

CITY COUNCIL MEETING MINUTES

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

www.cityofvancouver.us

Anne McEnerny-Ogle, Mayor

Bart Hansen · Bill Turlay · Alishia Topper · Ty Stober · Linda Glover · Laurie Lebowsky

April 23, 2018

WORKSHOPS (City Council Chambers)

Councilmembers Lebowsky, Stober and Hansen were absent from workshops.

4:30-5:00 p.m. EXECUTIVE SESSION RE: REAL ESTATE TRANSACTIONS

Mayor McEnerny-Ogle announced Council would be entering executive session for 30 minutes for the purpose of discussing real estate transactions.

Council re-entered public session at 5:00 p.m.

5:00-6:00 p.m. CLARK COUNTY JAILS UPDATE

Council met with Ric Bishop, Clark County Chief Deputy Sheriff.

Summary

The Clark County Sheriff's Office provided Council with an overview of the current jail system, the challenges faced by the current model, and an update on plans for evaluating potential expansion and replacement options.

COUNCIL DINNER/ADMINISTRATIVE UPDATES

Birch Conference Room – 6:00-6:30 p.m.

COUNCIL CONSENT AGENDA MEETING (City Council Chambers)

PLEDGE OF ALLEGIANCE

CALL TO ORDER AND ROLL CALL

The consent meeting of the Vancouver City Council was called to order at 6:30 p.m. by Mayor Anne McEnerny-Ogle in the Council Chambers of City Hall, 415 W. 6th Street, Vancouver, Washington.

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

Absent: Councilmembers Stober and Hansen

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

PROCLAMATION: AUTISM ACCEPTANCE MONTH

Mayor McEnerny-Ogle read and presented a proclamation to Karen Krejcha, Executive Director of Autism Empowerment, proclaiming April 2018 as Autism Acceptance Month.

PROCLAMATION: STAND AGAINST RACISM WEEKEND

Mayor McEnerny-Ogle read and presented a proclamation to Brittini Allen and Angela Westbrooks, representing YWCA Clark County, proclaiming April 26-29, 2018, as Stand Against Racism Weekend.

PROCLAMATION: NATIONAL PARKS WEEK

Mayor McEnerny-Ogle read and presented a proclamation to Alex Patterson and Steve Gibbs, representing the National Parks Service, proclaiming April 21-29, 2018, as National Parks Week.

CITIZEN COMMUNICATION (ITEMS 1-6)

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

CONSENT AGENDA (ITEMS 1-6)

Motion by Councilmember Glover, seconded by Councilmember Topper, and carried unanimously to approve the Consent Agenda.

Mayor McEnerny-Ogle asked staff to discuss Item No. 5, the grant award from the International Association of Police Chiefs (IACP).

Vancouver Police Chief James McElvain noted that the Vancouver Police Department is one of six organizations in the nation to receive this grant award.

Brenda Tryon, police analyst, provided an overview of the details of the grant. She noted that Vancouver would be one of the demonstration sites for the program, which would provide VPD access to a number of subject matter experts through the IACP and open up further opportunities to build community partnerships.

1. BID AWARD FOR WATER STORAGE TANK SEISMIC IMPROVEMENTS PROJECT, PER BID #18-5
(Staff Report 054-18)

Summary

The City currently has five elevated water storage tanks (towers) that provide water to customers throughout the water service boundary. These tanks are critical in meeting the daily customer water demands, but will also be critical infrastructure to emergency response personnel, and essential to local recovery in the aftermath of a major disaster. The elevated water storage tanks at Water Stations 5, 6

and 7 all have a similar design with an elevated bowl supported by perimeter columns. Towers 5, 6 and 7 were constructed in 1955, 1963 and 1968, respectively. A consultant was hired in 2015 to evaluate how each tower would respond to a seismic event. The 2015 evaluations identified structural deficiencies that could be improved with an enhanced, modern anchoring system.

OBEC Consulting Engineers and the City executed an August 2017 contract to detail the retrofits and create a construction solicitation package. The planned retrofits increase the perimeter column foundation size while installing anchors further up the column base at all towers. Towers 6 & 7 would have additional work to replace bracing members that dissipate energy between the exterior and pier columns. These improvements would significantly increase the ability of the towers to withstand seismic events. The work was defined so that water storage would not be interrupted during construction.

On April 3, 2018, the City received nine (9) responsive bids for the subject project. The bids are as follows:

SUMMARY OF BIDS	
BIDDER	AMOUNT
Lee Contractors of Battle Ground, WA	\$1,073,160.00
Rotschy of Vancouver, WA	\$1,077,089.37
T. Bailey of Anacortes, WA	\$1,161,029.04
McClure & Sons of Mill Creek, WA	\$1,354,165.00
PCR of Beaver Creek, OR	\$1,432,994.00
Stellar J of Woodland, WA	\$1,539,274.58
JW Fowler of Dallas, OR	\$1,594,564.00
MJ Hughes of Vancouver, WA	\$1,704,498.94
Pacific Tech of Kelso, WA	\$2,230,928.37
Engineers' Estimate	\$1,084,847.50

Lee Contractors of Battle Ground, WA, is the lowest responsive and responsible bidder. Their bid included a 3.8% Apprenticeship Utilization goal. Adequate funding to build the project has been provided in the 2017-2018 Water Capital Improvement Budget.

Motion awarded the Water Storage Tower Seismic Improvements contract and authorize the City Manager or his designee to sign a contract with the lowest responsive and responsible bidder, Lee Contractors of Battle Ground, WA, at their bid price of \$1,073,160.00, which includes Washington State sales tax. (Tyler Clary, Water Engineering Program Manager, 487-7169)

2. W 20TH & SIMPSON SEWER REHABILITATION, PROJECT NO. 083503 CONSTRUCTION ACCEPTANCE & RELEASE OF RETAINAGE
(Staff Report 055-18))

Summary

Insituform technologies of Chesterfield, Missouri, has completed construction of the W 20th & Simpson Sewer Main Rehabilitation project. The project rehabilitated 1,628 linear feet of 8-inch, 417 Linear feet of 10-inch and 215 linear feet of 12-inch sewer main with a Cured-In-Place-Pipe (CIPP) liner.

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

TOTAL CONTRACT COSTS	
Labor, Equipment and Material	\$255,560.00
Sales Tax	\$21,467.04
Total	\$277,027.04
Retainage	\$12,778.00

The original contract amount, including sales tax, was \$312,298.04. The final project cost was \$277,027.04, which was \$35,271.00 (11%) less than the original contracted amount. The difference between original contract amount and final contract amount can be attributed to the scope of work being reduced and the typical variances in unit prices and/or quantities commonly encountered during construction.

This project was below the threshold that requires an apprenticeship goal.

Motion accepted the facilities as constructed by Insituform Technologies of Chesterfield, Missouri, and authorize release of the retainage in the amount of \$12,778.00, subject to receipt of all documentation required by law. *(Sheryl Hale, Senior Engineering Supervisor, 487-7151)*

3. NE 21ST STREET SEWER RE-ALIGNMENT, PROJECT NO. 083526 CONSTRUCTION ACCEPTANCE & RELEASE OF RETAINAGE BOND
(Staff Report 056-18)

Summary

Text from agenda.

Motion accepted the facilities as constructed by Tapani Inc. of Battle Ground, Washington, and authorize release of the retainage in the amount of \$16,953.37 subject to receipt of all documentation required by law. *(Sheryl Hale, Senior Engineering Supervisor, 487-7151)*

4. INTERLOCAL AGREEMENT FOR IMPLEMENTATION OF KAISER HEALTHY EATING LIVING GRANT FUNDS
(Staff Report 057-18)

Summary

Tapani Inc. of Battle Ground, Washington, has completed construction of the NE 21st Street Sewer Re-Alignment project. The project replaced an existing 8-inch main that required extensive monthly maintenance. The existing main over the past several years has required on-going preventative maintenance, flushing and cleaning, of the main to ensure that property owners were provided the best sewer service possible. This project removed the need for the extensive on-going maintenance.

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

TOTAL CONTRACT COSTS	
Labor, Equipment and Material	\$339,067.40
Sales Tax	\$28,481.66
Total	\$367,549.06
Retainage	\$16,953.37

The original contract amount, including sales tax, was \$313,188.20. The final project cost was \$367,549.06, which was \$54,360.86 (17%) greater than the original contracted amount. The difference between original contract amount and final contract amount can be attributed to non-cohesive soils which created much wider trenches than anticipated, as well as the typical variances in unit prices and/or quantities commonly encountered during construction.

This project was below the threshold that requires an apprenticeship goal.

Motion authorized the City Manager or his designee to sign an interlocal agreement with Clark County Public Health to allow for the continued use of Kaiser Healthy Eating Healthy Living grant funds for planning and programming in the Fourth Plain corridor area, including implementation of the Rx Play Program. (Dave Perlick, Parks and Recreation Business Manager, 487-8314)

5. APPROVAL OF GRANT AWARD FROM INTERNATIONAL ASSOCIATION OF CHIEFS OF POLICE
(Staff Report 058-18)

Summary

The Vancouver Police Department (VPD) applied last fall for a pilot program through the International Association of Chiefs of Police (IACP), supported by the U.S. Department of Justice Office for Victims of Crime (OVC) and a partnership with the National Crime Victim Law Institute (NCVLI) to improve law enforcement responses to domestic violence, sexual assault, and stalking.

The Vancouver Police Department recently received notification that it is one of six law enforcement agencies selected as a national demonstration site for the Integrity, Action, and Justice: Strengthening Law Enforcement Response to Domestic and Sexual Violence Initiative.

IACP, OVC, and NCVLI have assembled a cadre of national subject matter experts to guide and assist the Vancouver Police Department and its partner agencies in assessing and strengthening local responses to sexual assault, stalking, and intimate partner and domestic violence. Together VPD will engage in needs assessment, strategic planning and implementation.

IACP will assist Vancouver in building collaborative and sustainable strategies to implement new research-based, trauma-informed, victim-focused findings into VPD partnerships, procedures, and training. The Vancouver Police Department will assist IACP in developing strategies, tools, and models of success as it puts new research findings into practice and serves as a resource for other law enforcement agencies across the nation.

Motion authorized the City Manager or his designee to sign and accept a grant award from the International Association of Chiefs of Police Grant. (*James McElvain, Vancouver Police Chief, 487-7473*)

6. APPROVAL OF CLAIM VOUCHERS

Motion approved claim vouchers for April 23, 2018, in the amount of \$7,535,047.73.

CITIZEN FORUM

Mayor McEnerny-Ogle opened the Citizen Forum and received the following testimony:

- Cheryl Aichele, Vancouver, stated she is the president of her neighborhood association and she was grateful for a number of positive interactions she has had working with the City. She reported on a number of recent and upcoming activities in her neighborhood.

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

ADJOURNMENT

7:04 P.M.

Anne McEnerny-Ogle, Mayor

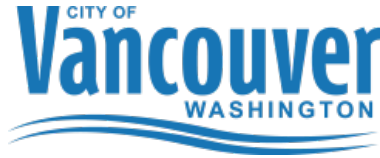
Attest:

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

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



To request other formats, please contact:
City Manager's Office
(360) 487-8600 | WA Relay: 711
Amanda.Delapena@cityofvancouver.us



CITY COUNCIL MEETING MINUTES

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

www.cityofvancouver.us

Anne McEnerny-Ogle, Mayor

Bart Hansen • Bill Turlay • Alishia Topper • Ty Stober • Linda Glover • Laurie Lebowsky

May 7, 2018

WORKSHOPS (City Council Chambers)

4:00-5:00 p.m. HUMAN SERVICE FACILITIES SITING ORDINANCE UPDATE

Council met with Chad Eiken, Community & Economic Development Director, and Jonathan Young, Deputy City Attorney.

Summary

Staff provided Council with an update on the Human Service Facilities Siting ordinance and presented potential amendments for Council feedback. (Chad Eiken, 487-7882)

5:00-6:00 p.m. I-5 BRIDGE PLANNING INVENTORY

Council met with Kris Strickler, SW Regional Administrator for Washington State Department of Transportation (WSDOT); Casey Liles, WSDOT Project Manager for Vancouver & Columbia Gorge, and Frank Green, WSDOT Project Engineer.

Summary

WSDOT staff provided Council with background information on the I-5 bridge, the history of prior efforts related to the bridge, and current and immediate future work needed. WSDOT also provided a briefing on Washington State Senate Bill 5806 and the inventory report that was a result of that bill.

6:00-6:30 p.m. EXECUTIVE SESSION RE: POTENTIAL LITIGATION

Mayor McEnerny-Ogle announced Council would be entering into executive session for 30 minutes to discussion potential litigation.

Councilmember Lebowsky recused herself from the executive session due to family ties with the matter.

6:30-6:45 p.m. CONTINUATION OF EXECUTIVE SESSION RE: POTENTIAL LITIGATION

Mayor McEnerny-Ogle re-entered public session to announce the Council would be continuing the executive session on potential litigation for an additional 15 minutes.

COUNCIL DINNER/ADMINISTRATIVE UPDATES

Birch Conference Room – 6:45-7:00 p.m.

COUNCIL REGULAR MEETING (City Council Chambers)

PLEDGE OF ALLEGIANCE

CALL TO ORDER AND ROLL CALL

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

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

Absent: None

APPROVAL OF MINUTES OF APRIL 9, 2018

Motion by Councilmember Glover, seconded by Councilmember Lebowsky, and carried unanimously approved the meeting minutes of April 9, 2018. Councilmember Topper abstained.

APPROVAL OF MINUTES OF APRIL 16, 2018

Motion by Councilmember Topper, seconded by Councilmember Hansen, and carried unanimously approved the meeting minutes of April 9, 2018.

PROCLAMATION: GIRLS, INC. WEEK

Mayor McEnerny-Ogle read and presented a proclamation to Megan Kovacs, Director of Community Relations for Girls Inc. of the Pacific Northwest, proclaiming May 5-12, 2018, as Girls, Inc. Week.

PROCLAMATION: TEACHER APPRECIATION WEEK

Mayor McEnerny-Ogle read and presented a proclamation to Erin Hanson and Jami Phelps from Vancouver School District and Rob Lutz from Evergreen Schools District proclaiming May 8, 2018, as Teacher Appreciation Day and May 7-12, 2018, as Teacher Appreciation Week.

PROCLAMATION: SMALL BUSINESS MONTH

Mayor McEnerny-Ogle read and presented a proclamation to Diana Nunez, President of the Hispanic Metropolitan Chamber of Commerce, proclaiming May 2018 as Small Business Month.

CITIZEN COMMUNICATION (ITEMS 1-7)

Mayor McEnerny-Ogle opened Citizen Communication and received the following testimony:

- Katie Hall, Vancouver, spoke in opposition to Item 4, stating she had not heard or read a good reason why Council was considering limits to domestic animals and noting there are nuisance codes already in place that could address any issues. She stated it would be unfair to responsible pet owners.

There being no further comments, Mayor McEnerny-Ogle closed Citizen Communication.

CONSENT AGENDA (ITEMS 1-7)

Council requested Items 1 and 4 be pulled from the Consent Agenda for separate consideration.

Motion by Councilmember Topper, seconded by Councilmember Stober, and carried unanimously to approve Items 2, 3 and 5-7 of the Consent Agenda.

1. BID AWARD FOR HIGH SPEED DIGITAL PRINTING PER RFP #8-18 (Staff Report 059-18)

Jilayne Jordan, Communications Specialist, provided staff comments.

Summary

The City began contracting for digital printing and bindery services with Office Max using a Request For Proposals (RFP) process in 2011. When that contract expired in 2016, the City switched to using a State of Washington contract for printing services with Office Depot.

Late last year, the City decided to stop using the State contract with Office Depot when their services became diminished. Office Depot closed their primary print shop in Portland without providing a viable alternative, orders were not delivered within the required timelines, and the quality of the print jobs became very poor.

Staff examined a few alternatives to issuing an RFP, including piggy-backing onto other local jurisdictions' printing contracts and entering into an agreement with Clark County for the use of their in-house print shop. However, none of the alternatives could meet the City's needs, so RFP #8-18 for high speed digital printing services was issued on March 1, 2018. The RFP closed on March 21, 2018. The City received two proposals: one from Lasko Printing, Inc. and one from KolorKraze from Vancouver, Washington.

The proposal by Lasko Printing, Inc. received the highest scores from a reviewer group made up of five City employees, and was selected as the preferred Contractor.

Councilmember Glover noted that the recommendation was to award the contract to a Portland company over a Vancouver business, and she stated that due to deliveries going across the river, this contract would add to congestion on I-5. She asked whether these issues were taken into consideration when the evaluation team considered the bids and put together this recommendation.

Ms. Jordan stated it would be ideal if the City could hire a local company for this contract and explained City staff contacted several local vendors directly when this RFP was issued, but only KolorCraze submitted a bid. She stated that the Lasko proposal was superior across the board and received the highest scores. Regarding contributing to I-5 congestion, Ms. Jordan explained the City's plan is to work with the vendor to ensure deliveries are consolidated as much as possible but also balancing that with deadlines by when staff members need their printed materials. She stated the location of the vendors was not a formal factor in the RFP but was a discussion point.

Motion by Councilmember Stober, seconded by Councilmember Hansen, and carried unanimously awarded a professional services contract for high speed digital printing services to Lasko Printing, Inc. of Portland, Oregon, in a not-to-exceed amount of \$500,000 over the five-year life of the contract. (*Jilayne Jordan, Communications Specialist, 487-8709*)

2. PURCHASE OF REAL PROPERTY LOCATED AT 5107 E FOURTH PLAIN BLVD. (Staff Report 060-18)

Summary

With past and anticipated growth and identified deficiencies with existing structures, the City has a long-range need to secure property that will allow for future expansion of the Public Works Operations Center, as well as development of other facilities essential to core City services.

The Operations Center presently occupies 13.1 acres of land at East Fourth Plain Boulevard and General Anderson Road. With 211 full-time employees and approximately 25 temporary employees, the Operations Center serves as the primary site for Vancouver's Utility Customer Services, Water Production, Water Distribution and Maintenance, Water Quality, Sewer, Drainage, Sensitive Lands Team (Burnt Bridge Creek), Streets, Signals and Lighting, Signs and Striping, Pavement Management, Grounds, Equipment Services, Safety/Training, Dispatch and Administrative Support, as well as City Facilities staff. The Operations Center site also houses 492 vehicles and heavy equipment. Staffing and equipment here serve the safety and livability of Vancouver residents and businesses 24/7 and are essential to the City's critical response to the community during inclement weather, emergencies or catastrophic events.

Existing Property Constraints: *While staffing, vehicles and equipment have increased since the City's 1996 eastside annexation, which doubled the service area, the City's Operations space has remained relatively the same size since 1985. In the early 2000s, Operations acquired 1.4 acres to expand storage and equipment parking. While this has provided some relief, parking and storage remain at maximum capacity levels. In order to meet parking demands, Operations rents space for employees, customers and temporary seasonal employees parking from adjacent businesses.*

Efforts to evaluate existing facilities and consider future needs have taken place over more than a decade. In October 2004, the City of Vancouver commissioned a planning study to look into redevelopment opportunities for a possible new Vancouver Central Services Center to consolidate major City services to optimize efficiencies and delivery of services, address facility deficiencies, and create a strong civic identity along the Fourth Plain corridor.

According to the resulting July 2005 summary report prepared by Illahee Group, Inc., and Opsis Architecture, a seismic review of the existing Operations Center, designated as critical City facilities, indicated significant structural deficiencies. In the case of any natural disaster or emergency, operations staffing would be essential to maintaining the City's street system network for public safety, as well as all water and sewer services. In addition, the current facility has major deficiencies in areas including but not limited to: ADA compliance, centralized fire suppression, building and yard security and mechanical systems. The report also points out the difficulties of having an Operations facility bisected by General Anderson Road, resulting in ongoing movement of people and large equipment across the street. These and other space needs were also discussed in a January 2007 draft report produced by Group Mackenzie and Maintenance Design Group, LLC.

Key Benefits: *The acquisition of this property, Assessor Parcel 30239-050, creates a unique opportunity for the City. The approximately .91-acre property, including an 8,800-square-foot multi-tenant Commercial Building, abuts Operations' Brookside yard and has frontage to East Fourth Plain Boulevard. By purchasing this property, the Operations Center can provide for future needs and will be able to consolidate services in its ideal central Vancouver location.*

The purchase price of \$1,300,000 is \$200,000 above the appraisal value. Extensive negotiations were had concerning the purchase price. Given the need for this parcel to expand the operations Center, it is recommended that the purchase price be paid.

Motion ratified the Purchase and Sale Agreement entered into between the City of Vancouver and Xia-Zong Zhen to purchase real property at the price of \$1,300,000.00; and authorized the City Manager or his designee to execute documents necessary to close this transaction. *(Linda Carlson, Property Management Specialist, 487-8423)*

3. SETTLEMENT OF TORT CLAIM BROUGHT BY WILLIAM BRIGHT (Staff Report 061-18)

Summary

On December 19, 2015, a Vancouver Fire Battalion Chief and Mr. Bright were involved in a motor vehicle accident at the intersection of Evergreen Blvd and Broadway Street. The Battalion Chief was traveling East on Evergreen while responding to an emergency call. He had his Opticom system activated and emergency lights on. When he entered the intersection at Evergreen and Broadway, his vehicle struck Mr. Bright's vehicle, which was traveling South on Broadway, causing it to roll over. Three eyewitnesses reported that Mr. Bright had a green light when he entered the intersection.

Mr. Bright went to the emergency room the day after the accident, complaining of pain and shortness of breath. The ER doctor found he had fractured two ribs on the right side. He spent two days in the hospital complaining of severe pain. Subsequently, Mr. Bright had multiple visits with doctors, complaining of rib, back, neck, stomach, and shoulder pain following the accident. As of May 2017 he was still reporting constant pain. Medical records document that Mr. Bright has received close to \$90,000 in medical treatment since the accident.

Both the City and Mr. Bright recognize that liability is uncertain. If Mr. Bright's claim leads to a lawsuit, liability and the extent of damages will be disputed, requiring both parties to spend resources on discovery and other costs of litigation. The parties recognize inherent risks of litigation, and wish to settle Mr. Bright's claim before a lawsuit commences. The parties attended a mediation with Judge (Ret.) John F. Nichols on April 13, 2018, and reached a tentative settlement subject to City Council approval. The settlement is in the amount of \$175,000. The settlement would extinguish any and all liability the City might have for Mr. Bright's injuries and ensure a lawsuit is not filed.

Motion authorized the City Manager or his designee and the City Attorney to execute any and all documents necessary to complete the settlement with William Bright in the amount of \$175,000.00. (Sara Baynard-Cooke, Assistant City Attorney, 487-8500)

4. AMENDMENT TO VMC TITLE 20 ZONING CODE RELATED TO THE NUMBER OF DOMESTIC ANIMALS ALLOWED ON RESIDENTIAL PROPERTIES
(Staff Report 062-18)

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

AN ORDINANCE relating to Vancouver Municipal Code (VMC) Title 20; amending Vancouver Municipal Code Title 20.895.050 to establish limits for the number of dogs, cats, hens and rabbits allowed on private residential properties; and providing for an effective date.

Bryan Snodgrass, Principal Planner, and Sree Thirunagari, Building Official, provided staff comments.

Summary

VMC 20.895 has a longstanding limit of three dogs allowed on private residential properties. During a November 2016 worksession review of animal licensing fees, Council directed staff to identify potential limits on the number of cats, hens and rabbits.

In early 2017 potential baseline limits of five mature cats, five rabbits, and five hens per residence, in addition to the existing limit of three dogs per residence, were identified by City staff. These recommendations were based on a review of comparable jurisdictions, and developed in consultation with County Animal Control staff. They were recommended for approval by the Planning Commission. Following testimony at two public hearings in spring and summer 2017, Council indicated no objections to the baseline limits but directed staff to explore options for added flexibility for more animals through permit options and recognition of existing legal non-conforming situations.

In 2018, an additional permit option for up to two further animals per residence was identified by staff and recommended by the Planning Commission, along with a combined baseline limit of 10 animals in total per residence.

Councilmember Topper noted a section of the staff report that stated Council had not indicated any objections to baseline limits, and clarified that she is on the record expressing concerns about baseline numbers being arbitrary. She stated that limiting the number of animals will not necessarily get to the solution of the challenges the City wants to address and that existing City code already addresses many of the nuisances regardless of the number of animals a property owner has. She stated she would like to see Council focus more effort on revising the current codes rather than putting into place a new ordinance that will be difficult to enforce.

Councilmember Topper stated she had requested at the last workshop some data about how many calls animal control and City code enforcement receive related to the number of animals. Mr. Thirunagari stated the City receives about 5-10 calls a year related to animal nuisances in general. Mr. Snodgrass stated animal control staff had reported they respond to one or two hoarding cases a year and receive about 5 calls a month regarding nuisances. Councilmember Topper stated enforcement should be related to conduct of animals and not the number and the Council should not be making new laws in response to so few calls a year.

Councilmember Lebowsky stated she questions whether this ordinance would do anything that existing code does not already and expressed concerns that a new ordinance would require extra staff resources.

Mayor McEnerny-Ogle thanked staff and the Planning Commission for working on this matter and stated it would set clear standards and is appropriate given Vancouver's developing urban character.

Council spoke at length regarding existing provisions in City code related to animal cruelty, hoarding and nuisances, and the process by which City code enforcement of animal control officers evaluate cases related to animal complaints and nuisances.

Councilmember Turlay asked staff for a reminder as to the background of this ordinance. Mr. Snodgrass stated it came out of Council's discussion in late 2016 when they were amending license fees and in an effort to establish a baseline limit for cats, chickens and hens, like that which exists already for dogs. He stated that from staff's point of view, setting a baseline could make enforcement easier and make the standards clearer for residents.

Councilmember Stober stated that in 2016, there also had been some citizen testimony regarding neighboring conditions of domestic animals that caused the Council to request further discussion about whether limits on domestic animals were needed.

Motion by Councilmember Stober, seconded by Councilmember Hansen, to approve the ordinance failed 5-2, with Councilmembers Lebowsky, Glover, Topper, Turlay, and Hansen voting no.

Mayor McEnerny-Ogle asked Council for direction on how to proceed with this proposed ordinance.

Council confirmed there is no need at this time to bring the matter back. Councilmember Hansen noted that there would need to be compelling new information to move Council one way or another on the issue.

(Bryan Snodgrass, Principal Planner, 487-7946)

5. ESTABLISHMENT OF COMMERCIAL/CG AND URBAN HIGH DENSITY RESIDENTIAL/R-18 COMPREHENSIVE PLAN AND ZONING MAP DESIGNATIONS RELATED TO THE 5TH PLAIN CREEK ANNEXATION
(Staff Report 063-18)

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

AN ORDINANCE relating to Comprehensive Plan and Zoning for the City of Vancouver and Vancouver Municipal Code (VMC) Title 20; establishing Vancouver Comprehensive Plan and Zoning map designations for a property at 15306 Fourth Plain Boulevard which has requested annexation to the City of Vancouver, and authorizing the City Manager to enter into a Development Agreement.

Summary

Annexation was requested by the property owner in November 2017, formally initiated by the City Council at a January 8, 2018, public meeting, and is anticipated to be finalized at a June 25 first reading and July 2, 2018, Council public hearing. Pending annexation, the applicant proposes that the City establish R-18 and CG zoning on the site rather than MX, which would be the equivalent of the current County MX zoning applying to the site.

The applicant envisions future site development of 358 single and multi-family units and approximately 51,400 square feet of commercial development near Fourth Plain Boulevard, with internal pedestrian connections and a park area as indicated in Attachment A, on page 17 of this report. Housing is anticipated to consist of 62 single-family detached homes ranging in size from 1,000 to 1,800 square feet, 152 townhomes of approximately 1,450 square feet, and 144 walk-up apartment units ranging from 800 to 1,300 square feet. Prices are anticipated to range from \$250,000 for 2-story townhomes to \$370,000 for single-family units, according to the applicant's economic analysis.

A Development Agreement is also proposed requiring future development to be substantially consistent with the conceptual site plan unless additional cross circulation or other changes are required otherwise through the future development review process, and to prohibit future development of self-serve storage, non-accessory parking and dog day care uses otherwise allowed in the requested CG zone.

The site is largely undeveloped and contains two outbuildings. The current MX zoning appears to have been established by Clark County in 2002. The site is served by C-TRAN bus #74 providing hourly service to and from Vancouver Mall. No extensions of the Vine BRT currently serving central Fourth Plain Blvd. and downtown Vancouver are planned, but are possible in the future according to C-TRAN staff.

Proposed Amendments:

- Pending finalization of annexation, assign Commercial/GC and Urban High Density/R-18 zoning designations to the site as indicated in the Ordinance, rather than the Commercial/MX designation that would automatically be assigned through the direct conversion zone assignment method.
- Authorize entering into Development Agreement with the property owner as indicated in the Ordinance

Motion approved the ordinance on first reading, setting the date of second reading and public hearing for Monday, May 21, 2018. (Bryan Snodgrass, Principal Planner, 487-7946)

6. CONTINUATION OF MORATORIUM ON DEVELOPMENT ACTIVITY WITHIN THE TOWER MALL AREA
(Staff Report 064-18)

Summary

The Heights District Subarea is identified as a future urban center in the City of Vancouver Comprehensive Plan. In order to establish a vision for the area and guide its future growth and development, the City of Vancouver is undertaking a subarea planning process for Mill Plain Central. In June 2017, the Vancouver City Council approved the purchase of an 11.83-acre parcel known as the Tower Mall site. Following the purchase of the property, Council adopted a six-month development moratorium for the site and adjacent properties in the Tower Mall area. This temporary moratorium prohibits the acceptance and processing of applications for permits for the development of new structures, the expansion of existing structures, or subdivisions in the Tower Mall area. The ordinance will allow staff time to prepare a subarea plan for the area, identify any related land use regulations, and conduct the required environmental review process. A continuation of the temporary moratorium is necessary to ensure that future development aligns with the vision articulated in the forthcoming plan.

Motion approved the ordinance on first reading, setting the date of second reading and public hearing for Monday, May 14, 2018. (Rebecca Kennedy, Long Range Planning Manager, 487-7896; Bronson Potter, City Attorney, 487-8500)

7. APPROVAL OF CLAIM VOUCHERS

Motion approved claim vouchers for May 7, 2018, in the amount of \$10,690,926.17.

PUBLIC HEARINGS (ITEMS 8-9)

8. RIGHT-OF-WAY FRANCHISE ORDINANCE FOR NEW CINGULAR WIRELESS PCS, LLC
(Staff Report 038-18)

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

AN ORDINANCE relating to management of the public rights-of-way, granting to New Cingular Wireless PCS, LLC, a Delaware limited liability company, a non-exclusive and revocable franchise to install, operate and maintain a telecommunications system in, on, over, upon, along, and across public rights-

of-way of the City of Vancouver, Washington, prescribing certain rights, duties, terms and conditions with respect to such franchise; providing for setting an effective date and conditions.

Michael Nigrey, Assistant City Attorney, and Ryan Lopossa, Streets & Transportation Manager, provided staff comments.

Summary

New Cingular Wireless PCS, LLC, formerly known as AT&T Wireless PCS LLC, wishes to occupy and utilize portions of the public rights-of-way in the City. A city may require a permit or franchise for the use of its right-of-way for telecommunication facilities (RCW 35.99.030); however, the City may not charge a franchise fee for the franchise (RCW 35.21.860). The proposed ordinance establishes the terms and conditions of the right to construct and maintain telecommunications facilities within the City's right-of-way.

This project involves the deployment of "small cell" wireless network technology, to provide high speed telecommunications services to provider clients in Vancouver. By way of background, developments in wireless network technology and increasing demand for high-speed wireless services have quickly outpaced the capabilities of traditional, macro-cell wireless communications facilities. To address this demand, providers have expressed a desire to deploy new wireless communications facilities located in the public rights-of-way. These "small cell" facilities consist of antenna and equipment typically placed on infrastructure located within the public rights-of-way. Small cell facilities are usually deployed in areas that cannot be effectively served by a traditional macro cell, or areas that may have coverage but not enough capacity.

City staff has worked with New Cingular Wireless PCS to negotiate a franchise ordinance which manages the deployments of small cell facilities in a way that balances local aesthetics, character, and public health and safety while also deriving the benefits of these new technologies for the City's residents to the greatest extent practicable.

Mr. Nigrey provided background information and an overview of the proposed franchise agreement.

Councilmember Stober asked whether City staff has the capability to proactively engage in siting and design with the franchisees in these cases. Mr. Lopossa stated once a franchise agreement is approved, right-of-way and permitting staff will then sit down with the applicant and identify the specific locations where they intend to install these facilities. In previous instances, staff has not encountered any workload or capacity issues in being able to do this for both franchises under consideration.

Councilmember Topper asked whether these will be permitted in neighborhoods. Mr. Lopossa stated that with a previous franchise agreement, the vendor primarily located the facilities in commercial areas. He stated he had not yet seen the proposed locations for these franchises.

Meridee Pabst, representing New Cingular Wireless, stated over the next two years, the vendor is looking at a handful of locations in Vancouver concentrated in major transportation corridors where there is high demand for services. She stated she could not recall specific neighborhood locations at this

time, though there would be that potential under the agreement. She noted the purpose of this franchise is to provide coverage to underserved or high demand areas.

Councilmember Topper stated she did not want to stand in the way of this technology, but asked staff to ensure in the future that these facilities are as camouflaged as possible when they are located in neighborhoods.

Mayor McEnerny-Ogle opened the public hearing and, receiving no testimony, closed the public hearing.

Motion by Councilmember Stober, seconded by Councilmember Lebowsky, and carried unanimously approved Ordinance M-4228. *(Michael Nigrey, Assistant City Attorney, 487-8500)*

9. RIGHT-OF-WAY FRANCHISE ORDINANCE FOR VERIZON WIRELESS, LLC
(Staff Report 039-18)

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

AN ORDINANCE relating to management of the public rights-of-way, granting to Verizon Wireless LLC, a Delaware limited liability company, a non-exclusive and revocable franchise to install, operate and maintain a telecommunications system in, on, over, upon, along, and across public rights-of-way of the City of Vancouver, Washington, prescribing certain rights, duties, terms and conditions with respect to such franchise; providing for setting an effective date and conditions.

Summary

Verizon Wireless wishes to occupy and utilize portions of the public rights of-way in the City. A city may require a permit or franchise for the use of its right-of-way for telecommunication facilities (RCW 35.99.030); however, the City may not charge a franchise fee for the franchise (RCW 35.21.860). The proposed ordinance establishes the terms and conditions of the right to construct and maintain telecommunications facilities within the City's right-of-way.

This project involves the deployment of "small cell" wireless network technology, to provide high speed telecommunications services to provider clients in Vancouver. By way of background, developments in wireless network technology and increasing demand for high-speed wireless services have quickly outpaced the capabilities of traditional, macro-cell wireless communications facilities. To address this demand, providers have expressed a desire to deploy new wireless communications facilities located in the public rights-of-way. These "small cell" facilities consist of antenna and equipment typically placed on infrastructure located within the public rights-of-way. Small cell facilities are usually deployed in areas that cannot be effectively served by a traditional macro cell, or areas that may have coverage but not enough capacity.

City staff has worked with Verizon Wireless to negotiate a franchise ordinance which manages the deployments of small cell facilities in a way that balances local aesthetics, character, and public health and safety while also deriving the benefits of these new technologies for the City's residents to the greatest extent practicable.

Councilmember Stober asked the vendor representative to also describe the kind of equipment and locations it would be installing.

Jimmy Stillman, representing Verizon Wireless, stated the vendor was planning on installing about 50 nodes in Vancouver over the next two years, and intended to install in some neighborhood locations to address coverage needs in those areas, but in the least intrusive way possible.

Councilmember Topper questioned how many requests for these franchises Council would be seeing. Mr. Nigrey stated generally the City has seen requests from the big three mobile carriers, Sprint, AT&T and Verizon.

Mayor McEnerny-Ogle opened the public hearing and, receiving no testimony, closed the public hearing.

Motion by Councilmember Glover, seconded by Councilmember Lebowsky, and carried unanimously approved Ordinance M-4229. *(Michael Nigrey, Assistant City Attorney, 487-8500)*

COMMUNICATIONS

- A. From the Council
- B. From the Mayor
- C. From the City Manager

ADJOURNMENT

8:21 P.M.

Anne McEnerny-Ogle, Mayor

Attest:

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

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



To request other formats, please contact:
City Manager's Office
(360) 487-8600 | WA Relay: 711
Amanda.Delapena@cityofvancouver.us

Clark County

Commission on Aging

2017
Annual
Report



CLARK COUNTY
COMMISSION
on
AGING

Commission on Aging

- Created in 2012 to manage and carry out Aging Readiness Plan
- Major focus areas
- Focused on housing in 2016
- Focused on supportive services in 2017
- Focus on Transportation in 2018



Focus areas

Housing 2016



Supportive Services 2017



Transportation 2018



Healthy Communities



Update on housing progress



House on Remodeled Homes Tour

- Future of Housing Summit
- 2017 NW Natural Parade of Homes
- Remodeled Homes Tour
- Habitat for Humanity
- Policy and code changes



Update on housing progress

- **Clark County Development Code**

- Changes to cottage housing
- Changes to urban and rural accessory dwelling units

- **Ridgefield**

- Incentives to encourage development of “visitable” housing

- **Camas**

- New comprehensive plan policy to increase the number of single-story, barrier free housing and number of ADUs



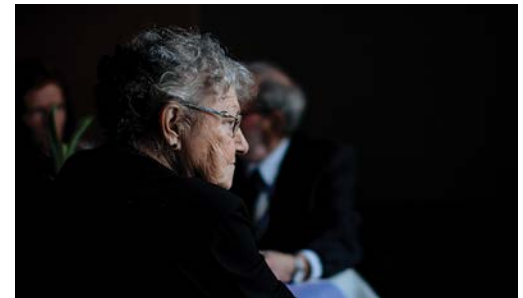
Major findings



- Support for family caregivers
- Mental health and aging
- Social engagement
- Aging and suicide
- Connecting services to seniors

Recommendations

1. Increase efforts to raise awareness about the range of services available for people 60 and older
2. Advocate for development of additional memory care and other facilities
3. Advocate for development of smaller assisted living communities
4. Encourage development of programs that support elderly people.



Recommendations, continued

5. Clark County Sheriff's Office assign a deputy to the Elder Justice Center team.



Aging in Place Summit: Supportive Services

Realities and Possibilities



March 29, 2018, Clark College at Columbia Tech Center



Transportation focus in 2018



- Framing the transportation issues for aging in place
- Alternatives to driving
- Senior drivers and safety
- Active transportation
- Planning for our transportation and mobility needs
- Community design
- Transportation of the future



Thank you!

Comments and questions

Presented to the Vancouver City Council
May 21, 2018



Clark County

Commission on Aging

2017
Annual
Report



CLARK COUNTY
COMMISSION
on
AGING

Table of Contents

Commission on Aging Mission.....	3
Message from the chair	4
Aging Readiness Plan and Commission on Aging	5
2017 Focus on supportive services.....	6
Highlights from the supportive services series	7
Major findings	15
Recommendations	17
Implementing the Aging Readiness Plan	18
Housing.....	18
Education, awareness and advocacy	20
Helpful references.....	22



Commission on Aging Mission

As community ambassadors, the Commission on Aging provides leadership, advocacy, community awareness and partnerships to initiate change toward an all-age-friendly, livable community.



From the Chair



Dear community members,

Thank you for helping make this year's focus on supportive services a success. Your attendance, questions and comments at our public meetings were invaluable. We heard your passion as you shared personal stories and expressed a desire for help and understanding as you or a loved one seeks the support needed to age in place with dignity. You are our strongest partner.

We took what we learned from you and our speakers and developed the findings and recommendations in this report to the Clark County Council. The recommendations will help strengthen supportive services for people 60 and over who desire to age in place.

Our report details our year-long focus on supportive services. We thank our speakers and look forward to continuing our partnership with them, especially at our summit with the Southwest Area Agency on Aging and Disabilities in March of 2018.

Looking ahead, we remain steadfast in our charge to educate, raise awareness and advocate through focus areas outlined in the Aging Readiness Plan. They are supportive services, transportation, housing, healthy communities and community engagement. Nearly 90 percent of people age 50 and older want to live in their own home as they age, and these focus areas are crucial to ensure that desire is within reach for each of us.

Next year's focus will be on transportation. We will seek help identifying speakers with the expertise to inform us as well as listen and respond to you.

We are grateful to Clark County for creating the Commission on Aging in 2012 as a forum to address important issues. Our goal then and now is to achieve an "all-age friendly, livable community." We continue to count on you.

Thank you and take care,

A handwritten signature in black ink that reads "Marjorie A. Ledell".

Marjorie A. Ledell
Chair

Who we are



Current members

Marian Anderson
Ali Caley
Chuck Frayer
Amy Gross
Pat Janik
Marjorie Ledell
Temple Lentz
Linda O'Leary
Donna Roberge

Past COA members

Gary Beagle
John Correa
Patricia Gray
Bob Holdridge
Herb Maxey
Kathy McLaughlin
Scott Perlman
Lisa Rasmussen
Bill Ritchie
Randy Scheel
Kiersten Ware
Karin Woll

Past COA chairs

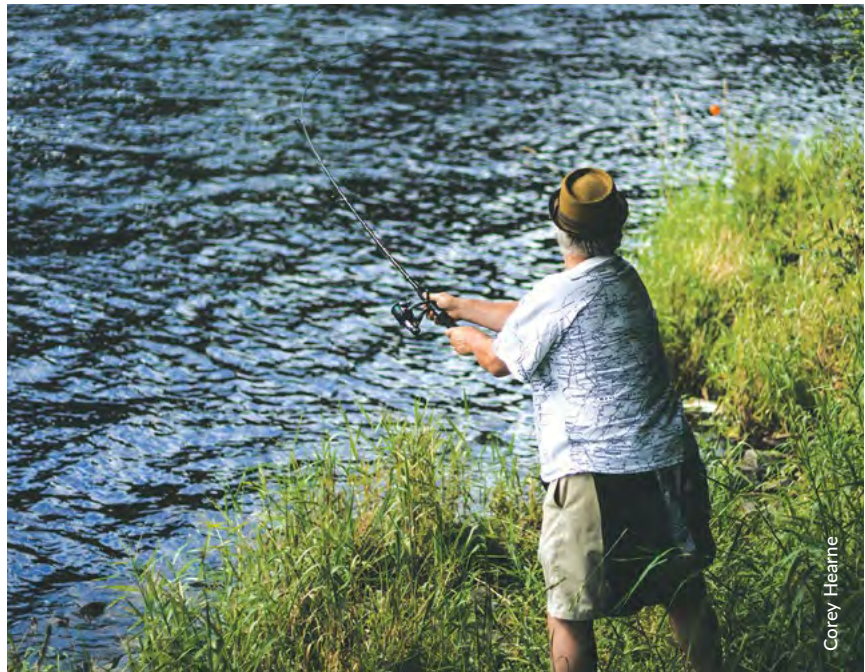
Gary Beagle
Bill Ritchie
Kiersten Ware

Aging Readiness Plan

In 2010, knowing more than 10,000 people nationwide turn 65 each day, the then-Board of County Commissioners appointed a 24-member panel to assess the county's capacity to serve its older residents. The Aging Readiness Task Force developed the Aging Readiness Plan, which identified five focus areas: housing, transportation, supportive services, healthy communities and community engagement. The plan includes perspectives about how to effectively cultivate and protect what residents say they want most — the ability to age in the home and community where they live.

Commission on Aging

The Commission on Aging was established on May 20, 2012 and is tasked with leading and managing the implementation of the Aging Readiness Plan and fostering countywide awareness, dialogue and insight into challenges and opportunities for residents of all ages, incomes and abilities. The commission is supported by volunteer members appointed by the Board of County Councilors and staff in Clark County Community Planning. Commission members provide leadership, education, advocacy and community awareness and serve as community ambassadors.



2017 Focus on *supportive services*



The Commission on Aging dedicated its fifth year to the issue of supportive services, especially for our citizens 60 and older. At each meeting, a local expert provided insights on a specific aspect of supportive services. The presentations were to:

Educate commission members and the public

Direct questions to the expert to gain further information

Seek comments and questions from the public

Identify ways to shape policy



The Commission on Aging will conclude its 2017 focus on supportive services by co-sponsoring a summit with the Southwest Area Agency on Aging Disabilities on March 29, 2018. The agency is one of the commission's long-standing partners in helping address the needs of our older residents.

Highlights from the supportive services series



Caregiver resources

Lexie Bartunek | *Area Agency on Aging and Disabilities of Southwest Washington*

Although family members are a large portion of unpaid caregivers, many are not aware of community resources designed to assist them. The Area Agency on Aging and Disabilities of Southwest Washington connects seniors, adults with disabilities and family caregivers to a full range of free and other community resources designed to offer choice, respect independence, and support people in living and aging well.

1. The Information and Assistance program is a free, confidential service that helps people with challenges and connects them to information and resources that match their needs.
2. The Family Caregiver Support Program supports family and friends who provide at-home care for a loved one, guides people to needed services, and keeps people connected to the community.
3. Respite options: Many options include private care and home care agencies. Some families prefer to hire a caretaker and want to know how to do it safely. Adult day care and short-term facilities are other care options. Most long-term facilities offer short-term options by the hour, day and overnight.
4. The Veterans Administration offers financial assistance to pay for long-term care for veterans who served in war, a fact not well known.
5. Caregiver resources are available to all residents of Clark County 18 and older, regardless of income. Medicaid programs are income-based but not community-based resources.



Normal aging

Shanti Potts, instructor and senior advocate

Aging reflects changes over the course of life. Some changes are normal and expected, and others, such as memory loss, confusion, dementia and Alzheimer's disease, are not. What is normal and what is not normal aging?

1. Normal aging characteristics can include: forgetting names; increased time and energy needed to learn new skills; decreased ability/dexterity with multitasking; decreased ability to readily recall data; decreased response/reactionary time; and decreased ability to learn/decide in a short time.
2. Dementia is when brain cells die and some of the brain's functioning stops.
3. Dementia has many forms, including:
 - a. Alzheimer's
 - b. Young onset Alzheimer's affects a person younger than 65
 - c. Vascular dementia
 - d. Lewy Body Disease
 - e. Parkinson's Disease
 - f. Frontotemporal dementia
4. Dementia should only be diagnosed by professionals in the field of geriatrics. Some medications are contraindicated for memory loss, so it's important to be diagnosed correctly and in a timely manner.



Home innovation and safety

Sue Doyle, PhD, OTR/L, CRE

Smart home innovation that supports independent living can help people remain in their homes as long as possible. Occupational therapy can help maintain independence, prevent injury and provide guidance about technological tools that can better enable seniors to function effectively at home.

1. Persons with visual impairments/low vision can make adaptations to improve safety, such as:
 - a. Automation of some lighting
 - b. Color contrasts for changes in rooms or elevations
 - c. Magnification options for some tasks
 - d. Medication management strategies
2. Three main types of assistive technology improve home safety: alerts for those hard of hearing; alarms to signal help; and assistance/compensation for persons with physical and/or cognitive challenges. These systems can be monitored by a family caregiver, company or home care provider, or even your medical provider. Some examples include:
 - a. Door alarms, wandering alerts
 - b. Locked medication dispensers with alarms
 - c. Fall sensors and vitals monitoring
 - d. Stove motion sensors
 - e. Electronic/telehealth supported cottages
3. Once a home is modified for safety, an occupational therapist can evaluate the person in the home to ensure the modifications are working for them or identify other modifications that need to be made.



Medication and pain management

Clara Chambers, PharmD
and Nancy Beth Trester, PT

Many older adults take medications for chronic pain. Although medications help with pain, they can cause other health problems, and some medications can make some pain worse. Being able to understand and manage your pain properly can help decrease it.

1. Providers and patients should make a detailed list of all medications prescribed by a provider, purchased over the counter and supplements and list how frequently each is taken. Also make a list of medications that cause allergic or other adverse reactions.
2. Over-the-counter medications and supplements can interfere with prescription medications and may make other health symptoms worse.
3. A pharmacist can review a medication list to see if any over-the-counter, OTC, medication will interfere with your prescription medications. For example, some OTCs could potentially increase risk for falls, make prescription medications less effective, or cause fluid or urine retention.
4. People should be mindful of where to store medications and how to safely dispose of old medications. Your pharmacist will likely have suggestions and can refer you to law enforcement offices that have drop boxes for old prescriptions.
5. When threat or danger in one's body is greater than safety, there will be pain. When safety is greater than threat and danger, there will not be pain.
6. People in pain often avoid moving and must remember to regain activity gradually.

Protect yourself

Don't include personal information on checks

Never give private information over the phone

Don't keep your social security card or unused credit cards in your wallet

Always shred personal documents

Protect your passwords

Elder abuse

Detective Mike Day | *Vancouver Police Department*

Elder abuse and neglect is a significant public health and criminal justice issue. Our community's response to the problem was greatly enhanced when the Clark County Elder Justice Center opened in 2011. The Elder Justice Center helps prevent abuse, neglect and exploitation of vulnerable adults by responding to reports of elderly residents and other vulnerable adults in Clark County.

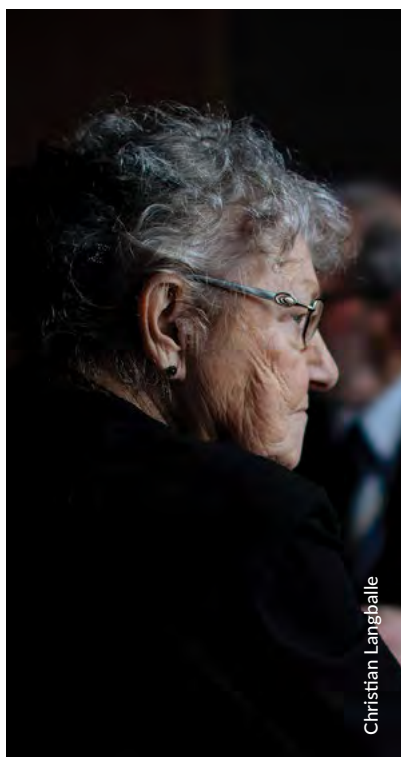
1. Elder abuse is a significant public health and criminal justice issue.
2. Nationally, at least 5 percent of older adults are subjected to abuse, neglect or exploitation.
3. Prevalent criminal scams of older adults include:
 - a. A fictitious relative calling to request money or fake sweepstakes
 - b. Construction companies—check references, check Labor & Industry website, make sure they are licensed and bonded, don't pay in-full up front
 - c. Having a "sweetheart"—older victim may be taken advantage of by a younger suspect
 - d. Abuse of Power of Attorney—make sure wording is clear about financial management
4. Tips to protect yourself:
 - a. Include name/address on checks, but not extra information such as birth date
 - b. Never give your private information over the phone
 - c. Remove your social security number or unused credit cards from your wallet
 - d. Always shred and completely dispose of personal documents/information
 - e. Protect your passwords

Elder Justice Center

To report abuse call 877.734.6277

If you suspect physical or sexual abuse dial 911

Adult Protective Services investigates allegations of abuse of any person who lives at home. Confidentiality of the person reporting the abuse can be maintained.



Christian Langballe

Mental health concerns in older adults

Peggy McCarthy & Janet Ragan | *National Alliance on Mental Illness*

The toll depression can take on an older adult's health can be severe. Depression can complicate treatment of chronic medical conditions such as diabetes, heart disease or cancer and make caring for oneself or seeking treatment more difficult.

National Alliance on Mental Illness provides niche mental health services that are unavailable or inaccessible elsewhere to individuals and families through education, support and advocacy.

1. Depression is not a common part of aging. But chronic health conditions are the biggest contributing factor in depression. Other contributing factors are death of a loved one, loss of independence and loss of societal roles.
2. Signs of depression and clinical diagnosis are the same regardless of age and include unexplained physical complaints, expressions of hopelessness, anxiety, worry, confusion, memory loss and loss of pleasure.
3. Anxiety in older adults is not related to age and includes risk factors such as overall feelings of poor health, sleep disturbance, drinking too much, stressful life events, fear of falling, and being home bound.
4. Evidence based treatments include therapy, medication and complementary and alternative treatments.
5. Barriers to receiving help include: the stigma involved in securing mental health services; denial; failure of professionals to identify the signs and symptoms of mental illness and their comfort level in prescribing antidepressants; and shortage of trained geriatric providers.
6. Older adults have the highest rate of suicide of any age group. According to the National Strategy for Suicide Prevention, on average, one person 65 and older commits suicide every 90 minutes. Older adults are 13 percent of the nation's population but 19 percent of suicides.
7. More alarming are those who committed suicide after recently reaching out for help. Twenty percent had seen a physician that day, 40 percent had seen a physician that week, and 70 percent had seen a physician that month.

Socialization as a human need

Judy Canter, Licensed Independent Clinical
Social Worker

Socialization is a basic human need throughout our lifetime. Unfortunately, with the number of seniors who live alone, isolation is not an uncommon problem. Studies show that 10 minutes of social interaction a day can improve memory and mental performance.

1. Human need for socialization is critical throughout our lifetime and important for a healthy life.
2. Particular to aging residents, the loss of mobility, isolation, illness and mental health challenges can impede healthy socialization.
 - a. Older adults and caregivers can lose their social networks.
 - b. Mobility challenges and cognitive decline reduces socialization.
 - c. Isolation can lead to depression, and the more a person is depressed, the less motivation he or she has to engage in social activities.
 - d. Older adults who live in facilities can isolate because they feel they are being housed waiting to die.
 - e. Aging in place is preferred with a variety of social networks for a balanced life.
 - f. People need spontaneity to keep their brains young and their spirits fresh.
3. Isolation can cause loneliness, increase depression and anxiety, increase chances of stroke, impact sleep, raise blood pressure, increase stress, and shorten lifespan.
4. Roadblocks to socialization include:
 - a. Transportation—limited mobility when you can no longer drive, especially for those who live in rural areas

- b. Institutional living—people may not participate in activities
 - c. Mental health—depression, grief, loss and anxiety
5. Ideas for socialization include volunteering, joining clubs/groups, connecting with family/friends, getting a pet, attending church, taking a class, learning to use the Internet.





Complementary alternative medicine

Dr. Jaymie Mackler

Complementary Alternative Medicine, CAM, collectively are diverse medical and health care systems, practices and products not now considered part of conventional medicine. CAM offers safe, effective treatments for common concerns among older residents.

The 10 most common complementary health approaches among adults in 2012, listed in order of popularity, were: Natural products; deep breathing; yoga; tai chi or Qi Gong; chiropractic or osteopathic manipulation; massage; special diets; homeopathy; progressive relaxation; and guided imagery.

Common CAM practices include:

Biologically based approaches such as diets, herbs and vitamins

Energy therapies such as Reiki, magnets and Qigong

Alternative Medical Systems include homeopathy, naturopathy and Ayurveda

Mind-body interventions such as yoga, spirituality and relaxation

Manipulative and body-based therapies such as massage, chiropractic and osteopathy

Many patients stop using conventional medicine and only use one CAM practice, which can be detrimental. When looking at CAM therapies, it's important to go to a practitioner who can evaluate the best approach for each patient's needs.

Benefits of CAM include: pain relief; improved quality of life; fewer side effects; slowing the effects of dementia; and helping combat gastro-esophageal reflux disease. For some people, CAM treatments better align with their philosophical orientation.

CAM providers include licensed practitioners, naturopathic physicians, licensed acupuncturists, chiropractors, massage therapists, and osteopathic physicians.

Other types of CAM providers include life coaches, hypnotherapists, herbalists and lay homeopaths.

Many insurance plans cover naturopathic physicians. But because Medicare does not cover naturopathic care, many patients over 65 have to pay out of pocket.

2017 Focus on Supportive Services

major findings



Through meetings about major supportive services issues, the commission gathered facts and public comments that comprise findings and recommendations for the Board of County Councilors.

In recent news articles, Washington has been praised as one of the best states in which to age. According to the American Association of Retired Persons (AARP), the state ranks high for providing support for people needing long-term assistance and support for family caregivers. Why? Because Washington officials have made supporting home and community-based care a state priority. As our older population continues to grow, we will need to increase that support at both the state and local levels.

Support for family caregivers

The physical, emotional and financial challenges of caring for a family member can be daunting. Balancing this important role with a full time job or a family of your own can make it even more difficult. Nationally, nonpaid caregivers save taxpayers millions of dollars. However, less than 1 percent of caregivers in Washington tap into caregiver services because they don't think of themselves as caregivers or they mistakenly believe the services are programs based on income. Clark County has the third highest number of unpaid family caregivers in the state. We will need to continue to provide support and resources as the 60+ population grows.



Mental health and aging

Mental health disorders, such as depression and anxiety, are frequently considered part of the aging process for older adults, although they are not. Family members and health professionals may mistakenly think persistent depression is an acceptable response to other serious illnesses and the social and financial hardships that often accompany aging – an attitude often shared by older people themselves. This contributes to low rates of diagnosis and treatment in older adults. Depression and anxiety are not intrinsically age-related.

Social engagement

People need engagement and human touch. Isolation can lead to depression, and the more a person is depressed, the less motivation they have to engage in social activities. When a person experiences mobility challenges and cognitive decline, they lose opportunities for socialization.

Aging and suicide

Older adults in the U.S. have the highest rates of suicide of any age group. According to the National Strategy for Suicide Prevention, on average, one

person 65 or older commits suicide every 90 minutes. Older adults comprise 13 percent of the population, but 19 percent of all suicides. More alarming is how many die by suicide after reaching out for help. Twenty percent had seen a physician that day, 40 percent had seen a physician that week, and 70 percent had seen a physician that month.

Connecting services to seniors

Many organizations and agencies in Clark County provide supportive services for our older residents. These services include fitness and nutrition programs, in-home care, housing referrals, adult day care, family caregiver support and mental health support. Unfortunately, many seniors and family members are unaware of the resources.

Our local agencies, the Area Agency on Aging and Disabilities of Southwest Washington, National Alliance on Mental Illness, Clark County Public Health, Community Services and the Elder Justice Center, among others, are essential in residents' choosing to age-in-place safely and successfully. We need to continue to inform county residents of these important organizations and where to find them.

Recommendations

The recommendations from the supportive services speaker series in 2017 are:

1. ***Work with our community partners and county council to increase efforts to raise awareness about the range of services available for people 60 and older.***

- a. Support and participate in the March 2018 Supportive Services Summit co-sponsored by the Area Agency on Aging and Disabilities of Southwest Washington, or AAADSW, to help raise awareness of community resources.
- b. Continue to find ways to partner with AAADSW to raise awareness of available services, including support for unpaid caregivers, and continue to partner with the National Alliance on Mental Illness to raise awareness of services available for mental health issues. Clark County established these partnerships in 2012 with the Aging Readiness Plan. The positive results need to be celebrated and enhanced.
- c. Work with community partners to raise awareness about addressing depression, anxiety and suicide. For example, develop public awareness campaigns geared towards caregivers and geriatric care workers.

2. ***Work with community partners to advocate for development of additional memory care homes and facilities.***

Clark County needs to better prepare not only for the growing number of older people, but also for a growing number of people with dementia. We need more facilities able to accommodate the anticipated increased in dementia patients, some with behavioral issues, in the next 10-15 years.

3. ***Work with community partners to advocate for further development of smaller assisted living communities*** as alternatives to large traditional nursing homes. They could be licensed as nursing homes, assisted living facilities or adult

family homes and would be built in residential neighborhoods. Residents of these homes have shown increased reports of mobility and social interaction and fewer reports of weight loss and depression compared with residents of traditional skilled nursing facilities.

4. ***Work with community partners to encourage development of programs that support isolated elderly people.***

Intergenerational focused programs such as assisted living and joint day care facilities are possibilities. ElderFriends, for example, is a national program that matches a trained volunteer with an isolated senior to create a bond designed to reduce isolation and loneliness. ElderFriends was once active in Clark County, and the community should advocate for funding to reestablish the program, which could be administered by a local supportive service provider.



5. ***Work to have a Clark County Sheriff's deputy assigned to the Elder Justice Center team.***

Currently, no county officer is dedicated to the Elder Justice Center team. The commission can encourage the addition of a deputy to the team.

6. ***Next year as the Commission on Aging delves into transportation, we will be mindful of roadblocks to socialization due to mobility constraints*** and consider possible initiatives that could enhance older driver safety and other transportation options.

Implementing the Aging Readiness Plan

The Commission on Aging has developed several programs to implement the aging readiness plan, including advocacy of Universal Design for homes and raising awareness of issues important to our aging population. In 2016, the commission began to revisit the focus areas outlined in the plan, those of Housing, Supportive Services, Transportation and Healthy Communities.



Housing

The Commission on Aging's work on housing centered on recommendations that encouraged the construction and remodeling of homes and neighborhoods to be places anyone could visit regardless of ability. The commission introduced the term "visitable," which means barrier-free housing accessible to all residents and visitors. The Clark County council and some city councils have taken these recommendations seriously, and we expect policy and administrative changes that will help reshape housing to better serve the needs of the 90 percent of people who want to age in place.

Future of Housing Summit: Realities and Possibilities

The commission and Clark County hosted a housing summit Feb. 9, 2017. The summit brought



community leaders together to discuss how we can help better shape the housing market to meet the needs of all consumers. The keynote speaker, Elliot Eisenberg, a nationally acclaimed economist, public speaker and author, presented the issues surrounding our housing market and problems we face nationally. He concluded with a list of solutions that could help mitigate the lack of affordable housing, ideas that included encouraging development of all types of housing and greater density.

In addition to Dr. Eisenberg, a panel of local experts discussed whether the housing market is meeting the needs of Clark County consumers and shared ideas about what may need to change to better meet those needs. Our panelists were:

Alan DeLaTorre, Environmental Gerontologist
Research Assistant, Portland State University
Institute on Aging

Chuck Frayer, Commission on Aging Housing chair

Leah Greenwood, partner, Halstead Greenwood
Consulting

Aaron Marvin, president, Building Industry
Association of Clark County

The closing speaker was Patrick Roden, founder,
aginginplace.com.

2017 NW Natural Parade of Homes

The 2016 Commission on Aging's housing recommendations and marketplace ideas included encouraging the Building Industry Association to showcase a Universal Design home in the Clark County 2018 Parade of Homes. Quail Homes stepped up a year early with a house named "The Empty Nester" in the 2017 Parade of Homes. The house incorporated the Universal Design elements of wider doorways and hallways and a sophisticated lighting plan to better illuminate rooms. Some features of Universal Design were highlighted in the home's informational page for the event, helping raise awareness of these design elements that can make a home work for any age and ability.

Remodeled Homes Tour

Another marketplace idea from the Commission's 2016 Annual Report was to collaborate with the BIA to promote "visitability" choices for new and existing homes. The 2017 Remodeled Homes Tour included a home with an addition that provided independent space for an aging family member. The home, remodeled by ReNew Creations, featured a ramp to make the home accessible for someone with changing mobility needs. Inside, the space featured an open floor plan and accessible bathroom for



someone using a wheelchair. Several commission members accepted the builder's invitation to tour the home and provide information on Universal Design and aging-in-place strategies to visitors.

Habitat for Humanity

Another marketplace idea in the Commission's 2016 report was to work with housing nonprofits, such as Evergreen Habitat for Humanity, to ensure new affordable housing projects are built to ensure access for all potential residents. Evergreen Habitat continues to collaborate with the Commission on Aging on housing plans that will incorporate Universal Design elements.

Housing policy and code changes

Since the Commission on Aging's focus and recommendations on housing last year, several jurisdictions have been working on how to encourage development of age-friendly housing. Clark County is participating in communitywide efforts to provide a greater variety of housing choices, including increasing housing types for smaller households and promoting housing affordability. Ridgefield has developed an incentive program to increase the number of "visitable" homes in the city and Camas adopted a comp plan policy that could increase the number of "visitable" homes in new developments.



Education, awareness and advocacy

Throughout the year, the commission worked to provide education, community awareness and advocacy to move toward an all-age-friendly community. Below are some events commission members attended to provide information on topics related to aging in Clark County.

City councils

Commission members presented the 2016 Commission on Aging Annual Report and housing recommendations to all city councils to keep them updated on the commission's progress.





The Future of Housing Summit

Clark County and the Commission on Aging hosted the summit to bring community leaders together to discuss how to better shape the housing market to meet the needs of all consumers.

2017 Remodeled Homes Tour

Several members participated in the open house tour to talk with attendees in an effort to raise awareness of aging-in-place options for remodeling.

Clark County Association of Realtors

Marjorie Ledell, commission chair, presented the housing recommendations. We are continuing to work with the association to revise and increase designations for accessibility features in the Multiple Listing Service.

Evergreen Habitat for Humanity

Commission members Chuck Frayer and Marian Anderson worked with this group to suggest ideas for plans that would include designs for potential residents regardless of age or ability.

Clark County Youth Commission

Marjorie Ledell met with Elizabeth Hill, the program coordinator, to discuss potential intergenerational collaboration on shared initiatives.

Fort Vancouver Library all-staff training day

Commission staff member Jacqui Kamp and Christina Marneris and Staci Levison of the Area Agency on Aging and Disabilities of Southwest Washington spoke about "Serving Seniors in Clark County and Beyond." Their presentation raised awareness of the variety of resources and services the agency provides.

Proclamations

The commission successfully advocated for the county council to proclaim May as Older Americans Month and November as National Caregivers Month.





Helpful references

AARP

www.aarp.org

AARP, Livability Index

<https://livabilityindex.aarp.org>

The livability index scores neighborhoods and communities across the U.S. on services and amenities that most impact people's lives.

Area Agency on Aging of Southwest Washington (AAADSW)

www.helpingelders.org | 360.694.8144 or 888.637.6060

<https://washingtoncommunitylivingconnections.org/consumer/index.php>

www.helpingelders.org/im-a-family-caregiver

www.facebook.com/HelpingElders

American Association of Suicidology

www.suicidology.org/resources/facts-statistics

Administration on Aging (2001). *Older Adults and Mental Health: Issues and Opportunities*. Washington, DC: U.S. Department of Health and Human Services.

American Bar Association Commission on Law and Aging and American Psychological Association (2008). *Assessment of older adults with diminished capacity: A handbook for psychologists*. Retrieved from:

www.apa.org/pi/aging/programs/assessment/capacity-psychologist-handbook.pdf

American Psychological Association, Government Relations Office. *Growing Mental and Behavioral Health Concerns Facing Older Americans*. Retrieved from:

www.apa.org/advocacy/health/older-americans.aspx

American Psychological Association Office on Aging (2005). *Psychology and Aging: Addressing Mental Health Needs of Older Adults*.

www.apa.org/pi/aging/resources/guides/aging.pdf

American Psychological Association, Committee on Aging. (2009). *Multicultural Competency in Geropsychology*.

www.apa.org/pi/aging/programs/pipeline/multicultural-geropsychology.aspx



American Psychological Association. (2008). *Survey of Psychology Health Service Providers*.

www.apa.org/workforce/publications/08-hsp/report.pdf

Areán, P. A., Alvidrez, J., Barrera, A., Robinson, G. S., & Hicks, S. (2002). *Would older medical patients use psychological services? The Gerontologist*, 42, 392-398.

Areán, P.A., Raue, P., Mackin, R.S., Kanellopoulos, D., McCulloch, C. & Alexopoulos, G. (2010). *Problem-solving therapy and supportive therapy in older adults with major depression and executive dysfunction*. *American Journal of Psychiatry*, 167, 1391–1398.

Byers, A. L., Yaffe, K., Covinsky, K. E., Friedman, M. B., & Bruce, M. L. (2010). High occurrence of mood and anxiety disorders among older adults. *Archives of General Psychiatry*, 67(5), 489-496.

Chambers, Clara. "Medication Management: The challenge of managing ever changing medication regimens." June 20, 2017. Veteran Affairs.

Clark County Commission on Aging March meeting minutes, Topic: Caregiver Resources. March 21, 2017.

www.clark.wa.gov/sites/default/files/fileattachments/community_planning/meeting/16538/2017-3-21_minutes.pdf

Clark County Commission on Aging April meeting minutes, Topic: Normal vs. Not Normal Aging. April 18, 2017.

www.clark.wa.gov/sites/default/files/fileattachments/community_planning/meeting/17296/2017-4-18_final_minutes.pdf

Clark County Commission on Aging May meeting minutes, Topic: Home Innovation and Safety. May 16, 2017.

www.clark.wa.gov/sites/default/files/fileattachments/community_planning/meeting/17141/2017-5-16_minutes_final.pdf

Clark County Commission on Aging June meeting minutes, Topic: Medicine and pain management. June 20, 2017.

www.clark.wa.gov/sites/default/files/fileattachments/community_planning/meeting/17956/2017-06-20_final_minutes.pdf

Clark County Commission on Aging August meeting minutes, Topic: Elder Abuse. Aug. 15, 2017.

www.clark.wa.gov/sites/default/files/fileattachments/community_planning/meeting/18911/2017-08-15_final_minutes.pdf

Clark County Commission on Aging September meeting minutes, Topic: Mental Health and Seniors. Sept. 18, 2017.

www.clark.wa.gov/sites/default/files/fileattachments/community_planning/meeting/19241/2017-09-19_final_minutes.pdf

Clark County Commission on Aging October meeting minutes, Topic: Socialization as a human need. Oct. 17, 2017.

Clark County Commission on Aging November meeting minutes, Topic: Complementary Alternative Medicine. Nov. 14, 2017.

Dementia Action Collaborative – Washington

www.dshs.wa.gov/sites/default/files/AL TSA/stakeholders/documents/AD/DFC-WA%20Fact%20Sheet%20-%20Short%20Version.pdf

Electronic Home Safety Monitoring Systems – Keeping safe at home, OT Lifestyle Solutions

www.clark.wa.gov/sites/default/files/dept/files/community-planning/aging/Support/Electronic%20Home%20Safety%20Monitoring%20Systems.pdf

Galvin, Gaby, “Best States for the New Economy.” US. News and World Report. Nov. 6, 2017.

www.usnews.com/news/best-states/slideshows/10-best-states-for-the-new-economy

Lipman, Larry and Dana E. Neuts. Where Long-Term Care Works: Washington leads all states in helping residents age in place, AARP Bulletin, Sept. 1, 2017.

www.aarp.org/caregiving/basics/info-2017/long-term-care-support-varies-nationwide.html

National Alliance on Mental Illness (NAMI)

<https://namiswwa.org>

Oregon Department of Justice, Criminal Justice Division. “Clark County court officials are warning residents of a common phone scam in which the caller impersonates a Sheriff’s deputy and demands money for missed jury service.” May 17, 2017.

Prokop, Jessica. The Columbian reporter. “Clark County court officials are warning residents of a common phone scam in which the caller impersonates a sheriff’s deputy and demands money for missed jury service.” May, 2017. The Columbian.

Providence Persistent Pain resources

<http://oregon.providence.org/our-services/p/providence-persistent-pain>

Reinhard, Susan C. et al., “Valuing the Invaluable: 2015 Update – Undeniable Progress, but Big Gaps Remain,” AARP, AARP Public Policy Institute, July 2015.

www.aarp.org/content/dam/aarp/ppi/2015/valuing-the-invaluable-2015-update-new.pdf





Staying Sharp—Ask the experts: Successful Aging and the Brain

www.clark.wa.gov/sites/default/files/dept/files/community-planning/aging/Support/Staying%20Sharp_Successful%20Aging%20and%20the%20Brain.pdf

The Columbian editorial board. “In Our View: Golden Years Need Nest Egg, Vancouver seen as good place to retire, but be sure to set enough money aside.” The Columbian. Nov. 2, 2017.

www.columbian.com/news/2017/nov/02/in-our-view-golden-years-need-nest-egg

“The Green House Model: Pinnacle for Culture Change Movement.” Robert Wood Johnson Foundation

Walsh, Fergus. “Nine lifestyle changes can reduce dementia risk, study says.” BBC News. July 20, 2017.

www.bbc.com/news/health-40655566



COMMUNITY PLANNING

1300 Franklin Street • PO Box 9810

Vancouver, WA 98666-9810

360.397.2280

comm-aging@clark.wa.gov

www.clark.wa.gov/aging



For other formats, contact the Clark County ADA Office

Voice 360.397.2322 Relay 711 or 800.833.6388

Fax 360.397.6165

Email ADA@clark.wa.gov

Cover image: Tim Mossholder

Vancouver Fire Department

2017 Report on Service Levels

VANCOUVER
CITY HALL



May 21, 2018

Vancouver City Council Workshop

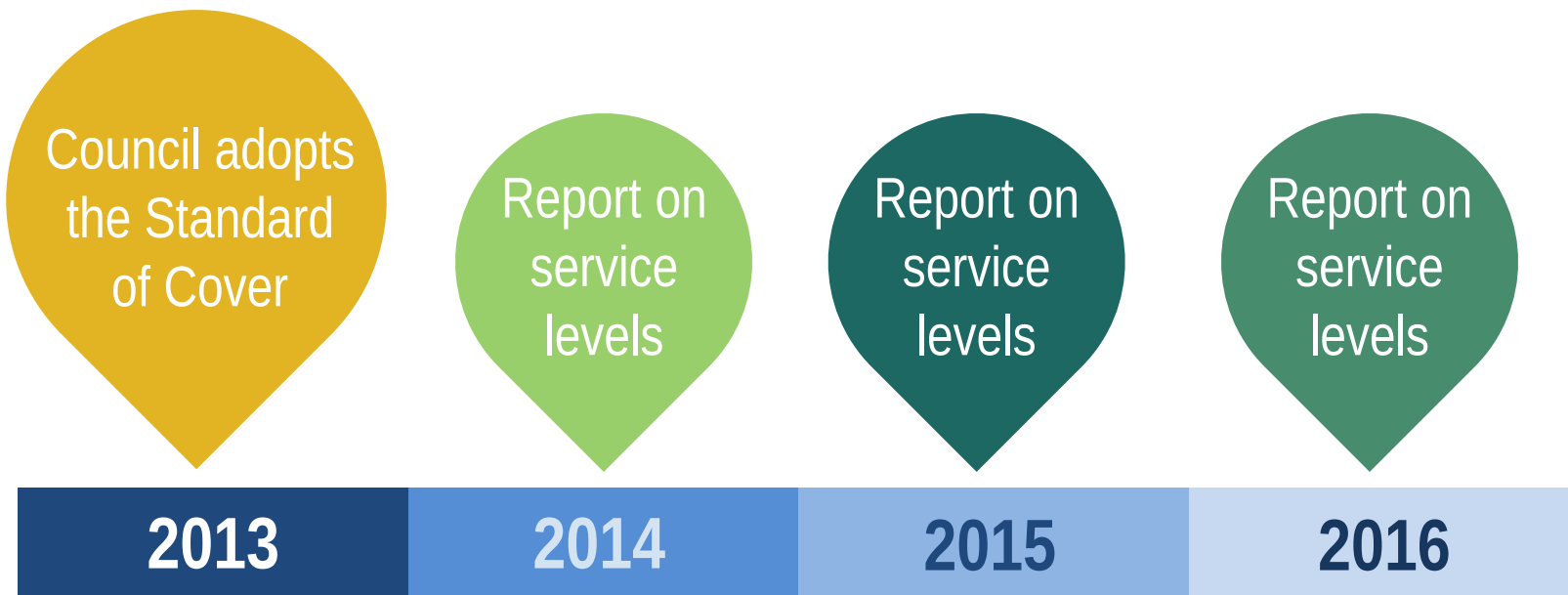
Joe Molina, Fire Chief

Presentation Objectives



- Meet the reporting requirements of RCW 35.103.040
- Inform the Council of the service levels provided by the Fire Department in 2017
- Provide next steps

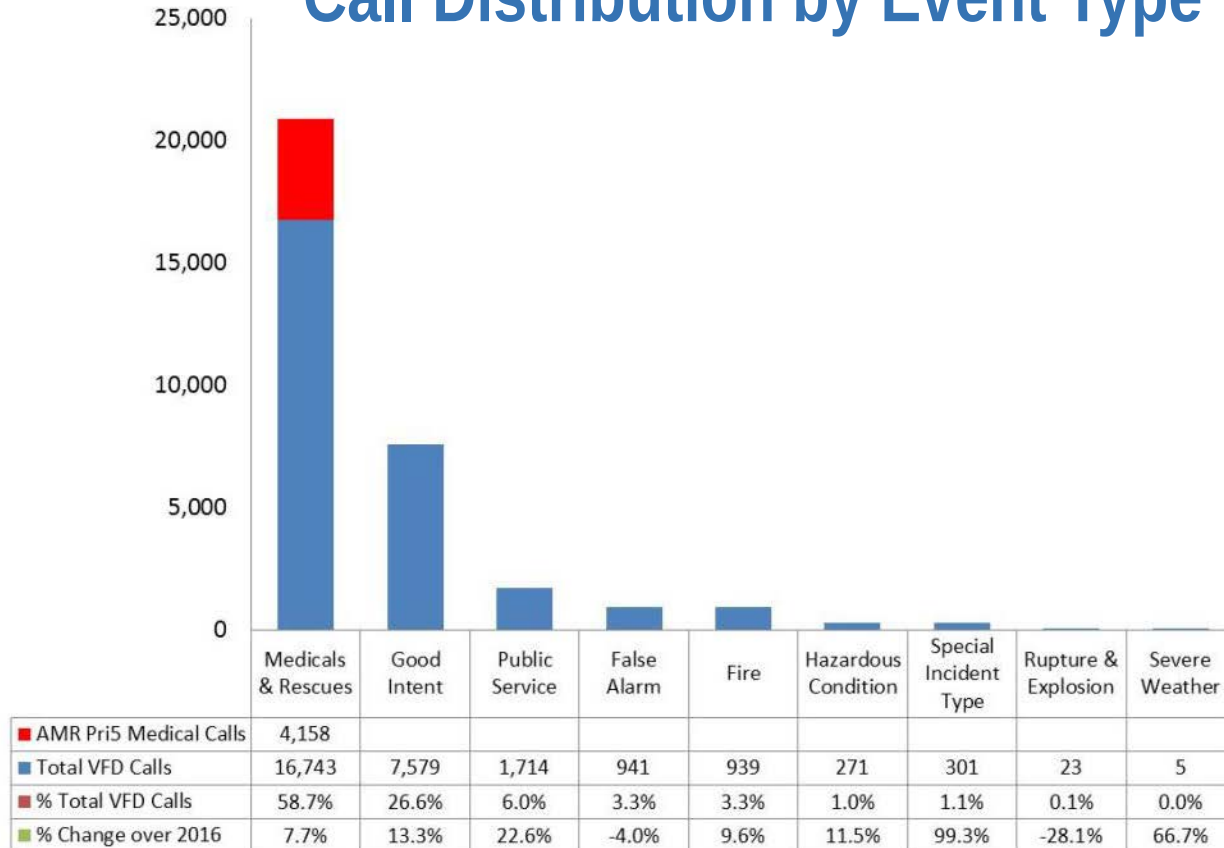
Prior Council Review



VFD 2017 Service Levels

- The Department is required by RCW 35.103.040 to report service level performance annually
- In 2017, the service level requirements adopted by City Council were not all attained
 - Priority 1 & 2 response times
- Performance reported from time of dispatch until arrival at the scene of the emergency
 - Reported at the 90% fractal. This measure represents the arrival time of the unit(s) at 90% of the emergencies.

Call Distribution by Event Type



2017 Performance

Arrival of First Response Unit

Alarm Type	Standard	2017 Actual	2016 Actual	2017 Count	2016 Count	%
All Priority 1 and 2 except Marine	7:59	08:25	08:00	11,847	11,045	7.3%
All Priority 3 and 4 except Marine	10:59	09:24	08:58	7,743	7,781	-0.5%
Priority 5 Non-Medical	15:59	11:07	11:11	3,346	2,853	17.3%
Priority 5 Emergency Medical (Ambulance Only)	17:59	17:20	15:43	4,158	5,176	-19.7%
Marine (All Calls)	19:59	24:43	33:18	17	19	-10.5%

2017 Performance Count

Arrival of Full First Alarm Assignment

Alarm Type	Standard	2017 Actual	2016 Actual	2017 Count	2016 Count	%
Fire Suppression	15:59	17:53	17:47	78	49	59.2%
Aircraft Rescue and Firefighting	15:59	N/A*	N/A*	0	0	-
Technical Rescue	60:00	N/A**	14:50	0	1	-
Hazardous Materials	60:00	N/A**	N/A**	0	0	-
Total VFD Service Area First In Responses				27,189	26,924	1%

System-wide Analysis

90th Percentile
Response Time
for Priority 1 & 2
Calls = **07:02**

First In Analysis		
AMR	4,885	37%
Vancouver Fire Department	8,336	63%
Other*	2	0%
Total	13,223	

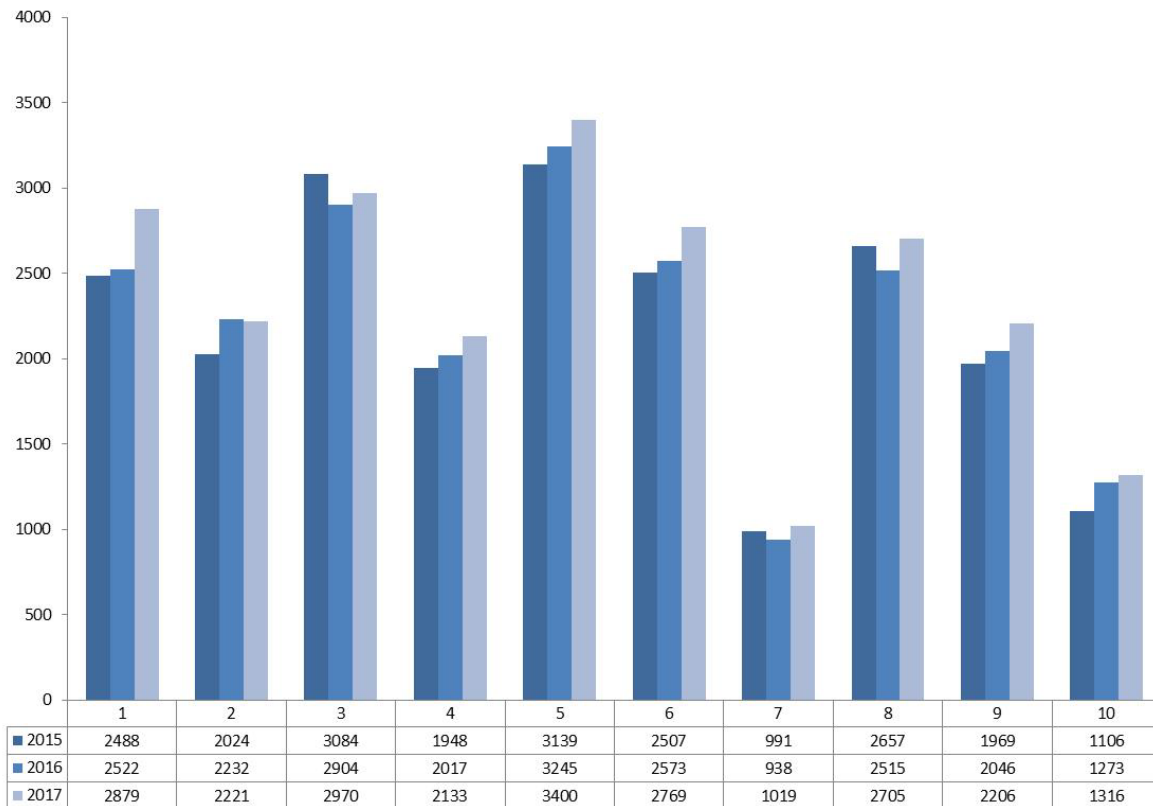
* 2 Multi-vehicle Accidents - Fire District 6 was first in

Contributing Factors



- Call volume
- Concurrent calls for service
- Traffic
- Veracity of CRESA data

Call Volume By Station: 2015-17



Concurrent Calls By Station Area

Station Area	2015	2017	% Change
Station 1	402	533	25%
Station 2	246	236	-4%
Station 3	580	587	1%
Station 4	241	286	16%
Station 5	593	780	24%
Station 6	363	503	28%
Station 7	79	82	4%
Station 8	420	463	9%
Station 9	234	310	25%
Station 10	109	155	30%
Total Overall	3267	3935	17%

Corridor Travel Speed

2014 AM Peak Hour - 6:30-8:30 AM

Congestion Management Report
Regional Transportation Council, April 2015

Corridor Travel Speed, AM:

	56 - 75 mph		26 - 30 mph
	41 - 55 mph		21 - 25 mph
	31 - 40 mph		10 - 20 mph

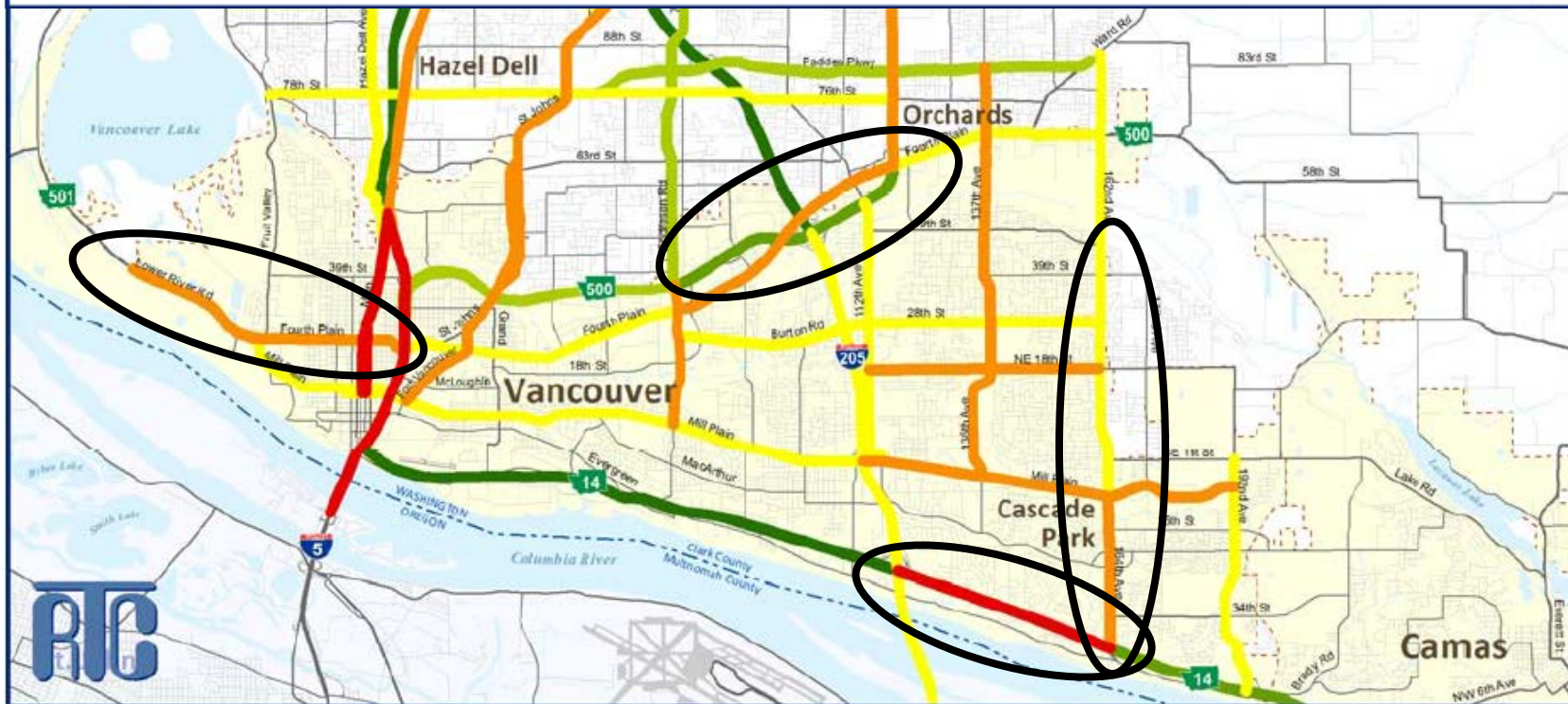


Corridor Travel Speed

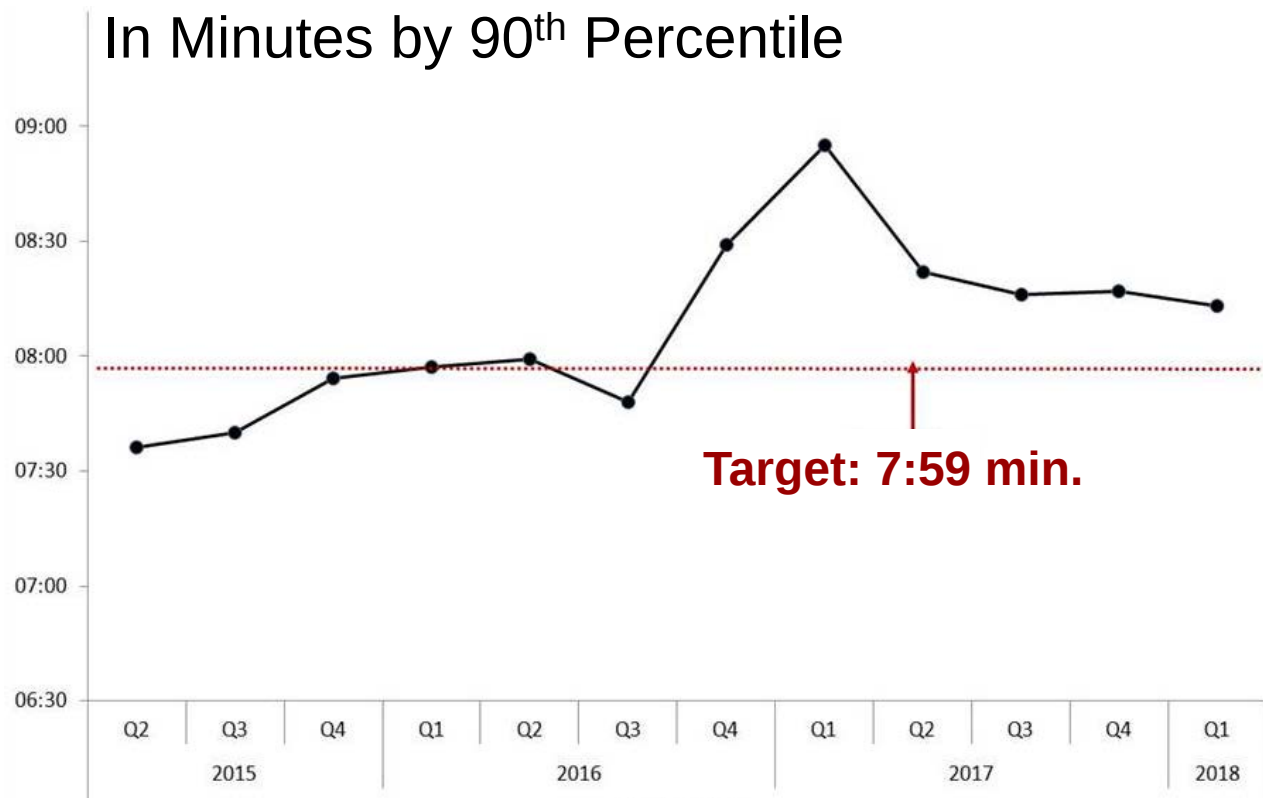
2016 AM Peak Hour - 6:30-8:30 AM

Congestion Management Report
Regional Transportation Council, April 2017

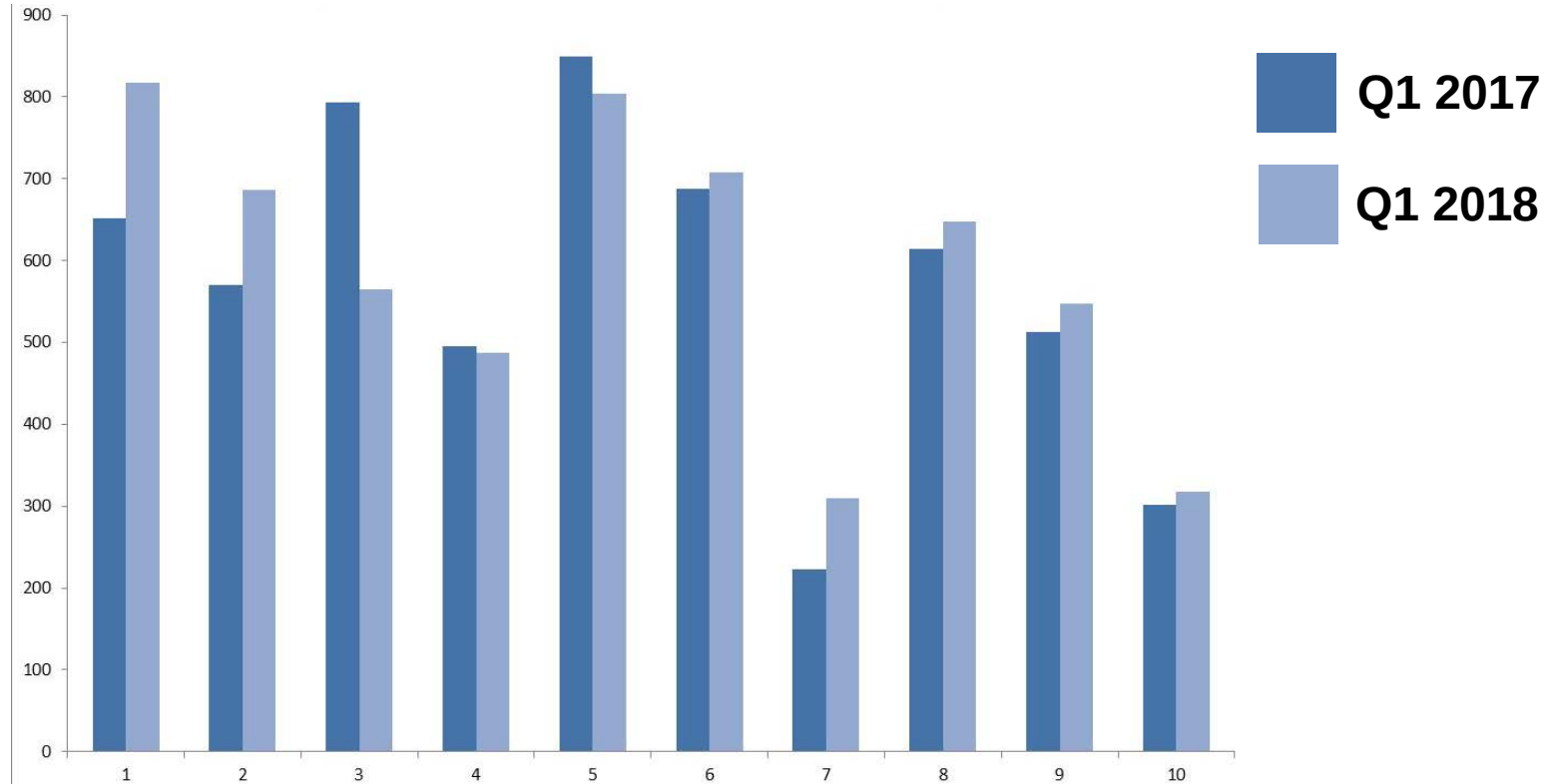
Corridor Travel Speed, AM:



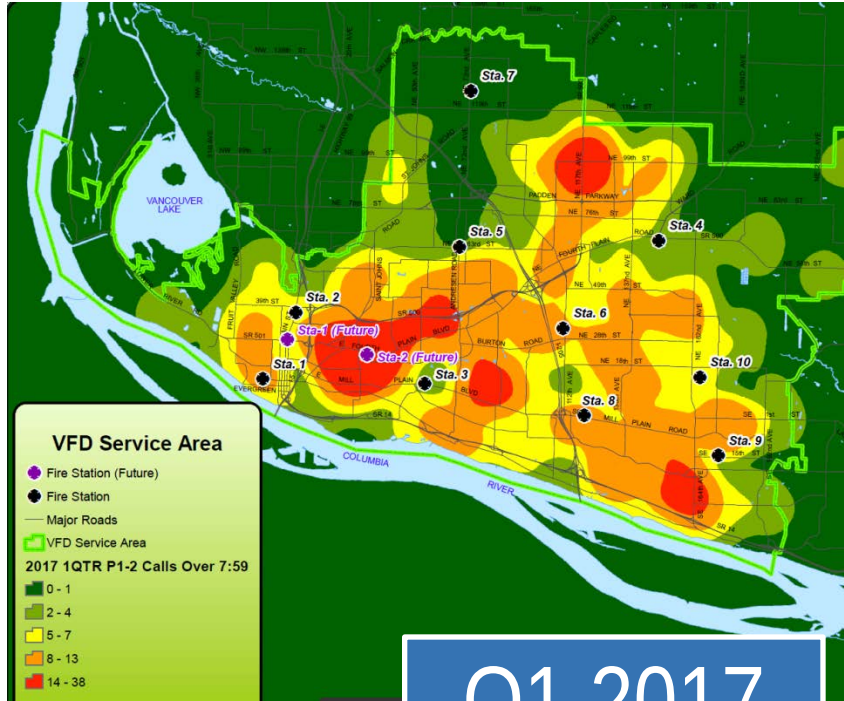
Priority 1 & 2 Overall Response Times



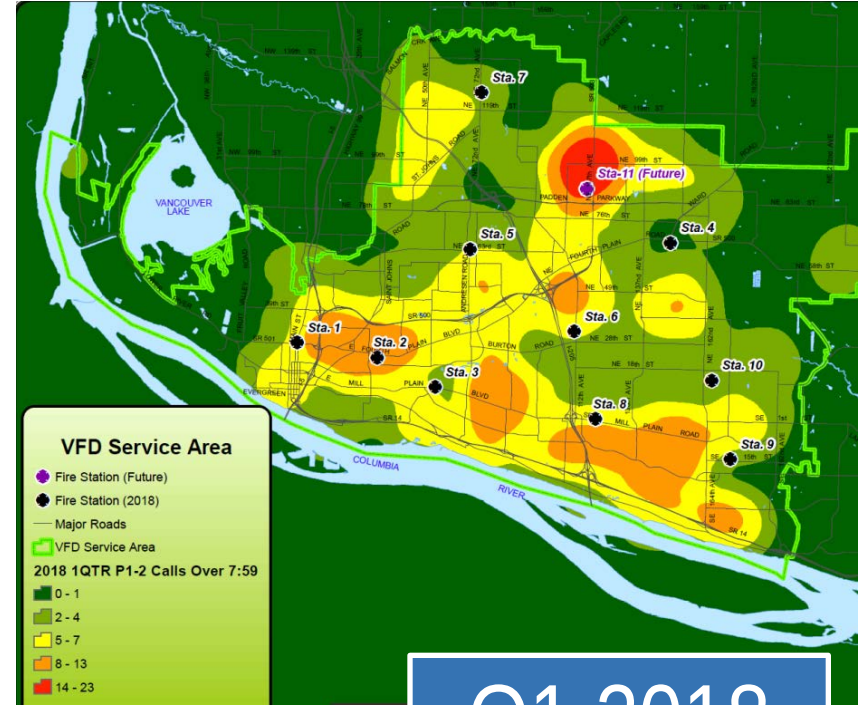
Call Volume by Fire Station



Fire Station 1 & 2 Analysis



Q1 2017



Q1 2018

Summary



- Although response times have increased for VFD, system response time is outperforming the standard
- New Fire Stations 1 and 2 are contributing to overall system performance in 2018
- Continue to monitor response times and contributing factors
- Focus on outcomes

Next Steps



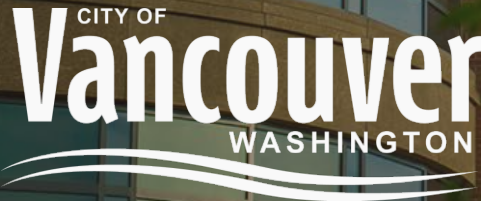
- Continue initiatives to improve response times for Priority 1 and 2 events
- Explore next phase coordination with AMR
- Operational Assessment – Response and Deployment Study underway

Questions and Discussion

- Joe Molina, Fire Chief - Joe.Molina@cityofvancouver.us

2018 First Supplemental Budget Appropriation

VANCOUVER
CITY HALL



May 21, 2018

Vancouver City Council Workshop

Natasha Ramras, CFO

Presentation Overview

Review major items included in the 2018 First Supplemental Budget Appropriation:

- Operating Budget
 - General, Street, Fire
 - Other Funds
 - FTEs
- Capital Budget

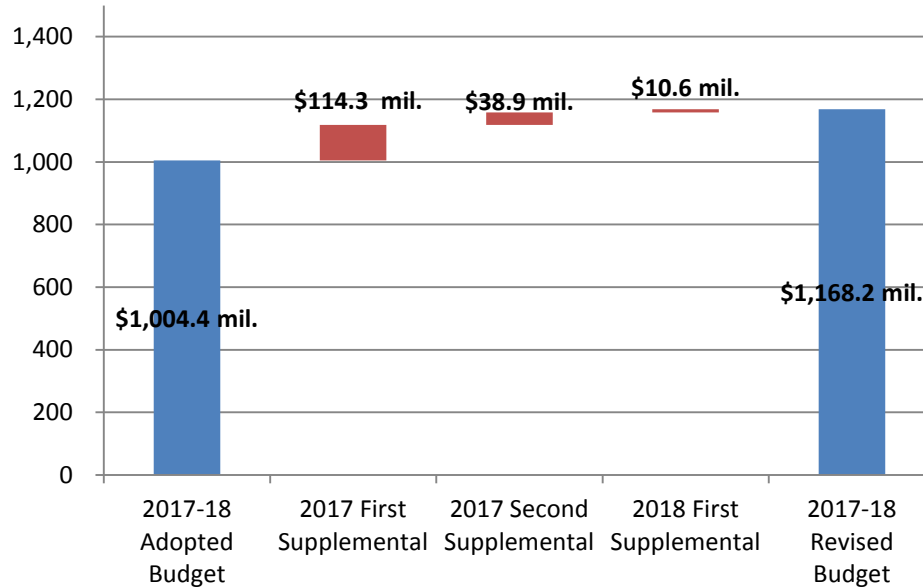
Brief Economic Overview

- Revenues remain on track in the City's General and other City Funds.
 - Higher Sales tax, Utility Tax, REET, Traffic Impact Fee and Parks Impact Fee revenues compared with prior years, reflecting a continued strong housing market and a strong economy;
- At the end of 2017, all General Fund reserves were funded in accordance with the City Financial Policies; the undesignated GF -- \$9.8 mil, slightly higher than anticipated due to elevated revenues.
- The 2018 Budget prior to the First Supplemental of 2018 anticipates utilizing all of the undesignated fund balance.

Supplemental: Background

- **Supplemental Appropriation** - a mid-biennial budget alignment that allows for necessary adjustments to the biennial budget as a result of unanticipated circumstances.
 - **Scope of the 2018 First Supplemental:**
 - Grant and other funding sources – supported items;
 - Corrections and administrative items;
 - FTEs only if funded by either new revenues or existing budget;
- Council Approval is required for increases in appropriations and staffing.

2017-2018 City of Vancouver Biennial Budget



2018 First Supplemental Budget Appropriation

Total 2018 First
Supplemental: \$10.6 mil

Operating
Budget
\$9.8 mil

Capital
Budget
\$0.8 mil

- Total net impact: excess in revenues over expenditures city-wide by \$5 mil.
- Net Impact on the General Fund: utilization of undesignated cash balance of \$0.7 mil for one-time projects.

2018 First Supplemental Budget Appropriation

Total 2018 First Supplemental: \$10.6 mil

Operating Budget
\$9.8 mil

Capital Budget
\$0.8 mil

General, Street, Fire
Funds
\$4.6 mil

Other Funds
\$5.2 mil

Capital Projects
\$1.8 mil

Funding Transfers
(\$1.0 mil)

General, Street, Fire Operating Initiatives by Type

Cost Neutral	\$ 0.7 mil.
--------------	-------------

<u>New Initiative</u>	<u>\$ 3.9 mil.</u>
-----------------------	--------------------

Total	\$ 4.6 mil.
--------------	--------------------

General, Street, Fire: Cost Neutral \$0.7 mil.

Police Grants

\$0.5 mil.

Fire Grants

\$0.2 mil.

Consolidation of Pavement Mgt. in one fund

General, Street and Fire: New Initiatives \$3.9 mil.

Salary Contingency	\$0.7 mil.
--------------------	------------

Grand Blvd. Homeless Day Center Improvements	\$0.6 mil.
--	------------

Operations Center Redevelopment Property	\$0.5 mil.
--	------------

Tower Mall Facility Repair & Maintenance Contingency	\$0.5 mil.
--	------------

Police Record Management System Replacement	\$0.3 mil.
---	------------

Operating Budget: Other Funds

Support Increased Benefits Costs	\$1.5 mil.
----------------------------------	------------

Tennis Center Fund Budget Reinstatement	\$1.0 mil.
---	------------

Risk: Increase in Actuarial Costs & Claims	\$0.6 mil.
--	------------

2018 First Supplemental: FTE Summary: 4.25 FTEs

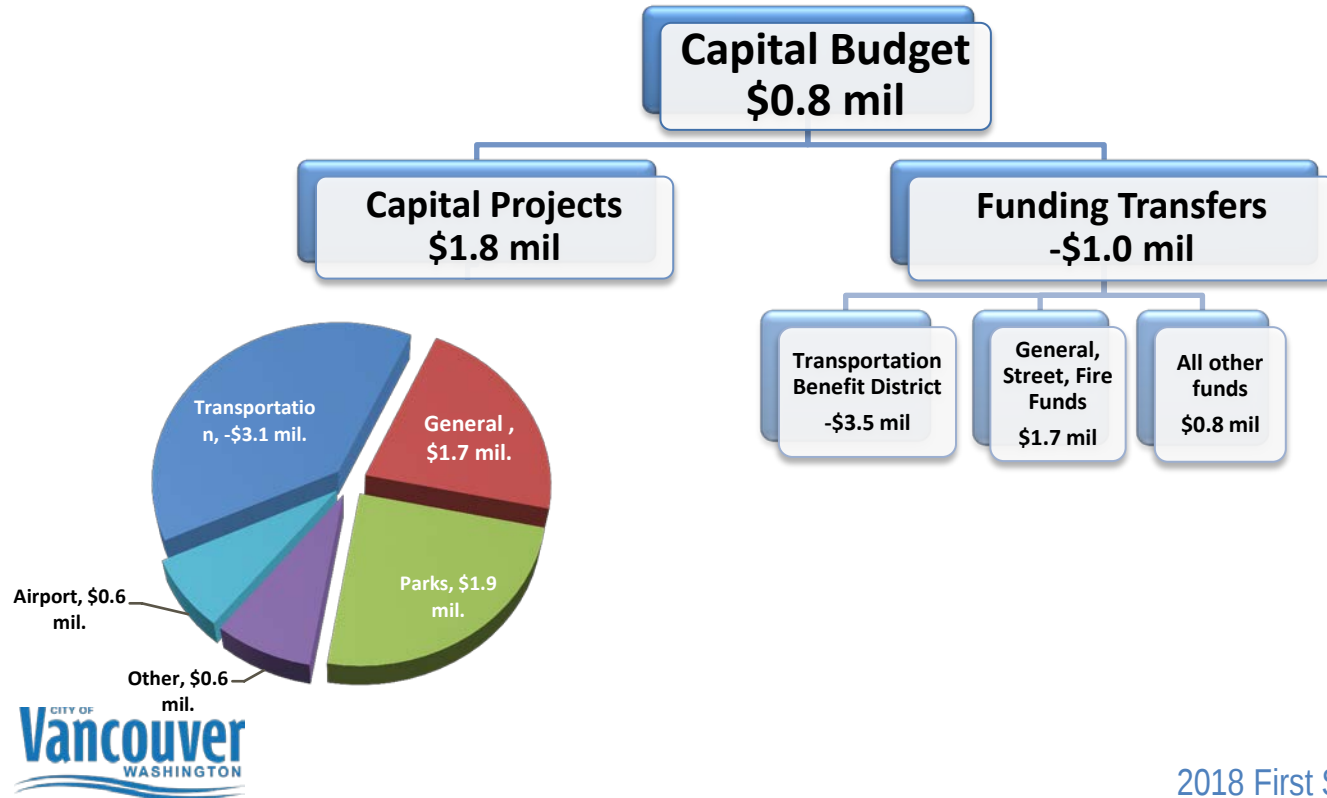
General Fund: Net Impact -0.05 FTEs

- 1.0 FTE 3-yr Communications Coordinator for Visual Content
- 0.5 FTE CED Support Specialist
- 1.0 FTE PST Neighborhood Parking Enforcement program transfer to Police
- -2.55 FTEs NET Administrative changes

Other Funds: Net Impact 4.3 FTEs

- Street Fund: 1.0 FTE Senior Construction Inspector
- Parking: 0.5 FTE Support Specialist
- Risk: 0.25 FTE Loss Prevention Specialist
- Misc. 2.55 FTEs NET Administrative Changes

2017 Second Supplemental: Capital Budget



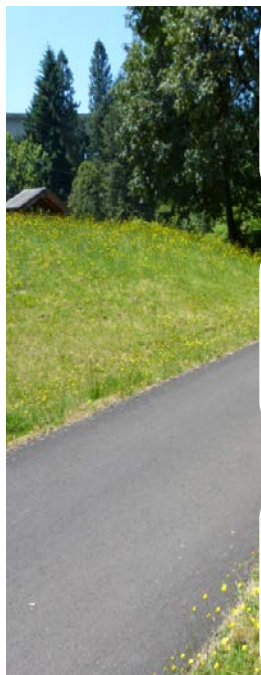
Capital Budget: Transportation/Streets (\$3 mil.)

SE 1st St - 164th to 192nd – removal of budget due to timing (\$3.5) mil.

Multimodal Safety & Accessibility Program \$0.2 mil



Capital Budget: Parks, General and Other



Parks

- Columbia Waterfront Park Adjustment \$1.9 mil.
 - *Offset by \$1.0 mil. In developer contribution for the Plaza*

General

- Fire Station 11 Development \$0.6 mil.
 - *Offset by Fire District 5 revenue*
- Petlock building demo conversion to parking lot \$0.3 mil
- Historic Reserve projects of \$0.2 mil
- General Fund support for future Operations Center redevelopment \$1.5 mil.

Other

- Pearson Airport runway project \$0.6 mil.
 - *Supported by grant revenue*
- Waterfront pay station installation \$0.4 mil
- Historic Museum HVAC & stair replacement \$0.3 mil
 - *Supported by grant revenue*

2017 Second Supplemental Budget Appropriation

NEXT STEPS:

First Reading

June 04, 2018

Public Hearing

June 18, 2018

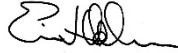
Questions and Discussion

- Natasha Ramras, CFO
- (360) 601-3757
- Natasha.Ramras@cityofvancouver.us

STAFF REPORT NO. 071-18

TO: Mayor and City Council
FROM: Eric Holmes, City Manager

DATE: 5/21/2018



Subject: Bid Award for fabrication and purchase of heat exchangers for the fluidized bed incinerator at Westside Wastewater Treatment Plant (ITB 18-9)

Key Points:

- The fluidized bed incinerator (FBI) is a critical component to Vancouver's overall treatment of sanitary wastewater. The FBI incinerates wastewater solids generated in our primary and secondary treatment processes.
- The heat exchangers perform a core function to operation of the FBI. They allow us to manage and dissipate the intense heat that the furnace generates.
- Installed in 1999, the existing primary and secondary heat exchangers are currently operating in their 19th year, well beyond their expected service life of 10 years. Periodic repairs have extended their service life, however, further deterioration of metals due to the thermal and abrasive environment they operate within render the equipment no longer repairable.
- New heat exchangers will meet the same performance requirements, and will include upgrades to improve efficiency and increase service life.

Objective: Award bid to the lowest responsive bidder for fabrication and delivery of waste heat recovery heat exchangers for the fluidized bed incinerator at Westside Wastewater Treatment Plant. This action supports implementation of Goal 1, Objective 1.2 of the City's Strategic Plan: *Ensure our infrastructure, including buildings and utilities, is safe, environmentally responsible and well maintained.*

Present Situation: The existing heat exchangers have been operating since the FBI's installation in 1999. They provide an essential function to the wastewater solids incineration process by (1) transferring heat from incinerator exhaust gas to feed air into the incinerator, which is key to incinerating wastewater solids without fuel; and (2) transferring heat to the emissions control system.

In 2015, temporary weld repairs successfully extended the life of the heat exchangers. Consultation with the original heat exchanger manufacturer, an engineering firm with expertise in FBIs, and field repair persons indicated an expected 3-4 years extended life from the weld repairs.

The City advertised a project to fabricate new heat exchangers during the last winter. On April 17, 2018, the City received one (1) responsive bid and one (1) non-responsive bid, both from pre-qualified manufacturers.

SUMMARY OF BIDS	
BIDDER	AMOUNT
Thermal Transfer Corporation	\$1,193,350.00 plus tax
Arvos Schmidtsche Schack	Non-Responsive
<i>Engineers' Estimate</i>	<i>\$800,000</i>

The eligible bidder, Thermal Transfer, was found to be responsive and responsible. They also met the minimum requirements listed in the Supplemental Bidder Responsibility Criteria.

The non-responsive bidder, Arvos Schmidtsche Schack, was found to be non-responsive because their bid included qualified conditions in a pre-bid attempt to change follow-on contract language, which was not allowed for bid submittals. Additionally, their bid submittal did not include an acknowledgment of addenda for Addendum No. 1. The failure to acknowledge any issued Addenda renders the bid non-responsive and void.

The two pre-qualified firms are the only two U.S. manufacturers who specialize in the fabrication of heat exchangers for fluidized bed furnaces and have the expertise, skills, tools, materials and equipment to fabricate and deliver heat exchanger equipment in accordance with the performance and technical specifications. Because of the critical nature of this specialized equipment, and the very limited qualified sources for this fabrication, City staff recommends awarding this contact to Thermal Transfer Corporation.

Advantage(s):

1. Ensures continued operation and improved reliability of the fluidized bed incinerator for environmentally and economically sound management of wastewater solids.
2. Extends service life of the fluidized bed incinerator system.

Disadvantage(s): Exceeds the Engineer's Estimate for the project by 33%. However, sufficient funding exists in the overall sewer capital fund to allow for redistribution of funds to this project.

Budget Impact: The Westside Heat Exchanger Replacement Project is programmed into the Wastewater Treatment Capital budget for 2018 at \$815,000. Additional budget funding can be redirected to this critical project from another project which can be delayed.

Prior Council Review: As part of 2017-18 Capital Budget

Action Requested: Authorize the City Manager or his designee to award and execute a contract and any required amendments with Thermal Transfer Corporation of Duquesne, PA at their bid price of \$1,293,591.40 which includes Washington State sales tax.

Attachment: Contract



To request other formats, please contact:
City Manager's Office
(360) 487-8600 | WA Relay: 711
Amanda.Delapena@cityofvancouver.us

AGREEMENT # _____

**WASTE HEAT RECOVERY HEAT EXCHANGERS
FOR FLUIDIZED BED INCINERATOR**

This Agreement made and entered into this _____ day of _____, 2018, by and between the City of Vancouver, a municipal corporation, under the laws of the State of Washington, hereinafter referred to as "City" and Thermal Transfer Corporation, hereinafter referred to as "Contractor," whose address is 50 North Linden Street, Duquesne, PA 15110.

WHEREAS, the City desires to engage the Contractor to manufacture and deliver to the City's Public Works Department waste heat recovery heat exchangers set for fluidized bed incinerator, in accordance with the terms of this Agreement. Contractor has agreed to manufacture and deliver afore-mentioned product per its bid proposal in response to City-issued ITB #18-9.

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 manufacture and deliver in a satisfactory manner afore-mentioned product and associated products and services in accordance with the specifications hereafter set forth in connection with this Agreement:

1. Primary & Secondary Heat Exchangers for Fluidized Bed Incinerator:

Contractor agrees to manufacture and deliver to the City of Vancouver Public Works waste heat recovery heat exchangers set, and associated products and services, as set forth in this Agreement, and in accordance with ITB #18-9 (and its addenda, if any), the Contractor's submitted Bid Proposal under ITB #18-9, and City Purchase Orders issued under this Agreement are hereby incorporated into this Agreement as if fully set forth herein.

Contractor shall provide, as part of the proposed cost, a factory-trained representative for installation supervision, start-up, and operation and maintenance personnel training services. The representative shall make three (3) visits with a maximum of two (2) days on-site for each visit. Additional field service time will be provided at an additional cost in accordance with the Contractor's standard field rates.

**ITB 18-9: WASTE HEAT RECOVERY HEAT EXCHANGERS
FOR FLUIDIZED BED INCINERATOR**

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 #18-9, and ITB #18-9.

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:

Contractor shall provide a detailed schedule of the activities associated with the products to be provided. This schedule shall be submitted to the City Project Manager within two (2) weeks following acceptance of the Agreement and Purchase Order by the Contractor. The schedule shall include at a minimum, site visits, submittal issuance and response times, component ordering and delivery to the manufacturing site, component assembly, testing, and shipping. The scheduled delivery date shall be no later than February 28, 2019.

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.

The parties agree that failure to meet the delivery date shall result in Liquidated Damages of \$1500.00, commencing the day after the agreed delivery date and continuing until the product has been delivered and accepted by the City, at its sole discretion, to be complete. Contractor agrees that the Liquidated Damages in this Agreement are a reasonable forecast of the damages that would be suffered by the City of Vancouver due to delay in the delivery of a fully-functioning and reliable waste heat recovery heat exchangers set. Such Liquidated Damages shall not be the City's exclusive remedy due to nonperformance or breach of this Agreement.

In the event that the product is not delivered and accepted in the timelines specified in the Purchase Order, the City of Vancouver reserves the right to reject the product 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), with all transportation and handling charges paid by the Contractor. Responsibility and risk of loss or damage shall remain with the Contractor until delivery, final inspection and acceptance by the City 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:

Contractor will invoice the City 35% of the purchase order total for materials purchased (Proof of Material Received and Paid, and Documentation Transferring Materials into City Ownership required); 50% of the purchase order total upon Contractor's product assembly completion, and delivery to and acceptance by the City, including updated final drawings and O&M manuals per plans and specifications; and 15% of the purchase order total upon installation and successful startup of the unit.

The Contractor shall pay for two (2) City representatives' travel, lodging, and meals for inspection of the unit at the point of manufacture prior to shipment. These costs shall be included in the cost of the unit. Payment for inspection will occur under assembly completion. Costs shall be reimbursed at actual cost as evidenced by receipts and shall not exceed the allotted General Services Administration (GSA) Per Diem Rates for destination City. Airfares shall be booked at a minimum two (2) weeks in advance and be of the economy fare class.

Invoices will be paid at net thirty (30) days after the City's receipt and acceptance of the goods or completion of the services per the Contract, 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.

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 and, if applicable, remitted by the City to the appropriate authorities.

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, its subcontractors, agents and

**ITB 18-9: WASTE HEAT RECOVERY HEAT EXCHANGERS
FOR FLUIDIZED BED INCINERATOR**

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, shall include all costs incurred, including shipping for repair or replacement except that which is damaged by misuse or abuse. Further, the unit shall be warranted for occasional waste gas temperature excursions to 1,800 °F (not to exceed 15 continuous minutes duration). 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 Contractor shall repair or replace the product at their own expense, including shipping charges. Any replacement product

**ITB 18-9: WASTE HEAT RECOVERY HEAT EXCHANGERS
FOR FLUIDIZED BED INCINERATOR**

will be warranted for one (1) year from the date it is installed. In no event shall Contractor's warranty extend beyond twenty-four (24) months from the later of the date that the products are accepted or work is performed. 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 a signed Purchase Order on an as-needed basis. The City is not obligated to any minimum or maximum quantities under this Agreement.

22. Termination:

The City of Vancouver intends to utilize this Agreement for one (1) year from the Agreement effective date.

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. Should the City terminate for its convenience, Contractor shall be paid for all products that have been manufactured for this project as well as its services, less amount paid by the City for materials purchased, completed up to the date of the notice of termination.

23. Prices:

Bid price for all equipment and associated services at one million, one hundred ninety-three thousand, and three-hundred fifty dollars (\$1,193,350.00), plus tax, FOB Destination, Prepaid and Allowed (all freight and delivery costs included), must be valid and firm through delivery and acceptance of the unit.

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 CG2010, CG2012, CG2026, CG2037 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 negligent acts or omissions of the Contractor, its officers, subcontractors, agents, or employers in performance of its services or the provision of products 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.

The Agreement is intended for the sole benefit of the Parties and shall not imply nor create any rights for any other third party.

26. Performance Bond

The Contractor shall furnish a Performance and Payment bond (Bond) equal to 100 percent of the total contract amount within 10 business days of the notice of award. Such Bond shall be in the City of Vancouver form provided (Attachment A), and issued by a surety company included within the Department of Treasury's Listing of Approved Sureties (Department Circular 570) with a minimum A.M. Best Financial Strength Rating of A and Size Category of XV. In the event of a bond issued by a surety of a lesser Size Category, a minimum Financial Strength rating of A+ is required.

Contractor and Contractor's surety agree that the Bond issued hereunder, whether expressly stated or not, also includes the surety's guarantee of the manufacturer's products' warranty period included within this proposal. City agrees that the penalty amount of this bond shall be 100 percent of the total contract amount upon delivery and satisfactory acceptance of the waste heat recovery heat exchangers unit included herein per the Contract. Notwithstanding anything contained within this contract to the contrary, the surety's liability for any warranties of any type shall not exceed one (1) year from the date of such delivery and satisfactory acceptance, or the actual product warranty period, whichever is shorter.

The Performance Bond shall be executed by the Contractor and a surety company, licensed to do business within the State of Washington on the approved City of Vancouver form.

27. 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.

28. 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.

29. 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

30. 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 within this Agreement, including, but not limited to a City of Vancouver Business License and all associated requirements under Ch. 5.04 VMC and Ordinance M-3774, and conform to VMC 5.04.095 (tax per employee ordinance).

31. 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:

Kevin Yin
City of Vancouver
P O Box 1995
415 W 6th Street
Vancouver, WA 98668-1995

Contractor:

Timothy Ottie
Thermal Transfer Corporation
50 North Linden Street
Duquesne, PA 15110

32. 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.

33. 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.

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:
THERMAL TRANSFER CORPORATION

Eric Holmes, City Manager

Timothy Ottie, VP Products &
Business Development

Attest:

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

Approved as to form:

E. Bronson Potter, City Attorney

STAFF REPORT NO. 072-18

TO: Mayor and City Council
FROM: Eric Holmes, City Manager

DATE: 5/21/2018



Subject: Public Works Board (PWB) loan for Light Emitting Diode (LED) street light upgrade.

Key Points:

- Upgrade approximately 13,000 of the City's approximately 18,000 street lights from High Pressure Sodium (HPS) fixtures to more efficient LED fixtures.
- LED technology provides benefits such as higher energy efficiency, improved illuminance quality, lower maintenance burden, and a longer life cycle.
- The maximum loan amount will be \$4,815,500 with a 1.66% interest rate that is reduced to 1.16% if the project is completed within three years. Staff intends to complete the project within three years.
- Loan payments are made annually over a period of 20 years.

Objective: To seek Council approval to accept the PWB loan. This action supports Goal 1, Objective 1.2 of the City's Strategic Plan: *Ensure our infrastructure, including buildings and utilities, is safe, environmentally responsible and well maintained.* (Also see Objective 1.2, Action 4.)

Present Situation: In August 2016, the City of Vancouver submitted a \$4.8 million Public Works Trust Fund (PWTF) loan application to the Washington State PWB to upgrade our "cobra head" style street lights from HPS fixtures to LED fixtures. State PWTF loans are a cost-effective tool for financing eligible public infrastructure projects. The City's application was approved for full funding in November 2016, but the PWB was not able to officially award the loan until the Legislature adopted the state's capital budget, which occurred in January 2018. The City received a proposed PWTF loan contract from the PWB in April.

Of the City's approximate 18,000 street lights, approximately 13,000 are "cobra head" style and these will be converted to LED in the initial phase of work, which will need to be publicly bid. It is likely that there will be some remaining loan funds available after the cobra head conversion to convert some additional street lights of our other styles in a second work phase. The ultimate goal is to convert all fixtures to more energy efficient technology as funding becomes available and the conversion makes financial sense to do so.

LED technology is quickly replacing HPS with the proven benefits of higher energy efficiency, improved illuminance quality, lower maintenance burden, longer life cycle, and a reduced carbon footprint that's environmentally friendly.

The LED fixtures considered for this project will consume approximately 50% less energy than the HPS counterparts. Converting the initial 13,000 street lights from HPS to LED fixtures is anticipated to reduce the City's energy bill by an estimated \$500,000 per year. In addition, Clark

Public Utilities is offering incentives for low-energy fixture usage. It is estimated that these incentives will total approximately \$1,000,000.

The maximum loan amount will be \$4,815,500 with a 1.66% interest rate that is reduced to 1.16% if the project is completed within three years. Loan payments are made annually over a period of 20 years. Estimated annual payments will be under \$250,000 per year.

Advantage(s):

1. Improved energy efficiency that is estimated to reduce the City's energy bill by approximately \$500,000.
2. There will be some reduced maintenance burden as a result of the conversion and will free up a portion of our 2 street light maintenance staff to work on backlogged tasks.
3. Longer life cycle resulting in bulbs not needing to be replaced for approximately 20 years.
4. Clark Public Utilities will provide incentives for the project estimated at \$1,000,000.

Disadvantage(s):

1. Requires a low interest loan.
2. Requires annual loan repayments for 20 years.

Budget Impact: None, the energy savings will be used to make the annual loan payments and set aside reserve funds for future fixture replacement expenses.

Prior Council Review: None

Action Requested: On May 21, 2018, authorize the City Manager or his designee to execute the Public Works Board Construction Loan Contract and proceed with upgrading the majority of City-owned street lights from HPS to LED fixtures.

Attachment: Contract



To request other formats, please contact:
City Manager's Office
(360) 487-8600 | WA Relay: 711
Amanda.Delapena@cityofvancouver.us

CONTRACT FACE SHEET

Contract Number: PC18-96103-002

PUBLIC WORKS BOARD CONSTRUCTION LOAN CONTRACT

1. Contractor City of Vancouver PO Box 1995 Vancouver, WA 98668		2. Contractor Doing Business As (optional) N/A	
3. Contractor Representative N/A		4. Public Works Board Representative N/A	
5. Contract Amount \$4,815,500.00	6. Funding Source Federal: ☐ State: ☒ Other: ☐ N/A: ☐	7. Contract Start Date Contract Execution Date	8. Contract End Date June 1, 2038
9. Federal Funds (as applicable) N/A	Federal Agency N/A	CFDA Number N/A	
10. Tax ID #	11. SWV # SWV0008489-00	12. UBI # 065001364	13. DUNS #
14. Contract Purpose Fund a project of a local government for the planning, acquisition, construction, repair, reconstruction, replacement, rehabilitation, or improvement of streets, roads, bridges, drinking water systems, stormwater systems, sanitary sewage systems, or solid waste facilities, including recycling facilities.			
The Board, defined as the Washington State Public Works Board and Contractor acknowledge and accept the terms of this Contract and attachments and have executed this Contract on the date below to start as of the date and year last written below. The rights and obligations of both parties to this Contract are governed by this Contract and the following other documents incorporated by reference: Contract Terms and Conditions including Declarations Page; and Attachment I: Attorney's Certification.			
FOR THE CONTRACTOR		FOR PUBLIC WORKS BOARD	
_____ Signature		_____ Scott Hutsell, Public Works Board Chair	
_____ Print Name		_____ Date	
_____ Title		APPROVED AS TO FORM ONLY	
_____ Date		_____ May 02, 2018	
		_____ Signature on file Sandra Adix Assistant Attorney General	



DECLARATIONS

CLIENT INFORMATION

Legal Name: City of Vancouver
Loan Number: **PC18-96103-002**

PROJECT INFORMATION

Project Title: City Street Light Conversion to Light Emitting Diode
Project City: Vancouver
Project State: **Washington**
Project Zip Code: 98668

LOAN INFORMATION

Loan Amount: **\$4,815,500.00**
Total Estimated Cost: **\$4,815,500.00**
Total Estimated Funding: **\$4,815,500.00**
Loan Term: **20**
Interest Rate: **1.66%**
Payment Month: June 1st
Loan Reimbursement Start Date: **September 1, 2016**
Time of Performance: 60 months from Execution Date of this Contract to Project Completion.

SPECIAL TERMS AND CONDITIONS GOVERNING THIS LOAN AGREEMENT

N/A

LOAN SECURITY CONDITION GOVERNING THIS LOAN AGREEMENT

N/A

SCOPE OF WORK

The project will convert approximately 12,000 street lights in the city of Vancouver from High Pressure Sodium (HPS) fixtures to Light Emitting Diode (LED) fixtures.

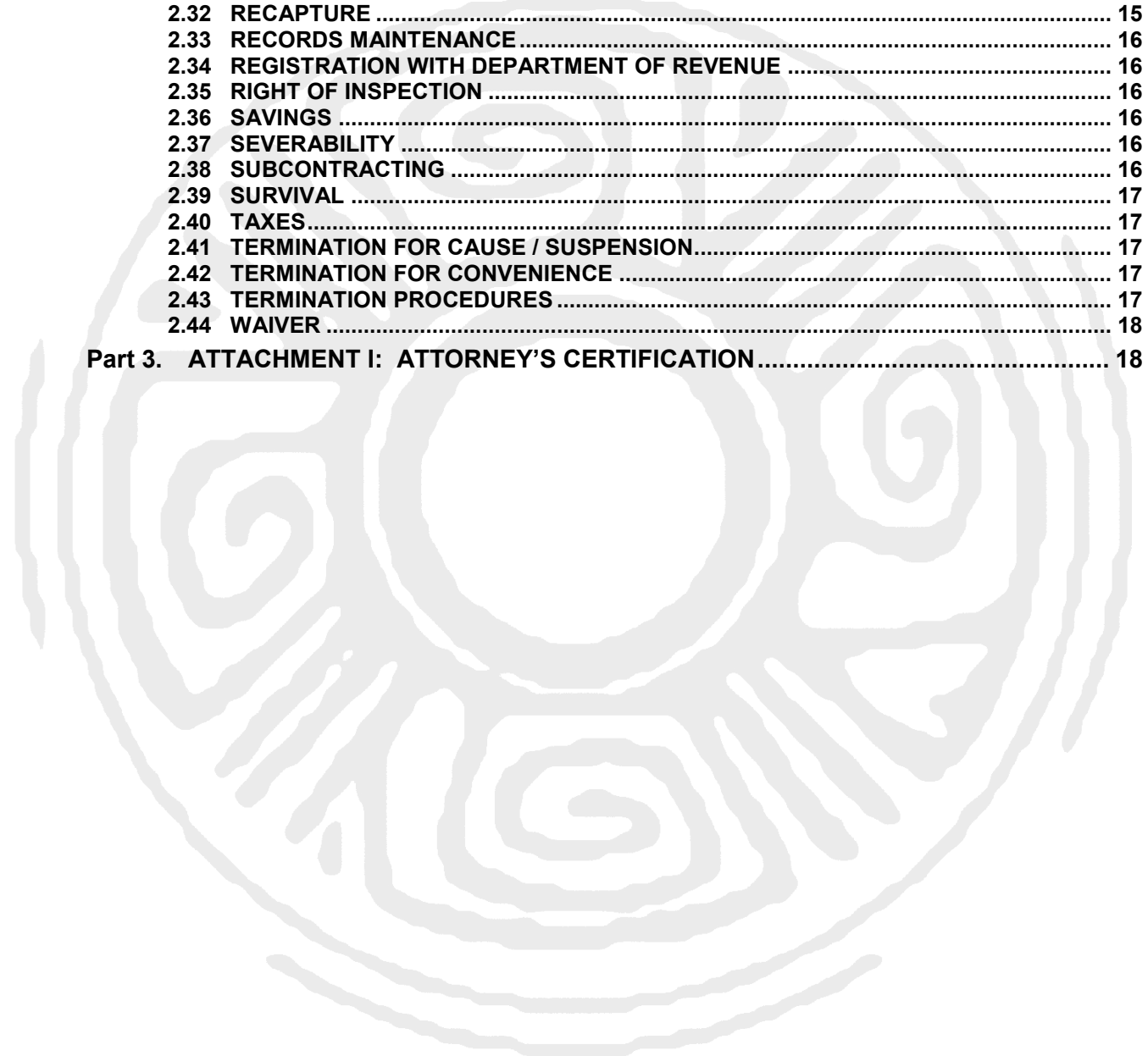
The project costs may include but are not limited to engineering, cultural and historical resources, environment documentation, review, permits public involvement, easements, bid documents and construction. The project needs to meet all applicable Local, State, and/or Federal standards.



TABLE OF CONTENTS

CONTRACT TERMS AND CONDITIONS	1
Part 1. SPECIAL TERMS AND CONDITIONS	1
1.1 Definitions	1
1.2 Authority	1
1.3 Purpose	1
1.4 Order of Precedence	1
1.5 5- year deferral for start-up systems	2
1.6 Competitive Bidding Requirements	2
1.7 Default in Repayment	2
1.8 Investment Grade Audit	2
1.9 Sub-Contractor Data Collection	2
1.10 Eligible Project Costs	2
1.11 Historical and Cultural Resources	3
1.12 Performance Incentives	3
1.13 Project Completion Amendment and Certified Project Completion Report	4
1.14 Project Signs	4
1.15 Rate and Term of Loan	5
1.16 Recapture	5
1.17 Reimbursement Procedures and Payment	5
1.18 Repayment	6
1.19 Reports	7
1.20 Termination for Cause	7
1.21 Termination for Convenience	7
1.22 Time of Performance	7
1.23 Contract Suspension	8
1.24 Special Conditions	8
1.25 Loan Security	8
Part 2. GENERAL TERMS AND CONDITIONS	9
2.1 DEFINITIONS	9
2.2 Allowable Costs	9
2.3 ALL WRITINGS CONTAINED HEREIN	9
2.4 AMENDMENTS	9
2.5 AMERICANS WITH DISABILITIES ACT (ADA) OF 1990, PUBLIC LAW 101-336, also referred to as the “ADA” 28 CFR Part 35	9
2.6 APPROVAL	9
2.7 ASSIGNMENT	10
2.8 ATTORNEYS’ FEES	10
2.9 AUDIT	10
2.10 CODE REQUIREMENTS	11
2.11 CONFIDENTIALITY/SAFEGUARDING OF INFORMATION	11
2.12 CONFORMANCE	11
2.13 COPYRIGHT PROVISIONS	11
2.14 DISALLOWED COSTS	12
2.15 DISPUTES	12
2.16 DUPLICATE PAYMENT	12
2.17 ETHICS/CONFLICTS OF INTEREST	12
2.18 GOVERNING LAW AND VENUE	13
2.19 INDEMNIFICATION	13
2.20 INDEPENDENT CAPACITY OF THE CONTRACTOR	13
2.21 INDUSTRIAL INSURANCE COVERAGE	13

2.22	LAWS	13
2.23	LICENSING, ACCREDITATION AND REGISTRATION	14
2.24	LIMITATION OF AUTHORITY	14
2.25	Local Public Transportation Coordination	14
2.26	NONCOMPLIANCE WITH NONDISCRIMINATION LAWS	14
2.27	PAY EQUITY	14
2.28	POLITICAL ACTIVITIES	15
2.29	PREVAILING WAGE LAW	15
2.30	PROHIBITION AGAINST PAYMENT OF BONUS OR COMMISSION.....	15
2.31	PUBLICITY	15
2.32	RECAPTURE	15
2.33	RECORDS MAINTENANCE	16
2.34	REGISTRATION WITH DEPARTMENT OF REVENUE	16
2.35	RIGHT OF INSPECTION	16
2.36	SAVINGS	16
2.37	SEVERABILITY	16
2.38	SUBCONTRACTING	16
2.39	SURVIVAL	17
2.40	TAXES	17
2.41	TERMINATION FOR CAUSE / SUSPENSION.....	17
2.42	TERMINATION FOR CONVENIENCE	17
2.43	TERMINATION PROCEDURES	17
2.44	WAIVER	18
Part 3.	ATTACHMENT I: ATTORNEY'S CERTIFICATION.....	18



CONTRACT TERMS AND CONDITIONS

PUBLIC WORKS BOARD CONSTRUCTION LOAN PROGRAM

Part 1. SPECIAL TERMS AND CONDITIONS

1.1 Definitions

As used throughout this Construction Loan Contract the following terms shall have the meaning set forth below:

- A. "Contract" shall mean this Construction Loan Contract.
- B. "Contractor" shall mean the local government identified on the Contract Face Sheet performing service(s) under this Contract and who is a Party to the Contract, and shall include all employees and agents of the Contractor.
- C. "The Board" shall mean the Washington State Public Works Board created in Revised Code of Washington (RCW) 43.155.030, and who is a Party to the Contract.
- D. "Declarations " and "Declared" shall refer to the project information, loan terms and conditions as stated on the Declarations Page of this Loan Contract, displayed within the contract in **THIS STYLE** for easier identification.

1.2 Authority

Acting under the authority of Chapter 43.155 RCW, the Board has awarded the Contractor a Public Works Board construction loan for an approved public works project.

1.3 Purpose

The Board and the Contractor have entered into this Contract to undertake a local public works project that furthers the goals and objectives of the Washington State Public Works Program. The project will be undertaken by the Contractor and will include the activities described in the **SCOPE OF WORK** shown on the Declarations page. The project must be undertaken in accordance with the loan terms and conditions, and all applicable federal, state and local laws and ordinances, which by this reference are incorporated into this Contract as though set forth fully herein.

1.4 Order of Precedence

In the event of an inconsistency in this Contract, the inconsistency shall be resolved by giving precedence in the following order:

- A. Applicable federal and state of Washington statutes and regulations.
- B. Special Terms and Conditions including attachments.
- C. General Terms and Conditions.

1.5 5- year deferral for start-up systems

If the project financed by this contract is to develop a system to deliver previously unavailable services, and revenue from those services is to repay the loan, the new system is eligible for a deferral of loan payments for sixty (60) months after the Contract execution date. The Contractor may provide a written request to the Board requesting a 5-year deferral for an eligible system. The Board may approve the deferral request.

Interest accrues for the aforementioned sixty (60) months. The accrued interest only payment is due June 1 of the 6th year of the loan term. Interest and principal payments are due on June 1 of the 7th year of the loan term.

1.6 Competitive Bidding Requirements

The Contractor shall comply with the provisions of RCW 43.155.060 regarding competitive bidding requirements for projects assisted in whole or in part with money from the Public Works Program.

1.7 Default in Repayment

Loan repayments shall be made on the loan in accordance with Section 1.18 of this Contract. A payment not received within thirty (30) days of the due date shall be declared delinquent. Delinquent payments shall be assessed a monthly penalty beginning on the first (1st) day past the due date. The penalty will be assessed on the entire payment amount. The penalty will be one percent (1%) per month or twelve percent (12%) per annum. The same penalty terms shall apply at project completion if the repayment of loan funds in excess of eligible costs are not repaid at the time of the Project Completion Amendment is submitted, as provided for in Section 1.13.

The Contractor acknowledges and agrees to the Board's right, upon delinquency in the payment of any annual installment, to notify any other entity, creditors, or potential creditors of the Contractor of such delinquency.

The Contractor shall be responsible for all legal fees incurred by the Board in any action undertaken to enforce its rights under this section.

1.8 Investment Grade Audit

For projects involving repair, replacement, or improvement of a wastewater treatment plant, or other public works facility for which an investment grade audit is obtainable, Contractor must undertake an investment grade audit.

Costs incurred as part of the investment grade audit are eligible project costs.

1.9 Sub-Contractor Data Collection

Contractor will submit reports, in a form and format to be provided by Commerce and at intervals as agreed by the parties, regarding work under this Contract performed by sub-contractors and the portion of the Contract funds expended for work performed by sub-contractors, including but not necessarily limited to minority-owned, women-owned, and veteran-owned business sub-contractors. "Sub-Contractors" shall mean sub-contractors of any tier.

1.10 Eligible Project Costs

The Eligible project costs must consist of expenditures eligible under Washington Administrative Code (WAC) 399-30-030 and be related only to project activities described in declared **SCOPE OF WORK**.

Eligible costs for reimbursement shall be construed to mean expenditures incurred and paid, or incurred and payable within thirty (30) days of the reimbursement request. Only costs that have been incurred on or after **LOAN REIMBURSEMENT START DATE** shown in the Declarations are eligible for reimbursement under this Contract. Eligible costs will be paid according to an approved budget up to the maximum amount stated on the Contract Award or Amendment Face Sheet.

The Contractor assures compliance with WAC 399-30-030, which identifies eligible costs for projects assisted with Public Works Board loans.

These terms supersede the terms in Section 2.2. Allowable Costs.

1.11 Historical and Cultural Resources

Prior to commencing construction, Contractor shall complete the requirements of Governor's Executive Order 05-05, or, as an alternative to completion of Governor's Executive Order 05-05, Contractor shall complete Section 106 of the National Historic Preservation Act, as applicable. Contractor agrees that the Contractor is legally and financially responsible for compliance with all laws, regulations, and agreements related to the preservation of historical or cultural resources and agrees to hold harmless the Board and the State of Washington in relation to any claim related to such historical or cultural resources discovered, disturbed, or damaged as a result of the project funded by this Contract.

In addition to the requirements set forth in this Contract, Contractor shall, in accordance with Governor's Executive Order 05-05, coordinate with the Washington State Department of Archaeology and Historic Preservation (DAHP), including any recommended consultation with any affected tribe(s), during project design and prior to construction to determine the existence of any tribal cultural resources affected by the proposed project funded by this Contract. Contractor agrees to avoid, minimize, or mitigate impacts to cultural resource as a continuing pre-requisite to receipt of funds under this Contract.

The Contractor agrees that, unless the Contractor is proceeding under an approved historical and cultural monitoring plan or other memorandum of agreement, if historical or cultural resources are discovered during construction, the Contractor shall immediately stop work and notify the local historical preservation officer and the state's historic preservation officer at DAHP. If human remains are uncovered, the Contractor shall report the presence and location of the remains to the coroner and local enforcement immediately, then contact DAHP and the concerned tribe's cultural staff or committee.

The Contractor shall require this provision to be contained in all sub-contracts for work or services related to the declared **SCOPE OF WORK**.

In addition to the requirements set forth in this Contract, Contractor agrees to comply with RCW 27.44.040 regarding Indian Graves and Records; RCW 27.53 regarding Archaeological Sites and Resources; RCW 68.60 regarding Abandoned and Historic Cemeteries and Historic Graves; and, WAC 25-48 regarding Archaeological Excavation and Removal Permits.

Completion of the Section 106 of the National Historic Preservation Act shall substitute for completion of Governor's Executive Order 05-05.

In the event that the Contractor finds it necessary to amend **SCOPE OF WORK**, the Contractor may be required to re-comply with Governor's Executive Order 05-05 or Section 106 of the National Historic Preservation Act.

1.12 Performance Incentives

The Contractor shall complete the project no later than sixty (60) months after the date of contract execution.

Should the Contractor complete the project within forty-eight (48) months of the date of contract execution, the Contractor may choose one of the two following incentives upon project completion:

Option A: The repayment period will be increased by twenty-four (24) months, not to exceed the life of the asset, OR:

Option B: The interest rate will be decreased by one-quarter of one percent (0.25%).

Should the Contractor complete the project within thirty-six (36) months of the date of contract execution, the Contractor may choose one of the following two incentives upon project completion:

Option C: The repayment period will be increased by sixty (60) months, not to exceed the life of the asset, OR;

Option D: The interest rate will be decreased by up to one-half of one percent (0.50%).

Once an option is selected, the Contract shall be modified to note the appropriate change and no further adjustment to the Contract for Performance Incentives shall be authorized. Irrespective of the performance incentive chosen, at no point in time shall the minimum loan interest rate be less than 0.25%.

The calculation of interest rate and term adjustments will apply to the remaining payments beginning from the date the Project Completion report is certified.

1.13 Project Completion Amendment and Certified Project Completion Report

The Contractor shall complete a Certified Project Completion Report when all activities identified in the **SCOPE OF WORK** are complete. The Board will supply the Contractor with the Certified Project Completion Report form, which shall include:

- A. A certified statement that the project, as described in the declared **SCOPE OF WORK**, is complete and, if applicable, meets required standards.
- B. A certified statement of the actual dollar amounts spent, from all funding sources, in completing the project as described in the **SCOPE OF WORK**.
- C. Certification that all costs associated with the project have been incurred and have been accounted for. Costs are incurred when goods and services are received and/or contract work is performed.
- D. A final voucher for the remaining eligible funds.
- E. Pictures of Completed Project.

The Contractor will submit the Certified Project Completion Report together with the last Invoice Voucher for a sum not to exceed the balance of the loan amount. The final Invoice Voucher payment shall not occur prior to the completion of all project activities identified in the **SCOPE OF WORK** and the Board's receipt and acceptance of the Certified Project Completion Report.

The Project Completion Amendment shall serve as an amendment to this Contract determining the final loan amount, local share, term, and interest rate.

1.14 Project Signs

If the Contractor displays, during the period covered by this Contract, signs or markers identifying those agencies participating financially in the approved project, the sign or marker must identify the Washington State Public Works Board as a participant in the project.

1.15 Rate and Term of Loan

The Board shall loan the Contractor a sum not to exceed the LOAN AMOUNT shown on the Contract Face Sheet and declared on the Contract Declarations Page. The interest rate shall be the declared INTEREST RATE per annum on the outstanding principal balance. The length of the loan shall not exceed the declared LOAN TERM in years, with the final payment due by the CONTRACT END DATE as shown on the Contract Face Sheet.

1.16 Recapture

The right of recapture under Section 2.32. Recapture, shall exist for a period not to exceed six (6) years following contract termination. In the event that the Board is required to institute legal proceedings to enforce the recapture provision, the Board shall be entitled to its costs thereof, including attorney's fees.

1.17 Reimbursement Procedures and Payment

If funding or appropriation is not available at the time the invoice is submitted, or when this contract is executed, the issuance of warrants will be delayed or suspended until such time as funds or appropriation become available. Therefore, subject to the availability of funds, warrants shall be issued to the Contractor for reimbursement of allowable expenses incurred by the Contractor while undertaking and administering approved project activities in accordance with the declared SCOPE OF WORK.

The Board shall reimburse the Contractor for eligible project expenditures up to the maximum loan amount under this contract, as identified in Section 1.10. When requesting reimbursement for costs incurred, the Contractor shall submit a signed and completed Invoice Voucher (Form A19), referencing the SCOPE OF WORK project activity performed, and any appropriate documentation such as bills, invoices, and receipts. The Invoice Voucher must be certified by an official of the Contractor with authority to bind the Contractor.

Requests for reimbursements for costs related to construction activities will not be accepted until the Contractor provides:

- Proof of compliance with Governor's Executive Order 05-05 or Section 106 of the National Historic Preservation Act, as described in Section 1.11, and
- Signed Public Works Board Notice of Contract Award and Notice to Proceed, which follows the formal award of a construction contract.

The Contractor shall submit all Invoice Vouchers and all required documentation to:

Public Works Board
Attn: (Program Specialist)
PO Box 42525
Olympia, WA 98504-2525

The Board will pay the Contractor upon acceptance of the work performed and receipt of properly completed invoices. Invoices shall be submitted to the Board not more often than monthly.

Payment shall be considered timely if made by the Board within thirty (30) calendar days after receipt of properly completed invoices. Payment shall be sent to the address designated by the Contractor.

The Board may, at its sole discretion, terminate the contract or withhold payments claimed by the Contractor for services rendered if the Contractor fails to satisfactorily comply with any term or condition of this contract.

No payments in advance or in anticipation of services or supplies to be provided under this contract shall be made by the Board.

Duplication of Billed Costs. If the Contractor is entitled to payment or has been or will be paid by another source for an eligible project cost, then the Contractor shall not be reimbursed by the Board for that cost.

Disallowed Costs. The Contractor is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its subcontractors.

In no event shall the total Public Works loan exceed 100% of the eligible actual project costs. At the time of project completion, the Contractor shall submit to the Board a Project Completion Amendment certifying the total actual project costs and local share. The final Public Works loan disbursement shall bring the total loan to the lesser of 100% of the eligible project costs or the total declared **LOAN AMOUNT**. The Project Completion Amendment shall serve as an amendment to this Contract determining the final loan amount, local share, and interest rate.

In the event that the final costs identified in the Project Completion Amendment indicate that the Contractor has received Public Works Board monies in excess of 100.00% of eligible costs, all funds in excess of 100.00% shall be repaid to the Public Works Board by payment to the Department of Commerce, or its successor, together with the submission of the Project Completion Amendment.

1.18 Repayment

Loan repayment installments are due on the day and month identified under the term: **PAYMENT MONTH** on the Declarations Page. Payments are due each year during the term of the loan beginning one year from the date of contract execution. Interest only will be charged for this payment if a warrant is issued prior to this date. All subsequent payments shall consist of principal and accrued interest due on the specified **PAYMENT MONTH** date of each year during the remaining term of the loan.

Repayment of the loan under this Contract shall include the declared **INTEREST RATE** per annum based on a three hundred and sixty (360) day year of twelve (12) thirty (30) day months. Interest will begin to accrue from the date each warrant is issued to the Contractor. The final payment shall be on or before the **CONTRACT END DATE** shown on the Declarations page, of an amount sufficient to bring the loan balance to zero.

In the event that the Board approves the Contractor's request for a deferral as outlined in Section 1.5, then the first loan repayment is due sixty (60) months after contract execution. Interest accrues for the sixty (60) months after contract execution. The accrued interest only will be charged for this payment if a warrant is issued prior to this date. Interest and principal payments are due on the declared **PAYMENT MONTH** date of each year during the remaining term of the loan. The Contractor has the right to repay the unpaid balance of the loan in full at any time or make accelerated payments without penalty.

The Contractor will repay the loan in accordance with the preceding conditions through the use of a check, money order, or equivalent means made payable to the Washington State Department of Commerce, or its successor.

1.19 Reports

The Contractor shall furnish the Board with:

- A. Project Status Reports with each Invoice Voucher;
- B. Project Quarterly Reports (if no funds have been reimbursed in the quarter) and/or Quarterly Expenditures Report;
- C. Certified Project Completion Report at project completion (as described in Section 1.13);
- D. Pictures of various stages of the project, and
- E. Other reports as the Board may require.

1.20 Termination for Cause

If the Contractor fails to comply with the terms of this Contract, or fails to use the loan proceeds only for those activities identified in the **SCOPE OF WORK**, the Board may terminate the Contract in whole or in part at any time. The Board shall notify the Contractor in writing of its determination to terminate, the reason for such termination, and the effective date of the termination. Nothing in this section shall affect the Contractor's obligation to repay the unpaid balance of the loan.

These terms supersede the terms in Section 2.41 Termination for Cause/Suspension.

1.21 Termination for Convenience

The Board may terminate this contract in the event that state funds are no longer available to the Board, or are not appropriated for the purpose of meeting the Board's obligations under this contract. Termination will be effective when the Board sends written notice of termination to the Contractor. Nothing in this section shall affect the Contractor's obligation to repay the unpaid balance of the loan.

These terms supersede the terms in Section 2.42 Termination for Convenience.

1.22 Time of Performance

No later than sixty (60) months after the date of contract execution the Contractor must reach project completion.

Failure to meet Time of Performance shall constitute default of this contract. In the event of extenuating circumstances, the Contractor may request, in writing, that the Board extend the deadline for project completion. The Board may extend the deadline.

The term of this contract shall be for the entire term of the loan, regardless of actual project completion, unless terminated sooner as provided herein.

1.23 Contract Suspension

In the event that the Washington State Legislature fails to pass and the Governor does not authorize a Capital Budget by June 30 of each biennium, the Washington State Constitution Article 8 and RCW 43.88.130 and RCW 43.88.290 prohibit expenditures or commitments of state funds in the absence of appropriation.

In such event, all work will be suspended effective July 1. The Contractor shall immediately suspend work and take all reasonable steps necessary to minimize the cost of performance directly attributable to such suspension until the suspension is cancelled.

THE BOARD shall notify the Contractor immediately upon lifting of the contract suspension.

1.24 Special Conditions

If SPECIAL CONDITIONS are listed on the Contract Declarations Page then these conditions are herein incorporated as part of the terms and requirements of this contract.

1.25 Loan Security

Loan Security payments shall be made as stated on the attached Declarations Page, and identified therein as LOAN SECURITY.



Part 2. GENERAL TERMS AND CONDITIONS

2.1 DEFINITIONS

As used throughout this Contract, the following terms shall have the meaning set forth below:

- A. "Authorized Representative" shall mean the Public Works Board Chair and/or the designee authorized in writing to act on the Chair's behalf.
- B. "Contractor" shall mean the entity identified on the face sheet performing service(s) under this Contract, and shall include all employees and agents of the Contractor.
- C. "BOARD" shall mean the Washington State Public Works Board created in Revised Code of Washington (RCW) 43.155.030, and which is a Party to the Contract
- D. "Personal Information" shall mean information identifiable to any person, including, but not limited to, information that relates to a person's name, health, finances, education, business, use or receipt of governmental services or other activities, addresses, telephone numbers, social security numbers, driver license numbers, other identifying numbers, and any financial identifiers.
- E. "State" shall mean the state of Washington.
- F. "Subcontractor" shall mean one not in the employment of the Contractor, who is performing all or part of those services under this Contract under a separate contract with the Contractor. The terms "subcontractor" and "subcontractors" mean subcontractor(s) in any tier.

2.2 Allowable Costs

Costs allowable under this Contract are actual expenditures according to an approved budget up to the maximum amount stated on the Contract Award or Amendment Face Sheet.

2.3 ALL WRITINGS CONTAINED HEREIN

This Contract contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or to bind any of the parties hereto.

2.4 AMENDMENTS

This Contract may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

2.5 AMERICANS WITH DISABILITIES ACT (ADA) OF 1990, PUBLIC LAW 101-336, also referred to as the "ADA" 28 CFR Part 35

The Contractor must comply with the ADA, which provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications.

2.6 APPROVAL

This contract shall be subject to the written approval of the Board's Authorized Representative and shall not be binding until so approved. The contract may be altered, amended, or waived only by a written amendment executed by both parties.

2.7 ASSIGNMENT

Neither this Contract, nor any claim arising under this Contract, shall be transferred or assigned by the Contractor without prior written consent of the Board.

2.8 ATTORNEYS' FEES

Unless expressly permitted under another provision of the Contract, in the event of litigation or other action brought to enforce Contract terms, each party agrees to bear its own attorney's fees and costs.

2.9 AUDIT

A. General Requirements

Contractors are to procure audit services based on the following guidelines.

The Contractor shall maintain its records and accounts so as to facilitate the audit requirement and shall ensure that Subcontractors also maintain auditable records.

The Contractor is responsible for any audit exceptions incurred by its own organization or that of its Subcontractors.

The Board reserves the right to recover from the Contractor all disallowed costs resulting from the audit.

Responses to any unresolved management findings and disallowed or questioned costs shall be included with the audit report. The Contractor must respond to the Board's requests for information or corrective action concerning audit issues within thirty (30) days of the date of request.

B. State Funds Requirements

In the event an audit is required, if the Contractor is a local government entity, the Office of the State Auditor shall conduct the audit. Audits of non-profit organizations are to be conducted by a certified public accountant selected by the Contractor.

The Contractor shall include the above audit requirements in any subcontracts.

In any case, the Contractor's financial records must be available for review by the Board.

C. Documentation Requirements

The Contractor must send a copy of any required audit no later than nine (9) months after the end of the Contractor's fiscal year(s) to:

Department of Commerce
ATTN: Audit Review and Resolution Office
PO Box 42525
Olympia WA 98504-2525

In addition to sending a copy of the audit, when applicable, the Contractor must include:

- Corrective action plan for audit findings within three (3) months of the audit being received by the Board.
- Copy of the Management Letter.

If the Contractor is required to obtain a Single Audit in accordance with 2 CFR Part 200, a copy must be provided to Commerce; no other report is required.

2.10 CODE REQUIREMENTS

All construction and rehabilitation projects must satisfy the requirements of applicable local, state, and federal building, mechanical, plumbing, fire, energy and barrier-free codes. Compliance with the Americans with Disabilities Act of 1990 28 C.F.R. Part 35 will be required, as specified by the local building Department.

2.11 CONFIDENTIALITY/SAFEGUARDING OF INFORMATION

A. "Confidential Information" as used in this section includes:

1. All material provided to the Contractor by the Board that is designated as "confidential" by the Board;
2. All material produced by the Contractor that is designated as "confidential" by the Board; and
3. All personal information in the possession of the Contractor that may not be disclosed under state or federal law. "Personal information" includes but is not limited to information related to a person's name, health, finances, education, business, use of government services, addresses, telephone numbers, social security number, driver's license number and other identifying numbers, and "Protected Health Information" under the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA).

B. The Contractor shall comply with all state and federal laws related to the use, sharing, transfer, sale, or disclosure of Confidential Information. The Contractor shall use Confidential Information solely for the purposes of this Contract and shall not use, share, transfer, sell or disclose any Confidential Information to any third party except with the prior written consent of the Board or as may be required by law. The Contractor shall take all necessary steps to assure that Confidential Information is safeguarded to prevent unauthorized use, sharing, transfer, sale or disclosure of Confidential Information or violation of any state or federal laws related thereto. Upon request, the Contractor shall provide the Board with its policies and procedures on confidentiality. The Board may require changes to such policies and procedures as they apply to this Contract whenever the Board reasonably determines that changes are necessary to prevent unauthorized disclosures. The Contractor shall make the changes within the time period specified by the Board. Upon request, the Contractor shall immediately return to the Board any Confidential Information that the Board reasonably determines has not been adequately protected by the Contractor against unauthorized disclosure.

C. Unauthorized Use or Disclosure. The Contractor shall notify the Board within five (5) working days of any unauthorized use or disclosure of any confidential information, and shall take necessary steps to mitigate the harmful effects of such use or disclosure.

2.12 CONFORMANCE

If any provision of this contract violates any statute or rule of law of the state of Washington, it is considered modified to conform to that statute or rule of law.

2.13 COPYRIGHT PROVISIONS

Unless otherwise provided, all Materials produced under this Contract shall be considered "works for hire" as defined by the U.S. Copyright Act and shall be owned by the Board. The Board shall be considered the author of such Materials. In the event the Materials are not considered "works for hire" under the U.S. Copyright laws, the Contractor hereby irrevocably assigns all right, title, and interest in all Materials, including all intellectual property rights, moral rights, and rights of publicity to the Board effective from the moment of creation of such Materials.

"Materials" means all items in any format and includes, but is not limited to, data, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. "Ownership" includes the right to copyright, patent, register and the ability to transfer these rights.

For Materials that are delivered under the Contract, but that incorporate pre-existing materials not produced under the Contract, the Contractor hereby grants to the Board a nonexclusive, royalty-free, irrevocable license (with rights to sublicense to others) in such Materials to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. The Contractor warrants and represents that the Contractor has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to grant such a license to the Board.

The Contractor shall exert all reasonable effort to advise the Board, at the time of delivery of Materials furnished under this Contract, of all known or potential invasions of privacy contained therein and of any portion of such document which was not produced in the performance of this Contract. The Contractor shall provide the Board with prompt written notice of each notice or claim of infringement received by the Contractor with respect to any Materials delivered under this Contract. The Board shall have the right to modify or remove any restrictive markings placed upon the Materials by the Contractor.

2.14 DISALLOWED COSTS

The Contractor is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its Subcontractors.

2.15 DISPUTES

Except as otherwise provided in this Contract, when a dispute arises between the parties and it cannot be resolved by direct negotiation, either party may request a dispute hearing with the Chair of the Board, who may designate a neutral person to decide the dispute.

The request for a dispute hearing must:

- be in writing;
- state the disputed issues;
- state the relative positions of the parties;
- state the Contractor's name, address, and Contract number; and
- be mailed to the Chair and the other party's (respondent's) Representative within three (3) working days after the parties agree that they cannot resolve the dispute.

The respondent shall send a written answer to the requestor's statement to both the Chair or the Chair's designee and the requestor within five (5) working days.

The Chair or designee shall review the written statements and reply in writing to both parties within ten (10) working days. The Chair or designee may extend this period if necessary by notifying the parties.

The decision shall not be admissible in any succeeding judicial or quasi-judicial proceeding.

The parties agree that this dispute process shall precede any action in a judicial or quasi-judicial tribunal.

Nothing in this Contract shall be construed to limit the parties' choice of a mutually acceptable alternate dispute resolution (ADR) method in addition to the dispute hearing procedure outlined above.

2.16 DUPLICATE PAYMENT

The Contractor certifies that work to be performed under this contract does not duplicate any work to be charged against any other contract, subcontract, or other source.

2.17 ETHICS/CONFLICTS OF INTEREST

In performing under this Contract, the Contractor shall assure compliance with the Ethics in Public Service Act (Chapter 42.52 RCW) and any other applicable state or federal law related to ethics or conflicts of interest.

2.18 GOVERNING LAW AND VENUE

This Contract shall be construed and interpreted in accordance with the laws of the state of Washington, and the venue of any action brought hereunder shall be in the Superior Court for Thurston County.

2.19 INDEMNIFICATION

To the fullest extent permitted by law, the Contractor shall indemnify, defend, and hold harmless the state of Washington, the Board, all other agencies of the state and all officers, agents and employees of the state, from and against all claims or damages for injuries to persons or property or death arising out of or incident to the Contractor's performance or failure to perform the Contract. The Contractor's obligation to indemnify, defend, and hold harmless includes any claim by the Contractor's agents, employees, representatives, or any Subcontractor or its agents, employees, or representatives.

The Contractor's obligation to indemnify, defend, and hold harmless shall not be eliminated by any actual or alleged concurrent negligence of the state or its agents, agencies, employees and officers.

Subcontracts shall include a comprehensive indemnification clause holding harmless the Contractor, the Board, the state of Washington, its officers, employees and authorized agents.

The Contractor waives its immunity under Title 51 RCW to the extent it is required to indemnify, defend and hold harmless the state and its agencies, officers, agents or employees.

2.20 INDEPENDENT CAPACITY OF THE CONTRACTOR

The parties intend that an independent contractor relationship will be created by this Contract. The Contractor and its employees or agents performing under this Contract are not employees or agents of the state of Washington or the Board. The Contractor will not hold itself out as or claim to be an officer or employee of the Board or of the state of Washington by reason hereof, nor will the Contractor make any claim of right, privilege or benefit which would accrue to such officer or employee under law. Conduct and control of the work will be solely with the Contractor.

2.21 INDUSTRIAL INSURANCE COVERAGE

The Contractor shall comply with all applicable provisions of Title 51 RCW, Industrial Insurance. If the Contractor fails to provide industrial insurance coverage or fails to pay premiums or penalties on behalf of its employees as may be required by law, the Board may collect from the Contractor the full amount payable to the Industrial Insurance Accident Fund. The Board may deduct the amount owed by the Contractor to the accident fund from the amount payable to the Contractor by the Board under this Contract, and transmit the deducted amount to the Department of Labor and Industries, (L&I) Division of Insurance Services. This provision does not waive any of L&I's rights to collect from the Contractor.

2.22 LAWS

The Contractor shall comply with all applicable laws, ordinances, codes, regulations and policies of local and state and federal governments, as now or hereafter amended including, but not limited to:

Washington State Laws and Regulations

- A. Affirmative Action, RCW 41.06.020 (11).
- B. Boards of Directors or Officers of Non-profit Corporations – Liability - Limitations, RCW 4.24.264.
- C. Disclosure-Campaign Finances-Lobbying, Chapter 42.17 RCW.
- D. Discrimination-Human Rights Commission, Chapter 49.60 RCW.
- E. Ethics in Public Service, Chapter 42.52 RCW.
- F. Housing Assistance Program, Chapter 43.185 RCW.

- G. Interlocal Cooperation Act, Chapter 39.34 RCW.
- H. Noise Control, Chapter 70.107 RCW.
- I. Office of Minority and Women's Business Enterprises, Chapter 39.19 RCW and Chapter 326-02 WAC.
- J. Open Public Meetings Act, Chapter 42.30 RCW.
- K. Prevailing Wages on Public Works, Chapter 39.12 RCW.
- L. Public Records Act, Chapter 42.56 RCW.
- M. Relocation Assistance - Real Property Acquisition Policy, Chapter 8.26 RCW.
- N. Shoreline Management Act of 1971, Chapter 90.58 RCW.
- O. State Budgeting, Accounting, and Reporting System, Chapter 43.88 RCW.
- P. State Building Code, Chapter 19.27 RCW and Energy-related building standards, Chapter 19.27A RCW, and Provisions in buildings for aged and handicapped persons, Chapter 70.92 RCW.
- Q. State Coastal Zone Management Program, Publication 01-06-003, Shorelands and Environmental Assistance Program, Washington State Department of Ecology.
- R. State Environmental Policy, Chapter 43.21C RCW.
- S. State Executive Order 05-05 Archeological and Cultural Resources.

2.23 LICENSING, ACCREDITATION AND REGISTRATION

The Contractor shall comply with all applicable local, state, and federal licensing, accreditation and registration requirements or standards necessary for the performance of this Contract.

2.24 LIMITATION OF AUTHORITY

Only the Authorized Representative or Authorized Representative's designee by writing (designation to be made prior to action) shall have the express, implied, or apparent authority to alter, amend, modify, or waive any clause or condition of this Contract.

2.25 Local Public Transportation Coordination

Where applicable, Contractor shall participate in local public transportation forums and implement strategies designed to ensure access to services.

2.26 NONCOMPLIANCE WITH NONDISCRIMINATION LAWS

During the performance of this Contract, the Contractor shall comply with all federal, state, and local nondiscrimination laws, regulations and policies. In the event of the Contractor's non-compliance or refusal to comply with any nondiscrimination law, regulation or policy, this contract may be rescinded, canceled or terminated in whole or in part, and the Contractor may be declared ineligible for further contracts with the Board. The Contractor shall, however, be given a reasonable time in which to cure this noncompliance. Any dispute may be resolved in accordance with the "Disputes" procedure set forth herein.

2.27 PAY EQUITY

The Contractor agrees to ensure that "similarly employed" individuals in its workforce are compensated as equals, consistent with the following:

- A. Employees are "similarly employed" if the individuals work for the same employer, the performance of the job requires comparable skill, effort, and responsibility, and the jobs are performed under similar

working conditions. Job titles alone are not determinative of whether employees are similarly employed;

- B.** Contractor may allow differentials in compensation for its workers if the differentials are based in good faith and on any of the following:
1. A seniority system; a merit system; a system that measures earnings by quantity or quality of production; a bona fide job-related factor or factors; or a bona fide regional difference in compensation levels.
 2. A bona fide job-related factor or factors may include, but not be limited to, education, training, or experience that is: Consistent with business necessity; not based on or derived from a gender-based differential; and accounts for the entire differential.
 3. A bona fide regional difference in compensation level must be: Consistent with business necessity; not based on or derived from a gender-based differential; and account for the entire differential.

This Contract may be terminated by the BOARD, if the Department of Commerce or the Department of Enterprise Services determines that the Contractor is not in compliance with this provision.

2.28 POLITICAL ACTIVITIES

Political activity of Contractor employees and officers are limited by the State Campaign Finances and Lobbying provisions of Chapter 42.17 RCW and the Federal Hatch Act, 5 USC 1501 - 1508.

No funds may be used for working for or against ballot measures or for or against the candidacy of any person for public office.

2.29 PREVAILING WAGE LAW

The Contractor certifies that all contractors and subcontractors performing work on the Project shall comply with state Prevailing Wages on Public Works, Chapter 39.12 RCW, as applicable to the Project funded by this contract, including but not limited to the filing of the "Statement of Intent to Pay Prevailing Wages" and "Affidavit of Wages Paid" as required by RCW 39.12.040. The Contractor shall maintain records sufficient to evidence compliance with Chapter 39.12 RCW, and shall make such records available for the Board's review upon request.

2.30 PROHIBITION AGAINST PAYMENT OF BONUS OR COMMISSION

The funds provided under this Contract shall not be used in payment of any bonus or commission for the purpose of obtaining approval of the application for such funds or any other approval or concurrence under this Contract provided, however, that reasonable fees or bona fide technical consultant, managerial, or other such services, other than actual solicitation, are not hereby prohibited if otherwise eligible as project costs.

2.31 PUBLICITY

The Contractor agrees not to publish or use any advertising or publicity materials in which the state of Washington or the Board's name is mentioned, or language used from which the connection with the state of Washington's or the Board's name may reasonably be inferred or implied, without the prior written consent of the Board.

2.32 RECAPTURE

In the event that the Contractor fails to perform this contract in accordance with state laws, federal laws, and/or the provisions of this contract, the Board reserves the right to recapture funds in an amount to compensate the Board for the noncompliance in addition to any other remedies available at law or in equity.

Repayment by the Contractor of funds under this recapture provision shall occur within the time period specified by the Board. In the alternative, the Board may recapture such funds from payments due under this contract.

2.33 RECORDS MAINTENANCE

The Contractor shall maintain all books, records, documents, data and other evidence relating to this Contract and performance of the services described herein, including but not limited to accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Contract. Contractor shall retain such records for a period of six years following the date of final payment.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been finally resolved.

2.34 REGISTRATION WITH DEPARTMENT OF REVENUE

If required by law, the Contractor shall complete registration with the Washington State Department of Revenue.

2.35 RIGHT OF INSPECTION

At no additional cost all records relating to the Contractor's performance under this Contract shall be subject at all reasonable times to inspection, review, and audit by the Board, the Office of the State Auditor, and federal and state officials so authorized by law, in order to monitor and evaluate performance, compliance, and quality assurance under this Contract. The Contractor shall provide access to its facilities for this purpose.

2.36 SAVINGS

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Contract and prior to normal completion, the Board may terminate the Contract under the "Termination for Convenience" clause, without the ten business day notice requirement. In lieu of termination, the Contract may be amended to reflect the new funding limitations and conditions.

2.37 SEVERABILITY

If any provision of this Contract or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Contract that can be given effect without the invalid provision, if such remainder conforms to the requirements of law and the fundamental purpose of this Contract and to this end the provisions of this Contract are declared to be severable.

2.38 SUBCONTRACTING

The Contractor may only subcontract work contemplated under this Contract if it obtains the prior written approval of the Board.

If the Board approves subcontracting, the Contractor shall maintain written procedures related to subcontracting, as well as copies of all subcontracts and records related to subcontracts. For cause, the Board in writing may: (a) require the Contractor to amend its subcontracting procedures as they relate to this Contract; (b) prohibit the Contractor from subcontracting with a particular person or entity; or (c) require the Contractor to rescind or amend a subcontract.

Every subcontract shall bind the Subcontractor to follow all applicable terms of this Contract. The Contractor is responsible to the Board if the Subcontractor fails to comply with any applicable term or condition of this Contract. The Contractor shall appropriately monitor the activities of the Subcontractor to assure fiscal

conditions of this Contract. In no event shall the existence of a subcontract operate to release or reduce the liability of the Contractor to the Board for any breach in the performance of the Contractor's duties.

Every subcontract shall include a term that the Board and the State of Washington are not liable for claims or damages arising from a Subcontractor's performance of the subcontract.

2.39 SURVIVAL

The terms, conditions, and warranties contained in this Contract that by their sense and context are intended to survive the completion of the performance, cancellation or termination of this Contract shall so survive.

2.40 TAXES

All payments accrued on account of payroll taxes, unemployment contributions, the Contractor's income or gross receipts, any other taxes, insurance or expenses for the Contractor or its staff shall be the sole responsibility of the Contractor.

2.41 TERMINATION FOR CAUSE / SUSPENSION

In event the Board determines that the Contractor failed to comply with any term or condition of this Contract, the Board may terminate the Contract in whole or in part upon written notice to the Contractor. Such termination shall be deemed "for cause." Termination shall take effect on the date specified in the notice.

In the alternative, the Board upon written notice may allow the Contractor a specific period of time in which to correct the non-compliance. During the corrective-action time period, the Board may suspend further payment to the Contractor in whole or in part, or may restrict the Contractor's right to perform duties under this Contract. Failure by the Contractor to take timely corrective action shall allow the Board to terminate the Contract upon written notice to the Contractor.

"Termination for Cause" shall be deemed a "Termination for Convenience" when the Board determines that the Contractor did not fail to comply with the terms of the Contract or when the Board determines the failure was not caused by the Contractor's actions or negligence.

If the Contract is terminated for cause, the Contractor shall be liable for damages as authorized by law, including, but not limited to, any cost difference between the original contract and the replacement contract, as well as all costs associated with entering into the replacement contract (i.e., competitive bidding, mailing, advertising, and staff time).

2.42 TERMINATION FOR CONVENIENCE

Except as otherwise provided in this Contract the Board may, by ten (10) business days written notice, beginning on the second day after the mailing, terminate this Contract, in whole or in part. If this Contract is so terminated, the Board shall be liable only for payment required under the terms of this Contract for services rendered or goods delivered prior to the effective date of termination.

2.43 TERMINATION PROCEDURES

After receipt of a notice of termination, except as otherwise directed by the Board, the Contractor shall:

- A. Stop work under the Contract on the date, and to the extent specified, in the notice;
- B. Place no further orders or subcontracts for materials, services, or facilities related to the Contract;
- C. Assign to the State all of the rights, title, and interest of the Contractor under the orders and subcontracts so terminated, in which case the Board has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts. Any attempt by the Contractor to settle such claims must have the prior written approval of the Board; and

D. Preserve and transfer any materials, contract deliverables and/or the Board property in the Contractor's possession as directed by the Board.

Upon termination of the Contract, the Board shall pay the Contractor for any service provided by the Contractor under the Contract prior to the date of termination. The Board may withhold any amount due as the Board reasonably determines is necessary to protect the Board against potential loss or liability resulting from the termination. The Board shall pay any withheld amount to the Contractor if the Board later determines that loss or liability will not occur.

The rights and remedies of the Board under this section are in addition to any other rights and remedies provided under this Contract or otherwise provided under law.

2.44 WAIVER

Waiver of any default or breach shall not be deemed to be a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this Contract unless stated to be such in writing and signed by Authorized Representative of the Board.

ATTACHMENT I: ATTORNEY'S CERTIFICATION

PUBLIC WORKS BOARD CONSTRUCTION LOAN PROGRAM

City of Vancouver

PC18-96103-002

I, _____, hereby certify:

I am an attorney at law admitted to practice in the State of Washington and the duly appointed attorney of the City of Vancouver (the Contractor); and

I have also examined any and all documents and records which are pertinent to the Contract, including the application requesting this financial assistance.

Based on the foregoing, it is my opinion that:

1. The Contractor is a public body, properly constituted and operating under the laws of the State of Washington, empowered to receive and expend federal, state and local funds, to contract with the State of Washington, and to receive and expend the funds involved to accomplish the objectives set forth in their application.
2. The Contractor is empowered to accept the Public Works Board financial assistance and to provide for repayment of the loan as set forth in the Contract.
3. There is currently no litigation in existence seeking to enjoin the commencement or completion of the above-described public facilities project or to enjoin the Contractor from repaying the loan extended by the Public Works Board with respect to such project. The Contractor is not a party to litigation which will materially affect its ability to repay such loan on the terms contained in the Contract.
4. Assumption of this obligation would not exceed statutory and administrative rule debt limitations applicable to the Contractor.

Signature of Attorney

Date

Name

Address

STAFF REPORT NO. 073-18

TO: Mayor and City Council
FROM: Eric Holmes, City Manager



DATE: 5/21/2018
6/04/2018

Subject: Approval of Amendments to the City Center Redevelopment Authority (CCRA) Charter and Bylaws

Key Points:

- The City Center Redevelopment Authority (CCRA), which has broad authority to acquire, develop, and manage development of property within the downtown, is also heavily relied on by the City Council for advice regarding the quality of new downtown development projects, extent to which the public should or should not participate in private development projects, and effectiveness of development incentives in the downtown such as the multi-family tax abatement program.
- The CCRA's charter and bylaws, which have not been amended since 2009, are broadly written but do not refer several specific duties which they have been asked to perform by Council over time.
- In order to provide more clarity regarding the CCRA's scope of authority to review such matters, the CCRA Board is requesting that Council amend their charter and bylaws to reflect these duties.

Objective: To amend CCRA's charter and bylaws to accurately reflect current duties and scope of authority for oversight and guidance regarding certain downtown developments and programs.

Present Situation:

The City Center Redevelopment Authority was created by the City Council in 2006 to oversee the implementation of the Vancouver City Center Vision plan (VCCV) area with respect to new development, as outlined in their charter and bylaws. The CCRA, which was specifically created as a separate legal entity, consists of finance, real estate, business, and development professionals who are appointed to four year terms by City Council.

Since the CCRA's formation, City Council has asked the CCRA to provide advice on a variety of matters pertaining to new development in the VCCV area, including: the effectiveness of the City's multi-family tax abatement program; consistency of proposed development agreements with adopted plans; advisability of public participation in private development projects; and assessing the quality of major new developments, including architectural design and materials, particularly in the Waterfront redevelopment area. The CCRA Board voted unanimously at its February 15, 2018, meeting to recommend approval to Council of proposed amendments to its charter and bylaws that specifically outline these duties, which the board has been performing for a number of years.

Any changes to the CCRA's charter and bylaws must be approved by City Council by ordinance following a public hearing.

Advantage(s):

1. The proposed changes to “Purpose and Scope of Authority” would provide the CCRA Board, city staff, and the public with a clearer description of the Board’s role in reviewing and making recommendations regarding development agreements, ensuring quality of design of major downtown developments, and effectiveness of incentive programs in the VCCV plan area;
2. The CCRA has been acting in this capacity regarding the above activities under its broad scope of authority for a number of years, so there will be no change in actual duties;
3. Several other minor edits such as changing the address of the CCRA office from 210 W. 13th Street to 415 W. 6th Street in the bylaws will address needed housekeeping-type updates.

Disadvantage(s): The review of certain projects for design and quality by the CCRA might be perceived as an additional layer of review because staff also reviews downtown projects for consistency with adopted design guidelines; however, CCRA’s experience with developments is seen as enhancing staff’s review for project quality and also would only apply to projects that are already before CCRA because of a requested a development agreement.

Budget Impact: None

Prior Council Review: Council Workshop held on March 26, 2018

Action Requested:

1. On May 21, 2018, approve ordinance on first reading, setting date of second reading and public hearing for June 4, 2018
2. On June 4, 2018, subject to second reading and public hearing, approve the ordinance.

Attachments:

- Draft Ordinance
- Proposed Charter and Bylaw Amendments
- Adopted Minutes from 2/18 CCRA Meeting

To request other formats, please contact:
City Manager’s Office
(360) 487-8600 | WA Relay: 711
Amanda.Delapena@cityofvancouver.us



05/21/18
06/04/18

ORDINANCE NO. _____

AN ORDINANCE relating to the City Center Redevelopment Authority approving certain Charter amendments; providing for savings, severability and an effective date.

WHEREAS, as reflected in SR - _____, The CCRA's Charter and bylaws, which have not been amended since 2009, are broadly written but do not refer to several specific duties which CCRA has been asked to perform by Council over time; and

WHEREAS, In order to provide more clarity regarding the CCRA's scope of authority to review such matters, the CCRA Board is requesting that Council amend their charter and bylaws to reflect these duties; and

WHEREAS, in 2006, the City Council created the City Center Redevelopment Authority (CCRA) through adoption of Ordinance M-3739; and

WHEREAS, since their formation, City Council has asked the CCRA to provide advice on a variety of matters pertaining to new development in the Vancouver City Center Vision area; and

WHEREAS, in 2009, Vancouver City Council approved Charter amendments through adoption of Ordinance M-3940; and

WHEREAS, the CCRA Board voted unanimously at their February 15, 2018, meeting to recommend approval to Council of the proposed amendments to their charter and bylaws which specifically outline these duties which they have been performing for a number of years; and

WHEREAS, any changes to the CCRA's charter and bylaws must be approved by City Council by ordinance following a public hearing; and

WHEREAS, City Council agrees with the Charter amendments provided in the CCRA Charter amendments attached hereto, and incorporated herein, as Exhibit A ; and

NOW, THEREFORE,

BE IT ORDAINED 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. **City Center Redevelopment Authority Charter and Bylaws
(Amended).**

The proposed amendments to the previously adopted 2009 City Center Redevelopment Authority Charter and Bylaws, attached hereto and incorporated by reference, are hereby approved and adopted.

Section 3. Savings. Those ordinances or parts of ordinances which are amended or repealed by this ordinance shall remain in full force and effect until the effective date of this ordinance.

Section 4. Severability. If any clause, sentence, paragraph, section, or part of this ordinance or the application thereof to any person or circumstance shall be adjudged by any court of competent jurisdiction to be invalid, such order or judgment shall be confined in its operation to the controversy in which it was rendered and shall not effect or invalidate the remainder of any parts thereof to any person or circumstances and to this end the provisions of each clause, sentence, paragraph, section or part of this law are hereby declared to be severable.

Section 5. Effective date. This ordinance shall become effective five (5) days following the date of final adoption.

Read first time:

Ayes: Councilmembers

Nays: Councilmembers

Absent: Councilmembers

Read second time:

PASSED by the following vote:

Ayes: Councilmembers

Nays: Councilmembers

Absent: Councilmembers

SIGNED this _____ day of _____, 2018.

Anne McEnery-Ogle, Mayor

Attest:

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

Approved as to form:

E. Bronson Potter, City Attorney

CHARTER
OF THE
CITY CENTER REDEVELOPMENT
AUTHORITY

As originally adopted pursuant to
City of Vancouver Ordinance M-3739 and M-3940
Amended by Ordinance M-

Issued and Certified by
the City Clerk on
~~December 21, 2009~~
May __, 2018

Vancouver, Washington

TABLE OF CONTENTS

ARTICLE I NAME AND SEAL

Section 1.01	Name
Section 1.02	Seal

ARTICLE II AUTHORITY AND LIMIT ON LIABILITY

Section 2.01	Authority
Section 2.02	Limit on Liability
Section 2.03	Mandatory Disclaimers

ARTICLE III DURATION

ARTICLE IV PURPOSE

ARTICLE V POWERS

Section 5.01	Powers
Section 5.02	Indemnification

ARTICLE VI BOARD

Section 6.01	Board Composition
Section 6.02	Board Concurrence and Quorum Defined
Section 6.03	Officers and Division of Duties
Section 6.04	Executive Committee
Section 6.05	Committees
Section 6.06	Removal of Board Members

ARTICLE VII MEETINGS

Section 7.01	Board Meetings
Section 7.02	Open Public Meetings
Section 7.03	Parliamentary Authority
Section 7.04	Minutes

ARTICLE VIII BYLAWS

ARTICLE IX AMENDMENT TO CHARTER AND BYLAWS

- Section 9.01 Proposals to Amend Charter and Bylaws
- Section 9.02 Board Consideration of Proposed Amendments
- Section 9.03 Vote Required for Amendments to Charter or Bylaws
- Section 9.04 City Council Approval of Proposed Charter Amendments

ARTICLE X COMMENCEMENT

ARTICLE XI DISSOLUTION

ARTICLE XII APPROVAL OF CHARTER

CHARTER OF THE CITY CENTER REDEVELOPMENT AUTHORITY

ARTICLE I

NAME AND SEAL

Section 1.01 Name. The name of this authority shall be (hereinafter referred to as the "City Center Redevelopment Authority" or "Authority").

Section 1.02 Seal. The City Center Redevelopment Authority's seal shall be a circle with the name Authority" inscribed therein.

ARTICLE II

AUTHORITY AND LIMIT ON LIABILITY

Section 2.01 Authority. The Authority is a public authority organized pursuant to RCW 35.21.730.757, as amended (the "Act") and Ordinance M-3739 of the City of Vancouver, Washington, (the "Ordinance").

Section 2.02 Limit on Liability. All liabilities incurred by the Authority shall be satisfied: (a) in the case of obligations or liabilities of the Authority which are not limited recourse in nature, exclusively from the assets, credit, and properties of the Authority, or (b) in the case of obligations or liabilities of the Authority which, by their terms, are limited resource obligations, from such assets, properties or revenues of the Authority 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 Authority.

Section 2.03 Mandatory Disclaimers. The following disclaimer shall be posted in a prominent place where the public may readily see it in the Authority'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 Authority.

The City Center Redevelopment Authority' is a public authority organized pursuant to Ordinance M-3739, 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 Authority 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 Authority:

The obligations of the Authority with respect to (describe the contract, bond or other limited recourse obligation) shall be and remain limited recourse obligations of the Authority payable solely and only from [describe the particular properties, assets or revenues of the Authority 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 Authority (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 Authority, 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 Authority from which the limited recourse obligation is payable].

ARTICLE III

DURATION

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

ARTICLE IV PURPOSE AND SCOPE OF AUTHORITY

The purpose of the Authority is to provide an independent legal entity under State law and City Ordinance to undertake, assist with and otherwise facilitate the redevelopment of property within the Vancouver City Center Vision plan area. Redevelopment of the Vancouver City Center Vision plan area by the Authority serves essential public purposes by relieving blight, undertaking development of an underutilized area in the heart of the City in a manner consistent with City planning; facilitating private investment and economic development which will build the City's tax base and create jobs; and providing for the development of public amenities; public parking facilities, recreational and entertainment facilities; connections to the riverfront and coordination of waterfront redevelopment efforts all of which are in the public interest.

The Authority shall 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; mixed-use, office, and entertainment, or residential projects in the Vancouver City Center Vision (VCCV) plan area.

Such activities shall be consistent with redevelopment plans for the Vancouver City Center Vision plan area adopted by the City. Undertaking the redevelopment of the Vancouver City Center Vision plan area, specifically including, but not limited to, the acquisition of such properties, preparation of the properties for redevelopment and their disposition to other public, not-for-profit or for-profit entities for redevelopment consistent with the Authority's purpose, is an essential governmental function to be carried out on behalf of the City of Vancouver.

The Authority shall review draft development agreements between property owners and the City in the VCCV Plan area to ensure an appropriate balance between development incentives and public benefits from new development, including architectural design, and shall make recommendations on such agreements to the City Council.

The Authority shall be responsible for reviewing the architectural and landscape design of development projects within the Waterfront Project and Port of Vancouver's Terminal One Project for consistency with any approved master plan, design guidelines and development agreement, and shall advise the City Planner assigned as case manager to the project if the project is consistent with such plans, guidelines and agreements, or whether revisions are recommended in order for the project to be deemed consistent.

The Authority shall periodically review the effectiveness of the City's Multi-Family Tax Exemption Program in incenting new multi-family developments in the VCCV and Fourth Plain Subarea Plan Districts and shall advise the City Council in regard to any identified amendments that would ensure an appropriate balance between the tax incentives and public benefits from new development, including number of affordable housing units constructed.

Although the Authority may be called upon to assist the City or other public or not-for-profit entities with the development, maintenance and operation of public facilities or institutions located in or near the Vancouver City Center Vision plan area, the priority focus of the Authority shall be to undertake, assist with and otherwise facilitate the redevelopment / development of Vancouver City Center Vision plan area for retail, mixed-use, office, entertainment, or residential projects consistent with current City plans. Consistent with applicable law and utilizing all lawful means, the Authority shall work to facilitate and maximize private sector participation in such projects. As desirable and appropriate, the Authority shall serve as a vehicle to undertake or assist with the establishment, development and operation and maintenance of public facilities in or near the Vancouver City Center Vision plan area.

For the purpose of securing the exemption from Federal income taxation for interest on obligations of the Authority, the Authority 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 Authority shall have and may exercise all lawful powers conferred by state laws, the Ordinance, this Charter and its Bylaws. The Authority 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 Authority shall protect, defend, hold harmless and indemnify any person who becomes a director, officer, employee or agent of the Authority. 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 Authority, 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 Authority'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 Board of Directors. The Authority may purchase and maintain appropriate insurance for any person to the extent provided by the applicable law.

ARTICLE VI

BOARD

Section 6.01 Board Composition. Management of all Authority affairs shall reside in the Board. The Board shall be composed of seven (7) members appointed by the City Council. Commencing on January 1, 2010, the terms of office of such members shall be as follows: (1) two members shall be appointed to terms expiring on December 31, 2010; (2) two members shall be appointed to terms expiring on December 31, 2011; (3) two members shall be appointed to terms expiring on December 31, 2012; and (4) one member shall be appointed to a term expiring on December 31, 2013. Upon the expiration of the foregoing terms of members, members shall be appointed to four-year terms. Members appointed prior to January 1, 2010 shall serve until their successors are appointed and assume their Board positions.

The existing ~~PDACCRA~~ Board members shall recommend new Board members to the City Council who shall appoint the Board members. Members shall be civic or business leaders with experience relevant to the purpose of the Authority in such fields as finance, real estate development, law or construction management. The City Manager may designate City staff support to the Authority as necessary.

Section 6.02 Board Concurrence and Quorum Defined. "Board concurrence," as used in this Article, may be obtained at any regular or special Board meeting by an affirmative vote of a majority of the Board members voting on the issue, provided that such majority equals not less than three (3) votes.

A quorum to commence a Board meeting shall be no fewer than four (4) members. The
CHARTER AND BYLAWS OF THE CCRA -7

bylaws of the Authority may prescribe Board quorum restrictions that equal or exceed the quorum restrictions imposed in this Section 6.02. Board members present at a duly convened meeting may continue to transact business notwithstanding the withdrawal of enough members to leave less than a quorum.

Section 6.03 Officers and Division of Duties. The Authority shall have three 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 Authority shall be the President, Secretary-Treasurer and Executive Director. Additional officers may be provided for in the Bylaws of the Authority. The President shall be the agent of the Authority for service of process; the Bylaws may designate additional corporate officials as agents to receive or initiate process. The Executive Director shall be the chief administrative staff person to the Board of Directors. The Authority may contract with the City of Vancouver Community and Economic Development Director to serve as its Executive Director. Subject to supervision by the Board of Directors, the Executive Director shall have primary responsibility for all matters involving day-to-day operations of the Authority and shall make recommendations to the Board of Directors on practices, policies and programs of the Authority. He or she shall have such powers and perform such duties as may be prescribed from time to time by the Board and he or she shall be entitled to notices of all meetings of the Board of Directors but shall not be entitled to be present during any discussions relating to his or her employment or performances. The Board shall oversee the activities of the corporate officers, establish and/or implement policy, participate in corporate activity in matters prescribed by city ordinance, and shall have stewardship for management and determination of all corporate affairs.

Section 6.04 Executive Committee. The Bylaws may provide for an Executive Committee, which shall be appointed and/or removed by the Board, and shall have and exercise such authority of the Board in the management between meetings of the Board, 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 Board Members. In addition to trusteeship and termination or dissolution, respectively, if it is determined for any reason that any or all of the Board members should be removed, with or without cause, and after selection of appropriate replacements by the City Council, the City Council may by resolution remove any or all Board members. The term of any Board member removed pursuant to this section shall expire when the member receives a copy of the resolution removing him or her and a letter signed by the Mayor advising him or her that he or she has been removed pursuant to this section.

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

CHARTER AND BYLAWS OF THE CCRA -8

the person being replaced.

ARTICLE VII

MEETINGS

Section 7.01 Board Meetings.

1. The Board shall meet as necessary but not less than two (2) times a year.
2. Special meetings of the Board 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. In addition, the Authority shall routinely provide reasonable notice of meetings to any individual specifically requesting it in writing. At such meeting, any citizen shall have a reasonable opportunity to address the Board either orally or by written petition. Voting by telephone or by proxy is not permitted.

Section 7.03 Parliamentary Authority. The rules of *Robert's Rules of Order* (revised) shall govern the Authority in all cases to which they are applicable, where they are not inconsistent with the Charter or with the special rules of order of the Authority set forth in the Bylaws.

Section 7.04 Minutes. Copies of the minutes of all regular or special meetings of the Board shall be available to any person or organization that requests them as required by state law; minutes with respect to closed executive sessions need not be made available. The minutes of all Board meetings shall include a record of individual votes on all matters requiring Board concurrence.

ARTICLE VIII

BYLAWS

The initial Bylaws may be amended to provide additional or different rules governing the Authority and its activities as are not inconsistent with this Charter. The Board may provide in the Bylaws for all matters related to the governance of the Authority, 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.

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

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

Section 9.02 Board Consideration of Proposed Amendments. If notice of a proposed amendment to the Charter or to the Bylaws, and information, including the text of the proposed amendment and a statement of its purpose and effect, is provided to members of the Board fifteen (15) days prior to any regular Board meeting or any special meeting of which thirty (30) days' advance notice has been given, then the Board may vote on the proposed amendment at the same meeting as the one at which the amendment is introduced. If such notice and information is not so provided, the Board may not vote on the proposed amendment until the next regular Board meeting or special meeting of which thirty (30) days' advance notice has been given and at least fifteen (15) days prior to which meeting such notice and information is provided to Board members, Germane amendments to the proposed amendment 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 Board approving proposed amendments to the Charter or Bylaws require an affirmative vote of a majority of the Board members voting on the issue, provided that such majority equals not less than four (4) votes.

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

ARTICLE X

COMMENCEMENT

The Authority 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 board meeting.

ARTICLE XI

DISSOLUTION

Dissolution of the Authority shall be in the form and manner required by state law, City ordinance, and the Bylaws. Upon dissolution of the Authority and the winding up of its affairs, title to all remaining property or assets of the Authority shall vest in the City of Vancouver for use for public purposes.

ARTICLE XII

APPROVAL OF CHARTER

ORIGINAL CHARTER APPROVED by Ordinance M-3739 adopted by the City Council of the City of Vancouver on February 27, 2006.

CERTIFICATE

I, the undersigned, City Clerk of the City of Vancouver, Washington (the "City") DO HEREBY CERTIFY that the attached CHARTER OF THE CITY CENTER REDEVELOPMENT AUTHORITY is a true and correct original of such charter as authorized by Ordinance M-3739 and as amended by Ordinance M-_____ of the City.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City this day ~~27th of February, 2006~~ _____, 2018.

/s/

Natasha Ramras, City Clerk

By: Carrie Lewellen, Deputy City Clerk

EXHIBIT B
BYLAWS
OF
THE CITY CENTER REDEVELOPMENT AUTHORITY

ARTICLE I

Board

Section 1.01 Quorum. At least four (4) members of the Board must be present at any regular or special meeting to comprise a quorum. A lesser number in attendance at such a meeting may adjourn the meeting and reconvene it within forty-eight (48) hours of the adjourned meeting without further notice.

ARTICLE II

Officers and Committees

Section 2.01 Officers Designated. The officers of the Authority shall be a President, Secretary-Treasurer and Executive Director. Such other offices as may be deemed necessary may be created by resolution of the Board. 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 Board may prescribe.

Section 2.02 Election Qualifications and Term of Office. The President and Secretary-Treasurer shall be elected by the Board at the first regular meeting of each year, for a one-year term, and each Elected Officer shall hold office during said one-year term and until his or her successor is elected. The first Elected Officers of the Board shall be elected by the Board at its organizational meeting or as soon as practicable following the Board's creation of such Elected Office.

Section 2.03 Powers and Duties.

a. President. The President shall be the chief executive officer of the Public Authority and shall have general supervision over the business of the Public Authority, subject, however, to the control of the Board of Directors. The President shall preside at all meetings of the Board of Directors. The President may sign and execute, in the name of the Public Authority, deeds, mortgages, leases, bonds, contracts and other instruments duly authorized by the Board of Directors, and generally shall perform all duties incident to the office of President and such other duties as may from time to time be assigned to such office by the Board of Directors.

b. Secretary-Treasurer. The Secretary-Treasurer shall:

1. Certify and keep at the office of the Public Authority, or at such other place as the Board of Directors may order, the original or a copy of the Bylaws, as amended or otherwise altered;
2. Keep at the office of the Public Authority, or at such other place as the Board of Directors may order, a book of minutes of all meetings of the directors and of the resolutions of the Board, recording therein the time and place of holding such meetings, whether regular or special, and, if special, how authorized, the notice thereof given, and the proceedings there at;
3. See that all notices are duly given in accordance with the provisions of these Bylaws or as required by law;
4. Be custodian of the records and seal of the Public Authority;
5. Exhibit at all reasonable times to any director, upon application, the Bylaws and minutes of the proceedings of the directors of the Public Authority;
6. Receive and have charge of all funds of the Public Authority and shall disburse such funds only as directed by the Board of Directors;
7. Perform all duties incident to the office of Chief Financial Officer; and
8. In general perform such other duties as may from time to time be assigned to such office by the Board of Directors or the President.

Section 2.04 Removal. Upon reasonable prior notice to all Board members of the alleged reasons for dismissal, the Board by an affirmative vote of the majority of the whole Board may remove any Elected Officer from his or her office whenever in its judgment the best interests of the Authority will be served thereby.

Section 2.05 Vacancies. The Board 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 and qualified.

Section 2.06 Establishment of Committees. The Board, by resolution adopted by a majority of the full Board, may designate from among its members one or more committees, each consisting of at least three or more members, to represent the Board and, on matters other than those described in Section 2.7.100 of the Ordinance, act for and on behalf of the Board. The designation of any such committee and the delegation thereto of authority shall not operate to relieve any member of the Board of any responsibility imposed by law.

Section 2.07 Executive Committee. The Executive Committee of the Authority, if established, shall consist of the President, the Secretary-Treasurer of the Board and one member-at-large elected by the Board. The provisions for election, qualifications, term of office and removal of the member-at-large of the Executive Committee shall be identical to those of Elected Officers of the Board as provided herein in Section 2.02, 2.04, and 2.05 of this Article II.

Except as provided in Section 2.73.100 of the Ordinance, the Executive Committee shall have and exercise such powers of the Board of the Authority as the Board may from time to time provide by resolution.

Section 2.08. The Board may from time to time establish advisory committees to report on possible projects or activities and shall fill such committees by appointment of suitable persons.

Section 2.09 Executive Director. The Executive Director shall be the chief administrative officer of the Authority responsible for the day-to-day operations of the Authority and for carrying out the policies and directives of the Board. The Executive Director shall make recommendations to the Board on practices, policies and programs of the Authority. He or she shall have such powers and perform such duties as may be prescribed from time to time by the Board. The Executive Director is an employee at-will, and as such, may be removed, with or without cause, by the Board.

ARTICLE III

Meetings

Section 3.01 Regular Board Meetings. Regular meetings of the Board shall be held at such place and time or shall be fixed by resolution of the Board.

Section 3.0 Notice of Special Board Meetings. Notice of all special meetings of the Board shall be given by the Secretary-Treasurer or by the person or persons calling the special meeting by delivering personally or by mail written notice at least seven days prior to the time of the meeting to each Board member and to each local newspaper of general circulation and to each radio or television station that has requested notice as provided in the Open Public Meetings Act, Chapter 42.30 RCW, as now or hereafter amended. In addition, the Authority shall provide notice of special meetings to any individual specifically requesting it in writing. If the President deems that an emergency exists, the President may shorten the notice of a special meeting to not less than twenty-four hours.

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

Section 3.03 Waiver of Notice. Notice as provided in Section 3.04 hereof may be dispensed with as to any member of the Board who at or prior to the time the meeting convenes files with the Board of the Authority a written waiver of notice or who is actually present at the meeting at the time it convenes. Such notice may also be dispensed with as to special meetings called to deal with an emergency involving injury or damage to persons or property of the likelihood of such injury or damage, where time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage. Notice, as provided in Article IX of the Charter concerning proposed amendments to the Charter or Bylaws and votes on such amendments, may not be waived.

Section 3.04 Notice to the City Council of the City of Vancouver. Notice of all meetings and minutes of such meetings Of the Board shall be given to the Clerk of the City Council of the City of Vancouver.

ARTICLE IV

Administrative Provisions

Section 4.01 Books and Records. The Authority shall keep current and complete books and records of account and shall keep minutes of the proceedings of its Board and its committees having any of the Authority of the Board.

Section 4.02 Indemnification of Board Members. The Authority 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 Board member or officer and his or her spouses and marital communities upon his or her appointment to the Board 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 Board member or officer or the Authority 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.

Section 4.03 Principal Office. The ~~initial~~ principal office of the Authority shall be the ~~Economic Development Division of the City Manager's Office, Third Floor City Hall, 210 East 13th Street, Community and Economic Development Department, Second Floor of City Hall, 415 W. 6th Street, Vancouver, Washington, 98668-1995.~~ The Authority may establish by resolution a different location as its principal office.



Richard Keller
President

Marc Fazio
Secretary/Treasurer

Christine Wamsley
Jack Onder
Deborah Ewing
David Copenhaver
Brad Hutton

Staff

Chad Eiken
Teresa Brum
Brent Boger
Valeria Vidal

**Community and
Economic
Development
Department**

415 W 6th Street
P.O. Box 1995
Vancouver, WA
98668
(360) 487-7813
TTY: (360) 487-
8602
WA Relay: 711
Fax (360) 487-8651
www.cityofvancouver.us

City of Vancouver City Center Redevelopment Authority

Meeting Summary/Meeting Minutes

February 15, 2018
12:15 p.m.
Council Chambers, City Hall

ROLL CALL

Present: Richard Keller, Brad Hutton, David Copenhaver, Marc Fazio, Jack Onder, Deborah Ewing
Absent: Brad Hutton, Jack Onder

Staff Present: Chad Eiken, Brent Boger, John Collum, Valeria Vidal

APPROVAL OF MINUTES

Motion made by Debi Ewing, seconded by Marc Fazio and passed unanimously to approve the Minutes for January 18, 2018.

EXECUTIVE DIRECTOR'S REPORT

Chad Eiken, Director, Community and Economic Development, City, reported on changes and updates on the Development Project List. Please see "CCRA Updated Development Project List and Map" dated February 2018. The new projects include Number 133,134,135,136,137,138,139 and 140 with the following details:

133	RAD Adventure Park	6308 NE 88th ST	Commercial	55,000sf family fun center & restaurant space	Tucker, Brian	Preapp submittal
134	Sateline bldg @ VC Mall	8700 NE Vancouver Mall DR	Commercial	4,816sf fast food restaurant & 4,050sf sit down restaurant	Lee, Hann	Preapp submittal
135	81st AVE Apartments	8004 NE 51st ST	MF	20 unit apartment complex	Gunther, Andrew	Preapp submittal
136	Lile Business Center #A	NE 56th CR/NE 121st AV	Industrial	18,000sf building designed to accommodate up to 6 light industrial warehouse/mfg tenants	VLMK	Preapp submittal
137	Trinka II Office Building	4610 NE 77th AV	Commercial	Office building	PBS Engineering	Preapp submittal
138	Springhill Suites Hotel	NE 94th AV/NE Vancouver Mall DR	Commercial	88 room hotel	Varitone Architecture	Preapp submittal
139	12th Street Apartments	2015 E 12th ST	MF	6 unit apartment building	Sterling Design	Preapp submittal
140	Steen Apartments	5400 NE 72nd AV	MF	2, 2-story apartment buildings w/ a total of 28 units	Freeman, Robert	Preliminary site plan review submitted

ACADEMY MASTER PLAN – STATUS REPORT

Mike True from The Historic Trust joined to update the CCRA on progress of the Academy site and the development agreement in place. In January 2016, a development agreement was signed that addressed the unimproved parking surface on the site. The development agreement enables parking to continue on the existing gravel parking area on site for the term of the agreement, which is three years. This allows the Trust to adequately master plan the site to include a long-term investment in the property. The CCRA previously asked for an annual update of progress on the site which is what brings Mike True here today.

In accordance with the agreement, no less than six months prior to the expiration of the three-year term, a pre-application must be submitted to the city for improvement. Earlier this year, a pre-application was submitted to the city that addresses improvement to the western portion of the property. The Trust is working with a developer on the improvement of that western portion of the site that would include a mixed-use multifamily and commercial development. The pre-application submitted addresses one of the conditions in the agreement, however it does not address the full master plan of the site. There are additional complications on the north eastern part of the site due to the historic structures that exist on that site and their poor condition. An extension of the development agreement may be requested at a future date related to the areas of unimproved surfaces not included in the pre-application submitted earlier into the year.

As the property is a site used by offsite parking tenants, the Trust is working with the City on future transitions of this parking due to the likely development and improvements on the site. Future improvements on the site will include parking for the onsite users, but it is unknown how much public parking will continue to be available.

LIBRARY SQUARE UPDATE

Library Square is located in the SE Corner C St. and Evergreen. This would be a phased mixed use project – owned by Killian Pacific and FVRL. The library was built in 2009 with interim surface parking lot to east. The second phase consists of 3.75 acres; intended to be supported by a central parking structure. In 2006, WA State Legislature approved the site for use of a pilot Local Infrastructure Financing Tool (LIFT) to stimulate development. This allows state share of private tax increment generated on-site to be returned to the City for use for a public parking garage. LIFT may result in up to \$500,000/year over 25 years (\$12.5 million) in state tax reimbursements to offset debt service on a public parking garage. In 2013, WA Legislature extended end date of LIFT incentive to 2044. In the second phase, the partners involved include: City of Vancouver, Vancouver Public Schools, Fort Vancouver Regional Library, Killian Pacific, Vancouver Housing Authority, and LSW Architects. In January, there was a VPS Announcement regarding new Downtown K-5 school. This school project will include civic and community space; may include retail and separate office space. Currently, Killian Pacific is working with VHA on a housing project for young families (150 apartments); possible office tower (25,000+ s.f.) as a later phase. The central parking garage would anchor the project and potentially provide additional monthly parking for employees' downtown. The project elements include:

- K-5 School

- 6,700 s.f retail
- 12,000 s.f. offices
- 150 apartments
- 20-30K sf offices as later phase
- Core public 489 space parking garage

Underground Parking Garage

- Two levels under school (81 spaces)
- Four levels north of school (489 spaces)
- Total up to 570 spaces
- Garages ideally would be connected
- City will pay for design, construction and operation of a “core garage” facility
- VPS will cover design, construction costs for garage under their building – could be operated by City
- Cost of underground garage approx. \$65,000-70,000 per stall, including design; cost of land est. at \$3 million
- 570-stall total garage; 489 spaces in core garage
- Approximate cost of City core garage = \$34–36.5 million
- Annual operating costs = approx. \$200,000
- Design and construction of core garage would initially be paid for by Limited Term General Obligation Bonds (25 YR)
- City has already budgeted \$500K/year in state LIFT funds and \$500K/year local match for sales tax receipts
- City would maximize monthly lease parking revenue (max rate of \$200/mo. per space at 90% occupancy)
- FVRL has \$1.0 million set aside for parking
- Depending on occupancy rate, possible annual City subsidy of approx. \$400K-700K needed
- City staff will continue to coordinate project design with other partners: VPS, Killian, Library, and LSW Architects
- Continued due diligence on parking structure size, number of spaces, and costs: goal is to maximize spaces and plan for active management of garage
- CCRA will continue to be consulted as scope and timing of project components mature
- If Council supports direction, City would start work on:
 - Feasibility analysis
 - Purchase of property for core garage
 - Issue LTGO Bonds for the design/construction of garage
 - Formalize agreements with FVRL, Killian, VPS (including revisions to 2007 D.A.)
 - Issue RFP for design, permitting and construction

The goal of the project would aim to be under construction by end of 2018 with a target of completion for Summer 2020.

OPPORTUNITY ZONES PROGRAM

John Collum, Economic Development Principal Planner, presented a new federal incentive program known as “Opportunity Zones”. This program was created as part of

the 2017 federal tax reform package, designed to drive long-term capital to distressed communities by providing tax benefits on investments in Opportunity Funds within Opportunity Zones. Economic Innovation Group, a public policy firm, developed the Opportunity Zone concept in 2015 as a systematic approach to help address the uneven economic recovery and persistent lack of growth that have left many American communities behind. Since then, the concept has gained bipartisan support in Congress on its way to being included in the reform package. This is the first new community development tax incentive program enacted since the 1990s. There is an estimated \$2.2 trillion in unrealized capital gains from profitable investments in stocks and mutual funds sit on the books of individuals and corporations. The Opportunity Zones Program looks to tap this capital for economic growth by reducing and temporarily deferring federal taxes on the proceeds of selling these assets in exchange for providing equity investments in small businesses and real estate in distressed communities. A census tract designated as eligible to receive private investments through Opportunity Funds. Opportunity Funds invest in Opportunity Zone Property, defined as any stock in a domestic corporation, any capital or profits interest in a domestic partnership any tangible property used in a trade or business of a qualified Opportunity Fund that substantially improves the property. Governors are authorized to designate a certain number of Opportunity Zones. Per state, up to 25% of the total number of census tracts that qualify as an Opportunity Zone can be designated as an Opportunity Zone (139 total in WA State). The City is working with CREDC to recommend potential zones in Vancouver to WA Department of Commerce, utilizing a list of eligible census tracts and contiguous tracts. City staff will discuss program with key constituencies to organize a coalition of partners, including developers, investors, business leaders, community organizations, governmental agencies (including CCRA)—in collaboration with CREDC.

For Vancouver, staff is reviewing several focus areas to recommend for Opportunity Zone designation:

- 0 Fourth Plain: development opportunities along Fourth Plain Blvd, job growth associated with the Kyocera campus, and opportunities that tie in to Clark College growth and higher education
- 0 Downtown: providing opportunities for funding for undeveloped projects such as Library Square and Block 10 (potentially waterfront hotels and other phases), housing development, employment space and other possibilities for our city center
- 0 The Heights: development opportunities associated with redevelopment of the Tower Mall site and surrounding area (although census data may not provide an eligible census tract)

DRAFT CCRA CHARTER AMENDMENTS

Motion made by Ewing, seconded by Copenhaver and approved unanimously to recommend City Council to approve the amendments to CCRA's Charter.

ELECTION OF BOARD OFFICERS FOR 2018

President

Motion made by Ewing, seconded by Copenhaver and approved unanimously to keep Richard Keller as President of the City Center Redevelopment Authority for one more year.

Secretary/Treasurer

Motion made by Ewing, seconded by Copenhaver and approved unanimously to elect Marc Fazio as Secretary/Treasurer of the City Center Redevelopment Authority for one year.

PUBLIC TESTIMONY

Keller opened Public Testimony.

- Todd Boulanger, resident of 215 W 4th street, provided testimony about the draft CCRA Charter Amendments, the Library Square Update, the Academy Plan, and, the revisions to CCRA's last minutes on Block 10 and Van Center Tower regarding the steel frame design option.

Keller closed Public Testimony.

NEXT MEETING

There being no additional business, the meeting adjourned at 1:46 p.m.

The next regular meeting will be held on March 15, 2018, at 12:15 p.m. at City Hall, Council Chambers.

Approved:

Richard Keller, President



To request other formats, please contact: Valeria Vidal (360) 487-7813 | WA Relay 711 |
TTY: (360) 487-8602 | valeria.vidal@cityofvancouver.us

VOUCHER APPROVAL

We, the undersigned council members of the City of Vancouver, Clark County, Washington, do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of:

\$ **7,876,069.81** this 21st day of May 2018.

MAYOR

COUNCILMEMBER



AUDITING OFFICER

COUNCILMEMBER

DATE	INCLUSIVE CHECK NUMBERS	CHECK TOTAL
May 8 - May 14	Accounts Payable Checks (see attached)	\$ 5,073,853.33
May 8 - May 14	Visa Refunds (see attached)	\$ 2,899.44
May 8 - May 14	Payroll Checks (see attached)	\$ 2,799,317.04
TOTAL		\$ 7,876,069.81

INVOICE PAYMENTS REPORT

Check Number	Check Date	Amount	Vendor Name	Description
119478	08-May-2018	1,535.95	HEALTH SMART BENEFITS SOLUTIONS INC	***WIRE*** HEALTH SMART WEEKLY CLAIMS, WEEK 1 OF MAY
119479	08-May-2018	22,129.91	BLUE CROSS BLUE SHIELD OF OR	***WIRE*** BLUE CROSS WEEKLY CLAIMS WEEK 5 OF APRIL
119480	08-May-2018	86,239.27	BLUE CROSS BLUE SHIELD OF OR	***WIRE*** BLUE CROSS WEEKLY CLAIMS, WEEK 1 OF MAY
119481	09-May-2018	27,509.84	GALLAGHER BASSETT SERVICES INC	***WIRE*** WORKERS' COMP FUNDING / MESSAGE ID: 40513261
119482	10-May-2018	376.60	BLUE CROSS BLUE SHIELD OF OR	***WIRE*** BLUE CROSS MAY COBRA PREMIUMS
119483	10-May-2018	591.80	BLUE CROSS BLUE SHIELD OF OR	***WIRE*** BLUE CROSS MAY RETIREE PREMIUMS
119484	10-May-2018	2,205.80	BLUE CROSS BLUE SHIELD OF OR	***WIRE*** BLUE CROSS MAY VHA PREMIUMS
119485	10-May-2018	22,596.00	BLUE CROSS BLUE SHIELD OF OR	***WIRE*** BLUE CROSS MAY ACTIVE FT PREMIUMS
119486	10-May-2018	322.80	BLUE CROSS BLUE SHIELD OF OR	***WIRE*** BLUE CROSS MAY PT PREMIUMS
119487	10-May-2018	387,097.28	VANCOUVER FIREFIGHTERS UNION HEALTH	***WIRE*** FIREFIGHTER TRUST MAY PREMIUMS
119488	10-May-2018	195,768.75	WESTERN STATES HEALTH &	***WIRE*** OPEIU TRUST MAY PREMIUMS
119489	10-May-2018	750.00	VANCOUVER FIRE COMMAND OFFICERS	***WIRE*** PAYROLL
119490	10-May-2018	12,237.60	WESTERN STATES HEALTH &	***WIRE*** PAYROLL
119491	10-May-2018	12,261.87	ALLEGIANCE BENEFIT PLAN MANAGEMENT	***WIRE*** PAYROLL
119492	10-May-2018	25,137.37	VANCOUVER FIREFIGHTERS UNION HEALTH	***WIRE*** PAYROLL
119493	10-May-2018	75.00	HRA VEBA PLAN	***WIRE*** PAYROLL
119494	10-May-2018	20,434.49	ING	***WIRE*** PAYROLL
119495	10-May-2018	53,675.97	STATE OF WASHINGTON 457	***WIRE*** PAYROLL
119496	10-May-2018	31,457.71	WASHINGTON STATE FIREFIGHTERS	***WIRE*** PAYROLL
119497	10-May-2018	6,343.36	ICMA 401A	***WIRE*** PAYROLL
119498	10-May-2018	5,974.80	WASHINGTON SDU	***WIRE*** PAYROLL
119499	10-May-2018	161,008.73	ICMA CORP	***WIRE*** PAYROLL
119500	10-May-2018	153.52	OREGON SDU	***WIRE*** PAYROLL
119501	10-May-2018	14,751.20	LYNN WITTWER MD PC	***WIRE*** 18APR - AMERICAN MEDICAL RESPONSE SERVICES - FINANCE
119502	10-May-2018	4,790.70	LYNN WITTWER MD PC	***WIRE*** 18APR - VANCOUVER FIRE DEPT SERVICES - FINANCE/FIRE
119503	11-May-2018	86,162.19	US BANK TRUST	***WIRE*** TAX REVENUES - TREASURY
119504	11-May-2018	57,050.00	BLUE CROSS BLUE SHIELD OF OR	***WIRE*** MAY BLUE CROSS MED ADV PLAN MAY PREMIUMS
119505	11-May-2018	266,443.07	KAISER PERMANENTE	***WIRE*** MAY KAISER MEDICAL ACTIVE PREMIUMS
119506	11-May-2018	12,442.10	KAISER PERMANENTE	***WIRE*** MAY KAISER DENTAL ACTIVE PREMIUMS
119507	11-May-2018	16,456.48	KAISER PERMANENTE	***WIRE*** MAY KAISER COBRA MEDICAL PREMIUMS
119508	11-May-2018	160.89	KAISER PERMANENTE	***WIRE*** MAY KAISER COBRA DENTAL PREMIUMS
119509	11-May-2018	46,079.85	RELIASTAR LIFE INSURANCE CO	***WIRE*** MAY STOPLOSS PREMIUMS
119510	11-May-2018	65,755.29	WASHINGTON DENTAL SERVICE	***WIRE*** MAY WDS FT PREMIUMS
119511	11-May-2018	4,484.02	WASHINGTON DENTAL SERVICE	***WIRE*** MAY WDS RETIREE PREMIUMS
119512	11-May-2018	934.84	WASHINGTON DENTAL SERVICE	***WIRE*** MAY WDS COBRA PREMIUMS
119513	11-May-2018	831.77	WASHINGTON DENTAL SERVICE	***WIRE*** MAY WDS PT PREMIUMS
119514	11-May-2018	8,773.75	BANK OF AMERICA	***WIRE*** 09 2018 PAYROLL HSA
119515	11-May-2018	765,308.11	INTERNAL REVENUE SERVICE	***WIRE*** 09 2018 PAYROLL TAXES; FEDERAL W/H
119516	11-May-2018	677,031.95	STATE OF WASHINGTON	***WIRE*** 09 2018 PERS/LEOFF
119517	14-May-2018	19,972.30	STATE OF OREGON	***WIRE*** 09 2018 PAYROLL TAXES; OREGON WITHHOLDING
119518	14-May-2018	155,545.27	BLUE CROSS BLUE SHIELD OF OR	***WIRE*** BLUE CROSS WEEKLY CLAIMS, WEEK 2 OF MAY
200002	11-May-2018	855.30	KEYBANK NATIONAL ASSOCIATION	***WIRE*** MARCH 2018 ACCOUNT ANALYSIS - PARKING
590709	09-May-2018	920.08	WESTERN METAL IND PENSION FUND	PAYROLL
590710	09-May-2018	1,122.01	UNITED WAY OF THE COLUMBIA WILLAMETTE	PAYROLL
590711	09-May-2018	2,762.00	CHAPTER 13 - TRUSTEE	PAYROLL
590712	09-May-2018	7,465.52	LIFE INSURANCE CO OF NORTH AMERICA	PAYROLL
590713	09-May-2018	9,378.49	AMERICAN FAMILY LIFE ASSURANCE	PAYROLL
590714	09-May-2018	722.50	IAM LOCAL #1374	PAYROLL

INVOICE PAYMENTS REPORT

Check Number	Check Date	Amount	Vendor Name	Description
590715	09-May-2018	18,913.51	IAFF LOCAL #452	PAYROLL
590716	09-May-2018	14,577.72	VANCOUVER POLICE OFFICER GUILD	PAYROLL
590717	09-May-2018	5,283.86	AFSCME LOCAL #307	PAYROLL
590718	09-May-2018	5,164.54	OPEIU LOCAL #11	PAYROLL
590719	09-May-2018	2,958.60	WESTERN CONFERENCE OF TEAMSTERS	PAYROLL
590720	09-May-2018	550.00	MFS SERVICE CENTER INC	PAYROLL
590721	09-May-2018	640.00	TEAMSTERS LOCAL #58	PAYROLL
590722	09-May-2018	297.50	UA LOCAL #290	PAYROLL
590723	09-May-2018	72.36	LEGAL SHIELD	PAYROLL
590724	09-May-2018	1,630.34	411 MEDIA GROUP LLC	FIRE PROTECTION EQUIPMENT HANG TAGS - 3000 EA - FIRE
590725	09-May-2018	2,585.00	ACCENT BUSINESS SERVICES INC	ALI ZULFI - W/E 04/07/18 - INFO TECH - RECEIPT 134193 BY J SCHOESSLER PER E-MAIL
590726	09-May-2018	8,536.92	ACTION TECHNOLOGY SYSTEMS	ACCT 810076 - TICKET 42597 - INSTALL SECURITY PANEL/DEVICES FROM PETLOCK BLDG TO DAY CENTER/INSTALL ADDL NEW EQUIPMENT - 04/06/18 - DAY CENTER - 2018 GRAND BLVD - OP CENTER - RECEIPT 13424 BY P NEWTON PER E-MAIL
590727	09-May-2018	400.20	ADVANCE STORES CO INC	CUST 071370 - REF # 620130 - PARTS FOR REPAIR AND MAINTENANCE - EQUIP SERVICES
590728	09-May-2018	94.08	AIRGAS NOR PAC INC	PAYER 2363679 - SHIP TO 2335879 - COMPRESSED GAS - 04/12/18 - FIRE STATION 5
590729	09-May-2018	99.00	ALLEGIANCE BENEFIT PLAN MANAGEMENT	RETIRED LEOFF 1 FIRE MEDICAL CLAIMS
590730	09-May-2018	57.75	ALLEGIANCE BENEFIT PLAN MANAGEMENT	RETIRED LEOFF FIRE ADMIN CLAIMS FEES - HR
590730	09-May-2018	57.75	ALLEGIANCE BENEFIT PLAN MANAGEMENT	RETIRED LEOFF POLICE ADMIN CLAIMS FEES - HR
590731	09-May-2018	1,550.55	ALLEN EXTERIOR REMODELING INC	OVERCHARGED PERMIT FEES
590732	09-May-2018	4,097.50	ALTA PLANNING & DESIGN	PROJ 00-2017-425 - SIDEWALK MAINTENANCE PROGRAM DEVELOPMENT - THRU 03/31/18 - CDD - RECEIPT 134271 BY B THOMAS PER E-MAIL
590733	09-May-2018	7,650.00	ALVAREZ & MARSAL VALUATION SERVICES LLC	18FEB-18MAR - EXPERT WITNESS/RELATED SERVICES - RE: TRACY ET AL V COV - RISK
590734	09-May-2018	300.00	AMERICAN MEDICAL RESPONSE NORTHWEST INC	TRIPS 5463517-5467380-5470425 - MEDICAL SERVICE/BLOOD DRAW - 18APR - VPD
590735	09-May-2018	4,425.00	ANDREW JEFFERS DBA JEFFERS PHOTOGRAPHY	SUMMARY: EDITING/PHOTO SHOOTING SERVICES
590736	09-May-2018	225.62	ARAMARK UNIFORM SERVICES INC	SUMMARY: MAT/TOWEL/COVERALL/UNIFORM CLEANING SERVICES
590737	09-May-2018	189.70	ARBORSCAPE LTD INC	03/06/18 - PROPER TREE PRUNING CLASS - CLARK COLLEGE EMPLOYEES - URBAN FORESTRY
590738	09-May-2018	500.00	ASHLEY GUNDERSON	SETTLEMENT RE: ASHLEY GUNDERSON - RISK
590739	09-May-2018	132.51	AT&T MOBILITY II LLC	ACCOUNT # 287238238360 - 03/17/18-04/16/18 - IT
590740	09-May-2018	83.30	Banner, Sophie R	ATTEND THE GSM CONFERENCE IN DENVER, CO 4/23/18 - 4/24/18 - POST TRAVEL
590741	09-May-2018	3,030.39	BDS PLANNING & URBAN DESIGN	18MAR - CULTURE ART AND HERITAGE PLAN - CMO - RECEIPT 134131 BY K PECK
590742	09-May-2018	75.06	BOUND TREE MEDICAL LLC	ACCT 109894 - ORDER 99617852 - MEDICAL SUPPLIES - FIRE
590743	09-May-2018	130.00	Britt, Jacob L	ARTIFICIAL HIGH DIRECTIONAL ROPE RESCUE - CLEARFIELD UT
590744	09-May-2018	176.00	BSK ASSOCIATES	CLIENT VANCO8428 - WO V8D0162 - SAMPLE TESTING SERVICES - PCE & TCE ONLY - 04/10/18 - OP CENTER - RECEIPT 134288 BY M CORRELL PER E-MAIL
590745	09-May-2018	5,965.69	BULLEX INC DBA BULLEX DIGITAL SAFETY	INTELLIGENT TRAINING SYSTEM BURN PAN BASE PACKAGE - QUOTE 111464 - FIRE - RECEIPT 134361 BY C NELSON PER E-MAIL
590746	09-May-2018	3,243.15	C & R TRACTOR & LANDSCAPE SUPPLY	DIAMOND PARK IRRIGATION - RETAINAGE RELEASE

INVOICE PAYMENTS REPORT

Check Number	Check Date	Amount	Vendor Name	Description
590747	09-May-2018	1,427.53	CITY OF BATTLE GROUND	GRANT 6020095 - STATEWIDE DUI - 03/17/18-03/18/18 - VPD - RECEIPT 134684 BY A CARMAN PER E-MAIL
590747	09-May-2018	312.44	CITY OF BATTLE GROUND	GRANT 6020095 - STATEWIDE DUI - 03/24/18 - VPD - RECEIPT 134684 BY A CARMAN PER E-MAIL
590748	09-May-2018	46.00	CITY OF VANCOUVER	CUST 366480 - FIRE SPRINKLER SYSTEM REPORT REVIEW - ITM INSPECTION-18-1370 - LOC ID 2123-0243 - 2018 GRAND BLVD - DAY CENTER - 03/29/18 - OP CENTER
590748	09-May-2018	200.00	CITY OF VANCOUVER	REG 21333 - FALSE ALARM FEE - 04/28/18 @ 15:45:21 - HOMELESS DAY CENTER - 2108 GRAND BLVD - OP CENTER
590749	09-May-2018	35,509.00	CLARK COUNTY	SUMMARY: WORK CREWS - OP CENTER
590750	09-May-2018	42,336.00	CLARK COUNTY	CUST 1811 - CRESA USER FEES - 2018 QTR 2 - VPD
590750	09-May-2018	15.00	CLARK COUNTY	CUST 1817 - FINGERPRINTING SERVICES - 2 EA - 18MAR - CONSTRUCTION
590750	09-May-2018	15.00	CLARK COUNTY	CUST 1817 - FINGERPRINTING SERVICES - 2 EA - 18MAR - EQUIP SERVICES
590750	09-May-2018	30.00	CLARK COUNTY	CUST 1817 - FINGERPRINTING SERVICES - 2 EA - 18MAR - FACILITIES
590750	09-May-2018	15.00	CLARK COUNTY	CUST 1817 - FINGERPRINTING SERVICES - 2 EA - 18MAR - IT
590751	09-May-2018	2,331.75	CLARK PUBLIC UTILITIES	ACCT 7203-458-0 - ELECTRIC BILL - 03/22/18-04/18/18 - VTC
590752	09-May-2018	352.50	CLARK REGIONAL EMERGENCY SERVICES AGENCY	GRANT 620095 - STATEWIDE DUI - 18MAR - VPD - RECEIPT 134652 BY A CARMAN PER E-MAIL
590753	09-May-2018	598.77	Clary, Tyler Wayne	PNWS AWWA CONFERENCE TACOMA
590754	09-May-2018	380.83	Collum, John W	ATTENDING APA CONFERENCE
590755	09-May-2018	15,000.00	COLUMBIA SPRINGS ENVIRONMENTAL	2018 QTR 2 - ENVIRONMENTAL EDUCATION OUTREACH SUPPORT/SUMMER CAMP - WREC
590756	09-May-2018	211.99	COMCAST CABLE COMMUNICATIONS INC	SUMMARY: CABLE AND INTERNET SERVICES
590758				
590759	09-May-2018	174.19	COMMUNITY HOUSING RESOURCE CTR	PROJ 221200 - HOUSING REHAB LOAN PROGRAM - 18MAR - AFFORDABLE HOUSING FUND
590759	09-May-2018	1,324.77	COMMUNITY HOUSING RESOURCE CTR	PROJ 414747 - REHAB CLIENT ELIGIBILITY/LOAN PROCESSING - 18APR - CDBG FUNDING
590759	09-May-2018	1,042.32	COMMUNITY HOUSING RESOURCE CTR	PROJ 414747 - REHAB CLIENT ELIGIBILITY/LOAN PROCESSING - 18MAR - CDBG FUNDING
590760	09-May-2018	72,205.00	CORP INC CONSTRUCTION	VANCOUVER FIRE DEPT REPLACEMENT FIRE STNS 1 & 2 - EST 20 - THRU 04/09/18
590761	09-May-2018	140.10	DATABAR INC	ORDER 45109 - #10 WINDOW ENVELOPES - CED
590762	09-May-2018	5,827.30	DONALD BOESPFLUG	SEWER REIMBURSEMENT CONTRACT
590763	09-May-2018	1,869.45	DSU PETERBILT & GMC INC	ACCT 53317 - PARTS FOR VEHICLE REPAIR - EQUIP SERVICES
590764	09-May-2018	750.00	EMS TECHNOLOGY	PART IQ10092 - QUARTERLY NARCOTICS TRACKING LICENSE - FIRE BY INFO TECH - RECEIPT 134121 BY J SCHOESSLER PER E-MAIL
590765	09-May-2018	275.00	ERF COMPANY INC	18MAY - WEATHER FORECASTING SERVICES - OP CENTER - RECEIPT 134436 BY P NEWTON PER E-MAIL
590766	09-May-2018	55.10	ERIC OLSON ELECTRIC INC	DUPLICATE PERMIT
590767	09-May-2018	200.00	ERICKSON STRUCTURAL CONSULTING ENGINEERS PC	04/10/18 - PLAN REVIEW SERVICES - CMI-233012 - HOTEL INDIGO - CED - RECEIPT 134340 BY B THOMAS PER E-MAIL
590768	09-May-2018	198.00	EVERGREEN SCHOOL DISTRICT #114	03/08/18 - SUBSTITUTE TEACHER CHARGES - 1 EA - TREE PLANTING EVENT - WREC
590769	09-May-2018	850.00	EXAMWORKS INC	CUST 1-BMWHT - MANDATORY INSURER REPORTING - 18APR - RISK
590770	09-May-2018	60.28	Fields, James B	GAS REIMBURSEMENT
590771	09-May-2018	16,129.92	FIRE SYSTEMS WEST	WO 323038 - CUST VANC - VARIOUS SERVICES - 04/13/18 - DAY CENTER - 2018 GRAND BLVD - OP CENTER - RECEIPT 134560 BY P NEWTON PER E-MAIL

INVOICE PAYMENTS REPORT

Check Number	Check Date	Amount	Vendor Name	Description
590772	09-May-2018	27,581.30	FRIENDS OF TREES	03/10/18 & 03/24/18 - FORESTRY SERVICES - VILLAGE AT FISHERS LANDING PLANTING & FRIENDS OF TREES PLANTING - URBAN FORESTRY
590773	09-May-2018	187.00	GALLS LLC	ACCT 1001096190 - FIRE UNIFORM - FIRE
590774	09-May-2018	2,089.98	GENUINE PARTS COMPANY	SUMMARY: SHOP SUPPLIES & PARTS FOR VEHICLE AND EQUIPMENT REPAIRS - EQUIP SERVICES
590775	09-May-2018	306.30	Gilbride, Patrick Dennis	ACCIS SPRING CONFERENCE IN WENATCHEE WA - POST TRAVEL
590776	09-May-2018	148.65	GORDIAN GROUP	PROJ 4583 - BROOKSIDE UTILITIES WINDOW SUPPL - JOB ORDER CONTRACTING PROGRAM CONSULTANT - NTP 03/22/18 - PROCUREMENT
590776	09-May-2018	268.37	GORDIAN GROUP	PROJ 4583 - FIRE STATION 6 FIRE SPRINKLER SYSTEM REPL SUPPL - JOB ORDER CONTRACTING PROGRAM CONSULTANT - NTP 03/22/18 - PROCUREMENT
590777	09-May-2018	942.76	GORDON TRUCK CENTERS	CUST 96056 - 18APR - PARTS FOR VEHICLE AND EQUIPMENT REPAIR - EQUIP SERVICES
590777	09-May-2018	917.48	GORDON TRUCK CENTERS	CUST 96056 - 18MAR - PARTS FOR VEHICLE AND EQUIPMENT REPAIR - EQUIP SERVICES
590778	09-May-2018	1,293.75	H&H WOOD RECYCLERS INC	ACCT 10-000006C - 04/05/18-04/15/18 - YARD DEBRIS DISPOSAL - MP ENG - RECEIPT 134391 BY L JONES
590779	09-May-2018	10,453.51	HARPER HOUF PETERSON RIGHELLIS INC	PROJ VAN-71 - MCLOUGHLIN BLVD COMLETE STREETS PILOT PROJECT - THRU 03/23/18 - CED - RECEIPT 134336 BY B THOMAS PER E-MAIL
590780	09-May-2018	1,667.75	HDJ DESIGN GROUP	PROJ HDJ4025.003 - 2018 PRESERVATION STRIPING PLAN - 18MAR - OP CENTER - RECEIPT 134273 BY P NEWTON PER E-MAIL
590780	09-May-2018	310.00	HDJ DESIGN GROUP	PROJ HDJ4025.004 - 2018 SPEED TABLE DESIGN PROJECT - 18MAR - OP CENTER - RECEIPT 134274 BY P NEWTON PER E-MAIL
590781	09-May-2018	8,396.50	HERRERA ENVIRONMENTAL CONSULTANTS	PROJ 17-06550-000 - VANCOUVER WATERSHED HEALTH ASSESSMENT - THRU 03/30/18 - MP ENG - RECEIPT 134245 BY L JONES
590782	09-May-2018	600.00	KEITHS SPORTING GOODS INC	OPERATING SUPPLIES - VPD
590783	09-May-2018	36.70	KRONOS INCORPORATED	CONTR 1208122 - 18FEB-18MAR - TELESTAFF IVR/VOXEO MONTHLY USAGE - INFO TECH - RECEIPT 134284 BY J SCHOESSLER PER E-MAIL
590784	09-May-2018	776.18	LAKESIDE INDUSTRIES	JOB 1 - ASPHALT - ORCHARDS ASPHALT SALES - 14.04 TON - THRU 04/07/18 - OPS CENTER
590784	09-May-2018	386.99	LAKESIDE INDUSTRIES	JOB 1 - ASPHALT - ORCHARDS ASPHALT SALES - 7 TON - THRU 04/14/18 - OPS CENTER
590785	09-May-2018	1,391.56	LANDMARK FORD	ACCT 5294 - PARTS FOR CITY EQUIPMENT - EQUIP SERVICES
590786	09-May-2018	1,584.34	LEXIS NEXIS A DIV OF RELX INC	ACCT 424XNVMDX - 18APR - SUBSCRIPTION SERVICES - LAW
590787	09-May-2018	245.15	Lloyd, Daniel G	TRAVEL TO TACOMA RE: MURRAY APPEAL
590788	09-May-2018	853.85	LN CURTIS & SONS	CUST C32902 - ORDER 397589 - FIRE
590789	09-May-2018	2,535.38	MALLORY SAFETY & SUPPLY LLC	CUST 16345 - ORDER 2237227 - OPERATING SUPPLIES - OPS CENTER
590790	09-May-2018	1,650.00	MAXIMUS INC	ACCR17 - CONTR 101398.01.10 - CUST WA0002 - ANNUAL SOFTWARE MAINTENANCE - MAXCARS - 10/01/17-09/30/18 - INFO TECH - RECEIPT 123777 PER J SCHOESSLER
590791	09-May-2018	10,434.58	METRO OVERHEAD DOOR INC	SUMMARY: DOOR REPAIR SERVICES - OP CENTER
590792	09-May-2018	4,593.69	MISCELLANEOUS	SUMMARY: CITY UTILITIES REFUNDS, PARKS REFUNDS & OTHER MISC REFUNDS
590816				
590817	09-May-2018	3,972.10	MOBES BUSINESS FORMS INC	UTILITY BILLING FORMS AND PAST DUE NOTICES - UTILITIES
590818	09-May-2018	49.00	Morley, Stuart Bruce	PROJECT DOX CONFERENCE - HOUSTON TX
590819	09-May-2018	21,595.44	MUNICIPAL EMERGENCY SERVICES INC	SUMMARY: OPERATING SUPPLIES - FIRE & VPD
590820	09-May-2018	109.86	MUNNELL AND SHERRILL INC	CUST 3363 - DOC 001153 - SHOP SUPPLIES - EQUIP SERVICES
590820	09-May-2018	22.29	MUNNELL AND SHERRILL INC	CUST 3363 - DOC 998994 - SHOP SUPPLIES - EQUIP SERVICES

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

INVOICE PAYMENTS REPORT

Check Number	Check Date	Amount	Vendor Name	Description
590821	09-May-2018	120.00	NORTHCREST NEIGHBORHOOD ASSN	2018 PARTICIPATION IN RECYCLING 101 - SOLID WASTE
590822	09-May-2018	314.76	NORTHWEST CASCADE INC DBA HONEY BUCKET	SUMMARY: PORTA POTTY RENTALS & SERVICES
590823	09-May-2018	10,739.62	NORTHWEST STAFFING RESOURCES	CITY WIDE TEMPORARY SERVICES - W/E 04/15/18
590824	09-May-2018	26.17	Nowak, Kristopher P	MEETINGS
590825	09-May-2018	5,831.54	NW NATURAL	SUMMARY: NATURAL GAS SERVICES
590826	09-May-2018	3,740.00	OREGON MUSEUM OF SCIENCE & INDUSTRY	04/12/18 - SHIPPING FOR DESIGN ZONE EXHIBIT - WREC
590827	09-May-2018	57.63	ORION MEDICAL SUPPLY INC	EMT MEDICAL SUPPLIES - FIRE
590828	09-May-2018	2,265.45	PAPE MACHINERY	CUST 101272 - 18APR - PARTS FOR VEHICLE REPAIR - EQUIP SERVICES
590829	09-May-2018	534.78	PETTY CASH CUSTODIAN	SUMMARY: PETTY CASH REPLENISHMENTS
I				
590830				
590831	09-May-2018	200.00	PLUS FIVE TRIO	04/15/18 - SUNDAY DANCE - MUSICAL ENTERTAINMENT - PARKS
590832	09-May-2018	15,000.00	POLICE RECORDS & INFORMATION MANAGEMENT GROUP	VPD RECORDS PROJECT MANAGEMENT - CONSULTING SERVICES - THRU 04/10/18 - VPD - RECEIPT 134223 BY A CARMAN PER E-MAIL
590833	09-May-2018	8,050.60	PORTLAND MECHANICAL CONSTRUCTION INC	REPLACED 2" WATTS 009/007 - 2 EA - ENGLISH PIT/FIRE STN 4 - 03/21/18 - OP CENTER
590834	09-May-2018	2,741.63	POTTER WEBSTER CO	SUMMARY: PARTS FOR VEHICLE REPAIR AND EQUIPMENT - EQUIP SERVICES
590835	09-May-2018	11.25	Powell, Abby Colleen	ATTEND 2018 TRAFFIC SAFETY CONFERENCE
590836	09-May-2018	204.36	PRAXAIR DISTRIBUTION INC	CUST 73769060 - CO2 LIQUID BULK TANK 460# - THRU 04/12/18 - PARKS & REC FCC
590837	09-May-2018	392.24	PROFESSIONAL CREDIT SERVICE	SUMMARY: MULTIPLE REFUNDS
590838	09-May-2018	595.13	Ramras, Natalya Y. (Natasha)	LEADERSHIP TRAINING
590838	09-May-2018	293.03	Ramras, Natalya Y. (Natasha)	OGFOA CONFERENCE
590839	09-May-2018	26.00	Rich, Richard E.	TRAINING
590840	09-May-2018	120.00	RIVERIDGE NEIGHBORHOOD	2018 PARTICIPATION IN RECYCLING 101 - SOLID WASTE
590841	09-May-2018	3,147.12	ROBERT HALF INTERNATIONAL	CUST 03660-000152000 - SHICK DAVID - W/E 04/06/18 - FINANCE
590842	09-May-2018	608.00	ROTSCHY INC	CLIENT 59 - ASPHALT IN, VAC TRUCK DUMP, FILL CLASS S - OPS CENTER
590842	09-May-2018	420.00	ROTSCHY INC	CLIENT 59 - VAC TRUCK DUMP, FILL CLASS S - OPS CENTER
590842	09-May-2018	754,318.01	ROTSCHY INC	WFP - GRANT ST PIER - EST 21 - THRU 04/10/18
590843	09-May-2018	825.00	SAFEFIRE LLC	TRAINING - 11 HOURS - SHOOTING RANGE - VPD
590844	09-May-2018	2,060.97	SALVATION ARMY	PROJ 414736 - GUIDING LIGHT HOUSING SERVICES - 18APR - CDBG FUNDING
590844	09-May-2018	6,536.54	SALVATION ARMY	PROJ 601702 - GUIDING LIGHT SALVATION ARMY - 18APR - HOME FUNDING
590845	09-May-2018	39,139.50	SAN DIEGO POLICE EQUIPMENT CO	CUST 52 - ORDER 90592- OPERATING SUPPLIES - VPD
590846	09-May-2018	711.10	SAY CIAO LLC	FOOD FOR STATE OF THE CITY - CMO
590847	09-May-2018	8,609.13	SEA WESTERN INC	ORDER 79459 - OPERATING SUPPLIES - FIRE
590848	09-May-2018	18,048.60	SEPPANEN CONSTRUCTION LLC	PROJ 414647 - IDIS 747 - D SALVEY - 3700 THOMPSON AVE - CDBG REHAB FUNDING
590849	09-May-2018	223.30	SHRED IT USA LLC	CUST 13620078 - OFF-SITE DOCUMENT DESTRUCTION - 18MAR - FACILITIES
590849	09-May-2018	8.81	SHRED IT USA LLC	CUST 13630245 - DOCUMENT DESTRUCTION - 04/05/18 - UTILITIES
590850	09-May-2018	3,558.66	SHRUMS PEST CONTROL	18APR - MONTHLY PEST CONTROL SERVICES - MULTIPLE CITY LOCATIONS - OP CENTER
590851	09-May-2018	121,511.57	SIERRA-CEDAR INC	SUMMARY: HANSEN UTILITY BILLING SUPPORT & WORKDAY IMPLEMENTATION SERVICES - INFO TECH
590852	09-May-2018	200.00	SIMPLY HOPE CHRISTIAN CENTER	PERMIT #4094/ RENTAL DEPOSIT RETURN
590853	09-May-2018	382.66	SOFTWARE HOUSE INTERNATIONAL SHI	CUST 1072078 - SO S47413138 - CREATIVE CLOUD FOR TEAMS - 2 EA - AGREEMENT 43D59081EC5F81F610DA - CONTRACT ADSP016-130651 - INFO TECH

INVOICE PAYMENTS REPORT

Check Number	Check Date	Amount	Vendor Name	Description
590854	09-May-2018	10,833.82	SP PLUS CORPORATION	18MAR - PARKING SERVICES
590855	09-May-2018	74.49	SPRINT NEXTEL	ACCT 677292845 - CELL PHONE BILL - 03/22/18-04/21/18 - FCC
590856	09-May-2018	165,352.25	STATE OF WASHINGTON	4TH QTR 2018 SELF INSURANCE
590857	09-May-2018	20.72	STERICYCLE INC	CUST 6029888 - 18APR - MEDICAL WASTE REMOVAL - VPD
590857	09-May-2018	122.28	STERICYCLE INC	CUST 6029950 - 18APR - HAZARDOUS MATERIAL DISPOSAL - OP CENTER
590858	09-May-2018	450.00	SUZANNE BEST	04/12/18 - DEBRIEFING SERVICES - VPD - RECEIPT 134348 BY A CARMAN PER E-MAIL
590859	09-May-2018	50.00	Takach, Lisa M	POST TRAVEL- RIMS CONFERENCE, APRIL 2018
590860	09-May-2018	11,990.00	TEKSYSTEMS	SUMMARY: TEMPORARY STAFFING SERVICES - INFO TECH
590861	09-May-2018	276.35	UNITED PARCEL SERVICE	18APR - SHIPPER #856018 - SHIPPING CHARGES - OPS CENTER
590862	09-May-2018	10,850.74	UNIVERSAL FIELD SERVICES INC	JOB 1483 - CUST 159BF - SE MILL PLAIN BLVD-104TH AVE TO CHKLOV DR PROJECT - 18MAR - TRANSPORTATION/CONSTRUCTION
590863	09-May-2018	2,192.08	US BANK	ACCT 869366948 - 18APR UNLEADED FUEL CARD PURCHASES FOR MISC CITY VEHICLES - EQUIP SERVICES
590864	09-May-2018	164.33	VANCOUVER BOLT & SUPPLY INC	ORDER VA-00197235-0000 - 18MAR - OPERATION SUPPLIES - OPS CENTER
590865	09-May-2018	49,697.81	VANCOUVER NATIONAL HISTORIC RESERVE TRUST DBA	2018 INDEPENDENCE DAY - THRU 03/31/18 - CMO
590865	09-May-2018	27,679.36	VANCOUVER NATIONAL HISTORIC RESERVE TRUST DBA	2018 MARSHALL AWARDS - THRU 03/31/18 - CMO - RECEIPT 134564 & 134666 BY K PECK PER E-MAIL
590866	09-May-2018	4,750.00	VANCOUVER SLOW PITCH UMPIRES ASSN	18APR - SPORTS OFFICIATING - PARKS
590867	09-May-2018	1,491.10	VANCOUVERCENTER CONDOMINIUM ASSOCIATION	18MAR - OPERATING EXPENSE REIMBURSEMENT - VANCOUVERCENTER PLAZA - PARKING - RECEIPT 134548 BY T PICCHIONI PER E-MAIL
590868	09-May-2018	16,579.43	VERIZON WIRELESS	SUMMARY: WIRELESS SERVICES
I				
590871				
590872	09-May-2018	590.38	VERIZON WIRELESS SERVICES LLC	ACCT 342019650-00001 - CURRENT CHARGES - 03/24/18-04/23/18 - CONSTRUCTION
590872	09-May-2018	40.01	VERIZON WIRELESS SERVICES LLC	ACCT 972233911-00002 - MOBILE BROADBAND MONTHLY CHARGES 03/24/18-04/23/18 - J SEARS - FACILITIES
590873	09-May-2018	385.76	WAGER AUDIO SERVICES LLC	SOUND SYSTEM RENTAL WITH OPERATOR - MARSHALL PARK - 04/11/18 - WREC
590874	09-May-2018	797.72	WALTER E NELSON CO	SUMMARY: JANITORIAL SUPPLIES - FIRE
590875	09-May-2018	1,669.03	WAPITI NW LLC	2018 ANNUAL SERVICE AND INSPECTION - 1996 CERTWA RODDER TRAILER - LIC 26320D - UNIT 7106 - EQUIP SERVICES
590875	09-May-2018	842.45	WAPITI NW LLC	2018 ANNUAL SERVICE AND INSPECTION - 2001 STOW CM9H MIXER YELLOW - LIC UNSPECIFIED - UNIT 777 - EQUIP SERVICES
590875	09-May-2018	786.68	WAPITI NW LLC	2018 ANNUAL SERVICE AND INSPECTION - 2006 SULLIVAN-PALATEK AIR COMPRESSOR TRAILER - LIC 45056D - UNIT 5059 - EQUIP SERVICES
590876	09-May-2018	4,302.40	WARDS MEDIATECH INC	65" CLEAR TOUCH MONITOR AND WALL MOUNT - IT
590877	09-May-2018	432.51	WATER & AIR WORKS	CUST 16866 - SINGLE-FILTER UNIT - 1 EA - FIRE STN 2 - 2106 NORRIS RD - 04/02/18 - OP CENTER
590877	09-May-2018	432.51	WATER & AIR WORKS	CUST 16930 - SINGLE-FILTER UNIT - 1 EA - FIRE STN 1 - 2607 MAIN ST - 04/02/18 - OP CENTER
590878	09-May-2018	619.67	WESTERN EQUIPMENT DISTRIBUTORS	CUST 1823 - OPERATING SUPPLIES - EQUIP SERVICES
590879	09-May-2018	20,637.11	WILCOX & FLEGEL	SUMMARY: FUEL - EQUIP SERVICES
590880	09-May-2018	55.10	WIRE NUTZ ELECTRICAL SERVICE	PERMIT WITHDRAWN
590881	09-May-2018	200.00	WOMEN LEADING WATER	PERMIT #2662/ RENTAL DEPOSIT RETURN
590882	09-May-2018	700.25	WW GRAINGER INC	ACCT 808802698 - PARTS FOR VEHICLE AND EQUIPMENT REPAIR - EQUIP SERVICES
590882	09-May-2018	1,397.77	WW GRAINGER INC	ACCT 808802698 - SHOP SUPPLIES - EQUIP SERVICES

INVOICE PAYMENTS REPORT

Check Number	Check Date	Amount	Vendor Name	Description
590883	09-May-2018	100.73	XPO ENTERPRISE SERVICES INC	WEEKLY POSTAGE SERVICES - THRU 04/07/18 - FINANCE/MAILROOM
590884	11-May-2018	78.14	VANCOUVER POLICE OFFICER GUILD	PAYROLL
590885	14-May-2018	467.30	Allen, Louise T	PAYROLL GARNISHMENT
20001428	14-May-2018	24,108.49	CITY OF VANCOUVER	SUMMARY: INFOR CITY PAYMENTS
	SUBTOTAL	5,073,853.33		
VISA	15-May-2018	1,471.82	MISCELLANEOUS	PARKS CLASS REFUNDS - FCC 05/08/18 - 05/14/18
VISA	15-May-2018	530.00	MISCELLANEOUS	PARKS CLASS REFUNDS - MCC 05/08/18 - 05/14/18
VISA	14-May-2018	-	MISCELLANEOUS	PARKS CLASS REFUNDS - SPECIAL EVENTS 05/08/18 - 05/14/18
VISA	15-May-2018	727.32	MISCELLANEOUS	PARKS CLASS REFUNDS - VTC 05/08/18 - 05/14/18
VISA	14-May-2018	170.30	MISCELLANEOUS	PARKS CLASS REFUNDS - WREC 05/08/18 - 05/14/18
	SUBTOTAL	2,899.44		
	TOTAL	5,076,752.77		

**City of Vancouver
Payroll Council Report
May 8, 2018 - May 14, 2018**

[illegible]

\$ 2,799,317.04

STAFF REPORT NO. 074-18

TO: Mayor and City Council
FROM: Eric Holmes, City Manager

DATE: 5/21/2018



Subject: Action Plan for Program Year 2018 Community Development Block Grant (CDBG) and HOME Investment Partnership Programs (HOME).

Key Points:

- The City's available funding will be \$1,535,792 in CDBG and \$1,084,253 in HOME funds for the 2018 program year.
- A committee of community members and City staff reviewed and prioritized the funding applications. The 2018 Action Plan includes recommended funding for community projects and City set-asides.
- Adoption of the Action Plan is required to receive and award HUD funding for the 2018 program year.

Objective: To approve a resolution adopting the 2018 Action Plan that describes funding availability and spending priorities for the upcoming HUD Program Year. This action supports implementation of Goal 3, Objectives 3.1 and 3.2 of the City's Strategic Plan: *Strengthen community identity and a sense of belonging*; and *Improve services available to underserved or vulnerable residents*.

Present Situation:

Application Process: On October 30, 2017, staff held an application workshop for 2018 CDBG and HOME. The presentation included information about available funding and the process for prioritizing the applications. Applications were submitted through ZoomGrants with a deadline of January 10, 2018.

Review Committee: A review committee composed of community members and City staff participated in the review of the applications. Each application was reviewed by a minimum of six people. The list of reviewers is attached.

2018 Funding: For the program year starting July 1, 2018, and ending June 30, 2019, the City has received its annual entitlement amounts from HUD. The following table outlines the sources and uses for the 2018 Action Plan.

2018 CDBG Sources:

\$1,288,958	2018 Entitlement
\$50,000	Anticipated Loan Payments
\$196,834	Program Income / Prior Year Resources
\$1,535,792	TOTAL

2018 CDBG Uses:

\$209,000	Public Services / Homeless Services
\$167,000	Housing Services (for use with HOME units)
\$529,000	Public and Non-Profit Facilities / Public Infrastructure
\$113,000	Economic Development
\$257,792	Administrative Allowance (limited by regulation)
\$260,000	Housing Rehabilitation Loan Program
\$ 1,535,792	TOTAL

2018 HOME Sources:

\$748,025	2018 Entitlement Anticipated
\$336,228	Prior Year Resources
\$1,084,253	TOTAL

2018 HOME Uses:

\$1,009,450	Housing Projects
\$74,803	Administrative Allowance (limited by regulation)
\$1,084,253	TOTAL

Project Prioritization: The application process for 2018 began in November 2017, with the review committee meeting in February and March. The committee reviewed the proposals online, attended agency presentations, asked questions and discussed the applications. The committee then prioritized the projects for recommendation to City Council. A list of recommended projects is attached to this staff report.

Public Hearing: HUD requires that a public hearing be conducted with 30-day notice allowing for public comment on the Action Plan. The Action Plan describes the projects that are slated to be implemented with the grant funds. The 30-day notice for the Action Plan was advertised in the Columbian newspaper on Friday, March 30, 2018.

Advantage(s):

1. Complies with state statutes requiring adoption of a resolution for expenditure of grant funds.
2. Complies with the Citizen Participation Plan from the Consolidated Plan.
3. Consistent with the recommendations of the review committee regarding the prioritization of needs in our community.

Disadvantage(s): None

Budget Impact: Adoption of the resolution will allow the City to receive and award approximately \$1,535,792 in CDBG funds and \$ 1,084,253 in HOME funds for the 2018 federal program year. The City will adopt as part of the Spring Supplemental Budget sufficient

appropriation to allow for the expenditure of CDBG funds. These expenditures are revenue supported.

Prior Council Review: April 2, 2018 Workshop

Action Requested: On Monday, May 21, 2018, subject to public hearing, approve the resolution.

Attachments:

- List of review committee members
- 2018 Action Plan Executive Summary
- Prioritized list of CDBG and HOME projects and funding awards
- Resolution to adopt 2018 Action Plan



To request other formats, please contact:
City Manager's Office
(360) 487-8600 | WA Relay: 711
Amanda.Delapena@cityofvancouver.us

2018 Review Committee Members

NAME	AFFILIATION
Denny Scott	Interfaith Task Force on Affordable Housing
Franklin Johnson	Bennington Neighborhood
Jason Nortz	City of Vancouver - Development Review Manager
Jennifer Rhoads	Community Foundation for SW Washington
Jilayne Jordan	City of Vancouver - Communication
Joan Caley	Vancouver Housing Authority/Community Member
Judi Bailey	City of Vancouver - Community Relations
Kyle Roslund	Maul Foster
Larry Smith	Retired Vancouver City Councilmember
Magan Reed	Port of Vancouver
Mike True	Fort Vancouver National Trust
Ryan Lopossa	City of Vancouver - Public Works
Sean Philbrook	Identity Clark County
Shane Kwiatkowski	Esther Short Neighborhood
Sharif Burdzik	Riverview Bank
Steve Neal	City of Vancouver - Police

CITY OF VANCOUVER

2018 Action Plan

Executive Summary

The 2018 City of Vancouver Action Plan covers the fifth and final year of the 2014-2018 Consolidated Plan for Housing and Community Development. In addition, 2018 marks Vancouver's sixteenth year as a CDBG entitlement jurisdiction and tenth year receiving HOME funds. The Consolidated Plan is a 5-year plan for assessing community needs and allocating public funding for housing, neighborhood development, economic development, and public services. The plan determines needs, resources, priorities, and proposed activities to be undertaken with respect to the Community Development Block Grant (CDBG) and the HOME Investment Partnerships (HOME) Programs, along with other Department of Housing and Urban Development (HUD) programs. The Consolidated Plan is updated annually through the annual Action Plan, which provides information regarding proposed funding for programs and projects for the upcoming program year. The 2014-2018 Consolidated Plan can be found at Vancouver's website at www.cityofvancouver.us/cdbg and includes the following objectives

- Increase and preserve affordable housing
- Revitalize targeted neighborhoods
- Provide support services for persons who are homeless or persons at risk of homelessness
- Increase economic opportunity

For narrative discussion, the document will refer to the all of the incomes on the chart below as "low-income". The federal government publishes the median family income annually for each area of the country. The chart below provides the income for a family of four living in Vancouver.

Median Family Income	FY 2016 Income Limit Category	Income Limit for a 4 Person Household
\$81,400	Extremely Low (30% Area Median Income)	\$25,100
	Very Low (50% Area Median Income)	\$40,700
	60% Area Median Income	\$44,820
	Low (80%) Income Limits	\$65,100

Source: U.S. Department of Housing and Urban Development

Note: Vancouver is part of the Portland-Vancouver-Beaverton, OR-WA MSA

The 2018 Action Plan projects are funded with Vancouver's CDBG and HOME entitlement and program income funds. Other funds that are available for Vancouver and Clark County providers include Section 8, McKinney-Vento Homeless Assistance Act funds, Washington State Housing Trust Funds, Low Income Housing Tax Credits, Community Services Block Grant (CSBG), Emergency Shelter and Homeless Prevention (ESHP), and local funds including Affordable Housing Funds and deed recording fees (HB2160, HB 2163).

City of Vancouver CDBG Funds

Entitlement (receive July 1, 2018)	\$ 1,288,958
Program income from loan payments / Prior year resources	\$246,834
Total Funds	\$1,535,792

City of Vancouver HOME Funds

Entitlement (receive July 1, 2018)	\$748,025
Prior year resources	\$336,228
Total Funds	\$1,084,253

The Department of Housing and Urban Development (HUD) has developed the following outcome performance measures in the Federal Register Notice Dated March 7, 2006:

- **Availability/Accessibility** - Applies to activities that make services infrastructure, public services, public facilities, housing, or shelter available or accessible to low and moderate-income people, including people with disabilities.
- **Affordability** - Applies to activities that provide affordability in the lives of low- and moderate-income people in a variety of ways, such as affordable housing and basic infrastructure connection and services.
- **Sustainability: Promoting Livable or Viable Communities** - Applies to activities aimed at improving communities or neighborhoods, helping to make them more livable or viable by providing benefits to persons of low- and moderate-income.

The anticipated outcomes of program year 2018 projects are identified in each project description and a summary listed in the outcome measures section of the Action Plan. Vancouver provides a detailed evaluation of its plan performance each year in the Consolidated Annual Performance Evaluation Report (CAPER). The annual CAPER describing outcomes from the individual program years of the 2014-2018 Consolidated Plan, are available for review on the City website at:

<http://www.cityofvancouver.us/ced/page/cdbg-plans-and-reports>

2018 CDBG/HOME Action Plan Projects

Agency	Project	CDBG Requested	HOME Requested	Total Project Cost	CDBG Award	HOME Award
PUBLIC SERVICES						
Community Housing Resource Center	Building Financial Stability	\$25,000		\$246,000	\$25,000	
Council for the Homeless	Housing Solutions Center	\$50,000		\$501,600	\$50,000	
Janus Youth Programs	Oak Bridge Case Management	\$50,000		\$985,035	\$50,000	
Share	Hunger Response	\$50,000		\$514,069	\$34,000	
Share	Outreach	\$50,000		\$670,080	\$50,000	
				SUBTOTAL	\$209,000	
OTHER PROJECTS						
Educational Opportunities for Children and Families	Building New Classrooms in Vancouver	\$50,000		\$79,132	\$50,000	
Evergreen Habitat for Humanity	Evergreen Habitat Land Acquisition	\$200,000		\$710,000		\$100,000
Greater Vancouver Chamber of Commerce	Small Business Assistance Program - Idea to Launch	\$55,000		\$84,360	\$55,000	
Hispanic Metropolitan Chamber of Commerce	Small Business Assistance Program	\$55,000		\$106,023	\$55,000	
Janus Youth Programs	The Nest - Housing Services and Rental Assistance	\$50,000	\$100,000	\$636,741	\$45,000	\$65,000
Lifeline Connections	Recovery Housing Services and Rental Assistance	\$5,000	\$20,000	\$343,273	\$5,000	\$20,000
Proud Ground	Permanently Affordable Homeownership		\$249,000	\$880,500		\$150,000
REACH CDC	Isabella Court Phase II		\$156,000	\$13,914,871		\$268,450
Second Step Housing	Housing Services and Rental Assistance	\$50,000	\$145,000	\$305,000	\$50,000	\$145,000
Share	ASPIRE - Housing Services and Rental Assistance	\$50,000	\$250,000	\$2,138,380	\$45,000	\$200,000
The Salvation Army	Growing Together	\$250,000		\$5,606,504	\$150,000	
The Salvation Army	Moving Forward Together - Housing Services and Rental Assistance	\$17,000	\$68,000	\$657,220	\$15,000	\$55,000
VHA	SafeChoice and Valley Homestead Shelter Improvements	\$160,000		\$600,404	\$160,000	
				SUBTOTAL	\$630,000	\$1,003,450
CITY SET-ASIDES						
City of Vancouver	Administration and Implementation				\$297,792	\$80,803
	Public Facilities and Infrastructure				\$149,000	
	Housing Rehab Program				\$250,000	
				SUBTOTAL	\$696,792	\$80,803
TOTAL FUNDING AWARDS					\$1,535,792	\$1,084,253

05/21/18

RESOLUTION NO. _____

A RESOLUTION relating to the adoption of the City's Community Development Block Grant (CDBG) and HOME Investment Partnerships Annual Action Plan for the 2018 program year; providing for severability and an effective date.

WHEREAS, the City Council recognizes the importance of providing community development funds for housing and programs that improve the lives of the low-income citizens of the city of Vancouver; and

WHEREAS, The City of Vancouver received its allocation for Program Year 2018 (07-01-18 to 06-30-19) Community Development Block Grant (CDBG) and HOME Investment Partnership funds through the U.S. Department of Housing and Urban Development (HUD); and

WHEREAS, the City anticipates having approximately \$ 1,535,792 in CDBG funds and \$1,084,253 in HOME funds for the 2018 program year; and

WHEREAS, the dollar amounts are subject to change based on project timing and final contracting requirements; and

WHEREAS, a grant review committee composed of community members and City staff participated in the review and prioritization of applications resulting in the recommended Action Plan project funding awards; and

WHEREAS, the City Council held a workshop on the Action Plan on April 2, 2018; and

WHEREAS, adoption of the Action Plan is required to receive and award HUD funding for the 2018 program year.

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 2018 CDBG and HOME Investment Partnerships Annual Action Plan, attached as Exhibit A and incorporated by reference, is hereby approved and adopted.

Section 2. Severability. If any section, sentence, clause or phrase of this resolution should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this resolution.

Section 3. This resolution shall be effective immediately upon adoption.

ADOPTED at a Regular Meeting of the Vancouver City Council this _____, of _____, 2018.

Anne McEnery Ogle, Mayor

Attest:

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

Approved as to form:

E. Bronson Potter, City Attorney

RESOLUTION - 2



Draft

2018 City of Vancouver Action Plan

Public Hearings:

April 23th – First Reading

May 7st – Public Hearing

Submit comments to:

bryan.monroe@cityofvancouver.us

City of Vancouver

Anne McEnery-Ogle, Mayor

Eric Holmes, City Manager

City Council

Bart Hansen, Council Member

Bill Turlay, Council Member

Alishia Topper, Council Member

Ty Stober, Council Member

Linda Glover, Council Member

Laurie Lebowsky, Council Member

Community and Economic Development

Chad Eiken, Director

Teresa Brum, Economic Development and
Implementation Manager

Community Development Block Grant (CDBG) & HOME Program

Peggy Sheehan, Program Manager

Danell Norby, CDBG Coordinator

Craig Frantz, Housing Rehab Specialist

Bryan Monroe, Associate Planner

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The 2018 City of Vancouver Action Plan covers the fifth and final year of the 2014-2018 Consolidated Plan for Housing and Community Development. In addition, 2018 marks Vancouver's sixteenth year as a CDBG entitlement jurisdiction and tenth year receiving HOME funds. The Consolidated Plan is a 5-year plan for assessing and allocating public funding for housing, neighborhood development, economic development, and public services. The plan determines needs, resources, priorities, and proposed activities to be undertaken with respect to the Community Development Block Grant (CDBG) and the HOME Investment Partnerships (HOME) Programs, along with other Department of Housing and Urban Development (HUD) programs. The Consolidated Plan is updated annually through the annual Action Plan, which provides information regarding proposed funding for programs and projects for the upcoming program year.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The City of Vancouver identified four primary goals and strategies during its 2014-2018 Consolidated Plan process.

1. Increase and preserve affordable housing:

- Provide initial funding for WA tax credit applications for acquisition
- Fund homeowner rehab program
- Continue to promote fair housing through education and training
- Support accessibility improvements

2. Revitalize targeted neighborhoods:

- Define “targeted” neighborhoods using updated demographic data
- Review public infrastructure and ADA needs when determining projects
- Purchase, construct and improve public facilities

3. Provide supportive services for people who are homeless and those at-risk of homelessness:

- Target individuals who meet the chronically homeless definition
- Connect people who are homeless with services, shelter and food
- Provide services for people with special needs
- Promote services that improve overall efficiency of the homeless system

4. Increase economic opportunity:

- Combine CDBG funding with other City funded efforts
- Explore developing business loan program
- Fund infrastructure to ensure properties are employment ready

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The projects listed below are from the City's 2017 Action Plan. 2017 was the fourth program year under the current 5-year Consolidated Plan cycle. The following is a summary of the anticipated beneficiaries assisted by the City of Vancouver and community partners during the 2017 program year.

Increase and preserve affordable housing:

- Second Step Housing housing services and tenant based rental assistance recipients- 40 persons
- Share ASPIRE housing services and tenant based rental assistance- 37 persons
- The Salvation Army Guiding Light housing services and tenant based rental assistance- 35 persons
- City of Vancouver housing Rehabilitation program- 7 households
- Vancouver Housing Authority Meadows Apartments- 30 households

Provide supportive services for people who are homeless and those at-risk of homelessness:

- Community Housing Resource Center Building Financial Stability to Secure Housing/Homeownership- 180 persons
- Council for the Homeless Housing Solutions center- 4,610 persons
- Janus Youth Oaks Case Management- 315 persons (youth)
- Share Hunger Response- 2,200 persons
- Share Outreach- 400 persons

- Columbia River Mental Health Facility Maintenance Repairs- 3,338 persons (2015 funding)
- Lifeline Connections Residential Treatment facility- 120 persons (Pregnant women)
- VHA Shelter Improvements- 414 persons (2015 funds)
- City of Vancouver Day Center- 2,000 persons

Increase Economic Opportunity:

- Greater Vancouver Chamber of Commerce- 30 businesses
- Hispanic Metropolitan Chamber of Commerce- 30 businesses

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The 2018 Action Plan process began in October 2017 with a Notice of Funding Availability advertisement to community partners and local agencies. The announcement was published on the City website. A workshop was held at City Hall on October 30, 2017 for interested applicants. Pre-applications were received by November 16, 2017 and final applications were received by January 10, 2018. On February 20th and 22nd, 2018 applicants presented proposals to a volunteer grant review committee comprised of community representatives and City staff. The review committee reviewed, scored, and provided prioritized recommendations of the proposals for City Council consideration. City staff held an open public workshop with the Vancouver City Council on April 2, 2018 to introduce proposals for the 2018 Action Plan. The Vancouver City Council held a first reading (introduction) of the 2018 Action Plan resolution on April 23, 2018. The final resolution adoption public hearing was held on May 7, 2018. The Action Plan 30-day public hearing notice and list of projects were published in The Columbian newspaper, posted on the City of Vancouver website, posted in public housing authority properties, public libraries and emailed to interested parties. The general public, representatives of City and County agencies, and representatives of non-profit organizations were included in the process. The public hearing was accessible to persons with physical disabilities and special needs accommodations. Transcripts of the public hearing comments as well as a CVTV digital broadcast of the public hearing are available by following links on Vancouver's website at: (Link to be inserted following hearing)

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

April 2, 2017- City Council informational workshop.

Attended by CDBG staff, city leadership, City Council, interested citizens.

- **(Enter comments as received.)**

April 23, 2017- Introductory public hearing

Attended by CDBG staff, city leadership, City Council, interested citizens.

- **(Enter comments as received.)**

May 7, 2017- Final public hearing

Attended by CDBG staff, city leadership, City Council, interested citizens.

- **(Enter comments as received.)**

6. Summary of comments or views not accepted and the reasons for not accepting them

All comments recieved were accepted and added to the public record.

7. Summary

The City of Vancouver 2018 Action Plan provides a detailed list and description of the activities which will be funded with the CDBG and HOME allocations. These funds will be utilized to implement the goals and objectives of the 2014-2018 Five-Year Consolidated Plan.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	VANCOUVER	Department of Community and Economic Development
HOME Administrator	VANCOUVER	Department of Community and Economic Development

Table 1 – Responsible Agencies

Narrative (optional)

The 2018 City of Vancouver Action Plan covers the fifth and final year of the 2014-2018 Consolidated Plan for Housing and Community Development. 2018 marks Vancouver's sixteenth year as a CDBG entitlement jurisdiction and tenth year receiving HOME funds.

Consolidated Plan Public Contact Information:

Peggy Sheehan, Program Manager
Community and Economic Development Department
City of Vancouver, Washington
415 W 6th Street
PO Box 1995
Vancouver WA 98668
(360) 487-7952
peggy.sheehan@cityofvancouver.us

AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

1. Introduction

Vancouver follows a detailed citizen participation plan. All citizens are encouraged to participate in the Action Plan development and review process including low and moderate income people, minority and non-English-speaking persons, people with disabilities or HIV/AIDS, homeless persons/agencies, and residents of public and assisted housing developments.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))

The City of Vancouver enhances coordination of public, private, and non-profit housing providers, human service agencies, and social service providers through the following actions:

- Appointing the commissioners for the Vancouver Housing Authority Board (PHA).
- Continuing to work with regional jurisdictions including Clark County and the Vancouver Housing Authority to prioritize housing needs, provide services, and maximize the use of federal, state, and local funds for affordable housing, community development, and related services.
- Continuing to participate in coordinated efforts for shelter and services assisting homeless individuals and families.
- Attendance by City Council members on the Council for the Homeless board and local Clark County Community Action Advisory Board.
- Participation by City staff on the committees that provide direction for the Clark County Homeless Action Plan and other planning initiatives.
- Participation by City staff in local service provider coalition meetings and workgroups.
- Consultation with the Washington State Housing Commission.
- Hosting and facilitating homelessness workgroups.
- Administrator for Vancouver Affordable Housing Fund.
- Administrator for Multi-family Tax Exemption projects.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

City of Vancouver staff participates with the Council for the Homeless and area service providers to enhance the community's comprehensive Continuum of Care system to end homelessness. This partnership, known as the Coalition of Service Providers, includes the collaborative efforts of more than 40 community groups, faith communities, government agencies and homeless service providers. The coalition meets regularly to discuss community issues related to homelessness, best practices, and opportunities for collaboration. Staff attends bi-monthly coalition meetings and participates in subgroups dedicated to improving data management, youth access, homelessness prevention, and assessment coordination and updating the Clark County Homeless Action Plan. City staff members are also represented on the Coalition's decision-making body (the CoC Steering Committee).

Other City activities to coordinate with the Continuum of Care and homelessness services include:

- Appointing the commissioners to the Vancouver Housing Authority Board.
- Continuing to work with other jurisdictions including Clark County and the Vancouver Housing Authority to prioritize housing needs, provide services, and maximize the use of federal, state, and local funds for affordable housing, community development, and related services
- Participation in coordinated efforts for shelter and services assisting homeless individuals and families.
- Attendance by City Council members on the Council for the Homeless board and the local Clark County Community Action Advisory Board.
- Hosting and facilitating homelessness ideas workgroups.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

City of Vancouver staff members serve on our local Continuum of Care's decision-making body (CoC Steering Committee). The CoC Steering Committee meets every month and has primary responsibility for ensuring that Homeless Management Information System (HMIS) is fully funded with appropriate policies and procedures. The CoC Steering Committee also works closely with Clark County (ESG recipient) to allocate funds and monitor outcomes. In addition, a Vancouver City Council member serves on the Clark County Community Action Advisory Board which makes allocation decisions for ESG.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

1	Agency/Group/Organization	VANCOUVER HOUSING AUTHORITY
	Agency/Group/Organization Type	PHA
	What section of the Plan was addressed by Consultation?	Public Housing Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation occurred through meetings and solicitation of comments through public hearing notices. Anticipated outcomes include identifying areas of opportunity for public housing partnerships and increased services for public housing residents.
2	Agency/Group/Organization	CLARK COUNTY DEPARTMENT OF COMMUNITY SERVICES
	Agency/Group/Organization Type	Other government - County
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation occurred through meetings. Anticipated outcomes are identifying areas of needed improvement, areas of increased funding focus, and opportunities for collaboration.

3	Agency/Group/Organization	City of Vancouver- Parks and Recreation
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Access to public facilities-parks
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation occurred through meetings. Anticipated outcomes are identifying areas in need of park accessibility or safety improvements.
4	Agency/Group/Organization	Janus Youth Programs Inc.
	Agency/Group/Organization Type	Services - Housing Services-Children Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation occurred through meetings and solicited comments. Anticipated outcomes are improving access to housing and services for homeless youth.
5	Agency/Group/Organization	SECOND STEP HOUSING
	Agency/Group/Organization Type	Housing Services - Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation occurred through meetings and solicited comments. Anticipated outcomes are identifying opportunity for collaboration on housing services.

6	Agency/Group/Organization	The Salvation Army
	Agency/Group/Organization Type	Housing Services - Housing Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Families with children
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation occurred through meetings and solicited comments. Anticipated outcomes are identifying opportunity for collaboration on streamlining rental assistance programs.
7	Agency/Group/Organization	SHARE
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation occurred through meetings and solicited comments. Anticipated outcomes are identifying opportunities for coordination of services for homeless persons.
8	Agency/Group/Organization	City of Vancouver- Transportation
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation occurred through meetings. Anticipated outcomes are identifying opportunities for collaboration on public infrastructure projects and improvements.

9	Agency/Group/Organization	City of Vancouver-Economic Development
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation occurred through meetings and solicited comments. Anticipated outcomes are identifying areas of opportunity for collaboration on public infrastructure and economic development projects.
10	Agency/Group/Organization	Clark County Coalition of Service Providers
	Agency/Group/Organization Type	Services - Housing Services-Elderly Persons Services-Persons with Disabilities Services-homeless Services-Employment Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation occurred through meetings and solicited comments. Anticipated outcomes are identifying areas of opportunity for collaboration between service providers.

11	Agency/Group/Organization	Clark County Community Action Advisory Board
	Agency/Group/Organization Type	Other government - County Other government - Local
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation occurred through meetings and solicited comments. Identification of needs and recommendations for funding programs and services provided by community-based organizations that address essential human needs and moving people towards self-sufficiency.

Table 2 – Agencies, groups, organizations who participated

Identify any Agency Types not consulted and provide rationale for not consulting

Not Applicable.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Council For The Homeless	Increase and preserve affordable housing; provide supportive services to people who are homeless and at-risk of homelessness
Clark County Homeless Action Plan	Clark County	Increase and preserve affordable housing; provide supportive services to people who are homeless and at-risk of homelessness
Clark County Aging Readiness Plan	Clark County	Increase and preserve affordable housing; provide supportive services to people who are homeless and at-risk of homelessness
Moving to Work Plan	Vancouver Housing Authority (PHA)	Provide supportive services for people who are homeless and those at-risk of homelessness; increase economic opportunity
City of Vancouver Comprehensive Plan	City of Vancouver	Increase and preserve affordable housing; provide supportive services to people who are homeless and at-risk of homelessness; revitalize targeted neighborhoods; increase economic opportunity

Table 3 – Other local / regional / federal planning efforts

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

City of Vancouver staff works with community residents, service providers and leaders to develop goals and objectives through the annual Action Plan and five-year Consolidated Plan processes. The goals incorporate feedback from the community regarding issues to be resolved and projects in need of funding. The City of Vancouver has an adopted Citizen Participation Plan to ensure consistent outreach efforts.

Citizen Participation Outreach

Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Internet Outreach	Non-targeted/broad community 2018 Funding Applicants	Date: 10-4-2017 Agenda: Notice of Funding Availability for 2018 Action Plan applicants Attendance: NA	No comments received.	NA	https://www.cityofvancouver.us/sites/default/files/fileattachments/community_and_economic_development/page/13103/2018_cdbg_home_nofa.pdf
2	Public Meeting	Non-targeted/broad community	Date: October 30, 2017	No comments received	NA	https://www.cityofvancouver.us/sites/default/files/fileattachments/community_and_economic_development/page/13103/2018_application_guidelines.pdf

3	Newspaper Ad	Non-targeted/broad community	Date: March 30, 2018 Agenda: Publication of public hearing notice for 2018 Action Plan in local newspaper Attendance: NA	TBD	NA	
4	Public Meeting	Non-targeted/broad community City Council	Date: April 2, 2018 Agenda: Workshop for City Council regarding proposed 2018 Action Plan projects prior to public hearing Attendance: City Council, City Staff, general public / interested parties	TBD	NA	
5	Public Hearing	Non-targeted/broad community City Council	Date: 4-23-2017 Agenda: Introduction of Resolution to adopt 2018 Action Plan Attendance: City Council, City Staff, general public / interested parties	TBD	TBD	
6	Public Hearing	Non-targeted/broad community City Council	Date: 5-7-2017 Agenda: Council vote on Resolution to adopt 2018 Action Plan Attendance: City Council, City Staff, general public / interested parties	TBD	TBD	

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

Vancouver has received a direct allocation of Community Development Block Grant funds from HUD since 2003. In 2009, Vancouver began receiving an annual allocation of HOME Investment Partnership funding. The City is responsible for administration of these programs in compliance with the HUD regulations and requirements and has responsibility for the final allocation of funds for program activities. The below figures for "Expected Amount Available Remainder of Con Plan" are estimates based on 2017 funding levels.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	Public/federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	\$1,160,000	\$50,000	\$201,000	\$1,411,000	0	Final year of Consolidated Plan.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	\$503,670		\$346,697	\$850,367	0	Final year of Consolidated Plan.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

Vancouver has taken action to assist other agencies and organizations in applying for available funds and leveraging other resources to implement housing strategies and programs. Vancouver works with representatives from the private lending community, financial experts, and private and non-profit housing developers and consultants who can provide technical expertise in packaging development proposals. Vancouver has submitted letters of support and verification of consistency for project applications, which support the goals and objectives that are found in the Housing and Community Development Plan. The City of Vancouver also offers funds to support Low Income Housing Tax Credit projects. The City has worked with the Housing Finance Commission to consider changes to the tax credit allocation method. The CDBG and HOME applications strongly encourage leveraging funds by awarding additional rating points based on the amount of committed matching funds. Projects funded with program year 2018 CDBG and HOME funds had a total of \$14,164,717 in committed matching funds at the time of application which is 49% of total project costs. The amount of leveraged funds is expected to go up as projects move forward, especially for housing construction projects.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

In January 2018 the City of Vancouver purchased an approximately 25,000 square foot building, located at 2018 Grand Blvd. in central Vancouver, for a price of \$4.3 million. The City plans to relocate an existing day center for homeless persons (currently located at the Friends of the Carpenter facility downtown) to the new building as soon as it completes a feasibility study, permitting process and interior space remodeling. The current day center will close when the new day center is operational. The Day Center will offer basic amenities such as showers, restrooms, laundry facilities, personal storage, mail, phone charging. Other services offered at the Day Center include counseling, general education classes, case management, and job search assistance.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Supportive Services for At-Risk & Homeless Persons	2014	2018	Homeless	Citywide	Mitigation of homelessness and related issues	CDBG: \$729,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 15,663 Persons Assisted Public service activities other than Low/Moderate Income Housing Benefit: 14,835 Persons Assisted Public service activities for Low/Moderate Income Housing Benefit: 320 Households Assisted Homeless Person Overnight Shelter: 283 Persons Assisted Homelessness Prevention: 175 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
2	Increase and Preserve Affordable Housing	2014	2018	Affordable Housing	Citywide	Create Maintain and Support Affordable Housing	CDBG: \$300,000 HOME: \$800,000	Rental units constructed: 49 Household Housing Unit Homeowner Housing Added: 1 Household Housing Unit Homeowner Housing Rehabilitated: 8 Household Housing Unit Direct Financial Assistance to Homebuyers: 1 Households Assisted Tenant-based rental assistance / Rapid Rehousing: 175 Households Assisted
3	Increase Economic Opportunity	2014	2018	Non-Housing Community Development Infrastructure / Employment	Citywide	Increase economic & job development opportunities	CDBG: \$110,000	Businesses assisted: 75 Businesses Assisted
4	Revitalize Targeted Neighborhoods	2014	2018	Geographical Prioritization			CDBG: \$0 HOME: \$0	

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Supportive Services for At-Risk & Homeless Persons
	Goal Description	The City proposes to address this goal through the following measures: • Fund public services serving low-income and homeless individuals and families • Fund improvements to public facilities serving homeless persons and people with behavioral/substance abuse disorders
2	Goal Name	Increase and Preserve Affordable Housing
	Goal Description	The City proposes to address this goal through the following measures: • Provide initial funding for WA tax credit applications and other funding sources for acquisition and new construction • Fund TBRA and housing service providers • Fund homeowner rehab program • Continue to promote fair housing through education and training • Manage Affordable Housing Levy Fund • Provide development fee waivers for affordable housing
3	Goal Name	Increase Economic Opportunity
	Goal Description	The City proposes to address this goal through the following measures: • Funding small business assistance programs with CDBG • Fund infrastructure to ensure properties are employment ready • Support commercial pre-lease program and other business initiatives

4	Goal Name	Revitalize Targeted Neighborhoods
	Goal Description	Typically the City has addressed this goal by identifying low income neighborhoods in need and annually setting aside a portion of funds for constructing and improving public infrastructure and accessibility projects. However due to the current rental and housing affordability crisis the City has placed a higher priority on affordable housing projects and supportive services for homeless and at-risk persons. The City does not have any active Neighborhood Revitalization Strategy Areas. No funding was designated for infrastructure improvements in the 2018 program year. The following measures are typically used for revitalizing targeted neighborhoods: • Define "Targeted" neighborhoods using updated demographic data • Update existing and apply for new Neighborhood Revitalization Strategy Areas • Review public infrastructure and ADA needs when determining projects • Purchase, construct, and improve public facilities

Projects

AP-35 Projects – 91.220(d)

Introduction

Vancouver organizes a volunteer committee comprised of City staff and community members to prioritize all applications. Application scores guide the prioritization of projects. Prioritized applications are recommended to Vancouver City Council. The following section describes proposed projects that will be funded subject to the resources available in the annual allocation. This Action Plan is consistent with the statutory goals outlined in the strategies and the priority needs listed in the 2014-2018 Consolidated Plan. The 2018 Action Plan projects are categorized under one of the following Consolidated Plan goals:

- Supportive Services for At-Risk & Homeless Persons
- Increase and Preserve Affordable Housing
- Increase Economic Opportunity

Projects

#	Project Name
1	CDBG Public Services
2	CDBG Public Facilities
3	CDBG Housing Services
4	HOME Tenant Based Rental Assistance
5	CDBG Housing Rehabilitation Program
6	CDBG and HOME Housing Projects
7	CDBG Economic Development
8	CDBG Administration
9	HOME Program Administration

Table 6 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

Allocation priorities were chosen based on:

- Project review committee scoring analysis.
- Alignment with the City of Vancouver Consolidated Plan goals.
- Consistency with HUD objectives for CDBG/HOME programs.
- Review and approval from the Vancouver City Council.

The primary obstacle to addressing underserved needs is available financial resources.

AP-38 Project Summary

Project Summary Information

1	Project Name	CDBG Public Services
	Target Area	Citywide
	Goals Supported	Supportive Services for At-Risk & Homeless Persons
	Needs Addressed	Mitigation of homelessness and related issues
	Funding	CDBG: \$209,000
	Description	Public Service projects carried out that promote and further the goals and objectives of the Consolidated Plan.
	Target Date	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	An estimated 15,155 people will be served, including: 0-30% AMI: 11,900 31-60% AMI: 3,100 61-80% AMI: 155
	Location Description	Services available citywide.

	Planned Activities	Counseling and post-counseling to remove financial barriers to homeownership: CDBG Eligibility National Objective: 570.208(a)(2)(i)(B) National Objective code: LMC Eligibility Citation: 570.201(e) Matrix code: 05U-Housing counseling Objective Category: Create suitable living environments Outcome Category: Availability / Accessibility Meal programs serving low-income and homeless individuals and families: CDBG Eligibility National Objective: 570.208(a)(2)(i)(D) National Objective code: LMC Eligibility Citation: 570.201(e) Matrix code: 05-Other Public Services Objective Category: Create suitable living environments Outcome Category: Availability / Accessibility Street outreach to connect people who are homeless with shelter and services: CDBG Eligibility National Objective: 570.208(a)(2)(i)(A) National Objective code: LMC Eligibility Citation: 570.201(e) Matrix code: 05-Other Public Services Objective Category: Create suitable living environments Outcome Category: Availability / Accessibility Staffing for a one-stop access point to housing, services and shelters: CDBG Eligibility National Objective: 570.208(a)(2)(i)(A) National Objective code: LMC Eligibility Citation: 570.201(e) Matrix code: 05-Other Public Services Objective Category: Create suitable living environments Outcome Category: Availability / Accessibility Intensive case management in shelters serving youth who are homeless: CDBG Eligibility National Objective: 570.208(a)(2)(i)(A) National Objective code: LMC Eligibility Citation: 570.201(e) Matrix code: 05D -Youth Services Objective Category: Create suitable living environments Outcome Category: Availability / Accessibility
Draft		Annual Action Plan 2018

2	Project Name	CDBG Public Facilities
	Target Area	Citywide
	Goals Supported	Supportive Services for At-Risk & Homeless Persons
	Needs Addressed	Mitigation of homelessness and related issues
	Funding	CDBG: \$360,000
	Description	Construction projects carried out on facilities that promote and further the goals and objectives of the Consolidated Plan.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	An estimated 15,946 people will be served, including: 0-30% AMI: 12,961 31-60% AMI: 2,363 61-80% AMI: 530 80% + AMI: 92
	Location Description	Early learning Classrooms: 1904 St John's Road, Vancouver WA Community Resource Center: 1500 NE 112th Ave, Vancouver WA Shelter Renovations: 4921 Hazel Dell Ave, Vancouver WA Undisclosed location within the city While the facilities have specific locations the services are offered to residents citywide.

	Planned Activities	Early Learning Classrooms Renovation of a structure to provide two full-day early learning classrooms. National Objective: 570.208(a)(2)(i)(B) National Objective Code: LMC Eligibility Citation: 570.201(c) Matrix Code: 03M - Childcare Centers Performance Objective: Create suitable living environments Performance Outcome: Availability/Accessibility Homeless Shelter Maintenance National Objective: 570.208(a)(2)(i)(A) National Objective Code: LMC Eligibility Citation: 570.201(c) Matrix Code: 03C - Homeless Facilities Performance Objective: Provide Decent Housing Performance Outcome: Availability/Accessibility Community Resource Center National Objective: 570.208(a)(2)(i)(A) National Objective Code: LMC Eligibility Citation: 570.201(c) Matrix Code: 03E - Neighborhood Facilities Performance Objective: Suitable living Environment Performance Outcome: Availability/Accessibility The community resource center and homeless shelter maintenance projects are proposed to receive \$290,000 in pre-award funding.
--	---------------------------	---

3	Project Name	CDBG Housing Services
	Target Area	Citywide
	Goals Supported	Increase and Preserve Affordable Housing
	Needs Addressed	Mitigation of homelessness and related issues
	Funding	CDBG: \$160,000
	Description	Case management for households receiving HOME tenant based rental assistance or living in HOME funded units.
	Target Date	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	An estimated 175 Households will be served, including: 0-30% AMI: 155 31-60% AMI: 20
	Location Description	Services available citywide.
	Planned Activities	Case management for households receiving HOME tenant based rental assistance or living in HOME funded units. National Objective: 570.208(a)(3)(iii) National Objective Code: LMH Eligibility Citation: 570.201(k) Matrix Code: 14J-Housing Services Performance Objective: Provide Decent Housing Performance Outcome: Availability/Accessibility
4	Project Name	HOME Tenant Based Rental Assistance
	Target Area	Citywide
	Goals Supported	Increase and Preserve Affordable Housing
	Needs Addressed	Create Maintain and Support Affordable Housing
	Funding	HOME: \$485,000
	Description	Rental Assistance for households earning up to 60% AMI.
	Target Date	12/31/2019
	Estimate the number and type of families that will benefit from the proposed activities	An estimated 175 households will be served, including: 0-30% AMI: 155 31-60% AMI: 20
	Location Description	Available citywide

	Planned Activities	Rental Assistance for households earning up to 60% AMI. Activity: Tenant Based Rental Assistance Eligibility Citation: 92.205 (a)(1) Performance Objective: Provide Decent Housing Performance Outcome: Affordability
5	Project Name	CDBG Housing Rehabilitation Program
	Target Area	Citywide
	Goals Supported	Increase and Preserve Affordable Housing
	Needs Addressed	Create Maintain and Support Affordable Housing
	Funding	CDBG: \$250,000
	Description	Homeowner housing rehabilitation program that provides loans of up to \$25,000 of single family residences. National Objective: 570.208(a)(3)(ii) National Objective Code: LMH Eligibility Citation: 570.202(a) Matrix Code: 14A - Rehab: Single-Unit Residential Performance Objective: Provide Decent Housing Performance Outcome: Availability/Accessibility
	Target Date	12/31/2019
	Estimate the number and type of families that will benefit from the proposed activities	An estimated 8 households will be served, including: 0-30% AMI: 2 households 31-60% AMI: 4 households 61-80% AMI: 2 households
	Location Description	Service available citywide.
	Planned Activities	Homeowner housing rehabilitation program that provides loans of up to \$25,000 of single family residences. Including loans and program administration.

6	Project Name	CDBG and HOME Housing Projects
	Target Area	Citywide
	Goals Supported	Increase and Preserve Affordable Housing
	Needs Addressed	Create Maintain and Support Affordable Housing
	Funding	CDBG: \$50,000 HOME: \$315,000
	Description	Development of affordable housing projects that promote and further the goals and objectives of the Consolidated Plan.
	Target Date	12/31/2019
	Estimate the number and type of families that will benefit from the proposed activities	An estimated 51 households will be served, including: 0-30% AMI: 37 31-60% AMI: 14
	Location Description	Isabella Court Phase II is located at 3020 NE 62nd Avenue, Vancouver, WA 98661. The Proud Ground homeownership assistance and Habitat for Humanity land acquisition projects will be at various locations within the City of Vancouver.

	Planned Activities	New Construction of rental units: HOME Activity: Housing-New Construction Eligibility Citation: 92.205 (a)(1) Performance Objective: Provide Decent Housing Performance Outcome: Affordability The rental unit new construction project is proposed to receive \$125,917 in pre-award funding. Down-payment assistance: HOME Activity: Homebuyer Assistance Eligibility Citation: 92.205 (a)(1) Performance Objective: Provide Decent Housing Performance Outcome: Affordability Land acquisition: CDBG Eligibility National Objective: 570.208(a)(3) National Objective code: LMC Eligibility Citation: 570.201(a) Matrix code: 01- Acquisition of Real Property Objective Category: Provide Decent Housing Outcome Category: Affordability
--	---------------------------	---

7	Project Name	CDBG Economic Development
	Target Area	Citywide
	Goals Supported	Increase Economic Opportunity
	Needs Addressed	Increase economic & job development opportunities
	Funding	CDBG: \$110,000
	Description	Projects that promote and further the economic development goals and objectives of the consolidated plan.
	Target Date	06/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	An estimated 75 households will be served, including: 0-30% AMI: 17 31-60% AMI: 43 61-80% AMI: 15
	Location Description	Available citywide.
	Planned Activities	Small Business Assistance CDBG Eligibility: National Objective: 570.208(a)(2)(i)(B) National Objective code: LMC Eligibility Citation: 570.201(e) Matrix code: 18C ED: Micro-Enterprise Assistance Objective Category: Creating Economic Opportunities Outcome Category: Availability / Accessibility
8	Project Name	CDBG Administration
	Target Area	
	Goals Supported	
	Needs Addressed	
	Funding	CDBG: \$272,000
	Description	Program administrative costs. National objective: 570.208(d)(4) Eligibility Citation: 570.206 Matrix Code: 21A-General Program Administration
	Target Date	

	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
9	Project Name	HOME Program Administration
	Target Area	
	Goals Supported	
	Needs Addressed	
	Funding	HOME: \$50,367
	Description	Program administration costs.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The City does not currently distribute assistance strictly by geographic area but has in the past designated certain areas of focus as Neighborhood Revitalization Strategy Areas (NRSA). At present there are no designated NRSA's in Vancouver.

Geographic Distribution

Target Area	Percentage of Funds
CENTRAL VANCOUVER	
ESTHER SHORT NRSA	
Citywide	

Table 7 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The City of Vancouver does not currently distribute assistance strictly by geographic area.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

The City of Vancouver partners with the Vancouver Housing Authority (VHA) and several non-profit agencies to assist in projects designed to provide affordable rental and homeowner housing, including assistance to people with disabilities and homeless individuals and families. The program year 2018 Action Plan includes funds for tenant-based rental assistance, housing services, homeownership assistance and counseling as well as development of new rental housing units.

Vancouver administers a homeowner housing rehabilitation program within the city limits. Projects are limited to a maximum amount of \$25,000 to complete basic home repairs and improvements meeting Vancouver's rehabilitation specifications and minimum standards. Repairs will be made for homeowners earning 80% or less of the area median income (AMI).

Vancouver voters approved a November 8, 2016 ballot measure creating a Vancouver Affordable Housing Fund to serve very low-income families and individuals (earning up to 50 percent of area median income). The fund will be used to increase Vancouver's supply of affordable housing, preserve existing homes, and prevent homelessness through rental assistance, temporary shelter, and services. The new property tax collection started in 2017. The levy will be paid by both residential and commercial property owners and will be capped at \$6 million per year for seven years. To date the fund has awarded \$4.4 million towards the creation of 100 affordable units.

The City of Vancouver also administers a Multi-Family Housing Tax Exemption (MFTE) Program, which allows for an 8, 10 or 12-year tax exemption for the approved value of newly constructed or rehabbed residential units. Four tax exemption options are available for projects:

- An 8-year exemption is available for market-rate projects with an approved Development Agreement.
- 8-year exemption for projects with 20% of units affordable to households earning up to 100% of area median income (AMI).
- 10-year exemption for projects with 20% of units affordable to households earning up to 80% AMI.
- 12-year exemption for projects with 20% of units affordable to households earning up to 60% AMI.

In addition to the above requirements, households in income-restricted units must pay no more than 30% of their income for rent and utilities.

One Year Goals for the Number of Households to be Supported	
Homeless	155
Non-Homeless	24
Special-Needs	55
Total	234

Table 8 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	175
The Production of New Units	50
Rehab of Existing Units	0
Acquisition of Existing Units	1
Total	234

Table 9 - One Year Goals for Affordable Housing by Support Type

AP-60 Public Housing – 91.220(h)

Introduction

Vancouver partners with the Vancouver Housing Authority (VHA) and several non-profit agencies to assist in projects designed to provide affordable rental and homeowner housing, including assistance to people with disabilities and homeless individuals and families.

The program year funding includes providing tenant-based rental assistance to approximately 45 households, housing services for over 105 households, development of 78 new rental housing units, and preservation/rehab of an expected 12 existing low-income single-family households.

Actions planned during the next year to address the needs to public housing

Vancouver partners with the Vancouver Housing Authority (VHA) and several non-profit agencies to assist in projects designed to provide affordable rental and homeowner housing, including assistance to people with disabilities and homeless individuals and families.

The program year funding includes providing tenant-based rental assistance to approximately 45 households, housing services for over 105 households, development of 78 new rental housing units, and preservation/rehab of an expected 12 existing low-income single-family households.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

To encourage public housing residents to become more involved in the work of the VHA, residents are encouraged to participate with the VHA Resident Advisory Board (RAB). The RAB meets several times a year to discuss and provide input on VHA initiatives. The VHA has a Resident Commissioner who is appointed by the mayor of Vancouver and serves on the VHA Board of Commissioners. The Resident Commissioner must be housed in public housing or receive a Section 8 Housing Choice Voucher. Homeownership is encouraged for those individuals in Public Housing and Section Family Self-Sufficiency programs. Family Self-Sufficiency (FSS) participants create a success plan to use training, education and other community resources to become self-sufficient within five years. As part of the FSS program any increase in the tenant's share of rent due to increases in income are paid into an escrow account that become available to the participant upon the successful completion of their success plan. Many participants use the escrow account for the down payment on a home.

VHA's Homeownership Voucher program allows qualifying participants to use their voucher toward mortgage payments on a home they are buying.

The School Stability Subsidy Program, implemented by VHA in 2017, provides locally-funded, short-term rental assistance for families with school-age children in cases where a few months of rental subsidy will help keep the family housed. This program, funded by VHA is a partnership with Vancouver Public Schools and Evergreen Public Schools, and Council for the Homeless. Council for the Homeless administers the program.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

The VHA is not a troubled housing authority. The VHA is rated as a high-performing agency by the U.S. Department of Housing and Urban Development.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

The Clark County Homeless Action Plan establishes a county-wide roadmap of strategies aimed at ending homelessness in Clark County. The strategies of the Homeless Action Plan are adopted as part of the Consolidated Plan and annual Action Plans to provide further guidance to homeless providers and community funders in expanding and better coordinating community resources in this effort. The City of Vancouver does not have direct access to HOPWA funding. HOPWA funding is managed on a regional basis through the City of Portland.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Vancouver will be providing funding for an effective outreach program for chronically and non-chronically homeless persons having difficulty accessing service that will link them to mainstream resources such as comprehensive housing, case management, physical and mental health services, and chemical dependency treatment. In addition to outreach services, the City of Vancouver funds assessment specialists at our community's one-stop access point for prevention, emergency shelter, and housing. These staff members also provide housing assessments in the field for people who cannot access the main office location.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City will be providing funding to ensure availability and access to "one-stop" access point for emergency shelter and services.

Shelters in the community include:

- Two shelters open year-round that serve families with children and single women;
- One shelter that serves single men; two that serve unaccompanied youth; and
- One shelter that serves domestic violence survivors.
- Two winter overflow shelters, one of which serves single men and another that serves single woman and families with children.
- Multiple site-based transitional housing units available consisting of small group homes and one large faith-based transitional housing program.

In 2018 Vancouver will be relocating a “day center” for homeless persons. The City has purchased a site with an existing building and obtained landuse approval for operation. The facility will offer a safe place to be during the day and provide access to services such as bathrooms, showers, laundry, personal storage and cell phone charging. The center will be staffed and provide referrals to mental health counseling, general education, and job search case management opportunities. The new center will also now be located on a major transit route.

The 2018 action plan also includes funding to rehabilitate two homeless shelters within the City.

The Washington recently passed a bill that makes a surcharge on recording documents permanent. This surcharge will be used to help mitigate homelessness issues. Vancouver has an interlocal agreement for the use of County Auditor deed recording fees administered through Clark County. This agreement allows for funding of the maintenance and operations of the homeless shelters, as well as the Council for the Homeless administration.

Funding from the Vancouver affordable housing fund will also be used to preserve shelters and increase capacity as people move from living on the streets into permanent homes. Projects to help with emergency transitional housing include \$1.2 million in housing assistance funding, and shelter investments to increase bed capacity. The 2018 affordable housing fund application cycle will commence in the summer of 2018.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The 2018 action plan includes funding for tenant-based rental assistance and housing services to help households find and maintain their housing. A portion of the funding is targeted to homeless and unaccompanied youth. The plan also provides funding for a central access point for homelessness prevention, emergency shelter, and housing assistance programs community-wide. The City also funds an outreach program to link homeless persons to comprehensive housing, case management, physical and mental health services, and chemical dependency treatment.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

Vancouver participates with the Council for the Homeless and area service providers to enhance the community's comprehensive Continuum of Care (CoC) system to end and prevent homelessness. The CoC has a workgroup devoted to homelessness prevention and one focused on discharge planning. The prevention workgroup is using data driven risk factors of homelessness to help the community better target our limited prevention resources. The discharge planning workgroup is working with the jail, hospitals, and behavioral health institutions to ensure that people are not discharged into homelessness. We have several housing programs in our CoC that focus specifically on people being discharged from systems of care.

The affordable housing levy funds will provide \$1.21 million for homelessness prevention, rental assistance, and services. Much of this funding is expected to help people stay in their homes and avoiding eviction.

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

Vancouver is still experiencing a significant demand for rental units with vacancy rates near 3 percent and continually increasing rents. While wages have increased over the last year they still have not kept pace with rental rates. Approximately half of all renters in our community are considered cost-burdened (spend 30% or more of their income on housing). Recent reports from the national rental marketplace Apartment List still indicate the City of Vancouver as a city with the one of the fastest growing rents in the nation with a year over year increase of 5.7% (March 1, 2018). (<https://www.apartmentlist.com/rentonomics/rental-data>) The City of Vancouver recognizes the importance of housing in fostering a healthy and livable community. Vancouver is committed to promoting safe, affordable housing and reducing homelessness through the City's funding, partnership, and policy efforts.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

2018 efforts to remove barriers include:

- Management and implementation of the affordable housing levy funding
- Implementation of a development fee waiver for affordable housing
- Land use code revisions to reduce barriers for affordable housing development.
- Expansion of the multi-family tax exemption program.
- Amend local Human Service Ordinance to eliminate siting discrimination for human service providers.

AP-85 Other Actions – 91.220(k)

Introduction:

The City continues to pursue a variety of strategies to meet the identified needs of the community. Due to recent population growth and proximity to Portland, Vancouver is experiencing a very low rental vacancy rate. This has resulted in greater competition for units, more scrutiny from landlords regarding tenants' income and rental history, and rent increases. These factors have made it more difficult for housing voucher holders to find available apartments, and for renters in general to access housing that is affordable based on their income. Additionally, a lack of sufficient financial resources continues to be a barrier to meeting the underserved housing needs.

Actions planned to address obstacles to meeting underserved needs

The projects selected for the 2018 Action Plan foster and maintain affordable housing. In addition to tenant based rental assistance, the City will fund housing services and case management to assist households with finding and maintaining housing. The majority of this funding supports households exiting homelessness, and a portion of the funding will address the needs of homeless and at-risk youth. New construction rental housing will provide 49 units. Additionally, the City will provide funds for the rehabilitation of owner-occupied housing for low- and moderate-income households.

The City is also providing Affordable Housing Fund resources for rental assistance and services. Some of this funding will support Volunteers Lawyer Network staff that will meet with clients to reduce or address barriers to housing (e.g. requesting reasonable accommodations, dealing with past evictions or issues on record). Funding will also be used to assist households with application fees and security deposits to help them access housing and payment of arrears for currently housed tenants to avoid eviction.

Actions planned to foster and maintain affordable housing

Staff is currently focused on development and implementation of the tax-levy supported Affordable Housing Fund, providing resources for affordable housing construction, rehabilitation, land acquisition, rental assistance and services.

The City will also continue to implement the housing policy recommendations of the affordable housing task force, including:

- Multifamily Tax Exemption Program – The program's affordability requirements were recently strengthened and one of the target areas was expanded to align with a new

high-frequency transit route. Upcoming plans include identifying additional target areas and continuing outreach to potential program applicants.

- Zoning and Development Regulations – Staff recently completed an update to the ADU code to increase flexibility for homeowners looking to develop these small units. Other planned actions include consideration of density bonuses and other multifamily inclusionary housing incentives in conjunction with other long-range planning efforts.

Actions planned to reduce lead-based paint hazards

Vancouver funds rental assistance programs and manages a housing rehabilitation program; all of which require a lead based paint inspection on all homes built prior 1978. The City plans to continue funding inspections and mitigation measures for funded housing and rehabilitation projects.

Actions planned to reduce the number of poverty-level families

Vancouver works with Clark County, the primary funder of anti-poverty programs. The City/County anti-poverty strategies focus on the goal of increasing self-sufficiency of low-income individuals and families. For project year 2018 Vancouver proposes the following actions in an effort to achieve this goal:

- Continue to support and fund programs associated with the Clark County Homeless Action Plan.
- Support programs of the Council for the Homeless and providers of emergency and transitional shelter and services to persons who are homeless or at risk of being homeless.
- Create a new homeless day center providing a first access point for resources to help people move off the streets and into housing.
- Fund rehabilitation improvements for existing shelters.
- Fund new affordable housing units.
- Fund education and self-sufficiency projects for low-income residents.
- Support economic development efforts aimed at helping small business owners and job seekers.
- Continue to support non-profits in the delivery of basic services through the City of Vancouver CDBG and general fund for emergency shelter, transitional case management, food, and low-income energy assistance and weatherization programs.
- Continued presence of City Council and staff members on non-profit agency boards including service providers, economic development organizations, and chambers of commerce.

Actions planned to develop institutional structure

Staff will continue to coordinate on housing issues across teams and departments within the City, and work to include affordable housing elements in long-range planning efforts such as the upcoming Tower Mall area redevelopment. Development of the City's institutional structure for implementation of the Action Plan also includes continued cooperation with local and regional service providers. This cooperation occurs through both formal and informal networks and workgroups such as the Coalition of Service Providers and Homeless Stakeholders Idea Group.

Actions planned to enhance coordination between public and private housing and social service agencies

City of Vancouver staff members serve on the Continuum of Care Steering Committee which is charged with administering the Governance Charter for the McKinny Vento funding. The City of Vancouver will continue to coordinate with the Vancouver Housing Authority along with the other providers to address housing needs for low income populations.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction:

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	\$50,0000
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	\$50,000

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	98%

HOME Investment Partnership Program (HOME)
Reference 24 CFR 91.220(l)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

The City of Vancouver does not use HOME funds other than dictated by 92.205.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

The City of Vancouver received approval on January 26, 2016 for HOME resale and recapture provisions for homebuyer activities. The policy document and approval letter are appended to this report.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

The City's HOME resale and recapture policies to ensure the affordability of units acquired with HOME funds were submitted to HUD and received approval on January 26, 2016. The policy document and approval letter are appended to this report.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

The City of Vancouver does not anticipate using HOME funds in this manner.

STAFF REPORT NO. 075-18

TO: Mayor and City Council
FROM: Eric Holmes, City Manager

DATE: 5/21/2018



Subject: Amendment to the CDBG and HOME Program Citizen Participation Plan

Key Points:

- HUD has added additional requirements for citizen participation plans in the code of federal regulations.
- The City has established an active and maintained social media presence that has the capability of reaching more people.

Objective:

- Update the Vancouver CDBG and HOME program citizen participation plan to reflect changes made by HUD in the Code of federal Regulations.
- Add social media as a new outreach tool in the participation plan to reach interested citizens and encourage participation.

Present Situation: HUD requires participating jurisdictions to adopt a citizen participation plan establishing policies and procedures for citizen participation. The City's CDBG and HOME programs have a citizen participation plan that was approved through HUD in 2014. HUD has subsequently added changes to the citizen participation plan requirements in the code of federal regulations (24 CFR 91.105). The changes add processing and procedural requirements for the "Assessment of Fair Housing" report. The City's Assessment of Fair Housing report is not due to HUD until October 2023. The City is being proactive in making the changes prior to the established timelines.

The City has in the last few years has increased its presence and consistency on social media platforms. The participation plan will now list social media as a standard communication outlet to reach interested parties and foster additional public participation opportunities.

Advantage(s):

1. The City of Vancouver CDBG and HOME programs will be in compliance with Federal regulations.
2. The City will add another communication tool to reach interested parties to encourage participation in the CDBG and HOME process.

Disadvantage(s): None

Budget Impact: None

Prior Council Review: April 2, 2018 Workshop

Action Requested: Subject to public hearing, adopt a resolution amending the City's CDBG and HOME Program Citizen Participation Plan.

Attachments:

- Resolution
- Proposed Citizen Participation Plan



To request other formats, please contact:
City Manager's Office
(360) 487-8600 | WA Relay: 711
Amanda.Delapena@cityofvancouver.us

5/21/2018

RESOLUTION NO. M-_____

A RESOLUTION relating to an update and adoption of the City's Community Development Block Grant (CDBG) and HOME Investment Partnerships Citizen Participation Plan; providing for severability and an effective date.

WHEREAS, The City of Vancouver receives HUD funding to distribute through CDBG and HOME programs subject to the regulations set out in the Code of Federal Regulations; and

WHEREAS, HUD from time to time may amend the Code of Federal Regulations; and

WHEREAS, The City is required to amend its own policies and procedures to remain in compliance with HUD regulations to subsequently receive annual funding entitlements; and

WHEREAS, the City desires to encourage public participation through multiple communication outlets by adding program notices on social media platforms as a standard communication practice.

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. **CDBG and HOME Citizen Participation Plan. (Amended).**

The proposed amendments to the previously adopted CDBG and HOME Citizen Participation Plan, attached hereto and incorporated by reference, are hereby approved and adopted.

Section 3. Severability. If any section, sentence, clause or phrase of this resolution should be held to be invalid or unconstitutional by a court of competent jurisdiction, such

invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this resolution.

Section 4. This resolution shall be effective immediately upon adoption.

ADOPTED at a Regular Meeting of the Vancouver City Council this _____ day of _____, 2018.

Anne McEnerny-Ogle, Mayor

Attest:

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

Approved as to form:

E. Bronson Potter, City Attorney



CDBG AND HOME CITIZEN PARTICIPATION PLAN

1. Overview

The City of Vancouver receives federal Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) grant funds annually from the U.S. Department of Housing & Urban Development (HUD). Each grant has different regulations, program requirements, and target populations. The two grants are awarded based on a formula that takes into account the population, the demographics of persons living in poverty, the level of overcrowded housing, and the age of housing.

The 5 Year Consolidated Plan for Housing and Community Development (Consolidated Plan) is intended to establish a unified vision of housing and community development strategies for the two federal grants received by the City. The plan is also designed to assist the community in providing decent housing, suitable living environments, and expanding economic opportunities for low-income or disabled persons.

2. Citizen Participation

The City shall follow a detailed citizen participation plan that addresses the following issues:

- access to information
- access to meetings
- access to records
- amendments to plans
- complaints
- minimizing displacement
- notice of hearings
- participation opportunities
- public comment opportunities
- public hearings
- publishing plans
- technical assistance

a) **Encouragement of Citizen Participation in CDBG/HOME Planning & Activities:** All citizens, including low- and moderate-income persons, persons living in low- and moderate-income neighborhoods, minority populations, non-English speaking persons, persons with disabilities, homeless persons/agencies and residents of public and assisted housing developments are encouraged to participate in the development and review of the:

- Citizen Participation Plan
 - Consolidated Plan
 - Assessment of Fair Housing
 - Annual Action Plan
 - Consolidated Annual Performance and Evaluation Report (CAPER)
-

- Substantial Amendments to the Assessment of Fair Housing, Action Plan and Consolidated Plan

All meetings are open to the public with efforts made to be scheduled at times and locations convenient to potential and actual beneficiaries with accommodations for persons with disabilities and assistance available for non-English speaking persons. Those wishing to be regularly informed of meetings/activities can be added to the program mailing and e-mail notification lists.

b) **Public Review and ~~Comment~~ on the Adoption of Amendments ~~or~~ Amendments to the Citizen Participation Plan:**

Prior to submitting an amended Citizen Participation Plan to HUD, the City will publish a 15-day notice in *The Columbian* newspaper advising citizens of an opportunity to comment on such a proposed amendment.

Ø **Public Notice Requirement & Comment Period:** A notice of a proposed amendment to the Citizen Participation Plan is advertised in *The Columbian* newspaper allowing the public a 15-day comment period and listing the amendment.

Ø **Public Review:** During the 15-day public comment period, copies of proposed amendments will be online at www.cityofvancouver.us/CDBG or by contacting the Programs Manager, CDBG/HOME Program, City of Vancouver, PO Box 1995, Vancouver, WA 98668-1995, voice (360) 487-7952 | TTY: (360) 487-8602 | WA Relay: 711.

Ø **Public Comments:** The public may comment on proposed amendments during the 15-day public comment period. A summary of all comments will be considered and attached to the plan. Written comments must be directed to the Programs Manager, CDBG/HOME Program, City of Vancouver, PO Box 1995, Vancouver, WA 98668-1995.

c) **Final Policy/Implementation Authority:** The Citizen Participation Plan recognizes that the Vancouver City Council, as the elected governing body for the City of Vancouver, has the ultimate responsibility and authority for the adoption and implementation of the Consolidated Plan and CDBG and HOME activities.

3. **Public Meeting Notice and the Corresponding Public Comment Period Requirements**

Notices of public meetings, public hearings, substantial amendments, notifications of 15 or 30-day comment periods, and the notification of the City of Vancouver's proposed and actual use of CDBG/HOME funds will be published in *The Columbian*.

To further encourage the attendance and participation of persons of low- and moderate-income, notices will also be sent to:

- the Vancouver Housing Authority
- the Coalition of Service Providers (COC)

- public and private agencies that provide housing, health, and social services
- public and private agencies that represent minorities and non-English speaking persons residing in the City of Vancouver
- other organizations including businesses, developers, nonprofit organizations, philanthropic organizations, and community-based and faith-based organizations
- other interested parties on the City of Vancouver CDBG/HOME mailing list
- Social media sources including the City Facebook page and Twitter account

4. Access to Records

The City of Vancouver shall provide citizens, public agencies, and other interested parties with reasonable and timely access to information and records relating to the Consolidated Plan and the City's allocation of funding through the CDBG/HOME Programs.

Copies of the adopted ~~Consolidated Plan, Substantial Amendments, and plans and~~ performance reports, as well as information regarding use of funds and other program information will be maintained by the City's CDBG/HOME program staff.

The public may access these materials online at www.cityofvancouver.us/CDBG or by contacting the Programs Manager, CDBG/HOME Program, City of Vancouver, PO Box 1995, Vancouver, WA 98668-1995, voice (360) 487-7952 | TTY: (360) 487-8602 | WA Relay: 711. Reasonable accommodation for persons with disabilities will be made upon request.

5. ~~5 Year Consolidated Plan for Housing and Community Development, Assessment of Fair Housing, and the~~ Annual Action Plan:

a) **Consolidated Plan:** Every five years the City of Vancouver develops a Consolidated Plan. ~~The current Consolidated Plan is for the 2014-2019 time period.~~ The function of this plan is to provide an analysis of community needs and establish objectives and strategies to guide the allocation of federal housing and community development funding over that five year period. The plan is developed through a community planning process with the involvement of community stakeholders and agencies. The plan proposes strategies to implement HUD objectives, while focusing on the priorities of the City.

b) **Annual Action Plan:** Provides annual updates to the specific level of funding available and the proposed uses of the funds. A public application review process prioritizes funding projects. ~~are outlined and prioritized in an~~ The Annual Action Plan is subsequently approved by City Council and submitted to HUD for approval each year.

c) **Assessment of Fair Housing:** The Assessment of Fair Housing is an analysis of fair housing issues and contributing factors in a program participant's jurisdiction related to fair housing practices. The AFH is a tool to help programs take meaningful actions to overcome systemic segregation, promote fair housing choice, and foster inclusive communities that are free from discrimination. Based

on the results of local research data programs must generate goals to guide program participants during the subsequent planning cycle.

⇨d) **Public Hearing & Comment Period:** The City of Vancouver provides a public review process that affords citizens, public agencies, and other interested parties an opportunity to examine the proposed Assessment of Fair Housing, Action Plan, ~~and~~ Consolidated Plan and to submit comments regarding the proposed Action/Consolidated Plan.

Ø **Public Notice Requirement & Comment Period:** A Public Hearing for the adoption of or amendment to the Assessment of Fair Housing, Action Plan, ~~and~~ Consolidated Plan ~~is shall be~~ advertised in *The Columbian* newspaper at least 30 days before the date of the hearing. The notice shall include:

- i. Anticipated amount of assistance (including grants funds and program income)
- ii. Range of activities that may be undertaken
- iii. Estimated amount that will benefit low- and moderate income persons
- iv. Summary of the contents and purpose of the Action/Consolidated Plan
- v. List of the locations where copies of the entire proposed plan may be examined.

Ø **Public Review:** During the 30-day public comment period, copies of the proposed ~~Action/Consolidated Plans~~ will be available for review at the Vancouver City Hall, 415 W 6th Street, at ~~all~~ public library branches in the jurisdiction of the City, City social media formats including Facebook and Twitter, ~~and~~ online at www.cityofvancouver.us/CDBG. Reasonable accommodations will be made for non-English speaking persons and for people with disabilities. A reasonable number of free copies of the ~~Action/Consolidated pPlans~~ are available upon request to citizens and groups.

Ø **Public Comments:** The public may comment on the proposed ~~Action/Consolidated pPlans~~ in writing during the 30-day public comment period or at the public hearing. A summary of all comments will be considered and attached to the final plan. Written comments must be directed to the Programs Manager, CDBG/HOME Program, City of Vancouver, P.O. Box 1995, Vancouver, WA 98668-1995.

Ø **Public Hearing Location:** Hearings shall be held in Council Chambers, Second Floor, Vancouver City Hall, 415 W 6th Street, in Vancouver, WA.

6. Consolidated Annual Performance Evaluation Review (CAPER)

This report analyzes progress towards the goals established in the Consolidated Plan and implemented through the Annual Action Plan. The report also provides information on the performance of funded projects in relationship to HUD and local program objectives. A public hearing is typically scheduled in September to present

program accomplishments to City Council and receive public comment.

Ø **Public Notice Requirement & Comment Period:** A Public Hearing for the adoption of the CAPER is advertised in *The Columbian* newspaper at least 15 days before the date of the hearing. The public hearing notice shall include a list of the locations where copies of the report may be viewed.

Ø **Public Review:** During the 15-day public comment period, copies of the draft CAPER will be available for review at the Vancouver City Hall, 415 W 6th Street, at all public library branches in the jurisdiction of the city and online at www.cityofvancouver.us/CDBG. Reasonable accommodations will be made for non-English speaking persons and for people with disabilities. A reasonable number of free copies of the CAPER are available upon request to citizens and groups.

Ø **Public Comments:** The public may comment on the draft CAPER in writing during the 15-day public comment period or at the public hearing. A summary of all comments will be considered and attached to the final plan. Written comments must be directed to the Programs Manager, CDBG/HOME Program, City of Vancouver, PO Box 1995, Vancouver, WA 98668-1995.

Ø **Public Hearing Location:** Hearings shall be held in Council Chambers, Second Floor, Vancouver City Hall, 415 W 6th Street, in Vancouver, WA.

7. **Non-English Speaking and Handicapped Residents Accommodation**

All public meetings, workshops, and hearings are held in facilities that are accessible to people with disabilities. Upon reasonable request, the City will provide translators at public hearings and meetings. Furthermore, meeting notices will be sent to organizations representing non-English speaking residents of the city.

To request another format, language or accommodation, please contact the Programs Manager, CDBG/HOME Program, City of Vancouver, PO Box 1995, Vancouver, WA 98668-1995, voice (360) 487-7952 | TTY: (360) 487-8602 | WA Relay: 711 at least two days prior to the meeting or hearing.

8. **Technical Assistance**

The City will provide technical assistance to groups representing low- and moderate-income persons that request such assistance to develop an application for CDBG/HOME funding through the City. Such technical assistance may include an explanation of:

- Program rules and regulations
- Requirements for implementing and managing projects
- Project eligibility and national objectives requirements

9. **Procedures for Complaints or Grievances**

Complaints, inquiries, and grievances shall be submitted in writing to the Programs

Manager, CDBG/HOME Program, City of Vancouver, PO Box 1995, Vancouver, WA 98668-1995. A written response shall be provided to the complaining or aggrieved party within 15 working days of the date of receipt of the written complaint or grievance.

10. Program Year Schedule

July	Start of program year
September	Public meeting to review goals, objectives and needs in the Consolidated Plan (15-day comment period prior to meeting)
September 3 rd or 4 th week	Public Hearing regarding performance – CAPER (15-day Public Comment period prior to hearing)
October	Notice of Funding Availability published and applications made available for next funding round of CDBG and HOME funds
December	Applications due
January	Public meeting to present project proposed for funding
March	Projects prioritized for funding and presented to City Council
May 1 st or 2 nd week	Public Hearing on <u>Assessment of Fair Housing, Action Plan, and Consolidated Plan</u> (30-day Public Comment period prior to hearing)

11. Criteria & Procedures for Substantial Amendments to Assessment of Fair Housing, Action Plan, and Consolidated Plan

Substantial Amendments require a 30 day public comment period. Prior to submitting Substantial Amendments to HUD, the City will publish a 30-day notice in *The Columbian* newspaper advising citizens of an opportunity to comment on such a proposed amendment.

Ø **Public Notice Requirement & Comment Period:** A notice of a proposed Substantial Amendment to the Assessment of Fair Housing, Action Plan, and Consolidated Plan is advertised in *The Columbian* newspaper allowing the public a 30-day comment period and listing the amendment.

Ø **Public Review:** During the 30-day public comment period, copies of proposed amendments will be online at www.cityofvancouver.us/CDBG or by contacting the Programs Manager, CDBG/HOME Program, City of Vancouver, PO Box 1995, Vancouver, WA 98668-1995, voice (360) 487-7952 | TTY: (360) 487-8602 | WA Relay: 711.

Ø **Public Comments:** The public may comment on proposed amendments during the 30-day public comment period. A summary of all comments will be

considered and attached to the plan. Written comments must be directed to the Programs Manager, CDBG/HOME Program, City of Vancouver, PO Box 1995, Vancouver, WA 98668-1995.

A Substantial Amendment is defined as:

- Changes to any of the goals, policies, or procedures identified in the Consolidated Plan
- Changes to the CDBG or HOME budget for a project by an amount in excess of twenty-five percent (25%) or \$15,000, whichever is greater
- Changes in the purpose, scope, beneficiaries, or location of the project
- A change in allocation priorities or method of distribution of funds
- A change in the source of funding, from one source to any other source (including program income) covered by the Action/Consolidated Plan
- Cancellation of an existing project or adding a new project

Changes that are not considered substantial amendments include:

- Data updates such as census information, income limits, fair market rents, HOME high and low market rents, HOME subsidy limits, and similar types of data shall not be considered a substantial amendment;
- Minor change in project location - A minor change in location on a specific property is not considered a substantial change as long as the purpose, scope, and intended beneficiaries remain essentially the same
- Project Budget Line Item change - The transfer of some (but not all) funds within a project from one approved budget line item to another approved budget line item (e.g., construction rather than engineering) does not constitute a substantial change

12. Minimizing Displacement

The City will take the following steps to minimize the displacement of people, businesses, nonprofits, and/or farms:

- a) Discourage projects involving displacement/relocation through a grant application scoring system that reduces the total score of projects that anticipate displacement/relocation;
- b) Encourage project sponsors to plan or stage projects to minimize and/or prevent the adverse impacts of displacement;
- c) Provide for the establishment of temporary relocation facilities in order to provide housing to households whose displacement will be temporary;
- d) Provide advisory services, which will include such measures, facilities, and services as may be necessary to determine relocation needs, or other assistance for which displaced persons may be eligible;
- e) Coordinate code enforcement with rehabilitation and housing assistance programs; and
- f) Stage the rehabilitation of apartment units to allow tenants to remain in the building /complex during and after rehabilitation by working with empty units or buildings first.

Any residential tenant who will be permanently and involuntarily displaced shall be entitled to the following services and benefits:

- a) Timely Information. The tenant will be contacted and provided with timely information that fully explains the reason for the displacement and the relocation assistance available;
- b) Advisory Services. The tenant will be provided appropriate advisory services necessary to minimize hardships in adjusting to the relocation;
- c) Advance Notice. Unless there is an urgent need for the property (e.g., substantial danger to a person's health or safety) or the tenant is evicted for cause, the tenant shall be given at least 90 days' advance notice of the earliest possible date which they must vacate the property.
- d) Replacement Housing Assistance. Replacement housing assistance is available to both renters and owners in the form of rental assistance or purchase assistance. The replacement assistance is based on a number of factors as provided in the Uniform Relocation Act and its regulations at 24 CFR Part 24; and,
- e) Moving Expenses. The tenant will be reimbursed for reasonable, documented costs of his/her moving and related expenses or the tenant may elect to receive a fixed payment for moving and related expenses.

STAFF REPORT NO. 052-18

TO: Mayor and City Council
FROM: Eric Holmes, City Manager



DATE: 4/16/2018
5/21/2018
6/18/2018

Subject: Street vacation of approximately 2,303 square feet of partially improved alley right-of-way associated with the alley connecting Washington Street and Main Street, located between West 27th and West 28th Streets.

Key Points:

- Right-of-way vacation of approximately 2,303 square feet of partially improved alley right-of-way associated with the alley connecting Washington Street and Main Street, located between West 27th and West 28th Streets;
- There are existing utilities within the proposed vacation area;
- Staff recommends full compensation be required for the vacated area.

Objective: To grant a street vacation for a portion of partially improved alley right-of-way associated with the alley connecting Washington Street and Main Street, located between West 27th and West 28th Streets.

Present Situation: Staff has received a request from the Kessid Church to vacate a portion of partially improved alley right-of-way associated with the alley connecting Washington Street and Main Street, located between West 27th and West 28th Streets. The right-of-way is specifically located within Block 3 of “Steel’s Addition,” in the Southeast Quarter of Section 22, Township 2 North, Range 1 East, Willamette Meridian.

The pending site improvements on the applicant’s properties will include construction of an ADA-compliant elevator enclosure on the external face of the existing church building. The applicant’s architect explored all location options for the elevator and concluded that the only viable location is on the south face of the building, immediately adjacent to the alley. The elevator enclosure will extend into the alley right-of-way, thus requiring the proposed right-of-way vacation.

The alley right-of-way currently provides secondary property access and public vehicular circulation between Washington Street and Main Street. The west segment of this alley provides rear property access to two (2) existing residential lots with single-family homes (2701 and 2711 Washington Street). This segment of the alley right-of-way will not be vacated, and will remain unchanged.

The portion of the alley right-of-way to be vacated begins approximately 150 feet east of Washington Street and extends approximately 155 feet westward to Main Street. This right-of-way contains approximately 15 feet of paved alley surface, an 8-inch sewer main, and a 2-inch water main.

Six (6) parcels adjoin the right-of-way to be vacated. All of these adjoining parcels are owned by the applicant. Pursuant to VMC 11.05.130, the property associated with a vacated street shall belong to the abutting property owners, one-half to each. Since the applicant owns all adjoining parcels, the entirety of the right-of-way to be vacated will be transferred to the applicant.

In addition to the elevator enclosure described above, the pending site improvements on the applicant's properties will include construction of new parking areas and associated vehicular circulation aisles. The proposed circulation aisle on the north side of the block will connect to the dead-end of the remaining alley right-of-way to provide vehicular connectivity to West 28th Street. In addition to normal vehicular traffic, this connection will accommodate trash collection trucks and may also be used as a secondary emergency access corridor. The design of the proposed circulation corridor has been reviewed and approved by the Fire Department and the Solid Waste Division. A public access easement is being provided to protect the proposed circulation connection.

Finally, staff has reviewed the City's Transportation Systems Plan and determined there is no future need for this portion of alley right-of-way. Therefore, vacation of this alley right-of-way will have no adverse impact on the City's transportation assets.

Staff has contacted all utility owners with facilities potentially located within the subject area. The City of Vancouver has utilities within the area of the proposed vacation, including a 2-inch water main and an 8-inch sewer main. As part of the pending site improvements, the applicant will be required to abandon the 2-inch water main and move the 8-inch sewer main. The applicant will reconnect water services to the affected properties as part of the pending site improvements, at the direction of the Water Engineering Division. The applicant will also reconstruct the existing sewer main in a new alignment and dedicate a public utility easement for the construction, repair and maintenance of the new sewer main. There are no other utilities requiring an easement within the area to be vacated.

RCW 35.79.030 and VMC 11.05.120 stipulate provisions for the City to collect compensation for the value of public right-of-way that is vacated. An analysis of the County Assessor's records for properties in the immediate vicinity of the proposed vacation area resulted in an estimated property value equal to \$17.56 per square foot. The total area of the proposed vacation is 2,303 square feet. This results in a total estimated property value equal to \$40,440.

As previously noted, the right-of-way has historically been used to provide public street connectivity and utility services to the immediate area. The alley has been part of a dedicated public right-of-way for 25 years or more, and the vacated area will be utilized by the applicant for expansion of their current use. Therefore, staff recommends the imposition of compensation equal to 100% of the total estimated property value, which is equal to \$40,440. This sum shall be remitted to the City prior to the right-of-way vacation becoming effective.

Advantage(s):

1. Allows the vacated property to be placed on the tax rolls.
2. Allows the applicants to maximize use of the abutting property.
3. Facilitates development of an existing property.

Disadvantage(s): No known disadvantages.

Budget Impact: Any revenue associated with the compensation received for the vacated right-of-way will be deposited into the City of Vancouver's transportation fund.

Prior Council Review: None

Action Requested:

1. On April 16, 2018, adopt a resolution of intent to vacate a portion of public alley right-of-way associated with the alley connecting Washington Street and Main Street, located between West 27th and West 28th Streets, located within Block 3 of "Steel's Addition," in the Southeast Quarter of Section 22, Township 2 North, Range 1 East, Willamette Meridian, and approve ordinance on first reading, setting the date of public hearing for Monday, May 21, 2018.
2. On May 21, 2018, following second reading and public hearing, continue public hearing to Monday, June 18, 2018.
3. On Monday, June 18, 2018, subject to second reading and public hearing, approve the ordinance.

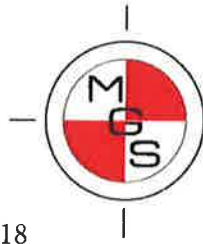
Attachments:

- Exhibit A – Legal Description
- Exhibit B – Site Map Exhibit
- Exhibit C – Overall Vicinity Map
- Resolution
- Ordinance
- Property Value Analysis Memo
- Public Sewer Easement Legal Desc. & Exhibit



To request other formats, please contact:
City Manager's Office
(360) 487-8600 | WA Relay: 711
Amanda.Delapena@cityofvancouver.us

Exhibit A



MINISTER-GLAESER SURVEYING INC.

02/21/18

*Vancouver Office – 2200 E. Evergreen Blvd., Vancouver, Washington 98661
(360) 694-3313 (360) 694-8410 FAX
Pasco Office – 6303 Barden Blvd. Suite E, Pasco, Washington 99301
(509) 544-7802 (509) 544-7802 FAX*

February 21, 2018

EXHIBIT “ ”



PORTION OF ALLEY TO BE VACATED

A portion of a 15.00-foot-wide alley in a portion of Block 3, “Steel’s Addition”, Volume “B” of Plats, page 41, Clark County, Auditor’s Records, in a portion of the Southeast quarter of Section 22, Township 2 North, Range 1 East, Willamette Meridian, City of Vancouver, Clark County, Washington, described as follows:

Beginning at a 1/2” iron rod with a yellow plastic cap stamped “Renton 37535” set to mark the Northwest corner of said Block 3, as shown in Book 65 of Surveys, page 104, Clark County Auditor’s Records;

Thence South $87^{\circ}47'44''$ East, along the North line of said Block 3 as shown in said survey for a distance of 133.00 feet;

Thence leaving said North line South $02^{\circ}12'16''$ West, for a distance of 99.62 feet to the North Line of said 15.00 foot-wide alley and the **TRUE POINT OF BEGINNING**;

Thence continuing South $02^{\circ}12'16''$ West, for a distance of 15.00 feet to the South line of said alley;

Thence South $87^{\circ}50'15''$ East along said South alley line, for a distance of 151.06 feet more or less to the Westerly Right-of-Way line of Main Street;

Thence North $20^{\circ}18'23''$ East along said Westerly Right-of-Way line, for a distance of 15.79 feet more or less to the North line of said 15.00 foot-wide alley;

Thence leaving the Westerly Right-of-Way line of Main Street, North $87^{\circ}50'15''$
West along said North Alley Line, for a distance of 155.96 feet more or less to the
TRUE POINT OF BEGINNING.

Contains 2,303 square feet of land, more or less.

Exhibit B

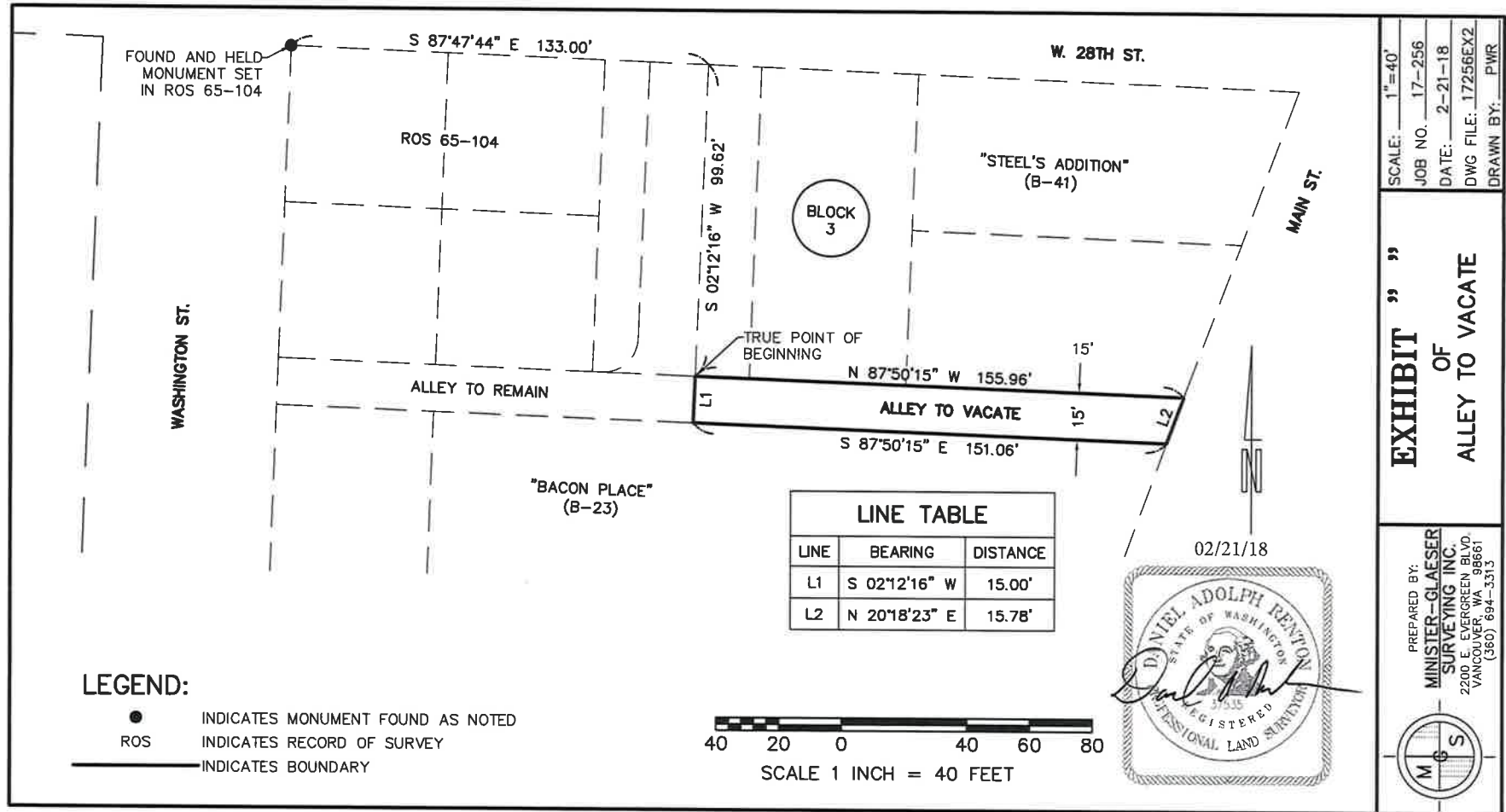
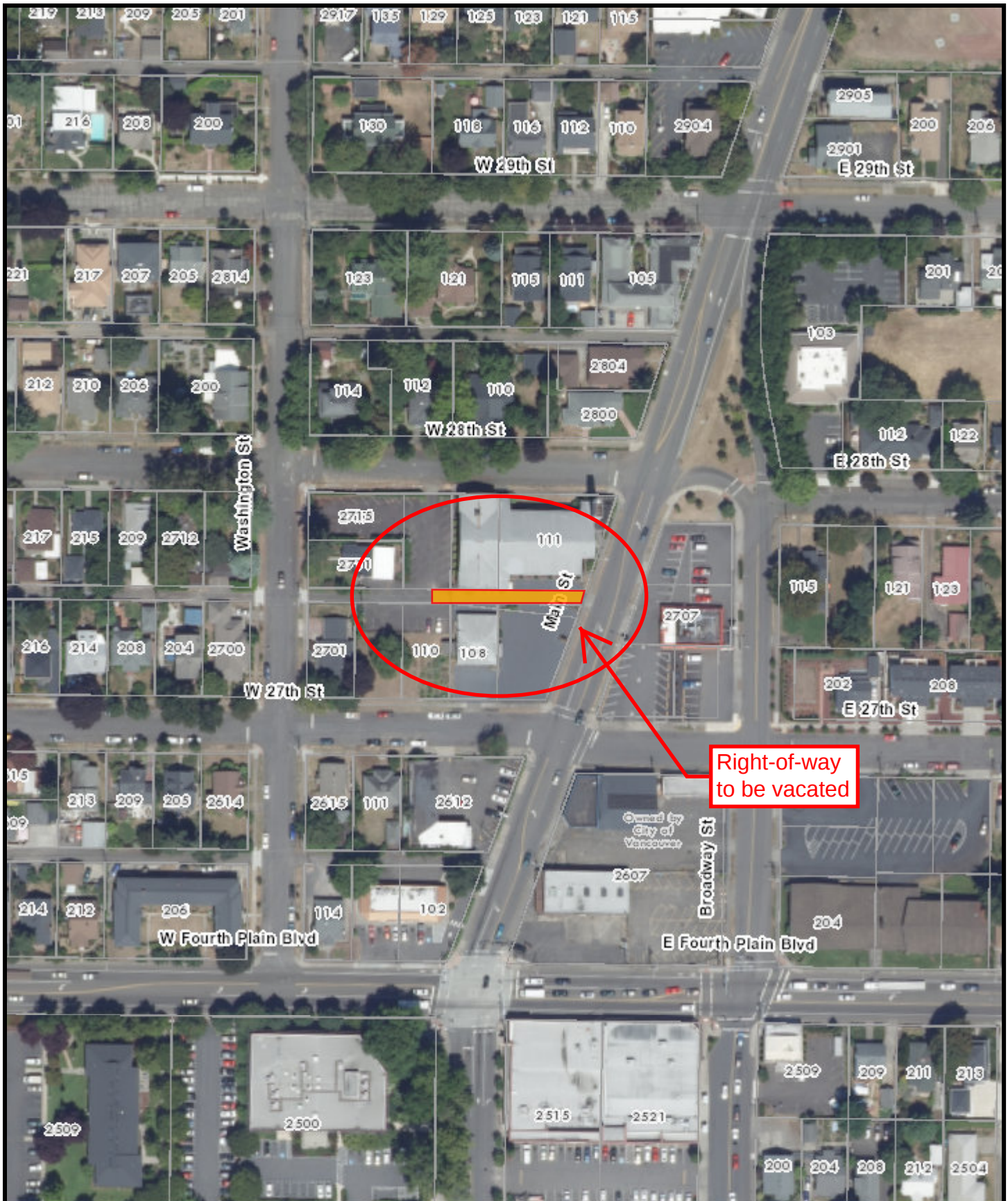


Exhibit C - Overall Vicinity Map



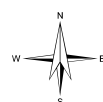
System Utility Map



RUS / PAC

Taxlot #:

1 inch = 200 feet



THE UTILITY INFORMATION SHOWN ON THIS MAP DOES NOT INDICATE OR IMPLY AVAILABILITY. CONTACT THE ENGINEERING COUNTER STAFF AT THE CDD PERMITS CENTER AT (360) 487-7804 OR 415 W. 6TH ST. FOR AVAILABILITY OF SERVICE.

THIS INFORMATION IS COMPILED FROM A VARIETY OF SOURCES. THE CITY OF VANCOUVER ASSUMES NO RESPONSIBILITY FOR MAP ACCURACY.

04/16/18

RESOLUTION NO. M-3963

A RESOLUTION fixing May 21, 2018 as the date for a public hearing on a proposal to vacate a portion of a public right-of-way associated with the alley connecting Washington Street and Main Street, between West 27th and West 28th Streets, located within Block 3 of "Steel's Addition," in the Southeast Quarter of Section 22, Township 2 North, Range 1 East, Willamette Meridian, City of Vancouver, Clark County, Washington.

BE IT RESOLVED BY THE CITY OF VANCOUVER:

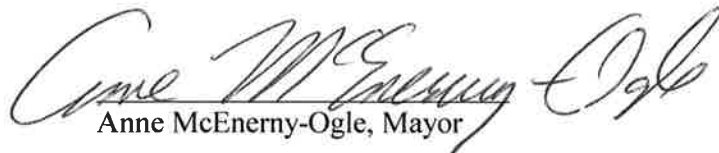
Section 1. As recommended in SR- 052-18, City Council, pursuant to VMC 11.05.040 and RCW 35.79.010, hereby initiates procedures to vacate a portion of the right-of-way of the alley connecting Washington Street and Main Street, between West 27th and West 28th Streets.

Section 2. The legal description and Map Exhibit of the street area proposed to be vacated are attached hereto and incorporated herein as Exhibits "A" and "B".

Section 3. On May 21, 2018 at the hour of 7:00 p.m. in the Council Chambers in City Hall, 415 West 6th Street, Vancouver, Washington, is fixed as the time and place for public hearing on said proposed street vacation.

Section 4. The City Clerk shall give notice of the pendency of said proposal and time and place of hearing, as required by VMC 11.05.060 and RCW 35.79.020.

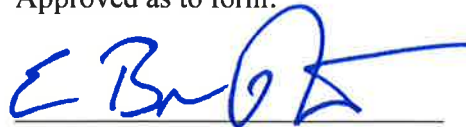
ADOPTED at regular session of the Council of the City of Vancouver, this 11th
day of April, 2018.


Anne McEnerny-Ogle, Mayor

Attest:


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

Approved as to form:


E. Bronson Potter, City Attorney

04/16/18
05/21/18

ORDINANCE NO. _____

AN ORDINANCE vacating a portion of the right-of-way associated with the alley connecting Washington Street and Main Street, between West 27th and West 28th Streets, located within Block 3 of “Steel’s Addition,” in the Southeast Quarter of Section 22, Township 2 North, Range 1 East, Willamette Meridian, City of Vancouver, Clark County, Washington; providing for an effective date.

BE IT ORDAINED BY THE CITY OF VANCOUVER:

Section 1. City Council initiated a vacation proceeding for a portion of the public right-of-way associated with the alley connecting Washington Street and Main Street, between West 27th and West 28th Streets, located within Block 3 of “Steel’s Addition,” in the Southeast Quarter of Section 22, Township 2 North, Range 1 East, Willamette Meridian, City of Vancouver, Clark County, Washington. As recommended by Staff Report No. _____, Council adopted Resolution M-_____ and set the date of public hearing for May 21, 2018 at 7:00 p.m. The City Clerk caused the notices of the public hearing to be posted and published as required by law.

At the time and place set for hearing, the hearing was held. City Council considered the reports and information provided at the public hearing and found that:

1. A vacation of the right-of-way will better serve the public;

2. The right-of-way is not currently no longer needed for public access and changes are not likely to occur in the future requiring the need for the right of way; and

3. There are no objections to the vacation sufficient to deny its approval.

Based on the foregoing, the City Council determined to vacate the property as described in Section 2 of this ordinance subject to the following:

A. The City has contacted utility owners and found that all public utility facilities within the area of right-of-way to be vacated will be moved from the right-of-way and protected with separate easements. Therefore, the City will not retain any easements under or over any portion of the vacated area.

B. The area of right-of-way to be vacated consists of approximately 2,303 square feet.

C. RCW 35.79.030 and VMC 11.05.120 stipulate provisions for the City to collect compensation for the value of public right-of-way that is vacated. An analysis of the County Assessor's records for properties adjacent to the proposed vacation area resulted in an estimated property value equal to \$17.56 per square foot. The total area of the proposed vacation is 2,303 square feet. This results in a total estimated property value equal to \$40,440. Prior to the effective date of this ordinance, the applicant shall remit \$40,440 to the City as compensation for the vacated property.

Section 2. The following street area to be vacated is described herein in the legal description and map exhibit attached hereto and incorporated herein as Exhibits "A" and "B".

Section 3. Effective date. This ordinance shall go into effect five days after the applicant has fulfilled the requirements stipulated in Section 1.C of this ordinance.

Read first time:

Ayes: Councilmembers

Nays: Councilmembers

Absent: Councilmembers

Read second time:

PASSED by the following vote:

Ayes: Councilmembers

Nays: Councilmembers

Absent: Councilmembers

SIGNED this _____ day of _____, 2018.

Anne McEnery-Ogle, Mayor

Attest:

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

Approved as to form:

E. Bronson Potter, City Attorney

SUMMARY

ORDINANCE NO. _____

AN ORDINANCE vacating a portion of the right-of-way associated with the alley connecting Washington Street and Main Street, between West 27th and West 28th Streets, located within Block 3 of “Steel’s Addition,” in the Southeast Quarter of Section 22, Township 2 North, Range 1 East, Willamette Meridian, City of Vancouver, Clark County, Washington; 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).



MEMORANDUM

DATE: March 27, 2018

TO: File – Kessid Church alley Right-of-Way Vacation

FROM: Eric Hahn, P.E. – Transportation Development Review

SUBJECT: **Property Value Analysis and Compensation Review**

The purpose of this memorandum is to summarize the analysis completed by staff to determine property values and compensation requirements for the proposed vacation of a public street right-of-way associated with the alley located at the Kessid Church property. RCW 35.79.030 and VMC 11.05.120 stipulate provisions for the City to collect compensation for the value of public right-of-way that is vacated.

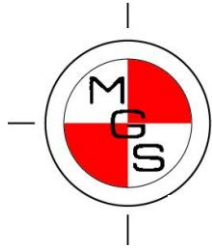
An analysis of the County Assessor's records for properties adjacent to the proposed vacation area resulted in an estimated property value equal to **\$17.56 per square foot**. The analysis is as follows:

Parcel No.	Parcel Size (SF)	Current Assessed Value	
		(Land Value)	Cost/SF
9940000	10,700	\$128,400	\$12.00
9950000	5,212	\$62,500	\$11.99
9960000	5,062	\$60,700	\$11.99
9970000	5,000	\$118,369	\$23.67
9980000	5,000	\$114,950	\$22.99
9508000	5,096	\$61,200	\$12.01
9506000	5,000	\$60,000	\$12.00
9504000	4,994	\$114,844	\$23.00
9500000	5,000	\$114,950	\$22.99
9465000	5,000	\$114,950	\$22.99
Average Cost/SF			\$17.56

The total area of the proposed vacation is 2,303 square feet. At full value, this results in a total estimated property value equal to **\$40,440**.

The right-of-way has historically been used to provide public street connectivity and utility services to the immediate area. The City has provided minimal maintenance of this alley right-of-way, most of the paving and maintenance has been performed by the applicant. However, the alley has been part of a dedicated public right of way for 25 years or more. Therefore, staff recommends the imposition of compensation

equal to 100% of the total estimated property value, which is equal to \$40,440. This sum shall be remitted to the City prior to the right-of-way vacation becoming effective.



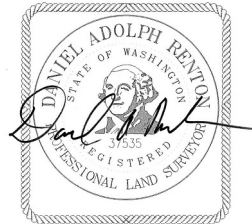
MINISTER-GLAESER SURVEYING INC.

*Vancouver Office – 2200 E. Evergreen Blvd., Vancouver, Washington 98661
(360) 694-3313 (360) 694-8410 FAX
Pasco Office – 6303 Burden Blvd. Suite E, Pasco, Washington 99301
(509) 544-7802 (509) 544-7862 FAX*

March 21, 2018

03/21/18

EXHIBIT “_”



SEWER EASEMENT

A 15.00 foot-wide sewer easement in a portion of Block 3, “Steel’s Addition”, Volume “B” of Plats, page 41, and a portion of Block 6, “Bacon Place”, Volume “B” of Plats, page 23, Clark County, Auditor’s Records, in a portion of the Southeast quarter of Section 22, Township 2 North, Range 1 East, Willamette Meridian, City of Vancouver, Clark County, Washington, described as follows:

Beginning at a 1/2” iron rod with a yellow plastic cap stamped “Renton 37535” set to mark the Northwest corner of said Block 3, as shown in Book 65 of Surveys, page 104, Clark County Auditor’s Records;

Thence South 02°05’37” West, along the West line of said Block 3 as shown in said survey, for a distance of 114.72 feet to the South line of a 15.00-foot-wide alley;

Thence South 87°50’15” East along said South line, for a distance of 118.78 feet to the **TRUE POINT OF BEGINNING**;

Thence leaving said South line South 13°47’23” East, for a distance of 23.96 feet;

Thence South 87°43’53” East, for a distance of 124.51 feet;

Thence North 63°31’10” East, for a distance of 36.54 feet, more or less to the Westerly Right-of-Way line of Main Street;

Thence North 20°18’23” east along said Westerly line, for a distance of 21.91 feet;

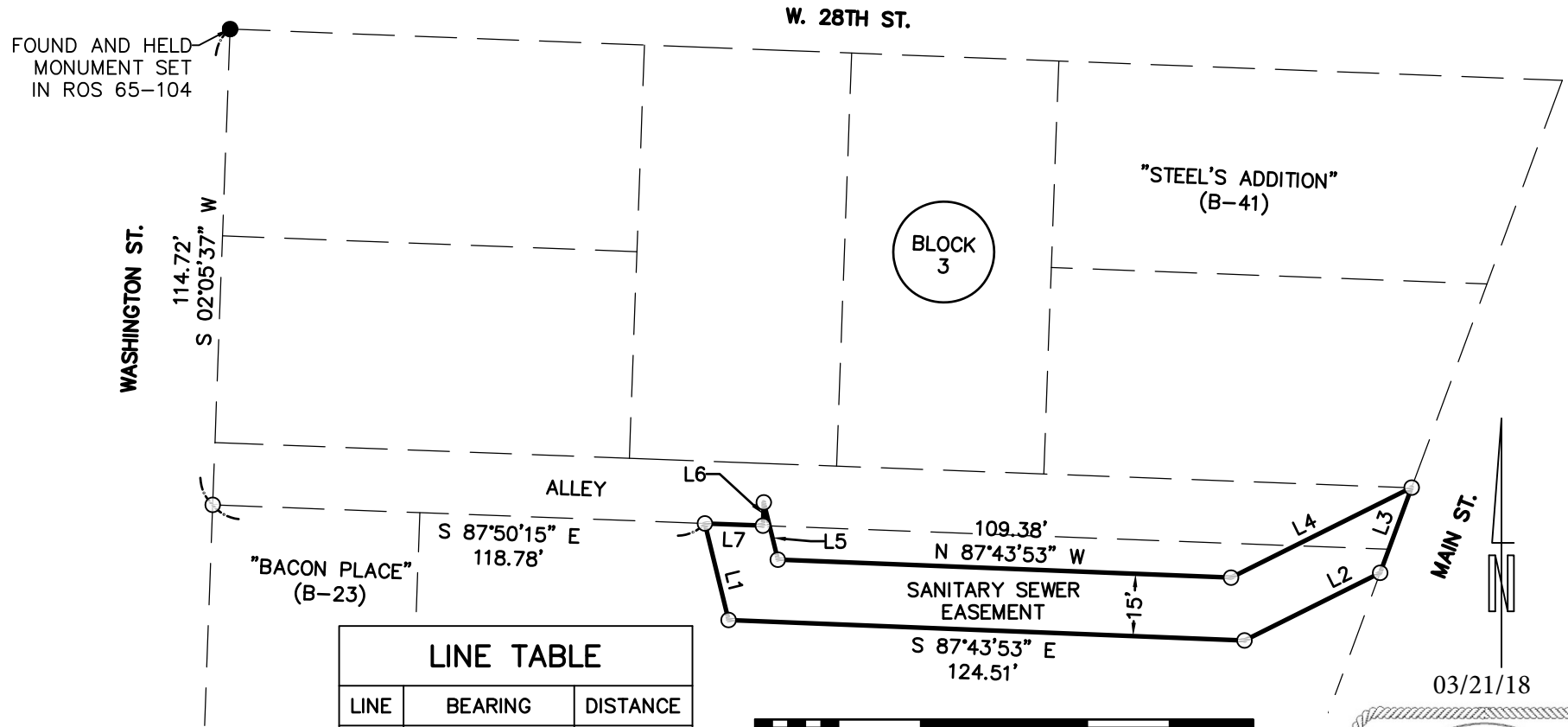
Thence leaving said Westerly line South 63°31’10” West, for a distance of 48.67 feet;

Thence North $87^{\circ}43'53''$ West, for a distance of 109.38 feet;

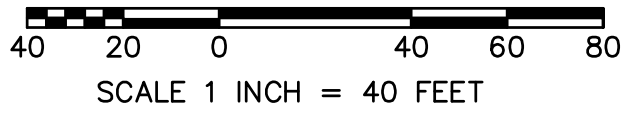
Thence North $13^{\circ}47'23''$ West, for a distance of 14.21;

Thence South $02^{\circ}12'16''$ West, for a distance of 5.60 feet to the South line of said 15.00-foot-wide alley;

Thence North $87^{\circ}50'15''$ West along said South line, for a distance of 14.00 feet to the **TRUE POINT OF BEGINNING**.

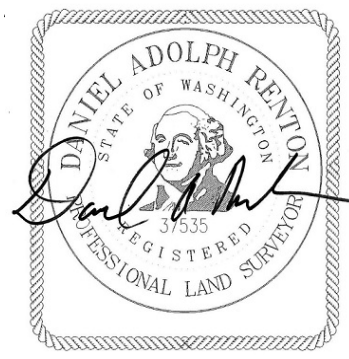


LINE TABLE		
LINE	BEARING	DISTANCE
L1	S 13°47'23" E	23.96'
L2	N 63°31'10" E	36.54'
L3	N 20°18'23" E	21.91'
L4	S 63°31'10" W	48.67'
L5	N 13°47'23" W	14.21'
L6	S 02°12'16" W	5.60'
L7	N 87°50'15" W	14.00'



LEGEND:

● INDICATES MONUMENT FOUND AS NOTED
ROS INDICATES RECORD OF SURVEY
— INDICATES BOUNDARY



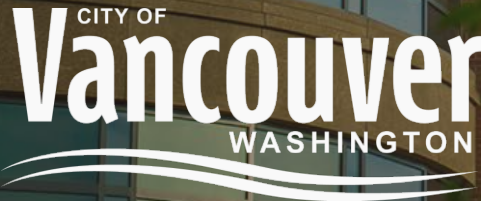
SCALE: 1"=40'
JOB NO. 17-256
DATE: 3-21-18
DWG FILE: 17256EX4
DRAWN BY: DAR

EXHIBIT " " "
OF A
SANITARY SEWER EASEMENT

PREPARED BY:
MINISTER-GLAESER SURVEYING INC.
2200 E. EVERGREEN BLVD.
VANCOUVER, WA 98661
(360) 694-3315

5th Plain Creek Station Annexation and Comprehensive Plan and Zoning Map Designations

VANCOUVER
CITY HALL



May 21, 2018

Rebecca Kennedy, Planning Manager,
Community & Economic Development
Bryan Snodgrass, Principal Planner, Community
and Economic Development Department

Presentation Overview

- Staff presentation of Planning Commission recommendations for Comprehensive Plan and zoning map designations to be applied to property in the process of annexing to Vancouver at 15306 Fourth Plain Blvd, and accompanying Development Agreement (D.A.)
- Council questions, taking of testimony, deliberations and decision on map designations and D.A. Decision is contingent on finalization of annexation at City Council public hearing scheduled for July 2, 2018.

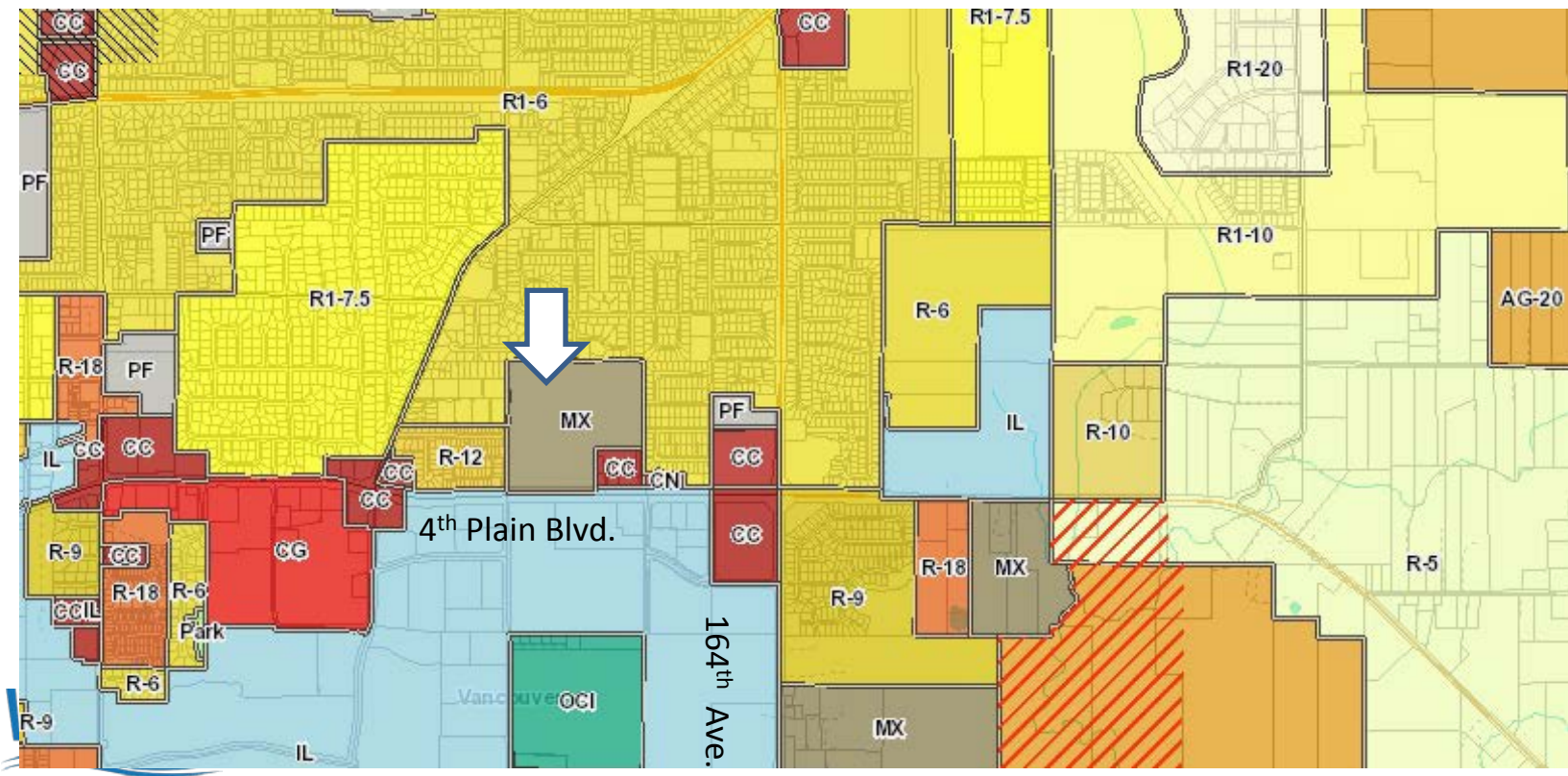
Annexation and Rezone Processes to date

- November 9, 2017 – Annexation request submitted.
- January 8, 2018 – City Council public meeting specifying annexation area, absence of property indebtedness, and acknowledging applicant request for new City map designations.
- February 27, and March 13, 2018 - Planning Commission worksession and public hearing on map designations, and accompanying Development Agreement (DA).
- April 16, 2018 City Council worksession.

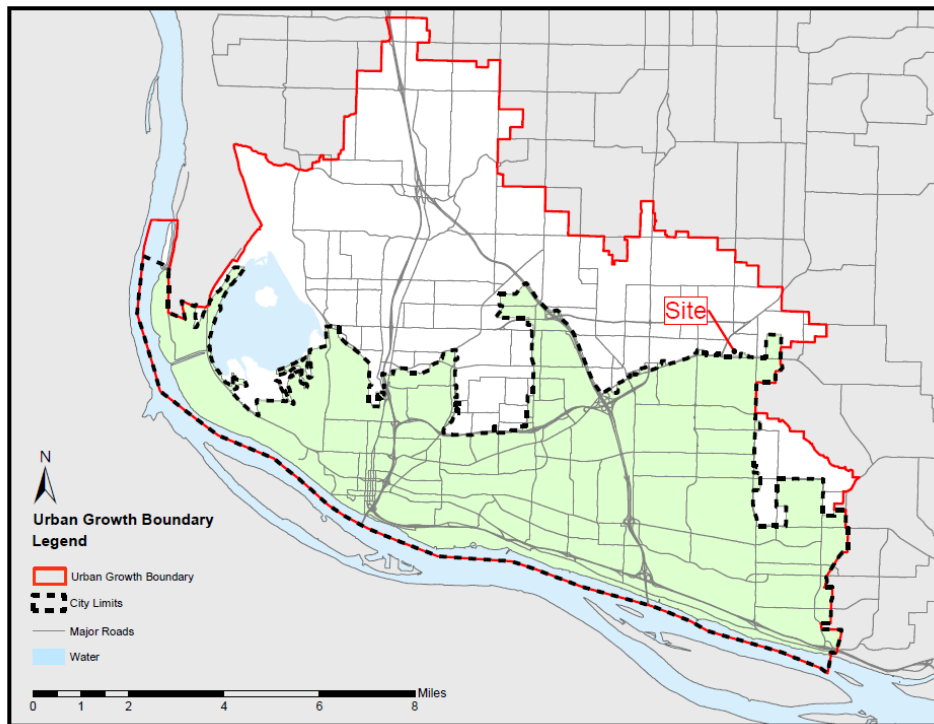
5th Plain Creek Station: County MX to City CG and R18



Regional Zoning



Location within Vancouver Urban Growth Area





Proposal

- Establish Contingent City Comprehensive Plan and zone designations Urban High Density Residential/R-18 and Commercial/CG rather than Commercial/MX which is the equivalent of current County designation.
- Authorize Development Agreement requiring substantial consistency with conceptual site plan unless otherwise required through future review, and to exclude storage, dog day care, or non-ancillary parking uses otherwise allowed in CG zone.

Proposal (cont.)

- Housing to consist of:
 - 62 single family detached homes, 1000 to 1800 square feet
 - 152 townhomes of approximately 1450 square feet
 - 144 walk-up apartment units, 800 to 1300 square feet
 - Prices range from \$250,000 for 2-story townhomes to \$370,000 for single-family units

Community Input

- Planning Commission hearing noticed through newspaper publication, website posting, sign postings at the site, and hardcopy mail to owners and residents within 500 feet. Chair of Heritage Neighborhood Association notified through email.
- Two comment letters received, one neutral, one with noise and border questions. Five persons testified at the March 13 Planning Commission hearing, all with concerns about traffic and parking implications for the nearby residents.

Comparison of Proposal under R-18 and CG with MX

- City MX zone allows the residential portion of development to encompass anywhere from 20% to 80% of the site floor area. Minimum residential density of 12 units per acre and commercial Floor Area Ratio (FAR) of 0.5 required. Separate buildings must be physically and functionally integrated. No density maximum, effectively allowing up to 35 housing units per net acre.

Comparison of Proposal under R-18 and CG with MX

- Approximately 80% of site proposed for residential, 20% commercial.
- Applicant traffic study projects 38% fewer daily vehicle trips under proposed R-18 and CG zoning than existing MX.

Recommendation:

- Planning Commission unanimously recommends establishment of proposed R-18 and CG zones and accompanying Comprehensive Plan map designations, and authorizing Development Agreement, as described in staff report.
- The site has not developed under its current MX designation, and its location and surrounding uses suggest mixed use development may not occur in the near future.

Recommendation (cont.):

- The proposed conceptual site plan largely provides density, connectivity and open space features that would be provided under the MX zone.
- The city MX zone, the equivalent of its current County designation, would allow for more intensive development potential than the proposed R-18 and CG zones.

Next Steps

- June 25 - City Council first reading on annexation.
- July 2 - City Council public hearing on annexation.

Questions and Discussion

Annexation Contact: Bryan Monroe

(360) 487-7958, Bryan.Monroe@cityofvancouver.us

Plan/Zone Map Designation Contact: Bryan Snodgrass

(360) 487-7946, Bryan.Snodgrass@cityofvancouver.us



STAFF REPORT NO. 063-18

TO: Mayor and City Council
FROM: Eric Holmes, City Manager

DATE: 5/7/2018
5/21/2018



Subject: Proposed establishment of Commercial/CG and Urban High Density Residential/R-18 Comprehensive Plan and zoning map designations on annexing 33-acre property at 15306 Fourth Plain Boulevard currently designated Mixed Use/MX by Clark County.

Key Points:

- Annexation was requested by the property owner in November 2017, formally initiated by the City Council at a January 8, 2018, public meeting, and is anticipated to be finalized at a June 25 first reading and July 2, 2018, Council public hearing. Pending annexation, the applicant proposes that the City establish R-18 and CG zoning on the site rather than MX, which would be the equivalent of the current County MX zoning applying to the site.
- The applicant envisions future site development of 358 single and multi-family units and approximately 51,400 square feet of commercial development near Fourth Plain Boulevard, with internal pedestrian connections and a park area as indicated in Attachment A, on page 17 of this report. Housing is anticipated to consist of 62 single-family detached homes ranging in size from 1,000 to 1,800 square feet, 152 townhomes of approximately 1,450 square feet, and 144 walk-up apartment units ranging from 800 to 1,300 square feet. Prices are anticipated to range from \$250,000 for 2-story townhomes to \$370,000 for single-family units, according to the applicant's economic analysis.
- A Development Agreement is also proposed requiring future development to be substantially consistent with the conceptual site plan unless additional cross circulation or other changes are required otherwise through the future development review process, and to prohibit future development of self-serve storage, non-accessory parking and dog day care uses otherwise allowed in the requested CG zone.

Objectives: Review and make final determinations on the recommended Plan and zoning map designations, and accompanying Development Agreement.

Present Situation: The site is largely undeveloped and contains two outbuildings. The current MX zoning appears to have been established by Clark County in 2002. The site is served by C-TRAN bus #74 providing hourly service to and from Vancouver Mall. No extensions of the Vine BRT currently serving central Fourth Plain Blvd. and downtown Vancouver are planned, but are possible in the future according to C-TRAN staff.

Proposed Amendments:

- Pending finalization of annexation, assign Commercial/GC and Urban High Density/R-18 zoning designations to the site as indicated in the Ordinance, rather than the Commercial/MX designation that would automatically be assigned through the direct conversion zone assignment method.
- Authorize entering into Development Agreement with the property owner as indicated in the

Ordinance

Advantage(s): Facilitates development of the property, which has remained undeveloped for 15 years under the County MX designation, with some features and at densities consistent with likely densities that would occur if developed under City MX standards.

Disadvantage(s): As with other zone conversions, this recommendation effectively forecloses other options, in this case the longer term possibility of development under MX standards, which would include more extensive integration of commercial and residential uses, and might also include more housing affordable at a variety of price points.

Budget Impact: No direct impacts

Prior Council Review:

- A Council public meeting on January 8, 2018, which initiated the annexation process and involved brief discussion of map designation issues.
- A Council workshop April 16, 2018.

Action Requested:

1. On Monday, May 7, 2018, approve the ordinance on first reading, setting the date of second reading and public hearing for Monday, May 21, 2018.
2. On Monday, May 21, 2018, following second reading and public hearing, approve the ordinance

Attachments:

- A. Ordinance including Development Agreement and Conceptual Site Plan
- B. Written Public Comments Received
- C. [Link](#) to April 16, 2018 Council workshop materials, which includes Planning Commission minutes and staff report, and applicant submittals.

ATTACHMENT A
ORDINANCE INCLUDING DEVELOPMENT AGREEMENT AND
CONCEPTUAL SITE PLAN

05/07/18
05/21/18

ORDINANCE NO. M_____

AN ORDINANCE relating to Comprehensive Plan and Zoning for the City of Vancouver and Vancouver Municipal Code (VMC) Title 20; establishing Vancouver Comprehensive Plan and Zoning map designations for a property at 15306 Fourth Plain Boulevard which has requested annexation to the City of Vancouver, and authorizing the City Manager to enter into a Development Agreement, attached hereto as Exhibit A.

WHEREAS, pursuant to the Growth Management Act the City Council has adopted a Comprehensive Plan for the City of Vancouver (Ordinance M-3994), and Title 20 zoning standards (last amended through Ordinance M-4223; and

WHEREAS, the property is currently located in unincorporated Clark County, and is designated Mixed Use and MX by the County Comprehensive Plan and zoning map. Property owner Joann Toedtli proposed annexation to the City of Vancouver on November 9, 2017, and requested that pending annexation, the City establish Comprehensive Plan and zoning map designations of Urban High Density and R-18 on the northern approximately 27 acres of the site, and General Commercial and CG on the southern approximately 5 acres; and

WHEREAS, the Vancouver City Council formally initiated the annexation review process at a public meeting on January 8, 2018, at which time the City Council directed the Vancouver Planning Commission to review the Comprehensive Plan and zoning map

designations proposed by the applicant and make recommendations; and

WHEREAS, the Vancouver Planning Commission reviewed the proposed changes at a duly advertised work session on February 13, 2018, and duly advertised public hearing on March 13, 2018, and at that hearing voted unanimously to recommend establishment of Comprehensive Plan and zoning map designations at the site proposed by the applicant, and authorization of the Development Agreement; and

WHEREAS, the City Council finds and concludes that the proposed establishment of Comprehensive Plan and zoning map designation changes and accompanying Development Agreement are consistent with all relevant criteria for Comprehensive Plan and Zoning Plan Map and Text Amendments (VMC 20.60 and 20.285) and consistent with the policies and provisions of the Comprehensive Plan and the Growth Management Act pursuant to the requirements of Chapter 36.70A. RCW; and

WHEREAS, the City Council conducted a duly advertised public work session on April 16, 2018, first reading on May 7, 2018, and public hearing on May 21, 2018, following which the Council adopted the Planning Commission recommendations for approval; and

WHEREAS, the cumulative environmental impacts of the proposed Comprehensive “Plan and zoning changes have been reviewed and determined to be nonsignificant pursuant to the State Environmental Policy Act. Notices of Determination of Non-significance (DNS) were issued on September 8, 2017 for the proposed Comprehensive Plan and zoning text and map changes, and no SEPA comments or appeals were received; and

WHEREAS, the City Council believes that the proposed changes are consistent with the relevant comprehensive plan policies that encourage orderly development within the community; and

NOW, THEREFORE,

BE IT ORDAINED BY THE CITY OF VANCOUVER:

Section 1. Findings and Conclusions. The Planning Commission findings and conclusions as set forth in the staff report for the March 13, 2018 public hearing, are hereby adopted as the City Council's findings of fact; and

Section 2. Comprehensive Plan and Zoning Code Map Designation Amendments
The Vancouver Comprehensive Plan 2011-2030, adopted through Ordinance M-3994, and VMC Title 20 Zoning Code, last amended through ordinance M-4223, are amended to establish Urban High Density/R-18 designations on the northern portion of property at 15306 Fourth Plain Boulevard, Tax Lot 159108000 as indicated in Condition 7.1 and Exhibit B of the Development Agreement that is attached hereto as Exhibit A, and Commercial/CG designations on the southern portion of said property, all effective upon finalization of annexation; and

Section 3. Development Agreement. The City Manager is authorized to enter into a Development Agreement, attached hereto as Exhibit A herein, ensuring future development is substantially consistent with a conceptual site plan submitted by the applicant indicated in the Development Agreement, unless otherwise required as part of the subsequent development review.

Section 4. Severability. If any clause, sentence, paragraph, section, or part of this ordinance or the application thereof to any person or circumstances shall be adjudged by any court of competent jurisdiction to be invalid, such order or judgment shall be confined in its operation to the controversy in which it was rendered and shall not affect or invalidate the remainder of any parts thereof to any other person or circumstances and to this end the provisions of each clause, sentence, paragraph, section or part of this law are hereby declared to

be severable.

Section 5. Effective Date. This ordinance shall become effective only upon the annexation of the land described herein.

Section 6. Instruction to City Clerk. The City Clerk shall transmit a copy of the revised development code to the Washington Department of Commerce.

Read First Time:

Ayes: Councilmembers

Nays: Councilmembers

Absent: Council Members

Read Second Time:

PASSED BY THE FOLLOWING VOTE:

Ayes: Councilmembers

Nays: Councilmembers

Absent: Councilmembers

SIGNED this _____ day of _____, 2018

Anne McEnery-Ogle, Mayor

Attest:

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

Staff Report 063-18

5/7/2018

5/21/2018

Page 7 of 20

Approved as to form:

E. Bronson Potter, City Attorney

Ordinance Exhibit A – Development Agreement

**RECORDING REQUESTED BY
AND WHEN RECORDED RETURN TO:**

LeAnne M. Bremer
Miller Nash Graham & Dunn, LLP
500 Broadway, Suite 400
P.O. Box 694
Vancouver, Washington 98666

Grantor : 5th Plain Creek Station, LLC
Grantee : The City of Vancouver
Abbreviated Legal : #18 OF SEC 12 T2NR2EWM
Assessor's Tax Parcel Nos. : 159108-000
Prior Excise Tax No. : NA
Other Reference No. : None

DEVELOPMENT AGREEMENT

1. **EFFECTIVE DATE:** _____, 2018

2. **PARTIES:**

5th Plain Creek Station LLC
c/o Hurley Development
915 Broadway, Suite 250
Vancouver WA 98660
hereinafter: "5th PLAIN"

City of Vancouver
P.O. Box 1995
Vancouver, WA 98668-1995
hereinafter: "CITY"

3. **RECITALS:**

3.1 At the time of the execution and recording of this Development Agreement 5th PLAIN will own the property legally described in **Exhibit A**.

3.2 5th PLAIN has requested annexation to the City of Vancouver, and the establishment of Comprehensive Plan and Zoning map designations of Commercial and CG on the southern portion of the property, and Urban High Density Residential and R-18 on the northern portion.

3.3 The Property is currently designated Mixed Use and MX by Clark County. The subject property is tax parcel number 159108-000, and located at 15306 Fourth Plain Blvd.

3.4 Vancouver Municipal Code 20.230 provides two methods for assigning a Comprehensive Plan and Zoning designation to newly annexed areas. The first method allows annexing properties to be assigned the City designations most consistent with their existing County designations. The second method allows for that the consideration of a different designation, if done concurrent with the annexation.

3.5 The Parties desire to memorialize the Comprehensive Plan and Zoning designations on the Property at the time of annexation and set forth additional provisions related to development of the Property.

NOW THEREFORE, the Parties agree as follows:

4. **Recitals.** The recitals are hereby incorporated into this Agreement and shall bind the Parties to the terms of this Agreement.

5. **Purpose.** The purposes of this Development Agreement are to:

5.1 Ensure that future development of the property is substantially consistent with conceptual site plan submitted by 5th PLAIN as part of its Comprehensive Plan and Zoning map designation request set forth in Recital 3.2, depicted on **Exhibit B** herein, pending further change to the site plan required through future site plan or subdivision review.

5.2 Ensure that future commercial development not include select commercial uses otherwise allowed in the proposed CG zone, which have limited employment density relative to the potential opportunities afforded by high traffic corridors such as Fourth Plain Blvd.

6. **Term.** The initial term of this Development Agreement shall be for twenty (20) years from the effective date of this Agreement, which may be extended by mutual agreement between the Owner of the Property and the City and approved by the City Council in accordance with state law.

7. **Conditions.**

7.1 **Conceptual Development Plan.** The proposed preliminary site plan for the Property depicted in **Exhibit B** attached hereto, is incorporated herein by this reference. Development of the site shall be in substantial conformance with **Exhibit B** and in conformance with any final Site Plan required and approved by or required by the City, or any alterations, changes or amendments thereto that are approved during any subsequent site plan approval process.

7.2 **Uses.** The Property uses shall be those allowed in the zoning districts applied to the Property upon annexation, except that commercial uses listed in VMC Table 20.430.030-1 of self-serve storage, non-accessory parking, and dog day care shall be prohibited.

8. **Successors.** This Development Agreement and all of its provisions shall be binding on the Parties and any and all of their assigns and successors in interest.

9. **Enforcement.** This Development Agreement may be enforced by the Parties through any remedy provided by law or in equity.

10. **Severability.** If any provision of this Development Agreement, or the application of the provision to any person or circumstance, is declared invalid, then the rest of the agreement or the application of the provision to other persons or circumstances shall not be affected.

11. **Authority.** Those signatories who sign on behalf of a limited liability company are expressly vested by the governing documents of such limited liability company which they purport to represent with the authority to bind such limited liability company in the manner in which such signatories have purported to bind their principal herein.

12. **Controlling Law.** In the event of any litigation arising hereunder, or with respect hereto, the law of the State of Washington shall control, and all signatories hereto, do hereby submit themselves personally to the jurisdiction of the courts of the State of Washington, and do hereby agree that any action arising hereunder may be instituted in Clark County Superior Court, if the parties are served including anywhere not within the State of Washington, by any method authorized by Washington Law.

13. **Required Public Hearing.** This Development Agreement is authorized by a Resolution of the City Council of the City of Vancouver following a hearing as required by RCW 36.70B.170.

14. **Extensions of Time for Performance.** Notwithstanding anything to the contrary contained in this Agreement, neither party shall be deemed to be in default where delays and performance or failure to perform are due to war, insurrection, strike or other labor disturbances, walkouts, riots, floods, earthquakes, fires, casualties, acts of God, extended appeals by third parties or similar basis for excused performance which are not within the reasonable control of the party to be excused. Upon the request of either Party, an extension of time for such cause shall be granted in writing for the period of the forced delay, or longer, as may be mutually agreed upon.

15. **Vesting.** The Parties agree that the development of the Property and this Development Agreement vests as to the permitted uses, land use ordinances, regulations, and development standards in effect in Title 20 VMC as of the earlier of the date of any fully complete land use application being processed for approval with this Development Agreement, or the date of the execution of this Development Agreement. "Vesting" shall mean that the Property is entitled to be used and to implement a site plan or other land use permit or approval that is substantially consistent with that shown in **Exhibit B**, and that the Property is entitled to be eligible to receive land use approval of development proposals ("implementing land use approval(s)") that are consistent therewith, in accordance with the zoning, development and land use ordinances in effected upon the date of the vesting of this Development Agreement without any such application being subject to changes in ordinance, regulation, and development standards and

regulations that are enacted or implemented subsequent to the date of vesting of this Development Agreement. Further, if an implementing land use approval has become final (not appealed), which is at variance with such ordinance, regulation, and development standards and regulations with the agreement of the applicant(s), the ordinance, regulation, and development standards and regulations manifested in such implementing land use approval(s) shall become vested under this Development Agreement. This Development Agreement and the development standards in, and terms of, this Development Agreement govern during the term of this Development Agreement and may not be subject to an amendment to a zoning ordinance, land use regulation, or development standard adopted after the effect date of this Development Agreement except with the agreement of the applicant or owner; provided that an applicant or owner of the Property may elect to waive vesting as to an ordinance, requirement, condition or standard and proceed under any ordinance, requirement, condition or standard more recently in effect by the City of Vancouver as allowed under VMC 20.250.040. This vesting shall continue beyond the term of this Development Agreement as to any fully complete implementing land use application in process or granted by the City during the term of this Development Agreement, for the normal term of approval of any such application or approval. Any permit or approval issued by the City, including any implementing land use approval, after the vesting of this Development Agreement must be consistent with this Development Agreement.

16. **Exception to Vesting/Serious Threat to Public Health.** Nothing contained in this Development Agreement shall preclude the City from exercising any and all rights it has under RCW 36.70.170(4) to address issues of public health and safety.

17. **Construction.** This Development Agreement sets forth the entire agreement of the Parties. This Agreement shall be construed as a whole. No amendment, change or modification of any provision of this Agreement shall be valid unless set forth in writing and signed by both Parties. To the extent of any conflict with any City regulations which may otherwise govern the Property, the terms and conditions of this Development Agreement shall prevail.

18. **Binding Effect.** This Development Agreement, or a summary therefore, shall be recorded against the Property and shall run with the land subject only to the express conditions or limitations of this Agreement, and shall be binding upon and inure to the benefit of the respective successors and assigns of the parties. Upon assignment of this Development Agreement or the conveyance of any parcel of the Property to which this agreement is applicable, the assignee/grantee shall be deemed to assume all rights, obligations and liabilities set forth in this Agreement as they relate to such parcel.

19. **Cooperation.** Each Party shall take such action (including, but not limited to the execution, acknowledgement and delivery of documents) as may reasonably be requested by the other Party for the implementation or continuing performance of this Development Agreement. In the event of any administrative, legal or equitable action or proceeding instituted by any person or party to this Agreement challenging the validity of any provision of this Agreement, or any subsequent action taken consistent with this Agreement, the Parties shall cooperate in defending such action or proceeding to settlement or final judgment, including all appeals. Each Party shall select its own legal counsel and retain such counsel at its own expense.

20. **Effective Date.** This Development Agreement will become effective on signature by the City of Vancouver and 5th Plain Creek Station LLC or successor.

DATED THIS ____ day of _____, 2018

Signature pages to follow

CITY OF VANCOUVER

By:

_____,
Eric J. Holmes, City Manager
Dated: _____

Attest:

_____,
City Clerk

STATE OF WASHINGTON)

: ss.

County of Clark)

I certify that Eric J. Holmes appeared personally before me and that I know or have satisfactory evidence that he signed this instrument, on oath stated that he was authorized to execute the instrument and acknowledged it as the City Manager of the CITY OF VANCOUVER to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

DATED this ____ day of _____, 2018

NOTARY PUBLIC FOR WASHINGTON

My Commission Expires: _____

5th Plain Creek Station LLC, Owner

By: Hurley Development, LLC, its Manager

By: Ryan Hurley, its Manager

Dated: _____

STATE OF WASHINGTON)

: ss.

County of Clark)

I certify that Ryan Hurley appeared personally before me and that I know or have satisfactory evidence that he signed this instrument, on oath stated that he was authorized to execute the instrument as the Manager of Hurley Development, LLC, Manager of 5th Plain Creek Station LLC and to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

DATED this _____ day of _____, 2018

NOTARY PUBLIC FOR WASHINGTON

My Commission Expires: _____

EXHIBIT A

LEGAL DESCRIPTION

For APN/Parcel ID(s): 159108-000

Parcel I

The Southwest quarter of the Northwest quarter of Section 12, Township 2 North, Range 2 East of the Willamette Meridian, Clark County, Washington.

EXCEPT the South 28.28 rods of the East 28.28 rods.

ALSO EXCEPT the following described parcel of property:

COMMENCING at the Southwest corner of the Northwest quarter of said Section 12;

Thence North 01°30'26" East along the West line of said Northwest quarter of Section 12, 951.26 feet to the South line of that tract conveyed to Ronald E. Raley by deed recorded under Auditor's File # G714092 of Clark County Records and the TRUE POINT OF BEGINNING;

Thence South 01°30'26" West along said West line 250.47 feet to the South line of that tract conveyed to Torrence L. Speights by deed recorded under Auditor's File # G375849 of Clark County Records;

Thence South 01°30'26" West along said West line 3.79 feet to a point which bears North 88°37'05" West from a 1/2" iron rod set by Olson Engineering Inc. in 1976 as shown on the Record of Survey recorded in Book 4 of Surveys at Page 192 of Clark County Records;

Thence South 88°37'05" East 11.44 feet to said 1/2" iron rod;

Thence North 01°10'13" East 252.36 feet to another 1/2" iron rod set by Olson Engineering, in said Record of Survey;

Thence continuing North 01°10'13" East 1.89 feet to a point which bears South 88°37'05" East from the True Point of Beginning;

Thence North 88°37'05" West 9.94 feet to the TRUE POINT OF BEGINNING.

ALSO EXCEPT that portion lying within NE Fourth Plain Blvd./Road.

ALSO EXCEPT that portion acquired by the State of Washington by the Stipulated Judgment and Decree of Appropriation filed November 6, 2002, under Clark County, Washington Superior Court Case No. 01-2-00977-3.

Parcel II

That portion of the Northwest quarter of the Northwest quarter of Section 12, Township 2 North, Range 2 East, Willamette Meridian, Clark County, Washington, described as follows:

Beginning at a 1/2 inch iron pipe marking the Southeast corner of Lot 22 of "Mountain View Meadows",

Copyright American Land Title Association. All rights reserved.

The use of this Form (or any derivative thereof) is restricted to ALTA licensees and ALTA members in good standing as of the date of use. All other uses are prohibited. Reprinted under license from the American Land Title Association.

ALTA Commitment (Adopted: 06.17.2006)



Printed: 03.13.18 @ 01:16 PM

WA-FT-EVAN-01530,610025-SPS-1-18-612848658

according to the plat thereof recorded in Volume G of plats at page 924, records of Clark County, Washington;

Thence North 01°26'54" East, along the East line of said Lot 22, a distance of 0.93 feet to an existing fence line and the TRUE POINT OF BEGINNING;

Thence South 87°59'25" East, along an existing fence line, 82.87 feet to a fence corner;

Thence continuing along an existing fence line, South 32°00'07" East, 7.33 feet to the South line of the Northwest quarter of the Northwest quarter of said Section 12;

Thence North 88°15'37" West, along the South line of the Northwest quarter of the Northwest quarter of said Section 12, a distance of 86.90 feet to the Southerly prolongation of the East line of said Lot 22;

Thence North 01°26'54" East, to and along the East line of said Lot 22, a distance of 6.48 feet to the TRUE POINT OF BEGINNING.

Also that portion of the Southwest quarter of the Northwest quarter of the Northwest quarter of said Section 12, lying Southerly of the South line of said plat of "Mountain View Meadows".

Copyright American Land Title Association. All rights reserved.

The use of this Form (or any derivative thereof) is restricted to ALTA licensees and ALTA members in good standing as of the date of use. All other uses are prohibited. Reprinted under license from the American Land Title Association.

ALTA Commitment (Adopted: 06/17/2006)



Printed: 03/13/18 @ 01:16 PM
WA-FT-FVAN-01530,610025-SPS-1-18-612848658

EXHIBIT "B"

CONCEPTUAL SITE PLAN



SUMMARY

ORDINANCE NO. M_____

AN ORDINANCE relating to Comprehensive Plan and Zoning for the City of Vancouver and Vancouver Municipal Code (VMC) Title 20; amending the Vancouver Comprehensive Plan and Zoning map designations for property at 15306 Mill Plain Boulevard, and authorizing a Development Agreement; providing for severability 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).

ATTACHMENT B – WRITTEN PUBLIC COMMENTS RECEIVED

From: Heritage Neighborhood Association [mailto:heritageneighborhood@gmail.com]
Sent: Tuesday, March 13, 2018 5:29 PM
To: Snodgrass, Bryan
Cc: McCall, Marilee; naccc.chair@gmail.com
Subject: Testimony for tonight's hearing

Vancouver Planning Commission,

I am unable to attend the hearing tonight regarding the proposed rezone for the Toedtli property however I'd like to thank the City of Vancouver for notifying our Association of this request and for the regular communications and updates regarding this particular request.

I'd like to specifically thank Bryan Snodgrass, Judi Bailey and anyone else that helped with this outreach. The communication is appreciated.

At this time, Heritage Neighborhood Association has no official position for this request but will continue to follow the remainder of this proposed request and help with public outreach as needed.

Thank You,

Christie BrownSilva, President
Heritage Neighborhood Association
[360-326-4353](tel:360-326-4353)
[13504 NE 84th ST. Ste.](#) 103-141
Vancouver, WA 98682

From: Dale BRandenburg [mailto:dhbrandenburg@comcast.net]
Sent: Tuesday, March 06, 2018 12:19 PM
To: Snodgrass, Bryan
Subject: 5th Plain Creek Station - Tax Lot 159108000

Hello Bryan,
My property joins the plan property in the northeast corner, with my address being 7309 NE 156 Ave.

In reference to the above Lot, can you provide me with some information or point me in the right direction?

- Current and proposed zone changes on a plot map demonstrating locations of streets and type of structures. Hopefully this would show connection points with existing streets as well as new.
- Does the plan show locations of the single family homes as well as multifamily homes? How many of each? Are the single family homes to be rental properties?
- Are there any requirements of sound structures or fences for the perimeter properties, where the development is adjacent existing homes? If not, how can this be addressed as a requirement to reduce the increased noise associated with multi family homes?
- Also, I would like to know if there are any plans or notes associated with tree removal? We have a large fir tree that straddles the property line and need some clarification based on surveys of where liability ownership lies or if there are plans to remove.

Thank you

Dale Brandenburg