

**A STRONGER
VANCOUVER**
Investing in our future

To: Anne McEnerny-Ogle, Mayor

City Council

From: Eric J. Holmes, City Manager

Date: June 17, 2019

RE: Stronger Vancouver Work session – Capital Projects

A Stronger Vancouver represents the opportunity to move toward realizing our community's vision for our city, with enhanced neighborhood vibrancy, safety and improved opportunities for economic prosperity. Through thoughtful investments in capital projects, like fire stations, parks and streets, and programs like fire prevention, crime prevention and homelessness assistance, a Stronger Vancouver will improve our community over the next decade and beyond.

On May 13, we completed delivery of the Stronger Vancouver package as recommended by the Executive Sponsors Council (ESC). At that meeting, the City Council affirmed the recommendation as a thorough, well rounded starting place for the Council's deliberations. As reviewed at the May 13 Council retreat on A Stronger Vancouver, the June 24 work session will focus on a detailed review of capital projects included in the package as well as an affirmation of the planned community engagement for this next phase of the initiative.

Intended outcomes of the session are:

- **Confirmation** of the capital projects included in the package. The projects included in the package reflect a range of considerations in addition to the safety, vitality and prosperity objectives of the overall initiative. These including closing service gaps, improving equity across the city, and being of a scope and scale that is deliverable within the planned time frame and the forecasted capacity of the organization. Reducing the scope diminishes the comprehensive nature of the package and hence the predictability for all interests (business, taxpayers, and city) over the planned decade of the initiative.
- **Augmentation** of the capital projects list by City Council. The package includes capital projects that were selected and vetted through staff, various advisory bodies and the ESC over the last two years. However, there may be projects from the good, better, best, stellar lists that Council

would like to add to projects list with, or there may be projects that were not included that are a priority for the Council.

- **Prioritization** of capital projects for purposes of phasing over the decade of the initiative. Not all projects can or should be completed at once. The Council may wish to prioritize planned investments for purposes of phasing over the next decade. A few considerations in considering phasing may include project impact, complexity, readiness and need for further community engagement.

Capital

The Stronger Vancouver package includes a range of capital projects that will create opportunity for enhanced economic vitality, improved community safety and readiness, and support more vibrant neighborhoods and business districts. In total, these projects will result in improvements of specific neighborhoods throughout the City as well as overall systemic benefits. Specifically, the package includes:

- Replacement of the Public Works Operations Center: Improve readiness, resilience, operational efficiency and regulatory compliance of this essential facility for our public works first responders.
- Replacement of Fire Stations 3 & 6, and renovation/upgrade of Stations 4, 5 and 8.
- Economic Development Infrastructure: The capital contemplated in this category included construction of public plazas and spaces, streets and utilities consistent with the City's adopted plans in support of new private investment that grows jobs and tax base. The specific areas that are candidates for investment include:
 - [Section 30 Urban Employment Center](#): Envisioned as one of Vancouver's largest 21st Century urban employment centers, Section 30 will attract emerging technology and provide for growth in family wage jobs. Unique urban neighborhoods where people live and shop are neatly interwoven with enterprising workplaces. Workers and residents benefit from convenient shopping, available recreation, walking and driving on attractive interconnecting trails and tree lined streets, and the amenities of interesting vistas, public plazas, and green spaces that promote a healthy, prosperous economy and lifestyle. Representative investments include:
 - Establish arterial street network
 - Utility mains and lift stations
 - Public open spaces and urban parks
 - Stormwater improvements
 - [Lower Grand Employment Area](#): The Lower Grand Employment Area (LGEA) is envisioned as an attractive and vital employment center with strong linkages to the rest of the community. The City and LGEA property owners and businesses act as partners to encourage and support development and redevelopment that creates or retains employment in the professional, technical and manufacturing fields. The area supports a variety of businesses, large and small, and serves as a business incubator. Streets,

sidewalks, and bicycle paths safely carry employee, customer, and visitor traffic in and through the area. Representative investments include:

- Enhance the arterial street network, including multimodal and signalization
 - Stormwater and water quality improvements
 - Improve utility capacity and reliability
 - Public open spaces, urban parks & trails
- [The Heights District](#): Though this district and master redevelopment plan is still being developed, the Heights represents a leading opportunity to stimulate new development in central Vancouver, an area that has been passed over by market forces for decades. The master plan envisions a vibrant, urban, mixed-use neighborhood including a mix of housing types for a range of incomes, retail, commercial and hospitality all connected with a system of urban parks, trails and open spaces.
 - [Fourth Plain District](#): Envisioned as a place characterized by pulse points along the corridor that are centered around people and business, with strong community character and improved access and mobility. Representative investments include:
 - Fourth Plain Boulevard streetscape enhancements
 - Pedestrian safety improvements
 - Public open spaces and urban parks
 - Business incubator space
 - Establishing a Strategic Opportunity Fund: The City is frequently presented with opportunities to assist business expansion, retention and recruitment that would result in increased employment opportunities and an expanded tax base. Assistance is typically in the form of support of public infrastructure that would be used by both the subject business and the general public.
- Parks: Improvement of 6 community parks and 21 neighborhood parks.
 - Maintenance and operations of the capital projects included in the package.

Attached for Council's use is a capital projects worksheet that provides a straightforward way to review, confirm, prioritize and augment the capital projects list included in the ESC recommendation.

For Council's reference are materials intended to assist in preparation for the discussion of confirming, augmenting and prioritizing the capital projects included in the package. They include:

- The [ESC recommendation](#), including all references from that process in the indexed appendices.
- [Capital projects map](#)
- Capital projects worksheet
- Equity data mapping tools
 - [EPA Environmental Justice Screening Map](#)
 - [USDA Food Desert Map](#)

Communications and engagement

At the June 24 meeting, staff will review with the Council a communications and engagement plan for this phase of the initiative that is centered on **raising awareness, actively engaging residents** and providing **feedback and measurement** for the Council throughout their deliberations. Key components include:

- A public outreach campaign will be launched mid-July through September to increase visibility and raise awareness of the Stronger Vancouver initiative and planned projects.
- In-person outreach activities will include:
 - Table/booth at approx. 50 community events (markets, movies, concerts citywide) to actively engage the public to learn and share their ideas/feedback.
 - Two open houses (one west/one east, possibly August or September)
 - Continue meetings with community organizations
- On-line outreach activities include:
 - A parallel online learn/share engagement process (as above)
 - Social media campaign (raise awareness, encourage online feedback, and promote outreach/open house dates)
- Printed materials
 - One-sheets for each capital project, in addition to information on programs
 - Postcards (translated) to targeted demographic areas
 - Signage at capital projects sites
- Measurement.
 - Interim reports on feedback received at end of July and Aug. final report in mid-September.
 - Early September: conduct a statistically valid poll and focus group.

Staff will review and confirm the communications and engagement approach with Council as part of the June 24 work session.

A Stronger Vancouver



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CITY OF
Vancouver
WASHINGTON

**June 24, 2019
Vancouver City Council
Capital Projects Work session
4:00 – 6:00 p.m.**

Objectives for the session

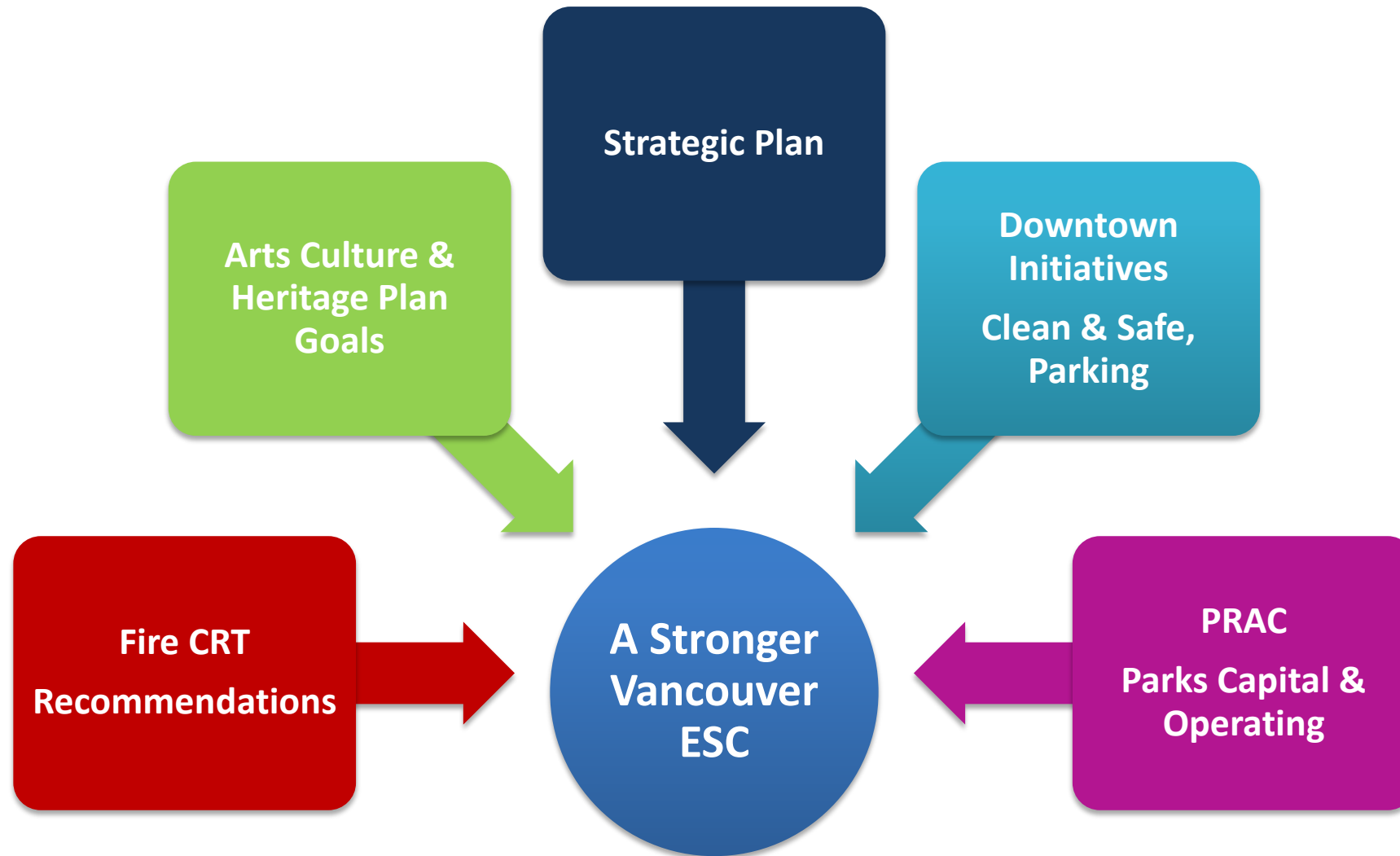
- Capital Projects:
 - Confirm
 - Augment
 - Prioritize
- Review and confirm community engagement strategy and plan



Why A Stronger Vancouver?



A Stronger Vancouver: Process



A Stronger Vancouver: Process

- Good, Better, Best, Stellar
- Close gaps, improve equity, execute with vision
- Total opportunity (more than we can afford):
 - ~\$650 million capital
 - ~\$135 million operating

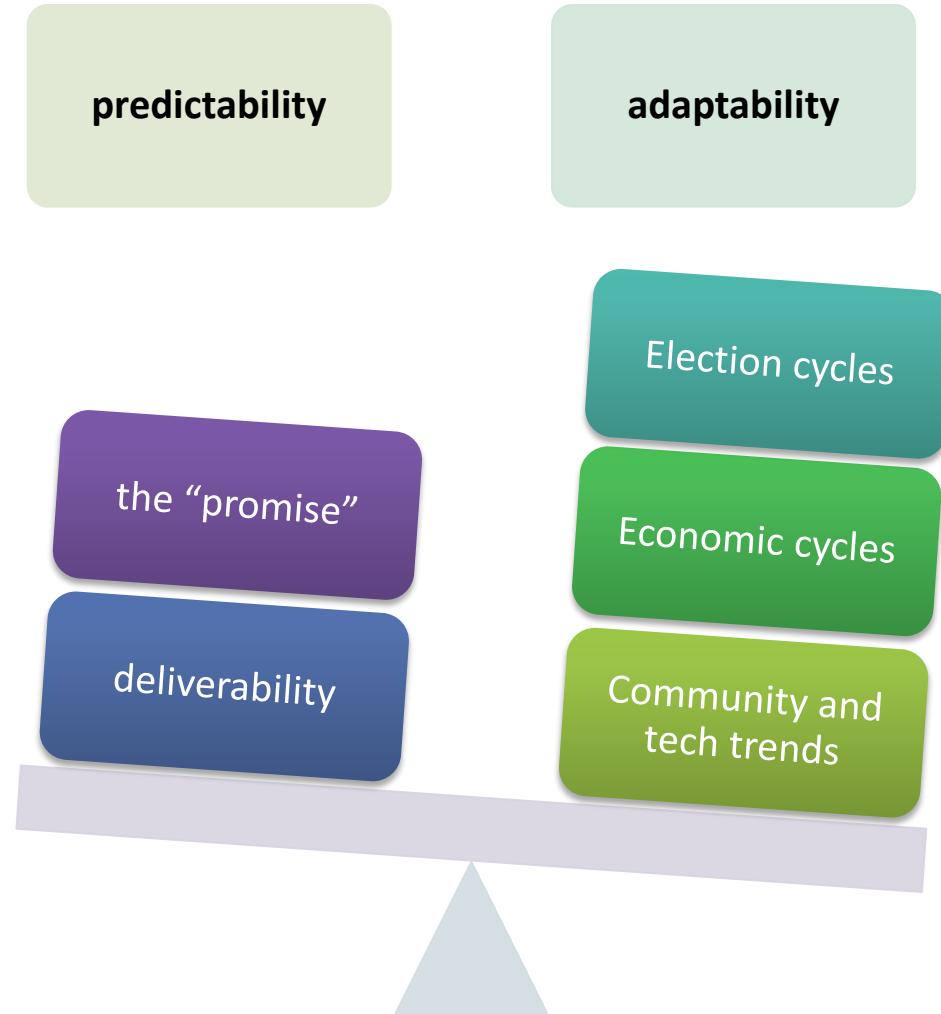


A Stronger Vancouver: Process



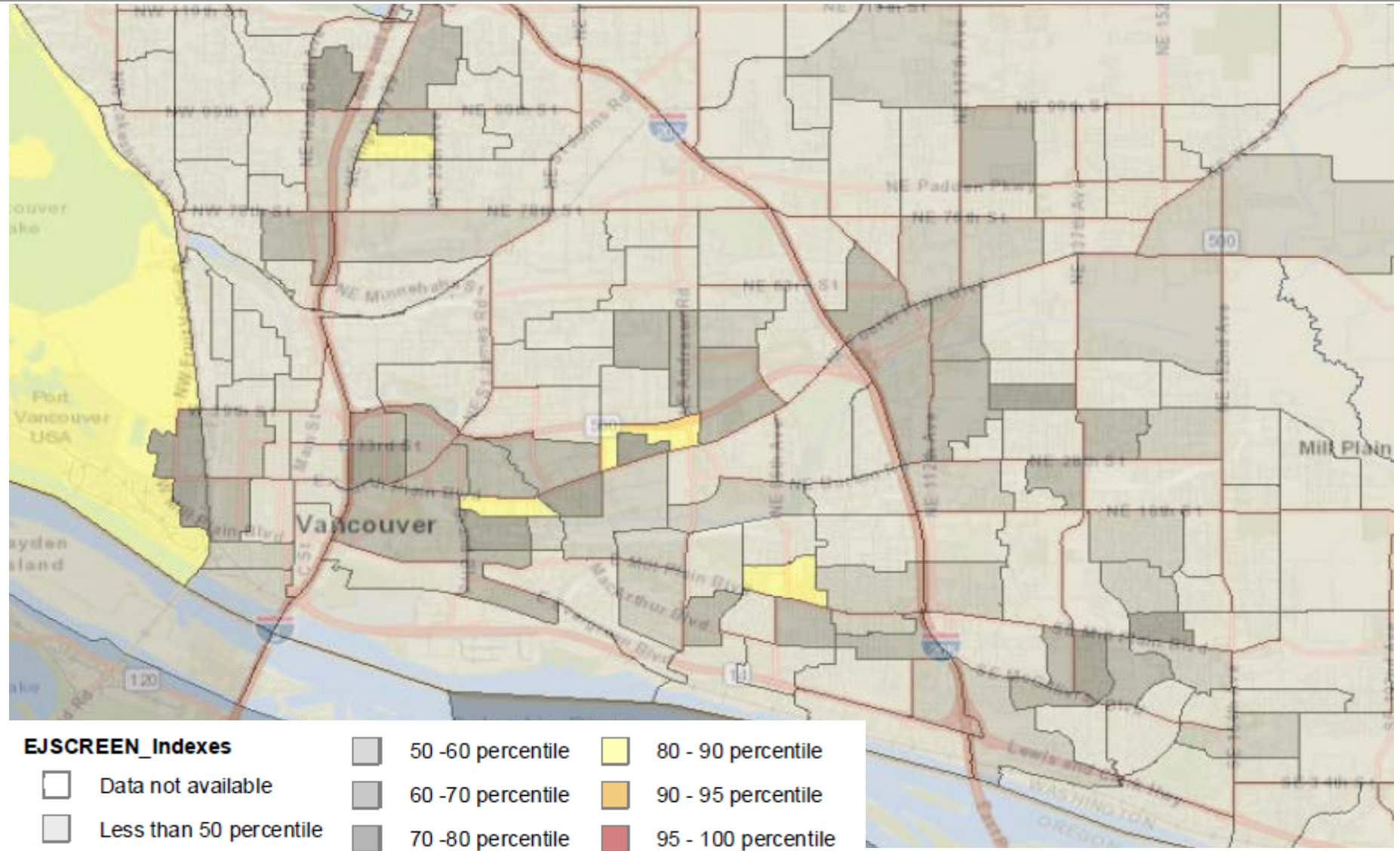
A Stronger Vancouver

Now - 2030



Equity considerations

- Engage Multiple Perspectives
- Attend to Unintended Outcomes
- Communicate
- Evaluate



Stronger Vancouver Framework



SAFE COMMUNITY

Improved facilities for first responders
Fire and crime prevention and intervention programs
Traffic safety and mobility



ECONOMIC VITALITY

Proactive planning & targeted infrastructure investments
Arts, culture and heritage programs
Homelessness programs and facilities



NEIGHBORHOOD VIBRANCY

Build new and improve current parks
Enhance and expand programs

Focus on Capital

- **Capital:** projects that we build to serve the community
 - Public Safety
 - Parks
 - Economic Vitality



Fitting it Together



Capital Projects: Confirm, Augment, Prioritize

Safe Community: Operations Center

INVESTMENT:

Relocate & Replace
Operations Center

OUTCOME:

Improved safety,
efficiency &
preparedness

Current site redevelopment
opportunity

Population served
~250,000





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CAPITAL PROJECTS



-  New park designed & constructed
-  Existing park redesigned & reconstructed
-  Existing park improved with new/additional amenities
-  Economic vitality project
-  Fire station renovation project
-  Public Works Operation Center project

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Safe Community: Fire Stations

INVESTMENT:

Relocate & replace
Fire Stations 3 & 6

Renovate
Fire Stations 4, 5 & 8

OUTCOME:

Reduced system
response time

Improved preparedness

Serve ~250,000





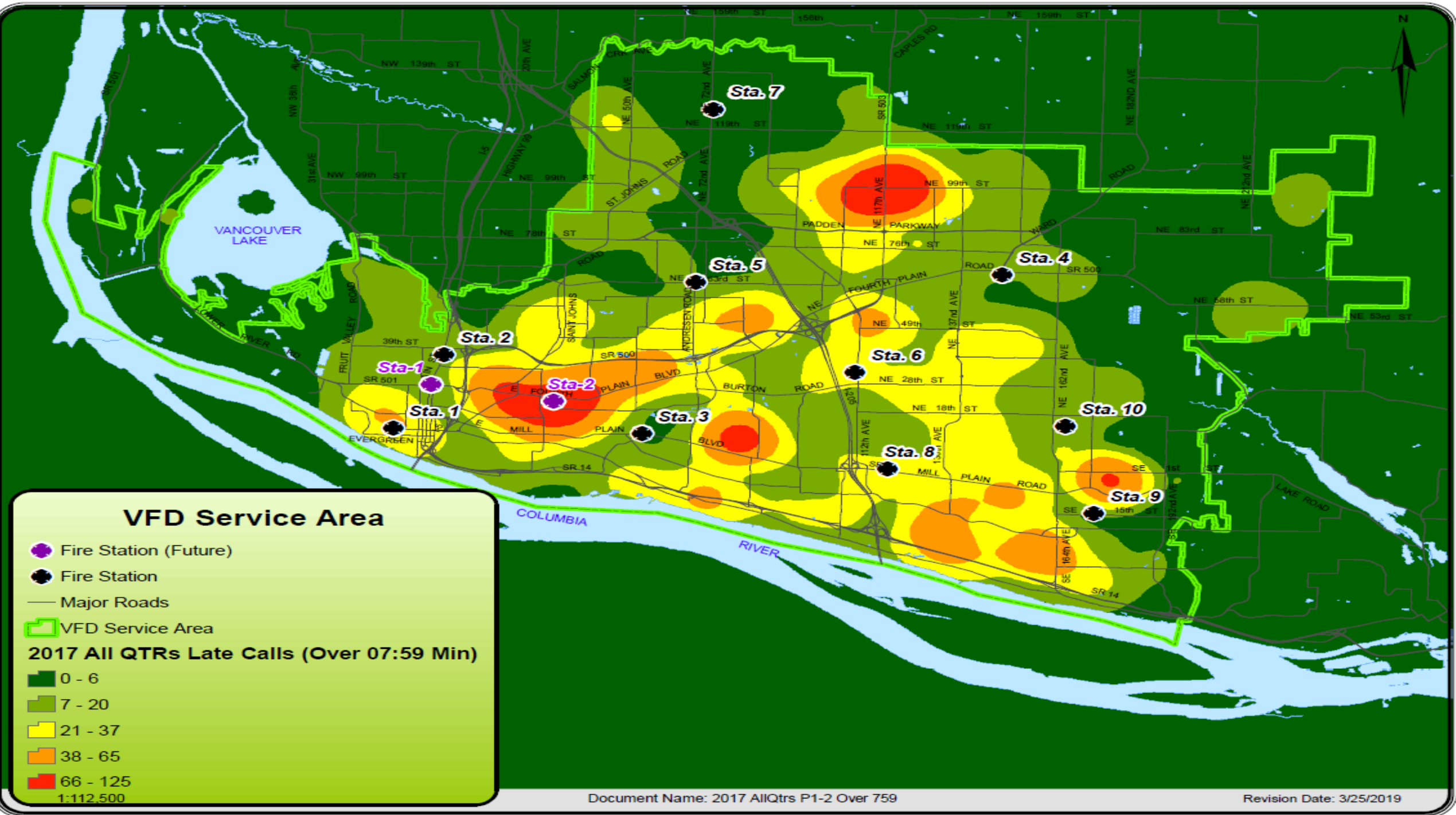
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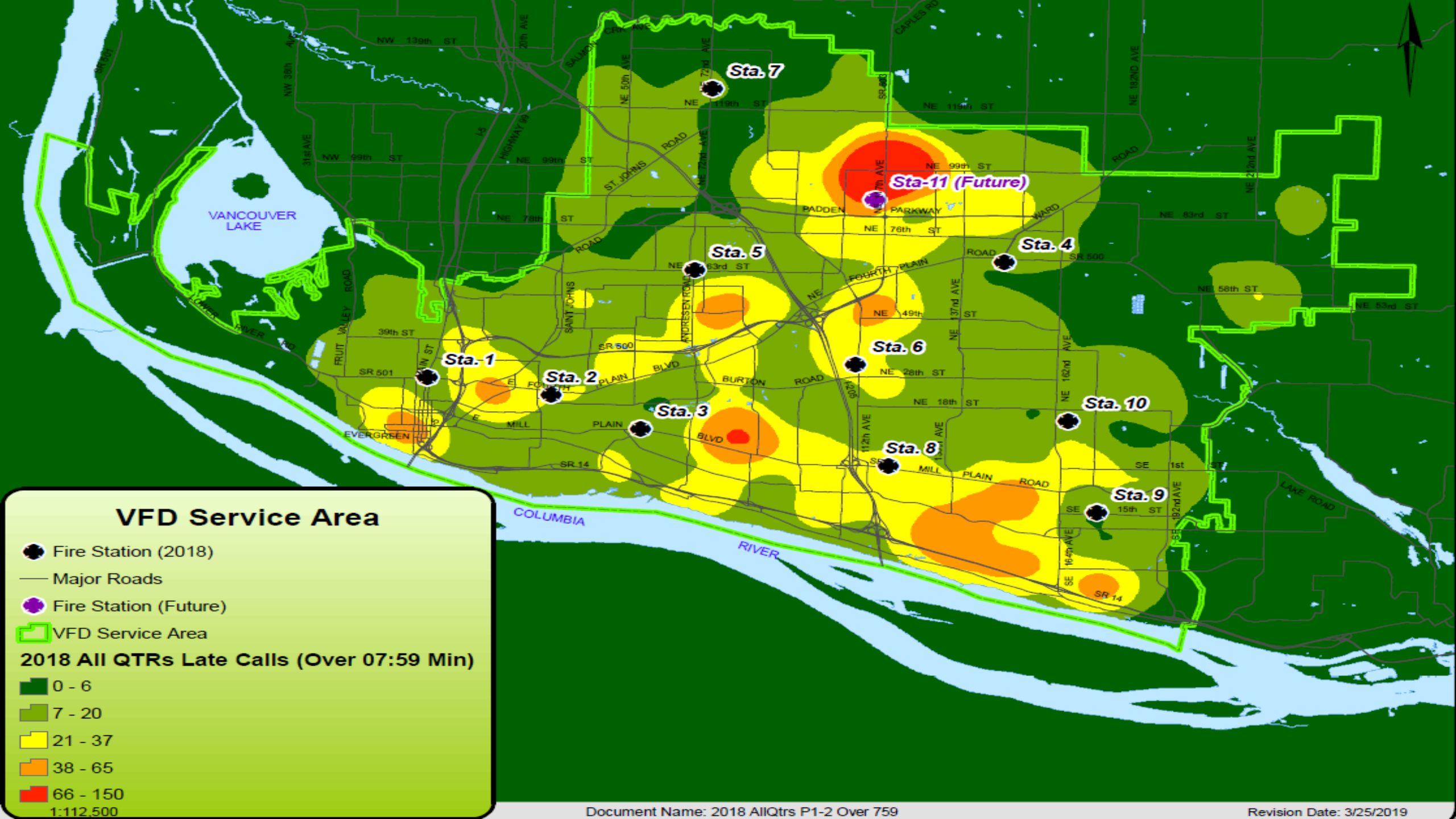
CAPITAL PROJECTS



- ★ New park designed & constructed
- ★ Existing park redesigned & reconstructed
- ★ Existing park improved with new/additional amenities
- 💰 Economic vitality project
- 🔥 Fire station renovation project
- ❄️ Public Works Operation Center project

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VFD Service Area

- Fire Station (2018)
- Major Roads
- Fire Station (Future)
- ▭ VFD Service Area

2018 All QTRs Late Calls (Over 07:59 Min)

- 0 - 6
- 7 - 20
- 21 - 37
- 38 - 65
- 66 - 150

1:112,500

Economic Vitality: Targeted Infrastructure Investment

INVESTMENT:

Section 30

Fourth Plain

Lower Grand

The Heights

Downtown

Strategic Opportunity
Reserve

OUTCOMES:

Up to 12,000 new jobs

New urban district
development

Business incubation &
corridor revitalization

Capacity for opportunity
investment



Service Package Recommendation: Economic Development

Sample Candidate districts:

- Section 30



Service Package Recommendation: Economic Development

Sample candidate district:

- Lower Grand Employment



LOWER GRAND EMPLOYMENT AREA
AREA WIDE ACTION PLAN



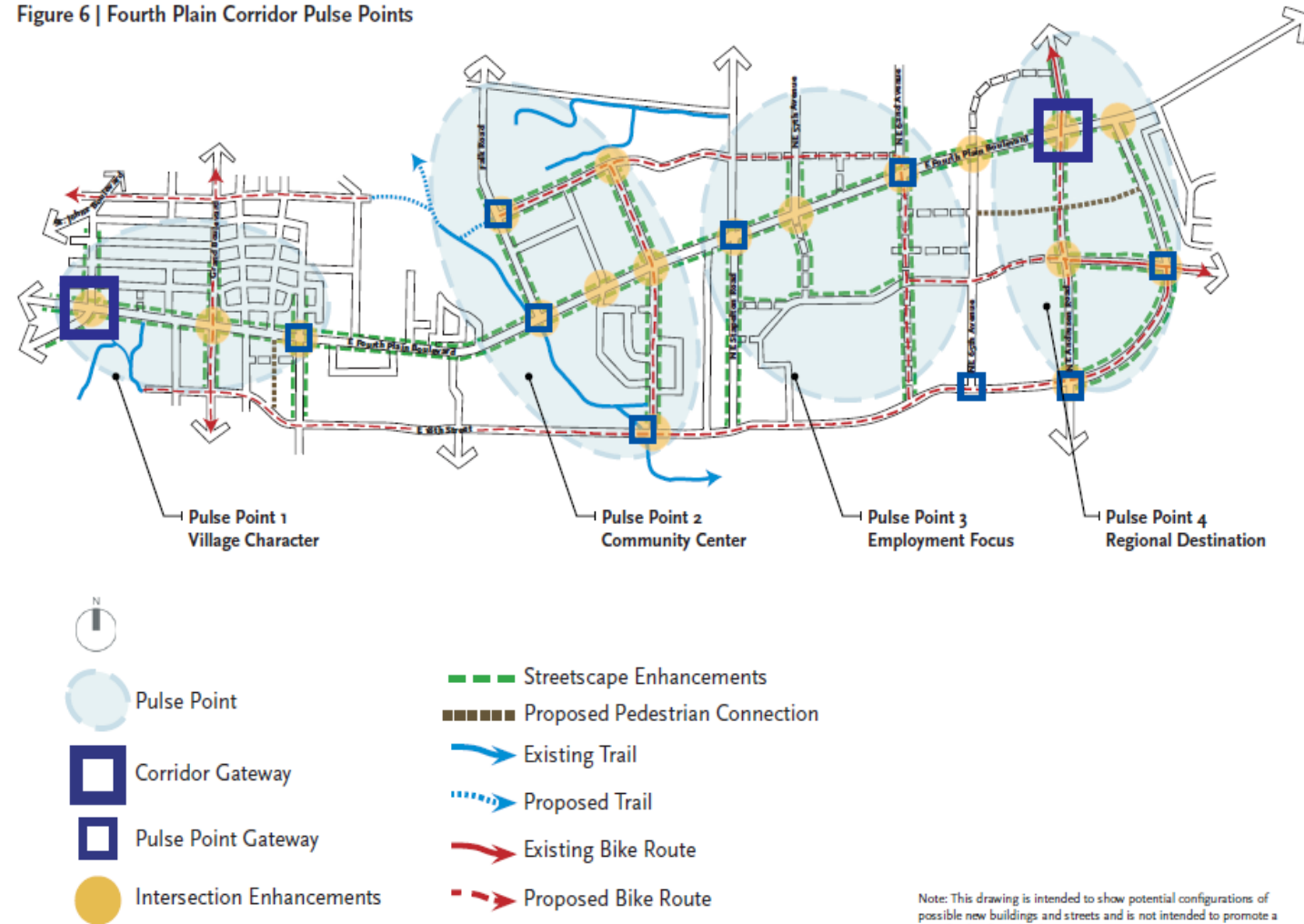
March 1, 2016

Service Package Recommendation: Economic Development

Sample candidate district:

- Fourth Plain Corridor

Figure 6 | Fourth Plain Corridor Pulse Points



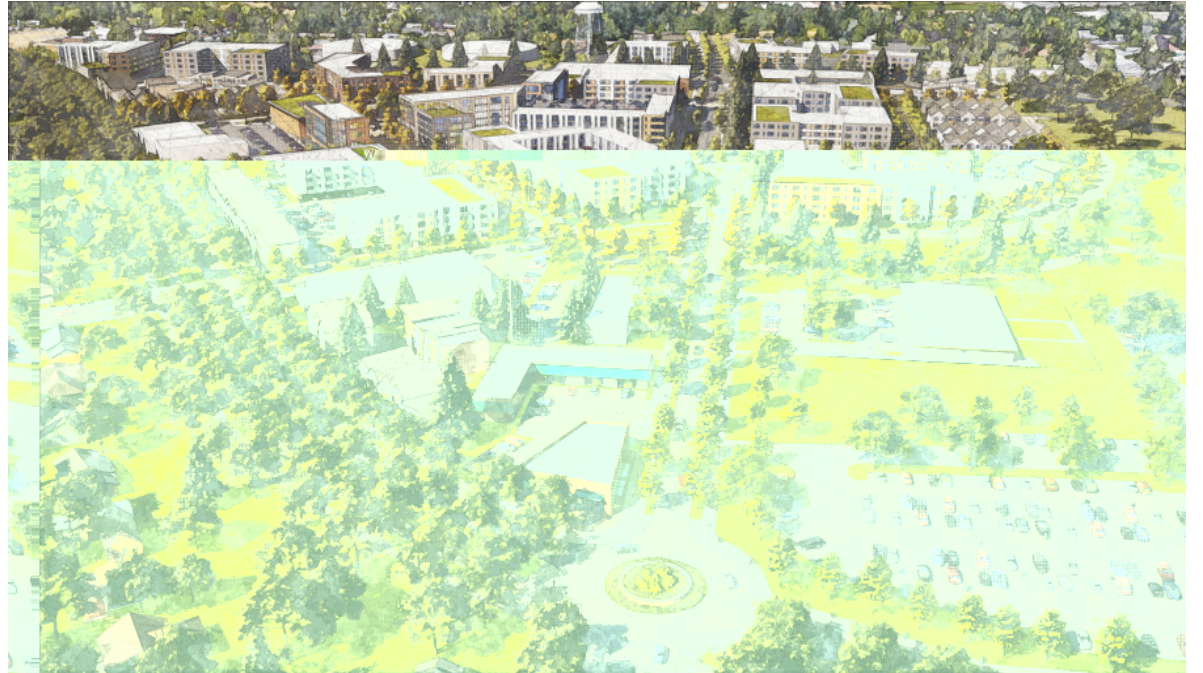
Note: This drawing is intended to show potential configurations of possible new buildings and streets and is not intended to promote a specific plan for redevelopment.



Service Package Recommendation: Economic Development

Sample candidate district:

- The Heights



Service Package Recommendation: Economic Development

Sample candidate district:

- City Center



THE VISION

Many of the components of a successful city center are already in place in Vancouver, such as Esther Short Park and the ring of new buildings around it. The vision that is articulated in this plan is to cultivate a diversity of new uses that will complement those that exist and, at the same time, serve the resident, and working and visiting populations in and adjoining the city center.



Waterfront housing with dining and entertainment at street level



Esther Short Park



Urban waterfront



Service Package Recommendation: Economic Development Capital

Strategic Opportunity Fund

- Capacity to be responsive to unforeseen business expansion and recruitment opportunities
- Targeted capital investments supporting new job growth
- Examples:
 - Completion of frontage improvements for specific new employer
 - Installation of an off-site traffic signal to accommodate new economic activity
 - Park, trail or open space construction to support new employer



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CAPITAL PROJECTS



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-  Fire station renovation project
-  Public Works Operation Center project

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Neighborhood Vibrancy: Neighborhood Parks

INVESTMENT:

7 new
neighborhood parks

12 revitalized neighborhood
parks

Geographic distribution, equitable service to low income areas and infrastructure age were the primary considerations in the site selection process for the proposed neighborhood park improvements.

OUTCOME:

25 neighborhoods
served (37%)

62,000 people served



Fruit Valley Neighborhood Park

Approx. Investment = \$400,000

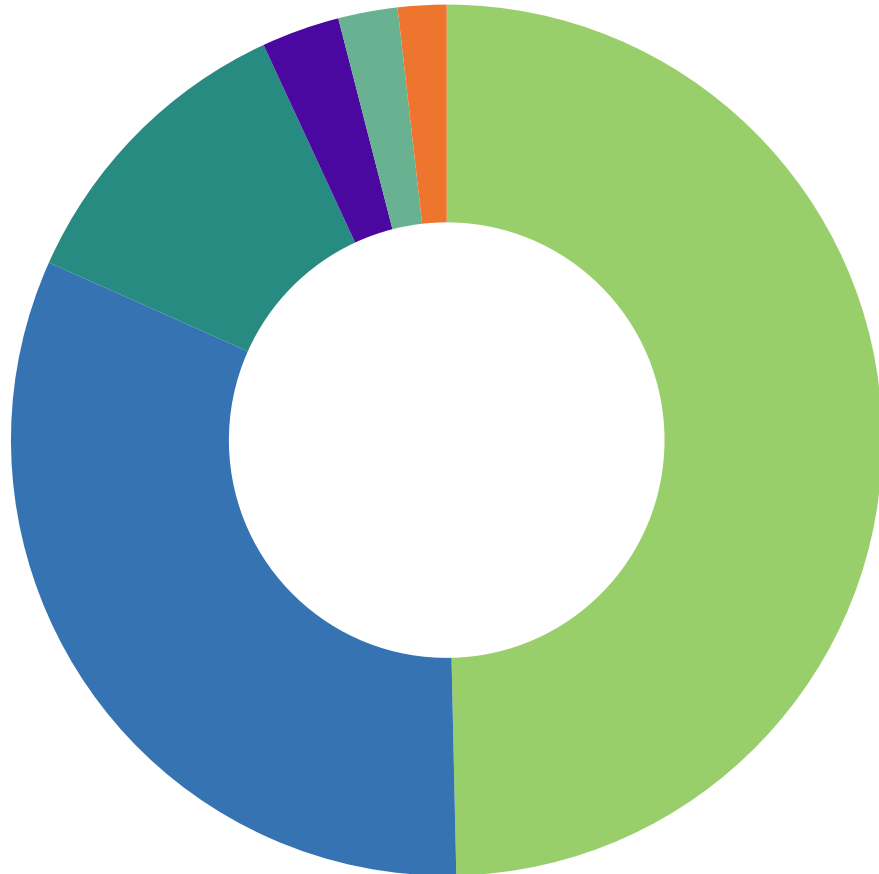
- 27 year old playground equipment requires safety upgrades.
- Not ADA compliant at this time.
- Vancouver's westernmost neighborhood and the largest geographically. Serves at least 1000 households.
- Fruit Valley Park hosts one of Vancouver's five community gardens.



Fruit Valley Neighborhood Park

Approx. Investment = \$400,000

Neighborhood Demographics



■ Hispanic/Latino

■ White

■ Multiracial

■ Native Hawaiian/Pacific Islander

■ Black/African American

■ Asian



86%

Free/Reduced Lunch



16%

Special Education



34%

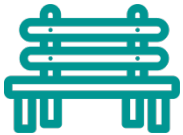
English Language Learners



Innovative playground that inspires creative and meaningful play.



Bring park into ADA compliance and create a welcoming space for users of all abilities.



Benches and tables that encourage relaxation and connection.



Path improvements to support physical wellness and alternative transportation options within the community.



New community space to host small gatherings.

Neighborhood Park Theme Element Examples

North Image Park



Clear Meadows Park



Future Park Concept



City-wide Vibrancy: Community Parks

INVESTMENT:

6 Park Projects:
2 new construction
4 revitalized

OUTCOME:

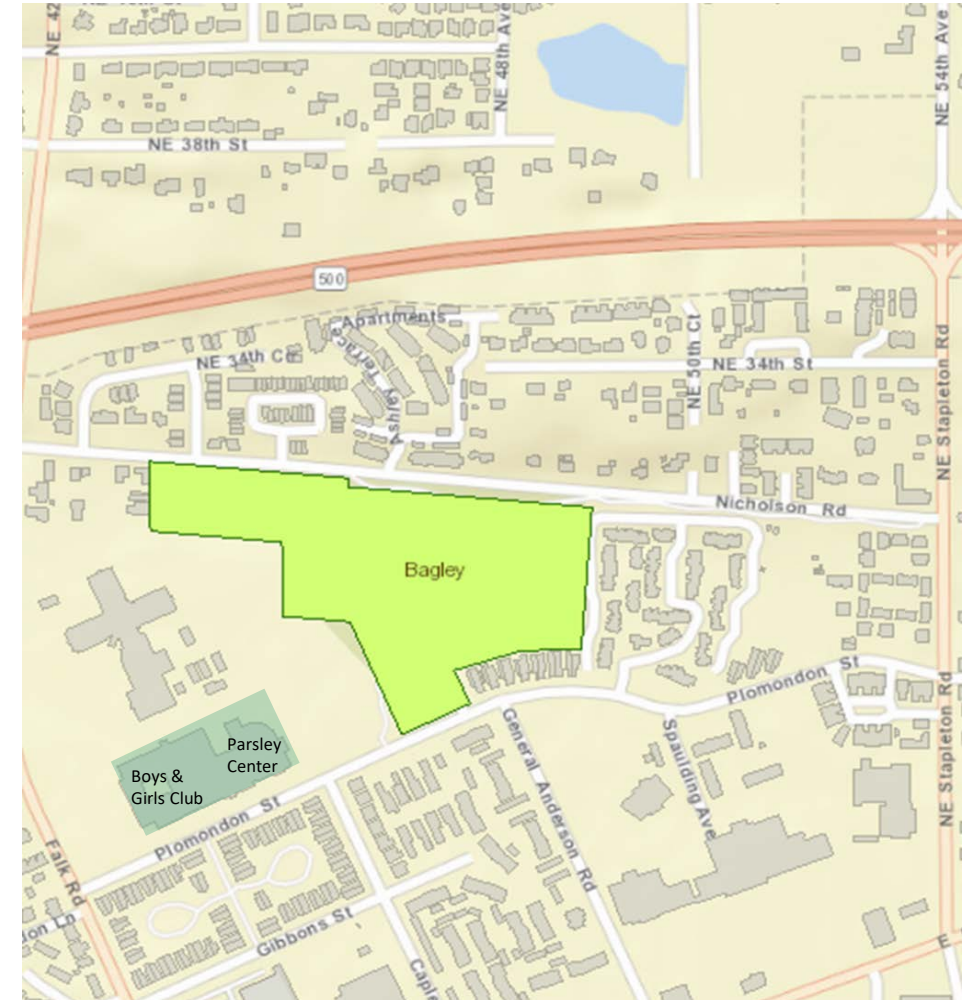
25 Neighborhoods served
62,000+ people served
Over 25 City sponsored
community events added
annually



Bagley Community Park

Approx. Investment = \$10,000,000

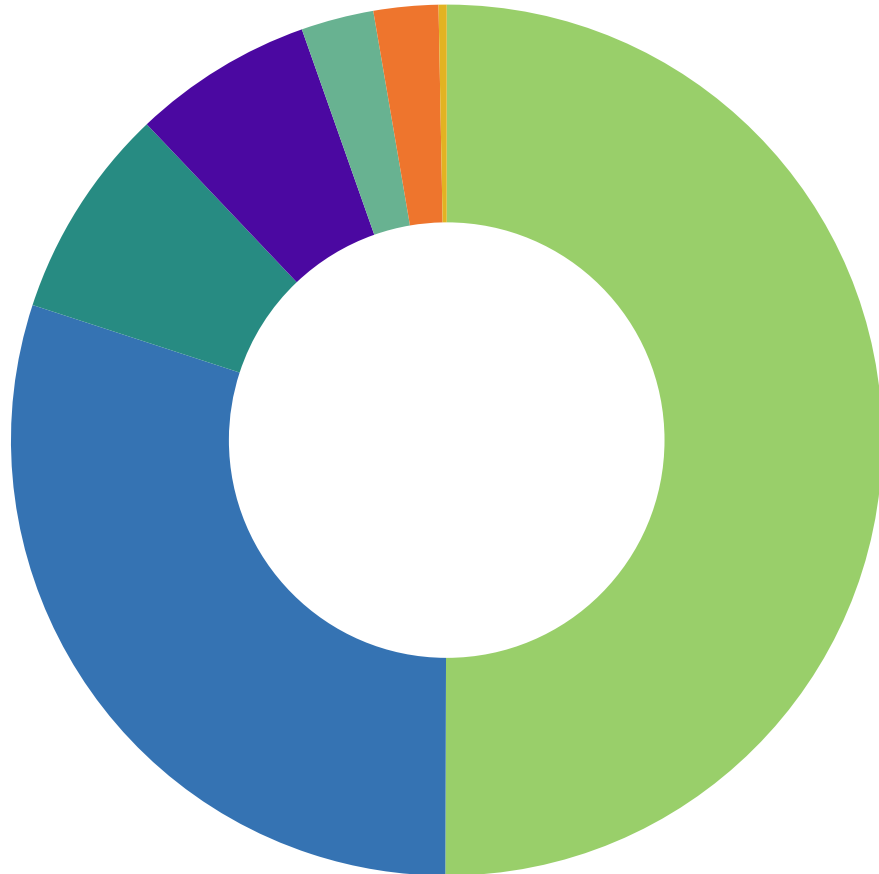
- 25 year old playground equipment requires safety upgrades.
- Not ADA compliant at this time.
- Located near the Fourth Plain Corridor, this park serves diverse residents who call Vancouver's International District home.
- Steps away from the Parsley Center and the Boys and Girls Club of Southwest Washington.



Bagley Community Park

Approx. Investment = \$10,000,000

Community Demographics



Hispanic/Latino

White

Multiracial

Native Hawaiian/Pacific
Islander

Black/African American

Asian

American Indian



84%

Free/Reduced
Lunch



13%

Special Education



40%

English Language
Learners



Radically inclusive, natural playground redesign that inspires and welcomes all visitors to engage in creative play opportunities.



Fully accessible recreation and event space where people of all abilities can connect with neighbors and nature.



Complete redesign will provide new amenities to serve this rapidly growing community.



Large event space will host cultural events and other large gatherings that promote community engagement and connection.



Park landscaping will increase the tree canopy and improve air quality within the community.

Community Park Amenities

Splash Pad/Water Feature



Off-leash Dog Area



All-inclusive Playground



Special Event Space





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CAPITAL PROJECTS



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-  Economic vitality project
-  Fire station renovation project
-  Public Works Operation Center project

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Capital projects - Review

- Confirm project list
- Verify additional projects (if any)
- Affirm phasing priority

INCREASE VISIBILITY & RAISE AWARENESS



Face-To-Face



Online



Print



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FACE-TO-FACE

50+ Community Events
2 Open Houses (east/west)
Meetings with community organizations



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ONLINE



WEBSITE



SOCIAL MEDIA



BE HEARD VANCOUVER

Raise awareness, encourage online feedback and promote outreach/open house dates



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PRINT MATERIALS

Capital Project Fact Sheets

Postcards (translated)

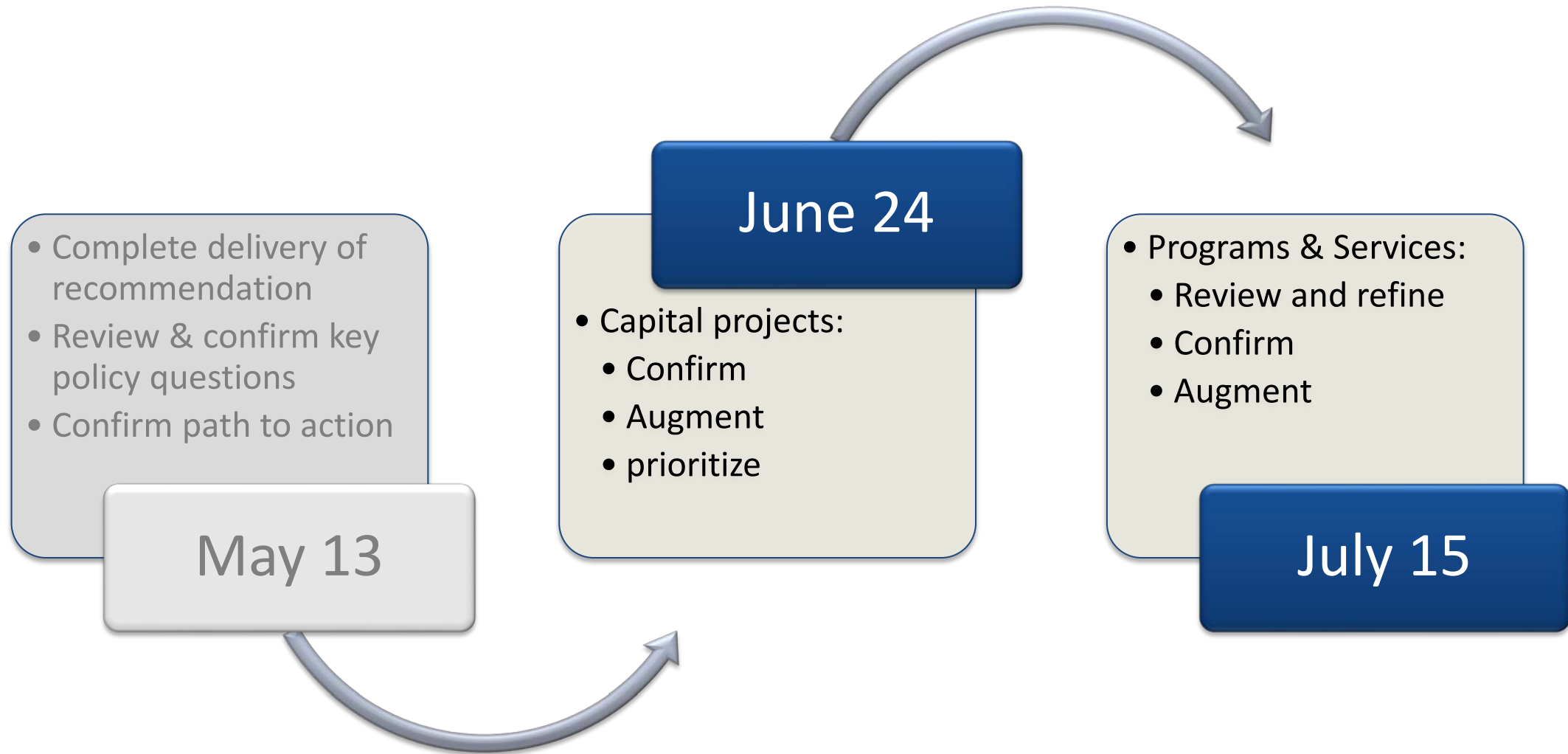
Signage at Capital Project Sites

Initiative Infobook

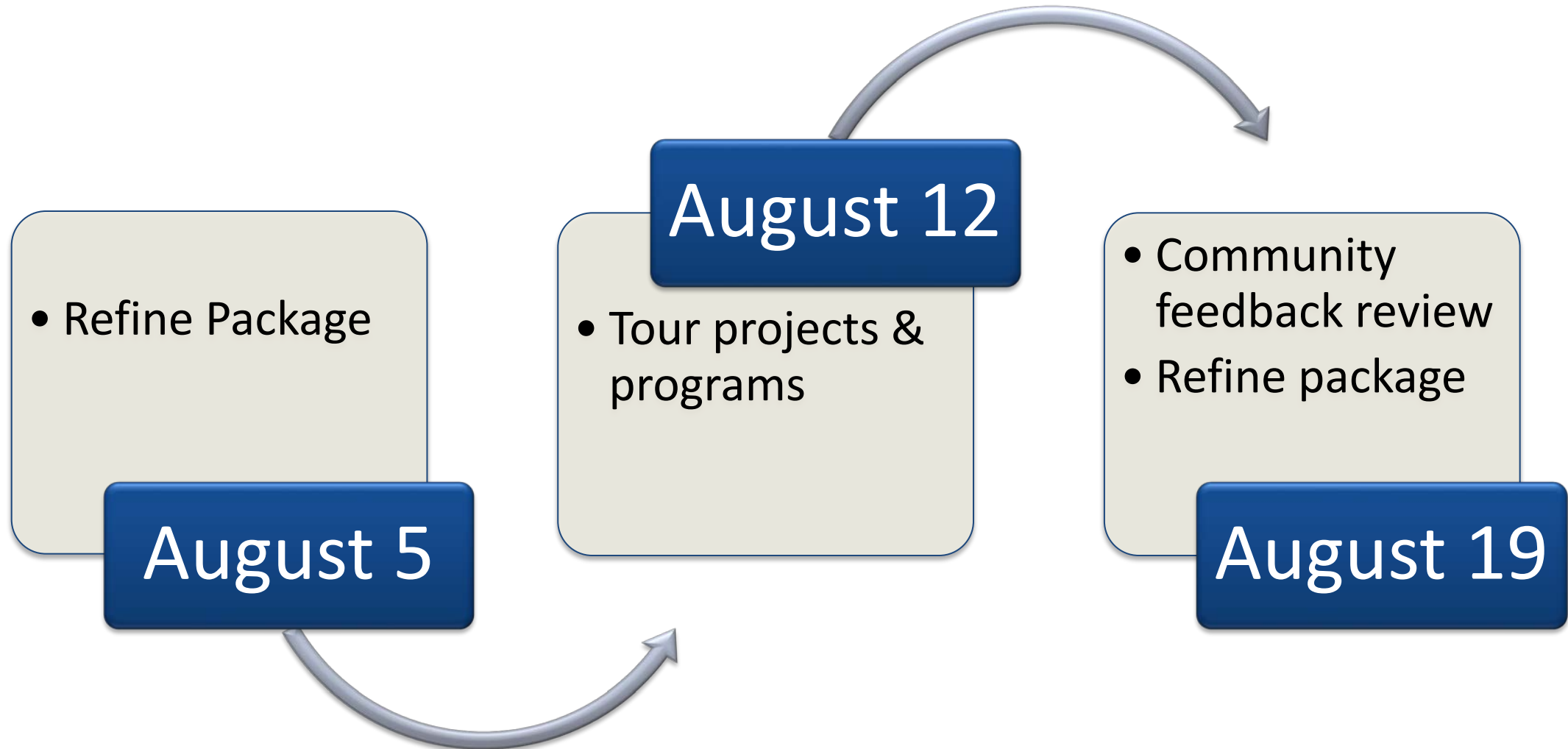


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Path to Action



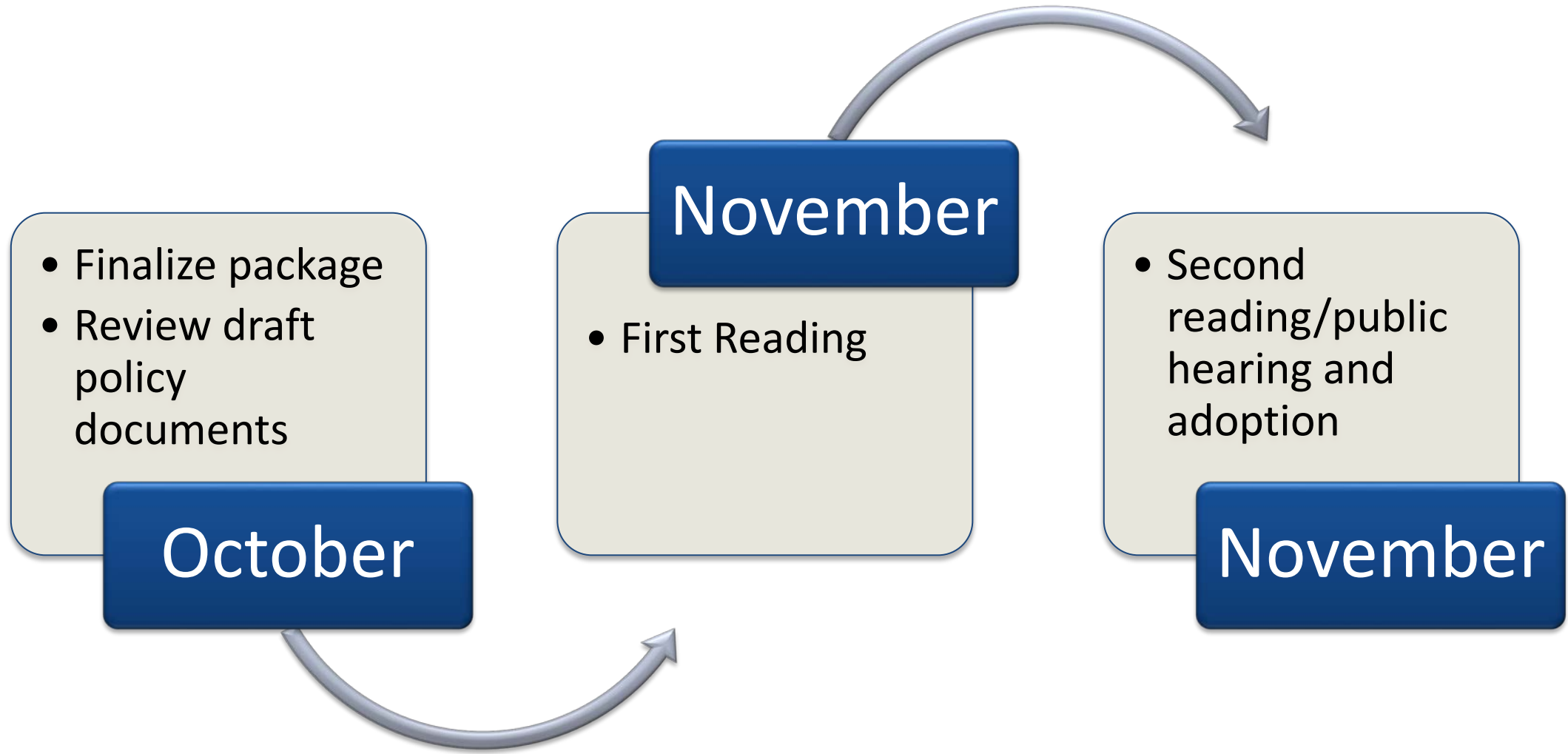
Path to Action



Path to Action



Path to Action



Discussion and Next Steps

- Questions & Discussion
- July 15 work session on programs & services

Thank you!

Capital Projects Worksheet

June 24, 2019 Council Work Session

Capital Project	Confirm Project		Phasing Priority			Notes
	Yes	No	Tier I: Years 1-3	Tier II: Years 4 - 6	Tier III: Years 7 - 10	
Operations Center						
Fire Stations Replacement						
Fire Station Renovation						
Economic Development Infrastructure						
Vancouver City Center (downtown)						
Section 30 Urban Employment District						
Lower Grand Employment Area						
Fourth Plain Subarea						
The Heights District						
Strategic Opportunity Fund						
Community Parks						
Marine Park (park redesign & development)						
Wintler Park (turf, tables, benches, plant beds, signage, ADA features)						
Fenton Park (new community park)						
Shaffer Park (park redesign & development)						
David Douglas Park (park redesign & development)						
Bagley Park (park redesign & development)						
Neighborhood Parks - revitalize						
Kevanna Park (park redesign & development)						
Father Blanchet Park (park redesign & development)						
Fruit Valley Park (playground equipment, signage, plant beds, ADA features)						
John Ball Park (playground equipment, paths, drinking foundation, benches, tables, ADA features)						
Arnada Park (playground equipment, gazebo maintenance, electrical/irrigation panel, ADA features)						
Quarnberg Park (playground equipment, paths, tables, crosswalk improvements, ADA features)						

Capital Projects Worksheet

June 24, 2019 Council Work Session

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	Yes	No	Tier I: Years 1-3	Tier II: Years 4 - 6	Tier III: Years 7 - 10	
Neighborhood Parks - revitalize (continued)						
Columbia Lancaster Park (playground equipment, irrigation equipment, ADA features)						
Jaggy Road Park (playground equipment, ADA features)						
Peter S. Ogden Park (playground equipment, ADA features)						
Oakbrook Park (playground equipment, tables, benches, path, irrigation equipment, ADA features)						
BBC School Park (playground equipment, benches, tables, paths, signage, ADA features)						
Homestead Park (playground equipment, benches, ADA features)						
Neighborhood Parks - undeveloped						
Lincoln						
Rose Village						
George & Hazel Stein						
Landover Sharmel						
Undeveloped Hambleton						
Undeveloped Lauren						
Undeveloped Meadowbrook Marsh						
Other Projects? (Augmentation)						

Capital Projects Worksheet

June 24, 2019 Council Work Session

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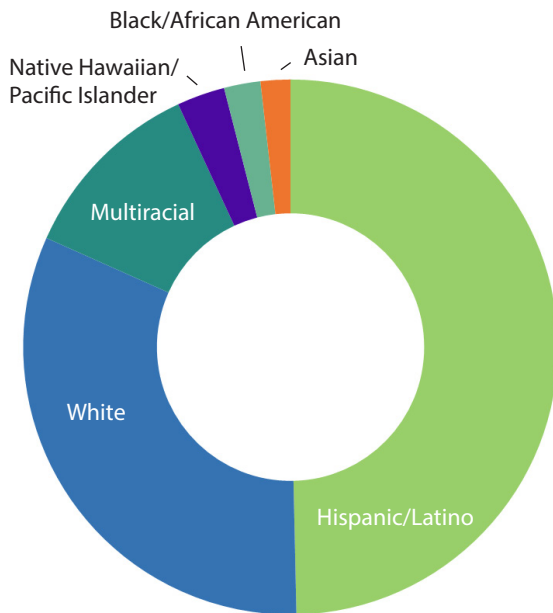
Fruit Valley Neighborhood Park

Neighborhood parks are designed for non-organized recreation, like taking your kids to the playground, meeting some friends after work for a quick soccer match or getting your steps in on a walking path over the weekend.

Neighborhood parks are 3-5 acres in size. Ideally, residential areas should have access to a neighborhood park within 1/2-mile, or about a 10 minute walk.

Neighborhood Demographics

(based on nearest school, Fruit Valley Elementary)



Fruit Valley Park is located at 3200 Fruit Valley Road
Approx. Investment = \$400,000



86%

of students are eligible for free or reduced price lunch.



16%

of students are enrolled in special education.



34%

of students are English language learners.

Planned Improvements:



Innovative playground updates that inspire creative and meaningful play opportunities.



Bring park into ADA compliance and create a safe, welcoming space for users of all abilities.



Additional benches and tables that encourage families and friends to relax and reconnect.



Path improvements to support physical wellness and alternative transportation options within the community.



New space to host small community events
and multigenerational family gatherings.

Why Fruit Valley Neighborhood Park?

- Current playground equipment is 27 years old and requires upgrades for safety reasons.
- The park does not comply with the standards set forth by the 2010 Americans with Disabilities Act (ADA) for playgrounds and parks.
- Fruit Valley is Vancouver's westernmost neighborhood and the largest geographically. Access to local parks is key to maintaining the neighborhood's livability for its 1000 households.
- One of Vancouver Parks and Recreation's five community gardens is located in Fruit Valley Neighborhood Park, expanding the role of this park as a vital neighborhood resource.



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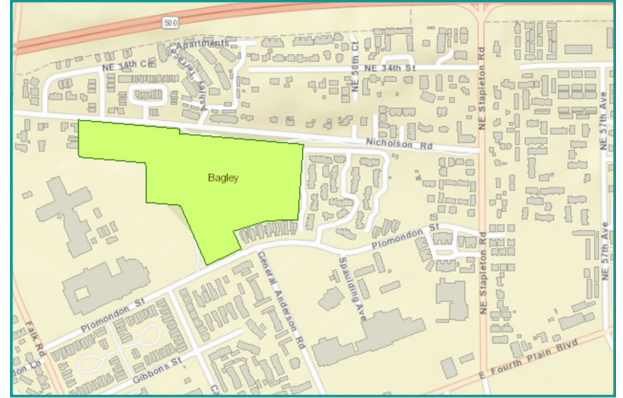
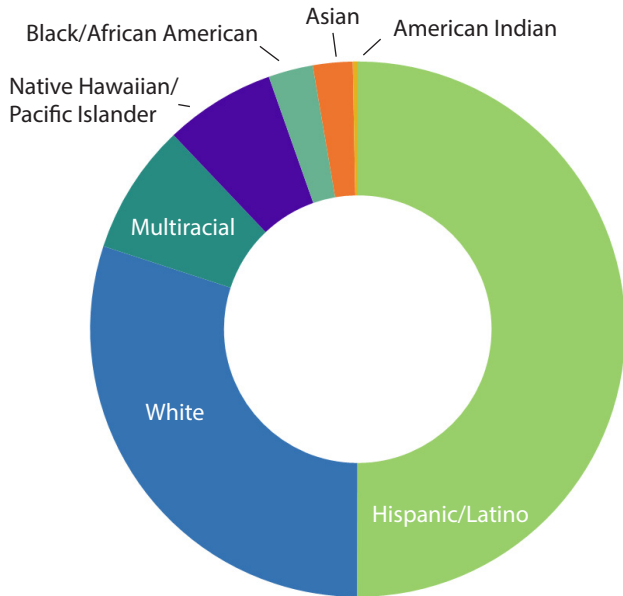
Bagley Community Park

Community parks are designed for organized recreation activities like arts and culture events or athletic competitions. In addition to playgrounds, they include amenities like sports fields, picnic shelters, restrooms and parking.

Community parks are 20-100 acres in size. Ideally, residential areas should have access to a community park within 3 miles and it should be accessible by public transportation.

Community Demographics

(based on nearest school, Roosevelt Elementary)



Bagley Park is located at 4607 Plomondon Street
Approx. Investment = \$10,000,000



84%

of students are eligible for free or reduced price lunch.



13%

of students are enrolled in special education.



40%

of students are English language learners.

Planned Improvements:



Radically inclusive, natural playground redesign
that inspires and welcomes all visitors to
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Fully accessible recreation and event space where people of all abilities can connect with neighbors and nature.



Complete redesign will provide new amenities to serve this rapidly growing community.



Large event space will host cultural events and other large gatherings that promote community engagement and connection.



Park landscaping will increase the tree canopy and improve air quality within the community.

Why Bagley Community Park?

- Playground was constructed in 1994 and the 25 year old equipment requires safety upgrades.
- Park amenities do not currently comply with the standards set forth by the 2010 Americans with Disabilities Act (ADA) for playgrounds and parks.
- Located near the growing Fourth Plain Corridor, this park serves a large number of diverse residents who call Vancouver's International District home.
- Steps away from the Parsley Center and the Boys and Girls Club of Southwest Washington, Bagley Community Park is poised to become an important wellness asset in this community hub.



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Staff Report 076-19

TO: Mayor and City Council

FROM: Eric Holmes, City Manager

DATE: 6/24/2019

SUBJECT Country Club Village Stormwater Retrofit Phase 1 - construction acceptance

Key Points

- The project installed over 1,200 linear feet of storm sewer and one water quality vault.
- The vault treats stormwater runoff from approximately 3 acres of previously untreated impervious surface.
- Staff proposes awarding construction acceptance and release of the retainage bond.

Strategic Plan Alignment

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

Present Situation

Halme Excavating, Inc of Battle Ground, Washington, has completed construction of the Country Club Village Stormwater Retrofit Phase 1 project. The project provided treatment of stormwater runoff by installing one water quality vault and 1,200 linear feet of storm sewer mains conveying stormwater to the vault.

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

TOTAL CONTRACT COSTS

Total Labor, Equipment and Material	\$344,073.82
Retainage	\$17,203.69

The original contract amount was \$361,622.50. The final project cost was \$344,073.82, which was \$17,548.68 (approximately 5%) less than the original contracted amount. The difference between original contract amount and final contract amount can be attributed to the typical

variances in unit prices and/or quantities commonly encountered during construction. As the original bid amount was less than \$500,000, per City policy, there were no apprenticeship utilization requirements included in this contract.

Advantage(s)

1. Provides effective water quality treatment of stormwater prior to discharging into Burnt Bridge Creek.
2. Completes the City's contractual and statutory process for accepting the project.
3. Formal project acceptance allows for closure on third-party bond claims and facilitates release of the Contractor's retainage

Disadvantage(s)

None

Budget Impact

This project was funded in part through the Washington State Stormwater Grant Program. The grant covered project design, engineering and construction costs. It required a 25% cash match from the City, which came from the Surface Water Utility Fund.

Prior Council Review

- Approval of the 2017-2018 Surface Water Construction Capital Budget
- Award of contract at the December 10, 2018, City Council Meeting

Action Requested

On June 24, 2019, accept the facilities as constructed by Halme Excavating Inc, of Battle Ground, Washington, and authorize release of retainage subject to receipt of all documentation required by law.

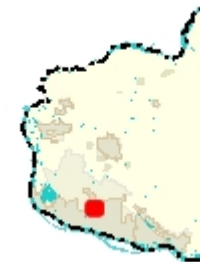
Kris Olinger, Senior Civil Engineer, 487-7188

ATTACHMENTS:

- ▢ Project Vicinity Map

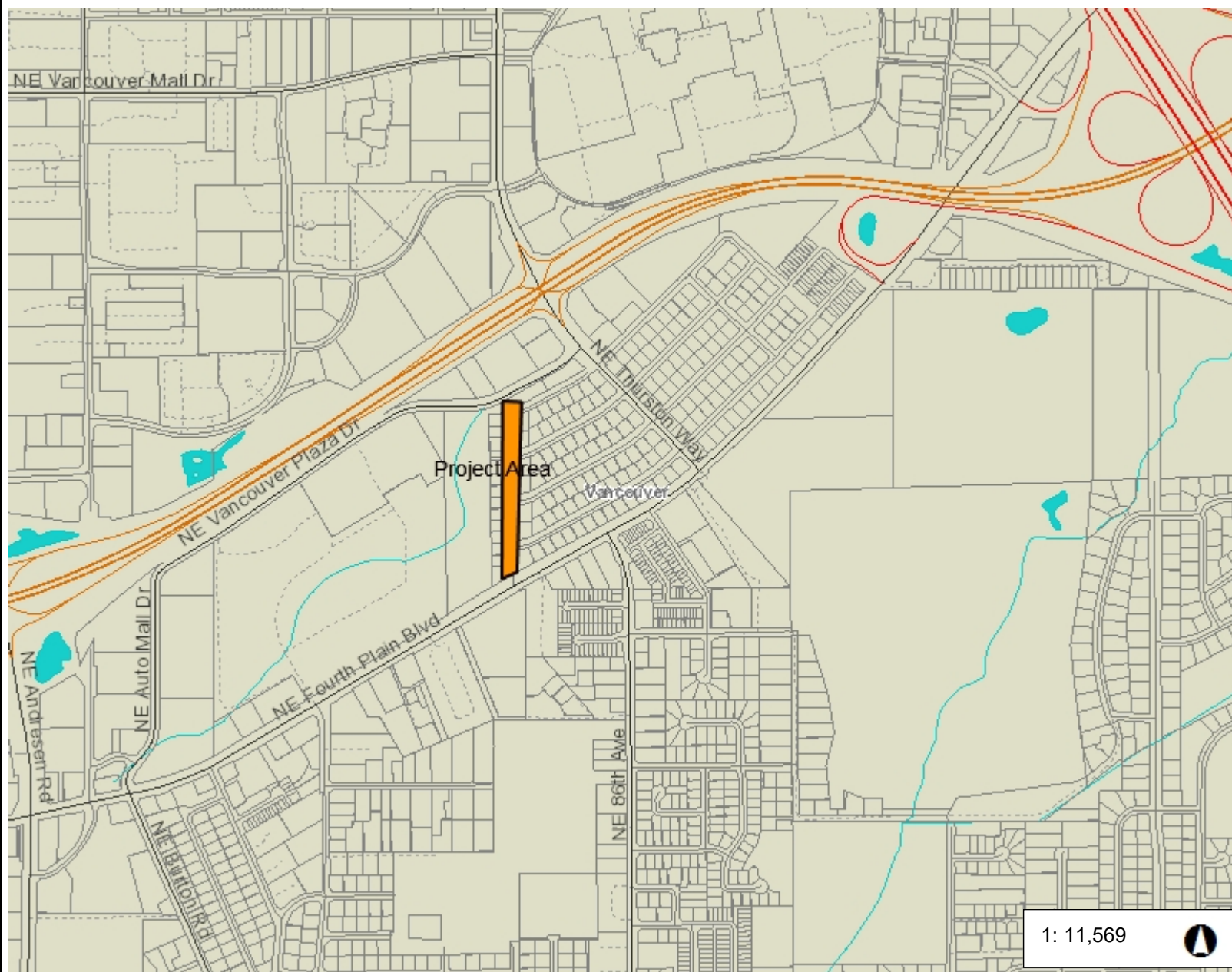


Country Club Village Stormwater Retrofit Phase 1



Legend

- Taxlots
- Cities Boundaries
- Urban Growth Boundaries



1: 11,569



1,928.2 0 964.12 1,928.2 Feet

WGS_1984_Web_Mercator_Auxiliary_Sphere
Clark County, WA. GIS - <http://gis.clark.wa.gov>

This map was generated by Clark County's "MapsOnline" website. Clark County does not warrant the accuracy, reliability or timeliness of any information on this map, and shall not be held liable for losses caused by using this information.

Notes:

Vicinity Map



Staff Report 077-19

TO: Mayor and City Council

FROM: Eric Holmes, City Manager

DATE: 6/24/2019

SUBJECT Bid Award for Sodium Fluoride, per Bid # 19-5

Key Points

- Fluoridation of Vancouver's municipal water supply has occurred since 1961 and is authorized by City Ordinance No. M-602.
- Vancouver's water is fluoridated in compliance with the U.S. Environmental Protection Agency, U.S. Department of Health and Human Services and Washington State Board of Health regulations, rules and guidelines.
- Vancouver uses sodium fluoride to fluoridate our water, not silicofluoride or other fluoride byproducts.
- Community fluoridation is strongly supported by our local health department, the State of Washington Department of Health and U.S. Department of Health and Human Services.

Strategic Plan Alignment

N/A

Present Situation

On March 25, 2019, the City received four (4) bids for the subject project. The bids ranged between \$384,000.00 and \$470,000.00. The low bidder submitted a letter asking the City to accept withdrawal of their bid based on the shipping costs they neglected to add into their pricing. Upon receiving the required justification for the withdrawal, the next responsive lowest bidder, Newco Inc dba Columbia Distribution Co. has been accepted.

The bid prices are based on an estimated usage quantity of 300 tons of sodium fluoride over a potential five-year period covered by the proposed contract. While the contract is for an initial period of one year it provides for an option to extend for up to four more years for a total of five years. The base bid quantities are based on a five-year contract. Columbia Distribution Company's bid was \$410,400 (\$1,368 per ton) or approximately \$82,000 per year. The cost per ton of \$1,368 is for the first full year of the contract and it may be adjusted in subsequent years in accordance with provisions outlined in the contract. The actual usage quantity (and costs) over the

life of the contract may be more or less than the estimated usage quantity of 300 tons over the five-year period.

Fluoridation of the public water supply in the City of Vancouver's water systems dates back to a City Council ordinance that was adopted into code (VMC 14.04.150) in late 1961. A citizens' referendum vote in early 1962 supported that Council decision. In 2011, the Washington Supreme Court held that city council decisions on fluoridation are an administrative decision, and not subject to local referendum or initiative. Community water fluoridation is strongly supported by our local health department, the State of Washington Department of Health, and the U.S. Department of Health and Human Services to promote dental health.

Vancouver's water is fluoridated with sodium fluoride – not fluoride byproducts from other processes – to about 0.6 to 0.8 milligrams per liter in compliance with federal and state regulations and guidelines including those by the U.S. Environmental Protection Agency, U.S. Department of Health and Human Services and Washington Department of Health.

Advantage(s)

Provides the product required to maintain the recommended fluoridation levels in the City's water system.

Disadvantage(s)

None

Budget Impact

Sufficient appropriation is included in the 2019-2020 adopted budgets.

Prior Council Review

Previous Contract:

Sodium Fluoride Contract 14-06 - May 2014 to May 2019

Action Requested

Award a contract for the purchase of sodium fluoride to Newco Inc dba Columbia Distribution Co, Seattle, Washington. The cost over the maximum five years of the contract is anticipated to not exceed \$500,000, which takes into consideration the fluctuation of usage and in the unit cost as allowed for under the contract.

Brian E. Wilson, Operations Superintendent - Water, 360-487-8275

ATTACHMENTS:

- ▢ Sodium Fluoride Contract



AGREEMENT # _____

SUPPLY AND DELIVERY OF SODIUM FLUORIDE

This Agreement made and entered into this _____ day of _____, 2019, by and between the City of Vancouver, a municipal corporation, under the laws of the State of Washington, hereinafter referred to as "City" and Newco Inc dba Columbia Distribution Co hereinafter referred to as "Contractor," whose address is 6900 Fox Ave S Seattle WA 98108.

WHEREAS, the City desires to engage the Contractor to supply and deliver **Sodium Fluoride** and associated products and services, in accordance with the terms of this Agreement. Contractor has agreed to provide afore-mentioned products per its response to City issued ITB #19-5.

WHEREAS, the Contractor has represented by entering into this Agreement that it is fully qualified to provide and deliver quality products, to the standards set forth herein.

NOW, THEREFORE, IT IS MUTUALLY AGREED BETWEEN THE PARTIES:

The City hereby agrees to engage the Contractor and the Contractor hereby agrees to supply and deliver Sodium Fluoride and associated products and services in accordance with the specifications hereafter set forth in connection with this Agreement:

1. **Supply and Delivery of Sodium Fluoride:**

Contractor agrees to provide the City of Vancouver Sodium Fluoride and associated products and services as set forth in this Agreement, and in accordance with ITB 19-5 (and its addenda, if any). The Contractor's submitted response under ITB 19-5, and City Purchase Orders issued under this Agreement are hereby incorporated into this Agreement as if fully set forth herein.

During the fulfillment of this Contract, the City may allow the Contractor to provide substitute product/s, upon confirmation that the ordered product has been discontinued. Pricing for such a product replacement or substitute shall not exceed the current price of substituted item.

The City of Vancouver reserves its right to seek alternative products if the project managers deem such action is in the City's best interest. This may include, but is not limited to special circumstances or needs of the City.

2. **General Requirement:**

The Contractor, at its sole cost and expense, shall perform and comply with all applicable laws of the United States and the State of Washington; the Vancouver City Charter, the Vancouver Municipal Code ("VMC"), and ordinances of the City of Vancouver; and rules, regulations, orders, and directives of their respective administrative agencies and officers.

3. Order or Precedence:

Where there is a conflict among or between any of these documents, the controlling documents shall be the first listed in the following sequence: Amendments to this Agreement; this Agreement; Purchase Orders; Contractor's submitted response to ITB 19-5, and ITB 19-5.

4. Purchase Order:

Purchases will be authorized via valid Purchase Orders. Purchases shall correspond with the Purchase Order; any unauthorized advance or excess order is returnable at Contractor's expense.

5. Schedule:

Unless the City requests a change in schedule, the Contractor shall deliver the products and render the services by the "Delivery Date" stated on the signed purchase order.

In the event that the products are not delivered and accepted in the timelines specified in the Purchase Order, the City of Vancouver reserves the right to reject the products and cancel the Purchase Order in its entirety. The City shall bear zero expense due to this breach.

6. Delivery:

All costs referenced must be F.O.B. Vancouver, Washington, Prepaid and Allowed (freight included in the unit cost), prepaid with all transportation and handling charges paid by the Contractor. Responsibility and risk of loss or damage shall remain with the Contractor until final inspection and acceptance when responsibility shall pass to the City except as to latent defects, fraud, and the Contractor's warranty obligations (including without limitation latent defects).

7. Payment:

Invoices will be paid at net thirty (30) days after the City's receipt and acceptance of the goods or completion and acceptance of the services, provided that all appropriate information has been listed on the invoice and necessary forms have been submitted. No payment shall be due prior to the City's receipt and acceptance of the items identified in the invoice thereof.

8. Adjustments:

The City at any time may make reasonable changes in the place of delivery, installation or inspection; the method of shipment or packing; labeling and identification; and ancillary matters that Contractor may accommodate without substantial additional expense to the City.

9. Assignment:

This Agreement is binding on each party, its successors, assigns, and legal representatives and may not, under any circumstances, be assigned or transferred by either party without express written authorization.

10. Waiver:

The City's failure to insist on performance of any of the terms or conditions herein or to exercise any right or privilege or the City's waiver of any breach hereunder shall not thereafter waive any other term, condition, or privilege, whether of the same or similar type.

11. Binding Effect:

The provisions, covenants, and conditions in this Agreement apply to bind the parties, their legal heirs, representatives, successors, and assigns. It will be at the City's sole discretion as to which terms may or may not apply to the Agreement.

12. Remedies Cumulative:

Remedies under this Agreement are cumulative; the use of one remedy shall not be taken to exclude or waive the right to use another.

13. Severability:

Any invalidity, in whole or in part, of any provision of this Agreement shall not affect the validity of any other of its provisions, unless the result of same would clearly be contrary to the overall intent of the parties in entering into this Agreement.

14. Taxes:

The Contractor shall pay, before delinquency, all taxes, levies, and assessments arising from its activities and undertakings under this Agreement; taxes levied on its property, equipment and improvements; and taxes on the Contractor's interest in this Agreement, provided, however, that any taxes that apply directly to the sale, such as a state or local sales tax, shall be added to the purchase price set forth in the Purchase Order.

15. Relation of Parties:

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

16. Ownership of Materials, Writings and Products:

All materials, writings, and products produced by Contractor in the course of performing this Agreement shall immediately become the property of the City. In consideration of the compensation provided for by this Agreement, the Contractor hereby further assigns all copyright interests in such materials, writing and products to the City; provided, however, that this clause does not apply to materials, writings, or products in which Contractor has a copyright interest prior to the date of this Agreement. A copy may be retained by the Contractor.

17. Proprietary and Confidential Information:

The parties acknowledge that the City is an "agency" within the meaning of the Washington Public Records Act, Chapter 42.56 of the Revised Code of Washington ("RCW"), and that materials submitted by the Contractor to the City become public record. Such records may be subject to public disclosure, in whole or part and may be required to be released by the City in the event of a request for disclosure. In the event the City receives a public record request for information that Contractor has marked as "Proprietary and Confidential," the City shall notify the Contractor of such request and withhold disclosure of such information for not less than FIVE (5) business days, to permit the Contractor to seek judicial protection of such information, provided that the Contractor shall be responsible for attorney fees and costs in such action and shall save and hold harmless the City from any costs, attorney fees or penalty assessment under Ch.42.56 RCW for withholding or delaying public disclosure of such information.

18. Warranties:

All products shall be warranted against defects or faulty workmanship and materials by the Contractor for one (1) year following inspection and acceptance of the products by the City. Warranty shall include all costs incurred, including shipping, for repair or replacement except that which is damaged by misuse or abuse. This one-(1) year warranty shall in no way affect normal extended or manufacturer's warranty exceeding this one (1) year period. Contractor warrants that all goods and services furnished under this Agreement are new, conform strictly to the specifications herein, are merchantable, good workmanship, free from defect, comply with all applicable safety and health standards established for such products, all goods are properly packaged, and all appropriate instructions or warnings are supplied. If a defect is found, a component failure occurs, or workmanship is found to cause failure, the Vendor shall replace the product at their own expense, including shipping charges. Any replacement product will be warranted for one (1) year from the date it is delivered. All implied and expressed warranty provisions of the Uniform Commercial Code are incorporated into this Agreement.

19. Non-Discrimination and Equal Employment Opportunity:

During the term of this Agreement, the Contractor agrees as follows: The Contractor will not discriminate against any employee or applicant for employment because of creed, religion, race, color, sex, marital status, sexual orientation, political ideology, ancestry, national origin, or the presence of any sensory, mental or physical handicap, unless based upon a bona fide occupational qualification. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their creed, religion, race, color, sex, national origin, or the presence of any sensory, mental or physical handicap. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

20. Indemnification:

Contractor agrees to indemnify, defend, save and hold harmless the City, its officials, employees and agents from any and all liability, demands, claims, causes of action, suits or judgments, including costs, attorney fees and expenses incurred in connection therewith, or whatsoever kind or nature (including patent infringement or copyright claims) arising out of, or

in connection with, or incident to, the performance of services pursuant to this Agreement. This indemnity and hold harmless shall include any claim made against the City by an employee of Contractor or subcontractor or agent even if Contractor is thus otherwise immune from liability pursuant to the workers' compensation statute, Title 51 RCW, except to the extent that such liability arises from the sole negligence of the City. Contractor specifically acknowledges that the provisions contained herein have been mutually negotiated by the parties and it is the intent of the parties that Contractor provide the broadest scope of indemnity permitted by law. Contractor is an independent Contractor and responsible for the safety of employees.

21. Order Quantity:

This is an as-needed Agreement; orders will be placed with Contractor via signed Purchase Orders on an as-needed basis. The City is not obligated to any minimum or maximum quantities under this Agreement.

22. Termination:

The City intends to award this contract for an initial period of one (1) year with an option to extend for four (4) more years. The maximum term of this contract is five (5) years.

The City, at its sole discretion, may terminate this Agreement for convenience at any time for any reason deemed appropriate. Termination is effective immediately upon notice of termination given by the City.

23. Prices:

Proposed prices outlined below must be valid for one year from the effective date of this Agreement. Price adjustments may be requested for consideration each year thereafter; the City, at its sole discretion, may approve that request. Request for price increases shall be supported by the applicable Consumer Price Index- All Urban Consumers (Portland-Salem, OR_WA) area for the immediate, previous four (4) quarters.

Coarse Crystal Sodium Fluoride per specifications	\$1368/ton
--	-------------------

Contractor warrants that prices of materials set forth herein do not exceed those charged by the Contractor to any other customer purchasing the same under similar conditions and in like or similar quantities.

Unless otherwise specified herein, no additional charges by the Contractor will be allowed including, but not limited to: handling charges such as packing, wrapping, bags, containers; return and re-stocking fees due to vendor error.

24. Commercial and General Liability Insurance:

The Contractor agrees to furnish the City with a current Certificate of Insurance on the standard "ACORD" with the coverage's listed below:

\$1,000,000.00 minimum/general liability per occurrence
\$2,000,000.00 minimum/general aggregate
\$1,000,000.00 minimum/automobile combined single limit (each accident)

City of Vancouver named as additional insured on the commercial general liability policy and an "additional insured" policy endorsement CG2012, CG2026 or equivalent must be included with the certificate of insurance

The certificate shall be made out to the City and be an original; no photocopies shall be accepted. The Certificate of Insurance shall provide the City be given 30 days advance notice of cancellation, non-renewal, or material change in coverage.

25. Other Liabilities:

Contractor agrees to indemnify, defend, save, and hold harmless the City, its officials, employees and agents from all claims, suits, and actions of any nature arising out of or related to the products and activities of the Contractor, its officers, subcontractors, agents, or employers under this Agreement. Contractor will not indemnify any action that arises out of the control application or operation of their software that was created by a third party vendor.

26. Worker's Compensation:

The Contractor shall comply with the State Washington, Department of Labor and Industries Industrial Insurance program, for all of its employees who are required to be so covered by the laws of the State of Washington and in case any work is subcontracted, the Contractor shall require the subcontractor to provide worker's compensation insurance for all of its employees unless or to the extent that such employees are covered by the protection provided by the Contractor.

27. Employment Security:

The Contractor shall comply with all employment security laws of the State of Washington, and shall timely make all required payments in connection therewith.

28. Compliance with the Law:

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

29. Licenses and Similar Authorizations:

The Contractor, at no expense to the City, shall be responsible to obtain all necessary licenses, permits, and similar legal authorizations required to perform the work associated with this Agreement.

In most cases, contractors will be required to get a business license when contracting with the City of Vancouver, unless allowable exemptions apply. Businesses/contractors shall contact the State of Washington Business License Service (BLS) at: <http://bls.dor.wa.gov/file.aspx>, telephone 800-451-7985, or www.cityofvancouver.us/businesslicense, to determine whether a business license is required pursuant to VMC Ch. 5.04.

30. Notices:

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

City of Vancouver

Contractor:

Anna Vogel
City of Vancouver
P O Box 1995
Vancouver WA 98668-1995

Lance Jones
Newco Inc dba Columbia Distribution Co
6900 Fox Ave S
Seattle WA 98108

31. Amendments:

This Agreement shall not be altered, changed, or amended except by an instrument in writing executed by the parties hereto. Any changes in the scope of work or compensation shall be mutually agreed upon between City and the Contractor and shall be incorporated in written amendments to this Agreement.

32. Entire Agreement:

This Agreement incorporates all the agreements, covenants, and understanding between the parties hereto and are merged into this written agreement. No prior agreement or prior understanding, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless set forth in this Agreement.

33. Cooperative Purchasing:

The Washington State Inter-local Cooperation Act, Ch. 39.34 RCW, authorizes public agencies to cooperatively purchase goods and services if all parties agree. By having responded to Request for Quotations #2018-12 and executing this Agreement, the Contractor agrees that other public agencies may purchase goods and services under this solicitation or Agreement at their own cost and without the City of Vancouver incurring any financial or legal liability for such purchases. The City of Vancouver agrees to allow other public agencies to purchase goods and services under this solicitation or Agreement, provided that the City of Vancouver is not held financially or legally liable for purchases and that any public agency purchasing under such solicitation or Agreement file a copy of this invitation and such agreement in accordance with RCW 39.34.040.

34. Ratification:

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

35. 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. Any action or suit brought in connection with this Agreement shall be brought in the Superior Court of Clark County, Washington.

36. Authority to Execute:

The Contractor warrants that it has legal authority to enter into this agreement and the signatory below is authorized to execute this Agreement on behalf of the Contractor and is at least 18 years of age.

CITY OF VANCOUVER,
A municipal corporation

CONTRACTOR:
Newco Inc dba Columbia Distribution Co

Eric Holmes, City Manager

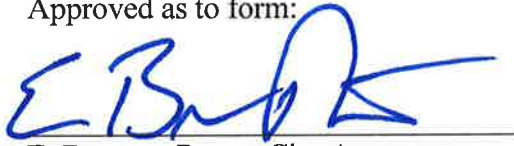
By:

Attest:

Printed Name

Natasha Ramras, City Clerk

Approved as to form:



E. Bronson Potter, City Attorney



Staff Report 078-19

TO: Mayor and City Council

FROM: Eric Holmes, City Manager

DATE: 6/24/2019

SUBJECT Acceptance of Federal Aviation Administration Grant for Pearson Field

Key Points

- The City will be undertaking a project calling for the removal and replacement of the runway pavement at Pearson Field Airport in 2019.
- The Federal Aviation Administration (FAA) will be funding 90% of the estimated \$950,000 project through a grant.
- The FAA requires a resolution indicating the City Council's authorization to accept the FAA grant.

Strategic Plan Alignment

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

Present Situation

The City of Vancouver is receiving a grant from the Federal Aviation Administration (FAA) to fund rehabilitation of the runway pavement at Pearson Field Airport in 2019. The project includes grinding off the old runway asphalt, repaving the runway, re-striping, new runway signage and replacement of a pilot electronic landing guidance system. Total cost of the project, including contract administration and inspection, is estimated to be \$950,000. The FAA grant will pay for 90% of the project. An additional WSDOT Aviation Division Airport Aid grant can be used as a 5% match for the project. The City, through the Pearson Field budget, would be responsible for the remaining 5%. The FAA requires a resolution indicating the City Council's authorization to accept the grant.

Advantage(s)

1. The rehabilitation of the runway pavement is an important capital improvement project for Pearson Field. If accepted, the FAA grant will provide 90% of the funding for that project.

2. The project will remove and replace runway asphalt pavement that was last replaced in 1991.

Disadvantage(s)

None

Budget Impact

The cost estimate for the project, including construction contract inspection and administration, is \$950,000. The FAA will pay for 90% of the project costs. A WSDOT grant will pay for 5% of the project costs and the City will be responsible for the remaining 5%. There is City funding approved for this project in the 2019-2020 Pearson Field budget.

Prior Council Review

Council approved a resolution to apply for a grant from WSDOT, Aviation Division for this project on May 6, 2019.

Action Requested

On June 24, 2019, adopt a resolution authorizing the City Manager to accept a grant from the Federal Aviation Administration for 90% of the project's \$950,000 estimated costs for the removal and replacement of runway pavement, new runway striping, replacement runway guidance signing, and replacement of a pilot electronic landing guidance system, at Pearson Field Airport.

Dan Swensen, Engineering & Construction Services Manager, 487-7750

ATTACHMENTS:

- Resolution

06/24/19

RESOLUTION NO. M-_____

A RESOLUTION authorizing the City of Vancouver to accept a Federal Aviation Administration Grant for Pearson Field Airport to fund rehabilitation of the runway, and authorizing the City Manager to accept the grant on behalf of the City of Vancouver.

WHEREAS, the City of Vancouver operates Pearson Field, a general aviation airport which is part of the federally designated Vancouver National Historic Reserve; and

WHEREAS, the City is in the process of receiving a grant from the Federal Aviation Administration (FAA) to fund rehabilitation of the runway at Pearson Field including grinding off the old asphalt, repaving the runway, re-striping, new runway signage and replacement of the electronic guidance system; and

WHEREAS the grant from the FAA will fund 90% percent of the estimated \$950,000 for the runway rehabilitation project; and

WHEREAS, the FAA requires legislative acceptance of the grant through a resolution.

NOW, THEREFORE,

BE IT RESOLVED BY THE CITY OF VANCOUVER:

Section 1. The recitals set forth above are adopted as findings supporting the action of the City Council in adopting this resolution.

Section 2. The City Council supports the runway rehabilitation project and authorizes the City to accept the grant funding through the Federal Aviation Administration, and authorizes the City Manager to accept the grant on behalf of the City of Vancouver.

RESOLUTION

ADOPTED at a Regular Meeting of the Vancouver City Council this 24th day of June,
2019.

Anne McEnery-Ogle, Mayor

Attest:

Natasha Ramras, City Clerk

Approved as to form:

E. Bronson Potter, City Attorney

RESOLUTION



Staff Report 079-19

TO: Mayor and City Council

FROM: Eric Holmes, City Manager

DATE: 6/24/2019

SUBJECT Second Amendment to Lease Agreement with NAMI Southwest Washington

Key Points

- NAMI Southwest Washington ("NAMI") entered into a Lease Agreement on June 20, 2015, which was amended on August 10, 2015 ("Lease Agreement"), whereby NAMI leased approximately 4300 square feet of space in the Town Plaza, 5411 East Mill Plain Blvd., Vancouver, Washington.
- The City purchased the property on June 28, 2017, and assumed the rights and obligations under the Lease Agreement.
- The current lease agreement runs through June 30, 2020, however City staff and NAMI wish to shorten the duration of the Lease Agreement by executing an amendment.

Strategic Plan Alignment

Goal 8: Strengthen community, retail and commercial districts throughout the city.

Present Situation

NAMI is currently renting space in the Town Plaza, located at 5411 East Mill Plain Blvd. The City purchased the Town Plaza and assumed NAMI's Lease Agreement on June 28, 2017. The lease has a termination date of June 30, 2020.

NAMI was aware of the City's plans to redevelop the Town Plaza property and actively searched for a new location for its non-profit business. It has found a new location and moved into the new space, and wishes to end the Lease Agreement, retroactively to May 15, 2019. In light of the City's future plans to redevelop the Town Plaza property, as well as the costs associated with maintaining the current buildings, the City also has an interest in early termination of the lease. City staff would like to amend the lease term by executing the Second Amendment to Lease Agreement, setting the lease termination to midnight on May 15, 2019.

Advantage(s)

1. Amending the lease will allow NAMI, a non-profit corporation that provides no cost mental health services, to lease space in its new location where it will continue to serve the local community long term.
2. The City will have greater flexibility concerning the property that was being leased by NAMI.

Disadvantage(s)

Loss in rent revenue of approximately \$84,500.00, which will have some offset by a reduction in building operation and maintenance costs.

Budget Impact

There will be no operational budget impact due to this transaction because the City's costs will not increase. There will be a reduction in lease revenue although this will be partially offset by a reduction in building operational costs.

Prior Council Review

None

Action Requested

Authorize the City Manager or his designee to execute the Second Amendment to Lease Agreement between City of Vancouver and NAMI Southwest Washington.

Linda Carlson, Property Management Specialist, 487-8423; Sara Baynard-Cooke, Assistant City Attorney, 487-8500

ATTACHMENTS:

- ▢ Second Amendment to Lease Agreement

SECOND AMENDMENT TO LEASE AGREEMENT

THIS SECOND AMENDMENT TO LEASE ("Second Amendment"), is made and entered into as of _____, 2019 by and between CITY OF VANCOUVER, a Washington municipal corporation ("Landlord") and NAMI Southwest Washington, a Washington non-profit corporation (Tenant").

RECITALS:

A. Tenant and Tower Mall Holdings LLC entered a Lease Agreement dated June 20, 2015, which was amended on August 10, 2015 ("Lease Agreement"), whereby Tenant leased approximately 4300 square feet of space in a shopping center commonly known as Town Plaza, 5411 East Mill Plain Blvd., Vancouver, Washington.

B. Landlord is the successor-in-interest to the previous landlords and is the owner of the property leased and interest of the "Landlord" under the Lease Agreement.

C. Tenant and Landlord have agreed to amend the term of the Lease Agreement so that the lease term expires at midnight on May 15, 2019.

AGREEMENT

IT IS MUTUALLY UNDERSTOOD AND AGREED by and between the Tenant and Landlord:

1. Termination of Lease. Section 1.c. of the Lease Agreement is deleted in its entirety and replaced with the following:

Lease Termination Date. The term of this Lease shall terminate at midnight on May 15, 2019 (the "Termination Date").

2. All other terms and conditions of the Lease Agreement shall remain in full force and effect.

TENANT

NAMI Southwest Washington

By: _____

Title: _____

Date: _____

STATE OF WASHINGTON

COUNTY OF _____

On this _____ day of _____, _____, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared _____ and _____, to me known to be the _____ of NAMI Southwest Washington, the Washington non-profit corporation that executed the foregoing instrument and acknowledged the said instrument to be the free and voluntary act of and deed of said corporation, for the uses and purposes therein mentioned, and on oath stated that NAMI Southwest Washington authorized to execute the said instrument and that the seal affixed is the corporate seal of said corporation.

Witness my hand and seal the day and year first above written.

Notary Public residing at _____

Printed Name: _____

My Commission Expires: _____

LANDLORD

The City of Vancouver

By: _____

Eric J. Holmes, City Manager

Date: _____

Approved as to Form:

E. Bronson Potter, City Attorney

STATE OF WASHINGTON
COUNTY OF _____

On this _____ day of _____, _____, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared Eric J. Holmes, to me known to be the City Manager for the City of Vancouver, Washington, that executed the foregoing instrument and acknowledged the said instrument to be the free and voluntary act of and deed of said City, for the uses and purposes therein mentioned, and on oath stated that the City of Vancouver authorized him to execute the said instrument and that the seal affixed is the corporate seal of said corporation.

Witness my hand and seal the day and year first above written.

Notary Public residing at _____

Printed Name: _____

My Commission Expires: _____



Staff Report 080-19

TO: Mayor and City Council

FROM: Eric Holmes, City Manager

DATE: 6/24/2019

SUBJECT Adoption of Comcast Biennial Report

Key Points

- The City/County Telecommunications Commission ("Commission") has prepared a progress report regarding franchise compliance by Comcast.
- The Commission finds Comcast in full compliance with the terms and conditions of the franchise.
- The Vancouver City Council should take affirmative action in adopting the report for the review to be binding on the cable operator at the time of renewal.

Strategic Plan Alignment

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

Present Situation

The City/County Telecommunications Commission ("Commission") has prepared progress reports regarding franchise compliance by the cable television operator beginning with completion of the first year of the franchise term, January 1983. This is the third Biennial Report since a 10-year franchise agreement with Comcast was adopted in July 2013. The reports have been forwarded to the legislative bodies of the Vancouver City Council and the Clark County Council.

As noted in the attached Resolution, the Cable Communications Policy Act of 1984 (the "Act"), which was amended in 1992 and currently in effect, requires that franchising authorities provide written notice of any franchise deficiencies and that the cable operators be given the opportunity to correct any violations, if such factors are to be considered during the franchise renewal process.

The Progress Reports prepared by the Commission clearly meet and exceed the requirements of the Act. Legal counsel advises staff, however, that the legislative bodies of the franchising authorities should take affirmative action in adopting the reports for the reviews to be binding on

the cable operator at the time of renewal.

As of the date of the Biennial Progress Report, the Commission finds Comcast in full compliance with the terms and conditions of the franchise. The number of customer complaints received by the City/County Cable TV Office regarding Comcast's service, including but not limited to the company's high-speed Internet service, decreased by 54% when compared to 2015-16. The 2017-18 complaints involved a number of issues, including rates, customer service and technical services.

Advantage(s)

1. Adoption of the Biennial Report preserves the rights of the City and cable television subscribers should issues arise which require correction by the cable operator.
2. The biennial report documents performance by Comcast which is part of the framework for franchise renewal negotiations.
3. The biennial report meets the requirements of federal law to provide a written evaluation of franchising performance by the cable operator.

Disadvantage(s)

None

Budget Impact

None

Prior Council Review

None

Action Requested

On June 24, 2019, adopt a resolution approving, ratifying, and affirming the biennial report of the Telecommunications Commission (January 2017 – December 2018).

Jim Demmon, Video Services Manager, 487-8706

ATTACHMENTS:

- ▣ Resolution
- ▣ Exhibit A - Telecommunications Resolution 2019-01
- ▣ Exhibit A Attachments

06/24/19

RESOLUTION NO. M- 4011

A RESOLUTION adopting the City/County Telecommunications Commission (“Commission”) Biennial Report regarding cable television franchise compliance by the cable operator Comcast of Washington V, LLC (“Comcast”).

WHEREAS, the Commission has regularly reviewed the performance of Comcast and compliance with the terms and conditions of the cable television franchise; and

WHEREAS, the Commission has documented its review and findings regarding compliance by Comcast with the provisions of the cable television franchise by submitting a biennial report to the Vancouver City Council and the Clark County Council; and

WHEREAS, the Cable Communications Policy Act of 1984 (Public Law 98-549), 47 U.S.C Section 546(d), requires that franchise authorities, in this case the City of Vancouver and Clark County, provide cable operators with written notice and the opportunity to correct any franchise violations which may occur during the course of the franchise, if such violations are to be considered during the franchise renewal process.

NOW, THEREFORE,

BE IT RESOLVED BY THE CITY OF VANCOUVER:

Section 1. That the Vancouver City Council adopts, ratifies, and affirms the Commission Progress Report (January 2017 – December 2018) on the performance of Comcast and compliance with the terms and conditions of the cable television franchise.

ADOPTED at a Regular Meeting of the Vancouver City Council this 24th of June, 2019.

Anne McEnery-Ogle, Mayor

Attest:

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

Approved as to form:

E. Bronson Potter, City Attorney

City/County Telecommunications Commission

RESOLUTION 2019 – 01

**Regarding Adoption of the Biennial Progress Report
on the Comcast Corporation Vancouver/Clark County Franchise Agreement**

Section 1. Findings

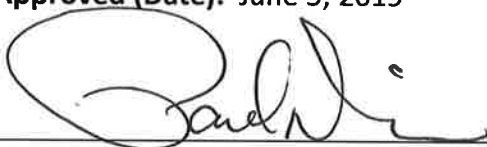
- 1.1 Pursuant to Section 4.5 “Performance Evaluation Sessions” of the current cable television franchise agreement between The City of Vancouver (“City”), Clark County (“County”) and Comcast Corporation (“Comcast”), the City/County Telecommunications Commission (“Commission”) may conduct performance reviews of the cable operator to insure franchise compliance every two years.
- 1.2 Court rulings indicate that legislative bodies of the franchising authorities must formally accept and adopt written reports regarding franchise compliance by the cable operator in order for such reviews as prepared by the Commission to be binding on the cable operator.
- 1.3 As part of the review process, the Commission requested specific information from Comcast, via a letter dated January 9, 2019 (attached as EXHIBIT A), to reach the Commission no later than February 15, 2019.
- 1.4 Comcast provided the Commission with the requested information on February 19, 2019.
- 1.5 The Commission conducted a Public Review of Comcast’s performance during the regular March 5, 2019, meeting.
- 1.6 The Commission has reviewed and documented its findings of the information provided by Comcast in relation to their performance and franchise compliance and prepared a Biennial Progress Report for the years 2017-2018 (attached as EXHIBIT B).
- 1.7 Included in the Biennial Progress Report is a review of Commission activity during 2017-2018 and major work items for 2019.
- 1.8 As of the date of the Biennial Progress Report, the Commission finds Comcast in full compliance with the terms and conditions of the franchise.
- 1.9 The number of customer complaints fielded by the City/County Cable Television Office in 2017-2018, detailed in this report, regarding Comcast’s service, including but not limited to the company’s high-speed Internet service, decreased by 54% when compared to 2015-2016.

NOW, THEREFORE BE IT RESOLVED:

Section 2.

- 2.1 The Commission, through this Resolution, adopts the 2017-2018 Biennial Progress Report on the Comcast Corporation Vancouver/Clark County Franchise Agreement.
- 2.2 The Commission directs staff to forward finalized copies of the 2017-2018 Biennial Progress Report to the Vancouver City Council and the Clark County Council.
- 2.3 The Commission recommends that the Vancouver City Council and the Clark County Council adopt, ratify, and affirm the 2017-2018 Biennial Progress Report.

Approved (Date): June 5, 2019



Chair, Paul Dicker, City/County Telecommunications Commission

Exhibits:

Exhibit A – Formal notification from the City/County Cable Television Office to Comcast regarding the biennial review process, dated January 9, 2019

Exhibit B – Biennial Progress Report on the Comcast Corporation Vancouver/Clark County Franchise Agreement, submitted June 5, 2019

January 9, 2019

SENT VIA E-MAIL & USPS

Tim Goodman
Director of Government Affairs – Oregon/SW Washington
Comcast Corporation
9605 S.W. Nimbus Avenue
Beaverton, OR 97008

RE: Comcast 2017-2018 Bi-Annual Franchise Performance Review

Dear Mr. Goodman:

The City of Vancouver and Clark County Telecommunications Commission is conducting its bi-annual performance review of Comcast. In preparation for the review, we are requesting the following information itemized below. All information should be as of December 31, 2018, unless otherwise indicated or appropriate.

Please provide:

1. System plant mileage for the Vancouver and Clark County cable system and the number of homes passed. Please include the number of miles of subscriber cable plant. Please attach current maps detailing constructed areas, delineating the aerial and underground plant for each. Also, please include a map suitable for duplication and distribution to the Commission and the public.
2. Current rate schedules for cable services as of January 2019.
3. Subscriber count, by programming service tier, as of January 2019.
4. Average response time to customer complaints in 2017 and 2018. Please provide the response time from when the customer initially calls to complain until the repair is made. If these times are not currently tracked, please clarify what times are reported.
5. Average response time to requests for installation and cable service in both constructed and new construction areas in 2017 and 2018.
6. Average number and duration of outages during 2017 and 2018.
7. Actions taken by Comcast to comply with the Federal Cable Policy Act of 1984 and the Cable Act of 1992 in the areas of:
 - a. Equal Employment Opportunity

Serving the citizens of Vancouver and Clark County since 1982

P.O. Box 1995 | Vancouver, WA 98668-1995 | 360-487-8702 | Fax: 360-487-8625 | www.cvtv.org

- b. Security and privacy provisions
 - c. Leased Access
 - d. Parental Lock Box Devices
8. An updated list of key Comcast personnel in the Vancouver/Portland metropolitan area, including key personnel that deal with the City/County Cable Office on franchise related issues (including those located in regional and/or the corporate Comcast offices). Please indicate their title, area(s) of responsibility and organizational relationship to Comcast, Comcast's regional office in Portland, Oregon and Comcast's regional office in Washington State.
9. The number of Comcast employees in the Vancouver/Portland metropolitan area.
10. A brief description of the emergency broadcasting capabilities of the cable system and how Comcast is linked with Vancouver/Clark County emergency service providers.
11. Please provide any other information on services or activities including community activities and sponsorships, which you may wish to communicate to the Commission.

The information provided by Comcast will serve as the basis of the Bi-Annual Performance Review, along with public testimony and Commission comments received at the March 6, 2019, Telecommunications Commission meeting. We anticipate the Commission will consider a draft of the Annual Report at the June 5, 2019, Commission meeting.

Accordingly, response to the Cable Television Office with the above requested information on or before February 15, 2019, will be greatly appreciated.

Your cooperation in this process is, as always, appreciated. Please contact Tracie Ramirez or me if you have any questions or need clarification on any issue.

Sincerely,



Jim Demmon, Video Services Manager
Vancouver/Clark County Cable Television Office

Cc: City of Vancouver/Clark County Cable Telecommunications Commission
Jan Bader, Program and Policy Development Manager, City of Vancouver
Michael Nigrey, Assistant City Attorney, City of Vancouver
Christine Cook, Clark County Prosecutor

**Report to the
Board of County Councilors
And
Vancouver City Council
From the
City/County Telecommunications Commission**

**PROGRESS REPORT ON THE COMCAST CORPORATION
VANCOUVER/CLARK COUNTY FRANCHISE AGREEMENT**

June 2019

I. INTRODUCTION - BACKGROUND

This is the Thirty-Fourth Report by the Vancouver/Clark County Telecommunications Commission ("Commission") reviewing the status of the franchise agreement with the cable television operator, Comcast of Washington V, LLC ("Comcast"). This is the third Biennial Report since a 10-year franchise agreement with Comcast was adopted in July 2013.

The 2017-18 Report is biennial, as agreed to in the franchise agreement. Previously performance reviews were conducted annually. However, the bulk of the report is consistent with the format for the previous evaluations of the cable operator's performance (1981-1986 Cox Cable; June 1986-1995 Columbia Cable; December 1995-1998 TCI; 1999-February 2003 AT&T Broadband; and February 2003 – Present, Comcast Corporation). The Commission's review focuses on calendar years 2017-18 although, as appropriate, more recent developments and issues are noted.

The Commission recognizes the importance of conducting reviews – not only as a franchise obligation, but also in light of changes in the marketplace, ever evolving technologies, population growth in the Vancouver and Clark County area and the requirements of the Federal Cable Act – to give an operator the opportunity to correct any franchise violations. The Commission understands that as a citizen advisory board it is responsible for the efficient and effective management and enforcement of the franchise. In addition, one of the most effective roles of the Commission through the years has been to inform various stakeholders, including the cable operator, Public, Education, and Government (PEG) access providers, elected officials, and cable subscribers, about the needs and issues of interest to the community. This report also summarizes the activities of the Commission during 2017-2018.

As noted in this report, Comcast's performance during the past two years has met all of the conditions of the City and County franchises. The number of customer complaints received by the City/County Cable TV Office regarding Comcast's service in 2017-2018, including but not limited to the company's high-speed Internet service, decreased by 54%

when compared to 2015-2016. The 2017-2018 complaints regarded a number of issues, including rates, customer service and technical services. Review of the cable operator's overall performance as well as a status report regarding Commission activities are contained in this review.

II. PURPOSE/GOALS

As set forth in the current franchise agreement with Comcast, Section 4.5, the Biennial Review is intended to assess the cable operator's performance as well as compliance with the terms and conditions of the franchise and compliance with state and federal laws and regulations during the previous two years. Evaluation of past performance by the cable operator(s) is of critical importance under federal law as the franchising authorities look to the future. In addition, the Report outlines the efforts and focus of the Commission during the previous two years and priorities for the current year.

III. METHODOLOGY

Comcast's performance was evaluated by reviewing the following information pertaining to performance and related cable service information:

- A. Correspondence, phone calls, electronic mail and inquiries received by the City/County Cable Television Office ("Cable TV Office");
- B. Minutes and video records of Commission meetings;
- C. Formal exchange of correspondence between Comcast and the Cable TV Office;
- D. Press reports and the experience of other communities, especially in the Vancouver/Portland area, regarding the delivery of cable television services; and
- E. Testimony received from the public during regularly-scheduled Commission meetings where public testimony on Comcast's performance was solicited, the most recent being March 6, 2019.

Information requested by the Commission from Comcast specifically for the purpose of preparing this report is on file and available for review at the Cable TV Office.

IV. FRAMEWORK FOR EVALUATION

The framework for evaluation has been governed by Section 4.5 "Performance Evaluation Sessions" of the franchise agreement. The agreement provides that evaluation "shall deal with the Grantee's [Comcast's] performance of the terms and conditions of the Franchise and compliance with state and federal laws and regulations."

In addition, findings and recommendations criteria presented to the Vancouver City Council and Clark County Board of Councilors by the Commission in Resolution 2013 – 01, May 1, 2013, in recommending the franchise agreement are also part of the framework for evaluation of Comcast's performance:

- A. Commitment to maintain current programmed PEG channels, with the capacity for up to two additional channels based on use by the community;
- B. Comcast's commitment to simultaneously carry three (3) of the existing PEG access channels in high-definition ("HD") and include up to twenty-four (24) hours of PEG access programming on Comcast's video-on-demand ("VOD") platform;
- C. Preserve PEG channel access to the lowest tier available to subscribers;
- D. Washington State and local programming identified as broad programming categories to be provided by the operator;
- E. Maintenance and potential increase, based on community needs and input, to capital funding support for public, education, and government access programming;
- F. Commitment to maintain I-NET for public agencies that supports high speed data, voice and video;
- G. Responsiveness to the special and unique qualities of Vancouver and Clark County.

V. HIGHLIGHTS OF 2017-18 PERFORMANCE REVIEW

The Report chronicles the fifteenth and sixteenth full years of service by Comcast as the cable operator. The Commission notes that the company has shown a strong commitment to the community. Examples of Comcast's ongoing commitment include:

- A. Providing \$9.95 a month Internet service and low-cost computer to households who have at least one child receiving free or reduced price school lunches and expanding the program to serve residents receiving HUD-housing assistance;
- B. Extensive involvement in the Vancouver/Clark County community including continued sponsorship through 2018 of the Vancouver National Historic Reserve Trust, Watershed Alliance of SW Washington, Clark County Fair Association, the annual Comcast Cares Day projects and other community functions.

During the past two years, there have been changes in local and regional leadership at Comcast. Rodrigo Lopez continues overseeing operations in Vancouver and Clark County, as the Regional Vice President. Tim Goodman, Director of Government Affairs, serves as the primary contact for the Cable TV Office and the Telecommunications Commission. Mike Burnett serves as Vice President of Technical Operations for Oregon/SW Washington.

Megan Bishop serves as Vice President of Finance. Comcast reports there are 1,568 company employees in the Vancouver/Portland area.

Commission activities during 2017-18 included:

- A. Re-designation of Educational and Governmental access providers;
- B. Review and forwarding of recommendations regarding the Public, Educational and Governmental ("PEG") Capital Support Fund.

In 2017, the total number of actual complaint calls to the Cable TV Office *decreased* to forty-one (41) (7 total "other calls/correspondence") compared fifty-three (53) (5 total "other calls/correspondence") in 2016. In 2018, the total number of actual complaint calls to the Cable TV Office *decreased* to eighteen (18) (3 total "other calls/correspondence"). When compared to a total of 68,566 subscribers Comcast reported in January 1, 2019, the 18 complaint calls represented 0.03% of total Comcast subscribers.

The Quarterly Comcast Subscriber Report details the decrease of 726 residential subscribers or a 1.01% decrease during 2018, from 69,292 as of December 31, 2017, to 68,566 as of December 31, 2018. The 726 decrease in subscribers compares to increases of 705 residential subscribers in 2015 and 687 subscribers in 2016. Comcast reported 22.3 million U.S. cable subscribers in 2018, reflecting a loss of 151,000 subscribers when compared to 2017.

Nationally, the media industry is in a transformative phase, as streaming media and live video on social media gain more viewers, threatening the traditional pay TV industry. Locally, the retention of customers is a welcome sign not only for maintaining a vibrant cable system but providing stable revenue streams from cable franchise fees and PEG capital support grants.

The Commission conducted a public review session regarding Comcast's performance at the March 6, 2019, regular meeting. The meeting was publicized in local newspapers and on the City of Vancouver's and Clark County's web pages. Twenty four e-mails were received as part of the public testimony. Written testimony and phone calls to the Cable TV Office were also accepted through May 10, 2019. The Cable TV Office and/or Comcast followed up directly with customers regarding their specific issues.

Specific testimony and comments were received regarding the following subjects:

- Request for more cable competitors;
- Complaints regarding poor customer service;
- Request for more than one "hold" period per year for those subscribers who leave their primary residences for lengthy periods multiple times per year;
- Complaints regarding difficulties navigating Comcast telephone support and issues understanding customer service representatives from different countries;

- Requests for ala carte programming options so subscribers can select and pay for just the channels they regularly watch;
- Complaint regarding installation issues;
- Requests for lower cable rates, especially for seniors and those on fixed incomes;
- Frustration with regional sports and broadcast fees;
- Issues with Internet service;
- Complaints regarding digital video recording services;
- Request for more Seattle-based news programs;
- Frustration with size, reach and profitability of Comcast Corporation;
- Compliment for Comcast's reliability and customer service;
- Complaint regarding initial high audio levels when the cable operator switches to local commercials.

VI. COMCAST 2017-2018 PERFORMANCE REVIEW – SUMMARY ANALYSIS

A. Construction

System mileage as of December 2018 was 876.04 miles of subscriber, cable plant in the City of Vancouver service area, a 34.18 mile increase since December 2016; and 1,442.28 in the Clark County service area, an increase of 93.18 miles since December 2016. In Vancouver a total of 102,728 homes are now passed by the cable system and 67,180 homes are passed in Clark County. Comcast reports a 40.7% penetration rate compared to 42.8% in December 2016, including commercial accounts. The rate jumps to 66.4% for residential customers only. Nationally the penetration rate for wired cable households is 48.5%.

A current map detailing constructed areas is on file in the Cable TV Office. A smaller conceptual map is available upon request.

System design and reliability are in compliance with franchise requirements.

B. Rates

As of September 1, 1993, cable rates became subject to regulation -- the Basic Service tier was regulated by local franchising authorities. The Cable Programming Service tier ("Expanded or Enhanced Basic") was regulated by the FCC until March 31, 1999. Expanded Basic rates became deregulated at that time. In 2007 Comcast filed a "Petition of Effective Competition" for Vancouver and Clark County with the Federal Communications Commission (FCC). On March 3, 2011, the FCC approved Comcast's petition, taking away the ability of the cities and County to regulate basic rates and equipment.

As of January 1, 2019 the Limited Basic Service, which includes local broadcast and PEG channels, has a monthly rate of \$31.89 (including 5.79% franchise fee and \$10.00

Broadcast TV fee). Since January 1, 2017 the Limited Basic Rate has increased by \$5.91 or a 22.75% increase. The Digital Economy tier, which includes Limited Basic Service and other selected channels, over 80 in total, costs \$61.30 (including franchise fee, \$10.00 Broadcast TV fee and \$8.00 Regional Sports fee). Since 2017, the Digital Economy package has increased by \$7.40 or a 13.736% increase. The Digital Starter package includes over 140 channels and costs \$94.14 (including franchise, broadcast and regional sports fees). Since January 1, 2017, the Digital Starter package has increased by \$7.41 or an 8.54% increase.

A table of Comcast rates and other charges as of January 2019 is attached to this report. (Exhibit A)

C. Consumer Services

1. During 2017-2018, Comcast met the telephone answering performance requirements of the franchises and of FCC customer service standards, answering 90% of calls within thirty (30) seconds. Comcast's reporting shows the following percentage of calls answered within thirty (30) seconds for 2017: 1st Quarter – 96.6%; 2nd Quarter – 95.4%; 3rd Quarter – 92.8%; 4th Quarter – 96.5% and 2018: 1st Quarter – 92.7%; 2nd Quarter – 90.8%; 3rd Quarter – 93.4%; 4th Quarter – 92.4%.
2. Comcast's Vancouver/Clark County office continued to handle in-home installation and repair, maintenance and field technicians and system management throughout 2017-2018.
3. As reported by Comcast, the average response time to a customer complaint was within 24-hours.
4. Standard customer installations in Comcast constructed areas were usually completed within five (5) business days after the request for cable service was received. The average response time for standard installation in new construction areas, when the home is not pre-wired for cable, was thirty (30) days. The response time is also within franchise requirements.
5. Comcast provides parental lock boxes upon request, as required by the Cable Communications Policy Act of 1984, to block out any channel. There is no additional charge for the device. Extensive parental control features are included as part of the digital cable service.
6. Comcast operates a state-of-the-art customer experience store at 7809 N.E. Vancouver Plaza Drive. The showroom and back-office supply occupy nearly 5,000 square feet and includes 55-inch TV screens where customers can test Comcast products and services.

D. PEG Access Programming**Public Access**

1. In July 2014, based on a recommendation from the Commission, the City Council and County Council chose to not re-designate Fort Vancouver Community Television (FVTV) as the public access provider. This decision was the result of a number of on-going management and fiscal challenges with FVTV.
2. The CAN Network, a consortium of public access centers from the Portland Metro area, continues to air on cable channel 11.

Educational Access

1. TV ETC is an educational consortium with members representing all public and private educational institutions in Vancouver and Clark County. The Commission recommended re-designation of TV ETC as the Education Access Provider on June 6, 2018. TV ETC is responsible for programming channels 27, 28 29 and HD 328.

In May 2019, TV ETC submitted an annual report to the Commission. TV ETC continues to produce quality programming. A copy of the TV ETC Annual Report for 2018 is on file at the Vancouver City Manager's Office.

TV ETC members produced 315 hours of local educational programming in 2018. TV ETC averaged 11.8 hours of programming per day on channel 27, 21.8 hours on channel 28/HD328 and 11.8 hours on channel 29.

Government Access

1. The Commission recommended re-designation of the City/County Cable Television Office as the Designated Access Provider for government on June 6, 2018. Through the government access channels, Clark/Vancouver Television (CVTV) Channels 21, 23 and HD 321 & 323, the City and County continue their service of providing local government and community programming. An additional HD channel, 321, was allocated for CVTV in June 2017.

CVTV produced 396 programs in 2018, offering viewers over 429 hours of locally produced programming. 77% of the programming was first aired live. CVTV averaged 21.87 hours per day of locally produced programming on channel 21/HD321 and 23.35 hours per day on channels 23/HD323. A copy of the CVTV Annual Report for 2018 is on file at the Vancouver City Manager's Office.

PEG Capital Support

1. A total of \$15,692,091 in PEG Capital Support payments collected by Comcast and paid to the City and County has been placed in the PEG Capital Support Fund from May 1998 through the 4th quarter of 2018. The PEG payments do not include interest accrued or adjustments for grant dollars unspent. During 2017-18, PEG funds awarded total \$1,865,859: \$598,353 for Government Access (CVTV) and \$732,743 for Educational Access (TV ETC), and \$534,763 for public Institutional Network ("I-NET") users.

PEG Capital Support provided funding for fifteen projects in 2017, including improvements to video production and playback facilities for TV ETC and phase one of a upgrade to the CVTV video playback facility. In 2018, fifteen projects were funded, including I-NET connections to two Vancouver fire stations, video production upgrades for TV ETC, the second phase of a CVTV video playback facility upgrade and the installation of a CVTV video production booth at a new C-TRAN administrative building.

H. Technical Performance

1. In 2017, there was an average of 471 outages per month, compared to 418 outages per month reported in 2016. In 2018, there was an average of 472 outages per month. Comcast reports the increase in outages was due to "replacement of aging, obsolete, damaged or impaired equipment and coaxial and fiber cables." The average duration of the outage was 0.48 hours in 2017 and 0.37 hours in 2018. Outages are tracked by repair and maintenance technicians and logged in a technical performance log for each occurrence.

I. Institutional Network

1. In July 2013, Comcast signed contracts with the City of Vancouver, Clark County, Clark County Fire District 5 and the Fort Vancouver Regional Library District for continued use of an optical fiber based Institutional Network ("I-NET") The 2013 cable franchise allowed I-NET users to utilize either the I-NET or switch to the services provided by Comcast Business Services. Comcast reports that in 2014 all I-NET sites were transition to Comcast Business Services.
2. I-NET users have reported that the system functioned extremely well throughout 2018. The City of Vancouver currently connects fourteen (14) different sites to the Comcast Business Services for data transfer, including City Hall, Vancouver Police Department's West and East Precincts and multiple Vancouver Fire Department stations. Clark County connects eleven (11) sites for data transfer, including the Clark County Center for Community Health, the Clark County Sheriff's Office Central Precinct, and the Fairgrounds. The Fort Vancouver Regional Library District connects eight (8) sites. Clark County Fire District 5

connects one (1) site, the NW Regional Training Center.

3. A total of \$226,900 in PEG Grant Funds was distributed in 2018 to I-NET users for monthly transport costs (\$92,000 – Clark County, \$64,600 – City of Vancouver, \$61,100 – Fort Vancouver Regional Library District, and \$9,240 – NW Regional Training Center.)

J. Emergency Alert System

1. As required by the Federal Communications Commission, Comcast operates and regularly tests an Emergency Alert System (“EAS”). In the event of an alert a crawl message is inserted over all channels indicating that an emergency exists and viewers should switch to Channel 24, C-SPAN, for more information. All digital boxes will auto-tune to this channel during EAS alert tests or actual emergencies.
2. Comcast monitors two Vancouver/Portland EAS sources for alert information, KXL 101.1 FM radio and KOPB 91.5 FM radio, as well as FEMA’s Common Alert Protocol-based network.
3. Comcast tests their EAS system a minimum of twelve times per year. The Clark Regional Emergency Services Agency verifies their locally generated emergency alerts appear on the local cable system a minimum of two times per year.

K. Community Involvement

1. As noted by Comcast, in 2017-18 the company gave \$3 million annually in cash and in-kind contributions to over 100 local community organizations in SW Washington/Oregon. The Commission acknowledges with appreciation Comcast's local sponsorships, participation, and charitable contributions in the Vancouver/Clark County community. These include the Vancouver National Historic Reserve Trust and Greater Vancouver Chamber of Commerce.

In SW Washington, local Comcast employees and their families volunteered their time for maintenance projects at Bagley and LeRoy Haagen Parks.

Each year, Comcast awards scholarships that recognize senior high school students in local communities. Seventeen SW Washington area students received \$1,000 scholarships in the 2016-17 school year and seventeen in the 2017-18 school year.

L. Overall Performance

1. The Commission is pleased to report that Comcast was in compliance with all provisions of the franchise agreements through December 2018.

2. The reliability and customer service for Comcast's cable and high-speed Internet were consistently strong throughout 2018.
3. The cable provider continues to keep the system robust with expanded services for Vancouver and Clark County subscribers, including increases in Internet speeds, voice command remotes, and connection to Netflix and Amazon through the cable box.
4. Comcast continues offering its Internet Essential program with a \$9.95 a month Internet service and low-cost computer to household who have at least one child receiving free or reduced price school lunches. The company expanded the service to residents receiving HUD-housing assistance.

VII. TELECOMMUNICATIONS COMMISSION ACTIVITIES

Paul Dicker served as Chair of the Commission through 2018 and Paul Hunter served as Vice Chair. Both were reelected in 2019.

The Commission held three (3) regular meetings in 2017 and three (3) regular meetings and in 2018. In addition, several subcommittee meetings were held.

The majority of the Commission's attention was focused PEG issues, including designation of access providers and channels, and recommendations on PEG capital grants.

Major work items and accomplishments for 2017/2018 included:

- A. Review and re-designation of PEG Access Providers for government, and education;
- B. Coordination of the PEG Capital Support Fund program;
- C. Assisted citizens and cable television subscribers in resolving 59 complaints regarding cable and Internet services during 2017-18;
- D. Reviewed work plan for 2019/2020.

Major work items for 2019/2020 include:

- A. Administer the cable television franchise agreement for the City of Vancouver and Clark County and insure current grantees' (Comcast & CenturyLink) continued compliance with franchise requirements;
- B. Provide assistance to citizens and cable television subscribers in cable television matters by facilitating complaint resolution and enforcing franchise compliance by the cable operator in all matters pertaining to consumer issues;

- C. Review proposals for cable television franchise with alternative providers and make recommendations to the legislative bodies when they are received;
- D. Provide recommendations to legislative bodies on awards of PEG Capital Support funding for designated access providers and Institutional Network subscriber;
- E. Review and recommend re-designation of PEG Access Providers for public, government and education;
- F. Review work plan for 2020.

VIII. SUMMARY

The Commission is pleased to present a positive report to the legislative bodies in this report on the progress of cable television in Vancouver/Clark County. Comcast is in full compliance with the terms and conditions of the franchise.

With the current cable franchise taking us into 2023, the opportunities and challenges ahead are mirrored by the evolving technical and regulatory landscape. Ever changing and expanding technological initiatives mean that the delivery of cable services will continue to evolve and the way that customers receive these services may be very different five years from now, even though we don't know what that future will hold. The number of customers subscribing to traditional cable TV continues to drop nationally. Netflix, a streaming video company, now surpasses the usage of cable TV subscribers. There are a number of regulatory and legal proceedings in Congress, the federal courts, and before the Federal Communications Commission that could dramatically impact the franchising process in the coming three to five years. These include, but are not limited to, changes in the federal Cable Policy Acts of 1984 and 1996, and court decisions regarding requirements of cable systems in a number of arenas and how services are defined.

Until there are more definite answers or specific changes, the City and the County will continue to proceed within the legal framework provided by the current Federal laws and FCC rulings and procedures.

The only certainty is change. The Commission, the City, the County, Comcast, other possible cable providers, and the community must continue to work together in partnership to insure that whatever new technologies are made available and implemented in Vancouver/Clark County, they meet the cable needs and requirements of Vancouver and Clark County residents. Despite all the unknown changes, however, localism and responsiveness to the local community are at the heart of cable television and are its strength in meeting the "special and unique needs"

of Vancouver/Clark County. We think this community, the Commission, the legislative bodies, and Comcast are prepared to embrace the future and ensure that Vancouver/Clark County continue to receive state of the art telecommunications services delivered by the cable television system.

I:\Telecommunications Commission\Cable Op Annual Perf. Review\Year 2017-18 Review\Comcast 2017-18 Report Final

INSTALLATION (PER OCCURRENCE UNLESS NOTED)	Initial Installation of Service	After Initial Installation of Service
Xfinity TV™	\$99.99	N/A
Miscellaneous Services (additional outlet, additional device, DVD, VCR, computer, including in-home service)	\$35.00	\$70.00
Relocate Additional Outlet	\$35.00	\$70.00
Upgrade of Service (in-home visit required)		\$70.00
Degradation of Service (in-home visit required)		\$70.00
Hourly Service Charge (if customer installation not ¹)		\$70.00
In-Home Service Visit (Xfinity TV)		\$70.00
In-Wall Wiring		\$70.00
Video Home—Secure Installation Fee		\$499.99
Xfinity Voice Standard Installation (per occurrence)		\$99.99
Xfinity Internet Professional Installation (per occurrence)		\$99.99

VEINITY INSTANT TV^{1,22}

XFINY INSTANT TV ADDITIONAL SERVICES**	
Kids & Family Includes 13 kid and family-friendly channels including Cartoon Network, Disney Channel, Nickelodeon and Universal Kids	\$10.00
Entertainment Includes 22 entertainment channels including A&E, AMC, Bravo, Fox Network, FX, TNT and VH1	\$15.00
Sports & News Includes 14 sports and news channels including CNBC, CNN, ESPN, CNN2, MSNBC and NBC Sports	\$27.00
Deportes Includes up to 6 deportes channels including ESPN Deportes, FOX Deportes and NBC Universo	\$5.00
Latino Includes 13 latino channels including Gine Latino, Discovery en Español, Galavisión, Yente Movies and YME Kids	\$5.00
HBO®	\$15.00
Starz®	\$12.00

KEVIN VOICE 19

YEINITY INTERNET1.19

*Certain services available separately or as a part of other levels of service. Xfinity services are subject to Comcast's standard terms and conditions of service. Unless otherwise specified, prices shown are the monthly charge for the corresponding service, equipment or package. Prices shown do not include applicable taxes, franchise fees, FCC fees, Regulatory Recovery Fee, Public Access fees, other state or local fees or other applicable charges (e.g., per-call fee for international numbers). Prices, equipment and service are subject to change. Fees are

[illegible][illegible]

xfinity

Services & Pricing

Effective January 1, 2019
Vancouver, WA
(POR-002)

1-800-xfinity | xfinity.com COMCAST

LIW0000071 1018

Exhibit A

BUNDLED PACKAGES^{1,2}

QUAD PLAY PACKAGES

X1 Saver Quad Play^{3†} Includes Digital Starter and Streampix for primary outlet, Performance Pro Internet, Xfinity Voice Unlimited Saver and Xfinity Home - Secure	\$159.95
X1 Starter Quad Play^{3†} Includes Digital Starter and Streampix for primary outlet, HD Technology Fee, Extreme Pro Internet, Xfinity Voice Unlimited and Xfinity Home - Secure	\$179.95
X1 Preferred Quad Play^{3†} Includes Digital Preferred, Starz® and Streampix for primary outlet, HD Technology Fee, Gigabit Internet, Xfinity Voice Unlimited and Xfinity Home - Secure	\$199.95
X1 Premier Quad Play^{3†} Includes Digital Premier, Streampix and AnyRoom DVR Service for primary outlet, HD Technology Fee, Gigabit Internet, Xfinity Voice Unlimited and Xfinity Home - Secure	\$219.95

TRIPLE PLAY PACKAGES

X1 Saver Triple Play Includes Digital Starter and Streampix for primary outlet, Performance Pro Internet and Xfinity Voice Unlimited Saver	\$120.00
X1 Starter Triple Play Includes Digital Starter and Streampix for primary outlet, HD Technology Fee, Blast Pro Internet and Xfinity Voice Unlimited	\$140.00
X1 Preferred Triple Play Includes Digital Preferred, Starz® and Streampix for primary outlet, HD Technology Fee, Extreme Pro Internet and Xfinity Voice Unlimited	\$160.00
X1 Premier Triple Play Includes Digital Premier, Streampix and AnyRoom DVR Service for primary outlet, HD Technology Fee, Extreme Pro Internet and Xfinity Voice Unlimited	\$180.00
X1 Starter Secure Triple Play^{3†} Includes Digital Starter and Streampix for primary outlet, HD Technology Fee, Blast Pro Internet and Xfinity Home - Secure	\$140.00
X1 Preferred Secure Triple Play^{3†} Includes Digital Preferred, Starz® and Streampix for primary outlet, HD Technology Fee, Extreme Pro Internet and Xfinity Home - Secure	\$160.00
X1 Premier Secure Triple Play^{3†} Includes Digital Premier, Streampix and AnyRoom DVR Service for primary outlet, HD Technology Fee, Extreme Pro Internet and Xfinity Home - Secure	\$180.00

XFINITY LATINO TRIPLE PLAY PACKAGES

X1 Economy Plus Latino Triple Play Includes Economy Plus Latino TV for primary outlet, Performance Pro Internet and Xfinity Voice Unlimited with Carefree Minutes Latin America 300	\$110.00
X1 Saver Latino Triple Play Includes Starter Latino TV and Streampix for primary outlet, Performance Pro Internet and Xfinity Voice Unlimited with Carefree Minutes Latin America 300	\$120.00

X1 Starter Latino Triple Play Includes Starter Latino TV and Streampix for primary outlet, HD Technology Fee, Blast Pro Internet and Xfinity Voice Unlimited with Carefree Minutes Latin America 300	\$140.00
X1 Preferred Latino Triple Play Includes Digital Preferred, Xfinity TV Latino, Starz® and Streampix for primary outlet, HD Technology Fee, Extreme Pro Internet and Xfinity Voice Unlimited with Carefree Minutes Latin America 300	\$160.00
X1 Starter Secure Latino Triple Play^{3†} Includes Starter Latino TV and Streampix for primary outlet, HD Technology Fee, Blast Pro Internet and Xfinity Home - Secure	\$140.00
X1 Preferred Secure Latino Triple Play^{3†} Includes Digital Preferred, Xfinity TV Latino, Starz® and Streampix for primary outlet, HD Technology Fee, Extreme Pro Internet and Xfinity Home - Secure	\$160.00

DOUBLE PLAY PACKAGES

Internet Plus Basic Includes Limited Basic, Streampix, TV Box and remote for primary outlet and Performance Plus Internet	\$78.95
Performance Plus Saver Double Play Includes Performance Plus Internet and Xfinity Voice Unlimited Saver	\$69.95
Performance Plus Unlimited Double Play Includes Performance Plus Internet and Xfinity Voice Unlimited	\$79.95
X1 Saver Double Play Includes Digital Starter and Streampix for primary outlet and Performance Pro Internet	\$100.00
X1 Starter Double Play Includes Digital Starter and Streampix for primary outlet, HD Technology Fee and Performance Pro Internet	\$120.00
X1 Preferred Double Play Includes Digital Preferred, Starz® and Streampix for primary outlet, HD Technology Fee and Performance Pro Internet	\$140.00
X1 Premier Double Play Includes Digital Premier, Streampix and AnyRoom DVR Service for primary outlet, HD Technology Fee and Performance Pro Internet	\$160.00

XFINITY LATINO DOUBLE PLAY PACKAGES

Internet Plus Latino Includes Limited Basic, Xfinity TV Latino, TV Box and remote for primary outlet and Performance Plus Internet	\$78.95
X1 Economy Plus Latino Double Play Includes Economy Plus Latino TV for primary outlet and Performance Pro Internet	\$90.00
X1 Saver Latino Double Play Includes Starter Latino TV and Streampix for primary outlet and Performance Pro Internet	\$100.00
X1 Starter Latino Double Play Includes Starter Latino TV and Streampix for primary outlet, HD Technology Fee and Performance Pro Internet	\$120.00
X1 Preferred Latino Double Play Includes Digital Preferred, Xfinity TV Latino, Starz® and Streampix for primary outlet, HD Technology Fee and Performance Pro Internet	\$140.00

XFINITY TV¹

BASIC SERVICES

Limited Basic	\$20.15
Broadcast TV Fee ²	\$10.00

DIGITAL SERVICES

Digital Economy Includes Limited Basic, additional digital channels, TV Box and remote for primary outlet, access to Pay-Per-View and On Demand programming and Music Choice	\$39.95
Digital Starter Includes Limited Basic, additional digital channels, TV Box and remote for primary outlet, access to Pay-Per-View and On Demand programming and Music Choice	\$70.99
Digital Preferred Includes Digital Starter, additional digital channels, Encore®, access to Pay-Per-View and On Demand programming and Music Choice	\$89.49
Digital Preferred Plus Includes Digital Preferred, HBO®, Starz® and The Movie Channel®	\$124.49
Digital Premier Includes Digital Preferred, HBO®, Showtime®, Starz®, Encore®, and The Movie Channel®	\$144.49
Basic Latino TV Includes Limited Basic, Xfinity TV Latino, TV Box and remote for primary outlet	\$32.95
Economy Latino TV Includes Digital Economy and Xfinity TV Latino for primary outlet	\$42.95
Economy Plus Latino TV Includes Economy Latino TV and additional digital channels for primary outlet	\$52.95
Starter Latino TV Includes Economy Plus Latino TV and additional digital channels for primary outlet	\$69.95

XFINITY TV SERVICES

HBO®	\$15.00
Showtime®	\$12.00
Starz®	\$12.00
Cinemax®	\$12.00
The Movie Channel®	\$12.00
Epic®	\$5.99
Playboy®	\$19.99
2 Premium Package® HBO® and Cinemax®, Showtime® and The Movie Channel® or Starz® and The Movie Channel®	\$24.00
Digital Preferred® Includes 66 channels including National Geographic Channel, Cooking Channel and CBS Sports Network	\$16.50
Xfinity TV Latino® Includes 44 channels of Spanish language programming	\$18.00
Xfinity TV Latino® with X1 Premier Double or Triple Play Package	\$10.00
Family Tie® Includes 14 channels including Nickelodeon, Disney Channel, Food Network, HGTV, Universal Kids, DIY, Science Channel and National Geographic Channel	\$14.95
Sports Entertainment Package® Includes 17 channels including NFL RedZone, MLB Network, NBA TV, NHL Network and CMT	\$9.99
HD Technology Fee ²	\$10.00
HD DVR Service ²	\$9.95

AnyRoom DVR Service ⁴	\$9.95
Service to Additional TV ⁵	\$9.95
Service to Additional TV with TV Adapter ⁶	\$6.99

INTERNATIONAL SELECTIONS

TFC® (Filipino)	\$11.99
ART® Arabic®	\$9.99
TV Globo: Brazilian®	\$19.99
Brazilian 2 Pack® Includes TV Globo and PFC	\$24.99
Brazilian 4 Pack® Includes TV Globo, PFC, Band Internacional and Record TV	\$34.99
Mandarin 2 Pack® Includes Phoenix Info News and Phoenix North America	\$6.99
Mandarin 4 Pack® Includes CTI Zhang Tian, CCTV4, Phoenix Info News and Phoenix North America	\$19.99
Filipino 2 Pack® Includes GMA Pinoy w/ GMA Video On Demand and GMA Life	\$14.99
Filipino 3 Pack® Includes GMA Pinoy w/ GMA Video On Demand, GMA Life and TFC	\$22.99
TV5MONDE: French® With Cinema On Demand	\$9.99
DW Deutsche « German®	\$9.99
Antenna: Greek®	\$14.99
The Israeli Network®	\$19.99
Rai Italia: Italian®	\$9.99
Italian 2 Pack® Includes Rai Italia and Mediaset	\$14.99
TV JAPAN® Includes TV JAPAN On Demand	\$24.99
TV Polonia: Polish®	\$19.99
SIC: Portuguese®	\$9.99
Portuguese 2 Pack® Includes RTP1 and SIC	\$14.99
Impact TV: Russian Add-on® With any International package	\$6.99
Russian 2 Pack® Includes Channel One Russia and NTV America	\$14.99
Russian 4 Pack® Includes Channel One Russia, RTN, TV1000 Kino and NTV America	\$26.99
Russian 5 Pack® Includes Channel One Russia, RTN, NTV America, RTR-Planeta and Rossiya 24	\$26.99
Russian 8 Pack® Includes Channel One Russia, RTN, RTVI, TV1000 Russian Kino, NTV America, RTR-Planeta, Rossiya 24 and CTC	\$34.99
Willow: Cricket Add-on® With any International package	\$6.99
Willow: Cricket®	\$14.99
Hindi 2 Pack® Includes Zee TV and Star India Plus	\$24.99
Hindi 3 Pack® Includes Zee TV, Star India Plus and SET	\$29.99
Hindi 8 Pack® Includes Zee TV, Star India Plus, SET, Star India Gold, Star Bharat, TV Asia, NDTV 24x7 and NDTV Good Times	\$34.99
Hindi 10 Pack® Includes Zee TV, Star India Plus, SET, Star India Gold, Star Bharat, TV Asia, NDTV 24x7, NDTV Good Times, Eros Now and Willow	\$49.99
Vijay: Tamil®	\$9.99
SBTV: Vietnamese®	\$14.99

PAY-PER-VIEW AND ON DEMAND SUBSCRIPTION SERVICES¹²

Acorn TV On Demand	\$4.99
AMC Premiere On Demand	\$4.99
Brown Sugar On Demand®	\$3.99
Crafty On Demand®	\$7.99
Anime Network On Demand	\$6.99
CuriosityStream On Demand	\$5.99
Daily Burn On Demand®	\$14.99
Disney Family Movies On Demand	\$5.99
Disney Slarty Central On Demand	\$4.99
DOJAZZ On Demand®	\$6.99
DOGTV On Demand	\$4.99
Echoboom Sports On Demand®	\$5.99
Eros Now On Demand	\$12.99
Eros Now On Demand with South Asian International selection	\$9.99
Filipino On Demand	\$7.99
Filipino On Demand with Filipino International selection	\$5.99
FitFusion On Demand	\$6.99
FX+ On Demand	\$5.99
Gala On Demand	\$9.99
GalaM TV Fit & Yoga On Demand	\$6.99
Grokker Yoga Fitness On Demand	\$6.99
Hallmark Movies Now On Demand®	\$4.99
here! TV On Demand	\$7.99
History Vault On Demand	\$4.99
Hopster On Demand®	\$6.99
Kevin Hart's Laugh Out Loud On Demand	\$4.99
Kidstream On Demand	\$4.99
Lifetime Movie Club On Demand	\$3.99
Lion Mountain TV On Demand®	\$3.99
MagellanTV History On Demand®	\$5.99
Outside TV Features On Demand®	\$4.99
Pantaya On Demand	\$5.99
Pay-Per-View and On Demand Movies and Events ¹³ (per title or event)	Prices vary
PlayKids On Demand®	\$6.99
Pro Guitar Lessons On Demand®	\$4.99
Quark On Demand®	\$4.99
Revolution Golf+ On Demand®	\$6.99
Slide TV On Demand®	\$4.99
Stephens Drum Shed On Demand®	\$4.99
Stingray Classics On Demand	\$6.99
Stingray Karaoke On Demand	\$6.99
Stingray Qello On Demand®	\$7.99
Streampix®	\$4.99
The Great Courses Signature On Demand®	\$7.99
The Jewish Channel On Demand	\$6.99
The Reading Corner On Demand®	\$3.99
Too Much for TV On Demand	\$14.99
TouchTV On Demand®	\$4.99

Refer to the last page for additional information.
For information about Xfinity policies and terms of service, go to xfinity.com.



Staff Report 081-19

TO: Mayor and City Council

FROM: Eric Holmes, City Manager

DATE: 6/24/2019

SUBJECT Designation of TV ETC and CVTV respectively as the education and government access providers on the Comcast and CenturyLink cable systems

Key Points

- The City/County Telecommunications is recommending that the Council re-designate TV ETC as the educational access provider and CVTV as the government access provider for Vancouver and Clark County on the Comcast and CenturyLink cable systems.
- Both CVTV and TV ETC have served as designated access providers for a number of years and produce professional, high quality programming.
- This is an annual recommendation made by the Telecommunications Commission to the City Council and Board of County Councilors.

Strategic Plan Alignment

Goal 3, Objective 3.1: Strengthen community identity and sense of belonging.

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

Present Situation

The City and County have a cable television franchise agreement with Comcast of Washington, V LLC, that was effective on July 1, 2013, and a cable franchise agreement with Qwest Broadband Services, Inc. dba CenturyLink, that was effective on January 22, 2016. Under the terms of those agreements, Comcast and CenturyLink provide channels for Public, Education and Government (PEG) programming and it is the responsibility of the City and County to designate authorized entities to provide programming on those channels.

Organizations that are designated as access providers have authorization to broadcast programs over assigned channels on the Comcast and CenturyLink cable systems. They are also able to apply for annual PEG grants, administered by the City, for equipment and other capital expenses

associated with producing and broadcasting programming.

TV ETC is a consortium of K-20 educational institutions operated by Educational Service District 112 and is the current educational access provider for Vancouver and Clark County. CVTV, operated by the City/County Cable Television Office, is the current government access provider for Vancouver and Clark County.

The City/County Telecommunications Commission ("Commission") recommends organizations to serve as access providers to the City Council, per VMC 5.19.320(7). The Commission met on June 5, 2019, to review designation applications and annual reports and to receive presentations from the applicants. Based on their review, the Commission is recommending re-designation of TV ETC and CVTV, respectively, as the education and government access providers for Vancouver and Clark County.

Advantage(s)

1. Continues to make local government and educational cable television programming available to the residents of Vancouver and Clark County.
2. Supports organizations which have proven track records of providing professional, high quality programs that are of interest to the local community.

Disadvantage(s)

None

Budget Impact

None, although designation as an access provider allows the organizations to apply for grants through the PEG Support Fund. PEG grants are funded through a \$1.00 per month fee collected by Comcast and CenturyLink from residential subscribers.

Prior Council Review

Designations of the PEG access providers are made annually. On June 25, 2018, the City Council designated TV ETC as the educational access provider and CVTV as the government access provider.

Action Requested

On June 24, 2019, adopt resolutions approving The Vancouver Educational Telecommunications Consortium (TV ETC) as the designated educational access provider and Clark Vancouver Television (CVTV) as the designated government access provider for Vancouver and Clark County on the Comcast and CenturyLink cable systems.

Jeanette (Jan) Bader, Program & Policy Development Manager, 487-8606

ATTACHMENTS:

- ▣ Resolution - Designating TV ETC as the Educational Access Provider
- ▣ Telecommunications Commission Resolution 2019-02
- ▣ Resolution - Designating CVTV as the Government Access Provider
- ▣ Telecommunications Commission Resolution 2019-03

06/24/19

RESOLUTION NO. _____

A RESOLUTION relating to cable television and to the designation of The Vancouver Educational Telecommunications Consortium (“TV ETC”) as the educational access provider on the Comcast cable system for Vancouver and Clark County.

WHEREAS, Section 9 of the June 1, 2013, cable television franchise agreement between Comcast of Washington, V LLCC (“Comcast”), the City of Vancouver (“City”) and Clark County (“County”) and Section 9 of the January 22, 2016, cable television franchise agreement between Qwest Broadband Services, Inc. d/b/a CenturyLink (“CenturyLink”), the City and County, allows the Grantor (City and County) to designate authorized entities to manage the Public, Educational and Government (“PEG”) Access use channels on the cable system; and

WHEREAS, a consortium of K-20 educational institutions (public and private) operating as The Vancouver Educational Telecommunications Consortium (“TV ETC”) and funded through contributions from member institutions/districts, has operated four channels on the local cable system as the designated educational access channels since December 3, 1998; and

WHEREAS, all designated access providers (public, educational, and government) are evaluated and reviewed annually by the City County Telecommunications Commission (“Commission”); and

WHEREAS, TV ETC submitted an application to the Commission on April 29, 2019, seeking to be re-designated as the educational access provider; and

WHEREAS, the Commission reviewed the application on June 5, 2019, and finds that TV ETC has fully complied with the criteria and expectations for the educational access provider and recommends that the Vancouver City Council and Clark County Council designate TV ETC

RESOLUTION - 1

as the educational access provider for Vancouver and Clark County for the next year.

NOW, THEREFORE,

BE IT RESOLVED BY THE CITY OF VANCOUVER:

Section 1. As recommended by the City/County Telecommunications Commission in Resolution 2019-02 attached hereto as Exhibit “A”, TV ETC is hereby designated as the educational access provider on the Comcast and CenturyLink cable systems in Vancouver and Clark County.

Section 2. TV ETC will continue to be allocated four channels, channels 27, 28, 29 and high definition channel 328 on the Comcast cable system, and channels 8022, 8023 and 8024 and high definition channels 8522, 8523 and 8524 on the CenturyLink cable system for educational access use.

Section 3. TV ETC will be eligible to apply for and receive PEG Capital Support Funds pursuant to Ordinances M-3335 and M-3372.

Section 4. Acts taken pursuant to this resolution but prior to its approval are hereby ratified and confirmed.

ADOPTED at regular session of the Council of the City of Vancouver, on this 24th day of June, 2019.

Anne McEnery-Ogle, Mayor

Attest:

Approved as to form:

Natasha Ramras, City Clerk

E. Bronson Potter, City Attorney

Attachment: Exhibit “A” – Telecommunications Commission Resolution 2019-02

RESOLUTION - 2

City/County Telecommunications Commission

RESOLUTION 2019-02

**Regarding Annual Review of Educational Access Programming and Re-Designation of TV ETC
as Educational Access Cable Provider**

Section 1. Findings

- 1.1 Section 9 of the cable television franchise agreement, effective June 1, 2013, between Comcast of Washington, V LLCC ("Comcast"), the City of Vancouver ("City") and Clark County ("County") requires that the Grantor (City and County) designate authorized entity or entities to manage or co-manage the Public, Educational and Government ("PEG") Access use channels on the cable system.
- 1.2 A consortium of K-20 educational institutions (public and private) operating as The Vancouver Educational Telecommunications Consortium (TV ETC) and funded through contributions from member institutions/districts, operates three channels on the local cable system which are the designated educational access channels. The Commission originally approved the designation under the cable television franchise agreement via Resolution 1998-09 on December 3, 1998. TV ETC has been re-designated annually as the Educational Access Provider since that time.
- 1.3 All designated access providers (public, educational, and government) will be evaluated and reviewed annually by the Commission consistent with the provisions of Section 9 of the cable franchise agreement, Section 5.19.300 of the Vancouver Municipal Code and Clark County Code 36.12.160 and Section 1.6 of this Resolution.
- 1.4 TV ETC submitted an application to the Commission seeking designation as the authorized educational access provider on April 3, 2019 (attached as EXHIBIT A).
- 1.5 The Commission reviewed the TV ETC request for re-designation and representatives from TV ETC made a presentation to the Commission on June 5, 2019, in support of the re-designation and to review programming on the local educational access channels.
- 1.6 The performance criteria for designation is to include, but is not limited to the following:
 - a) Number of hours of locally produced original video programming/week per channel;
 - b) Number of hours of locally scheduled video programming/week per channel;
 - c) Number of days and hours per week the channel is programmed with locally produced and locally scheduled video programming;
 - d) Amount of operating budget which meets or exceeds the criteria of operating funds to capital funds established in section 9.6 of the franchise agreement with Comcast Corporation;

- e) Extent to which locally produced and locally scheduled video programming focuses on the designated access category;
 - f) Extent to which the locally produced and locally scheduled video programming provides value added to cable television subscribers in meeting the demonstrated needs established in the community ascertainment study.
 - g) Number of hours produced by each TV ETC member;
 - h) Number of hours scheduled for each TV ETC member;
 - i) Total number of local programs produced and airing on one of the three channels and by which providers/members, as well as by which grade level (elementary, middle school, high school) as appropriate, for airing on TV ETC channel.
- 1.7 The Commission finds that TV ETC, as the designated educational access provider since June 6, 2018, has fully complied with the criteria and expectations for designation and recommends that the designation should remain in effect and that the designation will be reviewed and evaluated annually by the Commission

NOW THEREFORE BE IT RESOLVED:

Section 2.

- 2.1 The City/County Telecommunications Commission, through this Resolution, recommends the continued designation of TV ETC as the educational access provider for the Comcast cable system, subject to annual review by the Commission as outlined in Section 1.3 and Section 1.6 of this Resolution.
- 2.2 The Commission recommends that TV ETC continue to be allocated four channels, channels 27, 28, 29 and high definition channel 328 on the Comcast cable system for educational access use.
- 2.3 Staff is directed to forward this Resolution to the Vancouver City Council and Clark County Council.

APPROVED (Date): June 5, 2019



Paul Dicker, Chair, City/County Telecommunications Commission

Exhibits:

Exhibit A –Designated Access Provider Application Form from TV ETC, dated April 3, 2019

06/24/19

RESOLUTION NO. _____

A RESOLUTION relating to cable television and to the designation of Clark Vancouver Television (“CVTV”) as the government access provider on the Comcast and CenturyLink cable systems for Vancouver and Clark County.

WHEREAS, Section 9 of the June 1, 2013, cable television franchise agreement between Comcast of Washington, V LLCC (“Comcast”), the City of Vancouver (“City”) and Clark County (“County”) and Section 9 of the January 22, 2016, cable television franchise agreement between Qwest Broadband Services, Inc. d/b/a CenturyLink (“CenturyLink”) the City and County, allows the Grantor (City and County) to designate authorized entities to manage the Public, Educational and Government (“PEG”) Access use channels on the cable system; and

WHEREAS, the City and County jointly fund and operate three access channels on the local cable system, Clark Vancouver Television (“CVTV”); and

WHEREAS, all designated access providers (public, educational, and government) are evaluated and reviewed annually by the City County Telecommunications Commission (“Commission”); and

WHEREAS, CVTV submitted an application to the Commission on April 29, 2019, seeking to be re-designated as the government access provider; and

WHEREAS, the Commission reviewed the application on June 5, 2019, and finds that CVTV has fully complied with the criteria and expectations for the government access provider and recommends that the Vancouver City Council and Clark County Board of County Councilors designate CVTV as the government access provider for Vancouver and Clark County for the next year.

RESOLUTION - 1

NOW, THEREFORE,

BE IT RESOLVED BY THE CITY OF VANCOUVER:

Section 1. As recommended by the City/County Telecommunications Commission in Resolution 2019-03, attached hereto as Exhibit “A”, Clark Vancouver Television is hereby designated as the government access provider on the Comcast and CenturyLink cable systems in Vancouver and Clark County.

Section 2. CVTV will continue to be allocated four channels, channels 21 and 23 and high definition channels 321 and 323, on the Comcast cable system and channels 8020, 8021 and high definition channels 8520 and 8521 on the CenturyLink cable system for government access use.

Section 3. CVTV will be eligible to apply for and receive PEG Capital Support Funds pursuant to Ordinances M-3335 and M-3372.

Section 4. Acts taken pursuant to this resolution but prior to its approval are hereby ratified and confirmed.

ADOPTED at regular session of the Council of the City of Vancouver, on this 24th day of June, 2019.

Anne McEnery-Ogle, Mayor

Attest:

Approved as to form:

Natasha Ramras, City Clerk

E. Bronson Potter, City Attorney

Attachment: Exhibit “A” – Telecommunications Commission Resolution 2019-03

RESOLUTION - 2

City/County Telecommunications Commission

RESOLUTION 2019-03

**Regarding Annual Review of Government Access Programming and Re-Designation of
City/County Cable Television Office as Government Access Cable Provider**

Section 1. Findings

- 1.1 Section 9 of the cable television franchise agreement, effective June 1, 2013, between Comcast of Washington, V LLC (“Comcast”), the City of Vancouver (“City”) and Clark County (“County”) requires that the Grantor (City and County) designate authorized entity or entities to manage or co-manage the Public, Educational and Government (“PEG”) Access use channels on the cable system.
- 1.2 The City and County jointly fund and operate two access channels on the local cable system (Clark/Vancouver Television – CVTV) which is the designated local government access channel. The Commission originally approved the designation under the cable television franchise agreement via Resolution 1998-04 on February 18, 1998.
- 1.3 All designated access providers (public, educational, and government) will be evaluated and reviewed annually by the Commission consistent with the provisions of Section 9 of the cable franchise agreement, Section 5.19.300 of the Vancouver Municipal Code and Clark County Code 36.12.160 and Section 1.6 of this Resolution.
- 1.4 The City/County Cable Television Office submitted an application to the Commission seeking designation as the authorized government access provider on April 25, 2019 (attached as EXHIBIT A).
- 1.5 The Commission reviewed the City/County Cable Television Office’s request for re-designation and representatives from City/County Cable Television Office made a presentation to the Commission on June 5, 2019, in support of the re-designation and to review government programming on CVTV.
- 1.6 The performance criteria for government access designation includes but is not limited to the following:
 - a) Number of hours of locally produced original video programming/week per channel;
 - b) Number of hours of locally scheduled video programming/week per channel;
 - c) Number of days and hours per week the channel is programmed with locally produced and locally scheduled video programming;
 - d) Amount of operating budget which meets or exceeds the criteria of operating funds to capital funds established in section 9.6 of the franchise agreement with Comcast Corporation;

- e) Extent to which locally produced and locally scheduled video programming focuses on the designated access category;
 - f) Extent to which the locally produced and locally scheduled video programming provides value added to cable television subscribers in meeting the demonstrated needs established in the community ascertainment study.
- 1.7 The Commission finds that the City/County Cable Television Office, as the designated access provider for government since June 6, 2018, has fully complied with the criteria and expectations for designation (as documented in the CVTV Annual Production Reports 2018 – EXHIBIT B) and recommends that the designation should remain in effect in accordance with the originally established criteria.

NOW THEREFORE BE IT RESOLVED:

Section 2.

- 2.1 The City/County Telecommunications Commission, through this Resolution recommends, the continued designation of the City/County Cable Television Office as the government access provider for the Comcast cable system, subject to annual review by the Commission as outlined in Section 1.3 and Section 1.6 of this Resolution.
- 2.2 The Commission recommends that the City/County Cable Television Office continue to be allocated four channels, channels 21 and 23 and high definition channels 321 and 323, on the Comcast cable system for government access use.
- 2.3 Staff is directed to forward this Resolution to the Vancouver City Council, and the Clark County Council.

APPROVED (Date): June 5, 2019



Paul Dicker, Chair, City/County Telecommunications Commission

Exhibits:

Exhibit A –Designated Access Provider Application Form completed by the City/County Cable Television Office, dated April 25, 2019

Exhibit B –CVTV Annual Report for 2018, submitted April 25, 2019



Staff Report 082-19

TO: Mayor and City Council

FROM: Eric Holmes, City Manager

DATE: 6/24/2019
7/1/2019

SUBJECT Creation of Culture, Arts & Heritage Commission as a Public Development Authority

Key Points

- On April 16, 2018, the City Council adopted a new Culture, Art & Heritage Plan.
- In the 2019-2020 biennial budget, the Council adopted \$400,000 per year to support the implementation of the plan including appointment of a new Culture, Arts & Heritage Commission.
- The City Council is being asked to approve an ordinance, charter and bylaws creating a new Culture, Arts & Heritage Commission as a public development authority.

Strategic Plan Alignment

Goal 5: Continue to build high quality historical and cultural experiences for residents and visitors.

Goal 5, Objective 5.2: Build a vibrant, regionally recognized arts and cultural community.

Present Situation

On April 16, 2018, the City Council adopted a new Culture, Art & Heritage Plan, the City's first in 25 years. The plan includes hiring a full-time Cultural Services Manager, appointing a new Culture, Arts & Heritage Commission, restoring the Cultural Grant program, developing a public art program and actualizing the existing downtown Arts District.

In the 2019-2020 biennial budget, the Council adopted \$400,000 per year to support the implementation of the plan including appointment of the new Culture, Arts & Heritage Commission. This funding is limited term for the duration of the current biennium. The Council appropriated these funds on a limited term basis in anticipation of establishing permanent, ongoing dedicated funding for the program as part of the larger Stronger Vancouver initiative, which is currently under consideration.

At their March 1 retreat this year, the City Council directed creation of the Culture, Arts & Heritage

Commission as a Public Development Authority (PDA) similar to the City Center Redevelopment Authority (CCRA) and charge them with the responsibility for implementing the Culture, Art & Heritage Plan. Through programs, ownership and management of physical assets including buildings and public art and through community partnership, the Commission will facilitate development of a strong culture, arts and heritage environment. The Commission may acquire and manage real property; secure financing; undertake the development or redevelopment, construction and maintenance of structures and facilities, including public amenities; and enter into agreements with cultural, public and other not-for-profit entities or with private developers proposing to develop public facilities or retail for the purposes of promoting art, culture and/or heritage.

Advantage(s)

The Commission may acquire and manage real property; secure financing; undertake the development or redevelopment of structures and facilities, including public amenities; and enter into agreements with cultural, public and other not-for-profit entities or with private developers proposing to develop public facilities or retail for the purposes of promoting art, culture and/or heritage.

Disadvantage(s)

If the City Council does not establish ongoing dedicated funding for the Culture, Arts and Heritage program as part of the Stronger Vancouver package or through another avenue, the Commission may have limited resources that would also proportionately limit their effectiveness and projected results.

Budget Impact

The City Council approved \$400,000 per year in the 2019-2020 biennial budget to support the revitalization of the City's Cultural Program including a new Culture, Arts & Heritage Commission and a full-time Cultural Services Manager who will support the commission in addition to other activities. One of the recommendations of A Stronger Vancouver is for the City Council to adopt a 5% admissions tax that would be used to support the Cultural Program after the 2019-2020 biennium.

Prior Council Review

- March 1, 2019 Council retreat
- Council workshop on June 10, 2019

Action Requested

On Monday, June 24, 2019, approve ordinance on first reading, setting date of second reading and public hearing for Monday, July 1, 2019.

Jeanette (Jan) Bader, Program & Policy Development Manager, 487-8606

ATTACHMENTS:

- ▣ Ordinance
- ▣ Exhibit A - Charter
- ▣ Exhibit B - Bylaws

6/24/2019

7/1/2019

ORDINANCE NO. M-_____

AN ORDINANCE rescinding and replacing VMC 2.88; establishing the Culture, Arts and Heritage Commission as a Public Development Authority, granting a Charter to the Commission, approving Bylaws for such Commission and providing for an effective date.

WHEREAS, on April 16, 2018, the Vancouver City Council adopted a new Culture, Arts and Heritage Plan (“Plan”); and

WHEREAS, to oversee the implementation of the Plan, the City Council wishes to establish the Culture, Arts and Heritage Commission as a Public Development Authority, under RCW 35.21.730 to 35.21.757; and

WHEREAS, the Culture, Arts and Heritage Commission will undertake, assist with and otherwise facilitate the development of a strong cultural, arts and heritage environment in the City of Vancouver through programs, ownership and management of physical assets including buildings and public art, and through community partnerships; and

WHEREAS, the Culture, Arts and Heritage Commission is established as a Public Development Authority to administer and execute federal grants or programs, to receive and administer private funds, issue debt, and/or provide goods or services for any lawful public purpose; and to perform any lawful public purpose or function; and

WHEREAS, lawful public purposes or public functions include but are not limited to improving the administration of authorized federal grants or programs, improving governmental efficiency and services and improving general living conditions in the city of Vancouver, including but not limited to those especially related to culture, heritage, and the arts.

NOW THEREFORE,

BE IT ORDAINED BY THE CITY OF VANCOUVER:

Section 1. The Charter of the Culture, Arts and Heritage Commission as reflected in the attached Exhibit “A” is granted.

Section 2. The Bylaws of the Culture, Arts and Heritage Commission as reflected in the attached Exhibit “B” are approved.

Section 3. Chapter 2.88 of the Vancouver Municipal Code as adopted by Ordinance M-3116 and as last amended by Ordinance M-3385 is repealed.

~~2.88.010 — Established — Purpose.~~

~~A. There is established a City of Vancouver cultural commission.~~

~~B. The purpose of such commission shall be to encourage and support the arts in this community and to expand the educational benefits of such activities by encouraging citizen participation. The commission also shall serve as a central clearinghouse for cultural activities, shall provide guardianship of public art assets, shall provide public information about arts activities in the city or affecting the city, shall develop public and private funding sources for arts activities, shall develop and publish a calendar or newsletter, and from time to time shall offer technical assistance workshops to the public or arts groups. The commission shall also serve in an advisory capacity to the city council on matters relating to cultural events and activities as well as matters involving international relations through sister city and similar programs including but not limited to such areas as protocol, international bonds, hosting foreign guests, dignitaries and travelers and fund raising to support such programs. (Ord. M 3385, 1998; Ord. M 3316, 1994)~~

~~2.88.020 — Members — Terms — Officers — Removal.~~

~~A. The Vancouver cultural commission shall have eleven members who are residents of Clark County and who have demonstrated an interest in cultural matters. Members shall be appointed for three year terms; provided, of the nine initial members, three shall be appointed to a three year term, three to a two year term, and three to a one year term. Subsequent appointments shall be to fill any unexpired term or to a three year term. Members shall be appointed by the mayor subject to confirmation by the city council. Service of members may not exceed two consecutive full terms.~~

~~B. The commission each year shall elect a chair and vice chair and such other officers as it finds necessary.~~

~~C. Any member may be removed by the mayor and city council for misconduct or for missing more than three meetings.~~

~~(Ord. M 3385, 1998; Ord. M 3316, 1994)~~

~~2.88.030 — Meetings Quorum.~~

~~A. The commission shall hold meetings at least monthly and may hold such other meetings as it finds necessary or desirable. Meetings shall be held in the city.~~

~~B. A majority of the appointed members of the commission shall constitute a quorum. (Ord. M-3116_3, 1994)~~

Section 4. A new Chapter 2.88 to the Vancouver Municipal Code is adopted to read as follows:

Chapter 2.88

Culture, Arts and Heritage Commission

Section 2.88.010 Authority Created -Purpose

A. There is established by the Vancouver City Council a Culture, Arts & Heritage Commission (“Commission”) as a public development authority pursuant to RCW 21.730.757 as amended.

B. A public development authority is created to administer and execute federal grants or programs; to receive and administer private funds, goods or services for any lawful public purpose, issue debt, and to perform any lawful public purpose or public function. Lawful public purposes or public functions include, but are not limited to, improving the administration of authorized federal grants or programs, improving governmental efficiency and services and improving the general living conditions in the City of Vancouver as authorized under the Act.

C. The purpose of the Culture, Arts and Heritage Commission is to undertake, assist with and otherwise 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 Commission may acquire and manage real property; secure financing; undertake the development or redevelopment, construction and maintenance of structures and facilities, including public amenities; and enter

into agreements with cultural, public and other not-for-profit entities or with private developers proposing to develop public facilities or retail for the purposes of promoting art, culture and/or heritage in the City of Vancouver. Such activities shall be consistent with the Culture, Arts and Heritage Plan adopted by the City Council.

As desirable and appropriate, the Commission shall serve as a vehicle to undertake or assist with the establishment, development, operation and maintenance of public Culture, Arts and/or heritage facilities in the city of Vancouver. Consistent with applicable law and utilizing all lawful means, the Commission shall work to facilitate and maximize private section participation in such projects.

D. For the purpose of securing the exemption from Federal income taxation for interest on obligations of the Commission, the Commission constitutes an authority and instrumentality of the City of Vancouver (within the meaning of those terms in regulations of the United States Treasury and rulings of the Internal Revenue Service prescribed pursuant to Section 103 and Section 145 of the Internal Revenue Code of 1986, as amended).

2.88.020 Definitions

As used in this chapter:

- A. “Act” means Chapter 35.21.730 through 35.21.757, RCW.
- B. “Board of directors” or “board” means the governing body vested with the management of the affairs of the authority.
- C. “Director” means a member of the board.
- D. “Bonds” means any bonds, promissory notes, interim certificates, debentures, certificates of indebtedness or other obligations issued by the public authority pursuant to the Act, this chapter and the Charter.
- E. “Bylaws” means the rules adopted for the regulation of management of the affairs of the public authority adopted by ordinance codified in this chapter and all subsequent amendments thereto.
- F. “Charter” means the articles of the organization of the public authority as adopted by the ordinance codified in this chapter and subsequent amendments thereto.
- G. “City” means the City of Vancouver, Washington.

- H. “City clerk” means the clerk of the city council or a person authorized to act on his or her behalf.
- I. “City Council” means the legislative authority of the City as established under Article II of the Charter for the City of Vancouver.
- J. “Insolvent” or “insolvency” means an inability of the public authority to pay debts as they become due in the usual course of its affairs.
- K. “Manager” means the manager of the City of Vancouver.
- L. “Mayor” means the mayor of the City of Vancouver.
- M. “Open Public Meetings Act” means RCW Chapter 42.30 as now or hereafter amended.
- N. “Public authority” or “authority” means the Culture, Arts and Heritage Commission (“Commission”) created under this chapter.
- O. “Resolution” means an action of the board of directors with the quorum required in Section 2.88.100 (B) of this chapter.
- P. “State” (when used as a noun) means the State of Washington.
- Q. “Voting membership” means the total number of voting positions on the board as authorized by the Charter, whether filled or vacant.

2.88.030 City Liability Limited

The authority is an independent legal entity exclusively responsible for its own debts, obligations and liabilities. All liabilities incurred by the authority shall be satisfied exclusively from the assets and properties of the authority and no creditor or other person shall have right of action against the city, town, or county creating the authority on account of any debts, obligations, or liabilities of the authority.

2.88.040 Powers

Except as otherwise limited by the State Constitution, state statute, the Charter for the City of Vancouver, this chapter or the Charter of the Commission, the Commission shall have and may exercise all lawful powers necessary or convenient to the effect the purposes for which the authority is organized and to perform authorized corporate functions, including, without limitations, the power to:

- A. Own and sell real and personal property;
- B. Contract for any corporate purpose with the United States, a state and any political subdivision or agency of either, and with individuals, associations and corporations;
- C. Sue and be sued in its name;
- D. Lend and borrow funds;
- E. Do anything a natural person may do;
- F. Perform all manner and type of community services and activities;
- G. Provide and implement such municipal and community services and functions as the city council may by ordinance direct;
- H. Transfer any funds, real or personal property, property interests or services;
- I. Receive and administer federal or private funds, goods or services for any lawful public purpose;
- J. Purchase, lease, exchange, mortgage, encumber, improve, use or otherwise transfer or grant security interests in real or personal property or any interests therein; grant or acquire options on real and personal property; and contract regarding the income and receipts from real and personal property;
- K. Issue negotiable bonds and notes in conformity with applicable provisions of state law in such principal amounts as in the direction of the public authority shall be necessary or appropriate to provide sufficient funds for achieving any corporate purposes; provided, however, that all bonds and notes or liabilities occurring thereunder shall be satisfied exclusively from the assets, properties or credit of such public authority, and no creditor or other person shall have any recourse to the assets, credit or services of the city thereby, unless the city council shall by resolution expressly guarantee such bonds or notes;
- L. Contract for, lease and accept transfers, gifts or loans of funds or property from the United States, a state and any municipality or political subdivision or agency of either, including property acquired by any such governmental unit through the exercise of its power of eminent domain, and from corporations, associations, individuals or any other source, and to comply with the terms and conditions therefore;

M. Manage, on behalf of the United States, a state and any municipality or political subdivision or agency of either, any property acquired by such entity through gift, purchase, construction, lease, assignment, default or exercise of the power of eminent domain;

N. Recommend to the United States, a state and any municipality or political subdivision or agency of either, the transfer or commitment of any property which, if committed or transferred to the public authority, would materially advance the public purposes for which the public authority is chartered;

O. Initiate, carry out and complete such improvements of benefit to the public consistent with its Charter as the United States, a state and any municipality or political subdivision or agency of either may request;

P. Recommend to the United States, a state and any municipality or political subdivision or agency of either such tax, financing and security measures as the public authority may deem appropriate to maximize the public interest in activities in which the public authority by its Charter has a particular responsibility;

Q. Lend its funds, property, credit or services for corporate purposes, or act as a surety or guarantor for corporate purposes;

R. Provide advisory, consultative, training, educational and community services or advice to individuals, associations, corporations or governmental agencies, with or without charge;

S. Control the use and disposition of corporate property, assets and credit;

T. Invest and reinvest its funds;

U. Fix and collect charges for services rendered or to be rendered, and establish the consideration (if any) for property transferred;

V. Maintain books and records as appropriate for the conduct of its affairs;

W. Conduct corporate affairs, carry on its operations, and use its property as allowed by law and consistent with the Act, this chapter, its Charter and its bylaws; name corporate officials, designate agents and engage employees, prescribing their duties, qualifications and compensation; and secure the services of consultants for professional services, technical assistance or advice;

X. Identify and recommend to the United States, a state and any municipality or political subdivision or agency of either, the acquisition by the appropriate governmental entity, for transfer to or use by the public authority, of property and property rights, which, if so acquired, whether through purchase or the exercise of eminent domain, and so transferred or used, would materially advance the purposes for which the public authority is chartered;

Y. Hire staff and contract with lawyers, accountants and others to provide services;

Z. Exercise and enjoy such other powers as may be authorized by law.

2.88.050 Limitation of Powers

The Commission in all activities and transactions shall be limited in the following respects:

A. The Commission shall have no power of eminent domain nor any power to levy taxes or special assessments.

B. The Commission may not incur or create any liability that permits recourse by any party or member of the public to any assets, services, resources or credit of the city. All liabilities incurred by the Commission shall be satisfied exclusively from the assets and credit of the Commission; no creditor or other person shall have any recourse to the assets, credit or services of the city on account of any debts, obligations, liabilities, acts or omissions of the Commission.

C. No funds, assets or property of the Commission shall be used for any partisan political activity or to further the election or defeat of any candidate for public office; nor shall any funds or a substantial part of the activities of the Commission be used for publicity or educational purposes designed to support or defeat legislation pending before the Congress of the United States, or the legislature of the state or the city council; provided, however, that funds may be used for representatives of the Commission to communicate with members of Congress, state legislature or city council members concerning funding and other matters directly affecting the Commission, so long as such activities do not constitute a substantial part of the Commission's activities and unless such activities are specifically limited in its Charter.

D. All funds, assets or credit of the Commission shall be applied toward or expended upon services, projects and activities authorized by the Charter. No part of the net earnings of the Commission shall inure to the benefit of, or be distributable as such, to the board members, officers of the Commission or other private persons, except that the Commission is authorized and empowered to:

1. Compensate Commission officials and others performing services for the Commission, including legal counsel, a reasonable amount for services rendered and reimburse reasonable expenses actually incurred in performing their duties;

2. Assist Commission officials as members of a general class of persons to be assisted by a Commission-approved project or activity to the same extent as other members of the class as long as no special privileges or treatment accrues to such corporate official by reason of his or her status or position in the Commission;

3. Purchase insurance to protect and hold personally harmless any of its officials (including its employees and agents) from any action, claim, or proceeding instituted against the foregoing individuals arising out of the performance, in good faith, of duties for, or employment with, the Commission and to hold these individuals harmless from any expenses connected with the defense, settlement or monetary judgments from such actions, claims or proceedings. The purchase of such insurance and its policy limits shall be discretionary with the board, and such insurance shall not be considered to be compensation to the insured individuals. The powers conferred by this subsection shall not be exclusive of any other powers conferred by law to purchase liability insurance; and

4. Sell assets for a consideration greater than their reasonable market value or acquisition costs, charge more for services than the expense of providing them, or otherwise secure an increment in a transaction, or carry out any other transaction or activity, as long as such gain is not the principal object or purpose of the Commission's transactions or activities and is applied to or expended upon services, projects and activities as aforesaid.

E. The Commission shall not issue shares of stock, pay dividends, make private distribution of assets, make loans to its board members or employees or otherwise engage in business for private gain.

2.88.060 Commission review and concurrence

A. At least twice each year, the Commission shall, at its meeting, review monthly statement of income and expenses which compare budgeted expenditures to actual expenditures.

B. At least once per year, the Commission shall set goals for the next twelve (12) months.

C. General or particular authorization or review and concurrence of the Commission by resolution shall be necessary for any of the following:

1. Adoption of an annual or biennial budget:

2. Transfer or conveyance of an interest in real estate other than release of a lien or satisfaction of a mortgage after payment has been received and the executive of a lease for a current term less than one year;

3. The contracting of debt, issuances of notes, debentures or bonds and the mortgaging of pledging of Commission assets or credit to secure same;

4. An action by the Commission as surety or guarantor;

5. All unbudgeted expenditures and all capital expenditures in excess of twenty-five thousand dollars and all other transactions in which:

a. The consideration exchanged or received by the Commission exceeds the greater of the previous year's operating budget by twenty-five thousand dollars;

b. The performance of the Commission shall extend over a period exceeding one year from the date of the execution of duties, or assigns duties to, the city, the state, the United States or other governmental entity;

6. Any substantial project or major activity, outside the limits of the city pursuant to a contract between another city or county as authorized by RCW 35.21.740;

7. Certification of annual reports and statements to be filed with the city clerk as true and correction in the opinion of the Commission and its members except as noted;

8. Proposed amendments to the Charter and bylaws;

9. Such other transactions, duties and responsibilities as the Charter shall repose in the Commission or the Commission may reserve.

2.88.070 Code of ethics-Conflict of interest

A. Every member of the Commission and every officer and employee of the Commission shall be subject to Article XI, Section 11.07 of the Charter for the City of Vancouver, as amended and all other applicable statutes and ordinances.

B. The Commission may adopt additional conflict of interest and ethical rules in considers appropriate.

2.88.080 Members—Terms—Removal.

A. Culture, Arts and Heritage Commission shall be composed of nine (9) members appointed by the City Council. Commencing on September 9, 2019, the terms of office of such members shall be as follows: (1) three members shall be appointed to terms expiring on December 31, 2021; (2) three members shall be appointed to terms expiring December 31, 2022; (3) three members shall be appointed to terms expiring on December 31, 2023.

B. Commission members shall serve three- (3) year terms and may serve a maximum of two consecutive terms. Upon expiration of a member's term, they shall continue to serve until their successor is appointed by the City Council and assumes their Commission position.

C. The existing Commission members shall recommend new members to the City Council who shall appoint the Commission members. Members shall be leaders in the cultural, heritage, arts or business community with experience relevant to the purpose of the Commission.

D. Any member of the Commission may be removed with or without cause by resolution of the City Council.

E. A vacancy on the Commission shall be deemed to exist in the case of death or disability, upon receipt of a letter of resignation or upon removal of any member as provided herein. Vacancies on the Commission shall be filled by appointment in the same manner in which members of the Commission are regularly appointed. Any person selected to fill a vacancy on the Commission shall serve the balance of the term of the person being replaced.

2.88.090 Officers

The commission each year shall elect a president, vice president, secretary/treasurer and such other officers as it finds necessary. The President and Vice President shall be the agents of the Commission for the service of process and shall have such duties as outlined in the Charter and Bylaws.

2.88.100 Meetings-Quorum- Open Pubic Meetings- Minutes.

A. The commission shall meet as necessary but not less than four (4) times per year. Special meetings of the Commission may be called as provided for by the Bylaws.

B. At majority of the current membership of the Commission must be present at any regular or special meeting to comprise a quorum.

C. Notice of meetings shall be given in a manner consistent with the Open Public Meetings Act, Chapter 42.30 RCW. At such meetings, any person present shall have a reasonable opportunity to address the Commission either orally or in writing.

D. Copies of the minutes of all regular or special meetings of the Commission shall be posted on the City's website and be made available to any person or organization that requests them, as required by state law. Minutes of closed executive sessions need not be made available.

2.88.110 Charter

A. The Charter of the Commission (the "Charter"), attached hereto and incorporated herein as Exhibit A of this ordinance, is hereby approved.

B. Upon the effective date of the ordinance codified in this chapter, the Charter shall be issued in duplicate originals, each bearing the city seal attested by the city clerk. One original shall be provided to the Commission. The city clerk shall give notice of the issuance of the Charter to the Secretary of State and furnish a copy thereof and of this chapter upon request.

2.88.120 Commencement of authority's existence- Compliance with Charter

The authority shall commence its existence upon the issuance of the Charter. The authority shall conduct its affairs in accordance with the Charter.

2.88.130 Proposing charter amendments

A. The Commission may propose to the city council that its Charter be amended by resolution of its board passed by a procedure outlined in its Charter at a regular or special meeting of which fifteen (15) days advance written notice was given to Commission members.

B. The Charter may be amended only by ordinance of the city council. A Charter amendment proposed by the Commission shall take effect and become a part of the Charter upon approval by the city council and issuance of a revised Charter by the city clerk.

2.88.140 Bylaws

A. The initial bylaws (the "bylaws") of the Commission, attached hereto and incorporated herein as Exhibit B of this ordinance, are hereby approved. The power to alter, amend or repeal the bylaws or adopt new ones shall be vested in the Commission. The bylaws may contain any provisions for the regulation and management of the affairs of the Commission not inconsistent with law or the Commission Charter.

B. Amendments to the bylaws shall not take effect until ten days after the filing of the same with the city clerk, unless such amendment(s) shall have been passed by unanimous vote of the Commission and an earlier effective date be set.

C. As necessary and appropriate, the city council may amend the bylaws by ordinance.

2.88.150 Corporate offices and officers- Fidelity bond.

The Commission, at its discretion, may require the posting of a fidelity bond by each corporate official responsible for handling accounts and finances in an amount determined by the Commission to be adequate and appropriate. If the bond is required, the official may hold the corporate office only as long as the bond continues in effect.

2.88.160 Deposit of public funds

All moneys belonging to or collected for the use of the authority, coming into the hands of any corporate official or officer thereof, shall be deposited in a qualified public depository as determined by the Washington Public Deposit Protection Commission. Such moneys may be invested at the direction of the Commission by resolution, in investments which would be lawful for the investments of city funds.

2.88.170 Indemnification of Commission Members

The Commission elects to defend and indemnify its present and former officials and their successors, spouses and marital communities to the full extent authorized by law. In addition, the right of indemnification shall inure to each Commission member or officer and his or her spouses and marital communities upon his or her appointment to the Commission and in the event of his or her death shall extend to his or her heirs, legal representatives and estate. Each person who shall act as member or officer of the Commission shall be deemed to do so in reliance upon such indemnification and such rights shall not be exclusive of any other right which he or she may have.

2.88.180 Establishment and maintenance of office and records

A. The Commission shall maintain a principal office at a location within the limits of the city;

B. The Commission shall maintain all of its records in a manner consistent with the Preservation and Destruction of Public Records Act, RCW Chapter 40.14 as now or hereafter amended.

2.88.190 Reports and information

The Commission shall present an annual report to the City Council, either in writing or during a City Council workshop or other appropriate forum.

2.88.600 Audits and inspections

The Commission shall, at any time during normal business hours and as often as the city council or state auditor deem necessary, make available to the City council and the state auditor for examination all of its financial records, and shall permit the city council and state auditor to audit, examine and make excerpts or transcripts of such records and to make audits of all contracts, invoices, materials, payrolls, records of personnel, conditions of employment and other data relating to all the aforesaid matters. The city council and state auditor shall have no right, power or duty to supervise the daily operations of the Commission but shall oversee such operations only through their powers to audit, modify the Charter and bylaws and remove board members as set forth in this chapter, all for the sole purpose of correcting any deficiency and assuring that the purposes of the authority are reasonably accomplished.

Section 5. This ordinance shall go into effect thirty days after final passage.

Read first time:

Ayes: Councilmembers

Nays: Councilmembers

Absent: Councilmembers

Read second time:

Passed by the following vote:

Ayes: Councilmembers

Nays: Councilmembers

Absent: Councilmembers

SIGNED this _____ day of _____, 2019

Anne McEnery-Ogle, Mayor

Attest:

Natasha Ramras, City Clerk

Approved as to form:

E. Bronson Potter, City Attorney

SUMMARY

ORDINANCE NO. _____

AN ORDINANCE rescinding and replacing VMC 2.88; establishing the Culture, Arts and Heritage Commission as a Public Development Authority, granting a Charter to the Commission, approving Bylaws for such Commission and providing for an effective date.

The full text of this ordinance will be mailed upon request. Contact Raelyn McJilton, Records Officer at 487-8711, or via www.cityofvancouver.us (Go to City Government and Public Records).

**CHARTER OF THE
CULTURE, ARTS AND HERITAGE COMMISSION**

As adopted pursuant to
City of Vancouver Ordinance M-_____

Issued and Certified by the City Clerk
on _____, 2019

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**CHARTER
OF THE CULTURE, ARTS AND HERITAGE COMMISSION**

NAME

The name of this authority shall be the Culture, Arts and Heritage Commission (herein referred to as "Commission").

ARTICLE II

AUTHORITY AND LIMIT ON LIABILITY

Section 2.01 Authority. The Commission is a public authority organized pursuant to RCW 21.730.757, as amended and Ordinance M-_____ of the City of Vancouver, Washington, ("Ordinance").

Section 2.02 Limit on Liability. All liabilities incurred by the Commission shall be satisfied: (a) in the case of obligations or liabilities of the Commission which are not limited recourse in nature, exclusively from the assets, credit, and properties of the Commission, or (b) in the case of obligations or liabilities of the Commission which, by their terms, are limited resource obligations, from such assets, properties or revenues of the Commission as shall be specifically pledged thereto or otherwise identified as being the source of payment of such limited recourse obligations or liabilities, and no creditor or other person shall have any right of action against or recourse to the City of Vancouver, Washington (the "City"), its assets, credit, or services, on account of any debts, obligations, liabilities or acts or omissions of the Commission.

Section 2.03 Mandatory Disclaimers. The following disclaimer shall be posted in a prominent place where the public may readily see it in the Commission's principal and other offices. It shall also be printed or stamped on all contracts, bonds, and other documents that may entail any debt or liability by the Commission.

The Commission is a public authority organized pursuant to Ordinance M-_____, of the City of Vancouver and the laws of the State of Washington, RCW 35.21.730 through RCW 35.21.757. RCW 35.21.750 provides as follows: "[A]ll liabilities incurred by such public corporation, commission, or authority shall be satisfied exclusively from the assets and properties of such public corporation, commission or authority and no creditor or other person shall have any right of action against the city, town, or county creating such corporation, commission, or authority on account of any debts, obligations, or liabilities of such public corporation, commission, or authority."

Provided that, in the case of any obligations or liabilities of the Commission which, by their terms, are limited recourse in nature, in lieu of the foregoing disclaimer, the following

disclaimer shall be printed or stamp on all contracts, bonds and other documents relating to or evidencing such limited recourse obligations or liabilities of the Commission:

The obligations of the Commission with respect to (describe the contract, bond or other limited recourse obligation) shall be and remain limited recourse obligations of the Commission payable solely and only from [describe the particular properties, assets or revenues of the Commission from which the limited recourse obligation is payable]. In no event shall such obligations be payable from or by recourse against any properties, assets or revenues of the Commission (other than those described in the preceding sentence), nor shall such obligations be payable from or by recourse against any properties, assets or revenues of the City of Vancouver, Washington, the State of Washington or any other political subdivision of the State of Washington. No person to whom such obligations are owed shall have any recourse or right of action against the Commission, the City of Vancouver, Washington, the State of Washington or any other political subdivision thereof on account of such obligations or any liabilities, of whatsoever nature, arising in connection therewith except to enforce for the payment thereof out of [describe the particular properties, assets or revenues of the Commission from which the limited recourse obligation is payable].

ARTICLE III

DURATION

The duration of the Commission shall be perpetual except as provided in the Ordinance.

ARTICLE IV

PURPOSE

The purpose of the Commission is to provide an independent legal entity under state law and City ordinance to undertake, assist with and otherwise facilitate the development of a strong 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 Commission may acquire and manage real property; secure financing; undertake the development or redevelopment, construction and maintenance of structures and facilities, including public amenities; and enter into agreements with cultural, public and other not-for-profit entities or with private developers proposing to develop public facilities or retail for the purposes of promoting art, culture and/or heritage in the city of Vancouver.

Such activities shall be consistent with the Culture, Arts and Heritage Plan adopted by the City Council. The priority focus of the Commission shall be to undertake, assist with and

otherwise facilitate the development and promotion of a thriving culture, arts and heritage environment consistent with the City's Culture, Arts and Heritage Plan. Consistent with applicable law and utilizing all lawful means, the Commission shall work to facilitate and maximize private section participation in such projects. As desirable and appropriate, the Commission shall serve as a vehicle to undertake or assist with the establishment, development, operation and maintenance of public culture, arts and/or heritage facilities in the City of Vancouver.

For the purpose of securing the exemption from Federal income taxation for interest on obligations of the Commission, the Commission constitutes an authority and instrumentality of the City of Vancouver (within the meaning of those terms in regulations of the United States Treasury and rulings of the Internal Revenue Service prescribed pursuant to Section 103 and Section 145 of the Internal Revenue Code of 1986, as amended).

ARTICLE V

POWERS

Section 5.01 Powers. The Commission shall have and may exercise all lawful powers conferred by state laws, the Ordinance, this Charter and its Bylaws. The Commission in all of its activities and transactions shall be subject to the powers, procedures, and limitations contained in the Ordinance.

Section 5.02 Indemnification. To the extent permitted by law, the Commission shall protect, defend, hold harmless and indemnify any person who becomes a director, officer, employee or agent of the Commission and who is a party or threatened to be made a party to a proceeding by reason related to that person's conduct as a director, officer, employee or agent of the Commission, against judgments, fines, penalties, settlements and reasonable expenses (including attorneys' fees) incurred by him or her in connection with such proceeding, if such person acted in good faith and reasonably believed his or her conduct to be in the Commission's best interests and if, in the case of any criminal proceedings, he or she had no reasonable cause to believe his conduct was unlawful. The indemnification and protection provided herein shall not be deemed exclusive of any other rights to which a person may be entitled as a matter of law or by contract or by vote of the Commission members. The Commission may purchase and maintain appropriate insurance for any person to the extent provided by the applicable law.

ARTICLE VI

COMMISSION

Section 6.01 Composition. The Commission shall be composed of nine (9) members appointed by the City Council. Commencing on _____, 2019, the terms of office of such members shall be as follows: (1) three members shall be appointed to terms expiring on

December 31, 2021; (2) three members shall be appointed to terms expiring December 31, 2022; (3) three members shall be appointed to terms expiring on December 31, 2023. Upon expiration of the foregoing terms of members, members shall serve until their successors are appointed and assume their Commission positions.

The existing Commission members shall recommend new members to the City Council who shall appoint the Commission members. Members shall be leaders in the cultural, heritage, arts or business community with experience relevant to the purpose of the Commission. The City Manager may designate City staff to support the Commission as necessary.

Section 6.02 Concurrence and Quorum Defined. “Concurrence” as used in this Article, may be obtained at any regular or special commission meeting by an affirmative vote of a majority of the Commission members voting on the issue, provided that such majority equals not less than six (6) votes. A quorum to commence a Commission meeting shall be no fewer than six (6) members.

Section 6.03 Officers and Division of Duties. The Commission shall have four or more officers. The same person shall not occupy both the office of President and any office responsible for the custody of funds and maintenance of accounts and finances. The initial officers of the Commission shall be President, Vice President, Secretary/Treasurer and Executive Director. Additional officers may be provided for in the Bylaws of the Commission. The President and Vice President shall be the agents of the Commission for the service of process. The Commission shall oversee the activities of the corporate officers, establish and/or implement policies and shall have stewardship for management and determination of all corporate affairs.

The Executive Director shall be the chief administrative staff person to the Commission. The Commission may contract with the City of Vancouver to provide staff including an executive director, financial management and/or legal counsel. The Executive Director shall have primary responsibility for all matters involving the day-to-day operations of the Commission and shall make recommendations to the Commission on practices, policies and programs of the Commission.

Section 6.04 Executive Committee. The Bylaws may provide for an Executive Committee which shall be appointed and/or removed by the Commission, and shall have and exercise such authority of the Commission in the management between meetings of the Commission, as may be specified in the Bylaws.

Section 6.05 Committees. The appointment of other committees shall be provided for in the Bylaws.

Section 6.06 Removal of Commission Members. In addition to trusteeship and termination or dissolution, respectively, if it is determined that any or all of the Commission members should be removed with or without cause, the City Council may by resolution remove any or all Commission members. The term of any Commission member removed pursuant to

this section shall expire when the member receives a copy of the resolution removing them from office.

A vacancy or vacancies on the Commission shall be deemed to exist with the death, disability, resignation or removal of membership. Vacancies on the Commission shall be filled by appointment in the same manner in which members of the Commission are regularly appointed. Any person selected to fill a vacancy on the Commission shall serve the balance of the term of the person being replaced.

ARTICLE VII

MEETINGS

Section 7.01 Commission Meetings.

1. The Commission shall meet as necessary but not less than four (4) times a year.
2. Special meetings of the Commission may be called as provided in the Bylaws.

Section 7.02 Open Public Meetings. Notice of meetings shall be given in a manner consistent with the Open Public Meetings Act, Chapter 42.30 RCW. At such meetings, any person present shall have a reasonable opportunity to address the Commission either orally or in writing.

Section 7.03 Minutes. Copies of the minutes of all regular or special meetings of the Commission shall be posted on the City's website and be made available to any person or organization that requests them, as required by state law. Minutes of closed executive sessions need not be made available. The minutes of all Commission meetings shall include a record of individual votes on all matters requiring Commission concurrence.

ARTICLE VIII

BYLAWS

The initial Bylaws may be amended to provide additional or different rules governing the Commission and its activities as are not inconsistent with this Charter. The Commission may provide in the Bylaws for all matters related to the governance of the Commission, including but not limited to matters referred to elsewhere in the Charter for inclusion therein.

ARTICLE IX

AMENDMENT TO CHARTER AND BYLAWS

Section 9.01 Proposals to Amend Charter and Bylaws. Proposals to amend the Charter or Bylaws shall be presented in a format which strikes over materials to be deleted and underlines new material.

Any Commission member may introduce a proposed amendment to the Charter or to the Bylaws (which may consist of new Bylaws) at any regular meeting or any special meeting for which ten (10) days' advance notice has been given to members of the Commission.

Section 9.02 Commission Consideration of Proposed Amendments. If notice of a proposed amendment to the Charter or Bylaws is provided to Commission members fifteen (15) days prior to any regular or special meeting, then the Commission may vote on the proposed amendment at such meeting. Amendments, within the scope of the original amendment, will be permitted at the meeting at which the vote is taken.

Section 9.03 Vote Required for Amendments to Charter or Bylaws. Resolutions of the Commission approving proposed amendments to the Charter or Bylaws require an affirmative vote of a majority of the Commission members voting on the issue.

Section 9.04 City Council Approval of Proposed Charter Amendments. Proposed Charter amendments adopted by the Commission shall be submitted to the City Council. The Commission's Charter may be amended only by ordinance as provided in the Ordinance.

ARTICLE X

COMMENCEMENT

The Commission shall commence its existence effective upon the issuance of its Charter as sealed and attested by the City Clerk and the holding of the initial commission meeting.

ARTICLE XI

APPROVAL OF THE CHARTER

ORIGINAL CHARTER APPROVED by Ordinance M-_____, adopted by the City Council of the City of Vancouver on _____, 2019.

CERTIFICATE

I, the undersigned City Clerk of the City of Vancouver, Washington DO HEREBY CERTIFY that the attached CHARTER OF THE CULTURE, ARTSS AND HERITAGE COMMISSION is a true and correction original of such charter as authorized by Ordinance M-_____ of the City.

IN WITNESS THEREOF, I have hereunto set my hand and affixed the official seal of the City this day of _____, 2019.

Natasha Ramras, City Clerk

**BYLAWS
OF
CULTURE, ARTS AND HERITAGE COMMISSION
OF VANCOUVER, WASHINGTON**

**ARTICLE I
Purpose**

The purpose of the Culture, Arts and Heritage Commission of Vancouver, Washington, is to undertake, assist with and otherwise 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.

**ARTICLE II
Commission**

Section 2.01 Commission Composition. The Culture Art and Heritage Commission shall be composed of nine (9) members. Members shall be leaders in cultural, heritage, arts or business community with experience relevant to the purpose of the Commission. One seat on the Commission shall be reserved for the City of Vancouver's representative on the Clark County Arts Commission. In the event that either that individual is unwilling to serve or the Clark County Arts Commission is dissolved, the position will be filled through the process outlined in Section 2.02.

Section 2.02 Appointment of Commission Members. Members of the Commission are appointed by the Vancouver City Council. In the event of a vacancy, the City will solicit interest in the position through its standardized Boards and Commission process. An ad hoc subcommittee of the Commission will then review applications and may choose to interview applicants. The full Commission shall recommend new Commission members to the City Council for appointment.

Section 2.03 Vacancies. A vacancy on the Commission shall be deemed to exist in the case of death or disability, upon receipt of a letter of resignation or upon removal of any member as provided herein. Vacancies on the Commission shall be filled by appointment in the same manner in which members of the Commission are regularly appointed. Any person selected to fill a vacancy on the Commission shall serve the balance of the term of the person being replaced.

Section 2.04 Attendance at Meetings. If any Commission member has an unexcused absence for more than three consecutive regular or special meetings of the Commission, such Commissioner may be recommended for removal from the Commission by the City Council. Commission members may not appoint representatives or designees to attend meetings on their behalf.

Section 2.05 Term of Office. Commission members shall serve three- (3) year terms and may serve a maximum of two consecutive terms. Upon expiration of a member's term, they shall continue to serve until their successor is appointed and assumes their Commission position.

Section 2.06 Removal of Commission Members. If it is determined that any or all of the Commission members should be removed with or without cause, the City Council may by resolution remove any or all Commission members.

ARTICLE III **Officers**

Section 3.01 Officers Designated. The officers of the Commission shall be President, Vice President, Secretary/Treasurer and Executive Director. Such other offices as may be deemed necessary may be created by resolution of the Commission. No person may simultaneously hold more than one office. In addition to the powers and duties specified below, the officers shall have such powers and perform such duties as the Commission may prescribe.

Section 3.02 Election of Officers. The President, Vice President and Secretary/Treasurer shall be elected by the Commission at the first regular meeting of each year, for a one-year term. No officer may serve more than two consecutive one-year terms. Each elected officer shall hold office until his or her successor is elected. The first elected officers of the Commission shall be elected by the Commission at its organizational meeting or as soon as practicable following the Commissions creation.

Section 3.03 Powers and Duties.

a. President. The President shall be the chief executive officer of the Culture, Arts and Heritage Commission and shall have general supervision over the business of the Commission, subject to the control of the full Commission. The President shall preside at all meetings of the Commission. The President may sign and execute, in the name of the Commission, contracts, deeds, leases, grants and other instruments duly authorized by the Commission and generally shall perform all duties that may from time to time be assigned to such office by the Commission.

b. Vice President. The Vice President shall perform all duties of the President at the request of the President or in case of the absence, disability or other inability to perform of the President, and, when so acting, shall have all the powers of and be subject to all restrictions upon, the President.

c. Secretary/Treasurer. The Secretary/Treasurer shall:

1. Certify and keep at the office of the Commission the original or copy of the Bylaws, as they may be amended;
2. See that all notices of Commission meetings are duly given in accordance with the provisions of these Bylaws or as required by law;
3. Record the proceedings of each meeting of the Commission;
4. Be the custodian of the records and seal of the Commission;
5. Keep at the office of the Commission and/or on-line, minutes of all meetings of the Commission whether regular or special.
6. Present a report on the financial operations of the Commission at each regularly scheduled meeting.

Section 3.04 Executive Director. The Executive Director shall be the chief administrative officer of the Commission, responsible for the day-to-day operations of the Commission and for carrying out the policies and directives. The Executive Director shall make recommendations to the Commission on practices, policies and programs. He or she shall have such powers and perform such duties as may be prescribed from time to time by the Commission. The Executive Director may be an at-will employee of the Commission in which case they may be removed with or without cause by the Commission or they may be a City of Vancouver employee assigned by the City Manager to serve as the Executive Director for the Commission.

Section 3.05 Vacancies in Officer Positions. The Commission shall fill any elected office which becomes vacant with a successor who shall hold office for the unexpired term and until his or her successor shall have been duly elected.

Section 3.06 Removal of Officers. Upon reasonable prior notice to all members of the alleged reasons for dismissal, the Commission by an affirmative vote of the majority of the whole Commission may remove any elected officer from his or her office when it is judged to be in the best interests of the Commission.

ARTICLE IV

Committees

Section 4.01 Executive Committee. The Executive Committee of the Commission, if established, shall consist of the Executive Director and Elected Officers. The Executive Committee shall exercise the authority of the Commission in management between meetings of the Commission.

Section 4.02 Public Art Committee. The Commission shall appoint a Public Art Committee as a standing subcommittee of the Commission. The Public Art Committee shall be a minimum of five members and shall include one Commission member who shall serve as chair and, at minimum, one professional artist. The Committee shall review and make recommendations to the Commission on proposed donations, acquisitions, relocations or deaccession of City or Commission owned public art.

Section 4.03 Advisory Committees. The Commission may such establish advisory committees as it deems necessary to report on possible projects or activities and shall fill such committees by appointment of qualified persons.

ARTICLE V

Meetings of the Commission

Section 5.01 Regular Commission Meetings. The Commission shall meet as necessary but not less than four (4) times per year; provided, however, that the Commission may alter such regular times and place by resolution. The location and time and date of the meetings will be determined by the Commission.

Section 5.02 Notice of Special Commission Meetings. Notice of all special meetings of the Commission shall be given by the Executive Director or by the person or persons calling the special meeting by delivering via mail and/or e-mail, written notice at least seven days prior to the time of the meeting to each Commission member. In addition, the Commission shall provide notice of special meetings to any individual specifically requesting it in writing. If the President deems than an emergency exists, the President may shorten the notice of a special meeting to not less than twenty-four hours with written notice provided to all Commission members via e-mail.

The time and place of the special meeting and the business to be transacted must be specified in the notice. Final dispositions shall not be taken on any other matter at such meetings.

Section 5.03 Quorum. At majority of the current membership of the Commission must be present at any regular or special meeting to comprise a quorum. Meetings without a quorum will be recessed to the earliest possible date.

Section 5.04 Meetings by Conference Telephone. Members of the Commission may participate in regular or special meetings by means of a conference telephone or similar communications equipment by means of which all persons participating in the meeting, including without limitation, members of the public attending the meeting can hear each other at the same time. Participation in a meeting by such means shall constitute a presence at such meeting. Those participating by conference telephone should announce their presence when joining the meeting. A quorum at a regular or special meeting is achieved if at least one-third of the members are present, provided that the additional members needed to comprise a quorum attend by telephone or similar communications device.

Section 5.05 Open Public Meetings. Notice of Commission meetings shall be given in a manner consistent with the Open Public Meetings Act, Chapter 42.30 RCW. At the meetings, any attendee shall have a reasonable opportunity to address the Commission either orally or in writing.

Section 5.06 Parliamentary Authority. The rules of *Robert's Rules of Order* (revised) shall govern the Commission in all cases to which they are applicable, where they are not inconsistent with the Charter or with the special rules of order the Commission may set forth in the Bylaws.

Section 5.07 Minutes. Summary minutes will be taken at all regular and special meetings of the Commission. Copies of the minutes shall be posted on the City and/or Commission's website and be made available to any person or organization that requests them. Minutes are not taken of closed executive sessions.

Section 5.08 Notice to the City Council. Notice of all meetings and minutes of all meetings of the Commission shall be given to the Clerk of the Vancouver City Council. The Commission shall present an annual report to the City Council either in writing or during a City Council workshop or other appropriate forum.

ARTICLE VII

Amendments to Bylaws

Section 6.01 Proposals to Amend the Bylaws. Any Commission member may introduce a proposed amendment to the Bylaws at any regular or special meeting for which ten (10) days' advanced notice has been given to members of the Commission.

Section 6.02 Vote Required for Amendments to Bylaws. Resolutions of the Commission approving proposed amendments to the Bylaws require an affirmative vote of a majority of the Commission members voting on the issue.

ARTICLE VII **Administrative Provisions**

Section 7.01 Books and Records. The Commission shall keep current and complete books and records of accounts and shall keep minutes of the proceedings of its meetings.

Section 7.02 Fiscal Year. The Fiscal Year of the Commission shall commence January 1 and end December 31 of each year, except the first fiscal year which shall run from _____ 2019 to December 31, 2019.

Section 7.02 Principal Office. The principal office of the Commission shall be City Hall, 415 W. 6th Street, Vancouver, Washington, 98668. The Commission may establish by resolution a different location as its principal office.

ARTICLE VIII **Approval of Bylaws**

These Bylaws were initially approved by the chartering authority, the Vancouver City Council and are effective as of _____, 2019.



Staff Report 083-19

TO: Mayor and City Council

FROM: Eric Holmes, City Manager

DATE: 6/24/2019
7/1/2019

SUBJECT 2019 First Supplemental Budget

Key Points

- Budget adjustments are made each year to reflect changes in revenues and expenditures that occur after the biennial budget is adopted.
- This supplemental budget includes a total expenditure adjustment of \$63.0 million in the City's Operating and Capital funds.
- The supplemental budget also includes a total increase of 14.4 FTEs.

Strategic Plan Alignment

N/A

Present Situation

Each year, budget adjustments must be made to reflect changes in revenues and expenses that occur after the budget is adopted by City Council. These adjustments can generally be categorized into the following areas:

- Corrections or administrative updates to the adopted 2019-2020 Biennial Budget.
- Activities and expenditures associated with new external revenues.
- Carry forward of projects not completed in the prior year.
- New items funded with unobligated and undesignated funds.

Budget amendments are recommended for the City's various funds as detailed in Attachment A of the Ordinance. The recommended expenditure appropriation adjustments for the City's Operating and Capital funds included in the 2019 First Supplemental Budget total \$63.0 million. Of the \$63.0 million expenditure increase, \$25.6 million is related to the Operating budget, and \$37.4 million relates to changes in the Capital budget and supporting transfers. The net impact on all City resources is a decrease of \$40.0 million to fund balances; the net impact on the General Fund is a \$2.1 million decrease to the fund balance.

The total Operating budget appropriation change in the General, Street and Fire (GSF) funds represents an increase of \$4.4 million. The remaining \$21.2 million increase relates to changes in other funds.

Appropriation adjustments in the City's GSF funds total increase of \$4.4 million include the following major items:

- New initiative requests of \$2.6 million include:
 - Appropriation of \$1.8 million related to new FTE requests or reclassifications of FTEs (detailed in Attachment B section below).
 - Appropriation of \$0.2 million for DECU computer and building upgrades.
 - A combined increased appropriation of \$0.1 million set aside for a community engagement strategy and a performing arts feasibility study.
 - A combined increase in Streets of \$0.1 million supporting vehicle reserve shortages.
- Cost neutral requests totaling \$0.7 million and funded by \$0.6 million in new external revenues:
 - A contribution from Share of \$0.2 million supporting the Navigation Center's services to provide homelessness services.
 - Numerous grants in Police totaling \$0.1 million and in Fire for \$0.4 million.
- Carry forwards and administrative adjustments totaling \$1.1 million include:
 - Numerous carry forward projects in CED totaling \$0.4 million for the downtown entry way projects, transportation system safety and plan updates, and other planning and strategy projects.
 - Streets carry forward of \$0.2 million for the salt storage building being used for winter weather events that has had various delays.

A total of \$21.2 million in appropriation increase relates to other operating City funds. Some of the major changes are summarized below:

- Budget true-up of \$3.9 million in the Streets Initiative Operating fund to increase the pavement management budget.
- Carry forward of \$8.9 million mainly related to \$4.7 million in the sewer operating fund for wastewater treatment and collection professional service contracts and other carry forward items.
- Carry forward of \$2.3 million in the affordable housing fund.
- Cost neutral requests of \$4.0 million, offset by revenue from a \$1.7 million pavement management grant, and in facilities for \$2.2 million for contract increases for janitorial and security services to reflect a different way of accounting for the contract costs.
- Adjustment in the Risk Management Fund of \$0.8 million to cover higher than originally anticipated actuarial costs and claims activity.
- Equipment services adjustments in 504 and 505 funds of \$0.7 million to extend 2.0 FTE limited term mechanic positions through 2020.

The total Capital Budget appropriation of \$37.4 million (including internal transfers) is included in the First Supplemental of 2019. Specific amendments by project are outlined in Attachment C to the ordinance. Following are some major projects included by functional area:

- General/Facilities major capital projects totaling \$1.2 million include the following:

- Carry forward/true-up projects totaling \$0.9 million.
- Small new projects totaling \$0.3 million.
- Parks capital of \$6.5 million for:
 - Carry forward/true-up projects totaling \$0.7 million.
 - New projects totaling \$5.8 million including \$5.2 million for Fenton Community Park, \$0.5 million for a neighborhood park in PIF district C, and \$0.2 million for Esther Short Park master planning for the playground upgrade and restroom replacement.
- Transportation project totaling \$13.7 million include:
 - Carry forward projects totaling \$5.0 million.
 - New projects totaling \$8.7 million mainly for SE 1st St – 164th to 192nd enhancements of \$7.8 million and \$0.9 million for Devine pedestrian improvements.
- Utility carry forwards and adjustments totaling \$7.7 million in Water, Sewer and Storm Water projects.

Attachment B of the ordinance outlines changes to FTEs. Due to the implementation of a new ERP system at the City, Workday, a need exists to true up position classification names in the budget documents to the actual job profiles in Workday. Those changes are captured in Attachment B. An increase of 14.4 FTEs is recommended in the First Supplemental of 2019 and are summarized below:

- 2.0 new FTEs to support Communications in the City Manager's Office.
- 1.0 new FTE Economic Development Director
- 1.0 new limited term Principal Planner for a three-year period to advise and advocate on regional transportation issues affecting Vancouver in Community and Economic Development (CED) department.
- 1.0 new FTE Senior Policy Advisor to support intergovernmental affairs and resiliency planning, reporting to the Assistant City Manager.
- 1.0 FTE to extend an Associate Planner in CED to support Transportation Demand Management programs through 2020.
- 2.0 new FTEs in Public Safety, each in Police and Fire respectively for Assistant Chief positions.
- 0.4 FTE increase to a current position in the Community Development Block Grants (CDBG), funded by the grant, bringing the FTE up to 1.0.
- 1.0 FTE to extend a limited term Customer Service Representative in the Building Fund through 2020.
- 2.0 FTEs to extend limited term mechanic positions in Equipment Services through 2020.
- 2.0 FTEs in Human Resources for limited term positions through 2020.
- Conversion of an existing 1.0 limited term Payroll FTE ending in 2019 into a permanent position of Accountant A in Financial and Management Services.

Advantage(s)

1. The proposed budget adjustments will ensure that the City remains in compliance with state statutes that require all City expenditures to have an appropriation approved by ordinance.
2. Appropriations are provided for important City programs, services, and capital projects.

Disadvantage(s)

Proposed supplemental recommends spending \$40.0 million across all funds, of that amount, \$2.1 million is utilizing the unassigned General Fund balance for one-time initiative funding.

Prior Council Review

Workshop - June 17, 2019

Action Requested

On June 24, 2019, approve ordinance on first reading, setting date of second reading and public hearing for Monday, July 1, 2019.

Natasha Ramras, Chief Financial Officer, 487-8484

ATTACHMENTS:

- ▣ Ordinance
- ▣ Attachment A
- ▣ Attachment B
- ▣ Attachment C
- ▣ Attachment D

06/24/19
07/01/19

ORDINANCE M-_____

AN ORDINANCE relating to the 2019-2020 Biennial Budget and making various appropriations in various funds; declaring an emergency.

BE IT ORDAINED BY THE CITY OF VANCOUVER:

Section 1. Supplemental appropriations are needed to meet certain necessary expenditures to be incurred in 2019-2020 which were not and could not reasonably have been foreseen at the time of adoption of the 2019-2020 Budget. As required by RCW 35.34.120, there is hereby set forth in summary form the total adjustments of expenditure appropriations for each separate fund adjusted and the aggregate totals for all such funds combined, as set forth in Attachment "A" of this ordinance. Attachment "C" outlines specific capital projects included in the 2019-2020 City of Vancouver Capital Budget.

Section 2. That a total of net 14.40 full-time equivalent positions are added as identified in Attachment "B" to this ordinance. The position adjustments shall be made consistent with applicable civil service rules and personnel regulations.

Section 3. As reported in SR No. _____ the appropriations made in this ordinance are necessary to meet certain necessary expenditures that will be incurred in 2019-2020 which were not and could not reasonably have been foreseen at the time of adoption of the 2019-2020 Budget; an emergency is hereby declared, and this ordinance shall go into effect immediately upon final passage.

ORDINANCE - 1

Read first time:

Ayes: Councilmembers

Nay: Councilmembers

Absent: Councilmembers

Read second time:

PASSED BY THE FOLLOWING VOTE:

Ayes: Councilmembers

Nays: Councilmembers

Absent: Councilmembers

SIGNED this _____ day of _____, 2019.

Anne McEnerny-Ogle, Mayor

Attest:

Natasha Ramras, City Clerk

Approved as to form:

E. Bronson Potter, City Attorney

ORDINANCE - 2

SUMMARY

ORDINANCE NO. _____

AN ORDINANCE relating to the 2019-2020 Biennial Budget and making various appropriations in various funds; declaring an emergency. Supplemental appropriations are needed to meet certain necessary expenditures to be incurred in 2019-2020 which were not and could not reasonably have been foreseen at the time of adoption of the 2019-2020 Budget; providing for an immediate effective date.

The full text of this ordinance will be mailed upon request. Contact Raelyn McJilton, Records Officer at 487-8711, or via www.cityofvancouver.us (Go to City Government and Public Records).

ORDINANCE - 3

Budget Appropriation by Fund**2019 First
Supplemental****Operating Budget****General, Street, and Fire Funds**

General Fund	3,038,266
Street Fund	523,582
Fire Fund	814,420

Total General, Street, and Fire Funds	4,376,268
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Special Revenue Funds

Street Funding Initiative - Operating Fund	6,242,628
Drug Enforcement Fund	25,905
CED Grants	(51,196)
Tourism Fund	71,335
Affordable Housing	2,375,379
VNHR Properties	(15,000)
Fire Equipment Fund	332,829
Emergency Ambulance Services Contract Admin Fund	34,959

Capital Fund

Transportation Capital Fund	33,540
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Enterprise Funds

Surface Water Management Fund	250,408
Water Utility Fund	382,052
Sewer Utility Fund	4,732,336
Airport Fund	176,632
Building Inspection Fund	218,846
Solid Waste Fund	13,200
Parking Services Fund	473,980
Tennis Center Fund	(20,000)

Internal Service Funds

Equipment Services Operations Fund	282,490
Equipment Services Capital Fund	448,141
Computer Repair & Replacement	1,126,772
Grounds and Facilities Services Fund	2,353,301
Self-Insured Worker's Comp & Liability Fund	764,600
Internal Administrative Services Fund	519,591
Self-Insured Health Insurance Fund	60,000

Budget Appropriation by Fund**2019 First
Supplemental****Fiduciary Funds**

City/County Cable TV Fund	347,753
PEG Capital Support Fund	68,477

Total Other Funds Expense Budget	21,248,959
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Total Operating Expense Budget	25,625,227
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Capital Budget**Capital Project Funds**

Transportation Capital Fund	11,866,889
Street Funding Initiative - Capital Fund	1,830,968
Fire Acquisition Fund	328,262
Capital Improvement Fund	1,720,623
Parks Construction Fund (Capital Projects only)	6,520,178
Drainage Construction Fund	498,269
Water Construction Fund	3,033,089
Sewer Construction Fund	4,122,601
Airport	(832,500)

Total Capital Project Funds	29,088,379
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Budget Appropriation by Fund**2019 First
Supplemental****Capital Funding Transfers Supporting COV Capital Projects Budget**

General Fund	(253,000)
Street Funding Initiative Operating	10,000
Drug Enforcement Fund	40,769
Transportation Special Revenue Fund	1,373,889
REET 1 (2002 Special Revenue Fund)	27,457
VNHR Properties	15,000
Cascade TIF District	1,081,574
Pacific TIF District	436,500
Fire Fund	35,124
TIF - Vancouver	41,328
TIF - Orchards	46,550
TIF - Evergreen	195,254
TIF - East City (South County)	354,926
PIF - Acq District 1	44,948
PIF - Acq & Dev District 2	140,300
PIF - Acq & Dev District 3	105,411
PIF - Acq & Dev District 4	485,014
PIF - District A	130,052
PIF - District C	1,766,347
2011 Transportation Bond Capital Fund	51,684
Building Inspection Fund	152,324
Facilities Asset Mgmt and Replacement Reserve Fund	1,053,154
Transportation Benefit District	1,000,000
Total Transfers for Capital	8,334,605
Total Capital Expense Budget	37,422,984
Total Operating and Capital Expense Budget	63,048,211

Summary of FTE Changes

	2019 First Supplemental		Notes
	2019 FTE	2020 FTE	
001 General Fund			
City Attorney's Office			
Program Coordinator (Law)	1.75		Classification Clean-Up
Program Coordinator I	(1.75)		Classification Clean-Up
City Attorney's Office Total	0.00	0.00	
City Manager's Office			
Assistant City Manager	(1.00)		Classification Clean-Up
Communications Assistant	1.00		New FTE, Regular
Communications Director	1.00		Classification Clean-Up
Communications Manager	(1.00)		Classification Clean-Up
Communications Specialist	1.00		Classification Clean-Up
Community Relations Specialist	(1.00)		Classification Clean-Up
Cultural Services Manager	(1.00)		Classification Clean-Up
Deputy City Manager	1.00		Classification Clean-Up
Management Analyst B	1.00		Classification Clean-Up
Program & Policy Development Manager	(1.00)		Reclassification to Senior Program Administrator in Community Services
Senior Policy Advisor	1.00		New FTE, Regular
Strategic Communications Coordinator	1.00		New FTE, Regular
City Manager's Office Total	2.00	0.00	
Office of Community Services			New
Senior Program Administrator	1.00		Reclassification from Program & Policy Development Manager
Homeless Resource Manager	1.00		Reclassification from Homeless Response Coordinator, 2 YR Limited Term
Homeless Response Coordinator	(1.00)		Reclassification to Homeless Resource Manager, 2 YR Limited Term
Office of Community Services Total	1.00	0.00	
Community & Economic Development			
Associate Planner	0.00	1.00	Extend 1 YR Limited Term
Community and Economic Development Director	(1.00)		Classification Clean-Up
Community Development Director	1.00		Classification Clean-Up
Economic Development Director	1.00		New FTE, Regular
Economic Development Division Manager	1.00		Classification Clean-Up
Land Use Program Manager	1.00		Classification Clean-Up
Land Use Supervisor	(1.00)		Classification Clean-Up
Planner	(1.00)		Classification Clean-Up
Principal Planner	2.00		1 FTE Classification Clean-Up; 1 FTE 3 YR Limited Term
Support Specialist	(0.50)		Classification Clean-Up
Support Specialist II	0.50		Classification Clean-Up
Transportation Planning Manager	(1.00)		Classification Clean-Up
Community & Economic Development Total	2.00	1.00	
General Governmental			
City Council Member	(5.00)		Classification Clean-Up
Councilmember	5.00		Classification Clean-Up
Mayor	1.00		Classification Clean-Up
Mayor of Vancouver	(1.00)		Classification Clean-Up

Summary of FTE Changes

	2019 First Supplemental		Notes
	2019 FTE	2020 FTE	
General Governmental Total	0.00	0.00	
Parks & Recreation			
Business Manager	(1.00)		Classification Clean-Up
Communications Specialist	1.00		Classification Clean-Up
Community Relations Specialist	(2.00)		Classification Clean-Up
Computer Support Specialist	1.00		Classification Clean-Up
IT Technical Specialist	(1.00)		Classification Clean-Up
Management Analyst	(1.00)		Classification Clean-Up
Management Analyst B	1.00		Classification Clean-Up
Park Developer	1.00		Classification Clean-Up
Park Developer B	(1.00)		Classification Clean-Up
Recreation Coordinator C	3.50		Classification Clean-Up
Recreation Coordinator D	1.00		Classification Clean-Up
Recreation Services Manager	1.00		Classification Clean-Up
Recreation Specialist	(16.50)		Classification Clean-Up
Recreation Specialist B	12.00		Classification Clean-Up
Special Events Manager	1.00		Classification Clean-Up
Parks & Recreation Total	0.00	0.00	
Vancouver Police			
Administrative Assistant	1.00		Classification Clean-Up
Assistant Police Chief	1.00		New FTE, Regular
Computer Forensics Specialist	(2.00)		Classification Clean-Up
Digital Forensics Investigator	2.00		Classification Clean-Up
Evidence Coordinator	(1.00)		Reclassification to Evidence Supervisor
Evidence Supervisor	1.00		Reclassification from Evidence Coordinator
Lead Police Records Specialist	2.00		Classification Clean-Up
Lead Records Specialist	(3.00)		Classification Clean-Up
Management Analyst	(1.00)		Classification Clean-Up
Management Analyst B	1.00		Classification Clean-Up
Police Records Manager	1.00		Classification Clean-Up
Police Records Specialist	15.00		Classification Clean-Up
Police Records Supervisor	3.00		Classification Clean-Up
Procurement Specialist	(2.00)		Classification Clean-Up
Program Coordinator	1.00		Classification Clean-Up
Program Coordinator II	(1.00)		Classification Clean-Up
Public Information Officer	(1.00)		Classification Clean-Up
Records Manager	(1.00)		Classification Clean-Up
Records Specialist	(15.00)		Classification Clean-Up
Records Supervisor	(3.00)		Classification Clean-Up
Resources Service Technician	2.00		Classification Clean-Up
Senior Communications Specialist	1.00		Classification Clean-Up
Senior Computer Forensics Investigator	(1.00)		Classification Clean-Up
Senior Digital Forensics Investigator	1.00		Classification Clean-Up
Vancouver Police Total	1.00	0.00	
001 General Fund Total	6.00	1.00	
102 Street Fund			
Public Works			
Deputy Transportation Services Manager	(1.00)		Classification Clean-Up

Summary of FTE Changes

	2019 First Supplemental		Notes
	2019 FTE	2020 FTE	
Engineering Manager	1.00		Classification Clean-Up
Engineering Program Manager	1.00		Classification Clean-Up
Engineering Technician II	(1.00)		Classification Clean-Up
Maintenance Worker I	(1.00)		Classification Clean-Up
Maintenance Worker II - A	1.00		Classification Clean-Up
Operations Superintendent	(1.00)		Classification Clean-Up
Public Works Supervisor	1.00		Reclassified from Senior Traffic Engineer
Senior Engineering Technician	1.00		Classification Clean-Up
Senior Traffic Engineer	(1.00)		Reclassified to Public Works Supervisor
Streets and Transportation Manager	1.00		Classification Clean-Up
Traffic Engineering Manager	(1.00)		Classification Clean-Up
Traffic Signal Lead	(1.00)		Classification Clean-Up
Traffic Signal Technician Lead	1.00		Classification Clean-Up
102 Street Fund Total	0.00	0.00	
103 Street Funding Initiative - Operating Fund			
Public Works			
Ground Maintenance Worker II	(1.00)		Classification Clean-Up
Grounds Maintenance Specialist	(2.00)		Classification Clean-Up
Grounds Maintenance Specialist II	2.00		Classification Clean-Up
Maintenance Worker II	1.00		Classification Clean-Up
103 Street Funding Initiative - Operating Fund Total	0.00	0.00	
108 CED Grants Fund			
Community & Economic Development			
Rehabilitation Specialist	0.40		Increase FTE to 1.0; Regular
108 CED Grants Fund Total	0.40	0.00	
111 Affordable Housing Fund			
Community & Economic Development			
Assistant Planner	1.00		Classification Clean-Up
Associate Planner	(1.00)		Classification Clean-Up
111 Affordable Housing Fund Total	0.00	0.00	
151 Fire Fund			
Vancouver Fire			
Analyst	(1.00)		Classification Clean-Up
Deputy Fire Chief	1.00		New FTE, Regular
Fire Captain	(1.00)		Classification Clean-Up
Fire Captain Paramedic	1.00		Classification Clean-Up
Management Analyst	(1.00)		Classification Clean-Up
Management Analyst B	2.00		Classification Clean-Up
Procurement Specialist	(1.00)		Classification Clean-Up
Resource Service Technician	1.00		Classification Clean-Up
151 Fire Fund Total	1.00	0.00	
444 Surface Water Management Fund			
Public Works			
Grounds Maintenance Specialist	(2.00)		Classification Clean-Up
Grounds Maintenance Specialist II	2.00		Classification Clean-Up
Maintenance Worker I	(1.00)		Classification Clean-Up
Maintenance Worker II	1.00		Classification Clean-Up

Summary of FTE Changes

	2019 First Supplemental		Notes
	2019 FTE	2020 FTE	
Program Coordinator	3.00		Classification Clean-Up
Program Coordinator I	(3.00)		Classification Clean-Up
444 Surface Water Management Fund Total	0.00	0.00	
445 Water Utility Fund			
Public Works			
			Reclassified to Finance & Logistics Supervisor;
Analyst	(2.00)		Reclassified to Construction Project Coordinator
City Engineer	(1.00)		Classification Clean-Up
City Surveyor	1.00		Classification Clean-Up
Communications Specialist	1.00		Classification Clean-Up
Construction and Engineering Manager	1.00		Classification Clean-Up
Construction Inspection Specialist	3.00		Classification Clean-Up
Construction Inspector	(7.00)		Classification Clean-Up
Construction Inspector II	3.00		Classification Clean-Up
Construction Project Coordinator	1.00		Reclassified from Analyst
Customer Service Representative	(9.50)		Classification Clean-Up
Departmental Aide	0.25		Increase to existing FTE from vacancy in HR
Educator	(1.00)		Classification Clean-Up
Facilities Assistant	(1.00)		Classification Clean-Up
Facilities Assistant - WREC	1.00		Classification Clean-Up
Finance and Logistics Supervisor	1.00		Reclassified from Analyst
			Reclassified from Technical Engineering Supervisor
GIS Supervisor	1.00		Supervisor
Inspection Specialist	(3.00)		Classification Clean-Up
Lead Treatment Plant Operator	(1.00)		Classification Clean-Up
Lead Water Treatment Plant Operator	1.00		Classification Clean-Up
Professional Land Surveyor	(1.00)		Classification Clean-Up
Program Coordinator	1.00		Classification Clean-Up
Program Coordinator II	(1.00)		Classification Clean-Up
Senior Construction Inspector	4.00		Classification Clean-Up
Senior Customer Service Representative	(1.00)		Classification Clean-Up
Senior Utility Customer Service Representative	1.00		Classification Clean-Up
Technical Engineering Supervisor	(1.00)		Reclassified to GIS Supervisor
Utility Clerk	(0.50)		Classification Clean-Up
Utility Customer Service Representative	10.00		Classification Clean-Up
Water Quality Assistant	1.00		Classification Clean-Up
Water Treatment Plant Operator	(1.00)		Classification Clean-Up
445 Water Utility Fund Total	0.25	0.00	
475 Sewer Utility Fund			
Public Works			
Chemical Specialist	1.00		Classification Clean-Up
Grounds Chemical Specialist	(1.00)		Classification Clean-Up
475 Sewer Utility Fund Total	0.00	0.00	
483 Building Inspection Fund			
Community & Economic Development			
Analyst	(2.00)		Classification Clean-Up
Building Inspector II	0.00		Classification Clean-Up
Building Inspector III	1.00		Classification Clean-Up

Summary of FTE Changes

	2019 First Supplemental		Notes
	2019 FTE	2020 FTE	
Computer Support Specialist	1.00		Classification Clean-Up
Customer Service Representative	0.00	1.00	Extend 1 YR Limited Term
Financial Analyst	1.00		Classification Clean-Up
IT Technical Specialist	(1.00)		Classification Clean-Up
Lead Building Inspector	(1.00)		Classification Clean-Up
Management Analyst	(1.00)		Classification Clean-Up
Management Analyst A	1.00		Classification Clean-Up
Management Analyst B	1.00		Classification Clean-Up
Plans Examiner	(3.00)		Classification Clean-Up
Plans Examiner II	1.00		Classification Clean-Up
Plans Examiner III	1.00		Classification Clean-Up
Plans Examiner IV	1.00		Classification Clean-Up
483 Building Inspection Fund Total	0.00	1.00	
490 Solid Waste Fund			
Public Works			
Analyst B	(1.00)		Classification Clean-Up
Environmental Services Manager	1.00		Classification Clean-Up
Solid Waste Analyst	1.00		Classification Clean-Up
Solid Waste Manager	(1.00)		Classification Clean-Up
490 Solid Waste Fund Total	0.00	0.00	
491 Parking Services Fund			
Community & Economic Development			
Support Specialist	(0.50)		Classification Clean-Up
Support Specialist III	0.50		Classification Clean-Up
491 Parking Services Fund Total	0.00	0.00	
504 Equipment Services Operations Fund			
Public Works			
Analyst	(1.00)		Classification Clean-Up
Management Analyst B	1.00		Classification Clean-Up
Mechanic	0.00	2.00	Extend 1 YR Limited Term
504 Equipment Services Operations Fund Total	0.00	2.00	
508 Grounds and Facilities Services Fund			
Public Works			
Building Repair Specialist	(1.00)		Classification Clean-Up
Building Systems Technician	(1.00)		Classification Clean-Up
Electrician	1.00		Classification Clean-Up
Facilities Maintenance Specialist	(3.00)		Classification Clean-Up
Facilities Maintenance Specialist I	1.00		Classification Clean-Up
Facilities Maintenance Specialist II	3.00		Classification Clean-Up
Grounds Maintenance Specialist	(5.00)		Classification Clean-Up
Grounds Maintenance Specialist II	4.00		Classification Clean-Up
Maintenance Worker II	1.00		Classification Clean-Up
Property Management Specialist	1.00		Classification Clean-Up
Real Property Specialist	(1.00)		Classification Clean-Up
508 Grounds and Facilities Services Fund Total	0.00	0.00	
509 Self-Insured Worker's Comp & Liability Fund			
Human Resources			
Analyst	(1.00)		Classification Clean-Up

Summary of FTE Changes

	2019 First Supplemental		Notes
	2019 FTE	2020 FTE	
Loss Control Specialist	(1.00)		Classification Clean-Up
Management Analyst	(1.00)		Classification Clean-Up
Management Analyst B	1.00		Classification Clean-Up
Risk Analyst A	1.00		Classification Clean-Up
Safety Officer	1.00		Classification Clean-Up
Worker's Compensation Analyst	1.00		Classification Clean-Up
Workers Compensation Specialist	(1.00)		Classification Clean-Up
509 Self-Insured Worker's Comp & Liability Fund Total	0.00	0.00	
510 Internal Administrative Services Fund			
City Attorney's Office			
Assistant City Attorney II	(1.00)		Classification Clean-Up
Assistant City Attorney III	1.00		Classification Clean-Up
City Attorney's Office Total	0.00	0.00	
Financial Management Services			
Accountant	(6.00)		Classification Clean-Up 1.0 FTE Classification Cleanup, 1.0 FTE Reclassification from LT Payroll System Analyst
Accountant A	2.00	1.00	to Regular Accountant A
Accountant B	2.00		Classification Clean-Up
Accountant C	3.00		Classification Clean-Up
Analyst	(1.00)		Classification Clean-Up
Budget Analyst	(2.00)		Reclassification to Senior Budget Analyst
Chief Financial Officer	1.00		Classification Clean-Up
Financial and Management Services Director	(1.00)		Classification Clean-Up
Internal Auditor	1.00		Classification Clean-Up
Lead Records Specialist	(1.00)		Classification Clean-Up
Payroll Systems Analyst	(1.00)		Reclassification from Payroll Systems Analyst LT to Accountant A, Regular
Performance Analyst	(1.00)		Classification Clean-Up
Performance Analyst D	1.00		Classification Clean-Up
Procurement Specialist	(6.00)		Classification Clean-Up
Procurement Specialist B	3.00		Classification Clean-Up
Procurement Specialist C	1.00		Classification Clean-Up
Procurement Specialist D	2.00		Classification Clean-Up
Public Records Coordinator	(1.00)		Classification Clean-Up
Public Records Officer	1.00		Classification Clean-Up
Records Manager	(1.00)		Classification Clean-Up
Records Specialist	1.00		Classification Clean-Up
Records Supervisor	1.00		Classification Clean-Up
Senior Budget Analyst	2.00		Reclassification from Budget Analyst
Financial Management Services Total	0.00	1.00	
Human Resources			
Analyst	(1.00)		Classification Clean-Up
Departmental Aide	(0.25)		Decrease to existing position, borrowed by Water fund
HRIS/Leave Analyst	2.00		1.0 FTE Classification Clean-Up, 1.0 FTE New Limited Term through Dec. 2020

Summary of FTE Changes

	2019 First Supplemental		Notes
	2019 FTE	2020 FTE	
Human Resources Assistant	1.00		Reclassification from Limited Term Support Specialist III
Support Specialist II - NU	1.00		New Limited Term through Dec. 2020
Support Specialist III - NU	(1.00)		Reclassification to Regular Human Resources Assistant
Human Resources Total	1.75	0.00	
Information Technology			
Computer Support Specialist	(1.00)		Classification Clean-Up
Information Technology Director	1.00		Classification Clean-Up
Information Technology Services Manager	(1.00)		Classification Clean-Up
IT Systems Analyst	(3.75)		Classification Clean-Up
IT Systems Analyst C		(1.00)	Reclassification to IT System Analyst D
			4.75 FTE Classification Cleanup; 1.0
IT Systems Analyst D	4.75	1.00	Reclassification from IT Systems Analyst C
Information Technology Total	0.00	0.00	
510 Internal Administrative Services Fund Total	1.75	1.00	
City of Vancouver Total	9.40	5.00	

CAPITAL PROJECTS BY DEPARTMENT

	2019-20 Adopted Budget	2019 First Supplemental	Revised 2019-2020 Budget	Notes
GENERAL CAPITAL PROJECTS				
VDA Public Art (funded by Columbia Art Center Reserve)	871,757	-	871,757	
Pearson Airport - Pavement Rehab Construction Project	1,815,000	(862,500)	952,500	True-Up of Baseline Budget
Pearson Airport - Capital Design Project	350,000	-	350,000	
Pearson Airport - Card Reader	-	30,000	30,000	New
Tower Mall Demolition	2,160,000	-	2,160,000	
Fire/Security Upgrades	279,230	-	279,230	
ADA Projects - 2018 Grant Award	-	200,000	200,000	Carry Forward
Facilities Contingency	302,400	-	302,400	
GGov - City Hall	410,000	-	410,000	
City Hall - Repaint and Seal Exterior Masonry	220,000	(220,000)	-	Reduction to project replaced by DDC System Replacement
City Hall Parking Lot Annex (former Petlock land)	279,750	50,000	329,750	Increase to Current Project
City Hall - HVAC Hydronic Pump Replacement	-	21,139	21,139	Carry Forward
City Hall - DDC System Replacement	-	220,000	220,000	New (Replaced priority so reduction of City Hall RePaint/Seal Exterior Masonry)
GGov - Historic Museum	195,000	-	195,000	
Historic Museum - Replace Concrete Entry Stairs	-	112,565	112,565	Carry Forward
Clark County Historic Museum (Dept of Commerce Grant)	-	177,976	177,976	Carry Forward
Covington House - HVAC Replacement	-	20,000	20,000	New
Navigation Center - HVAC Replacement	-	50,000	50,000	Carry Forward
Webber Machine Building	50,000	-	50,000	
Esther Short Park	60,000	-	60,000	
Firstenburg Community Center	1,785,000	-	1,785,000	
Luepke Senior Center	310,000	-	310,000	
Marine Park	120,000	-	120,000	
Marshall Community Center Generator Installation	732,113	-	732,113	
Fire Station 1	120,000	-	120,000	
Fire Station 2	3,000	-	3,000	
Fire Station 3	60,000	-	60,000	
Fire Station 4	248,340	-	248,340	
Fire Station 4 - Remodel Kitchen	-	67,361	67,361	Carry Forward
Fire Station 5	505,000	-	505,000	
Fire Station 7	170,000	-	170,000	
Fire Station 8	206,250	-	206,250	
Fire Station 9	335,000	-	335,000	
Fire Station 10	135,000	-	135,000	
Fire Station 11 Development	10,179,099	260,901	10,440,000	Carry Forward
Fire Capital Contingency	53,000	-	53,000	
VPD East Precinct	1,015,000	-	1,015,000	
VPD East - Replace Roof	-	55,375	55,375	Carry Forward
VPD Evidence	275,000	-	275,000	
VPD Evidence - Replace Roof and Repair Leaks at NE Corner	-	60,774	60,774	Carry Forward
VPD Headquarters	270,000	-	270,000	
VPD West Precinct	1,190,000	-	1,190,000	
VPD West - Seal/Re-Stripe Parking Lot	-	771,064	771,064	Carry Forward
VPD West - Replace Evidence Lockers	-	40,769	40,769	New
Operations Center Redevelopment	2,661,632	160,961	2,822,593	Carry Forward
Interfund Charges	50,672	-	50,672	
Total General Capital Construction Projects	27,417,243	1,216,385	28,633,628	
PARKS CAPITAL PROJECTS				
City Park Capital Repair	12,588	(1,131)	11,457	True-Up of Baseline Budget
Columbia Waterfront Park Development	-	335,001	335,001	Carry Forward
Sportsfield Improvements	117,411	(802)	116,609	True-Up of Baseline Budget
First Place Park Playground	460,196	94,048	554,244	Carry Forward
North Image NH Park Expansion	2,194,897	-	2,194,897	
Parks Operations & Maintenance	600,000	-	600,000	
Marshall Park Inclusive Nature Play for All	37,500	16,000	53,500	Carry Forward
Edgewood Park ADA Improvements - 2018 Grant Award	100,000	-	100,000	
Fruit Valley Park ADA Improvements - 2018 Grant Award	-	8,000	8,000	Carry Forward
Waterworks Park ADA Improvements - 2018 Grant Award	-	3,000	3,000	Carry Forward
Memory/Mill Plain Park ADA Improvements - 2018 Grant Award	15,000	-	15,000	
General Anderson Park ADA Improvements - 2018 Grant Award	175,000	-	175,000	
Oakbrook Park ADA Improvements - 2018 Grant Award	-	25,000	25,000	Carry Forward
Burnt Bridge Creek Park ADA Improvements - 2018 Grant Award	85,000	-	85,000	
Hearthwood Park ADA Improvements - 2018 Grant Award	80,000	17,000	97,000	Carry Forward
Heritage Park ADA Improvements - 2018 Grant Award	18,000	-	18,000	

CAPITAL PROJECTS BY DEPARTMENT

	2019-20 Adopted Budget	2019 First Supplemental	Revised 2019-2020 Budget	Notes
Esther Short Park ADA Improvements - 2018 Grant Award	30,000	15,000	45,000	Carry Forward
Acquisition - District 2	309,500	-	309,500	
Acquisition - District 3	73,172	-	73,172	
Acquisition - District 4	2,703,100	-	2,703,100	
George & Hazel Stein NH Park (Tanglewood)	-	136,829	136,829	Carry Forward
Shaffer COM Expansion	93,687	-	93,687	
Clear Meadows Park	298,971	25,000	323,971	Carry Forward
Summers Walk Park	300,000	10,000	310,000	Carry Forward
Dubois Park	590,000	19,000	609,000	Carry Forward
N4-2 Park	300,000	450,000	750,000	New
District C Community Park (Fenton)	-	5,193,233	5,193,233	New
Esther Short Park Master Plan	-	175,000	175,000	New
Interfund Charges	88,018	-	88,018	
Total Parks Capital Projects	8,682,040	6,520,178	15,202,218	

TRANSPORTATION/STREETS CAPITAL PROJECTS

Mill Plain Blvd - 104th to NE Chkalov Dr.	3,000,000	-	3,000,000	
SE 20th St at 176th AVE & 183rd AVE	19,840	-	19,840	
SE Hearthwood & SE 1st St	287,576	304,190	591,766	Carry Forward
Vancouver Waterfront Access Project	700,000	-	700,000	
SE 20th Street Median	24,000	-	24,000	
137th Ave Corridor - 49th to Fourth Plain	3,854,096	1,239,088	5,093,184	Carry Forward
Van Mall Drive Ext - Andresen to NE 66th Ave	-	37,536	37,536	Carry Forward
NE 82nd Ave - NE 51st St to NE 54th St	-	9,014	9,014	Carry Forward
Jefferson St - Evergreen to Mill Plain	-	859,716	859,716	Carry Forward
NE St Johns Rd & 68th Av	17,630	-	17,630	
Mill Plain Blvd Arrival on Green Improvement Project	97,600	-	97,600	
Norris and 4th Plain Signal Improvement	333,238	403,806	737,044	Carry Forward
LED Street Light Retrofit	4,815,500	-	4,815,500	
Evergreen Highway Trail Phase II	48,160	50,561	98,721	Carry Forward
Evergreen Trail - Chelsea to Image	140,000	192,343	332,343	Carry Forward
Fort Vancouver/McLoughlin Sidewalk Infill and Hawk Signal	25,000	522,132	547,132	Carry Forward
SE 1st St - 164th to 192nd	425,000	7,813,783	8,238,783	New
NE 18th St - NE Four Seasons Ln to NE 136th Ave	20,000	434,720	454,720	Carry Forward
NE 18th St - 97th Ave to 107th Ave	3,168,240	-	3,168,240	
Debt	127,349	-	127,349	
Interfund Charges	275,278	-	275,278	
Street Initiatives Capital Projects			-	
32nd Avenue Extension Feasibility Study	120,000	66,328	186,328	Carry Forward
Traffic Signal and Lighting Sustainability	1,133,480	382,901	1,516,381	Carry Forward
NE 192nd Ave and 13th St Signal Improvement	-	130,000	130,000	New
Multimodal Safety and Accessibility Program	1,451,536	-	1,451,536	
NE 112th Ave Sidewalk - Chkalov St to 9th St	150,000	26,854	176,854	Carry Forward
NE 68th Street Sidewalk - City limits to St Johns	-	90,000	90,000	New
Columbia Street Retrofit - NW 45th St to Columbia Way	100,000	-	100,000	
NTSA REET Administration - Fund 331	20,000	5,794	25,794	Carry Forward
2017 Neighborhood Traffic Management Program	-	230,392	230,392	Carry Forward
2018 Neighborhood Traffic Management Program	200,000	70,000	270,000	Carry Forward
Non-Programmed Safety (fund 331)	200,000	128,699	328,699	Carry Forward
NW Neighborhood Connectivity (NW 43rd Street to NW 53rd Street_Lincoln Sidewalks)	100,000	-	100,000	
2019 Neighborhood Traffic Management Program	270,000	-	270,000	
2020 Neighborhood Traffic Management Program	270,000	-	270,000	
McLoughlin Boulevard Complete Streets Improvements	-	200,000	200,000	Capital - New
Macarthur Boulevard Complete Streets Improvements	-	300,000	300,000	Capital - New
SE Tech Center Dr Bike Detection and Traffic Calming on SE 168th Ave	-	200,000	200,000	Capital - New
Interfund Charges	10,042	-	10,042	
Total Transportation Capital	21,403,565	13,697,857	35,101,422	

SEWER CAPITAL PROJECTS**SCIP Projects**

Demand Response - SCIP	500,000	-	500,000	
Evergreen Airpark North (30 homes)	30,000	-	30,000	
Premier Access (70 homes)	2,142	-	2,142	
Evergreen Estates SCIP (99 homes)	700,000	416,000	1,116,000	Carry Forward
Evergreen Highlands	150,000	-	150,000	
Fruit Lawn	400,000	-	400,000	
East Vancouver Ph 1 SCIP	550,000	585,283	1,135,283	Carry Forward

CAPITAL PROJECTS BY DEPARTMENT

	2019-20 Adopted Budget	2019 First Supplemental	Revised 2019-2020 Budget	Notes
West Vancouver SCIP (216 homes)	3,086,360	(200,000)	2,886,360	Reduction to Baseline
East Vancouver - North(392 Parcels)	3,000,000	-	3,000,000	
Central Vancouver - North SCIP(344 Parcels)	-	100,000	100,000	Carry Forward
Evergreen Hwy - Ellsworth to 112th Ave (8 Homes)	4,988	238,633	243,621	Carry Forward
SE 23rd Street SCIP (8 lots)	-	144,475	144,475	Carry Forward
Total SCIP Projects	8,423,490	1,284,391	9,707,881	
Collection & Treatment Projects				
CP&C Gravity Thickener - 2 Coatings	-	202,476	202,476	Carry Forward
Standby Power	-	33,211	33,211	Carry Forward
Biddle Way Trunk E3A Realignment	-	246,669	246,669	Carry Forward
Andresen Diversion Gate Valve	100,000	-	100,000	
IR - Interceptor Rehabilitation	2,300,000	748,252	3,048,252	Carry Forward
Wye Rehabilitation Phase 2	221,846	80,648	302,494	Carry Forward
Basin A-20-1 & Force Main Relocation(59th Street)	160,000	-	160,000	
NE 137th Avenue, 49th to Fourth Plain	250,000	-	250,000	
Capital Preservation - Collection System	2,500,000	211,902	2,711,902	Carry Forward
63rd St Pump Station Re-build / Relocate	1,300,000	251,400	1,551,400	Carry Forward
SE 1st St, 164th to 192nd Ave Design	60,000	-	60,000	
NE 137th Ave - 49th to Fourth Plain	430,000	-	430,000	
Mill Plain - SE 102nd Ave to Chaklov	60,000	-	60,000	
Lagoon Aeration Upgrade	1,500,000	-	1,500,000	
FBF Heat Exchanger Equipment Replacement	700,000	-	700,000	
Lagoon Blower Upgrade	300,000	-	300,000	
Burnt Bridge Creek Pump Station Upgrade	400,000	-	400,000	
Aeration Membrane Upgrade	35,000	-	35,000	
Capital Preservation and Compliance	900,000	(100,000)	800,000	Reduction to Baseline
CP&C 4 Multi Coating Projects	35,000	-	35,000	
Process Controls Electronics	9,417,976	941,569	10,359,545	Carry Forward
Central Vancouver South Ph 1	200,000	224,553	424,553	Carry Forward
Air Gap/City Water Protection	-	128,562	128,562	Carry Forward
NE 152nd Ave at NE 43rd St - Sewer Realignment	150,000	453,187	603,187	Carry Forward
Southside Interceptor Rehab PH 1	2,600,000	78,538	2,678,538	Carry Forward
Wastewater Collection SCADA	300,000	-	300,000	
Lagoon Upgrade Engineering Design	286,920	-	286,920	
Westside FBF Heat Exchanger Replacement	-	362,243	362,243	Carry Forward
Westside Electrical Upgrade Design	3,500,000	(1,100,000)	2,400,000	Reduction to Baseline
SE 164th Ave Rehab	800,000	-	800,000	
G2-1 Trunk Interceptor Rehab	130,000	-	130,000	
Southside Interceptor Rehab Ph 2	2,800,000	-	2,800,000	
Southside Interceptor Rehab Ph 3	200,000	-	200,000	
Marine Park Blower	400,000	-	400,000	
Westside Blower	400,000	-	400,000	
A-20 Sewer Manhole Rehabilitation	-	75,000	75,000	Carry Forward
Debt Service	934,000	-	934,000	
Interfund Charges	73,934	-	73,934	
Total Collection & Treatment Projects	33,444,676	2,838,210	36,282,886	
Total Sewer Capital Projects	41,868,166	4,122,601	45,990,767	

SURFACE WATER CAPITAL PROJECTS

WDOT Fee Projects 2005-2006 ongoing	468,000	-	468,000	
Stormwater Retrofits-Demand Response	210,000	-	210,000	
NE 162nd Ave. WQ Treatments	50,000	-	50,000	
Brookside Operations Stormwater Retrofit	-	498,269	498,269	Carry Forward
Design Grant - Burton Channel Retrofits	189,000	-	189,000	
Central Fourth Plain	70,000	-	70,000	
Fruit Valley Rd (Design)	30,000	-	30,000	
Primrose Court DS#105	23,000	-	23,000	
Lower Grand Area Green Street (Future Grant List)	1,100,000	-	1,100,000	
Columbia Slope Culvert - Mill Creek	544,309	-	544,309	
Columbia Slope Culvert - Chelsea	145,000	-	145,000	
SE 17th Street Outfall	15,000	-	15,000	
Stormwater Retrofits-Demand Response (Drainage Problems)	505,192	-	505,192	
NE Ross Street LID Retrofit	40,000	-	40,000	
Expanded Private Stormwater Facility Inspection Program Grant	131,000	-	131,000	
NPDES TMDL Watershed Health & Water Quality Monitoring	318,000	-	318,000	
NE Fourth Plain(123rd-131st South) Water Quality Retrofits - Grant	271,000	-	271,000	
East Orchards Fourth Plain Water Quality Retrofits - Grant	273,000	-	273,000	
Blandford Drive Subbasins LID Retrofits - Grant	45,000	-	45,000	

CAPITAL PROJECTS BY DEPARTMENT

	2019-20 Adopted Budget	2019 First Supplemental	Revised 2019-2020 Budget	Notes
Re-evaluation and Assessment	120,000	-	120,000	
2018 Stormwater Capacity Grant	34,273	-	34,273	
Interfund Charges	106,360	-	106,360	
Total Drainage Capital Projects	4,688,134	498,269	5,186,403	

WATER CAPITAL PROJECTS

PRV Flowmeters/Scada System Connections	114,652	-	114,652	
Water Station 1 Standby Power Booster Station	-	178,444	178,444	Carry Forward
Port Water System Upgrade	300,000	285,197	585,197	Carry Forward
Bunch Plastic - 4th Plain & 103rd Ave	-	29,525	29,525	Carry Forward
Water Rights Utilization Study WS 6,8,15	60,000	103,515	163,515	Carry Forward
Water Works Park 3.0 MG Reservoir and Seismic Upgrade	18,980,000	-	18,980,000	
Water Pump house Roofing Replacement	200,000	-	200,000	
Operations Center Redevelopment	6,229,080	-	6,229,080	
SDADA System Upgrade (2015-2018)	-	262,000	262,000	Carry Forward
Exploration for New Water Source	-	50,000	50,000	Carry Forward
Sodium Hypo Gen System Ellsworth	750,000	-	750,000	
Sodium Hypo Gen System WS 9	1,300,000	65,261	1,365,261	Carry Forward
Water Tower 5,6,7 Seismic Improvements	55,000	-	55,000	
WS 5 Reservoir, Pump, E-Power	1,030,000	-	1,030,000	
Water Station 5 Master Plan	-	257,757	257,757	Carry Forward
Sodium Hypo Gen System WS 15	400,000	-	400,000	
Water Station 4 Well 4 Building Replacement	400,000	-	400,000	
WS 5 Tower Internal Coating	500,000	-	500,000	
WS 6 Tower Internal/External Coating	1,000,000	-	1,000,000	
Water Demand Response	600,000	-	600,000	
Broadway - 9th St to 17th St	730,000	86,007	816,007	Carry Forward
WS 5 to WS 9 Transmission Main	3,500,000	964,001	4,464,001	Carry Forward
WS 5 Tank Altitude Valve	120,000	-	120,000	
99th St Extension, 94th Ave to 104th Ave County	20,000	-	20,000	
Leak Abatement	1,200,000	-	1,200,000	
SCIP Coordination Projects	200,000	-	200,000	
Rezone Study for Vancouver Low and Vancouver High	50,000	-	50,000	
O & M Program Electronic Manual	300,000	-	300,000	
41st St and 43rd St. Lincoln Ave. To Daniels St	740,000	-	740,000	
4th Plain Blvd., 36th Ave to Lincoln Ave.(T-3)	2,350,000	-	2,350,000	
107th Ave - NE 76th St to NE 81st Way	-	267,458	267,458	Carry Forward
Evergreen Hwy - Ellsworth East	-	208,328	208,328	Carry Forward
8th St and Hill St	-	54,215	54,215	Carry Forward
Water Station 5 Reservoir Drain	40,000	65,961	105,961	Carry Forward
WS 14 Well MCC Replacement	110,000	-	110,000	
Ellsworth Valve Replacement	110,000	-	110,000	
SCADA Firewall/Security/Data Concent/PLC So	716,000	-	716,000	
SCADA Software	53,000	-	53,000	
Water Main NE 49th St-NE 15th Ave to St Johns	100,000	-	100,000	
SE 1st St - Transportation Coordination	360,000	-	360,000	
SE INC Water Service	-	56,420	56,420	Carry Forward
NE 117th Ave Mixed Use Oversized Main	-	99,000	99,000	Carry Forward
Interfund Charges	95,210	-	95,210	
Total Water Projects	42,712,942	3,033,089	45,746,031	

CAPITAL PROJECTS SUMMARY

General Capital	27,417,243	1,216,385	28,633,628
Parks	8,682,040	6,520,178	15,202,218
Transportation/Streets	21,403,565	13,697,857	35,101,422
Sewer	41,868,166	4,122,601	45,990,767
Surface Water	4,688,134	498,269	5,186,403
Water	42,712,942	3,033,089	45,746,031
Total Capital Projects	146,772,090	29,088,379	175,860,469

2019 Non-Union, Non-Exempt Salary Schedule

Range	Positions	Low		Mid		High	
		Monthly	Annual	Monthly	Annual	Monthly	Annual
13	Senior Digital Forensics Investigator	\$6,400	\$76,800	\$7,200	\$86,400	\$8,000	\$96,000
12		\$6,082	\$72,984	\$6,842	\$82,098	\$7,601	\$91,212
11	Lead Computer Support Specialist Senior Computer Support Specialist	\$5,777	\$69,324	\$6,499	\$77,982	\$7,220	\$86,640
10	Digital Forensics Investigator Neighborhood Coordinator Procurement Specialist C Solid Waste Analyst	\$5,503	\$66,036	\$6,190	\$74,280	\$6,877	\$82,524
9	Accountant B Citizen Liaison Communications Specialist Computer Support Specialist Educator Help Desk Specialist Web Content Manager	\$5,229	\$62,748	\$5,882	\$70,578	\$6,534	\$78,408
8	Assistant to the City Council Material Control Coordinator - NU Procurement Specialist B Video Producer	\$4,967	\$59,604	\$5,588	\$67,050	\$6,208	\$74,496
7	Administrative Assistant - NU Assistant Planner Human Resources Assistant Legal Assistant Management Analyst A Program Coordinator - NU Risk Analyst A Video Services Coordinator	\$4,717	\$56,604	\$5,307	\$63,684	\$5,897	\$70,764
6	Accountant A Communications Coordinator	\$4,482	\$53,784	\$5,043	\$60,510	\$5,603	\$67,236
5	Procurement Specialist Resources Services Technician	\$4,257	\$51,084	\$4,789	\$57,468	\$5,321	\$63,852
4	Communications Assistant IT Technical Specialist A Support Specialist III Volunteer Program Assistant	\$4,044	\$48,528	\$4,550	\$54,600	\$5,056	\$60,672
3		\$3,834	\$46,008	\$4,313	\$51,750	\$4,791	\$57,492
2	Support Specialist II	\$3,649	\$43,788	\$4,107	\$49,278	\$4,564	\$54,768
1		\$3,467	\$41,604	\$3,901	\$46,812	\$4,335	\$52,020
	Departmental Aide	\$2,253	\$27,040	\$2,513	\$30,160	\$2,773	\$33,280

2019 Non-Union Exempt Salary Schedule

Range	Positions	Low		Mid		High	
		Monthly	Annual	Monthly	Annual	Monthly	Annual
23	City Attorney Fire Chief Police Chief	\$13,587	\$163,044	\$15,629	\$187,542	\$17,670	\$212,040
22	Public Works Director	\$12,940	\$155,280	\$14,884	\$178,608	\$16,828	\$201,936
21	Chief Financial Officer Community Development Director Economic Development Director Human Resources Director Information Technology Director Parks and Recreation Director	\$12,324	\$147,888	\$14,176	\$170,106	\$16,027	\$192,324
20	Assistant Police Chief Deputy Fire Chief	\$11,737	\$140,844	\$13,501	\$162,006	\$15,264	\$183,168
19	Chief Assistant City Attorney	\$11,180	\$134,160	\$12,858	\$154,296	\$14,536	\$174,432
18		\$10,627	\$127,524	\$12,221	\$146,652	\$13,815	\$167,780
17	Construction and Engineering Manager Deputy Finance Director Deputy Human Resources Director Operations Manager Streets and Transportation Manager	\$10,095	\$121,140	\$11,610	\$139,320	\$13,125	\$157,500
16	Assistant City Attorney III City Prosecutor Communications Director Fire Marshal IT Application Services Manager IT Technical Services Manager Program and Policy Development Manager	\$9,592	\$115,104	\$11,030	\$132,360	\$12,468	\$149,616
15	Development Review Division Manager Economic Development Division Manager Recreation Services Manager	\$9,111	\$109,332	\$10,478	\$125,730	\$11,844	\$142,128
14	Assistant City Attorney II Treasurer	\$8,656	\$103,872	\$9,955	\$119,454	\$11,253	\$135,036
13	Accounting Manager Building Official Engineering Program Manager Finance and Asset Manager Procurement Manager Utility Engineering Program Manager Senior Program Administrator	\$8,224	\$98,688	\$9,458	\$113,496	\$10,692	\$128,304
12	Emergency Preparedness Manager Risk and Safety Manager Senior Civil Engineer Airport Manager Senior Traffic Engineer Homeless Resource Manager Transportation Policy Advisor	\$7,813	\$93,756	\$8,985	\$107,820	\$10,157	\$121,884
11	Assistant Building Official City Surveyor Community Development Manager Environmental Services Manager Equipment Superintendent Facilities Superintendent IT Systems Analyst D Long Range Planning Program Manager Operations Superintendent Utilities Administration Manager Assistant Fire Marshal	\$7,422	\$89,064	\$8,535	\$102,420	\$9,648	\$115,776

Range	Positions	Low		Mid		High	
		Monthly	Annual	Monthly	Annual	Monthly	Annual
10	Capital Projects Manager Land Use Program Manager Performance Analyst D Principal Planner Senior Policy Advisor	\$7,050	\$84,600	\$8,109	\$97,302	\$9,167	\$110,004
9	Benefits Analyst Business Intelligence Analyst Civil Engineer IT Systems Analyst C Parking Manager Recreation Facility Manager Traffic Engineer Video Services Manager Water Resource Manager GIS Supervisor Senior Budget Analyst Professional Land Surveyor	\$6,698	\$80,376	\$7,703	\$92,436	\$8,708	\$104,496
8	Internal Auditor Assistant City Attorney I Environmental Scientist Employee and Labor Relations Analyst Financial Analyst IT Systems Analyst B Police Records Manager Property Management Specialist Senior Financial Analyst Senior Planner Training and Development Specialist Workers' Compensation Specialist	\$6,362	\$76,344	\$7,317	\$87,798	\$8,271	\$99,252
7	Airport Manager Associate Civil Engineer Budget Analyst Community Relations Specialist C Emergency Equipment Supervisor EMS Program Administrator Equipment Mechanic Supervisor Finance and Logistics Supervisor Management Analyst B Permit Center Supervisor Risk Analyst Safety Officer Senior Park Developer Strategic Communications Coordinator Senior Communications Specialist Technical Engineering Supervisor Traffic Engineer Worker's Compensation Analyst	\$6,045	\$72,540	\$6,952	\$83,424	\$7,859	\$94,308
6	Classification and Compensation Analyst CTR Coordinator Finance Supervisor II Financial Analyst HRIS and Leave Analyst Management Analyst B Recreation Services Supervisor Safety Coordinator Solid Waste Supervisor Special Events Manager Urban Forester Volunteer Coordinator Accountant C	\$5,742	\$68,904	\$6,604	\$79,242	\$7,465	\$89,580

Range	Positions	Low		Mid		High	
		Monthly	Annual	Monthly	Annual	Monthly	Annual
5	Associate Planner	\$5,456	\$65,472	\$6,274	\$75,288	\$7,092	\$85,104
	Park Developer						
	Procurement Specialist D						
	Utility Service Supervisor						
4	Administrative Assistant to the City Manager	\$5,184	\$62,208	\$5,961	\$71,526	\$6,737	\$80,844
	CDBG Coordinator						
	Evidence Supervisor						
	IT Systems Analyst A						
	Police Records Supervisor						
	Senior Legal Assistant						
	Records Supervisor						
3	Loss Control Specialist	\$4,924	\$59,088	\$5,662	\$67,944	\$6,400	\$76,800
2	Construction Project Coordinator	\$4,677	\$56,124	\$5,379	\$64,542	\$6,080	\$72,960
1	Parking Supervisor	\$4,312	\$51,744	\$4,960	\$59,514	\$5,607	\$67,284

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:

\$ **4,806,978.73** this 24th day of June 2019.

MAYOR

COUNCILMEMBER



AUDITING OFFICER

COUNCILMEMBER

DATE	INCLUSIVE CHECK NUMBERS	CHECK TOTAL
June 11 - June 17	Accounts Payable Checks (see attached)	\$ 4,794,093.27
June 11 - June 17	Hansen City Payments (see attached)	\$ 5,439.59
June 11 - June 17	Visa Refunds (see attached)	\$ 7,445.87
June 11 - June 17	Payroll Checks (see attached)	\$ -
TOTAL		\$ 4,806,978.73

INVOICE PAYMENTS REPORT

<u>Payment Type</u>	<u>Check Number</u>	<u>Payment Date</u>	<u>Payment Amount</u>	<u>Payment Payee</u>	<u>Description from: Spend Category / Supplier Invoice Memo</u>
Manual Wire		6/11/2019	\$ 59,327.28	Blue Cross Blue Shield of Oregon	SC0022 Personnel Benefits - Med Hospital - Pensioners 521630
Manual Wire		6/11/2019	\$ 852,979.25	Internal Revenue Service	SC0016 Personnel Benefits - Social Security 521500
Manual Wire		6/11/2019	\$ 13,796.27	Kaiser Permanente	SC0352 SC to Ledger 239900 Other Current Liabilities
Manual Wire		6/11/2019	\$ 739,382.63	State of Washington Department of Retirement System (PERS)	SC0221 Accr Empl Ben - LEOFF II 231552
Manual Wire		6/11/2019	\$ 50,815.06	Symetra Life Insurance Company	SC0053 Services - Professional & Contracted Services 541900
Manual Wire		6/11/2019	\$ 976.60	VSP Vision Care Inc	SC0053 Services - Professional & Contracted Services 541900
Manual Wire		6/11/2019	\$ 5,032.50	Washington Dental Service	SC0053 Services - Professional & Contracted Services 541900
Manual Wire		6/12/2019	\$ 21,009.00	State of Oregon Department of Revenue	SC0247 Accr Empl Ben - Oregon W/H & Transit Tax 231596
Manual Wire		6/13/2019	\$ 27,297.26	Gallagher Bassett Services Inc	SC0084 Services - Worker's Comp Claims - Risk Mgmt ONLY 549910
Manual Wire		6/13/2019	\$ 126.00	State of Washington Department of Licensing - Remit-To: DOL - Seattle Remit	SC0053 Services - Professional & Contracted Services 541900
Manual Wire		6/14/2019	\$ 645,967.11	Clark County - Remit-To: Clark County - Treasurer Vancouver	SC0262 SC to Ledger 237600: Payable to Evergreen School District
Manual Wire		6/14/2019	\$ 99,281.33	Patel & Dalrymple PLLC	SC0392 Capital - Land Right of Way 561310
Manual Wire		6/17/2019	\$ 209,451.39	Blue Cross Blue Shield of Oregon	SC0369 Services - Self-Insured Claims 542000
Manual Wire		6/17/2019	\$ 14,973.60	Washington Dental Service	SC0369 Services - Self-Insured Claims 542000
Direct Deposit	EFT-00009714	6/13/2019	\$ 40.20	Eric Holmes	Employee Reimbursement
Direct Deposit	EFT-00009715	6/13/2019	\$ 19.00	Clesson Werner	Employee Reimbursement
Direct Deposit	EFT-00009716	6/13/2019	\$ 216.79	Luke Koistinen	Employee Reimbursement
Direct Deposit	EFT-00009717	6/13/2019	\$ 114.12	Teresa Brum	Employee Reimbursement
Direct Deposit	EFT-00009718	6/13/2019	\$ 89.00	Jan Bader	Employee Reimbursement
Direct Deposit	EFT-00009719	6/13/2019	\$ 328.00	John Quested	Employee Reimbursement
Direct Deposit	EFT-00009720	6/13/2019	\$ 16.00	Julie Gilbertson	Employee Reimbursement
Direct Deposit	EFT-00009721	6/13/2019	\$ 621.00	Ty Stober	Employee Reimbursement
Direct Deposit	EFT-00009722	6/13/2019	\$ 16.00	Nathan Meuler	Employee Reimbursement
Direct Deposit	EFT-00009723	6/13/2019	\$ 12.00	Jeremy Free	Employee Reimbursement
Direct Deposit	EFT-00009724	6/13/2019	\$ 85.50	Peggy Sheehan	Employee Reimbursement
Direct Deposit	EFT-00009725	6/13/2019	\$ 6.00	Neil Martin	Employee Reimbursement
Direct Deposit	EFT-00009726	6/13/2019	\$ 83.95	Rebecca Kennedy	Employee Reimbursement
Direct Deposit	EFT-00009727	6/13/2019	\$ 102.00	Anthony Castro	Employee Reimbursement
Direct Deposit	EFT-00009728	6/13/2019	\$ 290.00	Geoffrey Robbins	Employee Reimbursement
Direct Deposit	EFT-00009729	6/13/2019	\$ 75.81	Lauren FencI	Employee Reimbursement
Direct Deposit	EFT-00009730	6/13/2019	\$ 158.50	Robin Brown	Travel advance
Direct Deposit	EFT-00009731	6/13/2019	\$ 57.00	Patrick Kennedy	Travel advance
Direct Deposit	EFT-00009732	6/13/2019	\$ 57.00	Robin Brown	Travel advance
Direct Deposit	EFT-00009733	6/13/2019	\$ 57.00	Richard Rich	Travel advance
Direct Deposit	EFT-00009734	6/13/2019	\$ 135.00	Jason Gillespie	Employee Reimbursement
Direct Deposit	EFT-00009735	6/13/2019	\$ 57.00	Richard Rich	Travel advance
Direct Deposit	EFT-00009736	6/13/2019	\$ 468.09	Carol Bua	Employee Reimbursement
Direct Deposit	EFT-00009737	6/13/2019	\$ 72.00	Natasha Ramras	Employee Reimbursement
Direct Deposit	EFT-00009738	6/13/2019	\$ 190.00	Patrick Kennedy	Travel advance
Direct Deposit	EFT-00009739	6/13/2019	\$ 682.11	Frank Dick	Employee Reimbursement
Direct Deposit	EFT-00009740	6/13/2019	\$ 78.00	Jordan Macfarlane	Employee Reimbursement
Direct Deposit	EFT-00009741	6/13/2019	\$ 129.00	Ryan Lopossa	Employee Reimbursement

INVOICE PAYMENTS REPORT

<u>Payment Type</u>	<u>Check Number</u>	<u>Payment Date</u>	<u>Payment Amount</u>	<u>Payment Payee</u>	<u>Description from: Spend Category / Supplier Invoice Memo</u>
Direct Deposit	EFT-00009742	6/13/2019	\$ 9.56	Robert Givens	Employee Reimbursement
Direct Deposit	EFT-00009743	6/13/2019	\$ 207.17	Eugene Durshpek	Employee Reimbursement
Direct Deposit	EFT-00009744	6/13/2019	\$ 388.00	Chad Eiken	Employee Reimbursement
Direct Deposit	EFT-00009745	6/13/2019	\$ 354.57	Carrie Lewellen	Employee Reimbursement
Direct Deposit	EFT-00009746	6/13/2019	\$ 290.00	Eric Giacchino	Employee Reimbursement
Direct Deposit	EFT-00009747	6/13/2019	\$ 204.00	Lenda Crawford	Employee Reimbursement
Direct Deposit	EFT-00009748	6/13/2019	\$ 493.18	Anne McEnerny-Ogle	Employee Reimbursement
Direct Deposit	EFT-00009749	6/13/2019	\$ 18.00	Jonathan Young	Employee Reimbursement
Direct Deposit	EFT-00009750	6/13/2019	\$ 86.83	Jill Brown	Employee Reimbursement
Direct Deposit	EFT-00009751	6/13/2019	\$ 60.00	Judith Bailey	Employee Reimbursement
Check	2601	6/12/2019	\$ 99.08	Bleuler,John and Lourdes	SC0340 SC to Ledger 213110 AP Refunds (Hansen)
Check	2602	6/12/2019	\$ 13.89	Carrick,Patrick and Nicole	SC0340 SC to Ledger 213110 AP Refunds (Hansen)
Check	2603	6/12/2019	\$ 139.78	Grimm Enterprises	SC0340 SC to Ledger 213110 AP Refunds (Hansen)
Check	2604	6/12/2019	\$ 151.10	Grimm Enterprises	SC0340 SC to Ledger 213110 AP Refunds (Hansen)
Check	2605	6/12/2019	\$ 88.92	Handelman,Matthew J and Anne K	SC0340 SC to Ledger 213110 AP Refunds (Hansen)
Check	2606	6/12/2019	\$ 128.08	Handelman,Matthew J and Anne K	SC0340 SC to Ledger 213110 AP Refunds (Hansen)
Check	2607	6/12/2019	\$ 15.99	Johnson,Richard and Delores	SC0340 SC to Ledger 213110 AP Refunds (Hansen)
Check	2608	6/12/2019	\$ 106.00	Lefort,Ali L	SC0340 SC to Ledger 213110 AP Refunds (Hansen)
Check	2609	6/12/2019	\$ 79.27	Lopez,Patricia	SC0340 SC to Ledger 213110 AP Refunds (Hansen)
Check	2610	6/12/2019	\$ 642.11	Alex Gall	SC0061 Services - Travel & Subsistence 543300
Check	2611	6/12/2019	\$ 152.25	Ashley Gaffney	SC0061 Services - Travel & Subsistence 543300
Check	2612	6/12/2019	\$ 25.00	Automatic Ice Co	SC0349 SC to Ledger 213110 AP Refunds
Check	2613	6/12/2019	\$ 25.00	BMW of Portland	SC0349 SC to Ledger 213110 AP Refunds
Check	2614	6/12/2019	\$ 250.00	Church of Christ	SC0349 SC to Ledger 213110 AP Refunds
Check	2615	6/12/2019	\$ 62.20	David Burton	SC0099 Cash Conversion - Temporary
Check	2616	6/12/2019	\$ 25.00	Howard Bafford	SC0349 SC to Ledger 213110 AP Refunds
Check	2617	6/12/2019	\$ 25.00	Hydro Tech Fire Protection	SC0349 SC to Ledger 213110 AP Refunds
Check	2618	6/12/2019	\$ 25.00	Jeffrey Stohr	SC0349 SC to Ledger 213110 AP Refunds
Check	2619	6/12/2019	\$ 25.00	John Fisk	SC0349 SC to Ledger 213110 AP Refunds
Check	2620	6/12/2019	\$ 128.00	Kelly Noto	SC0377 SC to Ledger 362000 Misc Revenue Rents/Leases - On-Street Parking 362550
Check	2621	6/12/2019	\$ 25.00	Kevin Taylor	SC0349 SC to Ledger 213110 AP Refunds
Check	2622	6/12/2019	\$ 31.06	Michael A Akers	SC0380 SC to Ledger 163100 SCIP Loans Receivable - Notes/Contracts
Check	2623	6/12/2019	\$ 50.00	Michael Liedkie	SC0349 SC to Ledger 213110 AP Refunds
Check	2624	6/12/2019	\$ 3,219.48	Northwest Landcare LLC	SC0344 SC to Ledger 122124 AR Loans
Check	2625	6/12/2019	\$ 3,994.54	Northwest Landcare LLC	SC0344 SC to Ledger 122124 AR Loans
Check	2626	6/12/2019	\$ 48.00	Playlive	SC0349 SC to Ledger 213110 AP Refunds
Check	2627	6/12/2019	\$ 25.00	Robert Learned	SC0349 SC to Ledger 213110 AP Refunds
Check	2628	6/12/2019	\$ 152.25	Ruby Engreitz	SC0061 Services - Travel & Subsistence 543300
Check	2629	6/12/2019	\$ 25.00	Squires Electric Inc	SC0349 SC to Ledger 213110 AP Refunds
Check	2630	6/12/2019	\$ 71.03	The Watershed Alliarce	SC0377 SC to Ledger 362000 Misc Revenue Rents/Leases - On-Street Parking 362550
Check	2631	6/12/2019	\$ 725.00	Travis Trombley	SC0050 Services - Legal Services 541300
Check	2632	6/12/2019	\$ 60.00	Holly Williams	Employee Reimbursement
Check	2633	6/12/2019	\$ 45.97	Michelle Bart	Employee Reimbursement

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

INVOICE PAYMENTS REPORT

<u>Payment Type</u>	<u>Check Number</u>	<u>Payment Date</u>	<u>Payment Amount</u>	<u>Payment Payee</u>	<u>Description from: Spend Category / Supplier Invoice Memo</u>
Check	2634	6/12/2019	\$ 79.24	Richard Keller	Employee Reimbursement
Check	2635	6/12/2019	\$ 1,659.64	Acuity Group PLLC	SC0053 Services - Professional & Contracted Services 541900
Check	2636	6/12/2019	\$ 134.85	Airgas Nor Pac Inc	SC0036 Supplies - EMT Supplies 531200
Check	2637	6/12/2019	\$ 1,355.54	Anixter Inc	SC0045 Supplies - Minor Tools/Equipment < \$10,000 535000
Check	2638	6/12/2019	\$ 243.90	Annas Consultants Inc	SC0075 Services - Repair & Maint - Equipment 548100
Check	2639	6/12/2019	\$ 390.01	Aramark Uniform & Career Apparel LLC - Remit-To: Aramark - Pasadena	SC0053 Services - Professional & Contracted Services 541900
Check	2640	6/12/2019	\$ 2.23	Avaya Inc - Remit-To: Avaya New York	SC0055 Services - Phone Service/Billings 542500-542700
Check	2641	6/12/2019	\$ 11,774.74	Bank Of America N.A.	SC0053 Services - Professional & Contracted Services 541900
Check	2642	6/12/2019	\$ 1,283.69	Bound Tree Medical LLC	SC0036 Supplies - EMT Supplies 531200
Check	2643	6/12/2019	\$ 110,119.32	C & R Tractor & Landscape Supply	SC0337 Capital - Construction Contractors 565000
Check	2644	6/12/2019	\$ 6,524.26	Cargill Inc	SC0039 Supplies - Other Operating Supplies 531900
Check	2645	6/12/2019	\$ 53,328.75	CECO Inc	SC0042 Supplies - Diesel 532200
Check	2646	6/12/2019	\$ 495.47	Cellco Partnership - Remit-To: Cellco - Dallas	SC0055 Services - Phone Service/Billings 542500-542700
Check	2647	6/12/2019	\$ 154,379.20	Centennial Contractors Ent Inc	SC0337 Capital - Construction Contractors 565000
Check	2648	6/12/2019	\$ 1,030.75	City of Vancouver - Remit-To: COV - Vehicle Reg	SC0079 Services - Fees 549200
Check	2649	6/12/2019	\$ 2,973.61	City Ribbon Inc	SC0039 Supplies - Other Operating Supplies 531900
Check	2650	6/12/2019	\$ 56,352.16	Clark County - Remit-To: Clark County - Treasurer Vancouver	SC0053 Services - Professional & Contracted Services 541900
Check	2651	6/12/2019	\$ 8,010.25	Columbia Claims Service Inc	SC0053 Services - Professional & Contracted Services 541900
Check	2652	6/12/2019	\$ 719.46	Columbia Ford Inc	SC0144 Capital - Rolling Stock (Vehicle) 564700
Check	2653	6/12/2019	\$ 1,120.67	Columbia Resource Company	SC0074 Services - Garbage / Waste Disposal 547400
Check	2654	6/12/2019	\$ 8,607.88	Copiers Northwest	SC0066 Services - Rental - Machinery 545300
Check	2655	6/12/2019	\$ 41,788.22	Core and Main LP	SC0039 Supplies - Other Operating Supplies 531900
Check	2656	6/12/2019	\$ 247,849.01	CUES Inc - Remit-To: CUES Inc - Cincinnati	SC0144 Capital - Rolling Stock (Vehicle) 564700
Check	2657	6/12/2019	\$ 3,095.47	CyberSource Corporation - Remit-To: CyberSource - Los Angeles	SC0053 Services - Professional & Contracted Services 541900
Check	2658	6/12/2019	\$ 13,129.21	Eagle Newspaper Inc	SC0081 Services - o/s Printing & Binding 549500
Check	2659	6/12/2019	\$ 526.99	Esix Sportswear	SC0037 Supplies - Uniforms & Protective Clothing 531300
Check	2660	6/12/2019	\$ 32,195.00	ESO Solutions Inc	SC0068 Services - Software Maintenance 545500
Check	2661	6/12/2019	\$ 12,113.18	Excel4Apps Inc	SC0048 Supplies - Software Licenses < \$10,000 535200
Check	2662	6/12/2019	\$ 1,029.80	Fire Systems West	SC0077 Services - Repair & Maint - Other 548900
Check	2663	6/12/2019	\$ 10,999.00	Fitch and Associates	SC0053 Services - Professional & Contracted Services 541900
Check	2664	6/12/2019	\$ 7,015.00	Gallagher Bassett Services Inc	SC0053 Services - Professional & Contracted Services 541900
Check	2665	6/12/2019	\$ 583.00	Galls LLC	SC0037 Supplies - Uniforms & Protective Clothing 531300
Check	2666	6/12/2019	\$ 48,253.16	Halme Excavating Inc	SC0337 Capital - Construction Contractors 565000
Check	2667	6/12/2019	\$ 73,320.00	Harris Communications, Inc	SC0039 Supplies - Other Operating Supplies 531900
Check	2668	6/12/2019	\$ 3,271.25	H D Fowler Company Inc	SC0393 SC to Ledger 141100 Inventory
Check	2669	6/12/2019	\$ 5,303.10	H D Fowler Company Inc - Remit-To: H D Fowler - Bellevue	SC0393 SC to Ledger 141100 Inventory
Check	2670	6/12/2019	\$ 574.00	Investigative Solutions LLC	SC0053 Services - Professional & Contracted Services 541900
Check	2671	6/12/2019	\$ 435.83	Iron Mountain Inc - Remit-To: Iron Mountain - New York	SC0053 Services - Professional & Contracted Services 541900
Check	2672	6/12/2019	\$ 3,338.72	JBRC LLC	SC0045 Supplies - Minor Tools/Equipment < \$10,000 535000
Check	2673	6/12/2019	\$ 94,018.00	Jeffrey Barrar PS	SC0053 Services - Professional & Contracted Services 541900
Check	2674	6/12/2019	\$ 1,953.00	Judith L Bufford	SC0053 Services - Professional & Contracted Services 541900

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

INVOICE PAYMENTS REPORT

<u>Payment Type</u>	<u>Check Number</u>	<u>Payment Date</u>	<u>Payment Amount</u>	<u>Payment Payee</u>	<u>Description from: Spend Category / Supplier Invoice Memo</u>
Check	2675	6/12/2019	\$ 6,431.81	Lakeyland Inc	SC0080 Services - Laundry and Dry Cleaning Services 549300
Check	2675	6/12/2019	\$ 142,391.08	Lee Contractors LLC	SC0337 Capital - Construction Contractors 565000
Check	2677	6/12/2019	\$ 1,647.00	Lile International Companies	SC0141 Capital - Machinery & Equipment 564000
Check	2673	6/12/2019	\$ 46.50	Northwest Cascade Inc	SC0039 Supplies - Other Operating Supplies 531900
Check	2679	6/12/2019	\$ 4,292.64	Right Systems Inc	SC0048 Supplies - Software Licenses < \$10,000 535200
Check	2683	6/12/2019	\$ 750.00	Safety Systems America	SC0053 Services - Professional & Contracted Services 541900
Check	2681	6/12/2019	\$ 216.80	Towing & Recovering Services Inc	SC0053 Services - Professional & Contracted Services 541900
Check	2682	6/12/2019	\$ 6,000.00	Trauma Intervention Programs	SC0053 Services - Professional & Contracted Services 541900
Check	2683	6/12/2019	\$ 39,606.87	TV Etc ESD 112	SC0094 Intergovernmental Services and Payments - Intergovernmental Payments 552000
Check	2684	6/12/2019	\$ 2,066.61	US Bank - Remit-To: US Bank - Voyager	SC0041 Supplies - Gasoline 532100
Check	2685	6/12/2019	\$ 52.00	Vancouver Aire LLC	SC0076 Services - Repair & Maint - Buildings 548400
Check	2683	6/12/2019	\$ 117,155.67	Vancouver USA Regional Tourism Office	SC0053 Services - Professional & Contracted Services 541900
Check	2687	6/12/2019	\$ 3,956.00	Verbal Judo Institute Inc	SC0062 Services - Education/Training 543500
Check	2688	6/12/2019	\$ 3,208.84	Walter E Nelson Company	SC0039 Supplies - Other Operating Supplies 531900
Check	2689	6/12/2019	\$ 271.93	Waste Connections of Washington - Remit-To: Waste Connections - Vancouver	SC0074 Services - Garbage / Waste Disposal 547400
Check	2690	6/12/2019	\$ 67.18	White Bear West Inc	SC0035 Supplies - Repair & Maintenance Supplies 531100
Check	2691	6/12/2019	\$ 42,167.61	Wilson Oil Inc	SC0041 Supplies - Gasoline 532100
Check	2692	6/12/2019	\$ 17,365.69	Wire Works LLC	SC0075 Services - Repair & Maint - Equipment 548100
Check	2693	6/12/2019	\$ 3,363.00	W Todd Pascoe	SC0053 Services - Professional & Contracted Services 541900
Check	2694	6/12/2019	\$ 1,311.81	WW Grainger Inc	SC0035 Supplies - Repair & Maintenance Supplies 531100
Check	2695	6/12/2019	\$ 166.14	XPO Logistics Enterprise Services, Inc - Remit-To: XPO - Portland	SC0054 Services - Postage 542200
Check	2696	6/12/2019	\$ 12,071.14	Allegiance Benefit Plan Management Inc	SC0032 Personnel Benefits - Medical Payment - Retired (Pension) 529600
Check	2697	6/12/2019	\$ 86.92	AT & T Mobility II LLC	SC0059 Services - Other Communication 542900
Check	2698	6/12/2019	\$ 4,111.43	Columbia Resource Company	SC0074 Services - Garbage / Waste Disposal 547400
Check	2699	6/12/2019	\$ 557,461.22	Corp Inc Construction	SC0402 to Ledger 223400 Retainage Payable
Check	2700	6/12/2019	\$ 81.38	Frontier Communications	SC0055 Services - Phone Service/Billings 542500-542700
Check	2701	6/12/2019	\$ 32,561.76	Life Insurance Company of North America	SC0053 Services - Professional & Contracted Services 541900
Check	2702	6/12/2019	\$ 6,376.53	NW Natural - Remit-To: NW Natural - Portland	SC0073 Services - Natural Gas 547300
Check	2703	6/12/2019	\$ 976.73	Qwest Corp - Remit-To: CenturyLink - Phoenix	SC0055 Services - Phone Service/Billings 542500-542700
Check	2704	6/12/2019	\$ 701.08	Qwest Corp - Remit-To: Qwest CABS - Monroe	SC0055 Services - Phone Service/Billings 542500-542700
Check	2705	6/12/2019	\$ 6,374.18	Qwest Corp - Remit-To: Qwest Corp- Seattle	SC0055 Services - Phone Service/Billings 542500-542700
Check	2706	6/12/2019	\$ 648.00	Rotschy Inc	SC0074 Services - Garbage / Waste Disposal 547400
Check	2707	6/12/2019	\$ 720.00	Triangle Resources Inc	SC0067 Services - Lease - Machinery 545400
Check	2708	6/12/2019	\$ 386.92	United Parcel Service	SC0054 Services - Postage 542200
Check	2709	6/12/2019	\$ 162.58	Waste Connections of Washington	SC0074 Services - Garbage / Waste Disposal 547400
		SUBTOTAL	\$ 4,794,093.27		
Hansen		6/18/2019	\$ 5,439.59	City Payments	Posted 6-11-19 thru 6-17-19
		SUBTOTAL	\$ 5,439.59		

INVOICE PAYMENTS REPORT

<u>Payment Type</u>	<u>Check Number</u>	<u>Payment Date</u>	<u>Payment Amount</u>	<u>Payment Payee</u>	<u>Description from: Spend Category / Supplier Invoice Memo</u>
VISA		6/18/2019	\$ 5,200.37	Miscellaneous	Parks Class Refunds - FCC 6-11-19 thru 6-17-19
VISA		6/18/2019	\$ 390.00	Miscellaneous	Parks Class Refunds - Leupke 6-11-19 thru 6-17-19
VISA		6/18/2019	\$ 1,655.50	Miscellaneous	Parks Class Refunds - MCC 6-11-19 thru 6-17-19
VISA		6/18/2019	\$ -	Miscellaneous	Parks Class Refunds - Special Events 6-11-19 thru 6-17-19
VISA		6/18/2019	\$ 200.00	Miscellaneous	Parks Class Refunds - WREC 6-11-19 thru 6-17-19
		SUBTOTAL	\$ 7,445.87		
		TOTAL	\$ 4,806,978.73		

City of Vancouver
Payroll Council Report
June 11, 2019 - June 17, 2019

Check No.	Date	Explanation	Amount
		No payroll this period	

\$

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Staff Report 084-19

TO: Mayor and City Council

FROM: Eric Holmes, City Manager

DATE: 6/24/2019

SUBJECT 2019 Charter Review Committee Recommendations

Key Points

- The Charter Review Committee is recommending seven amendments to the City's charter.
- The proposed amendments include revisions to the Salary Review Commission membership and process; clarifying councilmember qualifications for office; elaboration of procedures for filling council vacancies; revision of the City's claims process; clarifying the City's contracting authority; allowing ordinance amendments by reference to subsections and miscellaneous changes to remove inconsistencies and inapplicable language.
- The Committee also recommends that for the 2024 charter review process, City Council appoint the committee in late summer/early fall of 2023 to allow more time for the committee to complete its work.

Strategic Plan Alignment

N/A

Present Situation

The City of Vancouver's charter requires that a committee of 15 residents be appointed every five years to review the charter and make recommendations to the City Council on potential changes. The 2019 Charter Review Committee was appointed by the City Council on December 3, 2018. The Committee held eight meetings between January 24 and June 6, 2019, and is recommending seven amendments to the charter for consideration by the City Council.

The proposed amendments, in priority order, include:

1. Increasing the number of Salary Review Commission members from five to seven. Capping salary increases for Mayor, Mayor Pro Tempore, and Councilmembers at the lesser of an annual rate of 4% or the Consumer Price Index for the West Region (CPI-W). Proposed salary increases higher than 4% or CPI-W would require a public vote. The Commission would also have the ability to decrease salaries or keep them at the current amount.

2. Clarifying councilmember qualifications including that two years of continuous residency applies to both election and appointment to City Council. Clarify that when the charter prohibits a councilmember from simultaneously holding another public office, it means “elected” public office.
3. Requires the City Council to adopt specific rules and procedures for filling vacancies on council including provisions for public notice of such vacancies and that the interviews of applicants for the position be done in public.
4. Authorizing the City Council to review and approve all bills, invoices or claims at their next regularly scheduled public meeting rather than in advance of payment. This is consistent with state law and current city practice.
5. Clarifying that the City may enter into contracts for longer than five years if approved by the City Council through ordinance.
6. Allowing the City to print or publish only the subsection of an ordinance that is being revised so long as the entire context of the amendment can be understood by reference to the subsection. This will save on printing costs and make it easier for readers to more quickly identify which sections of the ordinance are being revised.
7. Amending the charter to confirm that the time frame for council action on an ordinance proposed through initiative petition is thirty days, rather than sixty days. Remove the term “police judge” which is no longer in use. Amend Section 11.04 to replace the phrase “either of them” with “the city council”. The prior language was confusing.

Advantage(s)

1. Supports the work of the Charter Review Committee by adopting their recommendations.
2. Encourages voter participation in the City’s governance process.
3. Makes other changes to the City’s charter that modernizes, streamlines and clarifies processes.

Disadvantage(s)

It is estimated that placing charter amendments on the ballot will cost approximately \$16,000 per amendment.

Budget Impact

The Clark County Elections Office has advised that for 2019 each proposition placed on the ballot will cost approximately \$16,000. If all seven recommendations are approved by Council, the ballot measures would cost approximately \$112,000.

Prior Council Review

City Council Workshop - June 17, 2019

Action Requested

On June 24, 2019, following a public hearing, adopt resolutions placing proposed amendments to the City of Vancouver’s charter on the November 5, 2019, general election ballot.

Jeanette (Jan) Bader, Program and Policy Manager, 487-8606; Brent Boger, Assistant City

ATTACHMENTS:

- ▣ Proposed Charter Amendment #1 - Citizen Commission on Mayor/Council Salaries
- ▣ Proposed Charter Amendment #2 - Clarifying Councilmember Qualifications
- ▣ Proposed Charter Amendment #3 - Elaboration of Procedures for Filling Council Vacancies
- ▣ Proposed Charter Amendment #4 - Revision of the Claims Process
- ▣ Proposed Charter Amendment #5 - Clarifying City Contracting Authority
- ▣ Proposed Charter Amendment #6 - Allowing Ordinance Amendments by Subsections
- ▣ Proposed Charter Amendment #7 - Miscellaneous Changes to Remove Inconsistencies and Inapplicable Language

6/24/2019

RESOLUTION M-_____

A RESOLUTION to submit to the voters of the City of Vancouver a proposal to amend Article II, Section 2.18 of the City Charter regarding the composition and function of the Citizens' Commission on Mayor/City Council Salaries.

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 amendments to Article II, Section 2.18 of the City Charter, as last amended on November 8, 1994, increasing the Citizen's Commission on Mayor/City Council Salaries from five members to seven, adding the Mayor Pro Tempore to the salaried positions reviewed by the Commission, removing outdated language and adding a new section (d) which limits the salary increases to the lesser of an annual rate of four (4) percent or the Consumer Price Index for Wage Earners and Clerical Workers for the West region (CPI-W);

RESOLUTION – PAGE 1

requires an increase in salary greater than four (4) percent or CPI-W be done through a vote of the people and allows the Commission to decrease salaries or to not adopt any salary change, 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 2.18 Citizen's' Commission on Mayor/City Council Salaries: There is hereby created the Vancouver Citizen's' Commission on Mayor/City Council Salaries to consist of ~~five~~ seven members appointed as provided herein and to set the salary and compensation of the ~~City~~ Mayor, Mayor Pro Tempore and City Councilmembers.

The Commission shall consist ~~for five~~ of seven members who shall be registered voters and residents of the City of Vancouver. No city officer, official, or employee or immediate family member of any ~~City~~ city officer, official or employee shall be eligible for membership on the commission. As used in this section, "immediate family member" means parents, spouse, siblings, children or dependent relative of the city officer, official or employee whether or not living in the household of the city officer, official or employee.

Commission members shall be appointed by the Mayor, subject to approval of the City Council. ~~The first members shall be appointed by January 1, 1995. Each commission member shall be appointed for a single four-year term of office. except that the first five members appointed to the commission shall be appointed for different terms as follows:~~

- ~~a. Two members to serve for periods of four years;~~
- ~~b. Two members to serve for periods of three years; and~~
- ~~c. One member to serve for a period of two years.~~

No member shall be removed during his or her term of office unless for cause of incapacity, incompetence, neglect of duty or malfeasance in office or for a disqualifying change of residence.

Upon a vacancy in any position on the commission a successor shall be selected and appointed to fill the unexpired term. The selection and appointment shall be concluded within 30 days of the date the position becomes vacant and shall be conducted in the same manner as for original appointments.

The commission authority and responsibility shall be as follows:

- a. The commission shall study the relationship of salaries to the duties of the Mayor, Mayor Pro Tempore and City Councilmembers and shall fix a salary for each such position by an affirmative vote of not less than a majority of the commission.

RESOLUTION – PAGE 2

b. Except as provided in this section, the commission shall be solely responsible for its own organization, operation and action and shall enjoy the fullest cooperation of all city officers, officials, departments and employees.

c. The members of the commission shall elect a chairperson from among their number every two years.

d. The commission may adopt a schedule of salary increases at the lesser of an annual rate of four (4) percent or the Consumer Price Index for Wage Earners and Clerical Workers (CPI-W) for the West region as established by the Bureau of Labor Statistics for the prior two years. If the Bureau of Labor Statistics discontinues publishing such index, the most similar index as determined by the city chief financial officer shall be applied. The commission may propose a schedule of salary increases of more than CPI-W or four (4) percent, provided that such schedule shall be submitted to the voters for approval. In the event the voters reject such greater increase, the increase within the foregoing limits shall go into effect. The commission may decrease salaries, provided that such decreases shall not be effective until the commencement of a new term of office. The commission may also choose not to adopt any salary change. The commission shall file its schedule of salary adjustments, if any, for the positions of Mayor, Mayor Pro Tempore, and Councilmember with the City Clerk by May 1 of the applicable year, so as to coincide with the City budget cycle.

~~d. The commission shall file its initial schedule of salaries for the positions of Mayor and City Councilmembers with the City Clerk no later than May 1, 1995, and shall thereafter file schedules by May 1st of the applicable later years so as to coincide with the City budget cycle.~~

e. Each such schedule shall be filed in ordinance form, shall be assigned a chapter number, shall be published in the same manner as a City ordinance, and shall become effective thirty days after filing with the City Clerk. Such schedule shall be subject to referendum in the same manner as provided by Section 10.2 of the City Charter.

f. Signature of the chairperson of the commission shall be affixed on each schedule submitted to the City Clerk.

g. Prior to the filing of any salary schedule, the commission shall hold no fewer than two public hearings thereon within the four months immediately preceding the filing.

The members of the commission shall receive no compensation for their services but shall receive reasonable reimbursement for their expenses in accordance with state law and city ordinance.

It shall be the duty of all city officers, officials and employees to aid in all proper ways of carrying out the provisions of this resolution. The commission shall have access to all city books, papers, documents and accounts applying or in any way concerning the subject matter of this resolution. Staff shall be assigned to the commission to provide support for its work.

This section shall supersede Section 2.03 and Section 2.04 of the City Charter but only insofar as they provide for the change of the salaries of the Councilmembers, Mayor Pro Tempore, and Mayor by ordinance.

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

Signed this _____ day of _____, 2019.

Anne McEnerny-Ogle, Mayor

Attest:

Natasha Ramras, City Clerk

Approved as to form:

E. Bronson Potter, City Attorney

6/24/2019

RESOLUTION M-_____

A RESOLUTION to submit to the voters of the City of Vancouver a proposal to amend Article II, Section 2.02 of the City Charter clarifying that Councilmembers who are either elected by the voters or appointed to a vacant council seat must be a resident of the city for a continuous period of two years and that Councilmembers may not hold another “elected” public office while serving on City Council.

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 amendments to Article II, Section 2.02 of the City Charter, clarifying that Councilmembers who are either elected by the voters or appointed to a vacant council seat must have been a resident of the city for a continuous period of two years prior to the date of their election or appointment and clarifying that Councilmembers may not hold

RESOLUTION – PAGE 1

another “elected” public office while serving on City Council, 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 2.02 Qualifications: Councilmembers shall be qualified electors and residents of the city for a continuous period of at least two years prior to the date of their election or to their appointment to a vacant council seat. ~~next prior to their election~~ Councilmembers shall hold no other elected public office or employment under the city government. If a councilmember shall cease to have these qualifications or shall be convicted of a crime involving moral turpitude or shall be absent from three consecutive regular meetings without being granted a leave of absence by the city council, this office shall become vacant and be so declared by the city council.

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

RESOLUTION – PAGE 2

6/24/2019

RESOLUTION M-_____

A RESOLUTION to submit to the voters of the City of Vancouver a proposal to amend Article II, Section 2.08 of the City Charter to require the City Council to adopt rules and procedures for filling vacancies on the Council including provisions for public notice of vacancies and public interviews of applicants.

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 2.08 of the City Charter, requiring the City Council to adopt rules and procedures for filling council vacancies including provisions for public notice and public interviews of applicants, 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 2.08 Vacancies in Council: Vacancies in the city council shall be filled by a majority vote of the remaining members of the city council, but such appointee shall hold office only until the next regular general election, at which time a person shall be elected to serve for the remainder of the unexpired term. The city council shall adopt rules and procedures for filling council vacancies which shall include provisions for public notice of such vacancy and public interviews of the applicants selected for interview. In the event of the extended excused absence or disability of a councilmember, which shall include, without limitation, the period the mayor pro tempore serves as mayor in case of a vacancy in the office of mayor, the remaining members of the city council shall have the power to appoint a councilmember pro tempore to serve during the absence or disability.

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

6/24/2019

RESOLUTION M-_____

A RESOLUTION to submit to the voters of the City of Vancouver a proposal to amend Article II, Section 2.05 of the City Charter regarding the process by which payroll, bills, invoices and other claims are approved by the City Council.

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 2.05 of the City Charter, as last amended on November 6, 1973, requiring all bills, invoices and other claims against the city be audited before payment and reviewed and approved by the city council at the next regularly scheduled public meeting within one month from issuance of payment, be submitted to the voters of the City of Vancouver:

RESOLUTION – PAGE 1

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

Article II

Section 2.05 Powers and Duties: The city council shall have the power to enact ordinances or resolutions, adopt rules and regulations, appoint and remove the city manager, fix all salaries, adopt the budget, control indebtedness, and the issuance of bonds, and to provide for an independent audit of any department or office. It may punish its members and others for disorderly or otherwise contemptuous behavior in its presence, and expel for such behavior in its presence, any member by the affirmative vote of not less than two-thirds of its members, specifying in the order of expulsion the cause thereof. It shall at least once each year hear a report from the head of each city department and division. All other powers of the city and the determination of all matters of policy, whether enumerated in this charter or not, are vested in the city council. ~~The city council shall approve before payment, all bills, invoices and other evidences of claims, demands, or charges against the city government, and shall approve and confirm payrolls.~~ All bills, invoices and other claims presented against the city by persons furnishing materials, rendering services or performing labor, or for any other contractual purpose, shall be audited, before payment, by an appointed auditing officer. The city council shall review and approve claims at the next regularly scheduled public meeting within one month from issuance of payment.

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

RESOLUTION – PAGE 2

6/24/2019

RESOLUTION M-_____

A RESOLUTION to submit to the voters of the City of Vancouver a proposal to amend Article XI, Section 11.05 of the City Charter regarding the City Council authority to approve contracts for a period of more than five years.

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 XI, Section 11.05 of the City Charter, allowing the City Council to approve contracts of more than five years if approved by ordinance, 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 XI

RESOLUTION – PAGE 1

Section 11.05 Contracts Beyond One Year: No contract involving the payment of money ~~out of the appropriations of more than one year~~ shall be made for a period of more than five years ~~nor shall any such contract be valid unless made or approved by ordinance.~~

ADOPTED at regular session of the Council of the City of Vancouver, this 24th day of June, 2019.

Signed this _____ day of _____, 2019.

Anne McEnery-Ogle, Mayor

Attest:

Natasha Ramras, City Clerk

Approved as to form:

E. Bronson Potter, City Attorney

6/24/2019

RESOLUTION M-_____

A RESOLUTION to submit to the voters of the City of Vancouver a proposal to amend Article II, Section 2.12 of the City Charter allowing the City to revise or amend only a subsection of an ordinance provided the context and effect of the amendment can be discerned solely by reference to the subsection.

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 2.12 of the City Charter, allowing the city to revise or amend only a subsection of an ordinance provided the context and effect of the amendment can be discerned solely by reference to the subsection, be submitted to the voters of the City of Vancouver:

RESOLUTION – PAGE 1

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

Article II

Section 2.12 Ordinances, Required for Certain Purposes, Title, Enacting Clause, and How

Amended: In addition to such acts of the city council as are required by statute or by this charter to be by ordinance, every act of the city council establishing a fine or other penalty or providing for the expenditure of funds or for the contracting of indebtedness or granting, renewing, or extending a franchise for any purpose shall be by ordinance. No ordinance granting a franchise shall be finally passed until thirty days have expired after its introduction; the expense incident to the enactment of such an ordinance shall be paid by the applicant; and no exclusive franchise shall be granted. When an ordinance granting a franchise is amended after it has been in force, the same provision set forth in the preceding sentence applicable to proposed ordinances granting original franchises shall apply. Every ordinance shall be clearly entitled and shall contain only one subject, which shall be clearly expressed in its title. The enacting clause of all ordinances shall be: "Be it ordained by the City of Vancouver." No ordinance shall be revised, re-enacted, or amended by reference to its title, but the ordinance to be revised or re-enacted or the section thereof amended shall be re-enacted at length as revised or amended; provided that an amendment to a subsection may be re-enacted by subsection if the entire context and effect of such amendment can be discerned solely by reference to such subsection.

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

RESOLUTION – PAGE 2

6/24/2019

RESOLUTION M-_____

A RESOLUTION to submit to the voters of the City of Vancouver a proposal to amend Article X, Section 10.07; Article VII, Section 7.03; and Article XI, Sections 11.03 and 11.04 of the City Charter to remove inconsistencies and inapplicable language.

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 amendments to Article X, Section 10.07, as last amended on November 2, 2004; Article VII, Section 7.03; and Article XI, Sections 11.03 and 11.04 of the City Charter, 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.)

RESOLUTION – PAGE 1

Article X

Section 10.07 Consideration by Council: Whenever the city council receives a certified initiative or referendum petition from the city clerk, it shall proceed at once to consider such petition. A proposed initiative ordinance or referred ordinance shall be given a first reading, and provision shall be made for publication, second reading and public hearing upon the proposed ordinance. The city council shall take final action on the ordinance not later than ~~sixty~~ thirty days after the date on which such ordinance was submitted to the city council by the city clerk. A referred ordinance shall be reconsidered by the city council and its final vote upon such reconsideration shall be upon the question: "Shall the ordinance specified in the referendum petition be repealed?"

(No changes to Section 10.08 but included to provide context)

Section 10.08 Submission to Registered Voters of the City: If the city council shall fail to pass an ordinance proposed by initiative petition or if the city council fails to repeal a referred ordinance within thirty days after the receipt thereof, the proposed or referred ordinance shall be submitted to the registered voters of the city at the next municipal general election provided such election shall occur ninety days or more after the city council takes its final vote thereon. If the city council shall pass a proposed initiative ordinance in a different form, it shall likewise submit the proposed ordinance in its original form, if, and only if, an additional petition signed by not less than five per centum of the number of votes cast at the last regular city election, requesting such submission, shall be circulated, signed, and filed in the same manner as the original petition and within ten days of the date of adoption of the amended ordinance. The city council may provide for a special election if, in its judgment, an emergency exists.

Article VII

Section 7.03 Civil Service; Persons Excepted Therefrom: The city council may, by ordinance, establish a system of classified civil service for other employees of the city, excepting, however, the following:

- (1) Members of the city council;
- (2) The city manager, the city clerk, the city attorney, ~~police judges~~, municipal judge, and the directors of departments;
- (3) One principal assistant or deputy and one private secretary to each of the persons named in subdivision (2) of this section;
- (4) Members of boards and commissions in the city's service;
- (5) Persons employed to make or conduct a special inquiry investigation, examination, or installation, if the city council or city manager certifies that such employment is

temporary, and that the work should not be performed by employees in the classified service.

Article XI

Section 11.03 Practice of Law by Officials, When Permitted: Nothing contained in this charter shall prohibit the city attorney, ~~police judge~~, or municipal judge, if and to the extent permitted by state law, from engaging in the private practice of law, but they shall not seek nor accept any fee or reward for any of their official services nor seek nor accept any employment that would conflict with the discharge of their official duties; nor shall they be engaged as attorney for either party in any civil action or for a party to any criminal proceeding depending upon the same facts as such criminal proceeding. Provided, further, that the city council may at any time place the city attorney upon a full time basis.

Section 11.04 Investigations: The city council, or any person or committee authorized by the council ~~either of them~~, shall have power to inquire into the conduct of any office, department, agency, or officer of the city and to make investigations as to municipal affairs; and, for that purpose may subpoena witnesses, administer oaths, and compel the production of books, papers, and other evidence.

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

RESOLUTION – PAGE 3