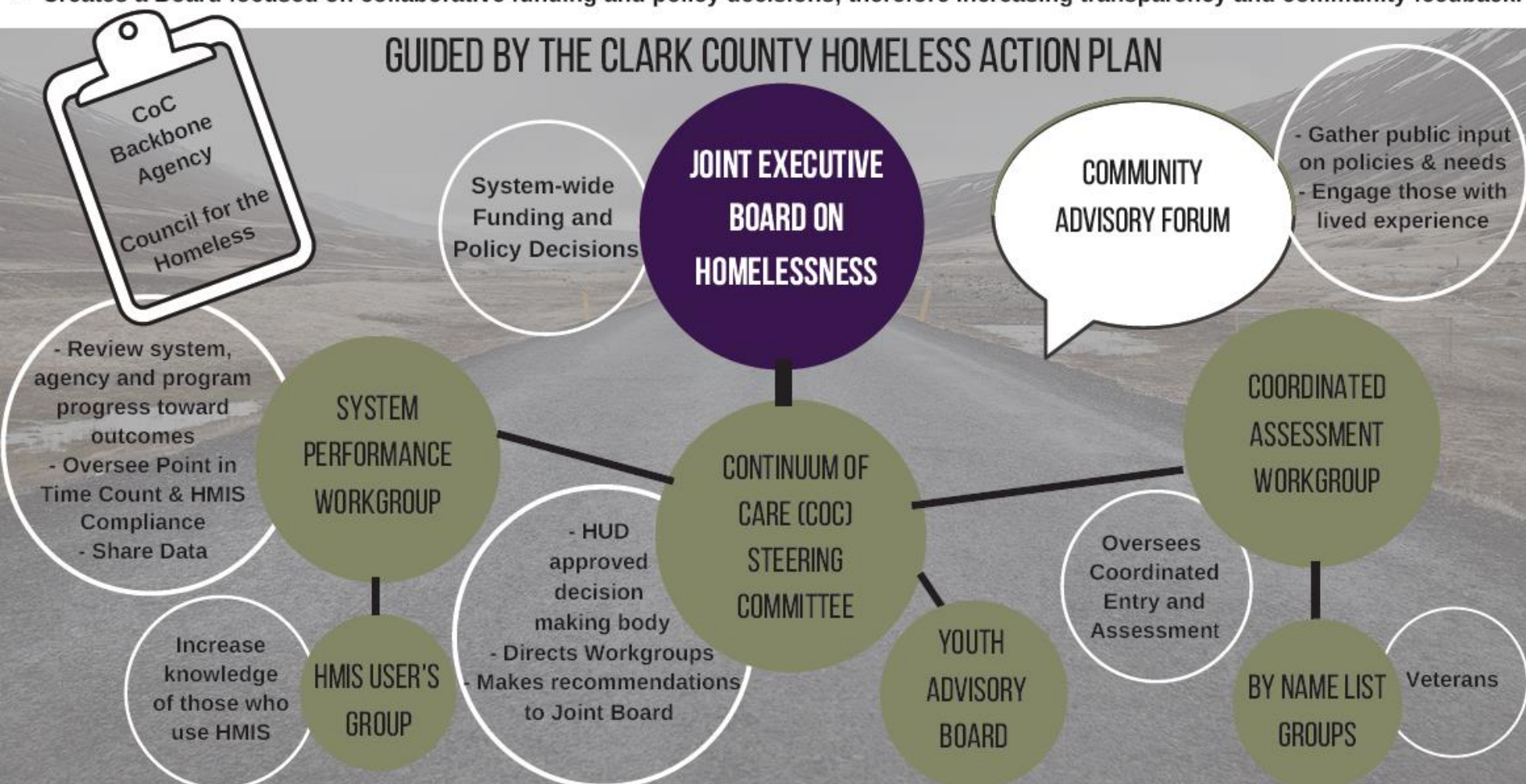
- Exists today as the highest level of leadership.
- Focus will narrow to meeting HUD CoC requirements
- Formalize with specific seats (small city, school district, person with lived experience, employment provider etc.)
- Will make system-wide recommendations to the Joint Executive Board

CLARK COUNTY/VANCOUVER CONTINUUM OF CARE (COC)

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GUIDED BY THE CLARK COUNTY HOMELESS ACTION PLAN



Community Advisory Forum

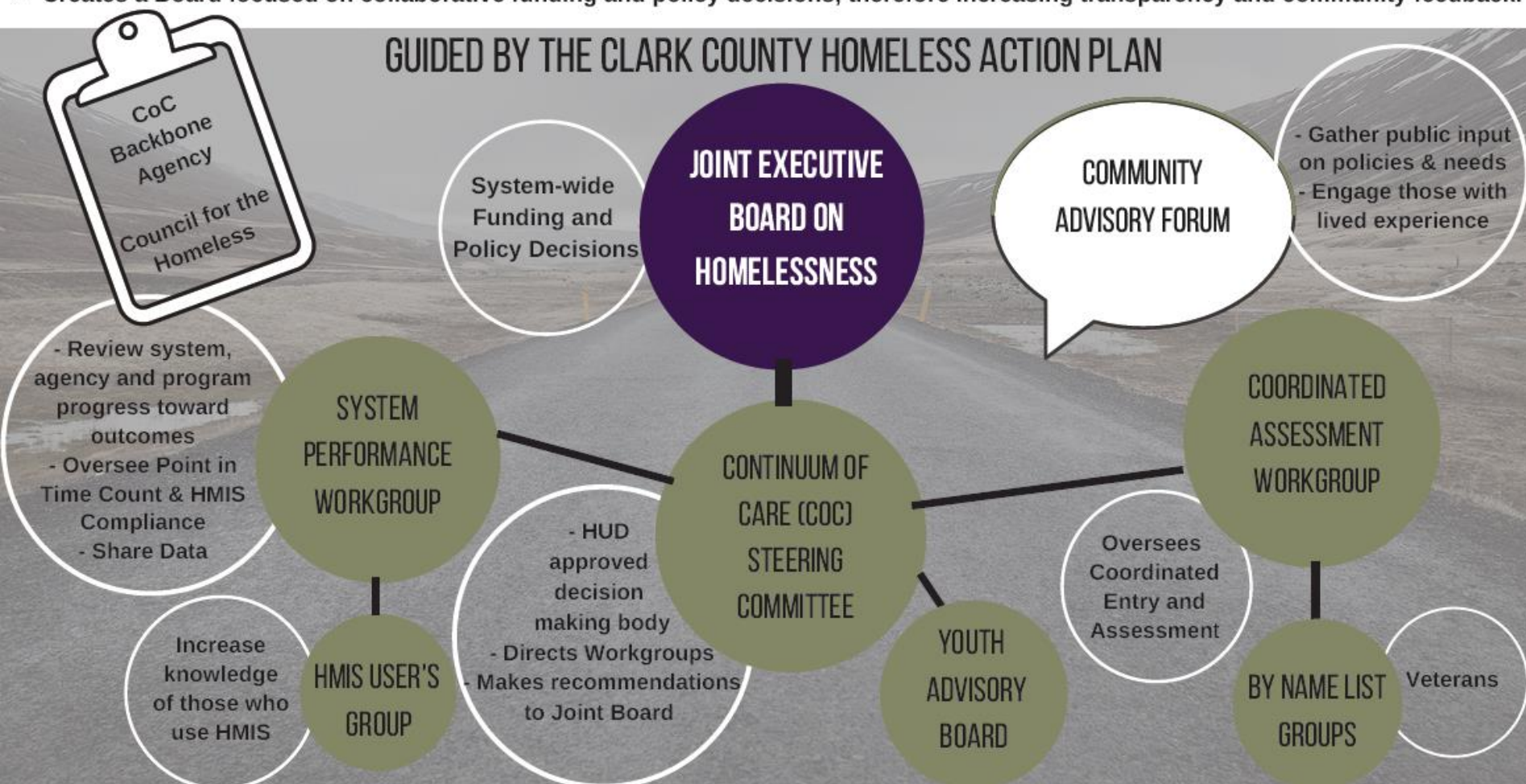
- Gather community feedback on proposed:
 - Policies, programs, focus areas, needs, etc.
- Serves Joint Board & CoC Steering
- Ad-hoc meetings, surveys, focused conversations, etc.
- Prioritize engagement for those with current & past lived experience

CLARK COUNTY/VANCOUVER CONTINUUM OF CARE (COC)

2019 PROPOSED RESTRUCTURED HOMELESS SYSTEM CONTINUUM OF CARE

- Engages all major funders (Clark County, City of Vancouver & Vancouver Housing Authority) and the community in ending homelessness by making it rare, brief and one-time.
- Coordinates the delivery of service programs to people experiencing homelessness.
- Creates a Board focused on collaborative funding and policy decisions, therefore increasing transparency and community feedback.

GUIDED BY THE CLARK COUNTY HOMELESS ACTION PLAN



Proposed CoC Reorganization Strengths

- Elected official & high level administrators at the same table.
- Creates opportunity to discuss priorities and funding at system level.
- Allow CoC Steering Committee to focus on HUD requirements.
- Memorializes community engagement forum.
- Collaborative system oversight groups becoming common across the country.
- Elected Officials move from CFTH Board to Joint Board
- Joint Board Memorandum of Agreement (MOA) & Charter vetted by attorney's, Community Foundation Group and Funder Staff

Proposed Next Steps

Vancouver City Council

- Approve Signing of the Proposed Joint Board MOA and Charter.

Clark County

- Work Session on July 17

Vancouver Housing Authority

- Signing Authority Granted in May

CFTH Board

- Prepared to Change Agency Bylaws

Proposed First Meeting: Fall 2019

System Performance Measurements

HUD / WA State Department of Commerce Performance Measurements	2017 Outcomes (Calendar Year)	2018 Outcomes (Calendar Year)
Average Length of Time Homeless	48 Days	110 Days 
Exits to Permanent Housing		
• Rapid Re-Housing (RRH)	80%	82% 
• Transitional Housing (TH)	47%	70% 
• Emergency Shelter	27%	34% 
Returns to Homelessness (Re-user Rate)	16%	28% 
• Among all Program Types	TH/RRH: 12%	TH/RRH: 16% 
Permanent Supportive Housing Stability	92%	96% 
Unsheltered Entries into all Program Types	70%	66% 



Staff Report 118-19

TO: Mayor and City Council

FROM: Eric Holmes, City Manager

DATE: 8/26/2019

SUBJECT Amendment to Local Grant Agreement for Litter Collection and Cleanup

Key Points

- Since 2017, the City and Share have collaborated on efforts to address an increase in the number of individuals living outside and in the amount of waste accumulating in the public right-of-way through Share's Talkin' Trash program.
- The Talkin' Trash program provides an opportunity for homeless individuals to benefit from taking ownership over their role as a community cleaner, receive training, obtain skills, address litter, and build and maintain a positive rapport within the community. The crew has been based out of the City's Navigation Center since shortly after it opened in November of 2018.
- Neighbors and business owners report higher incidences of litter and human waste being deposited on private property as secondary impacts of the Navigation Center operations, however, pick up of litter on private property has not been permitted under existing grant agreement terms.
- The City and Share have agreed to incorporate a new Exhibit A – Policy for Removing Litter from Private Property – into the agreement clarifying the need and parameters for expanding the scope of cleaning services performed under this Agreement.
- This proposed amendment will allow for expanded litter pickup to benefit the broader community and allow for cleanup of items that present a greater public health and/or safety concern (needles, human waste) on private property, within the nearby vicinity of the Navigation Center.
- This project provides a means to address public health and safety concerns associated with litter, and improve neighborhood livability and litter reduction, and will address the City's intent of fulfilling the Good Neighbor Commitment with the community surrounding the Navigation Center.

Strategic Plan Alignment

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

Goal 9, Objective 9.1: Create infrastructure and policies that support job creation.

Present Situation

For the last two and a half years, Share has provided litter pick up services to downtown Vancouver, public parks and other City property, including the Navigation Center, through its Talkin' Trash crew. The Talkin' Trash crew is limited to removing litter only within City right-of-way. The City's Navigation Center has been in operation for six months, and nearby residents and businesses have reported incidences of sharps (needles), human waste and other debris appearing on their private property (lawn, side yard) since operations commenced in November 2018. The Talkin' Trash crew could be deployed to enhance community trust and respect towards the Navigation Center and address health and safety concerns posed by specified human waste and debris, by picking up litter from private property within a defined boundary surrounding the Navigation Center.

If approved, funds to cover the disposal costs of litter collection from private property will be provided by the City of Vancouver's Solid Waste Program. Solid Waste program staff will work with Share staff and the Talkin' Trash crew to pilot this effort to address collection of items that present a public health and/or safety concern on private property to the benefit of these entities and the broader community. Based on favorable performance and an existing community need, staff proposes to extend approval to adjust the program to include private property litter collection within a designated zone.

Advantage(s)

1. Authorizes the City Manager to amend this grant project for private property litter collection in the area surrounding the Navigation Center.
2. The program expands the capacity of the Talkin' Trash program for additional litter collection and provides the opportunity for the City to better fulfill its Good Neighbor Commitment.

Disadvantage(s)

The increased disposal funds will minimally draw upon the Solid Waste program's professional services budget; however, facilitating community cleanup activity is an element of the fund's purpose.

Budget Impact

No additional budget impacts anticipated.

Funds for this grant come from the Solid Waste Fund. Total amount is \$160,000 for 2019.

Prior Council Review

Workshop on December 10, 2018.

Action Requested

Authorize the City Manager or designee to sign the Amendment to Local Grant Agreement for Litter Collection and Cleanup in Vancouver and Exhibit A between Share and City of Vancouver for an additional five years (until December 31, 2023).

Julie Gilbertson, Solid Waste Supervisor, 487-7162

ATTACHMENTS:

- ▣ Amended Local Grant Agreement for Litter Collection 8.26.19
- ▣ Exhibit A: Amended Local Grant Agreement 8.26.19

2019 Solid Waste Grant Program

Amended Local Grant Agreement **For Litter Collection and Cleanup in Vancouver**

This Amended Local Grant Agreement for Litter Collection and Cleanup in Vancouver (“Agreement”) is made between the City of Vancouver, a municipal corporation of the State of Washington, (“the City”) and SHARE, a Washington non-profit corporation (“Recipient”), with a mailing address of PO Box 1209, Vancouver, WA 98666-1209.

WHEREAS, the City and Recipient have an interest in finding a long term solution to homelessness and have collaborated on efforts to address an increase in the number of individuals living outside and in the amount of waste accumulating in the public right of way; and

WHEREAS, the City maintains a Solid Waste Fund with the express purpose of funding activities and programs to protect public health and the environment; and

WHEREAS, the Recipient and the City implemented a 2017 pilot project for litter collection and cleanup in designated areas of Vancouver, whereby homeless individuals work as community cleaners; and

WHEREAS, through this project homeless individuals have benefited from taking ownership over their role as community cleaners, by receiving skills and experiences that are desirable to all employers, and from understanding work culture, making them better job candidates when seeking future employment; and

WHEREAS, the Recipient and the City expanded the hours and project area in 2018; and

WHEREAS, in December 2018, the City and Recipient entered an agreement to extend the project for an additional five years, until December 31, 2023; and

WHEREAS, the project has been a success, resulting in a cleaner downtown area and assisting the hungry and homeless on a path to self-sufficiency; and

WHEREAS, on November 14, 2018, the City opened the Vancouver Navigation Center, located at 2018 Grand Boulevard, for purposes of offering a variety of services to people who are homeless; and

WHEREAS, Recipient’s community cleaners currently collect litter from the public right of way around and near the Navigation Center; and

WHEREAS, since the Navigation Center opened, neighboring property owners have reported increased incidents of litter and human waste on their properties; and

WHEREAS, in order to address the unintended impacts of Navigation Center operations and to address public health and safety concerns, the City and Recipient wish to expand the

scope of their Agreement to include collection of certain types of litter on private properties that are in close proximity to the Navigation Center, when requested by the affected property owners; and

WHEREAS, the Solid Waste fund has an adequate budget to cover the costs of the program through the proposed timeline; and

WHEREAS, the Recipient and the City (collectively, the “Parties”; individually, a “Party”) have agreed that it is appropriate to memorialize the amended terms and conditions governing the issuance of the grant and performance of the downtown litter collection program described herein.

NOW, THEREFORE, the Parties agree as follows:

1. **Grant Period.** This Agreement replaces the Local Grant Agreement For Litter Collection and Cleanup in Downtown Vancouver, executed on December 27, 2018 and shall be effective as of August 26, 2019 or the date of last signature of a Party, whichever is later, and shall terminate on December 31, 2023, unless terminated earlier as provided for in Paragraph 14 below.
2. **Statement of Purpose.** As homelessness continues to impact citizens and residents of the City of Vancouver, positive public exposure and integration stand to help alleviate community animosity towards people experiencing homelessness.

The City seeks assistance with maintaining a clean and safe downtown area and Navigation Center and Recipient seeks solutions to help homeless individuals become self-sufficient. The City of Vancouver Public Works Department - Solid Waste Division and Recipient collaborated on a pilot project in 2017 that assisted both Parties in fulfilling their missions: protecting public health and the environment and leading the hungry and homeless to self-sufficiency. The Parties have agreed to continue the project through 2023 and added hours and service area to the scope of the agreement.

3. **Scope of Work.** No material, labor, or facilities will be furnished by the City, unless otherwise provided for in this Agreement.

Recipient is responsible for selecting, organizing, and hiring a team to provide litter collection services in the designated areas of Vancouver. The team will be comprised of one (1) Program Director, one (1) Recipient Supervisor, and three (3) Community Cleaners.

Share’s current Director of the Share House Program will oversee this grant-funded program. Recipient will select the Recipient Supervisor from the public-at-large. The Recipient Supervisor will be a full time employee, working a total of forty (40) hours per week.

Community Cleaners must be selected by the Recipient from Recipient clients. Recipient clients are individuals who were homeless and are actively working towards achieving permanent housing, increasing their income, and generally engaging in healthy activities.

Community Cleaners will use litter pickup tools, gloves, and litter collection bags provided by funds from the City of Vancouver Solid Waste program to remove litter from public areas such as parks, sidewalks and medians throughout the City wherever ongoing or occasional cleanup needs are identified as well as in Vancouver with a focus on the blocks surrounding Share House, Open House, and the Navigation Center. Upon request by the respective property owners, Community Cleaners will also remove certain types of litter from private properties located in close proximity to the Navigation Center, in accordance with the Policy for Removing Litter from Private Properties ("Policy"), attached as Exhibit A, and only in the defined geographic location that is set forth in the Policy.

Community Cleaners will wear high visibility clothing and appropriate protective wear. Community Cleaners will dispose of litter only. If personal property is encountered, Community Cleaners will work in accordance with the City's procedures for addressing personal property.

The team will be assigned regular service areas for litter collection, determined in collaboration with the City and Recipient. The Supervisors will maintain regular contact with the City's designated Agreement Representative within the Public Works Department, Solid Waste Division ("City Agreement Representative"), to be informed of specific areas of need as reported by residents and businesses within the agreed upon service areas. Service requests for litter collection will be administered by City staff and communicated to Recipient through the City Agreement Representative. The City Agreement Representative is specified below and may be amended by written notice to the Recipient:

Julie Gilbertson
(360) 487-7162
Julie.Gilbertson@cityofvancouver.us

The three (3) selected Community Cleaners will be full time employees and each work forty (40) hours per week, representing a cumulative total of one hundred and twenty (120) hours per week. No less than 80% of the 120 hours per week will be performing litter collection in the community, and traveling to and from sites for cleaning. The remaining up to 20% of hours per week may be spent learning about work culture and gaining general job skills. Recipient will partner with Partners in Careers (PIC) to provide their Career Academy on-site at Share House or Recipient clients may be transported to the PIC location in order to receive career counseling. Recipient clients may also be able to receive on-going career counseling as long as they serve as Community Cleaners.

A list of possible Career Academy, work culture, and general job skills training classes may include, but is not limited to:

- Safety Procedures and Universal Precautions
- Blood Borne Pathogens and Syringe Safety training
- CPR/First Aid
- Chemical Removal
- Harassment Free Workplace
- Professionalism in the Workplace - possible activities from the basics of making your own resume and cover letter, learning how to interview, having a back-up plan for crisis, conflict resolution, dressing for the job, knowing your own communication style, being able to work with others, and related skills. Partners in Careers may be asked to cater their Career Academy Curriculum to meet the needs of the clients in the class

Remaining learning time could be spent with a PIC employment specialist providing one-on-one assistance with reaching their job training needs.

Added support for this initiative may include business and organizational endorsement in the form of logo sponsorship displayed on work attire.

4. **Grant Funds.** The City agrees to provide grant funds to the Recipient for the herein described services at a rate of \$13,323.00 USD per month, which shall be used for purposes of performing the Scope of Work outlined above. In addition, the Recipient is authorized to dispose of garbage collected under this grant agreement at Columbia Resource Company's West Van or Central Transfer Stations using the designated City account and without cost to the Recipient. Recipient may only use Grant Funds for the Scope of Work described in this Agreement. Any Grant Funds unexpended or uncommitted at the end of the Grant Period must be promptly returned to the City. The monthly payment for services may be adjusted to compensate for increases in the cost of living. Such requests for compensation shall be submitted to the City by the Recipient with documentation quantifying the increased costs.
5. **Project Reporting.** The Recipient agrees to submit a monthly progress report to the City describing the results of the project. The monthly progress report shall include:
 - a. A summary of the locations for special pickups;
 - b. An estimate of the total amount of litter/trash collected;
 - c. An estimate of the amount of litter/trash collected on private properties;
 - d. A summary of trainings that crew members received;
 - e. Suggestions for service improvements;
 - f. A breakdown of how many hours were spent collecting litter, crew prep, and training; and
 - g. An accounting of the monthly costs.
6. **Non-Discrimination.** Recipient will not discriminate in any employment practice on the basis of age; sex; race; creed; political or religious affiliation or opinion; color; national or ethnic origin; marital status; military or veteran status; genetic information; pregnancy, physical, mental or sensory disability; sexual orientation; gender identity/expression; or any other protected status under applicable law.

7. **Future Support.** No party to this Agreement makes any commitment to future support and assumes no obligation for the future support of any activity contracted for herein.
8. **Relation of the Parties.** The Recipient, its subcontractors, volunteers, agents and employees are independent contractors performing services for the City and are not employees of the City. The Recipient, its subcontractors, agents and employees, shall not, as a result of this Agreement, accrue leave, retirement, pension, insurance, bonding or any other benefits afforded to City employees. The Recipient, subcontractors, agents and employees shall not have the authority to bind the City in any way except as may be specifically provided herein.
9. **E-Verify.** If the Recipient is not already registered with the Department of Homeland Security's E-Verify program, they will need to do so within sixty (60) days after execution of this Agreement. Recipient shall ensure all Recipient employees and any subcontractors assigned to perform work under this Agreement are eligible to work in the United States. Recipient shall provide verification of compliance upon City request. Failure by Recipient to comply with this subsection shall be considered a material breach.
10. **Indemnification.** Recipient agrees to indemnify, defend, save and hold harmless the City, its officials, employees and agents from any and all liability, demands, claims, causes of action, suits or judgments, including costs, attorney fees and expenses incurred in connection therewith, of whatsoever kind or nature (including patent infringement or copyright claims) to the extent arising out of, or in connection with, or incident to, the negligent performance or willful misconduct pursuant to this Agreement. This indemnity and hold harmless shall include any claim made against the City by an employee of Recipient or subcontractor or agent even if Recipient is thus otherwise immune from liability pursuant to the workers' compensation statute, Title 51 RCW, except to the extent that such liability arises from the concurrent negligence of both the City and the Recipient, such cost, fees and expenses shall be shared between the City and the Recipient in proportion to their relative degrees of negligence. Recipient specifically acknowledges the provisions contained herein have been mutually negotiated by the parties and it is the intent of the parties that Recipient provide the broadest scope of indemnity permitted by RCW 4.24.115. Recipient is an independent contractor and responsible for the safety of its employees.
11. **Insurance.** The Recipient shall obtain and keep in force during the entire term of this Agreement, liability insurance against any and all claims for damages to person or property which may arise out of the performance of this Contract whether such work shall be by the Recipient, subcontractor or anyone directly or indirectly employed by either the Recipient or a subcontractor. The amount of coverage provided by such insurance shall be not less than One Million Dollars (\$1,000,000) combined single limit for bodily injury and property damage.

The Recipient agrees to the following requirements relating to insurance coverage:

- a. **Liability Insurance.** All liability insurance required herein shall be under a commercial general liability and business, automobile policy. The City shall be named as an additional insured with respect to all such policies and copies of all such policies shall be furnished to the City upon request.
- b. **Worker's Compensation.** The Recipient shall carry and maintain during the life of the Agreement, Worker's Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of Recipient's employees engaged in the performance of the work or services under or pursuant to this Agreement, and Employer's Liability insurance of not less than one million dollars (\$1,000,000) for each accident, five hundred thousand dollars (\$500,000) for each disease for each employee and one million dollars (\$1,000,000) for each disease policy limit.
- c. **Employment Security.** The Recipient shall comply with all employment security laws of the state in which services are provided, and shall timely make all required payments in connection therewith.
- d. **Professional Liability Insurance.** The Recipient shall obtain and keep in force during the entire term of this Agreement, professional liability insurance (errors and omissions) against any and all claims for damages to person or property which may arise out of the performance of this Contract whether such work shall be by the Recipient, subcontractor or anyone directly or indirectly employed by either the Recipient or a subcontractor. The amount of coverage provided by such insurance shall be not less than Five Hundred Thousand Dollars (\$500,000) combined single limit. Professional liability insurance must be written on a "claims made" basis and must be indicated on the certificate. The City must be listed as the certificate holder.

Recipient shall provide evidence of all insurance required, at the City's request, by submitting an insurance certificate to the City on a standard "Acord" or comparable form.

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

To the City:
 Julie Gilbertson
 Solid Waste Supervisor
 City of Vancouver
 P.O. Box 1995
 Vancouver, WA 98668

To the Recipient:
 Amy Reynolds
 Deputy Director
 Share
 2306 NE Andresen Rd.
 Vancouver, WA 98661

13. **Ownership of Property/Materials.** Ownership of all property or materials acquired with grant funds in the course of performing the tasks related to this Agreement shall vest in

the Recipient. The City shall have no responsibility to the Recipient in the event of the loss or damage of the property or materials so acquired.

14. **Termination.** Either Party may terminate this Agreement for any reason upon giving the other Party at least ninety (90) days prior written notice.
15. **Entire Agreement.** This Agreement incorporates all the agreements, exhibits, covenants and understanding between the parties. No prior agreement or prior understanding, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless set forth in this Agreement.
16. **Amendment.** Any amendments, changes or alternations to this Agreement shall be in writing and approved by both Parties.
17. **Assignment.** Neither Party shall have the right to transfer or assign, in whole or in part, any or all of its obligations and rights hereunder without the prior written consent of the other Party.
18. **Compliance with the Law.** The Recipient agrees to comply with all relevant, federal, state and municipal laws, rules and regulations, including but not limited to, compliance with any state or local business license requirements and insuring that no employee or applicant for employment is discriminated against because of any legally protected status in performance of this Agreement. A breach of this provision shall be considered a material breach of this Agreement.
19. **Governing Law/Venue.** This Agreement shall be deemed to have been executed and delivered within the State of Washington, and the rights and obligations of the parties hereunder shall be construed and enforced in accordance with, and governed by, the laws of the State of Washington without regard to the principles of conflict of laws. The Recipient shall have legal authority to enter into this agreement and be at least 18 years of age. Any action or suit brought in connection with this Agreement shall be brought in the Superior Court of Clark County, Washington.
20. **Right to Review.** The Recipient shall maintain books, records, documents and other materials that sufficiently and properly reflect all expenditures made pursuant to this Agreement. The City shall have full access and the right to examine and copy, during normal business hours, all of the records of the Recipient with respect to matters covered in this Agreement. Such rights shall last for six (6) years from the date the disbursement is made hereunder.

IN WITNESS WHEREOF, the authorized representatives of the parties have executed this Agreement on the dates indicated below.

For the **CITY**:

City of Vancouver, WA
A municipal corporation

Eric Holmes, City Manager

Dated: _____

Attest:

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

Approved as to Form:

Jonathan Young, Acting City Attorney

For the **RECIPIENT**:

Share,
A Washington non-profit corporation

Signature:

By: Printed Name / Title

Dated: _____

Amended Local Grant Agreement

For Litter Collection and Cleanup in Downtown Vancouver

Exhibit A: Policy for Removing Litter from Private Properties

1. **Purpose.** This establishes the policies and procedures governing the collection of litter from private properties around the Navigation Center, located at 2018 Grand Boulevard, under the scope of work in the Amended Local Grant Agreement For Litter Collection and Cleanup in Downtown Vancouver (the “Agreement”), entered between the City of Vancouver (the “City”) and SHARE (“Recipient”).

2. **Geographic Scope of Litter Cleanup on Private Properties.** Recipient’s Community Cleaners may only pick up litter on private properties that are located within the geographic area identified in the map that is attached to this Policy as Figures 1.1 and 1.2.

3. **Types of Litter Collected.** Community Cleaners may only collect the following types of litter from private properties: (1) Sharps waste, such as hypodermic needles and syringes with needles attached, needle caps (2) Human fecal waste, (3) Isolated food waste items, such as cans, bottles, and fast food packaging, and (4) Discarded cigarettes and cigarette butts. Community Cleaners may not remove clothing, furniture, bedding, large trash bags of garbage and other large items from private properties under the Agreement.

4. **Permission to Enter Private Property Necessary.** Community Cleaners will not enter private properties to remove litter unless specifically authorized to do so by the property owner or legal tenant. This policy must be followed without exception.

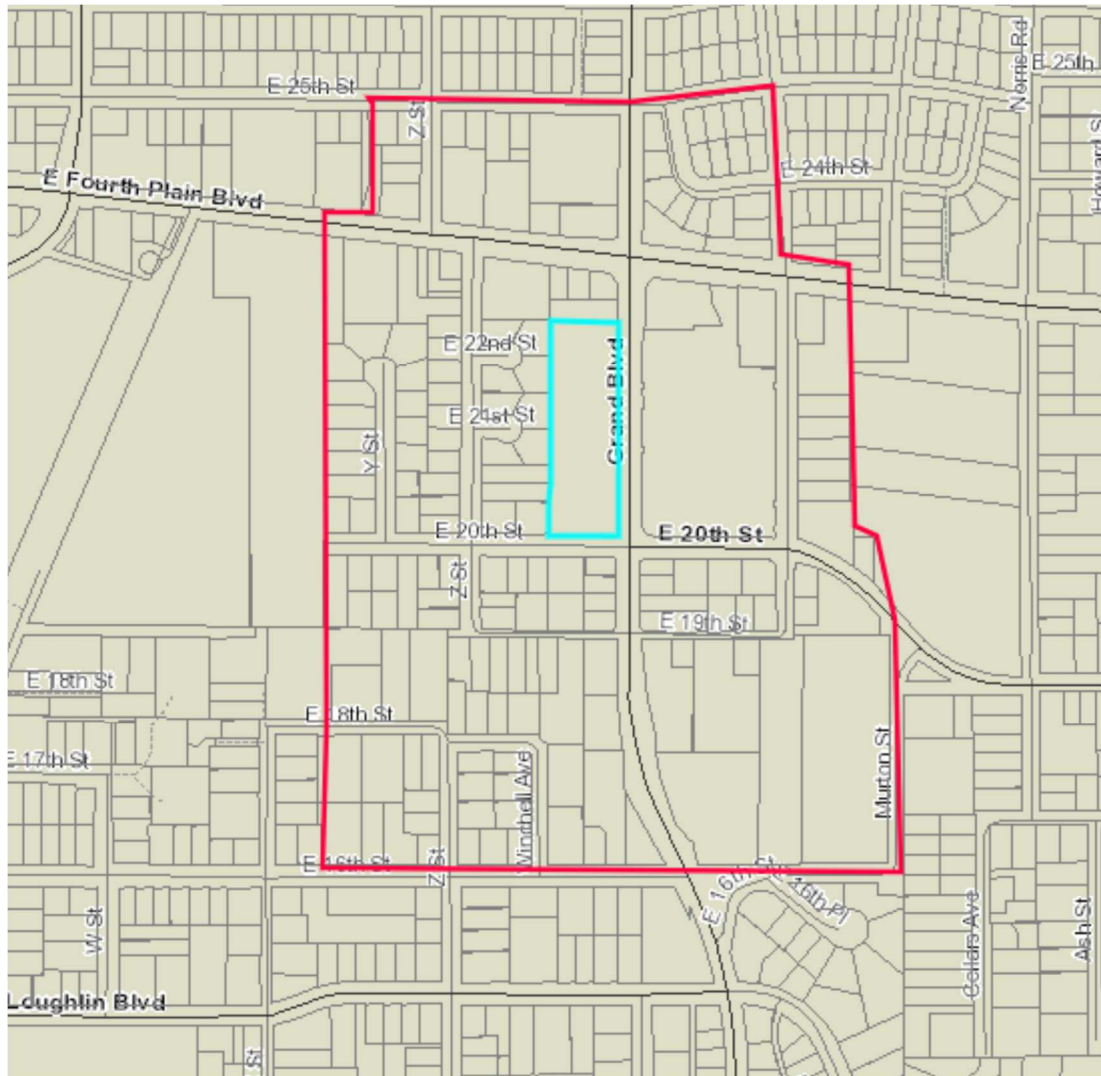
Permission may be provided by a property owner or lawful tenant either verbally, by telephone or in person, or in writing, by email or through other written correspondence. Oral permission must be documented on a written form. All permissions (written or oral) shall include the following information:

1. The name and address of the property owner (or tenant if the property is leased).
2. The date and time permission was provided by the property owner or tenant.
3. If verbal permission, whether it was provided over the phone or in person.
4. If verbal permission is provided by phone, the phone number of the property owner or tenant.
5. Other pertinent information, if any, such as a description of litter to be removed, date/time the litter was removed.

Residents and business owners may report the presence of litter on their property by contacting the Recipient or designated City Operations. City employees may obtain a property owner’s permission on behalf of Recipient, but must send Recipient a copy of the permission by email as soon as practicable. Recipient shall keep all permissions on file for a minimum of three (3) years. The City may request to review the documented permissions in accordance with Section 20 of the Amended Local Grant Agreement For Litter Collection and Cleanup in Vancouver.

5. **Responsibility.** Recipient is responsible for ensuring that the policies and procedures set forth in this Policy are adhered to by Community Cleaners and the Recipient Supervisor.

Figure 1.1





Staff Report 119-19

TO: Mayor and City Council

FROM: Eric Holmes, City Manager

DATE: 8/26/2019

SUBJECT Addendum to City Manager Employment Agreement

Key Points

- The employment agreement between the City and the City Manager calls for an annual performance evaluation and compensation adjustment.
- Council conducted the evaluation during July and August 2019.
- Based on the evaluation, a compensation adjustment of 5.25% is being proposed.

Strategic Plan Alignment

N/A

Present Situation

Council Policy 100-31A, as well as the employment agreement between the City and the City Manager, calls for an annual performance evaluation and compensation adjustment. Council conducted the evaluation during July and August 2019. Based on the evaluation, a compensation adjustment of 5.25% is reflected in the addendum.

Advantage(s)

Approval of this Addendum would fulfill the Council's obligation to annually evaluate the performance and compensation of the City Manager.

Disadvantage(s)

The cost of the adjustment is \$13,290.69 per year.

Budget Impact

None. There is sufficient capacity to cover the cost of the adjustment in the context of the current approved budget, which is approximately \$500 million annually.

Prior Council Review

Council reviewed the performance of the City Manager in executive sessions on July 1, August 5 and August 19, 2019.

Action Requested

Approve the Addendum to City Manager Employment Agreement and authorize the Mayor to execute the same.

Jonathan Young, Acting City Attorney, 487-8500

ATTACHMENTS:

- ▣ Addendum to the City Manager Employment Agreement

ADDENDUM TO CITY MANAGER EMPLOYMENT AGREEMENT

This is an Addendum to the Employment Agreement between the City of Vancouver and Eric Holmes, City Manager, dated November 1, 2010, as last amended by Addendum dated July 16, 2018. Changes in the Employment Agreement are authorized to be accomplished by a written addendum signed by both parties.

WHEREAS, the City Manager Employment Agreement provides for a performance evaluation of the Manager on an annual basis; and

WHEREAS, the performance evaluation was initiated in July 2019 and completed on August 19, 2019; and

WHEREAS, based on the Manager's excellent performance during his previous year of employment, Council has authorized certain changes in compensation and benefits reflected herein, effective June 1, 2019; and

WHEREAS, such changes were approved by the City Council in open public meeting on August 26, 2019.

NOW THEREFORE, the City Manager Employment Agreement is hereby modified as follows:

1. Section 3(A) is hereby further amended to provide that the City Manager's base salary shall increase from \$253,156.07 to \$266,446.76 which reflects a 5.25% increase.
2. Section 4 is hereby further amended to provide that the base salary by which to compute the amount of deferred compensation to be paid annually shall increase from \$253,156.07 to \$266,446.76.
3. This Addendum in no way alters any other provisions of the City Manager Employment Agreement dated November 1, 2010, or as subsequently amended.
4. This Addendum shall be effective as of June 1, 2019.

DATED this _____ day of August, 2019.

CITY OF VANCOUVER, a municipal corporation

ERIC HOLMES, City Manager

By: _____
Anne McEnery-Ogle, Mayor

By: _____
Eric Holmes

APPROVED AS TO FORM:

ATTEST:

Jonathan Young, Acting City Attorney

Natasha Ramras, City Clerk



Item #5.

TO: Mayor and City Council

FROM: Eric Holmes, City Manager

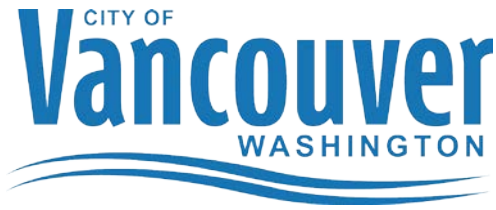
DATE: 8/26/2019

SUBJECT Appointments to the Culture, Art and Heritage Commission

Action Requested

Appoint Beth Harrington, Linda Reid and Kevin Weaver with terms beginning immediately and expiring December 31, 2021; Alex Gall, Lee Rafferty, Christine Richardson with terms beginning immediately and expiring December 31, 2022; Tracy Fortmann, Maureen Montague with terms beginning immediately and expiring December 31, 2023 and the appointment of Lynne Bowden as the Vancouver representative from the Clark County Arts Commission with a term beginning immediately and expiring December 31, 2023.

ATTACHMENTS:



MEMORANDUM

DATE: Monday, August 26, 2019

TO: Mayor and City Councilmembers

FROM: Mayor Anne McEnerny-Ogle
Council Subcommittee 1, Councilmembers Hansen, Glover, and Paulsen
Council Subcommittee 2, Councilmembers Turlay, Stober and Lebowsky

CC: Eric J. Holmes, City Manager
Michelle Bartley, Boards & Commissions

RE: Recommendations for Appointment's to the Cultural, Arts and Heritage Commission

The purpose of the Culture, Arts & Heritage Commission is to oversee the implementation of the City's Culture, Arts & Heritage Plan which will facilitate the development and promotion of a thriving cultural, arts and heritage environment in the City of Vancouver through programs, ownership of physical assets including buildings and public art and through community partnerships.

The Mayor and Council Subcommittee's 1 and 2 all interviewed candidates for the Culture, Arts & Heritage Commission. Based on those interviews, we are recommending the appointments of Beth Harrington, Linda Reid and Kevin Weaver with terms beginning immediately and expiring December 31, 2021; Alex Gall, Lee Rafferty, Christine Richardson with terms beginning immediately and expiring December 31, 2022; Tracy Fortmann, Maureen Montague with terms beginning immediately and expiring December 31, 2023 and the appointment of Lynne Bowden as the Vancouver representative from the Clark County Arts Commission with a term beginning immediately and expiring December 31, 2023.

If there are no objections, we would like to make these appointments at the **Monday, August 26, 2019** Council meeting.

Attachments:
Applications



Item #6.

TO: Mayor and City Council

FROM: Eric Holmes, City Manager

DATE: 8/26/2019

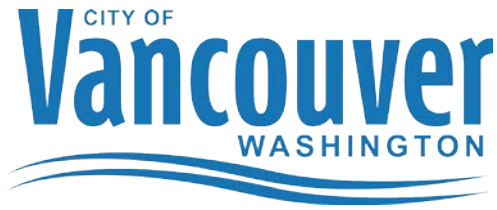
SUBJECT Appointment to the Lodging Tax Advisory Committee

Action Requested

Appoint Richard Burrows for a mid-term appointment to the Lodging Tax Advisory Committee, term beginning immediately, and expiring September 30, 2020.

Councilmembers Turlay, Stober and Lebowsky

ATTACHMENTS:



MEMORANDUM

DATE: Monday, August 26, 2019

TO: Mayor and City Councilmembers

FROM: Council Committee II (Turlay, Stober and Lebowsky)

CC: Eric J. Holmes, City Manager
Michelle Bartley, Boards & Commissions

RE: Recommendation for Mid-Term Appointment to the Lodging Tax Advisory Committee
--

The Lodging Tax Advisory Committee was formed under RCW67.28.1817 which requires any City or County that wishes to impose a new hotel-motel tax, raise the rate of an existing tax, repeal an exemption from hotel-motel tax or change the use of the tax proceeds to form a hotel-motel tax advisory committee. The purpose of the Vancouver Lodging Tax Advisory Committee is to make recommendations to the Vancouver City Council regarding expenditures of lodging tax revenue. The Lodging Tax Advisory Committee has a minimum of 5 members including a non-voting chair. The committee is chaired by a Vancouver City Councilmember. 50% of the members must represent businesses that are required to collect the hotel-motel tax. 50% of the members of the committee must be staff, board members or volunteers from organizations or activities that are authorized to be funded by this tax.

Committee II recommends the mid-term appointment of Richard Burrow, term beginning immediately and expiring September 30, 2020.

If there are no objections, I would like to make this appointment at the **Monday, August 26, 2019** Council meeting.

Attachments:
Application
Current Roster

VOUCHER APPROVAL

We, the undersigned council members of the City of Vancouver, Clark County, Washington, do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of:

\$ 7,912,104.89 this 26th day of August 2019.

MAYOR

COUNCILMEMBER



AUDITING OFFICER

COUNCILMEMBER

DATE	INCLUSIVE CHECK NUMBERS	CHECK TOTAL
August 13 - August 19	Accounts Payable Checks (see attached)	\$ 7,904,539.77
August 13 - August 19	Hansen City Payments (see attached)	\$ 5,351.63
August 13 - August 19	Visa Refunds (see attached)	\$ 2,213.49
August 13 - August 19	Payroll Checks (see attached)	\$0.00
TOTAL		\$ 7,912,104.89

INVOICE PAYMENTS REPORT

<u>Payment Category</u>	<u>Payment Type</u>	<u>Check Number</u>	<u>Payment Date</u>	<u>Payment Amount</u>	<u>Payment Payee</u>	<u>Payment Memo if applicable</u>
Supplier Payment	Manual Wire		8/8/2019	618.82	Keybank National Association	
Supplier Payment	Manual Wire		8/9/2019	33,274.58	Gallagher Bassett Services Inc	
Supplier Payment	Manual Wire		8/12/2019	575,155.09	Operations Management International Inc	
Supplier Payment	Manual Wire		8/12/2019	849,662.79	Operations Management International Inc	
Supplier Payment	Manual Wire		8/13/2019	1,225.35	Government Revenue Solutions Holdings I LLC	
Supplier Payment	Manual Wire		8/13/2019	20,361.00	State of Oregon Department of Revenue	
Procurement Card Payment	Manual Wire		8/14/2019	642,420.29	CoV Procurement Card	PNC payment
Supplier Payment	Manual Wire		8/14/2019	772,206.09	State of Washington Department of Retirement System (PERS)	
Supplier Payment	Manual Wire		8/15/2019	587,130.57	Operations Management International Inc	
Supplier Payment	Manual Wire		8/15/2019	2,691,108.83	Operations Management International Inc	
Supplier Payment	Manual Wire		8/15/2019	252.00	State of Washington Department of Licensing	
Expense Payment	Direct Deposit	EFT-00017850	8/13/2019	93.14	Joseph Lenahan	Employee Reimbursement
Expense Payment	Direct Deposit	EFT-00017851	8/13/2019	135.50	Dale Barnette	Employee Reimbursement
Expense Payment	Direct Deposit	EFT-00017852	8/13/2019	119.24	Tyler Dillmon	Employee Reimbursement
Expense Payment	Direct Deposit	EFT-00017853	8/13/2019	35.32	Julie Hannon	Employee Reimbursement
Expense Payment	Direct Deposit	EFT-00017854	8/13/2019	8.24	Cori Barton	Employee Reimbursement
Expense Payment	Direct Deposit	EFT-00017855	8/13/2019	544.77	Steve Kaspan	Employee Reimbursement
Cash Advance Payment	Direct Deposit	EFT-00017856	8/13/2019	319.32	Jen Thomas	Travel Advance
Cash Advance Payment	Direct Deposit	EFT-00017857	8/13/2019	206.00	Troy Price	Travel Advance
Cash Advance Payment	Direct Deposit	EFT-00017858	8/13/2019	266.00	James McElvain	Travel Advance
Cash Advance Payment	Direct Deposit	EFT-00017859	8/13/2019	494.00	Roger Evans	Travel Advance
Cash Advance Payment	Direct Deposit	EFT-00017860	8/13/2019	326.00	Michael Githens	Travel Advance
Cash Advance Payment	Direct Deposit	EFT-00017862	8/15/2019	206.25	Steven Dobbs	Travel Advance
Cash Advance Payment	Direct Deposit	EFT-00017863	8/15/2019	273.50	Greg Catton	Travel Advance
Cash Advance Payment	Direct Deposit	EFT-00017864	8/15/2019	328.00	Patrick Kennedy	Travel Advance
Cash Advance Payment	Direct Deposit	EFT-00017865	8/15/2019	60.00	Lee Gelsinger	Travel Advance
Cash Advance Payment	Direct Deposit	EFT-00017866	8/15/2019	273.50	Julie Ballou	Travel Advance
Cash Advance Payment	Direct Deposit	EFT-00017867	8/15/2019	185.60	Judith Bailey	Travel Advance
Cash Advance Payment	Direct Deposit	EFT-00017868	8/15/2019	227.75	Danielle Wass	Travel Advance
Cash Advance Payment	Direct Deposit	EFT-00017869	8/15/2019	273.50	Jeremy Free	Travel Advance
Cash Advance Payment	Direct Deposit	EFT-00017870	8/15/2019	205.50	Ross Keys	Travel Advance
Expense Payment	Direct Deposit	EFT-00017871	8/15/2019	536.00	Michelle Cary	Employee Reimbursement
Expense Payment	Direct Deposit	EFT-00017872	8/15/2019	185.80	William Elmer	Employee Reimbursement
Expense Payment	Direct Deposit	EFT-00017873	8/15/2019	150.00	Blake Cothren	Employee Reimbursement
Expense Payment	Direct Deposit	EFT-00017874	8/15/2019	100.00	James Bullinger	Employee Reimbursement
Expense Payment	Direct Deposit	EFT-00017875	8/15/2019	34.05	Jude Blocker	Employee Reimbursement
Expense Payment	Direct Deposit	EFT-00017876	8/15/2019	103.00	William Bjerke	Employee Reimbursement
Expense Payment	Direct Deposit	EFT-00017877	8/15/2019	13.50	Steve Savage	Employee Reimbursement

INVOICE PAYMENTS REPORT

Payment Category	Payment Type	Check Number	Payment Date	Payment Amount	Payment Payee	Payment Memo if applicable
Expense Payment	Direct Deposit	EFT-00017878	8/15/2019	7.50	Suzanne Hebert	Employee Reimbursement
Expense Payment	Direct Deposit	EFT-00017879	8/15/2019	54.06	James Fields	Employee Reimbursement
Expense Payment	Direct Deposit	EFT-00017880	8/15/2019	13.50	Jamie Haske	Employee Reimbursement
Expense Payment	Direct Deposit	EFT-00017881	8/15/2019	57.00	Jeremy Vanroyce	Employee Reimbursement
Supplier Payment	Check	4204	8/15/2019	82,576.82	Del Sol Inc	
Supplier Payment	Check	4205	8/18/2019	2,500.00	Design Vancouver, LLC	
Supplier Payment	Check	4207	8/15/2019	300.00	Dominic Hunter	
Supplier Payment	Check	4218	8/19/2019	582.60	Ferguson Enterprises - Remit-To: Ferguson - Dallas	
Ad Hoc Payment	Check	4375	8/14/2019	66.97	Brandon W. Kyniston	Utility Refunds: 0112093024-04
Ad Hoc Payment	Check	4376	8/14/2019	35.90	Brawner,James and Karen	Utility Refunds: 0002000112-01
Ad Hoc Payment	Check	4377	8/14/2019	86.82	Bunnell,Zachariah	Utility Refunds: 0002000112-01
Ad Hoc Payment	Check	4378	8/14/2019	100.00	Clark,Lorna	Utility Refunds: 0002000112-01
Ad Hoc Payment	Check	4379	8/14/2019	140.00	Dettmann,Brett and Kimberly	Utility Refunds: 0000002355-02
Ad Hoc Payment	Check	4380	8/14/2019	99.76	Estate of Melissa A Dalsing	Utility Refunds: 0047012000-04
Ad Hoc Payment	Check	4381	8/14/2019	150.00	Gillis,Frederick and Doris	Utility Refunds: 0002000112-01
Ad Hoc Payment	Check	4382	8/14/2019	21.84	Hamilton,Gregory A	Utility Refunds: 0065025612-21
Ad Hoc Payment	Check	4383	8/14/2019	75.23	Hamilton,Gregory A	Utility Refunds: 0065025612-21
Ad Hoc Payment	Check	4384	8/14/2019	4.82	Herontide LLC	Utility Refunds: 0000003954-02
Ad Hoc Payment	Check	4385	8/14/2019	32.71	Herontide LLC	Utility Refunds: 0000004105-02
Ad Hoc Payment	Check	4386	8/14/2019	86.50	Herontide LLC	Utility Refunds: 0000004114-02
Ad Hoc Payment	Check	4387	8/14/2019	42.70	Herontide LLC	Utility Refunds: 0000003959-02
Ad Hoc Payment	Check	4388	8/14/2019	8.65	Herontide LLC	Utility Refunds: 0000004114-02
Ad Hoc Payment	Check	4389	8/14/2019	86.50	Jones,Christy F	Utility Refunds: 0000004114-02
Ad Hoc Payment	Check	4390	8/14/2019	69.08	Katherina & Anthony Bancel	Utility Refunds: 0080064300-20
Ad Hoc Payment	Check	4391	8/14/2019	173.62	Katherina & Anthony Bancel	Utility Refunds: 0080064300-20
Ad Hoc Payment	Check	4392	8/14/2019	185.09	Kilborn,Brittini	Utility Refunds: 0129001030-07
Ad Hoc Payment	Check	4393	8/14/2019	19.22	Martin,Shawn	Utility Refunds: 0002000112-01
Ad Hoc Payment	Check	4394	8/14/2019	65.49	Nessly,Barry and Kristen	Utility Refunds: 0096450102-05
Ad Hoc Payment	Check	4395	8/14/2019	146.76	Real Property Management Vancouver	Utility Refunds: 0138001956-06
Ad Hoc Payment	Check	4396	8/14/2019	181.18	Roque & Carol Mentele	Utility Refunds: 0027015400-03
Ad Hoc Payment	Check	4397	8/14/2019	798.39	Shierman,James	Utility Refunds: 0024020800-01
Ad Hoc Payment	Check	4398	8/14/2019	1,646.17	Shierman,James	Utility Refunds: 0024020800-01
Ad Hoc Payment	Check	4399	8/14/2019	43.38	Shierman,James	Utility Refunds: 0024020800-01
Ad Hoc Payment	Check	4400	8/14/2019	166.38	Summerfield Homes LLC	Utility Refunds: 0114008572-18
Ad Hoc Payment	Check	4401	8/14/2019	129.00	Vaughan,Traci Shea	Utility Refunds: 0002000112-01
Ad Hoc Payment	Check	4402	8/14/2019	1,000.00	Alex Feldshtein	refund CIVCGOV
Ad Hoc Payment	Check	4403	8/14/2019	47.65	Arlys K Borjesson	190814
Ad Hoc Payment	Check	4404	8/14/2019	24.00	Becky J Anderson	2004696.058
Ad Hoc Payment	Check	4405	8/14/2019	73.52	Beverly Schubert	190814
Ad Hoc Payment	Check	4406	8/14/2019	100.00	Blair Hardy	190808
Ad Hoc Payment	Check	4407	8/14/2019	100.00	Brian Visocky	190808
Ad Hoc Payment	Check	4408	8/14/2019	79.00	Brookdale Fishers Landing	refund CIVICGOV
Ad Hoc Payment	Check	4409	8/14/2019	12.90	Bruce Overbay	190814
Ad Hoc Payment	Check	4410	8/14/2019	90.48	Comfort Interiors	refund pkg permit COV05877
Ad Hoc Payment	Check	4411	8/14/2019	90.48	Comfort Interiors	refund pkg permit COV00145
Ad Hoc Payment	Check	4412	8/14/2019	48.00	Crosswords Community Church	refund CIVICGOV
Ad Hoc Payment	Check	4413	8/14/2019	39.64	David Jacky	190814
Ad Hoc Payment	Check	4414	8/14/2019	650.00	Daybreak Early Learning Center	refund business license
Ad Hoc Payment	Check	4415	8/14/2019	17.40	Duke Silva	190814

INVOICE PAYMENTS REPORT

<u>Payment Category</u>	<u>Payment Type</u>	<u>Check Number</u>	<u>Payment Date</u>	<u>Payment Amount</u>	<u>Payment Payee</u>	<u>Payment Memo if applicable</u>
Ad Hoc Payment	Check	4416	8/14/2019	20.00	Eastland Sushi and Asian Cuisine	refund alarms
Ad Hoc Payment	Check	4417	8/14/2019	1,383.96	Erik & Robin Morris	SCIP reimbursement - Morris
Ad Hoc Payment	Check	4418	8/14/2019	48.00	Evergreen Station Chevron	refund CIVICGOV
Ad Hoc Payment	Check	4419	8/14/2019	48.00	Fishers Mill Apartments	refund CIVICGOV
Ad Hoc Payment	Check	4420	8/14/2019	98.23	Francis Colls	refund pkg permit COV06839
Ad Hoc Payment	Check	4421	8/14/2019	916.25	Jeanne L Meyer	refund business lic
Ad Hoc Payment	Check	4422	8/14/2019	137.11	John Hust	190808
Ad Hoc Payment	Check	4423	8/14/2019	24.00	Julie Wynn	2004691.058
Ad Hoc Payment	Check	4424	8/14/2019	200.00	Ke Kukui Foundation	2000846.012
Ad Hoc Payment	Check	4425	8/14/2019	50.32	La'Qrisha Hall	refund pkg permit COV08433
Ad Hoc Payment	Check	4426	8/14/2019	100.00	LeAnn Clinton	20190729
Ad Hoc Payment	Check	4427	8/14/2019	49.84	Linda Thompson	190814
Ad Hoc Payment	Check	4428	8/14/2019	300.00	Maribel Sonanes Salgado	2004671.058
Ad Hoc Payment	Check	4429	8/14/2019	19,972.70	Northwest Landcare LLC	inv #166 - Pryor
Ad Hoc Payment	Check	4430	8/14/2019	3,685.60	Northwest Landcare LLC	inv #164
Ad Hoc Payment	Check	4432	8/14/2019	6,731.25	Pacific Siteworks	Inv #1154- Hart
Ad Hoc Payment	Check	4433	8/14/2019	100.00	Paul Gomes	190808
Ad Hoc Payment	Check	4434	8/14/2019	500.00	PCS	refund Prop Maint Code Viol
Ad Hoc Payment	Check	4435	8/14/2019	19.80	Roger Rohwedder	190814
Ad Hoc Payment	Check	4436	8/14/2019	77.00	Steven Forgette	060219 OTOA
Ad Hoc Payment	Check	4437	8/14/2019	22.40	Susan Robins	190814
Ad Hoc Payment	Check	4438	8/14/2019	18.82	Suzan Heglin	190814
Ad Hoc Payment	Check	4439	8/14/2019	29.00	Valerie Deming	190814
Ad Hoc Payment	Check	4440	8/14/2019	48.00	Vanport Rigging Co	refund CIVICGOV
Ad Hoc Payment	Check	4441	8/14/2019	48.00	VFD Equipment Services	refund CIVICGOV
Ad Hoc Payment	Check	4442	8/14/2019	48.00	Vista Del Rio - Maintenance/Hydrant	refund CIVICGOV
Ad Hoc Payment	Check	4443	8/14/2019	20.00	Warehouse 23	refund alarm
Supplier Payment	Check	4444	8/14/2019	2,790.00	4M Consulting Group LLC	
Supplier Payment	Check	4445	8/14/2019	288.00	Accurate Corporate Services Inc	
Supplier Payment	Check	4446	8/14/2019	10,260.00	Action Onsite Inc	
Supplier Payment	Check	4447	8/14/2019	21,663.63	Action Technology Systems	
Supplier Payment	Check	4448	8/14/2019	210,924.50	Advanced Excavating Specialists LLC	
Supplier Payment	Check	4449	8/14/2019	1,671.36	Advance Stores Company Incorporated - Remit-To: Advance Auto Parts - Atlanta	
Supplier Payment	Check	4450	8/14/2019	26.88	Airgas, Inc	
Supplier Payment	Check	4451	8/14/2019	10,890.30	Albina Holdings Inc	
Supplier Payment	Check	4452	8/14/2019	14,935.32	A-Line Asphalt Maintenance Inc	
Supplier Payment	Check	4453	8/14/2019	6,350.00	Allegis Group Holdings Inc - Remit-To: TekSystems Inc - Atlanta	
Supplier Payment	Check	4454	8/14/2019	60.90	American Sani-Can	
Supplier Payment	Check	4455	8/14/2019	446.92	Aramark Uniform & Career Apparel LLC - Remit-To: Aramark - Pasadena	
Supplier Payment	Check	4456	8/14/2019	505.26	Archaeological Services LLC	
Supplier Payment	Check	4457	8/14/2019	48,540.51	Aronson Security Group	
Supplier Payment	Check	4458	8/14/2019	56.00	Ashley Webb	
Supplier Payment	Check	4459	8/14/2019	12,256.86	Blairco Inc	
Supplier Payment	Check	4460	8/14/2019	1,739.48	Bound Tree Medical LLC	
Supplier Payment	Check	4461	8/14/2019	1,123.75	Buell Realtime Reporting	
Supplier Payment	Check	4462	8/14/2019	124,148.99	CECO Inc	
Supplier Payment	Check	4463	8/14/2019	400.14	Cellco Partnership - Remit-To: Cellco - Dallas	
Supplier Payment	Check	4464	8/14/2019	18,955.15	Cellebrite Inc	

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

INVOICE PAYMENTS REPORT

<u>Payment Category</u>	<u>Payment Type</u>	<u>Check Number</u>	<u>Payment Date</u>	<u>Payment Amount</u>	<u>Payment Payee</u>	<u>Payment Memo if applicable</u>
Supplier Payment	Check	4465	8/14/2019	47,406.38	Centennial Contractors Ent Inc	
Supplier Payment	Check	4466	8/14/2019	522.50	Centext Legal Services LLC	
Supplier Payment	Check	4467	8/14/2019	9,609.00	CFM Strategic Communications Inc	
Supplier Payment	Check	4468	8/14/2019	1,565.25	Cintas Fire Protection - Remit-To: Cintas Fire Protection - Cincinnati	
Supplier Payment	Check	4469	8/14/2019	3,995.00	City Electric Co of WA	
Supplier Payment	Check	4470	8/14/2019	2,531.29	City of Battle Ground - Remit-To: City of Battle Ground PD	
Supplier Payment	Check	4471	8/14/2019	398.00	City of Vancouver - Remit-To: COV Main	
Supplier Payment	Check	4472	8/14/2019	750.60	Clark County - Remit-To: Clark County - Sheriff	
Supplier Payment	Check	4473	8/14/2019	26,878.81	Clark County - Remit-To: Clark County - Treasurer	
Supplier Payment	Check	4474	8/14/2019	147.70	Vancouver	
Supplier Payment	Check	4475	8/14/2019	9,503.27	Clark County Title Company	
Supplier Payment	Check	4476	8/14/2019	12,520.50	Columbia Resource Company	
Supplier Payment	Check	4477	8/14/2019	136.83	Comcast	
Supplier Payment	Check	4478	8/14/2019	9,111.08	Corporate Translation Services Inc	
Supplier Payment	Check	4479	8/14/2019	4,322.34	CUES Inc - Remit-To: CUES Inc - Cincinnati	
Supplier Payment	Check	4480	8/14/2019	589.38	Day Management Corp - Remit-To: Day Wireless - Milwaukee	
Supplier Payment	Check	4481	8/14/2019	596.20	DSU Peterbilt & GMC Inc	
Supplier Payment	Check	4482	8/14/2019	3,666.38	Dynamic Sales and Service	
Supplier Payment	Check	4483	8/14/2019	2,028.28	Eagle Newspaper Inc	
Supplier Payment	Check	4484	8/14/2019	275.00	Emerald Services Inc	
Supplier Payment	Check	4485	8/14/2019	1,251.84	ERF Company Inc	
Supplier Payment	Check	4486	8/14/2019	850.00	Eric Atwell	
Supplier Payment	Check	4487	8/14/2019	8,308.32	Examworks Inc - Remit-To: Examworks - Lawrenceville	
Supplier Payment	Check	4488	8/14/2019	5,499.50	Fire Systems West	
Supplier Payment	Check	4489	8/14/2019	146,697.84	Fitch and Associates	
Supplier Payment	Check	4490	8/14/2019	4,554.64	Folden Construction	
Supplier Payment	Check	4491	8/14/2019	3,071.41	G4S Compliance & Investigations Inc.	
Supplier Payment	Check	4492	8/14/2019	339.99	Gallagher Bassett Services Inc	
Supplier Payment	Check	4493	8/14/2019	1,206.49	Galls LLC	
Supplier Payment	Check	4494	8/14/2019	6,133.35	General Networks Corp	
Supplier Payment	Check	4495	8/14/2019	6,929.03	Genuine Parts Company - Remit-To: NAPA - Los Angeles	
Supplier Payment	Check	4496	8/14/2019	1,198.21	Halbert Construction Services LLC	
Supplier Payment	Check	4497	8/14/2019	2,409.70	Harrys Key Service Inc	
Supplier Payment	Check	4498	8/14/2019	1,878.50	H D Fowler Company Inc - Remit-To: H D Fowler - Bellevue	
Supplier Payment	Check	4499	8/14/2019	17,890.16	HDJ Design Group - Remit-To: HDJ - Portland	
Supplier Payment	Check	4500	8/14/2019	3,200.00	HDR Engineering Inc - Remit-To: HDR Engineering - Chicago	
Supplier Payment	Check	4501	8/14/2019	2,565.25	Houston Engineering Inc	
Supplier Payment	Check	4502	8/14/2019	1,144.00	Interlocked Filtration Systems	
Supplier Payment	Check	4503	8/14/2019	1,570.00	Investigative Solutions LLC	
Supplier Payment	Check	4504	8/14/2019	310.79	Invintus Media Inc	
Supplier Payment	Check	4505	8/14/2019	8,000.00	J-2 Blueprint Supply Co.	
Supplier Payment	Check	4506	8/14/2019	1,500.00	JCI Jones Chemicals Inc	
Supplier Payment	Check	4507	8/14/2019	93,018.00	Jeff Ellis & Associates	
Supplier Payment	Check	4508	8/14/2019	200.00	Jeffrey Barrar PS	
Supplier Payment	Check				John R Cannon	

INVOICE PAYMENTS REPORT

<u>Payment Category</u>	<u>Payment Type</u>	<u>Check Number</u>	<u>Payment Date</u>	<u>Payment Amount</u>	<u>Payment Payee</u>	<u>Payment Memo if applicable</u>
Supplier Payment	Check	4509	8/14/2019	639.00	Kathleen Miller	
Supplier Payment	Check	4510	8/14/2019	36,300.90	Keating Bucklin & McCormack Inc PS	
Supplier Payment	Check	4511	8/14/2019	1,588.00	Kelly Services Inc - Remit-To: Kelly Services - Pasadena	
Supplier Payment	Check	4512	8/14/2019	111.64	Kronos Incorporated - Remit-To: Atlanta	
Supplier Payment	Check	4513	8/14/2019	20,701.94	L N, Curtis & Sons	
Supplier Payment	Check	4515	8/14/2019	6,234.00	Lois D Cohen Associates	
Supplier Payment	Check	4516	8/14/2019	4,076.50	Makhan Uppal	
Supplier Payment	Check	4517	8/14/2019	6,870.00	Marquam Group LTD	
Supplier Payment	Check	4518	8/14/2019	888.88	Metro Overhead Door Inc	
Supplier Payment	Check	4519	8/14/2019	1,050.00	MRM Law Group, PLLC	
Supplier Payment	Check	4520	8/14/2019	518.40	Nationwide Process Service Inc	
Supplier Payment	Check	4521	8/14/2019	29,580.19	North Side Electric Inc	
Supplier Payment	Check	4522	8/14/2019	11,928.50	Otak Inc	
Supplier Payment	Check	4523	8/14/2019	353.51	Otis Elevator	
Supplier Payment	Check	4524	8/14/2019	4,565.27	Pacific Furnishings	
Supplier Payment	Check	4525	8/14/2019	45.00	Parkeon	
Supplier Payment	Check	4526	8/14/2019	53,383.01	PBS Engineering and Environmental Inc	
Supplier Payment	Check	4527	8/14/2019	1,606.27	PC Specialists Inc - Remit-To: TIG - San Diego	
Supplier Payment	Check	4528	8/14/2019	5,691.00	Poppulo Inc	
Supplier Payment	Check	4529	8/14/2019	966.55	PPC Solutions Inc	
Supplier Payment	Check	4530	8/14/2019	135.67	Praxair Distribution Inc	
Supplier Payment	Check	4531	8/14/2019	265.13	Proforce Marketing Inc	
Supplier Payment	Check	4532	8/14/2019	2,171.06	Rapid Response Bio Clean	
Supplier Payment	Check	4533	8/14/2019	596.20	Rentokil North America Inc	
Supplier Payment	Check	4534	8/14/2019	648.45	Schmitt Reporting & Video Inc	
Supplier Payment	Check	4535	8/14/2019	870.18	Shred It USA LLC	
Supplier Payment	Check	4536	8/14/2019	12,117.67	Six Degrees Inc	
Supplier Payment	Check	4537	8/14/2019	250.00	Slo Poks	
Supplier Payment	Check	4538	8/14/2019	523.26	Software House International SHI - Remit-To: SHI - Dallas	
Supplier Payment	Check	4539	8/14/2019	14.81	State of Oregon Department of Transportation - Remit-To: OR DMV - Salem	
Supplier Payment	Check	4540	8/14/2019	120.75	State of Washington Department of Transportation - Remit-To: WADOT - PO Box 47305	
Supplier Payment	Check	4541	8/14/2019	150.16	Stericycle Inc	
Supplier Payment	Check	4542	8/14/2019	390.00	Steven J Zerfing	
Supplier Payment	Check	4543	8/14/2019	9,804.51	TV Etc ESD 112	
Supplier Payment	Check	4544	8/14/2019	16,921.55	Two Rivers Terminal LLC	
Supplier Payment	Check	4545	8/14/2019	47.80	United States Dosimetry Technology Inc	
Supplier Payment	Check	4546	8/14/2019	4,780.00	Univar USA Inc	
Supplier Payment	Check	4547	8/14/2019	667.00	Vancouver Aire LLC	
Supplier Payment	Check	4548	8/14/2019	1,994.88	Walter E Nelson Company	
Supplier Payment	Check	4549	8/14/2019	670.71	Wapiti NW LLC	
Supplier Payment	Check	4550	8/14/2019	24,557.70	Waste Connections of Washington - Remit-To: Waste Connections - Vancouver	
Supplier Payment	Check	4551	8/14/2019	1,232.50	Waste Management - Remit-To: Waste Management Los Angeles	
Supplier Payment	Check	4552	8/14/2019	2,000.00	Why Community	
Supplier Payment	Check	4553	8/14/2019	4,214.59	Wire Works LLC	
Supplier Payment	Check	4554	8/14/2019	2,316.92	Zayo Group Holding Inc	

INVOICE PAYMENTS REPORT

<u>Payment Category</u>	<u>Payment Type</u>	<u>Check Number</u>	<u>Payment Date</u>	<u>Payment Amount</u>	<u>Payment Payee</u>	<u>Payment Memo if applicable</u>
Supplier Payment	Check	4555	8/14/2019	295.21	Allegiance Benefit Plan Management Inc	
Supplier Payment	Check	4556	8/14/2019	6,995.74	AT & T Mobility II LLC	
Supplier Payment	Check	4557	8/14/2019	16,304.17	City of Portland - Remit-To: City of Portland - Portland Building	
Supplier Payment	Check	4558	8/14/2019	113.27	Comcast - Remit-To: Comcast Business - City of Industry	
Supplier Payment	Check	4559	8/14/2019	118.27	Comcast - Remit-To: Comcast Business - City of Industry	
Supplier Payment	Check	4560	8/14/2019	206.02	Comcast - Remit-To: Comcast Business - City of Industry	
Supplier Payment	Check	4561	8/14/2019	243.52	Comcast - Remit-To: Comcast Business - City of Industry	
Supplier Payment	Check	4562	8/14/2019	71.40	Eagle Newspaper Inc	
Supplier Payment	Check	4563	8/14/2019	49,591.49	Lee Contractors LLC	
Supplier Payment	Check	4564	8/14/2019	1,443.90	NW Natural - Remit-To: NW Natural - Portland	
Supplier Payment	Check	4565	8/14/2019	6,650.46	Odyssey Contracting LLC	
Supplier Payment	Check	4566	8/14/2019	1,118.00	Rotschy Inc	
Supplier Payment	Check	4567	8/14/2019	67,391.85	Share Inc	
Supplier Payment	Check	4568	8/14/2019	157,781.49	State of Washington Department of Labor and Industries	
Supplier Payment	Check	4569	8/14/2019	23,673.09	Summit Law Group	
Supplier Payment	Check	4570	8/14/2019	165.00	Tapani Materials Inc	
Supplier Payment	Check	4571	8/14/2019	1,250.00	The Bank Of New York Mellon Trust Company	
Supplier Payment	Check	4572	8/14/2019	11,669.99	Waste Connections of Washington	
Supplier Payment	Check	4573	8/14/2019	12,518.19	Waste Connections of Washington - Remit-To: Waste Connections - Vancouver	
Supplier Payment	Check	4574	8/14/2019	20,816.37	Williams Kastner & Gibbs PLLC - Remit-To: Williams Kastner - Seattle	
Supplier Payment	Check	4575	8/14/2019	305.64	Winterbauer & Diamond PLLC	
			SUBTOTAL	7,904,539.77		
Hansen			8/20/2019	5,351.63	City Payments	Posted 8-13-19 thru 8-19-19
			SUBTOTAL	5,351.63		
VISA			8/20/2019	741.59	Miscellaneous	Parks Class Refunds - FCC 8-13-19 thru 8-19-19
VISA			8/20/2019	1,005.00	Miscellaneous	Parks Class Refunds - MCC 8-13-19 thru 8-19-19
VISA			8/20/2019	75.00	Miscellaneous	Parks Class Refunds - Special Events 8-13-19 thru 8-19-19
VISA			8/19/2019	391.90	Miscellaneous	Parks Class Refunds - WREC 8-13-19 thru 8-19-19
			SUBTOTAL	2,213.49		
			TOTAL	7,912,104.89		

City of Vancouver
Payroll Council Report
August 13, 2019 - August 19, 2019

Check No.	Date	Explanation	Amount
		No payroll this period	

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